

**ACADEMIC ADMINISTRATIVE
AUDIT REPORT
2013 – 2018**



Re-Accredited with 'A' grade CGPA (3.34) by NAAC



**HOLY CROSS COLLEGE (AUTONOMOUS)
NAGERCOIL – 629 004**

E-mail: holycrossngc@yahoo.com

Website: www.holycrossngl.edu.in

REPORT OF THE ACADEMIC

ADMINISTRATIVE AUDIT

2013 – 2018

The Academic Administrative Audit of Holy Cross College (Autonomous), Nagercoil for 2013 - 2018 was conducted during August 2018. Forty four experts evaluated the performance and activities of the various departments and centers of the college. They interacted with the faculty, students and support staff and appreciated their achievements. They gave suggestions for further improvement on curriculum, syllabi, teaching learning and evaluation, administration, library and sports. The report of their observations, recommendations and the action taken is presented.

CONTENT

- Institution Data
- List of Experts
- Audit Report
 - Departments
 - Library
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 - Administrative Office
- Action Taken Report

INSTITUTION DATA

Basic Information

Name and Address of the College			
Name	Holy Cross College (Autonomous)		
Address	Roch Nagar, Kurusady		
City	Nagercoil	Pin	629004
State	Tamil Nadu	Website	www.holycrossngl.edu.in

Contacts for Communication

Designation	Name	Telephone with STD with Code	Mobile	Fax	e-mail
Principal	Dr. Sr. M.R. Basil Rose	04652-261473	09487416509	04652-260704	holycrossngc@yahoo.com
IQAC Co-ordinator	Dr.G.Leema Rose	04652-260053	09791996553	-	crossiqac@gmail.com

Nature of Institution	Institution Status	Grant-in-aid
Type of Institution	By Gender	Female
	By Shift	Regular
Establishment Details	Date of establishment, prior to the grant of (Autonomy)	02-08-1965
	Date of grant of 'Autonomy' to the College by UGC	20-05-2007
	Establishment date	13 -06-2007

Institution to which the college is affiliated

State	Institution Name
Tamil Nadu	Manonmaniam Sundaranar University, Thirunelveli

Recognized Minority Institution

If it is a recognized minority institution	Yes	
If yes, Specify minority status		
Religious	Christian	
Linguistic	Nil	
Any Other	Nil	

Recognition Details

Date of Recognition by UGC or any Other National Agency	
Under Section	Date
2f of UGC	01-01-1968
12B of UGC	01-01-1968

New Programme introduced during the last five years:

Latest year	No of New Programmes introduced during the last five years and name		Programs not covered under the Autonomous status of UGC	
	No.	Name	UG	PG
2017-2018	5	B.Com (SF - II)		
		Ph.D Chemistry, History, Economics and Commerce		
2016-2017	1	M. Sc. Mathematics (SF)		
2014-2015	1	M.A. English Literature (SF)		

Programmes offered	Aided	Self-financed
UG		
Mathematics	✓	✓
Physics	✓	
Chemistry	✓	
Botany	✓	
Zoology	✓	
Computer Science		✓
English	✓	✓
Tamil		✓
History	✓	
Economics	✓	
Commerce	✓	
Commerce (SF-I)		✓
Commerce (SF-II)		✓
PG		
Mathematics	✓	✓
Physics	✓	
Chemistry		✓

Botany		✓
Zoology	✓	
English	✓	✓
History		✓
Economics		✓
Commerce		✓
Social Work		✓
M.Phil		
Physics		✓
Zoology		✓
English		✓
Commerce		✓
Ph.D		
Physics	✓	
Chemistry	✓	
Botany	✓	
Zoology	✓	
English	✓	
History	✓	
Economics	✓	
Commerce	✓	

Institution with Potential for Excellence

Is the college recognition of UGC as a College with Potential for Excellence (CPE)?		No
If yes, date of recognition?		
Is the college recognized for its performance by any other government agency?		No
If yes name the agency		
Date of recognition		

Location, Area and Activity of Campus

Campus Type	Address	Location	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Roch Nagar, Kurusady, Nagercoil – 629004, Kanyakumari District, Tamil Nadu.	Semi Urban	20	18,884.7

ACADEMIC INFORMATION

Details of the Programmes Offered by the College (Given Data for Current Academic year)

Level of Programme	Name of Programme/ Course	Duration/ Months	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG Aided	Mathematics	36	English	48	48
	Physics	36	English	48	46
	Chemistry	36	English	48	46
	Botany	36	English	48	41
	Zoology	36	English	48	43
	English	36	English	64	55
	History	36	Tamil	64	41
	Economics	36	English	64	20
Self Financed	Commerce	36	English	64	64
	Mathematics	36	English	48	42
	Computer Science	36	English	48	48
	Tamil	36	Tamil	64	20
	English	36	English	64	63
	B.Com -I	36	English	64	58
PG Aided	B.Com -II	36	English	64	47
	Mathematics	24	English	25	25
	Physics	24	English	25	25
	Zoology	24	English	25	19
Self Financed	English	24	English	30	30
	Mathematics	24	English	25	24
	Chemistry	24	English	25	19
	Botany	24	English	25	8
	History	24	English	30	17
	Economics	24	English	30	16
	English	24	English	30	30
M.Phil	M.Com	24	English	30	30
	Social Work	24	English	20	4
	Physics	12	English	10	4
	Zoology	12	English	10	-
Ph.D	English	12	English	15	15
	Commerce	12	English	15	3
	Physics	36	English	11	5
	Chemistry	36	English	7	3
	Botany	36	English	10	4
	Zoology	36	English	6	3
	English	36	English	8	6
	History	36	English	4	0
Economics	36	English	7	0	
Commerce	36	English	8	3	

**Details of Teaching & Non-Teaching Staff of Institution
Teaching Faculty**

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC/ institution/ State Government												152
Recruited						22		22	2	126		150
Yet to Recruit										2		2
On Contract												
Sanctioned by the Management / Society/or other Authorised Body												8
Recruited										8		8
Yet to Recruit												

Non- Teaching Staff

	Male	Female	Others	Total
Sanctioned				55
Recruited	10	33		43
Yet to Recruit				12
Sanctioned by the Management / Society/or other Authorised Body				14
Recruited	2	12		14
Yet to Recruit				

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC/ institution/ State Government	1			1
Recruited	1			1
Yet to Recruit				
Sanctioned by the Management / Society/or other Authorised Body	-			-
Recruit				
Yet to Recruit				

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt										
Ph.D.					18		1	54		73
M.Phil.					4		1	62		67
PG								8		8

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt										
Ph.D.										
M.Phil.					1					1
PG					1					1

Details of Visiting/Guest Faculties:

Number of Visiting/ Guest Faculty engaged With the college	Male	Female	Others	Total
		8		8

Provide the following details of students enrolled in the college during the current academic year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Ph.D	Male					
	Female	23	1	-	-	24
	Others					
M.Phil	Male					
	Female	22	-	-	-	22
	Others					
PG	Male					
	Female	246	1			247
	Others					
UG	Male					
	Female	675	5	2		682
	Others					

Provide the following details of students admitted to the college during the last four academic year

Programme		Year 1 (2014-2015)	Year 2 (2015-2016)	Year 3 (2016-2017)	Year 4 (2017-2018)
SC	Male				
	Female	31	30	29	24
	Others				
ST	Male				
	Female	1	1	-	2
	Others				
OBC	Male				
	Female	928	902	837	901
	Others				
General	Male				
	Female	25	20	15	24
	Others				
Others	Male				
	Female	-	-	-	-
	Others				
Total		985	953	881	951

ACADEMIC ADMINISTRATIVE AUDIT

2013 - 2018

LIST OF EXPERTS

Department of Mathematics

1. Dr. A. Lourdu Samy,
St. Xavier's College,
Palayamkottai.
2. Dr.S.Santha,
Rani Anna Govt. College,
Tirunelveli.
3. Dr. Y. S. Irine Sheela,
Scott Christian College,
Nagercoil.

Department of Physics

4. Dr. J. Jebaraj Devadasan,
HOD of Physics,
Pope's College,
Sawyerpuram-628251
5. Dr. A. Mosses Ezhil Raj,
HOD of Physics,
Scott Christian College,
Nagercoil.
6. Dr. C. Ravidhas,
HOD of Physics,
Bishop Heber College,
Trichy.

Department of Chemistry

7. Dr. Rosevins,
Associate Professor,
Department of Chemistry,
St. Joseph's College,
Tirchy.

8. Dr.C.Anbarasi,
JeyaRaj Annapackiam College,
Periakulam.

9. Dr.Jelastin Kala,
Assistant Professor,
St. Xavier's College,
PalayamKottai.

Department of Botany

10. Dr. Sahaya Sathish,
Associate Professor,
Department of Botany,
St. Joseph's College (Autonomous),
Tiruchirapalli.
Ph.No:8124053341

11. Dr. Johnson,
Associate Professor,
Department of Botany,
St. Xavier's College (Autonomous),
Palayamkottai.
Ph.No:9786924334

12. Dr. S. Jeeva,
Department of Botany,
Assistant Professor,
Scott Christian College (Autonomous),
Nagercoil.
Ph.No:9487482379.

Department of Zoology

13. Dr. R.M. Murugappan
Head of the Department of Zoology,
Thyagarajar College of Arts and Science,
Madurai.

14. Dr. Jeyanthi Jeeva Latha,
Head of the Department of Zoology,
Associate Professor,
Women's Christian College,
Nagercoil.

15. Dr. Jeyalekshmi,
Department of Immunology,
School of Biological Sciences,
Madurai Kamaraj University,
Madurai.

Department of Computer Science

16. Dr. A. John Christopher,
Associate Professor,
Department of Computer Science,
S.T. Hindu College,
Nagercoil.
17. Dr. D. Sophin Seeli,
Assistant Professor,
Department of Information Technology,
Noorul Islam College of Arts & Science,
Nagercoil.

Department of English

18. Dr. Sidney Shirly,
Associate Professor,
Scott Christian College,
Nagercoil.
19. Dr. Janatha Kumari,
Assistant Professor,
Sree Ayyappa College.
20. Dr. Roselin Mary,
HOD, Department of English,
Fathima College,
Madurai.

Department of Tamil

21. Dr. A. Hepsy Rose Mary,
Head, Department of Tamil,
University of Kerala,
Kariavattom TVM.

22. Dr. T. Aji ,
Head, Department of Tamil,
Government Arts and Science College,
Nagercoil.

23. Dr. Amala Arularasi,
Head, Department of Tamil,
St. Mary's College,
Tuticorin.

Department of French

24. Mrs. B. Vijaya,
Assistant Professor in French,
The American College,
Madurai.

25. Dr. S. Thenmozhi,
Associate Professor in French,
St. Mary's College,
Thoothukudi.

Department of History

26. Dr. A. Rajendran,
Bishop Heber College,
Trichy.

27. Dr. C. Selva Raj,
M.Phil Coordinator,
Lakshmi Puram,
Neyyoor.

28. Dr. P. Venkateswaram,
Government Arts College for Men,
Krishanakri.

Department of Economics

29. Dr. A. Ananthi,
Associate Professor,
Head of the Department,
Department of Economics,
Scott Christian College (Autonomous),
Nagercoil- 629003.

30. Dr. Tharcis Albin,
Associate Professor,
Head of the Department,
Department of Economics,
St. Xavier's College(Autonomous),
PalayamKottai- 627002.

31. Dr. V. Arockia Amuthan,
Assistant Professor,
Department of Economics,
Pope's College,
Sawyerpuram,
Thoothukudi - 628251.

Department of Commerce (Aided)

32. Dr. C. Thilakan,
Head of the Department,
M. S. University,
Thirunelveli.
Ph.No:9487493726

33. Dr. Mary Suganthi Bai,
Head and Associate Professor of Commerce,
Jeyaraj Annapackiam College,
Periyakulam.
Ph.No:9790226992

34. Dr. Andrew Scott,
Assistant professor in Commerce,
Azhagappa Government Arts College,
Karaikudi.
Ph.No:9443970552.

MSW

35. Dr. Ronald Yesudhas,
Assistant Professor,
Nirmala Nihithan College of Social Science,
Mumbai.

36. Mr. M. Antony Stephen,
Assistant Professor,
Department of Social Work,
Holy Cross College, Trichy.

37. Dr. P. Arthur Daniel, Ph.D
Director of Physical Education
Scott Christian College
Nagercoil.
38. C.L. Jackson Paul Durai, MPEd., M.Phil., PGDSM, PGDY
Director of Physical Education
S.T. Hindu College,
Nagercoil 629 002.
39. Dr. C. Ramachandran,
Head of the Department of Economics (Rtd.),
S.T. Hindu College,
Nagercoil – 629 001.
40. Er. S. Retnam,
Joint Director of Inds. (Rtd.)
University Co-ordinator,
CED, Tamil Nadu,
Nagercoil Branch,
Nagercoil – 629 001.
41. A. Michael, B.Com., F.C.A,
Chartered Accountant,
301, Radhapuram Road,
Valliyoor – 627 117.
42. T.S.A. Bernard Chandra,
Prof. & Head of Dept. of Commerce (Rtd.),
St. Xavier's College (Autonomous),
Palayamkottai – 627 002.
43. Dr. A. Lawrence Mary, M.A., M.Ed., M.Phil., MLIS, Ph.D.
Librarian (Rtd.)
TDMNS College,
T. Kallikulam – 627113
44. Dr. K.P. Sivakumar
Assistant Librarian
Noorul Islam Centre for Higher Education
Kumaracoil, K.K. District,
Tamilnadu – 629 180.



St. Basil
PRINCIPAL
Holy Cross College
(AUTONOMOUS)
Nagercoil - 629 004.

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: Mathematics

I Curriculum

Strength:

The Curriculum envisages a wide range of Courses. It includes Courses conducted outside the regular working hours. Inclusion of Foundation Courses, Certificate Courses is remarkable.

Part II accommodates French which students should learn in the context of globalization. It is a good practice that the Department offers the following course for the students: AEC171, Ability Enhancement Compulsory Course (AECC): English Communication.

Weakness:

Wherever there are Elective Courses, if option can be given to students it will be a good practice. I doubt if it is practiced in the Department.

Specific Areas for Improvement:

More number of Value added Courses can be introduced.

Recommendations:

Programme Outcomes(POs) and Programme Specific Outcomes(PSOs) are to be given to the students.

II Syllabus

Strength:

All Courses essential for B.Sc and M.Sc are offered. Offering Life skill Training is a good practice.

Weakness:

For some Courses the content is not sufficient.

For Mathematics for life I & II (NMEC)-Sub. Code: MNM171 & MNM172, the content given is not enough for any student to face competitive examinations. So some advanced topics can be added/replaced so that the course is useful for facing competitive Examinations.

For many Courses same sets of authors for text books are used for UG courses.

The UG course MC1752 - Major Core VIII - Real Analysis is not really Real Analysis; it is Modern Analysis.

But it should be taught. So an additional paper can be offered by the title: Real Analysis.

For one or two papers such as MC 1761, Complex Analysis by James Ward Brown & Ruel V. Churchill or any other book can be prescribed so that students get the practice of reading international level/tough text books.

Specific Areas for Improvement:

There can be a variety of text books for all papers so that students get different schools of thought. Students will get more inspiration when they read text books of different authors.

Recommendations:

CO's can be given to the students.

III Teaching Methodologies

Strength:

- Teachers handle classes with clear plan. We find the detailed teaching plan prepared by all teachers.
- The teachers are student friendly.
- The Department has modern equipments including Smart Board facility. Some teachers are using the facility.

Weakness:

We find that not all class rooms are provided with LCD projectors to engage students in ICT teaching learning process.

Specific Areas for Improvement:

The Department can arrange to fix as many LCDs as possible for carrying out ICT teaching learning activities.

Recommendations:

All teachers can come forward to use all modern methods of teaching including usage of Smart Boards.

IV) Learning Methodologies & Learning Environment

Strength:

- There is a good atmosphere for learning.
- Students have high esteem for their teachers and for their teaching methodology.
- Staff members try with all methods of teaching to impart knowledge.

Specific Areas for Improvement:

There can be some arrangement for recording the work done through peer learning.

