

**Report of the Academic Audit of Various Teaching and Research Departments of
Sacred Heart College (Autonomous), Thevara, Kochi**

On 18-19, February, 2016

The Audit Team

Science Departments

Chairman : Prof. (Dr.) K. Babu Joseph, Former Vice Chancellor, CUSAT

Members (Subject Experts)

Aquaculture : Prof. (Dr.) Saleena Mathew, Dept. of Industrial Fisheries, CUSAT

Chemistry : Prof. (Dr.) K Girish Kumar, Dept. of Applied Chemistry, CUSAT

Zoology : Dr. Rema L.P., HOD, Zoology, Maharaja's College Ernakulam

Computer Science : Mr. Binu A, HoD, Dept. of IT, Rajagiri School of Engineering & Technology,
Kochi.

Mathematics : Dr. Thomas Joseph, Associate Professor, Bharatamatha College, Thrikkakkara

Arts Departments

Chairman : Dr. Joseph I. Injody, Retd. Principal, Rajagiri College of Social Sciences

Members (Subject Experts)

English : Dr. Tessy Antony, HoD, Dept. of English, St. Teresa's College (Autonomous)

Economics : Dr. N. Madhava Menon, Associate Professor, N.S.S College, Cherthala

School of Communication: Prof. Ramesh, Faculty member, Amrita University

Physical Education : Sri.CC Jacob, Former International football player

Oriental Languages : Prof. KG Narayanan, Former HoD, OL, SH College, Thevara

Commerce Department

Chairman : CA. Venugopal C. Govind, FCA

Member

(Subject Expert) : Dr. Rajagopala Nair, Director, Albertian Institute of Management, Ernakulam

IQAC

Dr. Joseph T. Moolayil, Coordinator

Dr. K.M. Johnson, Joint Coordinator

Ms. Agile Joy, Convener

Preface

The academic audit of various teaching departments of Sacred Heart College (Autonomous), Thevara was conducted on 18-19, February, 2016 by the Audit Team as per item no 8 of the minutes of the meeting of the Academic Council of the college held on October 18, 2014. For the effectiveness of the academic audit, the audit team was separate for the faculty of science, commerce and arts. In each team, there was a chairman, a subject expert and a representative of the Internal Quality Assurance Cell.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

The parameters include:

1. Curriculum Design, Development and Enrichment
2. Academic Flexibility – add on courses etc.
3. Feedback System for the stake holders.
4. Student Profile at the time of admission and now
5. Catering to Student Diversity
6. Effectiveness of Teaching-Learning Process
7. Teacher Quality
8. Evaluation Process and Reforms
9. Student Performance and Learning Outcomes
10. Promotion of Research and fund mobilisation
11. Research – facilities, publications and awards
12. Consultancy and Extension Activities with Social Responsibility
13. Collaboration
14. Physical Facilities and IT Infrastructure
15. Library as a Learning Resource
16. Maintenance of Department Facilities
17. Faculty Empowerment Strategies
18. Division of responsibility and leadership
19. Financial Management
20. Internal Quality Assurance System (DQAC)
21. Student Mentoring and Support
22. Student Progression, Student Participation and Activities
23. Environment Consciousness
24. Innovations & Best Practices

The audit teams held separate meetings with the members of the faculty, students and non-teaching staff. The reports are compiled and appended.

Introduction

Sacred Heart College (Autonomous), Thevara, the first CMI centre for higher education established in 1944, is a first grade autonomous college affiliated to the Mahatma Gandhi University, and accredited with A grade by NAAC in the third cycle. The college was initially affiliated to the University of Madras. It started with a modest strength of 276 students spread across three intermediate and three undergraduate programmes.

When the Kerala University Act came into force in 1958, the affiliation was shifted to Kerala University. In 1975 the college began to admit women too, responding to the growing need of women's education in Kerala. In 1983 affiliation was shifted to MG University. Now college offers 14 undergraduate course, 15 postgraduate programmes, 3 MPhil programmes and has 6 research centres. It has a student strength of 2304 and has 85 regular faculty members, 45 self-aided faculty, 29 aided non-teaching staff and 16 management staff.

