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XAVIER BOARD OF HIGHER EDUCATION IN INDIA

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ACADEMIC AUDIT REPORT OF THE

DEPARTMENT OF ENGLISH


SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

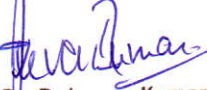
- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board- Administrative & Academic Audit (XB-AA Audit).

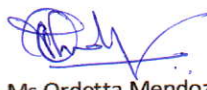
Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. D. Jeevan Kumar visited the Department of English on 19th December 2018 and interacted with the Head of Department and faculty. Dr. C.S. Francis, the HoD, made a presentation, which was followed by an interaction, and an examination of the relevant documents.


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About the Department:

The department of English which was started in 1944 began offering a MA in English Language and Literature in 1964. The BA programme in English Language and Literature (Mode: II Copy Editor) was offered from 1998. The mission of the department is to emerge as a hub of literary and cultural studies by

- Making students effective communicators who can seamlessly integrate themselves into the global society.
- Instilling in students critical thinking skills and a spirit of enquiry
- Cultivating a taste for art and literature among students and
- Inculcating a concern for the other, including the environment.


Commendations:

- Curriculum in alignment with the Vision and Mission of the College.
- Revision of curriculum and syllabus for BA English being done periodically.
- Special attention paid, while designing/revising the curriculum, to sensitize students to issues of gender discrimination, environmental degradation, ideals of the Indian Constitution, human rights, human values and professional ethics.
- Feedback on curriculum is systematically collected from all stakeholders; feedback is summarized and discussed in the BoS. Measures such as academic monitoring system, result analysis and revised mentoring system – are the result of feedback.
- The sanctioned strength is filled up every year; girls outnumber the boys in both UG and PG programmes.
- The following measures are taken to improve the learning levels of students:
 - (a) 'Walk with a Scholar' (WWS) for advanced learners;
 - (b) 'Student Support Programme' (SSP) for slow learners.
- Some Faculty have created Blogs and students are encouraged to do assignments through the Blog; Quiz sessions are organized.
- Question Bank for the PG programmes, questions scrutinized by invited external experts.
- Adequate number of faculty (13) in the department including the 3 guest faculty.
- Faculty adequately qualified with 5 members holding Ph.D. degrees, 3 having M.Phil. degrees and the remaining 5 teachers pursuing Ph.D. degrees.
- Department offers an Open Course, 'English for Careers' for students of other departments.
- The average Pass Percentage of students is around 90%.


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- A Project Handbook and Project Manual have been prepared by the Department.
- Physical facilities - the Department has 3 classrooms for UG and 2 for PG; there is a Seminar-cum-Reading Hall.
- IT infrastructure, there are 5 desktops and 3 laptops for use of Faculty; 15 desktops for use of students; Internet with Wi-Fi facility for Faculty; 2 Smart classrooms with LCD projectors; and 1 Language Laboratory.
- Time-tables and Course Plans are prepared and provided to students.
- Good student: teacher ratio.
- ICT tools and resources are utilized by teachers.
- Mentoring sessions are held regularly by class teachers with up to 30 students per teacher. Each teacher gives 2-3 hrs./student in a semester.
- Programme outcomes and course outcomes for all courses and programmes of the department being displayed on the institution website and communicated to students; both direct and indirect methods are used to assess the above.
- Department readying itself to become a Research Centre in the near future
- Plans to offer courses on Film Studies, Art and Literature, and Creative Writing.
- 7 new UG courses and 4 new PG courses added in the last 3 years.
- 9 Elective courses for PG students offered in the Fourth Semester; 3 courses offered as electives at the UG level.
- A Certificate Course in Business English which is offered for international students.
- Training given for BEC course offered by Cambridge University.
- Partner institution for conducting Communicative English Training under the Additional Skill Acquisition Programme of the Government of Kerala.
- UG students Hands-on training in Editing and Desktop Publishing skills given by experts from industry.
- Study Tours and Field Trips that are organized regularly.
- Internship for UG students in leading Newspaper / Magazine publishers and TV Channels and submission of report of the same.
- *On-the-Job* Training for students.
- One Faculty Member has published two books and more than a dozen articles in journals; a couple of faculty members have secured 'Best Documentary' awards.
- MOU with M/s Indocosmo Solutions to sponsor Japanese students to undergo a 10-month Certificate Course in Business English.



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- MOU with Ministry of Human Resource Development of the Government of Afghanistan for Afghan students to undergo course in Communication Skills in English.
- 7 students cleared the NET/SLET examination in 2016-17; 3 students cleared the NET/SLET examination in 2017-18.
- In 2016-17, as well as in 2017-18, 80% of the UG students joined PG programmes, and 100% enrolled themselves for M.Phil./Ph.D. programmes.
- Existence of the Nostos-Alumni Association; alumnae, primarily serving as academics, and a few of them in journalism, have contributed to the department's growth and development.
- Students of the Copy Editing course bring out a magazine called, 'Koppee', giving them a platform to hone their IT and DTP skills. They also contribute significantly to the college journal, *Heartbeats*.

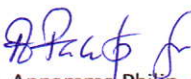
Recommendations

- More faculty members to register as research guides.
- Application for recognition as a Research Centre is pending before the University, department to take steps to ensure that recognition is obtained as soon as possible.
- There is a severe space constraint in the department. The physical and IT infrastructure are insufficient. College must take steps to augment the existing infrastructure.
- No recent projects have been sanctioned. Faculty must pursue major and minor research projects seriously.
- Publications are abysmally low for the level of a PG department.
- Faculty empowerment strategies need to be clearly enunciated.
- ICT in teaching –learning can be used more extensively.
- Improve student diversity in the department.
- All faculty members of the department can contribute to mentoring students.
- Departmental Internal Quality Assurance System may be introduced.
- A Placement Centre may be established in the department.
- Department needs adequate number of support staff.

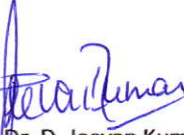
Date: 12/02/2019


Place: Bangalore.




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