Recommendations:

Log book can be maintained for students using ICT methods for their seminar.

V) Evaluation

Strength:

- For External examination, all units are covered. Having internal choice for questions is a good practice and it makes students concentrate on all topics.
- The Question paper is designed so that students have to study all units to score centum.
- Students strongly feel that the evaluation is done objectively by all teachers.

Weakness:

There is less weightage for Internal Test.

Specific Areas for Improvement:

By giving less weightage to internal assessment, the progress of students is not monitored continuously.

Recommendations:

Internal and External ratio can be 50:50 so that the real spirit of Autonomy is implemented. The monitoring of students can be done continuously.

(Kindly Tick whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	✓			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities				
Classroom facilities		✓		
Campus maintenance	✓			
Internet			✓	
System of sharing information on various programs of the department/college.		✓		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	✓			
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects	✓			
Teacher's knowledge, expertise, teaching and communication ability	✓			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory				✓
Evaluation primarily tests: Analytical Skills		✓		
Evaluation primarily tests: Creativity / originality			✓	
Evaluation primarily tests: Communication				
The evaluation in general is	✓ 1)Very Fair	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	✓ Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	✓ Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	✓ 1.Continuous learning	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

Give PO, PSO, and CO to the students.

There can be variety of Text books so that students are introduced to different ways of learning.

If option is given to students for elective papers, it will be a good practice.

The Internal and External ratio can be 50:50.

Allot one credit for Extension Services.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

Introduce Real Analysis by Ajith Kumar, Kumeresan or by Sherbert and Bartle.

Advanced topics can be introduced in MNM171, MNM172 for the preparation of competitive examination.

Change the text book of Vector Calculus and Differential Equations(MA1721 &MC1731).

For introducing Real Analysis by Ajith Kumar, Kumeresan or by Sherbert and Bartle, I want to give two options(if there is a better option, the Department can follow):

Option 1:

Combine MNM171, MNM172 into one paper, then introduce Real Analysis by Ajith Kumar, Kumeresan or by Sherbert and Bartle.

Option 2:

Combine two Statistics papers into one paper, then Real Analysis by Ajith Kumar, Kumeresan or by Sherbert and Bartle can be introduced.

Present "Real Analysis MC1752" to be offered and renamed as 'Modern Analysis'

For Statistics, the text book: Fundamentals of Mathematical Statistics by S. C. Gupta & V. K. Kapoor or any other text book can be prescribed.

For MC1752, the book: A first look at Graph Theory by John De Clarke can be considered.

For MC 1761, Complex Analysis by James Ward Brown & Ruel V. Churchill or any other book can be considered.

For Operations Research, the text book can be changed.

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

The Curriculum is good.

In the syllabus, advanced topics for the preparation of competitive examinations can be included.

If Internal and External ratio is 50:50, then the spirit of Autonomy will be exercised.

The Department can maintain record for peer teaching.

The Science Departments in the College can apply for getting STAR COLLEGE programme sanctioned by the Department of Biotechnology (DBT).

The teachers can strengthen their research so as to get invitation from international journals to be referee/reviewer.

The College carries out a number of activities during zero hour. Are they all brought out into the report?

Highlight the work done during the zero hour.

The Department can prepare models for all the subjects.

If feedback is conducted online, students will get practice as online format is followed everywhere.

Some records of financial support extended to students seem to be not brought into account. So efforts can be taken to record everything related to financial support extended to students.

Towards ICT resources the Department can keep NPTEL lectures and other similar video lectures available to students.

The Academic Audit team verified the following files in the Department of Mathematics:

1. plans for the year 2018 – 2023
2. Admission Register
3. Syllabus
4. Minutes of Board of Studies
5. Curriculum Reformation and feedback on curriculum and action taken report on curriculum (Experts, Peers etc)

Teaching, Learning Evaluation

1. Mark Registers
2. Semester Results Record with revaluation results
3. Record of Result Analysis
4. Remedial Record
5. Report of Tours, Industrial visits and Field visits
6. Progress Reports
7. Use of ICT Record
8. List of Examiners

Research Consultancy and Extension

1. Extension Service Reports
2. List of publications / books published
4. File for certificates seminars attended and papers presented (Faculty and students)
5. Record of projects (III U.G., II P.G., M.Phil and Ph.D)
6. List of scholars doing research/awarded under each guide with details

Infrastructure

1. Infrastructure Record
2. Department Library Record

Governance and Leadership

1. Minutes Department Meetings
2. Report of staff meeting with students
3. Reports of Clubs and committees
4. Income and expenditure statement record
5. Staff details

Innovative Practices

1. Feedback Register
2. Soft skills checklist
3. Question Bank

Student Support Programmes

1. Report of Association Meetings
2. Mentor Ward Record
3. Student Activities Record
4. Earn While you Learn Record
5. List of differently abled students and help extended
6. List of students helped from Student Welfare fund
7. Alumnae and Placement Record
8. Sports record
9. Scholarship record

Signature of chair person and members of the AA team

- 1) *Dr. A. Lourdasamy*
IQAC Coordinator &
Associate Professor
Department of Mathematics
St. Xavier's College (Autonomous)
Palayamkottai -627002.
- 2) *Dr. Y.S. Irine Sheela*
Associate Professor
Department of Mathematics
Scott Christian College (Autonomous)
Nagercoil-3
- 3) *Dr. S. Shantha*
Assistant Professor
Department of Mathematics
Rani Anna Government College for Women
Tirunelveli-627008

CO-ORDINATOR
Internal Quality Assurance Cell (IQAC)
St. Xavier's College (Autonomous)
Palayamkottai - 627 002

Dr. Y.S. IRINE SHEELA,
M.Sc., M.Phil., R.G., C.A., Ph.D.
Associate Professor
PG & Research Department of Mathematics,
Scott Christian College (Autonomous),
Nagercoil - 629 003

DR. S. SANTHA
Assistant Professor
Department of Mathematics
Rani Anna Govt. College for Women
Tirunelveli - 627 008

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: Physics
I Curriculum

Strength:

- Weightage of Credits given to core, elective, allied-theory and skill based courses than the practical courses make the stake holders to give more attention to these courses.
- Choice of NMEC on Everyday Physics I & II will attract the other major students to understand basic physics related to day to day occurrences.
- Included elective courses strengthen the choice base credit system and also the provided mechanism helps the learners to choose their own choice of courses.
- Importance given to problem solving and the group discussion components introduced even to the undergraduate students is a noteworthy step taken to help the students to figure out ideas, and provide skills practice with concepts.
- Courses / Programmes planned to outside the regular working hours like certificate course, value added course, extension activity, self learning courses, summer training programmes, life skill training etc. are the timely need to full fill the MHRD's task and also helpful to secure more credits on facing evaluation by NAAC and other accreditation bodies.
- Internal test component, compulsory quiz is appreciable as the component motivates the reading habit of students.

Weakness:

- In under-graduate and post-graduate curriculum, lab/field/industrial visit is not made mandatory.
- In post-graduate curriculum, some of the elective courses find place as core courses.

- In M. Phil. Programme, the optional course (the in-depth study course) should be in the second semester. This will help the scholars to choose a better project after completion of literature survey.
- Staff exchange programme in collaboration with nearby institution may be initiated after attaining permission from the government and academic council.

Specific Areas for Improvement:

- At least a course must be included in the undergraduate level to converse the environmental issues.
- As MHRD is suggesting to include certain modules related to gender issues, care must be given to include it in Part I and Part II courses or a course may be included in Part V.
- Credit allotted to project is comparatively low in the PG Curriculum.
- Provisions must be in the curriculum related to gain extra credit by including certain extra credit courses.
- In the M. Phil. Curriculum, the optional paper should be research guide centric and freedom should be given to them to change the syllabus on need based time to time related to the chosen project and evaluation must be done by the research scholar alone.

Recommendations:

Autonomous Arts and Science colleges are in a position to meet the challenges and competitions from those of other institutions namely IITs, Universities, and even Engineering Colleges as there has been an increasing trend that parents are interested to send their wards to premier institutions for providing enough exposure and to lay strong academic foundation. So it is the duty of the faculty to frame competent curriculum for making students creative and to acquire skill and talent-based knowledge to excel in the job market. Moreover, framed curriculum should address as well as meet the all the requirements expected by MHRD higher education policies and to face the judging yard-sticks like NAAC, NIRF, etc.

On get-through, really I am happy that the curriculum framed by the Faculty Members of the Department of Physics, Holy Cross College are of professional standards designed as a self contained complete module and it is a sign of their real dedication and involvement to the extreme extent possible.

II Syllabus

Strength:

- Chosen syllabi of all courses cover a comprehensive range of topics in theoretical and experimental area that surely broaden the learner's knowledge in Physics. All the modules are selectively drawn from the available resources familiarized worldwide.
- Coined the non major elective, skill based and the self learning courses are remarkable and not only it will strengthen the basic knowledge of the learners but also reinforce the professional carrier skills.
- Elective courses are well designed to pursue knowledge and also let students to find subjects to their own. Introduced optional courses are well suited to the need of students to keep pace with the developments in higher education and comply with the choice based credit system.

Weakness:

- Course contents are insufficient in Mathematical Physics, Quantum Mechanics and Solid State Physics etc. which may lead the students to abstain in competitive examinations like NET, GATE and SET.

Specific Areas for Improvement:

- Syllabus of each course is sub-divided in to five units and each unit comprises several modules. However, the teaching plans such as time needed to complete a unit/module are not included.
- Institutional outcome (IO), Programme outcome (PO), Programme specific outcome (PSO), and Course outcome (CO) are not included in the syllabus. As this is one of the important metric to evaluate the learner's outcome, autonomous institution must adopt a step towards it.

- For the I & II UG programmes, separate practical lists are given to each semester, however not for III U.G.
- As non linear dynamics is an emerging field to explain many of the unknown behaviors of matter, it is better include a course covering elementary ideas related to simple non linear systems.
- Text book must be a single book, otherwise the notations and symbols complicates the learners.
- In M. Phil. Course I, more emphasis can be provided related to research methodology along with some drawing software tools like Mathlab, Origin, etc.

Recommendations:

Well-written syllabi make up for the students usually helps to succeed in a course and master the competencies. Thus, the framed syllabi surely help the learners understand what is expected of them. The syllabus contents are so clear and therefore it will kindle the stake holders easily the curiosity, motivations and responsibility to learn the contents of the course. The syllabus contents are in compliance with global perception. I strongly recommend the syllabi that the learners can distill suitable contents they need to build up their bright future.

III Teaching Methodologies

Strength:

Interactive teaching and two way teaching is followed. Regular chalk & board method as well as modern techniques like LCD , Projectors are used with internet in some classes.

Weakness:

Lack of modern techniques like digital boards and e-classes shall be added to uplift the standard of teaching

Specific Areas for Improvement:

Nil

Recommendations:

More digital classes can be set up with modern facilities.

V) Evaluation

Strength:

- NMEC on every day physics I and II will attract the other major students.
- Courses/programmes planned like certificate course, value added course, extension activity, self learning courses, summer training programme, life skill learning are the timely need to full fill the MHRD's task
- Conducting regular feedback among students, parents and alumni, and are analysed and utilized for over all developments.
- ICT enabled class rooms are available to hold and adopt latest teaching methods.
- Teachers strength is sufficient and most of them are ph.D holders
- As seed money is provided to the department has research start ups and more research publications
- Most of the teachers attended seminars/conference workshops and presented papers.
- Department has just one minor research project and also they conduct a state level seminar in the academic audit period
- Department has consultancy service and give revenue
- MOU with BSNL and their provided training the share holders is appreciable.
- Department has sufficient infrastructure and learning resources.
- Financial support is provided both by management and teachers.
- Department has least practice and have definite future plans

Weakness:

All the class rooms should be provided with smart board and net connections

Specific Areas for Improvement:

- In a particular course, the weight age given to each unit must be uniform.
- In elective courses, few more choices can be provided
- Department implement diploma and certificate course
- Problem solving skills need to be incorporated in the evaluation process
- Teachers should make available themselves to receive honors/recognition
- Teachers should take steps to get national/international fellowship
- The concept of inc
- Department should have extension activities with industry/research labs abroad
- E-content developed shuld be uploaded in the college web-site
- Department shuld take necessary measure to motivate the students to get a pass in SLET/GATE/NET/civil services/state govt.services.

Recommendations:

Keep the same evaluation system

IV) Learning Methodologies & Learning Environment

Strength:

Research based environment is present in the department. Skill based, values of life, Every day physics, Environmental studies helps to provoke learning atmosphere. Self learning courses are added further to the environment.

Weakness:

All the class rooms should be provided with smart board and net connections.

Specific Areas for Improvement:

Nil

Recommendations:

Recommended to have smart classes with net linked e-library.

(Kindly Tick whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life		*		
The courses taught are useful for employment		*		
The courses taught are useful to go for higher studies	*			
Allied Courses				
The courses taught are useful for life		*		
The courses taught are useful for employment		*		
The courses taught are useful to go for higher studies	*			
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life		*		
The courses taught are useful for employment	*			
The courses taught are useful to go for higher studies		*		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	*			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory		*		
Evaluation primarily tests: Analytical Skills	*			
Evaluation primarily tests: Creativity / originality	*			
Evaluation primarily tests: Communication		*		
The evaluation in general is	1)Very Fair	2)Fair *	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard	Low Standard	Expected and already discussed	From the text book only	Out of portion

External papers	High standard	Moderate Standard	Low Standard	in the class Expected and already discussed in the class	From the text book only	Out of portion
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CIA

Continuous Internal Assessment is an instrument of	1. Continuous learning	2. Keeping students busy	3. Used as means of Favoritism	4. Used as means of Victimization
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List out five major areas of concern which need immediate attention:

- Teaching plans should be incorporated in each syllabus
- IO, PO, PSO, CO etc should be included
- Provisions and weightage should be given for students those who completed on-line courses, spoken tutorial courses, etc.
- Importance must be given to core courses in PG curriculum.
- In-depth course of M. Phil. Physics programme must be shifted to II semester.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

- Non-conventional Energy
- Non-linear dynamics
- Elementary particles
- Photovoltaics
- History of Sciences

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

Restructured curriculum is masterly coined and is competent in all the programmes. However lacks in some subsidiary elements, especially not providing importance to environmental consciousness. Provided choices are inadequate for the PG elective courses.

Teachers should overturn from the present method teaching to the ICT based teaching and their teaching should be uploaded in the website so that the stake holder who is absent for that particular lesson can learn from the residence itself. Instead of providing notes to the students, the content written on the board during teaching can be transformed to the student by just e-mail it to students.

Learners should come forward to download the content from the web site and also with additional information collected from books and e-contents, equip themselves to bring out the learning outcomes in CIA and formative examinations.

Present method of evaluation is adequate. However, get feedback from the stake holders, parents, alumni and accordingly the components in the examination pattern, modification in the curriculum can be made. Outcome of the student can also be evaluated based on "Graduate Monitoring".

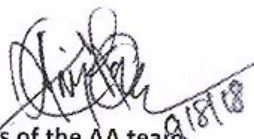
Dr. A. Nagesh Ezhil Raj

HOD of Physics, Scott Christian
College,
Nagercoil.


9/10/18

Dr. C. Ravidheer

HOD of Physics,
Bishop Heber College,
Tirunelveli.


9/10/18

Dr. P. Jeyaraj Devasan

HOD Physics, Pope's College,
Sowmyanagar - 625021


9/10/18

Signature of chair person and members of the AA team

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

Restructured curriculum is masterly coined and is competent in all the programmes. However lacks in some subsidiary elements, especially not providing importance to environmental consciousness. Provided choices are inadequate for the PG elective courses.

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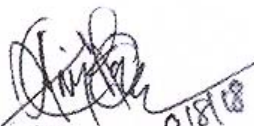
Dr. A. Nossal Gzhil Raj

HOD of Physics, Scott Christian
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Neyyattal.


9/10/18

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HOD of Physics,
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9/10/18

Dr. P. JESARAS DEVEDASAN

HOD Physics, Pope's College
Sourashtra - 605001


9/10/18

Signature of chair person and members of the AA team

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: Chemistry

I Curriculum

Strength:

1. Design of the curriculum is good for both UG and PG.
2. It concentrates on overall development of the student.
3. Gives wider opportunity to learn more for fast learners.