The college scaled a new benchmark in the year 2000 with the National Assessment and Accreditation Council (NAAC) rating it at the Five Star level. This was followed by the UGC recognizing it as a College with the Potential for Excellence – an honour it shares with an elite league of institutions in the country. In 2007, the college was re-accredited with 'A+ grade, in recognition of its sustained effort for excellence. In 2013 the College was again re-accredited with A in the third cycle.

In 2014, the college was elevated to the autonomous status by Govt. of Kerala. The college pursues the goal of holistic formation – nurturing the body, mind and soul with a social perspective of the wards under its care, with unflinching devotion.

Audit report of the various departments

The Department of Aquaculture

The department offers a postgraduate programme in M.Sc. Aquaculture. There are four regular faculty in the department and are all well accomplished senior faculty. In 2012, a major revision of the M.Sc. syllabus was made. Though compatible with UGC curriculum the percentage of current knowledge included is only 3%. This deficiency may be addressed by conducting seminars/workshops for the students.

Maintenance of the fish hatchery leaves much to be desired. Though there is an ornamental fish hatchery, only one fish variety (gold fish) is cultured.

A number of national and international conferences have been attended by the faculty. But there is no mention of their having contributed to any of them by giving invited talks or presenting papers.

The M.Sc programme is yet to be recognized by the PSC for recruitment purposes. The examination results from 2012 – 16 do not indicate a steady trend. No feedback on teaching, learning and evaluation has been taken from the students so far. There are no innovations in teaching-learning either.

The teacher quality is excellent.

The department lacks research facility and has no research programme to its credit.

No publications by the faculty are listed. Some revenue is generated by offering consultancy. The possibility of expanding the consultancy service may be explored because the department has a very brilliant faculty to be proud of. The department conducted a training programme for various sections of the public in ornamental fish culture.

Good facilities are available for running the course in a conventional manner. But investment is required for modernizing it by providing space and adding essential equipment like LCD projector and laptop/computer. The department does not have a library worth the name. Recent books and journals are to be made available.

Many former students are in good jobs around the world. But no placement register or list of alumni as such is seen maintained.

The department maintains the minutes of the departmental meetings. But no course plans are prepared by the faculty. No action plan either.

The department suffers from lack of space and inadequate allocation of funds. The research facilities are to be augmented. The supporting staff is insufficient in strength. The department suggests the setting up of a central lab with sophisticated instruments in the college to enable their wider use.

Dr K. Babu Joseph (Chairman)

Observations of the Subject Expert

The Academic Audit of the Department reviewed the Academic programmes conducted by the department which included the syllabus, faculty status, employability of the course, facilities available etc. The Director gave a brief outline of the course and its prospects. More than 80% of the students were reported to be employed after successful completion of the course. Experts in specialized areas of the programme are engaged as guest faculty where permanent faculty is not available. Also the students are given hands-on-training on various subjects utilizing the facilities of other National Fisheries Institutes in and around Kochi. The department also gives training to farmers on ornamental fish breeding and tank setting. The committee is convinced of the performance of the department.

The committee also met the students and got their feedback. The students did not express any complaints on the teaching and are happy with the performance of the faculty. But they pointed out the following to be brought to the notice of the authority.

1. Lack of laboratory facilities for the conduct of practicals.
2. Lack of library facilities and computers with internet connection.

In this context, the following suggestions may be taken into consideration:

1. Additional space with two laboratories- 1) Processing lab and 2) Nutrition & Biochemistry Lab.
2. To purchase more books and to reduce the cost, preferably Indian Edition may be brought. Also increase the no of computer terminals for the students to do online search of subjects related to their project work.

Dr. Saleena Mathew,
Professor, School of Industrial Fisheries, CUSAT,
Kochi-682020

Botany

The department offers B.Sc., M.Sc. and Ph.D. programmes in Botany. The curricula were revised twice by adding new portions (30% for B.Sc and 20% for M.Sc). About 30% of the syllabus is claimed to be based on the current knowledge. A bridge course is conducted for new entrants to the B.Sc programme. There is an open course in agri-based micro enterprises for the UG students.

On the whole, the teaching programmes are effective and good. The department has excellent faculty. A number of tests and quizzes form the basis of student evaluation. Remedial classes are held for the weak students. There is a feedback system that helps the teachers in improving their performance. Among innovations in teaching mention may be made of the hands-on-training given to the students in selected areas. They are allowed to do their project work in outside institutions or within the department.

A number of major projects have been completed and currently, there is only one such project in operation. The faculty may be encouraged to submit some new projects for major assistance. The publication record is satisfactory. But only two original papers have been published in journals having an impact factor. The record in respect of extension or social activities is good to the extent of giving training in mushroom cultivation/ horticulture, but more can be done.

No collaborative projects with other departments like zoology, chemistry or other institutions are in operation. The department is very active as far as extension activities are concerned. These include environmental protection, mega flower shows, and exhibitions for school students, identification of medicinal plants and roof top cultivation of vegetables.

Physical facilities and infrastructure facilities available are very good. The department library is not maintained in good shape on the plea that the central library has a collection of botany books and journals.

The faculty exhibits unity and strength. The division of responsibilities is commendable. Two faculty vacancies exist.

The mentoring system is effective. The department keeps track of the career progress of alumni as far as possible.

The results of exams are very good. Students are by and large satisfied with the programme.

Apart from the environment consciousness prevalent generally in all departments, the botany department has practically nothing to boast of in regard to innovations or best practices.

Dr. K. Babu Joseph, Chairman

Chemistry

The department offers 2 PG programme (MSc. Chemistry and Pharmaceutical Chemistry) and a UG programme. There is a full time and 3 part time Ph.D. Scholars.

An add-on course on food processing is claimed to have been designed but doesn't exist now. The UG and PG syllabi were revised once and made compatible with the UGC curriculum. The amount of current knowledge added is claimed to be 65%. A bridge course is conducted for UG students.

The department gets good students at the entry level and gives them good training. The faculty quality is very good. Remedial training is also carried out.

The examination results indicate a mixed trend from year to year, but are generally good in the sense that there are a number of first classes/distinctions/ranks among the pass-out each year.

The department claims to have 18 research publications with impact factor to its credit. With 13 Ph.Ds in its faculty, this is a reasonably good record although much more could be done. The highest impact factor is 7.443 and the average is 3.966. This is quite good as far as the quality of the research work is concerned. I fail to understand why no Ph.D thesis was submitted/forwarded during this period.

Two major research projects have been completed. Only one is ongoing under the leadership of two faculty members. Few teachers have submitted research projects to the DST.

Five minor projects were completed in 2013 and afterwards no new proposals have been submitted under this category.

The record of participation of faculty in conferences, seminars and workshops is fairly long. There are a few international programmes too in this list. The list of only 9 invited talks by the faculty at various colleges across state leaves much to be desired.

The list of research facilities added during the period is very short.

The students complained about not having sufficient number of 'fume hoods' and lack of space in the labs.

Faculty members make use of opportunities to improve their contact with other institutions.

Though responsibilities are shared among the faculty, there is lack of coordination among them.

Mentoring and progress tracking in respect of students are probably done at a very low level. No records are kept.

The general level of knowledge of the students is unfortunately low. They don't have an awareness about the chemical industries functioning in the Greater Cochin area. No industrial visits are encouraged as the students say. Their knowledge about chemical pollution in this area is poor, in spite of the fact that the department has some water quality analysis programmes.

The absence of a departmental library is a serious deficiency.

I would suggest that as an extension activity the department may carry out regular water quality analysis in the Eloor – Manjummal area which is facing sporadic surges in pollution in River Periyar.