Weakness:

1. More objectives can be given for the UG and PG programme.

Specific Areas for Improvement:

1. More elective papers related to industry and life can be given in collaboration with departments related to chemistry, like physics department.

Recommendations:

1. PG papers can be given more credits. Ex. 6 hours paper 5/6 credits.

II Syllabus

Strength:

1. More option to study more topics.
2. Good papers like dairy chemistry etc.

Weakness:

1. Less objectives.
2. Less hours for UG practicals.
3. Old edition books are given.

Specific Areas for Improvement:

1. Syllabus based on IIT Jam and CSIR/SET .
2. In PG more physical chemistry experiments can be given.

Recommendations:

1. Give more objectives relating all important topics.
2. Electives can be given as either or, with same code with small difference.
Like PG 1714A and PG1714B
3. More hours can be given for UG practicals.
4. Is life skill training I/II optional or all has to undergo it?
5. Why no credits for value added courses.
6. Increase the number of objectives based on credits.
7. Nano is present in both Elective III and IV- is it repetition or students study only one?
8. MOOC online courses can be introduced

III Teaching Methodologies

Strength:

1. Chalk and talk method.
2. Giving power point presentation by both staff and students.

Weakness:

1. No video lectures and online video lectures.
2. PPT's, lecture notes and videos not in college portal.

Specific Areas for Improvement:

1. Prepare more PPT's , lecture notes and video lecture by staff and students.

Recommendations:

1. Video lectures and online video lectures can be made.
2. PPT's, lecture notes and videos can be uploaded in college portal.

IV) Learning Methodologies & Learning Environment

Strength:

1. Learning using lecture notes and books.
2. Good library(both department and college)
3. Good laboratories.

Weakness:

1. Students not using more books as reference.
2. Students not interested in writing competitive exams like IIT JAM and NET/SLET.
3. Students not interested to go for summer research camps in premium institutes like IISc and IIT.

Specific Areas for Improvement:

1. More thrust can be given to students to prepare for IITJAM and NET/SET exams.
2. Motivation should be given to students who are interested in research to go for summer research camps.
3. 10-15 days Internship can be given to UG students.

Recommendations:

1. Try for allowing UG students to take internship in local industries after fourth semester.
2. Motivate PG students to do project outside the campus in reputed institutions and industries.
3. MOU/LOU can be made for fulfilling points 1 and 2 with industries.

V) Evaluation

Strength:

1. Good break up of internal and external examinations.

Weakness:

1. More objective tests can be given to students to face competitive exams.

Specific Areas for Improvement:

1. Objective type model question bank can be given for all papers in UG and PG

Recommendations:

1. Question banks both objective and descriptive can be prepared.
2. Online objective tests can be conducted.

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	√			
The courses taught are useful for employment		√		
The courses taught are useful to go for higher studies	√			
Allied Courses				
The courses taught are useful for life		√		
The courses taught are useful for employment		√		
The courses taught are useful to go for higher studies		√		
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	√			
The courses taught are useful for employment		√		
The courses taught are useful to go for higher studies		√		

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

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Core Courses				
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The courses taught are useful to go for higher studies	√			
Allied Courses				
The courses taught are useful for life		√		
The courses taught are useful for employment		√		
The courses taught are useful to go for higher studies		√		
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	√			
The courses taught are useful for employment		√		
The courses taught are useful to go for higher studies		√		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
			√	

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities	✓			
Classroom facilities	✓			
Campus maintenance	✓			
Internet		✓		
System of sharing information on various programs of the department/college.	✓			

CIA

Continuous Internal Assessment is an instrument of	1. Continuous learning	2. Keeping students busy	3. Used as means of Favoritism	4. Used as means of Victimization
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List out five major areas of concern which need immediate attention:

1. practical hrs duration can be 3 hrs minimum for UA and 4 hrs minimum for PC
2. Students can be motivated to write CSIR and IIT JAM exams.
3. For UA the question pattern in part c can be open choice instead of internal choice.
4. practical exams can be conducted at the end of each semester than conducting it at the end of even semesters
5. Extra credit courses for fast learners.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

1. Catalysis^{UA}, Adsorption and distribution law
2. In general electrochemistry I classification and nomenclature can be extended upto to 10 carbon atoms
3. All general reactions for alkenes, alkynes and alkynes to be included^{PC} specification of years not needed

Terpenoids is missing. Electrochemistry can be a core paper not an elective paper.
Some of the text books and reference books given in the syllabus are of old editions. They could be replaced with new ones.

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

Curriculum can be ~~res~~ restructured to the need
of the hour. Teaching method followed is good.

Signature of chair person and members of the AA team

1. C. Mary Anbarasi
06.08.18

Dr. C. MARY ANBARASI
Associate professor
Dept of Chemistry
Jagathy Annapackiam
College
Pettiyakulam.

2. [Signature]
06/08/18

Dr. A. Rose Venis
Associate Professor
Department of Chemistry
St. Joseph's College (Autonomous)
Trichy - 2

3. [Signature]
06/08/18

Dr. S. Mary Thelastin Kala,
Asst. Professor,
Dept. of Chemistry,
St. Xavier's College (Autonomous)
Palayamkottai

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: **BOTANY**

I Curriculum

Strength:

- * Records of plan and minutes are well maintained.
- * Thrust of the curriculum is in promoting skill based education, Women empowerment, skill development, competency in communication skill, Personality development, student project and conscientising the students about environmental protection. Special thrust is on job oriented courses.
- * UG and PG have a research component (Projects).
- * The Department has made significant efforts in curriculum modifications and has added several new courses with emphasis on research.
- * Summer training programme & Life Skill Training I & II.

Weakness:

- * Utilising library resources can be strengthened.
- * Lack of academic flexibility in the curriculum.
- * Year end practical examinations.
- * Group project.

Specific Areas for Improvement:

- * Faculty may be encouraged to conduct research projects through various funding options such as UGC Major and Minor Research projects, as the percentage of faculty conducting research projects is relatively less.
- * Curriculum should ensure appropriate placement to the students.

Recommendations:

- * Faculty may be encouraged to publish papers, articles or participate in book review, as the percentage of faculty involved in such activities is less.
- * The institution may formulate a consultancy policy and encourage its faculty to participate in consultancy projects.

II Syllabus

Strength:

* The syllabus communicates to students a clear idea of the course content, faculty's approach to teaching it and what they can expect to do and to learn in completing the course requirements.

* The syllabus also stimulates interest in the course topic by indicating why the topic is important or intriguing.

Weakness:

* Less hours to core papers.

* More credits for elective than core papers in the PG course.

* Less field visits for Diversity papers.

* Almost same content for two different elective papers.

Specific Areas for Improvement:

* Objectives of some papers should be rephrased.

* Plant Ecology and Biodiversity papers need more content.

* Bibliometrics can be included.

Recommendations:

* Field visits can be included in the syllabus for specific papers.

* More emphasize should be given to papers like Taxonomy, Genetics, Plant Physiology and Biochemistry.

* More hours & credit can be allotted to core papers than the elective papers.

III Teaching Methodologies

Strength:

- * Highly qualified and committed teachers.
- * Faculty members with consistently good academic record.
- * The institution is committed in providing quality academic excellence as well as human excellence.
- * The academic audit confirms that quality of teaching by the faculty is extricable.
- * The faculty in the aided and the self-financing sector despite of having many challenges is extremely committed in contributing maximum to their students.

Weakness:

- * Lack of infrastructure facilities to teach by innovative methods like powerpoint presentation.
- * Need more smart classrooms.
- * Clarification & Focus.
- * Heterogeneous level of students with more biology and less mathematical background.

Specific Areas for Improvement:

- * Awareness of the differing student learner styles that exist in the classroom.

Recommendations:

- * Use of powerpoint in classes for teaching, learning by the students and the faculty may be reinforced.
- * The faculty members can have the practice of self-assessment of their own teaching strengths and areas for improvement.
- * The faculty member's participation in seeking external support for activities that enhance teaching mission.

IV) Learning Methodologies & Learning Environment

Strength:

- * Department has introduced several systems to effectively initiate the new entrants to the unfamiliar environment and guide them smoothly through their learning requirements.
- * More seminar hours.
- * Ability Enhancement Compulsory Course (AECC) for communicative English.
- * More library hours.

Weakness:

- * No online assignments.
- * Field visits less focused.

Specific Areas for Improvement:

- * Student centric learning mechanism may be improved.
- * Planning suitable learning activities
- * Mentor-mentee rapport should be strengthened.

Recommendations:

- * Teacher should identify and define the objectives in terms of behavioural changes in the student, i.e. learning outcomes.
- * Department Newsletters, ^{can be} published annually.
- * Arrange relevant remedial programmes.

V) Evaluation

Strength:

- * Evaluation is transparent and results are published on time.
- * Internal : External - marks ratio.
- * Seminars .
- * Assignments.

Weakness:

- * No online test .
- * Less oral test .

Specific Areas for Improvement:

- * Systematic inquiry.
- * Provision for individualisation of instruction.

Recommendations:

- * Classroom quizzes.
- * Instead of Internal choice, Open choice can be introduced in the Part 'C' of the questionpaper.

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		
Allied Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	✓			
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies		✓		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
✓				

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal			✓	
Lab facilities		✓		
Classroom facilities		✓		
Campus maintenance	✓			
Internet		✓		
System of sharing information on various programs of the department/college.		✓		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	✓			
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects	✓			
Teacher's knowledge, expertise, teaching and communication ability	✓			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	✓			
Evaluation primarily tests: Analytical Skills		✓		
Evaluation primarily tests: Creativity / originality		✓		
Evaluation primarily tests: Communication		✓		
The evaluation in general is	1)Very Fair	2)Fair ✓	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning ✓	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

- * Semester wise Practical examination.
- * Need more smart classrooms.
- * Wi-Fi enabled department.
- * Emphasize Library usage to students.

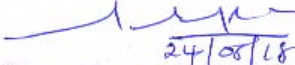
Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:


- * Bionanotechnology
- * Recombinant DNA Technology
- * Bioinstrumentation
- * Plant Breeding and Evolution
- * Genomics and Proteomics.

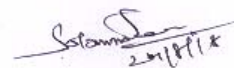
Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

* The Academic Audit team is appreciating the excellent job done by the Head and Staff over the past several years in the development of the Department and the welfare of the students.

* Every aspect of the curriculum has a clear objective or goal to achieve and to meet the needs of individual learners.


24/08/18
Dr. S. SAHAYA SATHISH,
Associate Professor,
Department of Botany,
St. Joseph's College,
Tiruchirappalli - 620 002.


24/08/18


24/08/18

Signature of chair person and members of the AA team

DEPARTMENT OF ZOOLOGY
Holy Cross College (Autonomous), Nagercoil-4

Academic Audit Report 2017- 2018

B. Sc. Zoology

I Curriculum

Strength

- Student centered curriculum concerned with the holistic developments of students..
- The employability in each and every area of exploration is taken into consideration.
- Having projects a research component in the UG degree is appreciable.
- Inclusion of Service Learning Programme (SLP), Skill Development Programme (SDP), Student Training Programme (STP) in the syllabus is of good practice.
- Inclusion of Yoga under Part IV is appreciable.
- Inclusion of Common Ailments and Simple Remedies course for other major students under NMEC is good.
- Inculcation of the academic knowledge, critical thinking, practical competence in basic and applied fields of Animal Science, skill development and awareness on environment are the major strengths identified in this curriculum.

Weakness

- There should be minimum pass mark for Continuous Internal Assessment.
- Carrying forward the practical exams to the even semester instead of completing on the same (odd) semester.

Specific Areas for Improvement

- Curriculum can be designed with modules specifically designed to deal with transferable skills and vocationally relevant content appropriate for promoting, entrepreneur skills made useful to society.
- More time can be allotted for field visits and problem solving, which will be an added credit to curriculum.

Recommendations

- The institution may partner with other industries to enhance the employability.
-

-
- Although the curriculum has an add-on course, additional certificate courses may be introduced towards making the students more employable.
 - Include on line courses as part of curriculum.
 - Semester practical exams could be conducted instead of carrying forward to even semester.
 - Class Hours and credits do not coincide with UGC recommendations.

II Syllabus

Strength

- The syllabus is up to date, incorporating the advancements in all the subjects in an elegant way.
- Self-learning is possible for active students.
- Value added courses
- Opportunities to develop awareness about theoretical and practical dimensions of knowledge.

Weakness

- Syllabus may be a bit heavy for slow learners.
- Self learning and value added extra credit courses can be introduced more for self-employability.

Specific Areas for Improvement

- An approach should be formulated for student motivation in clearing National/ State competitive exams.
- In the Bioinstrumentation course study of recent instruments can included eg. Electron microscope, Sonicator, FT-IR etc,

Recommendations

- The designed syllabus can only be performed well by hard working regular students and devoted teachers, hence both of them need to work hand in hand to accomplish the task.
 - Include on line courses as part of curriculum.
 - Semester practical exams could be conducted instead of carrying forward to even semester.
 - Class Hours and credits do not coincide with UGC recommendations.
-

III Teaching Methodologies

Strength

- Class room teaching with Black board and chalk will enable the slow learners to learn the contents in a stress-free way.
- Usage of ICT enabled teaching is appreciable.
- Demonstration using charts, models and specimens are of good practice.

Weakness

- Usage of Smart class room should be encouraged, for audio visual learning to coordinate the senses for effective learning.
- Field trips and workshops / training programmes should be arranged often.

Specific Areas for Improvement

- Usage of Smart class room will enable the fast learners to learn in an active way.
- More number of Hands on training can be given.

Recommendations

- More of smart class rooms can be established.
- Student enrichment programmes can be offered.

IV Learning Methodologies & Learning Environment

Strength

- A very good campus for peer learning.
- Integrated and interactive teaching learning.
- Good ambience, clean lecture halls, instruments for practical classes.

Weakness

- Learning via electronic gadgets is not reachable to the majority of the student community.
-

Specific Areas for Improvement

- More number of hands on training instead of demonstration in the practical sessions.
- Practical courses can be split instead of clubbing as a single course.

Recommendations

- The department can have a set of e resources and make the students learn at free time.
- Computer assisted lab should be established for active learning.

V Evaluation

Strength

- Unit wise distribution of question paper.
- Giving due importance for internal examinations enables the student to learn the content in a stress freeway.
- External evaluation of UG courses at the end of semester.

Weakness

- Restricted evaluation pattern.

Specific Areas for Improvement

- Periodic quiz can be given to motivate the student to study thoroughly the content of the course.
- Feasibility on the introduction of Online test and evaluation.

Recommendations

- Both Internal and external evaluation for semester examinations is recommended.
 - Introduction of Online test and evaluation is recommended.
 -
-

(Kindly Tick whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	✓	✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	✓			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities		✓		
Classroom facilities		✓		
Campus maintenance	✓			
Internet		✓		
System of sharing information on various programs of the department/college.	✓			

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	✓			
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects		✓		
Teacher's knowledge, expertise, teaching and communication ability	✓			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory				
Evaluation primarily tests: Analytical Skills				
Evaluation primarily tests: Creativity / originality				
Evaluation primarily tests: Communication				
The evaluation in general is	1)Very Fair	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning ✓	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

- 1) Internet facility need to be improved
- 2) Internal should be given, ^{in FN} toilet facility need to be improved.
- 3) syllabus need to be modified with consideration to 10th, 11th, 12th text book.
- 4) More of smart class rooms can be established
- 5) Department can have a set of e-resource and make the students learn at free time

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

Haematology
Wild life biology

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

On overall observation, the curriculum is well structured. Additional certificate courses may be introduced towards making the students more employable.