Dr. K Babu Joseph
Chairman

Computer Science

The department conducts a Triple Main Programme in B.Sc Computer Applications, certificate courses in MS Office, C, C++ and JAVA programming. Syllabus revision is done from time to time.

I am very much impressed by the seriousness and care shown by the department in maintaining proper records of various activities such as pertaining to bridge courses, remedial classes and tutorial and mentoring sessions. They have even presented the detailed syllabus followed in each programme. I wish that other departments of the college emulate the department of Computer Science in all these. The unity and comaraderie among the faculty is a model for others.

The B.Sc results during the past 5 years are very good. The lab is well equipped and is a recognized practical centre for IGNOU examination as well as TOEFL.

The students want the inclusion of a second language in the course offered, a demand that is quite reasonable.

When an M.Sc programme is introduced, the department may appoint Ph.D qualified members among its faculty. However a P.G. course may be offered after conducting a proper demand study in the job market.

The department doesn't have a library.

The students are found to be happy and satisfied with the department and its faculty.

Dr. K Babu Joseph
Chairman

Mathematics

The department conducts B.Sc. and M.Sc courses. The number of full time permanent faculty is 9 but as per records, there is only one Ph.D holder among them. More teachers must be encouraged to obtain Ph.D degree.

Even though the profile submitted by the department doesn't mention about any curriculum reforms it has under taken, we found from our interaction with the faculty that they have taken pains to improve their courses in line with the UGC curriculum.

There is no record of having conducted student mentoring or remedial classes.

No records, no publication with or without impact factor. There is no departmental library worth the name.

Members of the faculty have attended academic programme conducted elsewhere or given talks. This is a low level activity so long as it is not translated into research.

The B.Sc results are excellent over the years. The M.Sc results are on the whole good. In our interaction with the students we were told that they are not happy with the way mathematics is taught as a mere abstract discipline. They have very little awareness about its applications to real world problems. Another complaint from them is that the department has not allowed them to organise a so called Maths-Fest or go on study tours.

I would recommend taking them on a so called mathematical tour to the places where south Indian Mathematicians were born and worked. The department could very well organise at least a national seminar on Kerala's contribution to mathematics next year. Another programme on Applicable Mathematics may also be organised.

Dr. K Babu Joseph
Chairman

Report of the Subject Expert

We congratulate the Department of Mathematics and Statistics of S.H. College, Thevara, regarding the following facts.

1. Excellent results for UG and PG programme.
2. Some best practices such as 75% of attendance required for the eligibility of appearing for the main exam, a cut off mark of 92% for the admission, giving financial aid for poor students, hostel facility for girl students, periodical campus cleaning , a plastic free and flex free zone in the campus and a very effective NET coaching for PG students on all Saturdays and Sundays.
3. Maintaining ICT enabled class room with all facilities.
4. Faculty members are engaged in different responsible jobs for the college administration and also maintaining some interdepartmental services.

The following are the strong recommendations from the Auditor's for the year 2015-2016.

1. Modify the existing syllabus by including more applicable mathematics, that enable the students to get admission for their higher studies in well reputed institutions all over India and abroad.
2. Provide career guidance and training to selected students to develop their Mathematical skills and to construct mathematical models based on their syllabus.
3. Selected students must avail chance to visit neighboring Science Institutions such as VSSC, Science park etc. to study the working procedure of some math models.
4. For practical, a Mathematics-Statistics laboratory is required; especially for the sample survey analysis and for some advanced mathematical computations.
5. The non-Ph. D.s of the teaching faculty should avail the FDP for their research work.
6. Spacious PG class rooms are very good essential.
7. The students are willing to conduct MATH FEST, MATH EXHIBITIONS etc. But a strong support from the department is lagging behind. A genuine fund can also be utilized for the same.
8. Some of the students should get chance to attend useful seminars/workshops etc.
9. The department should conduct National Seminars /Workshops etc. at least once in every year.
11. We observed that the department has no extension activities and outreach Programmes.

Dr. Thomas Joseph (Subject Expert)
Asso. Prof. of Mathematics
Bharata Mata College, Thrikkakara.

Physics

The physics department conducts BSc and MSc degree courses and has recently launched an M.Phil programme. That they are able to run three programmes with only 8 full time and one guest faculty merits appreciation and encouragement. The department conducted a bridge course for the first autonomous B.Sc Physics batch.

Remedial classes were held especially by one faculty member with emphasis on basic mathematics. Tutorial and mentoring sessions have been claimed to be held.

The UG and PG syllabi were revised once and syllabus for M.Phil was formulated. Since the percentage of new portions added is just 10% and that of current knowledge covered is only 5% this exercise doesn't have an impact in the curriculum.

The UG exam results are very good. But the M.Sc results are average or just above the average.

The total number of research publication is 16. Some of which have appeared in journals with high impact factor. The department can do still better in research. As of now, no research projects are in operation. No research students are on its rolls.

The profile submitted by the department leaves many items unresponded. I suspect that the intention is to give the impression that the answer is negative. This could also be interpreted as complacency.

The students are critical about the traditional pattern of questions set for the semester exams. Their main complaint is that little importance is given to problem solving and the majority of questions asked are of the essay type. They expressed a strong need for more explanatory material to be included in lectures on theoretical physics and especially quantum mechanics. Some equipment are remaining idle or underutilized or are not in a working condition. The thin film coating unit is an example.

I recommend that the M.Sc syllabus may be modified by taking into account recent developments in astrophysics and cosmology. I found that the students don't know anything about the recent discovery of gravitational waves or about unified theories. I recommend the introduction of add-on courses on topics of current importance.

Dr. Babu Joseph
Chairman & Subject Expert

Zoology

The department has 7 permanent faculty and one guest faculty and conducts a UG and PG programme, and no visiting/ guest faculty. No Ph.D students at present.

Course revision was made only once. Compatibility with UGC curriculum is only 90% and the amount of current knowledge added is only 5%. Remedial steps should be taken.

The list of publications with impact factor is impressive. There are a large number of conferences attended/organised by the faculty. Papers have been presented by some of them.

The track record in UG and PG results is very good.

The department and its students are regularly organizing or taking part in a variety of extension activities – a highly commendable feature.

All three research areas namely spider taxonomy, marine biotechnology and neurobiology of ageing are strong and active. The department has been offering consultancy in spider identification to several institutions across the country. It has notable achievements to its credit especially in spider identification. The department has a system of receiving feedback from the students. As a best practice to its credit, the department has introduced an online evaluation system in the moodle platform.

The department suffers from want of space and shortage of supporting staff. The instrumentation used in the labs is largely outdated.

Dr. K. Babu Joseph
Chairman

Suggestions by the subject expert

It is revealed that most of the key aspects under every criteria are excellent except 1.3 curriculum enrichment, 3.4 Consultancy, 3.6 collaboration and 5.4 departmental quality assurance system which are to be improved. On the whole the faculty is putting forth great efforts to bring the department ever high and is very much commendable. An extensive effort must be put forth to document whatever is practised in a consolidated, attractive and easily recognizable form.

Dr. Rema.L.P., M.Sc., Ph.D., MBA
Associate Prof. and Head
Dept. of Zoology

Report of Academic Audit

Date: February 18, 2016

Auditee: Sacred Heart College (Autonomous), Thevara, Kerala, India

Auditor: Dr. Tessy Anthony C.,
Academic Dean and Head of the Dept. of English, (Former IQAC Coordinator)
St. Teresa's College (Autonomous), Ernakulam, India

Departments Visited:

1. Department of Physical Education
2. Department of Oriental Languages
3. Department of English
4. Department of Economics

Audit Parameters:

1. Curriculum Design and Transaction
2. Teaching-Learning and Evaluation
3. Research, Consultancy and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance and Leadership
7. Best Practices

Method of Assessment:

A close scrutiny of all the achievements of the Departments, the Faculty profile of the Departments and the awards received were made. The Faculty were also questioned about the best practices of the department and about those followed by them. Evidences and records were verified. Details about SC/ST/OBC students were checked. It was reviewed how classes were engaged and if not, what alternative was taken. The pedagogy followed in engaging classes was discussed and reviewed for effectiveness. The SWOC analysis conducted by the departments was reviewed. Both documentary and non-documentary evidences were checked. The performance of the Departments was assessed based on the alignment of the above to the seven criteria.