R. Jeyanthi
27/8/18
Dr. R. Jeyanthi Jeeva Latha
Head & Associate Professor
Department of Zoology
Women's Christian College
Nagercoil - 629 001.
Head
Department of Zoology & Microbiology
Thiagarajar College, Auto Antech
Madurai - 625 009, Tamil Nadu

Signature of chair person and members of the A.A.T.S

M. Jayalaxmi
Dr. M. Jayalaxmi
Assistant Professor
Dept of Embryology
SBS, Madurai Kamraj
University Madurai - 21

DEPARTMENT OF ZOOLOGY
Holy Cross College (Autonomous), Nagercoil-4

Academic Audit Report 2017- 2018
M. Sc. Zoology

I Curriculum

Strength

- The curriculum is well structured, and enables the student to explore and understand the courses in depth.
- The employability in each and every area of exploration is taken into consideration.
- The PG syllabus has independent project and hence have a research component.
- Inculcation of the academic knowledge, critical thinking, practical competence in basic and applied fields of Animal Science, skill development and awareness on environment are the major strengths identified in this curriculum.
- The curriculum accurately reflects the full range of its objectives and aims.
Thus the curriculum is designed in such a way that the students will
 - be able to pursue Ph.D. programs in Zoology and related discipline.
 - excel in teaching careers in high and higher secondary schools after obtaining a basic teachers training education.
 - perform well outside academe that require advanced analytical and communication skills.
 - enables the student to make out the CSIR examination.

Weakness

- There should be minimum pass mark for Continuous Internal Assessment.
- Curriculum can be designed with modules specifically designed to deal with transferable skills and vocationally relevant content appropriate for promoting intensive research, useful to society.
- More time can be allotted for field visits and problem solving, which will be a added credit to curriculum.
- Carrying forward the practical exams to the even semester instead of completing on the same (odd) semester.

Specific Areas for Improvement

- Include on line courses as part of curriculum.
- References could be of foreign author books with recent editions.

Recommendations

- The institution may partner with other institutions of repute through formal MoU.
- Although the curriculum has an add-on course, additional certificate courses may be introduced towards making the students more employable.
- A separate time can be allotted with regard to preparation of competitive examinations.
- Semester practical exams could be conducted instead of carrying forward to even semester.
- Class Hours and credits do not coincide with UGC recommendations.

II Syllabus

Strength

- The syllabus is up to date, incorporating the advancements in all the subjects.
- Inclusion of life skill development courses is appreciable.
- Inclusion of Recent development in science (e.g. Nanoscience) as part of curriculum is good.
- Providing Endocrinology as core paper is appreciable.
- Given more importance to environment and environmental management and sustainable environment.
- Life Sciences for competitive examination is an added credit to the syllabus.
- Enables the students to face competitive examinations like NET / SET.

Weakness

- Syllabus may be a bit heavy for slow learners.
- Value added extra credit courses can be introduced more for self-employability.
- Practical at the end of the even semesters.

Specific Areas for Improvement

- A strong linkage, between university and industry can be developed.
- E-journals, websites can be included as references.
- Community based programmes can be incorporated.

Recommendations

- The designed syllabus can only be performed well by hard working regular students and devoted teachers, hence both of them need to work hand in hand to accomplish the task.

- Individual practical for each course can be given instead of clubbing the courses.
- Class Hours and credits do not coincide with UGC recommendations.

III Teaching Methodologies

Strength

- Class room teaching with Black board and chalk will enable the slow learners to learn the contents in a stress-free way.
- Usage of ICT enabled teaching is appreciable.
- Inclusion of Industrial visit is appreciable.
- Online assignment submission is of good practice.

Weakness

- Usage of Smart class room should be encouraged, for effective learning.

Specific Areas for Improvement

- Usage of Smart class room will enable the fast learners to learn in an active way.
- More number of hands on training.
- Usage of instruments available in the department.

Recommendations

- More of smart class rooms can be established. Hence the subject can be discussed in depth by audio visual aids.
- Look for the feasibility of Video conferencing in teaching.

IV Learning Methodologies & Learning Environment

Strength

- A very good campus for peer learning.
- A good library for reference with internet facility.
- Good ambience, clean lecture halls, instruments for practical classes.
- Availability of English news papers in the PG class rooms for student reading is appreciable.

Weakness

- Learning via electronic gadgets is not reachable to the majority of the student community.

Specific Areas for Improvement

- A set of e resources can be developed by the department, relating to the basic learning and in preparation for competitive exams.
- Individual training or handling of instruments is needed.

Recommendations

- The department can have a set of e resources and make the students learn at free time.
- More number of hands on training instead of demonstration in the practical sessions.
- Practical courses can be split instead of clubbing as a single course.

V Evaluation

Strength

- Having double evaluation for external semester examinations.
- Unit wise distribution of questions.
- Evaluation of project report by external and internal examiners.

Weakness

- Having less of objective type questions.

Specific Areas for Improvement

- Incorporating more of objective type questions.
- Feasibility on the introduction of Online test and evaluation.

Recommendations

- Adding more objective type questions and testing the analytical skills will enable the student to excel in competitive exams. However the questions need to be prepared with much dedication.
 - Introduction of Online test and evaluation.
-

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life	—			
The courses taught are useful for employment	—			
The courses taught are useful to go for higher studies	—			
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	✓			
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
Yes	Yes	—	Yes	—

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities		✓		
Classroom facilities		✓		
Campus maintenance	✓			
Internet		✓		
System of sharing information on various programs of the department/college.	✓			

Dr. M. MURUGAPPAN
 Head
 Department of Zoology & Microbiology
 Thiagarajar College (Autonomous)
 Madurai-625 009, Tamil Nadu

R. Jeyanthi
Dr. R. Jeyanthi Jeeva Latha
 27/8/2018
 Head & Associate Professor
 Department of Zoology
 Women's Christian College
 Nagercoil - 629 001.

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	✓			
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects	✓			
Teacher's knowledge, expertise, teaching and communication ability		✓		

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	✓			
Evaluation primarily tests: Analytical Skills		✓		
Evaluation primarily tests: Creativity / originality	✓			
Evaluation primarily tests: Communication	✓			
The evaluation in general is	1) Very Fair	2) Fair ✓	3) Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1. Continuous learning —	2. Keeping students busy ✓	3. Used as means of Favoritism —	4. Used as means of Victimization —
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* Student's ^{praised} Appraised remedial classes taken by the Staff members.

* ~~Internal~~ Question pattern: a) ~~the~~ Students request open choice questions

Instead of either or pattern
b) Request fill in the blanks & orca

* English news paper - The Hindu available in the class room (Mrs. Zooley) is appreciated by the Students

List out five major areas of concern which need immediate attention:

- ① Extra care/motivation requested for involvement in extra curricular activities from the staff
- ② In the overall college activities - Zoology students expect more ^{important} appreciation/allocation of hrs for projects
- ③ Request LCD facility in the class rooms.
- ④ Clinical lab tech/Medical lab tech - course can be included -
- ⑤ Short break requested in the mid of the forenoon session.
- ⑥ Instead of either/or open choice questions are preferred in internal and External Exams.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

- Request
- ① Clinical lab technology
 - ② Psychology courses
 - ③ Endocrinology: ~~Require more reference books.~~

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

Curriculum - Good.

Teaching - Excellent.

Evaluation - Good.

Dr. Manjuli
27/8/18

R. Jeyanthi
27/8/2018
Dr. R. Jeyanthi Jeeva Latha
Head & Associate Professor
Department of Zoology
Women's Christian College
Nagercoil - 629 001.

M. Jayash
Dr. M. Jayalakshmi
Assistant Professor
Dept of Immunology
SBS, Madurai
Kannur University
Madurai - 21

Signature of chair person and members of the AA team
Head
Department of Zoology & Microbiology
Thiagarajar College (Autonomous)
Madurai-625 009, Tamil Nadu

DEPARTMENT OF ZOOLOGY
Holy Cross College (Autonomous), Nagercoil-4

Academic Audit Report 2017- 2018
M. Phil. Zoology

I Curriculum

Strength

- The curriculum is well structured, concerned with the development of research aptitude.
- The employability in each and every area of exploration is taken into consideration.
- Inculcation of the academic knowledge, critical thinking, practical competence in basic and applied fields of Zoology, is the major strength identified in this curriculum.
Thus the curriculum is designed in such a way that the students will
 - demonstrate an in-depth and integrated knowledge of advanced aspects of Zoology.
 - be able to pursue Ph.D. programs in Zoology and related discipline.
 - excel in teaching careers in high schools, higher secondary schools and colleges.
 - perform well outside academe that require advanced analytical and communication skills.

Weakness

- There should be minimum pass mark for Continuous Internal Assessment.
- Curriculum can be designed with modules specifically designed to deal with transferable skills and vocationally relevant content appropriate for promoting intensive research, useful to society.

Specific Areas for Improvement

- More time can be allotted for research lab visits and problem solving, which will be a added credit to curriculum.

Recommendations

- The institution may partner with other institutions of repute through formal MoU.

II Syllabus

Strength

- The syllabus is up to date, incorporating the advancements in Zoology.
- Importance is given for reference work.
- Provision for the presentation.

Weakness

- Biostatistics and bioinformatics part is very less.

Specific Areas for Improvement

- A strong linkage, between university and institutions of research can be developed.
- An approach should be formulated for student motivation in clearing National/State competitive exams.

Recommendations

- Publications of the research work need to be given importance.
- Encouragement of students to learn new techniques need to be given serious attention.

III Teaching Methodologies

Strength

- Making the students to learn the basic skills of teaching/ demonstration/ instrumentation.
- Usage of ICT enabled teaching is appreciable.
- Usage of e resources like e books, e bulletin ad web resources.

Weakness

- Usage of Smart class room should be encouraged, for audio visual learning to coordinate the senses for effective learning.

Specific Areas for Improvement

- Self-learning of new practical and technical skills need to be encouraged.
- Usage of Smart class room will enable the fast learners to learn in an active way.

Recommendations

- More of smart class rooms can be established.
- Look for the feasibility of Video conferencing in teaching.

IV Learning Methodologies & Learning Environment

Strength

- A very good campus for peer learning.

- A well-established library facility with internet connectivity.
- An established and recognized research lab.

Weakness

- Learning via electronic gadgets is not reachable to the majority of the student community.
- Students lack self confidence in handling laboratory equipments which will be a serious issue when they pursue research.

Specific Areas for Improvement

- A set of e resources can be developed by the department, relating to the advanced learning and in preparation for competitive exams.
- E-journals, websites can be included as references.

Recommendations

- The department can have a set of e resources and make the students learn at free time.
- Frequent guest lectures can be arranged from company persons to discuss about the latest equipment's in modern biology.

V Evaluation

Strength

- The students are being evaluated in a very systematic way, by assessing their knowledge, analytical skills and way of experimentation.
- Due importance is given to dissertation and viva-voce.

Weakness

- Thesis evaluation by single examiner.

Specific Areas for Improvement

- The thesis evaluation strategies need to be made stringent.

Recommendations

- The thesis submitted by the student may be evaluated by more than one external examiner and also by an internal examiner other than the guide.

- Evaluation strategy should be designed to face competitive examinations which help the students to face the real challenges in life.

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	✓			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities		✓		
Classroom facilities		✓		
Campus maintenance	✓			
Internet			✓	
System of sharing information on various programs of the department/college.		✓		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	-	-	-	-
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects	-	-	-	-
Teacher's knowledge, expertise, teaching and communication ability		✓		

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	-	-	-	-
Evaluation primarily tests: Analytical Skills	✓			
Evaluation primarily tests: Creativity / originality	✓			
Evaluation primarily tests: Communication		✓		
The evaluation in general is	1)Very Fair ✓	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning ✓	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

- Smart class room with LCD facility can be established.
- Clinical lab / Medical lab tech. courses can be introduced.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

- 1) Clinical lab technology
 - 2) Psychology courses.
 - 3) Endocrinology
- } may be introduced.

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

Curriculum - good.

Teaching - Excellent.

Evaluation - good.

R. Jeyanthi
2.7/8/2018
Dr. R. Jeyanthi Jeeva Latha
Head & Associate Professor
Department of Zoology
Women's Christian College
Nagercoil - 629 001.

R. Murugan
Head
Department of Zoology & Microbiology
Thiagarajar College (Autonomous)
Madurai - 625 009, Tamil Nadu

M. Jayala
Dr. M. Jayala
Dept of Immunology
SBS, MKU
Madurai - 2

Signature of chair person and members of the AA team

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department:

I Curriculum

Strength:

- * Effective curriculum is prevailing in promoting students Learning process
- * Soft skill and communicative skills development programs are incorporated in the curriculum

Weakness:

- * Career development programs should be conducted in regular basis
(Communication Lab facility / mockup interview should be engaged)

Specific Areas for Improvement:

- * Discussion regarding the performance in assignments should be improved
- * Department curriculum is potential to start PC courses

Recommendations:

- * Industrial / company training programmes may be conducted to catup with job opportunities

II Syllabus

Strength:

- * Excellent Theory and practical syllabi are prevailing and the syllabi was covered by the teachers effectively.

Weakness:

Specific Areas for Improvement:

- * Based on trends in computer field syllabus should be restructured
- * specify unit coverage in textbooks chapters.

Recommendations:

- * smart class provisions with online support (internet) may be provided

III Teaching Methodologies

Strength:

- * Present teaching methodology is fairly good
- * Teachers are doing thorough preparation for handling class sessions (projector)
- * Teachers using ICT tools for teaching.

Weakness:

Specific Areas for Improvement:

- * Unitwise review should be conducted
- *

Recommendations:

- * ICT tools like CBT/WBT ... should be effectively handled by teaching faculties

IV) Learning Methodologies & Learning Environment

Strength:

- * Present learned environment is convened for the students
- * Well equipped computer lab with updating environment
- * Self learning course

Weakness:

Latest, Advanced books needs to be in department library

Specific Areas for Improvement:

- * Students should be given with course oriented project assignments
- * placement related training

Recommendations:

- * Digital library with e-books, e-papers, e-journals references should be made
- * Grievance redressal forums / counselling forums should be established
- * Students should be provided with internet Free access to avail on line resources during free hours

V) Evaluation

Strength:

- * Present evaluation system is good.
- + Timely conduct of exam

Weakness:

- * Unitwise test should be conducted
- + Performance in assignments need to be discussed with students

Specific Areas for Improvement:

- + Part A question should be of multiple choice questions (MCQ) type only
- * Objective questions should not contain "none" as the option.

Recommendations:

- * Questionwise discrepancies in question paper should be avoided

(Kindly Tick whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	✓			
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			

Text Books and Reference Books

Prescribed Text book/ Reference book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	✓			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities	✓			
Classroom facilities	✓			
Campus maintenance	✓			
Internet	✓			
System of sharing information on various programs of the department/college.		✓		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully		✓		
Most of the teachers encourage the students participation in the class		✓		
Most of the teachers take extra efforts to make all the students understand the subjects		✓		
Teacher's knowledge, expertise, teaching and communication ability		✓		

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory		✓		
Evaluation primarily tests: Analytical Skills		✓		
Evaluation primarily tests: Creativity / originality	✓			
Evaluation primarily tests: Communication		✓		
The evaluation in general is	1)Very Fair	2)Fair ✓	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard ✓	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning ✓	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

- * Overall curriculum, Teaching Learning and evaluation methods followed in department are fairly good
- * Coursewise internal evaluation report should be submitted
- * Staff members should be advised to publish books/Journals/papers.. for their self improvement
- * All Staff members should be given with orientation / Refresher programmes

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

- * During syllabus restructuring obsolete papers should be removed from curriculum
- * wireless application paper may be included.

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

- * Overall curriculum, teaching learning and evaluation methods followed in department are good
- * The internal evaluation system is good.
- * Staff performance is fairly good
- * Advanced Teaching Tool should be encouraged

24/8/18
Dr. D. Sathin Seeli
Member

Signature of chair person and members of the AA team
Assistant Professor, IT Dept
Nobun Islam College of Arts & Science
Kumaracail

AJCH

Dr. A. JOHN CHRISTOPHER
Associate Professor
Department of Computer Science
ST Hindu College
Nagercoil

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: English

I Curriculum

Strength:

- The Department of English offers a variety of academic courses with focus on Skill Enhancement, and Life Skills.
- The Department offers courses on Gender, Environment and Sustainability and Human Values.
- Syllabus Revision is undertaken once in three years and it is designed and developed after taking into consideration its application and bearing on Regional, National and Global trends.
- Academic flexibility is built into the programmes with the adoption of flexible curriculum with a freedom to choose electives for the pre doctoral scholars.
- Students are encouraged to interpret texts in different ways, present views of critics on a literary text and express their critical evaluation. Some projects are also assigned to students from time to time. Due importance is given to co-curricular activities. The aim behind it is to make the students fit for the future and to develop a sense of competitive spirit, co-operation, leadership, diligence, punctuality, and team-spirit as well as to provide a backdrop for the development of their creative talents.
- The curriculum is designed in such a way that it promotes the skills of the students, helps them to prepare themselves to understand the current trends and motivates them towards attaining higher positions.