Interaction with a team of students representing all classes was made. Evaluation of the teachers and departments were done based on the feedback from students.

An informal discussion with the Heads of the Departments helped in understanding the future plans, sharing the findings and in making suggestions as to how the Department can improve.

Summary of Audit Findings:

Department of Economics:

- The research output of the Economics Department is commendable
- Focus must be given to proper maintenance of student growth and progression records
- The need for streamlining the extension or outreach programmes of the Economics Department was suggested. Outreach should be pertaining to the core discipline alone and not regarding awareness programmes or health issues discussed.
- The student interaction brought out the need for a more application oriented pedagogy

Department of English:

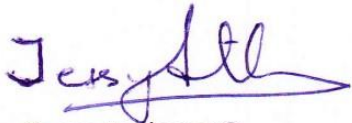
- During the interactive session, the students expressed appreciation about the teaching –learning processes adopted by Department
- The English Department has a rich crop of research publications and have promising research guides to become a Research Centre.
- More work under outreach programmes/Extension work and Consultancy can be carried out
- The need for maintaining proper records of student growth and progression was observed. The tutoring and mentoring programmes and their follow ups require to be duly signed by the students
- The absence of supporting staff in the Library is a hindrance for effective utilization of the available facilities

Department of Oriental Languages:

- In spite of not having a UG programme, the department conducts Certificate Programmes
- The lack a UG programme for the department was observed as a weakness which could lead into demotivation of the qualified staff
- Even though a lot of activities are organized by the department, it is not properly documented for records
- The need for maintaining proper records of Student Growth and Progression was observed. The tutoring and mentoring programmes and their follow ups require to be duly signed by the students
- Their future plan to include more community radio programs and cultural programs is promising

Department of Physical Education:

- The Department of Physical Education repeatedly thanked the management for all its support.
- The Department needs to work on its service to the other students of the college.
- It was mentioned that they failed to empower girls because of their lack of involvement in sports. But the Department has reached out to the public and society by providing various amenities which is commendable.
- The infra structure and facilities in the college is noteworthy. The care given to their sports students is to be applauded.
- Their connect with the Alumni and the officials connected to the various sports is laudable.
- Their future plans for a swimming pool and the need for a fitness programme to monitor the well-being of the students in general has been suggested.



Dr. Tessy Anthony C.

Chairman, Academic Audit Team

Academic Dean, St. Teresa's College (Autonomous), Ernakulam

Department of Sociology:

The team met the Head of the Department Mr. Varghese R.K., Associate Professor and two Faculty members. The Department provided the statistics of the examination results and their observations and concerns about the future of the department.

Concerns:

- 1) The Head of Department told us that most of the Sports Quota students were admitted in the Department of Sociology and this brings down the quality of the teaching and learning process as these students were not present in the class most of the time.
- 2) Those admitted under the management quota are very weak in academics.
- 3) Five of the students with learning disabilities have been admitted.
- 4) The Department is not able to make much progress in the area of Research.
- 5) One Faculty member who got an FIP could not use this opportunity due to age-bar by UGC.

Our Interaction with Students:

The team interacted with the students groups and the following observations have been noticed:

- 1) The Students were clear about the learning outcome.
- 2) The Students were positive and highly appreciative of the College.
- 3) They have quantified with examples, how they benefitted from these initiations. They are clear on what they wanted to do after their Post-Graduation.

Suggestions:

- 1) The initial interaction with the HOD was not very cordial, but, I am convinced that they are very committed and that is reflected the students positiveness about the department.
- 2) The management may interact with them and take them into confidence regarding the allocation of students under the Sports Quota. With a little effort, the department could grow as a good teaching and research Centre in Sociology.

SH School of Communication:

Positive Observations:

- 1) The faculty profile of the department is very good. They come from various backgrounds and have studied in institutions of repute.
- 2) Most of the Faculty members have a very good connection with the industry and they are all able to develop live projects. This will help students to have hands on experience and also enhance the “earn while you learn scheme”. The School of Communication has made the best use of the existing building and the building earlier occupied by the press.
- 3) The synergy among the Faculty members should be used to take the institution to an international level of competence.
- 4) Universities abroad should be encouraged to send their students here for the semester abroad programme.

Things to be done for future development to bring the school and the work of the teachers in the academic frame work of the MG University:

- 1) A retired administrative staff member should be appointed either at full time or part time from any of the established Music/Arts Colleges under MG University, so as to fill the academic detailing of the faculty and students as per University norms.
- 2) Liaison Officer could be appointed to increase the corporate connect to get fresh orders on live projects for the department established.
- 3) The School should strive hard to increase the quality of applicants and to give wide publicity in CMI Schools (Undergraduate programme), media circles and colleges for admission.
- 4) The SH School of Communication should be a stand-alone Centre for excellence under the Sacred Heart College. This will help other departments to understand its working and motivate the School of Communication excel in the field of media and communication.

Interaction with Non-teaching Staff:

The team had a number of meeting with the non-teaching staff. They are generally happy and their concerns are, the government is not filling the vacancies of non-teaching posts. As most of the staff are not IT SAVY, they have a disconnection with the IT team of the College in developing the MIS.

Dr. Joseph I Injodey, Chairman

Report on the Academic Audit of the Department of Commerce of Sacred Heart College (Autonomous), Thevara, Kochi

The Academic Audit of the Dept. of Commerce, Sacred Heart College (Autonomous), Thevara, was conducted on 18th February 2016. The Academic Audit Team appointed by the Internal Quality Assurance Cell (IQAC) of the College consisted of CA.Venugopal C. Govind,FCA(Chairman), Dr.Rajagopala Nair Ph.D (Subject Expert) and Mr.Joseph T.Moolayil, (IQAC Co-ordinator).

The main objective of an academic audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs.

The Academic Audit was conducted in terms of the Academic Audit Guidelines issued by the Internal Quality Assurance Cell (IQAC) of the Autonomous College.

The Audit team held separate meetings and discussions with the Faculty and Students of the Commerce Department. The Courses being offered presently by the Commerce Department are B.Com (3 Streams) and M.Com & M.Phil.

On review, it is found that the quality of the education offered in terms of Designed curriculum, Methodology, Teaching process etc. is reasonably good. There is scope for improvement.

The following recommendations and suggestions are made by the committee :

1.Curricular Aspects:

It is noted that the Dept. has brought appreciable structural changes in the B.Com Curriculum on attaining autonomy. During the academic year 2015-16, the Dept. has introduced new subjects like IFRS as part of the Curriculum, which is in tune with the latest development in the field of Finance and Accounting. It is advisable to organize work shops for restructuring the syllabus by inviting leaders and experts from industries, academics, students, professionals as also alumni and other stake holders. The syllabus so introduced should be reviewed, and if necessary, should be restructured once in three years. Short term Add – on diploma

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courses may be introduced, which will be an added attraction for the students in the career market. The courses may be designed as per market requirements, such as Add-on courses on stock market, Advanced Excel for Management, Logistics Management etc. The present curriculum should be enriched by introducing necessary changes in tune with the market demand. Outdated topics may be deleted from the syllabus and the recent changes may be incorporated to meet the emerging needs. It is an accepted fact that the students are the major stakeholders in an academic system. The feedback from the students on the curricular aspects will enable the Dept. to enrich and fine-tune the syllabus. This system may be introduced and continued in a sustainable manner.