Weakness:

- Interdisciplinary courses need to be introduced
- Electives are included only at the Research level
- The curriculum should be designed to improve the speaking ability of the students

Specific Areas for Improvement:

- The department should continually upgrade its academic curriculum to enhance the employability skills of their students.
- Booklets with details of curriculum should be given to the students at the beginning of the degree programme

Recommendations:

- The department should try to introduce new courses to suit the new technology wherever it is possible.
- A curriculum which is relevant to students' current and future lives, experiences, environments and aspirations should be framed.
- The restructuring of curriculum development which is systematically implemented once in 3 years, should be done after a careful review of the curriculum in practice. This should be done after getting feedback, evaluation and suggestion from students, teachers who handle the subject and subject experts.

II Syllabus

Strength:

- Inclusion of papers like Feminist Writing, Disability Literature, Eco Studies and South Asian Literature is to be appreciated.
- 'Film Theory' is an innovative paper as the cine world in nowadays in the limelight.
- The syllabus covers a wide range of topics, connected to students' need. They encounter famous personalities, their experience and their writings, literary concerns, explore theories, philosophies of different literatures, have proper understanding of literary forms and have representations of works of significant authors of literature.
-

Weakness:

- Certain writers and works have been repeated in the different syllabi (Eg Alice Walker, Margaret Atwood, Mulk Raj Anand's *Untouchable* etc)
- Self learning courses may be introduced for the four semesters of the PG programme.
- Students find it difficult to cope up with "In depth learning papers" as it is overloaded

Specific Areas for Improvement:

- The department needs to increasingly emphasise more on research-oriented teaching in the existing syllabus. From the first year onwards, basics of methodology can be introduced for papers and assignment, so as to introduce students to research.
- All teachers may use power point presentations to enhance the impact of teaching.

Recommendations:

- The department needs to search for innovative ways for developing skills of students to meet the present needs of the job industry, like exposing students to different accents- American English/ British English, answering telephones calls formally etc
- PG projects can be individual projects.
- The department needs to get feedback from the students and restructure the syllabus considering the opinion of the students.

III Teaching Methodologies

Strength:

- The department has adopted various methods viz., Classroom interactions; Group and or individual projects; Seminars; Workshops; Symposiums; Discussions on current issues; Intercollegiate events; Assignments; Expert Lectures; Documentary Film Shows as well as use of ICT facilities.
- The faculty continually strive to improve the quality of the teaching-learning process and make it more student-centric by encouraging participation in group discussions, quiz, seminar, paper presentations etc.
- Multiple methodologies like brain storming, case studies etc. are followed with emphasis on the use of ICT in teaching, over the traditional chalk and talk method.
- The teaching methodology used in the department allows for more interaction between teachers and students. Emphasis is on students and faculty growth, balancing initiative and shared responsibility

Weakness:

- As regards the skills of Listening, Speaking, Reading and Writing (LSRW), the teachers' effort to develop skills of listening and speaking is not there and this may hamper the competency of the students while appearing for proficiency tests like IELTS and also interviews. Emphasis is given to developing reading and writing skills.
- Some teachers have fallen into what is called "The Textbook Trap", Instead of treating the textbook as a tool, the teachers and the students are entirely dependent on the books, and adhere only to the written word and printed instructions and do not move beyond the textbooks.

Specific Areas for Improvement:

- Teachers need to be more creative in the use of textbooks, as textbooks cannot give everything. Lots of oral and written practice needs to be carried out using material beyond textbooks.
- Research oriented tasks could be assigned to students.

Recommendations:

- The department may systematically plan to bring innovation in the teaching and learning process by using modern technology as much as possible.
- There should be a systematic and committed attempt to enable the students to develop the skill of critically evaluating independently the texts prescribed and encourage them to shape themselves into creative writers and critics.
- A little more attention should be given to spoken English and English alone should be made the medium of communication for teachers and students of English in the campus
ITC should be made the best use of by introducing online tests.
- Apart from giving assignments to M.Phil & M.A students, seminars could be assigned to UG students too

IV) Learning Methodologies & Learning Environment

Strength:

- The students can submit their assignment and other particulars through the Google apps
- Class presentations, reading activities, group discussions, book review sessions, etc are conducted to sharpen the communication skills of students.
- Eco friendly learning environment
- The department has good infrastructure, library, language lab facilities, well trained staff
- Teacher – student interactive method is to be appreciated

Weakness:

- Dark classrooms with lack of proper lighting and aeration. Restricted entry to the general library

Specific Areas for Improvement:

- The department should put in greater efforts to further improve and strengthen its infrastructure and access to the library.
- Classrooms should be according to UGC specifications and should be accessible to orthopedically challenged students

Recommendations:

- The movies of prescribed texts should be played for the students
- Communication classes should be conducted to develop fluency and accuracy of spoken language.
- A Basic English course can be offered to all students coming from Tamil medium schools of various disciplines.
- Group discussion and teaching –learning process by students can be also devised

V) Evaluation

Strength:

- To attract and evaluate students from a wide diversity of backgrounds, the General English students are classified into 3 streams - advanced, medium and slow learners-, considering their performance in the Bridge Course Test and the eventual evaluation. This has helped to increase the percentage of passes
- The academic progress is monitored by means of periodic CIA tests, exams, assignments and seminars. Remedial classes are conducted for slow learners. Advanced learners are provided further guidance and challenged to take up extra and advanced exercises.
- The evaluation process is deemed to be very transparent and unbiased in the department.
- The department maintains all the records systematically and meticulous teaching-learning process is carried out. The programmes carried out by different clubs augment the personality of the students.

Weakness:

- The advanced learners of 'Stream A' are made to work hard and put in extra effort but do not get any special recognition in their grade sheets finally.
- The English speaking ability of students is an area that is to be concentrated upon.

Specific Areas for Improvement:

- In order to keep the students informed, a detailed checklist of possible dates of conduct of examinations should be provided at the beginning of every academic year.
- Some papers are heavy for the students to learn.

Recommendations:

- A scrutiny committee should be formed to proof read the end semester question papers
- The quantum of English learned by Advanced learners (Stream A) in the first year of General English is equal to what the others learn in 2 years. So while ordinary students earn regular credit, the advanced students can get extra credits by imbibing some other
- The standard of the internal and external question papers need to be enhanced in accordance with Blooms Taxonomy

(Kindly Tick whatever you feel relevant and right, based on your interactions with staff and students)
 Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excel lent	Good	Satisfacto ry	Poo r
Core Courses				
The courses taught are useful for life		•		
The courses taught are useful for employment		•		
The courses taught are useful to go for higher studies		•		
Allied Courses				
The courses taught are useful for life		•		
The courses taught are useful for employment		•		
The courses taught are useful to go for higher studies		•		
Skilled Based Courses				
Statement	Excel lent	Good	Satisfacto ry	Poo r
The courses taught are useful for life		•		
The courses taught are useful for employment		•		
The courses taught are useful to go for higher studies		•		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	•			

Learning Environment

Statement	Excell ent	Good	Satisfact ory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		•		
Lab facilities				
Classroom facilities		•		

Campus maintenance		•		
Internet		•		
System of sharing information on various programs of the Department/college.		•		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully		•		
Most of the teachers encourage the students participation in the class		•		
Most of the teachers take extra efforts to make all the students understand the subjects		•		
Teacher's knowledge, expertise, teaching and communication ability		•		

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	•			
Evaluation primarily tests: Analytical Skills		•		
Evaluation primarily tests: Creativity / originality		•		
Evaluation primarily tests: Communication		•		
The evaluation in general is	1)Very Fair	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

- The department provides value-based quality education to the students of different backgrounds. While teaching, a value should be added. Questions to be bring out values can be included too.
- Smart board is introduced in all classrooms, to provide an effective learning experience
- The syllabus is a blend of authors and works of all ages and all places. This gives students exposure to a wide variety of literature.
- The restructured curriculum excellently caters to the need of the students focusing on the development of students not only in the field of education but also for their future. Definitely this syllabus shall help students make excellent progress and achieve particularly high standards

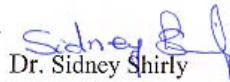
Signature of chair person and members of the AA team



Dr. Janatha Kumari

Assistant Professor of English

Sree Ayyappa College, Chunkankadai



Dr. Sidney Shirly

Associate Professor of English

Scott Christian College (Autonomous)

Nagercoil

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report
Department: தமிழ்

I Curriculum

Strength:

முன்றாண்டுகளுக்கு ஒருமுறை பாடத்திட்டம் மாற்றியமைக்கப்பட்டுள்ளது. பாடத்திட்டம் படைப்பாற்றலை வளர்க்கும் வகையிலும் வேலைவாய்ப்பினை உருவாக்கும் வகையிலும் அமைந்துள்ளது. சமூகமதிப்பீடுகளை வலியுறுத்தும் வகையில் அமைந்துள்ளது. தமிழ்நாடு அரசு வேலைவாய்ப்புக்கு உதவும் வகையில் பாடத்திட்டம் அமைந்துள்ளது. பல்கலைக்கழகம் வரையறுத்துள்ள பாடத்திட்டத்தை (பொதுத்தமிழ், தன்துறை பாடம் அல்லாத சிறப்புப்பாடம்) ஒத்துள்ளது.

Weakness:

உலக அளவில் தமிழ் மொழியின் போக்கும் வளர்ச்சியும் இடம்பெறாமை

Specific Areas for Improvement:

பயன்பாட்டுத் தமிழில் கவனம் செலுத்தலாம்.
நவீனத் தமிழ் இலக்கியங்களை அறிமுகப்படுத்தலாம்.

Recommendations:

தமிழின் புதிய பரிமாணங்களையும் உள்ளடக்கலாம்.
மொழிப்பாடம், மொழித்திறனை வளர்க்கின்றதா என்பதைக் கண்காணிக்கலாம்.
இலக்கணப்பகுதியில் எழுத்துக்களின் பிறப்பு பற்றிய செய்திகளைத் தவிர்க்கலாம்.

II Syllabus

Strength:

சங்ககாலம் முதல் தற்கால இலக்கியங்கள் வரை இடம்பெற்றுள்ளமை சிறப்பு.
கால வரிசையில் தமிழ் இலக்கியங்களின் வளர்ச்சியையும் மொழியின் வரலாற்றையும் அறியும் வகையில் அமைந்துள்ளது.
தமிழின் கவிச்சுவையையும் சொல்லாட்சியையும் வெளிப்படுத்தும் வகையில் பாடத்திட்டம் அமைந்துள்ளது.
பாடப்பகுதி நூல்வடிவில் வழங்கப்பட்டுள்ளமை சிறப்பு.
தன்துறைப் பாடமல்லாத விருப்பப் பாடப்பகுதியும் சிறப்பாக உள்ளது.
பழந்தமிழ் இலக்கியங்கள் மட்டுமல்லாது இதழியல், மொழிபெயர்ப்பு, பயணஇலக்கியம், தன்வரலாறு போன்ற இலக்கிய வகைமைகள் இடம்பெற்றுள்ளது சிறப்பு.
பாடப்பகுதி நூல்வடிவில் வழங்கப்பட்டுள்ளமை சிறப்பு.
இலக்கிய வரலாறு பகுதியில் சமீபத்திய செய்திகளையும் இடம்பெறச் செய்திருப்பது சிறப்பு.

செய்யுள் பகுதிகளுக்குத் தெளிவுரை தயார்செய்து புத்தகத்துடன் இணைத்திருப்பது சிறப்பு.

Weakness

குமரி மாவட்ட படைப்பாளிகளுக்குக் கூடுதல் முக்கியத்துவம் வழங்காமை குறைபாடு. அதிகப்படியான பாடங்கள் மாணவிகளுக்கு வெறுப்புணர்வை ஏற்படுத்துவதைத் தவிர்க்கலாம். பெண்படைப்பாளிகளின் படைப்புகள் குறைவு.

Specific Areas for Improvement:

பெண்படைப்பாளிகளின் படைப்புகளில் கவனம் செலுத்தலாம். குமரி மாவட்ட எழுத்தாளர்களின் படைப்புகளை அதிக அளவில் சேர்க்கலாம். அடிப்படைத்தமிழ் மாணவிகளுக்கு மொழிக்கூடம் வாயிலாக கற்பித்தல் நலம்.

Recommendations:

கணிவித்தமிழ் பற்றிய தகவல்களைச் சேர்க்கலாம். கல்வெட்டு, ஓலைச்சுவடி, நாட்டுப்புறவியல் பற்றியும் அறிமுகப்படுத்தலாம். மாணவிகள் அகராதிகளையும் பழந்தமிழ் நூல்களையும் பயன்படுத்தி செய்யுள் பகுதிகளுக்கு விளக்கம் அறிய ஊக்கப்படுத்தலாம். மாணவிகள் பாடங்கள் மிகுதியாக உள்ளதாகவும் படிப்பதற்குக் கடினமாக உள்ளதாகவும் கருதுவதால் குறைக்கலாம். வேலைவாய்ப்புக்கு உதவும் வகையில் அறிவியல் தமிழ் செய்திகளை அதிகமாகச் சேர்க்கலாம். வணிகவியல் பிரிவினருக்குக் கடிதம், பொதுக்கட்டுரை பகுதியை நீக்கிவிட்டு நாடகம், புதின இலக்கிய வகையைச் சேர்க்கலாம். முதல் பருவத்தில் இதழியல் பகுதியை நீக்கிவிட்டு கட்டுரைகளைச் சேர்க்கலாம். தன்னம்பிக்கைக் கட்டுரைகளை உரைநடைப் பகுதியில் சேர்க்கலாம்.

III Teaching Methodologies

Strength:

பாடல், திரைப்படம், ஒளிப்படக்காட்சி, குறும்படம், படவில்லைக்காட்சி, சுருங்கக்கூறி விளங்கவைத்தல் போன்ற தொழில்நுட்பங்களைப் பயன்படுத்தி கற்பித்தல் சிறப்பு. கருத்தரங்கம், பயிலரங்கம், சிறப்புரை போன்றவை மூலம் மாணவிகளுக்குத் தேவையான கருத்துக்களை வழங்குதல் பாராட்டுக்குரியது. எழுத்தாளர்கள் மற்றும் தமிழ் ஆர்வலர்களின் உரைகளை மாணவிகள் கேட்க வாய்ப்பளித்து, தொழில்நுட்பங்களை பயன்படுத்தி கற்பித்தல் சிறப்பு.

Weakness:

கற்றல் குறைபாடுடைய மாணவிகளுக்கு எளிய வடிவில் குறிப்புகள் தயாரித்து வழங்குதல் நலம். தமிழ்மொழிக்கூடம் இல்லாதது குறைபாடாக உள்ளது.

Specific Areas for Improvement:

இலக்கியங்களைத் திறனாய்வு செய்யும் திறனை மேம்படுத்தலாம். படைப்பாற்றலை வளர்ப்பதில் கவனம் செலுத்த வேண்டும்.

Recommendations:

கற்பித்தலின் வாயிலாக கற்றலின் விளைவைப் பெறுகின்றனரா என்பதை மதிப்பீடு செய்து உறுதிப்படுத்திக் கொள்ளவும்.
வகுப்பில் மாணவிகளின் பங்களிப்பைக் கலந்துரையாடல், விவாதம் போன்றவற்றின் மூலம் மேம்படுத்தலாம்.
இலக்கிய விழாக்கள் மூலமாக கலை ஆர்வத்தை வெளிக்கொணர வாய்ப்பளிக்கலாம்.
காணொளிக் காட்சி மூலம் வகுப்புகள் நடத்தலாம்.

IV) Learning Methodologies & Learning Environment**Strength:**

கண்காட்சி, மாதிரி அமைத்தல், குறிப்பிட்ட பாடப்பகுதிகளை மாணவிகள் நடத்துதல், அகமதிப்பீட்டுக் கட்டுரைகள் தயாரித்தல் போன்றவை வாயிலாக மாணவிகளின் கற்றல் திறனை வளர்த்தல் சிறப்பு.
வினாடிவினா தயாரித்தல், குழுப்பயிற்சி போன்றவை வாயிலாகவும் கற்றல் திறனை மேம்படுத்தல்.
மாணவிகளின் படைப்பாற்றலை வளர்க்கும் வகையில் அகமதிப்பீட்டுக் கட்டுரைகளை தயாரிக்கச் செய்தல், தொழில் நுட்பங்களை பயன்படுத்தத் தூண்டுதல், கடினமான செய்யுள் பகுதியை எளிய உரைநடை வடிவில் நாடகமாக்கல் போன்ற கற்றல் உத்திகள் கையாளப்படுவது சிறப்பு.

Weakness:

கல்வி ஒருவழியாக அமைவதால், வகுப்பில் மாணவிகளின் பங்களிப்பு குறைதல்.
குழுவாகச் சேர்ந்து கற்கும் சூழல் குறைவாக உள்ளது.

Specific Areas for Improvement:

இலக்கணங்களைக் கற்றலுடன் நிறுத்திவிடாமல் நடைமுறையில் பயன்படுத்துவதற்கும் ஊக்கப்படுத்திக் கண்காணிக்கலாம்.
பாடப்பகுதிகளிலிருந்து வினாடி வினாவிற்கான கேள்வி பதில்களைத் தயாரிக்கச் சொல்லலாம்.

Recommendations:

மொழிக்கல்வியை விருப்பத்துடன் எளியமுறையில் கற்க, மாணவிகள் புது உத்திகளைக் கையாள ஊக்கப்படுத்தலாம்.
வகுப்பில் கலந்துரையாடல் முறையை ஊக்கப்படுத்தலாம்.
தமிழுக்கென்று தனியாக மொழிக்கூடம் நிறுவி மாணவியின் பேச்சாற்றலையும் படைப்பாற்றலையும் வளர்க்கலாம்.

V) Evaluation**Strength**

அகமதிப்பீட்டுத் தேர்வு, வினாடிவினா போன்றவை மட்டுமன்றி மாணவிகளின் செயல்திறன்களை அகமதிப்பீட்டுக் கட்டுரை வழியாகக் கண்டறிந்து மதிப்பீடுதல் சிறப்பு.
மதிப்பீடு நியாயமாக இருப்பதாக மாணவிகள் கருதுதல் சிறப்பு.

மாணவிகளின் திறன்களைச் சோதிக்கும் வகையில் அகமதிப்பீட்டுத் தேர்வு, வினாடிவினா, கட்டுரை போன்றவை அமைதல் சிறப்பு.

Weakness:

தொழில்நுட்ப வசதிகளை பயன்படுத்த வசதியில்லாத, ஆர்வமுள்ள மாணவிகளுக்கு அதற்கான வாய்ப்பைக் கல்லூரியில் வழங்காமையால் மதிப்பெண் இழக்கும் வாய்ப்பு ஏற்படுதல்.

மொழிப்பாடம் ஆதலால் வாசிப்பு, உச்சரிப்பு, குரல் ஏற்ற இறக்கம், போன்றவற்றைச் சோதிக்கலாம். இவற்றிற்கு மதிப்பெண் ஒதுக்காதது குறைபாடு.

Specific Areas for Improvement:

மொழித்திறனை வளர்ப்பதில் தனிக்கவனம் செலுத்தி, அதன் அடிப்படையில் மதிப்பீடுதல் நலம்.

எழுத்தாற்றல், பேச்சாற்றல் போன்றவற்றில் தனிக்கவனம் செலுத்த வேண்டும்.

Recommendations:

மொழி தொடர்பான பொதுத்தகவல்களை வாசித்துவரச்செய்து, அவற்றின் அடிப்படையில் அகமதிப்பீட்டு மதிப்பெண் வழங்குவதன் வாயிலாக செய்தித்தாள் மற்றும் இதழ்கள் வாசிக்கும் பழக்கமும் மொழி பற்றிய அறிவும் மேம்பட வாய்ப்பு உள்ளது. வாசிப்புத்திறனை மேம்படுத்த நூலக பயன்பாட்டை ஊக்குவிக்க வேண்டும்.

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				
Allied Courses				
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard

பகுதி 1 பொதுத்தமிழ், வெளியீடு: தமிழ்த்துறை, திருச்சிலுவை கல்லூரி, நாகர்கோவில்.	ஆம்			
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Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal			√	
Lab facilities	-	-	-	-
Classroom facilities		√		
Campus maintenance		√		
Internet			√	
System of sharing information on various programs of the department/college.			√	

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	√			
Most of the teachers encourage the students participation in the class		√		
Most of the teachers take extra efforts to make all the students understand the subjects		√		
Teacher's knowledge, expertise, teaching and communication ability	√			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	√			
Evaluation primarily tests: Analytical Skills		√		
Evaluation primarily tests: Creativity / originality	√			
Evaluation primarily tests: Communication		√		
The evaluation in general is	1)Very Fair √	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
		√				
External papers	High standard	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
		√				

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning √	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

1. மொழி பாடம் ஆதலால் அகமதிப்பீட்டில் வாசிப்பு, உச்சரிப்பு, குரல் ஏற்ற இறக்கம், போன்றவற்றைச் சோதித்து அவற்றிற்கு மதிப்பெண் வழங்கலாம்.
2. ஒலி, ஒளி வசதியுடன் கூடிய மொழிக்கூடம்
3. புதுமையான, காற்றோட்டமான, விசாலமான வகுப்பறை
4. இலக்கிய மன்றங்களில் மாணவியர் பங்களிப்பை ஊக்கப்படுத்தல்.
5. நூலகத்தைப் பயன்படுத்துவதற்கான சூழலை உருவாக்குதல்.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

அறிவியல் தமிழ்/ கணினித்தமிழ்/ பயன்பாட்டுத் தமிழ்
அயலகத் தமிழ் இலக்கியங்களை அறிமுகப்படுத்தல்.
தமிழ் இலக்கியப் பரப்பை விரிவுபடுத்தல்.
பாடப்பகுதிகளின் சுமையைக் குறைத்தல்.
தன்னம்பிக்கையை வளர்க்கும் கட்டுரைகளை உரைநடைப் பகுதியில் சேர்த்தல்.

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

பாடம், பாடத்திட்டம், கற்பித்தல் உத்திகள், கற்றல் உத்திகள், மதிப்பீடுதல் போன்றவை சிறப்பான வகையில் அமைந்துள்ளது. இவை கற்றலின் விளைவை மாணவியருக்கு அளிக்கும் என்பதில் ஐயமில்லை.

Signature of chair person and members of the AA team

1. முனைவர் அ.ஹெப்ஸி ரோஸ்மேரி,
தமிழ்த்துறைத் தலைவர்,
கேரளப் பல்கலைக்கழகம்,
காரியாவட்டம்,
திருவனந்தபுரம்.
2. முனைவர் அ.அமல அருள் அரசி,
தமிழ்த்துறைத் தலைவர்,
புனித மரியன்னைக் கல்லூரி,
தாத்துக்குடி.
3. முனைவர் த.அஜி,
தமிழ்த்துறைத் தலைவர்,
அரசு கலை மற்றும் அறிவியல் கல்லூரி,
நாகர்கோவில்

Dr. Hepsy Rose Mary A. MA, Ph.D.
6/9/18

Dr. Hepsy Rose Mary A. MA, Ph.D.
Asst. Professor & Head
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Kariavattom, Thiruvananthapuram-695 581

Dr. Hepsy Rose Mary A. MA, Ph.D.
6/9/18

Dr. Hepsy Rose Mary A. MA, Ph.D.
6/9/18

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report

Department: Tamil SF

I Curriculum

Strength:

பாடதிட்டம் தமிழ்மொழியைக் கசடற கற்று படைப்பாற்றலை உருவாக்கும் வகையில் அமைந்துள்ளது. சங்ககாலம் முதல் இன்றுவரையிலான வாழ்வியல் விழுமியங்களை அறிந்துகொள்ள உதவுகிறது. ஆய்வு மனப்பான்மையோடு இலக்கியத்தை அணுகுவதற்கு உதவும் வண்ணம் பாடதிட்டம் அமைந்துள்ளது.

Weakness:

உலகமொழிகளில் இருந்து தமிழ்மொழிக்கு வந்த மொழிபெயர்ப்பு இலக்கியங்களின் போக்கும் இடம்பெறாமை

Specific Areas for Improvement:

அகராதியியல், ஆராய்ச்சி நெறிமுறைகள், மொழியியல், அலைவியல், இலக்கண வரலாறு, ஒப்பிலக்கணம், தற்கால இலக்கியக்கோட்பாடுகள் போன்ற துறைகளில் கவனம் செலுத்தலாம்

Recommendations:

மேற்கூறிய துறைகளில் கவனம் செலுத்தி தமிழின் புதிய பரிமாணங்களை அறிமுகப்படுத்தலாம்

II Syllabus

Strength:

சங்ககாலம் முதல் தற்கால இலக்கியங்கள் வரை இடம்பெற்றுள்ளமை பாராட்டுதற்குரியது. காலந்தோறும் தமிழ் இலக்கியங்களில் ஏற்பட்ட வளர்ச்சியை அறிந்துகொள்ளும் வகையில் அமைந்துள்ளது

Weakness

மொழிபெயர்ப்பு இலக்கியங்களில் கவனம் செலுத்தலாம்.

Specific Areas for Improvement:

கேரள எழுத்தாளர்களுக்கும், குமரிமாவட்ட எழுத்தாளர்களுக்கும் முக்கியத்துவம் கொடுத்திருக்கலாம்

Recommendations:

III Teaching Methodologies

Strength:

- செய்முறைப்பயிற்சி, பாடத்திட்டங்களைக் காட்சிப்படுத்துதல், படைப்பாளர்களுடன் கலந்துரையாடல், ஆவணப்படங்கள், குறும்படங்களைத் திரையிடல், பாடத்தோடு தொடர்புடைய பண்பாட்டுத்தளங்களைப் பார்வையிடல், வினாடிவினாப்போட்டிகள் நடத்துதல், படவில்லை மூலம் பயிற்றுவித்தல் சிறப்பு.
- ஆங்கிலம் பேச பயிற்றுவித்தல், நாட்டுப்புறக் கலைகளைப் பயிற்றுவித்தல் போன்றவை கற்றல் திறனை மேம்படுத்துகின்றன.

Weakness:

- பாடப்பகுதிகள் மிகுதி.
- தொழில்நுட்ப வசதிகளைக் கொண்ட வகுப்பறைகள் இல்லை.
- நூலகத்தை மாணவர்கள் பயன்படுத்துவதற்குத் தனியாக நேரம் ஒதுக்கப்படவில்லை.

Specific Areas for Improvement:

- இலக்கியங்களில் இலக்கணப் பயன்பாட்டைச் செயல்முறைப் படுத்துவதன் மூலம் இலக்கணத்திறனை மேம்படுத்தலாம்.

Recommendations:

- இலக்கண இலக்கியக் கல்வியை எளியமுறையிலும் ரசனை நோக்கிலும் கற்பதற்குப் புதுமையான உத்திமுறைகளைக் கையாளலாம்.

IV) Learning Methodologies & Learning Environment

Strength:

- கண்காட்சி, மாதிரி அமைத்தல், குறும்பீட்ட பாடப்பகுதிகளை மாணவிகள் நடத்துதல், அகமதிப்பீட்டுக் கட்டுரைகள் தயாரித்தல் போன்றவை வாயிலாக மாணவிகளின் கற்றல் திறனை வளர்த்தல் சிறப்பு.
- வினாடிவினா தயாரித்தல், குழும்பயிற்சி போன்றவை வாயிலாகவும் கற்றல் திறனை மேம்படுத்தல்.

Weakness:

- நவீன வகுப்பறைகள் இல்லை.
- துறைக்கு அருகாமையில் வகுப்பறைகள் இன்மை.
- காற்றோட்டமான வசதிகள் வகுப்பறைகளில் இல்லை.

Specific Areas for Improvement:

- படைப்புத்திறனை மேம்படுத்தலாம்.

Recommendations:

- வேலைவாய்ப்பினை உருவாக்கும் இதழியல் கலை, தட்டச்சுப் பயிற்சி, அகராதிப் பயிற்சி போன்ற துறைகளில் கவனம் செலுத்தலாம்.

V) Evaluation

Strength

அகமதிப்பீட்டுத் தேர்வு, வினாடிவினா போன்றவை மட்டுமன்றி மாணவிகளின் செயல்திறன்களை அகமதிப்பீட்டுக் கட்டுரை வழியாகக் கண்டறிந்து மதிப்பீடுதல் சிறப்பு. மதிப்பீடு நியாயமாக இருப்பதாக மாணவிகள் கருதுதல் சிறப்பு.

Weakness:

- இலக்கிய வாசிப்பு, உச்சரிப்பு, குரல் ஏற்ற இறக்கம் போன்றவற்றைச் சோதிக்கலாம் இவற்றிற்கு மதிப்பெண் ஒதுக்காதது குறைபாடு

Specific Areas for Improvement:

- புத்தக வாசிப்பு, திறனாய்வு போன்றவற்றிற்குத் தனிக்கவனம் செலுத்தி பயிற்சிக்கட்டுரை வழங்கி மதிப்பிடலாம்.

Recommendations: (Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	•	•		
The courses taught are useful for employment		•		
The courses taught are useful to go for higher studies		•		
Allied Courses				
The courses taught are useful for life	•			
The courses taught are useful for employment		•		
The courses taught are useful to go for higher studies		•		

Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	•			
The courses taught are useful for employment		•		
The courses taught are useful to go for higher studies		•		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal				•
Lab facilities			•	•
Classroom facilities				•
Campus maintenance	•			
Internet				•
System of sharing information on various programs of the department/college.				•

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	•			
Most of the teachers encourage the students participation in the class	•			
Most of the teachers take extra efforts to make all the students understand the subjects	•			
Teacher's knowledge, expertise, teaching and communication ability	•			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	•			
Evaluation primarily tests: Analytical Skills		•		

Signature of chair person and members of the AA team

1. முனைவர் அ.ஹெப்சி ரோஸ்மேரி,
தமிழ்த்துறைத் தலைவர்,
கேரளப் பல்கலைக்கழகம்,
காரியாவட்டம்,
திருவனந்தபுரம்

Dr. Hepsy Rose Mary
6/9/18

Dr. HEPSY ROSE MARY, A. MA, Ph.D.
Asst. Professor & Head
Dept. of Tamil, University of Kerala
Kariavattom, Thiruvananthapuram-695 581

2. முனைவர் அ.அமலஅருள் அரசி
தமிழ்த்துறைத் தலைவர்,
தூயமரியன்னைகல்லூரி,
தூத்துக்குடி 1

Dr. Amal Arul
6/9/18

3. முனைவர் த. அஜி
தமிழ்த்துறைத் தலைவர்
அரசு கலை மற்றும் அறிவியல் கல்லூரி
கோணம்

Dr. Aji
06/09/18

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department:

I Curriculum

Strength: தீவிர இலக்கிய வகைப்பாடுகளைச் சீர்தரம் : இதன் திறமையான வளர்ச்சி காரணமாக வகையின் அமைப்புகள் சிறந்தன.

2. பொருத்த நூல்களின் கிடைப்புகளைக் கவனம் செய்து வகையின் அமைப்புகள் சிறந்தன.
3. சீர்தரம் கடைப்பிடிக்கப்பட்டு நூல்கள் வளர்ச்சி வகை செய்திருக்கிறது.
4. திறமையான பேரவைகளைப் பயிற்சி வழங்கியது.

Weakness:

இதன்மையானால், ~~சிறந்த~~ திறமையானவர்கள் லாபம் சிறந்தவர்கள் மட்டும் வேண்டுகின்றன வகையினால் சிறந்தவர்கள் தெரிவிக்கப்படும்.

Specific Areas for Improvement:

இலக்கிய வளர்ச்சி, பொருள், நகல்பாடுகள் இலக்கியக் கையாளுகின்ற அறிவு ~~கிடை~~ வேண்டுகின்றவர்கள் சிறந்தவர்கள்.