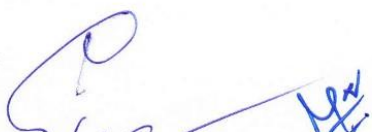
2. Teaching. Learning and Evaluation :

Student profile is to be updated. Student progression record should include:

- a. Input output analysis – showing the marks at the entry level and marks scored at the exit level.
- b. Campus placement details, including the present position
- c. Details of the students opted for higher education

The above details may be maintained separately for SC, ST, OBC and General category.

Student diversity may be attained on admitting students from other States of India and from abroad. Since it is an Autonomous college, attempts should be made to enroll students from other states. 'A good teacher teaches, but an excellent teacher Inspires'. Teacher should generate interest in the subject. Case study method of teaching should be adopted. Therefore, teacher enrichment programmes are to be periodically organized. Continuous efforts are required to update the teachers on the subjects they teach. The student evaluation process should be restructured to



test their analytical abilities and problem solving skills. Exams are conducted to test both the descriptive and objective knowledge of the students. Case studies may be incorporated in the question papers.

3. Research, Consultancy and Extension :

The teachers should undertake Research Projects under the financial assistance of UGC, ICSSR Etc. M.Com students may be encouraged to enroll for Ph.D after their successful completion of PG Course. Research leading to Ph.D may be promoted. Consultancy services may be undertaken. It is advisable for the dept. to undertake extension activities. The faculty and student resources should be utilized for extension activities. Social Outreach Programmes should be undertaken. The Dept. may approach the Institutions of National importance and locally renowned organizations for collaborative programmes.

4. Infrastructure and Learning Resources :

Computer lab should have a student-system ratio of 1:1. Interactive Boards with net connectivity may be installed in each class room.

5. Governance, Leadership and Management :

Strategies are to be re-tuned to empower the faculty members. Junior faculty members may be encouraged to attend Faculty Development Programme (FDP) and Management Development Programme (MDP) organized by other institutions. In due course, the Dept. may also conduct such programmes to improve the quality of the teachers. Special addresses/sessions by Industry leaders, Management experts and professionals may empower the faculty of the Dept.

6. Student Support and Progression :

Student mentoring should be strengthened. Each faculty member may act as a mentor. A separate progress report may be opened for each student. The Mentor



should act as a friend, philosopher and guide. The personal problems of the students may also be heard compassionately and redressed, if possible. Student progression may be recorded in the Mentees diary. Student involvement in the activities of the dept. will gain confidence among the students. The leadership qualities of the students shall be enhanced by inviting their participation in the activities of the Dept.

7. Innovations and Best Practices :

Innovation is a continuous process. The problems have to be identified and solved by introducing best practices. Students should be moulded in such a manner that they shall be the best citizens of this country. Value education, environment consciousness, outreach programmes are some of the best practices the Dept. may try to introduce.

Other general suggestions for improvement :

- (i) The teaching sessions may be designed to be more interesting, absorbing and enlightening for the students. Efforts are required to get the students to like the subjects they learn and create a deepening interest in them to learn more and update themselves in the subjects of learning
- (ii) Continuous improvement in the teaching methodology may be devised.
- (iii) More focus may be given on connecting students with current developments in each field and in taking them through the published materials and literature of current importance on each subject.
- (iv) All faculty members may be assigned by turn to specific orientation/upgradation programmes and those who come back after such programmes should have interactive sessions with other Faculty members, to share their knowledge and experience gained.
- (v) All staff members shall be encouraged to have higher degree of professionalism, which involve gaining knowledge and experience from all possible outside sources related to industry, business, commerce etc.



- (vi) Faculty must be encouraged to properly assess/evaluate the feed backs received from students and take effective and timely action on the suggestions received.
- (vii) More attention may be given on full and proper documentation for all activities and programmes of the Department.
- (viii) The department may take up consultancy assignments in subjects/areas which are handled by the Department under the leadership of the faculty with active involvement of the students.

The Academic Audit Evaluation Sheet is attached.

Signed on this the Twenty Second day of February, 2016.



1. CA. Venugopal C Govind



2. Dr. Rajagopala Nair

3. Mr. Joseph T Moolayil