Recommendations:

இதன்மையானால் இலக்கிய லாபம் சிறந்தவர்கள் கொடுக்க சிறந்தவர்கள் திறமையான திறமையானவர்கள் மீது இலக்கியங்கள் சிறந்தவர்கள் லாபம் சிறந்தவர்கள் சிறந்தவர்கள்.

II Syllabus

Strength:

சங்ககாலம் முதல் தற்காலம் வரை உள்ள இலக்கிய வகைகளைக் கிட்டப்பற்றினதே சிறப்பு. காலந்தொழுது இலக்கியங்களின் வேகத்தைப் பற்றி நன்றும் வகையின் சிறப்புகளையும்.

Weakness:

இதழியல், நொழியல், இலக்கண அடிப்படையிலான வேண்டுகோள் கிட்டப்பற்றலும்.

Specific Areas for Improvement:

உயர்வற்ற முதலில் துவக்கி, படிப்பாடல்களுக்காக, வேண்டுகோள்கள் சிறப்பாகவும் சிறப்பாகவும்.

Recommendations:

பொதுத்தொகுதி சார்ந்த படிப்பாடல்களை சிறப்பாகவும் வேண்டுகோள்கள் சிறப்பாகவும் சிறப்பாகவும் சிறப்பாகவும்.

.1 Teaching Methodologies

Strength:

பாடத்திட்டங்களைக் கடைசியப்படுத்துதல், செயல்முறையினை பயிற்சி, கவனக்குறைவுமற்ற, சீலமையுடைய, திறமையுடைய கிரையிடல், விவரம் உள்ள படவழிவழி போல் பயிற்றுவித்தல் போன்றவை.
நடவடிக்கைகளை கவனகரணம் காண்பித்தல், சிவங்கிளத்தின் உறையாறும் சிறந்த வளங்களைப் பயன்படுத்துகிறவது.

Weakness:

இலக்கியப் பகுதிகளின் பற்றில் மனச்செறிவை மிகுதி செய்திருப்பது வசிக்காமல் பிழைப்படுத்தும் உடையவற்றைக் கவனம்.

Specific Areas for Improvement:

செய்க்கதான், இதற்குள் வேண்டியவற்றை வளிக்கவும் சூதகத்தையப் பயன்படுத்தவும் உலக்கியப்படுத்துவதும்.

Recommendations:

இலக்கணத்தைக் காத்திடப்போதே இலக்கியத்தின் சிறந்த பிழைப்பாடலைச் செயல்முறையினைக் கவனத்தின் மூலம் காண்பித்தல் போன்றவை.
கோடையாடுகளுக்கு உரிய இலக்கியப் பகுதிகளை முதலில் காண்பித்தல்.

IV) Learning Methodologies & Learning Environment

Strength:

கண்காட்சி, பயிற்சிக்கட்டுறைகளை சுவியங்களுடன்
காட்சியப்படுத்தல், கருத்துக்கு நடத்தல் போன்றவை சிறப்பு.
நாடகம், வினாடி வினா, வினாப்பயிற்சி, சாங்குறையாடல்,
காட்டுப்பாடு கலைகளை வெளியப்படுத்தல் போன்றவை
பாறாட்டிற்குரியவை.

Weakness:

அறிவுமறை பாடச்சிமை
கூறாக்கு அருகில் கட்டுப்பாடுகள் இல்லாமல்
தொழில்நுட்ப வசதிகள் இல்லாமல்

Specific Areas for Improvement:

செயல்பெண் நோக்கில் இன்னும் தெளிந்து தேர்ந்து
கற்றல்
அக்கம்: யாசித்தல் (செய்க்கிறார், கிழங்குள்)
முறையாக சூலகத்தைப் பயன்படுத்தல்

Recommendations:

குட்டச்சிய பயிற்சி போன்றவாள்ருதல்
உட்க இதுங்கள் பயிற்சிய அறிவு
கலைக்களத்தியம், நிகண்டு, சிகராதிகள் போன்றவற்றைப்
பயன்படுத்தி செல்லவாள்ம் வெடுக்குதல்.

1) Evaluation

Strength:

அகமகியப்பட்டுத் தேர்வு, வினாடி வினா, பயிற்சிக் கட்டுரை
பேரன்முறை சீமை மகியப்படுகள் சிறப்பது

Weakness:

பாட்டு வரிசைம வரசிக்கும் கிறுன், உச்சரிப்பது,
குறும் ஏற்றி அறக்கம் அகற்றைச் சீமைத்து மகியப்படுண்
உய்யங்காளம்.

Specific Areas for Improvement:

அது பாடப்பள்ளிகளின் பாடப்பயை வரசித்து
பயிற்சிக்கட்டுறை எககுத வையத்து மகியப்படுண்.

Recommendations:

பயிற்சிக் கட்டுரை ஒரே சொத்தி அல்லமடல்
சுனித்தினுறை வளர்க்கும் அகத்தின் பன்னேறு பார்க்கைய
முய்க்கணறிவிடுங்கு சீமைன் கிறட்டும் சொனவிகளுக்கும்
செகுதன் மகியப்படுண் உய்யங்காளம்.

(Kindly Tick whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				
Allied Courses				
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life				
The courses taught are useful for employment				
The courses taught are useful to go for higher studies				

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus.	Not updated edition	Substandard

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal				
Lab facilities				
Classroom facilities				
Campus maintenance				
Internet				
System of sharing information on various programs of the department/college.				

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully				
Most of the teachers encourage the students participation in the class				
Most of the teachers take extra efforts to make all the students understand the subjects				
Teacher's knowledge, expertise, teaching and communication ability				

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory				
Evaluation primarily tests: Analytical Skills				
Evaluation primarily tests: Creativity / originality				
Evaluation primarily tests: Communication				
The evaluation in general is	1)Very Fair	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

பாடப்பொருள்களை வெளிக்கொணர்ந்து
நூலகப் புவனப்படை அறிவுறுத்தல்
நூலகத்து அங்காணத்தில் புதுப்பணிகள்
நேரநிர்வாகப் வசதிகளுடன் கூடிய கற்றுமுடிப்பதற்கு
உதவியாக
நவீன கருவிகளை பயிற்சி

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

இலக்கண வடிவம் அறிக்கையாக்கித்தல்
இதழியல் நூலகம் சேர்க்கல்
நிறுண்கள் பாடங்களில் அகநாடியல், சுவடியல்,
கட்டுவெழுத்து போன்றவற்றின் மூலம் அறிக்கையாக்கித்தல்

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

பாடத்திட்டம், பாடம், கற்றுத்தல் முறைகள், உத்திகள்,
மதிப்பீடு போன்றவை அடியாக உள்ளன.

Signature of chair person and members of the AA team



Do. T. Raji

Asst. Prof & Head
Department of Tamil
Govt. Arts & Science College,
Ngl.

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report
Department: தமிழ்

I Curriculum

Strength:

பாடத்திட்டம் படைப்பாற்றலை வளர்க்கும் வகையிலும் வேலைவாய்ப்பினை உருவாக்கும் வகையிலும் அமைந்துள்ளது. சமூக மதிப்பீடுகளைக் கற்றுக்கொடுக்கும் வகையில் அமைந்துள்ளது. ஆங்கிலப் பேச்சாற்றலை வளர்ப்பது நன்று.

Weakness:

உலக அளவில் தமிழ் மொழியின் போக்கும் வளர்ச்சியும் இடம்பெறாமை

Specific Areas for Improvement: சூழலியல் கல்விக்குக் கவனம் செலுத்தலாம்.

Recommendations:

தமிழில் கணினி கல்வியின் தேவையை உள்ளடக்கலாம்.

II Syllabus

Strength:

சங்ககாலம் முதல் தற்கால இலக்கியங்கள் வரை இடம் பெற்றுள்ளமை சிறப்பு. காலவரிசையில் தமிழ் இலக்கியங்களின் வளர்ச்சியையும் மொழியின் வரலாற்றையும் அறியும் வகையில் அமைந்துள்ளது. பாடப்பகுதி தேர்வு சிறப்பான வகையில் அமைந்துள்ளது. பயணக்கட்டுரை, தன்வரலாறு இவை இடம்பெறுதல் விழிப்புணர்வை ஏற்படுத்துவனவாக உள்ளன. பாடப்பகுதி நூல்வடிவில் வழங்கப்பட்டுள்ளமை நன்று. துறைசாரா விருப்பப் பாடப்பகுதி சிறப்பாக உள்ளது.

Weakness

மண் சார்ந்த பாடப்பகுதிகளுக்கு முக்கியத்துவம் கொடுக்காமை

Specific Areas for Improvement:

பெண்படைப்பாளிகளின் பாடப்பகுதிகளில் கவனம் செலுத்தலாம்.

Recommendations:

கணினித் தமிழ் பற்றிய தகவல்களைச் சேர்க்கலாம். நாட்டுப்புறவியல் பற்றியும் அறிமுகப்படுத்தலாம். பாடப்பகுதியைக் குறைத்து ஆழமாக படிப்பதற்கு உதவுதல்.

III Teaching Methodologies

Strength:

பாடல், திரைப்படம், ஒளிப்படக்காட்சி, குறும்படம் போன்ற தொழில்நுட்பங்களைப் பயன்படுத்தி கற்பித்தல் சிறப்பு. கருத்தரங்கம், பயிரரங்கம், சிறப்புரை போன்றவை மூலம் மாணவிகளுக்குத் தேவையான கருத்துக்களை வழங்குதல் சிறப்பாக உள்ளது.

Weakness:

கற்றல் குறைபாடுடைய மாணவிகளுக்கு எளியவடிவில் குறிப்புகள் தயாரித்து வழங்குது.குழப்பமான நூல்களைப் பாடப்பகுதியில் வைத்தல்

Specific Areas for Improvement:

ஆய்வுத் திறனை மேம்படுத்தல்.

Recommendations:

கணினித் தமிழை மேம்படுத்தல்

IV) Learning Methodologies & Learning Environment

Strength:

கண்காட்சி,மாதிரி அமைத்தல்,குறிப்பிட்டபாடப்பகுதிகளைமாணவிகள் நடத்துதல்,அகமதிப்பீட்டுக் கட்டுரைகள் தயாரித்தல் போன்றவைவாயிலாகமாணவிகளின் கற்றல் திறனைவளர்த்தல் சிறப்பு. வினாடிவினாதயாரித்தல்,குழுப்பயிற்சிபோன்றவைவாயிலாகவும் கற்றல் திறனைமேம்படுத்தல்.

Weakness:

தொழில்நுட்பஉத்திகளைக் கையாளுதற்குவாய்ப்புகறைவு

Specific Areas for Improvement:

Recommendations:

மொழிக்கல்வியைவிருப்பத்துடன் எளியமுறையில் கற்க,மாணவிகள் புது உத்திகளைக் கையாளக்கூடுதலாம். வகுப்பில் கலந்துரையாடல் முறையைஊக்கப்படுத்தலாம்.

V) Evaluation

Strength

அகமதிப்பீட்டுத் தேர்வு,வினாடிவினாபோன்றவைமட்டுமன்றிமாணவிகளின் செயல்திறன்களைஅகமதிப்பீட்டுக் கட்டுரைவழியாகமேம்படுத்துதல் மதிப்பீடுநியாயமாக இருப்பதாகமாணவிகள் கருதுதல் சிறப்பு.

Weakness:

தொழில்நுட்பவசதிகளையன்படுத்தவசதியில்லாத,ஆய்வமுள்ளமாணவிகளுக்கு,அதற்கான வாய்ப்புகிடைக்கப்பெறாமை

Specific Areas for Improvement:

மொழித்திறனைவளர்ப்பதில் தணிகவனம் செலுத்தி,அதன் அடிப்படையில் மதிப்பீடுதல் நலம்.

Recommendations:

கணினிபோன்றதொழில் நுட்பகருவிகளைக் கையாளக் கற்பித்தல்

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	✓			
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
தமிழ்த்துறை, திருச்சிலுவைகல்லூரி, நாகர்கோட்டையில்.	ஆம்			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal				✓
Lab facilities				✓
Classroom facilities			✓	
Campus maintenance	✓			
Internet				✓
System of sharing information on various programs of the department/college.	✓			

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	✓			
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects		✓		
Teacher's knowledge, expertise, teaching and communication ability	✓			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	✓			
Evaluation primarily tests: Analytical Skills	✓			
Evaluation primarily tests: Creativity / originality	✓			
Evaluation primarily tests: Communication		✓		
The evaluation in general is	✓ 1)Very Fair	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	✓ Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	✓ Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning	2.Keeping students busy ✓	3.Used as means of Favoritism	4.Used as means of Victimization
--	-----------------------	------------------------------	-------------------------------	----------------------------------

List out five major areas of concern which need immediate attention:

ஒவ்வொரு வசதியுடன் கூடிய புதுமையான வகுப்பறை

நூலகத்தை பயன் படுத்துவதற்கான குழுவை உருவாக்குதல்.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

பயன்பாட்டுத் தமிழ்.

ஊலகளாவிய தமிழ்மொழி இலக்கியங்களை அறிமுகப்படுத்தல்

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

பாடத்திட்டம்,கற்பித்தல் உத்திகள்,கற்றல் உத்திகள்,மதிப்பீடுதல் போன்றவைசிறப்பானவகையில் அமைந்துள்ளன. இவை மாணவியருக்கு அவர்களது கல்விநோக்கத்தைச் சிறப்பிக்கும்

Signature of chair person and members of the AA team

முனைவர் அ.அமலாருள் அரசி
தமிழ்த்துறைத் தலைவர்,
தாயமரியன்னைகல்லூரி,
தாத்துக்குடி 1

அ. அமலாருள்
6/9/18

List out five major areas of concern which need immediate attention:

ஒளி,ஒளி வசதியுடன் கூடிய புதுமையான வகுப்பறை, நூலகத்தை பயன் படுத்துவதற்கான சூழலைஉருவாக்குதல்.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

பயன்பாட்டுத் தமிழ், ஊலகளாவிய தமிழ்மொழி இலக்கியங்களைஅறிமுகப்படுத்தல்

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

பாடத்திட்டம்,கற்பித்தல் உத்திகள்,கற்றல் உத்திகள்,மதிப்பீடுதல் போன்றவை சிறப்பானவகையில் அமைந்துள்ளன. இவை மாணவியருக்கு அவர்களது கல்வி நோக்கத்தைச் சிறப்பிக்கும்

Signature of chair person and members of the AA team

முனைவர் அ.அமலஅருள் அரசி
தமிழ்த்துறைத் தலைவர்,
தூயமரியன்னைகல்லூரி,
தூத்துக்குடி 1

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: FRENCH
I Curriculum

Strength:

- Student centered and learning focused.
- Skills: Development of overall personality
Development. Women empowerment, gender sensitization
& human values.
Competency in communication.
Comprehensive curriculum enables
them to pursue M.A French or to get jobs
in Indo-French companies. [Translators]

Weakness:

More interdisciplinary courses could be introduced.

The number of students are more and so the infrastructure needed for individual attention need to be provided.

Specific Areas for Improvement:

Communication skills & Competency in using language could be made more effective by providing Language Lab for French where students can work independently.

Recommendations:

Exclusive Lab facility ^{could} be provided for French.

II Syllabus

Strength:

The syllabus is updated from time to time.
The literature & civilization section in the syllabus & the commercial French enhance not only the knowledge of French culture but it opens up opportunities for higher studies and also get jobs in MNCs.

Weakness:

Facilities could be provided to give e-content, e-assignments & e-books.

Specific Areas for Improvement:

Students could be ~~asked~~ encouraged to use multimedia - watch educational channels ^{such as} TV5 & Canal Academy.

Recommendations:

One hour could be dedicated exclusively for listening & watching French documents/short films. Audio-Visual room could be provided.

III Teaching Methodologies

Strength:

ICT enabled & interactive & actional method is used.

Evaluation method enhances the maximum output from the students.

Weakness:

The strength of the students makes it difficult to cater to the enhancement of every student.

Specific Areas for Improvement:

By using ^{adopting} different strategies / variety of strategies according to the ability of each group, one can get a better outcome from students.

Recommendations:

By conducting "exchange program" or a Colloque/Seminar, inviting ^{experienced} professors from Universities to give a talk on the Latest Methodologies & The problems faced by Teachers & students and workshop on it, one can improve the skills and find innovative ways.

IV) Learning Methodologies & Learning Environment

Strength:

Student-centric.
The students participate in the seminars and workshops conducted regionally & nationally on French language & culture and at the State level & national level competitions such as Concours d'Orthographe, Concours de Chansons.

Weakness:

Exclusive audio-visual room is required to motivate the students to speak French.

Specific Areas for Improvement:

Innovative ways of evaluating the communication competency could be done.

Recommendations:

A Language centre could be opened. The students could have access to French Radio, French TV channels, web resources.

V) Evaluation

Strength:

1. Continuous ^{Internal} assessment throughout the year is recorded.

2. Final examination is held at the end of semester.

The Question pattern gives weightage to different Cognitive skills. (Knowledge, understanding & application).

Weakness:

Listening Comprehension Test could be given in the form of Quiz. [MCQ]

Specific Areas for Improvement:

Writing essay & spoken skills

Recommendations:

Dictée & Quiz on listening could be given. Cross-word puzzle could be included.

(Kindly Tick whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life			✓	
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		
Skilled Based Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
P.T. book	✓			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal			✓	
Lab facilities			✓	
Classroom facilities		✓		
Campus maintenance		✓		
Internet		✓		
System of sharing information on various programs of the department/college.			✓	

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully		✓		
Most of the teachers encourage the students participation in the class		✓		
Most of the teachers take extra efforts to make all the students understand the subjects		✓		
Teacher's knowledge, expertise, teaching and communication ability		✓		

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	✓			
Evaluation primarily tests: Analytical Skills		✓		
Evaluation primarily tests: Creativity / originality		✓		
Evaluation primarily tests: Communication		✓		
The evaluation in general is	1)Very Fair	2)Fair	3)Unfair	4) Very Unfair

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Internal Papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning ✓	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

1. More ^{spacious} class rooms
2. Smart classroom.
3. Language Lab for French.
4. Audio-visual room.
5. Mediatheque library.


Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

Certificate course in Spoken French.

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

The curriculum and the methodologies ^{used} are appreciated.

The work done is commendable.

 (Assistant Professor)
American college
Madurai.

Signature of chair person and members of the AA team

S. Thenmozhi
6.9.2018

Associate Professor
St. Mary's college
Theotrukudi.

History

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department:

I Curriculum

Strength:

Weakness:

- NIL -

Specific Areas for Improvement:

More concentration can be given on 'Research and Publication.'

Recommendations:

Latest books can be incorporated in the list of books recommended.

II Syllabus

Strength:

Well framed.

Weakness:

Papers like Archeology and Indian history are more elaborative.

Inter-disciplinary papers like Public administration, Human Rights, Journalism are missing.

Specific Areas for Improvement:

-NIL-

Recommendations:

-NIL-

III Teaching Methodologies

Strength:

Well forecast methodologies are adopted:

Weakness:

- NIL -

Specific Areas for Improvement:

- NIL -

Recommendations:

- NIL -

IV) Learning Methodologies & Learning Environment

Strength:

- good -

Weakness:

- nil -

Specific Areas for Improvement:

- nil -

Recommendations:

- nil -

V) Evaluation

Strength:

Well Structured System is followed.

Weakness:

- No multiple choice questions at the PG level.

Specific Areas for Improvement:

- NIL -

Recommendations:

- NIL -

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life		✓		
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The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life		✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard.
	✓		✓	

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities				
Classroom facilities		✓		
Campus maintenance	✓			
Internet		✓		
System of sharing information on various programs of the department/college.		✓		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully		✓		
Most of the teachers encourage the students participation in the class		✓		
Most of the teachers take extra efforts to make all the students understand the subjects		✓		
Teacher's knowledge, expertise, teaching and communication ability		✓		

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory		✓		
Evaluation primarily tests: Analytical Skills			✓	
Evaluation primarily tests: Creativity / originality			✓	
Evaluation primarily tests: Communication		✓		
The evaluation in general is	1)Very Fair ✓	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1. Continuous learning ✓	2. Keeping students busy	3. Used as means of Favoritism	4. Used as means of Victimization
--	-----------------------------	--------------------------	--------------------------------	-----------------------------------

List out five major areas of concern which need immediate attention:

1. Archeology paper is more elaborative, needs little bit revision
2. In section 'A' of the question paper at the 'PU' level, multiple choice questions can be incorporated to motivate the students to appear for competitive examinations.


Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

1. Papers like Archeology at the PU level and papers like Journalism, Human Rights, Public Administration at the UG level can be incorporated.

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

- Up to the mark

Signature of chair person and members of the AA team

1.  28/08/18

A. RAJENDRAN, Ph.D.
Associate Professor & Head
Department of History
Bishop Heber College (Autonomous)
Tiruchirappalli - 620 017.
9386243648

2.)  (Dr. C. SELVARAJ)

3.  28/10/18

Dr. P. VENKATESWARAN,
M.A., M.Phil., Ph.D.,
Assistant Professor
PG. & Research Department of History
Government Arts College (Men)
KRISHNAGIRI-635 001.

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: ECONOMICS

I - Curriculum

Strength:

- In terms of the course introduced in the UG and PG it remains as a balanced programme.
- Curriculum is found promoting value based education focusing more on the women empowerment, skill development and personality development.
- Project works, as part of the curriculum in UG and PG, providing hands on experience to the students for what they learn in their classroom is noticed to be an additional strength.
- Provision of NGOs in sharing their field experiences with the students as part of a course curriculum is something noteworthy.

Weakness:

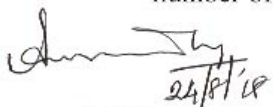
- Undue intrusion of commerce course in economics
- Lack of uniformity/equality in the hours and credits allocated to the core papers.

Specific Areas for Improvement:

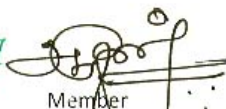
- More numbers of hours and credits allocated to the SBC and NMEC assumes undue weight which needs to be reworked favouring the core papers.
- Introduction of new course such as econometrics both in UG and PG is the need of the hour.

Recommendations:

- Restructuring of allotment of hours and credits needs to be done in such way that core receives more hours and more credits than the electives and allied.
- Within the core all courses need to have uniformity with respect to the number of hours and credits allotted.


Member
24/8/18


Chair person
24/8/2018


Member
24/8/18

II - Syllabus

Strength:

- Programme and course outcomes are very clear and add strength to their curriculum.
- Employability criteria are taken care.
- Course content justifies the program outcome.
- Unitization and its content of every course are well balanced both in the UG and PG except for a very few courses.

Weakness:

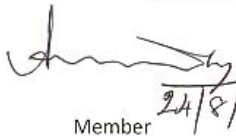
- Two courses in UG and two courses in PG related to management studies are found in the syllabus. They may be replaced with new economic course contents.
- Absence of econometrics both UG and PG is area of concern.

Specific Areas for Improvement:

- PF1715 and PF1725 for PG and FNM171 and FNM172 for UG need to be replaced with new economic course contents.
- The course PF1734 requires major restructuring as recommended by the committee. And similar course can also be thought of for the UG prior to their project works.
- Textbooks and references in all the courses need to be improved and updated.

Recommendations:

- Number of choices for ECC need to be increased. Offering of at least one ECC course per semester can also be thought off.
- Distribution of teaching hours for each unit in every course need to be provided.
- Students need to be exposed to standard textbooks and reading habits.


Member 24/8/18


Chair person 24/8/18


Member 24/8/18

III - Teaching Methodologies

Strength:

- Most of the teachers are with doctorate degree and well experienced in teaching that they are able to handle the subject content with expertise.
- All the teachers are using the ICT facilities in their teaching process.
- Successful creation of a friendly classroom atmosphere is indeed a strength.
- Periodical monitoring of students by all the teachers with the sense of commitments and concerns adds more strength and it is noticed in their regular conduct of remedial classes and the pass percentage of the students.

Weakness:

- Online teaching and evaluation process needs to be strengthened and can be extended to the UG programme also.
- Supply of full notes in the classroom for every course prevents the students from reading more standard textbooks.


Specific Areas for Improvement:


- More application oriented assignments can be encouraged to involve the students more into the subjects and relate it to the real world experience.
- Reading of standard textbooks needs to be encouraged by all means.

Recommendations:

- Every classrooms need to be equipped with the ICT enabled teaching – learning atmosphere in order to reduce the dependence on those limited classrooms with such facilities.
- Often teachers need to familiarize the students more about the availability of different reading materials and e-sources of what they teach.


24/8/18
Member


24/8/18
Chair person


24/8/18
Member

IV - Learning Methodologies & Learning Environment

Strength:

- Availability of teachers with more experience and doctorate degree is a source of strength to the students in their learning processes.
- Availability of well equipped library with internet facility and nearly 4000 books for economics assures a good learning environment.
- The supply of daily English news paper (The Hindu) in every classroom that keeps the students with updated information is something unique too in the creation of learning atmosphere.
- Existing encouragements to students to give seminars and present papers both inside and outside the college facilitate and enrich the learning process of the students.
- Project works in final UG and PG allow them to have some hands on experience of what they learn in the classroom.
- Exposure of second UG students to the experiences of SHGs is a novel idea.

Weakness:

- Exposure of students to standard textbooks and many other extra reading materials is observed to be at the minimum.

Specific Areas for Improvement:

- Regular introduction of different standard textbooks to the students need to be widely encouraged.
- Frequency of ICT related teaching learning process needs to be increased.

Recommendations:

- For all the courses case study based questions and application oriented questions need to be a regular feature of the examination, in every section, both in the internal and external as well.


Member
24/8/18


Chair person
24/8/18


Member
24/8/18

V) Evaluation

Strength:

- Considering only the best two of the 3 tests is more students friendly.
- Students are satisfied and happy of they being evaluated impartially.
- A well maintained question bank at the department helps the students in their exam preparations.
- Publications of Results are done without any delay.
- Double evaluation system followed for PG is on par with the system elsewhere.
- Provision of supplementary exam for the final year students ensures the welfare of the students.

Weakness:

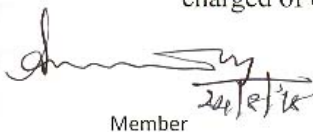
- Application oriented questions are found missing both in the internal and semester examinations.
- Students having arrears may be permitted to clear their papers in the subsequent semester also to benefit the students.
- Members of the board of external examiners are observed to be only from the same district.

Specific Areas for Improvement:

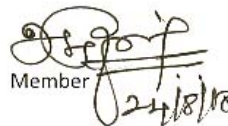
- Internal and semester questions need to have application and case study oriented questions for every course to make the programme more relevant.
- Members of the board of external examiners need to be from other districts also. They can be reached through postal services to send and get back the answer scripts.

Recommendations:

- Online examination system may be introduced for the objective type questions for every course.
- Once the results are published, on demand, provision for the students to get the photo copy of their answer scripts may be made – Fee may be charged of course.


Member


Chair person


Member

[Kindly Tick (✓) whatever you feel relevant and right, based on your interactions with staff and students]

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

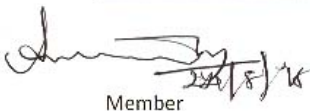
Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life		✓		
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies			✓	

Text Books and Reference Books

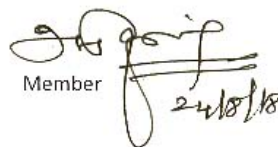
Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	✓			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal		✓		
Lab facilities		✓		
Classroom facilities	✓			
Campus maintenance	✓			
Internet	✓			
System of sharing information on various programs of the department/college.		✓		


Member


Chair person


Member

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	√			
Most of the teachers encourage the students participation in the class		√		
Most of the teachers take extra efforts to make all the students understand the subjects	√			
Teacher's knowledge, expertise, teaching and communication ability	√			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	√			
Evaluation primarily tests: Analytical Skills	√			
Evaluation primarily tests: Creativity / originality		√		
Evaluation primarily tests: Communication	√			
The evaluation in general is	1)Very Fair √	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard √	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard √	Moderate Standard	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning √	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
--	----------------------------	-------------------------	-------------------------------	----------------------------------


24/8/18
Member


24/8/18
Chair person


24/8/18
Member

List out five major areas of concern which need immediate attention:

- Restructuring of curriculum concerning number of hours and credits.
- Regular exposure the students to standard textbooks and references.
- Department can aim for Government agencies funded projects.
- Being the research department, the research activities shall be further strengthened.
- Commerce related courses needs to be replaced with economics courses.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

- Introduction to econometrics as a separate course in the UG and same at the advance level for the PG is a necessity.
- History of economic thought in PG can be introduced.
- Tamil Nadu economy in PG shall be introduced.

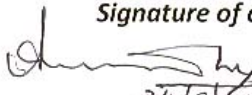
Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.


The campus is well situated with more environment friendly atmosphere and well connected with public transport facility even into the campus. The cordial relationship among the department staff members extending cooperation to the management even beyond the office hours, at the needy time, is something noteworthy.


As of now, the department of economics at Holy Cross College, Nagercoil is on par with any other institutions in an around their area in terms of their curriculum, infrastructure and teaching learning process. However, we recommend the department to further get strengthened to match standards of the Universities and Colleges in Delhi, Calcutta and Mumbai.

We wish them ALL THE VERY BEST.

Signature of chair person and members of the AA team


24/8/18
Dr. A. ANANDHY, M.A., M.Phil., P.D.
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Member


24/8/18
Dr. THARCIS ALBIN, M.A., M.Phil., P.D.,
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Palayamkottai - 627 002.
Chair person


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Assistant Professor
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POPE'S COLLEGE (A)
Sawyerpuram - 628 251, Tamil Nadu.
Member

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: Commerce

I Curriculum

- Strength:
1. Both UG-P.G. M.Phil Curriculum helps students to develop the skill, to become effective executive entrepreneurs, Consumers and a good citizens.
 2. It allows the students to Think, Understand and activate their Knowledge in higher education.
 3. In P.G. and M.Phil level it motivates research activities.
 4. It explores Career opportunities.
 5. The Curriculum ~~is~~ demonstrates understanding of ethical and Standards in the present Scenario.

Weakness:

1. Less attention in Computer (Commerce based) papers.
2. Lack of Computer knowledge / the students in competent to their Career opportunity.
3. There is no MOU, to their assured employability. need more attention. (Industrial based)

Specific Areas for Improvement:

1. In UG level Commerce based Computer Paper like Tally and its latest developments.
2. In P.G. level. more application oriented papers.
3. In M.Phil. More amount of "Thinking and doing" stimuli ~~Papers~~ ~~base~~ based Curriculum.

Recommendations:

1. Framing the Syllabus to fulfil the Curriculum.
2. Incorporate Computer based education. The basic requirement for a well furnished Computer lab for separately Commerce department.

II Syllabus

Strength:

1. The Syllabus accommodates all the Core Subjects - Unit wise Classification of Syllabus also good.
2. In P.G. Syllabus gives scope to appear SET, NET and Competitive examinations.
3. ^{They} Motivated the students to compete Bank examination, through Business Mathematics, Banking papers.
4. Research Methodology & Statistical applications. Subjects really ^{an eye opener} to the researchers both Ph.D. and M.Phil level.

Weakness:

1. Updated Computer based Papers like Tally, Office automation, like papers ^{not} included in the syllabus.
2. P.G. and M.Phil - Research Methodology Syllabus need some application orientation. (at least 40% Problem based. Theory is needed)

Specific Areas for Improvement:

1. U.G. Business Mathematics and Business Statistics need more attention to re-arrange the order of the syllabus. ^{with} in collaboration to maths department
2. M.Com, M.Phil. Research Methodology. IV and V Unit add applications.

Recommendations:

1. U.G. level introduce Logistics Management and Import Export procedure papers.
2. Ph.D. level more of management papers try to reduce it

III Teaching Methodologies

Strength:

1. Using smart class / ICT based teaching method are commendable. This helps the students to more attention and concentration.
2. Using google class / online assignment to the students are appreciable.
3. Industrial visit to the student is a really wonder as the students learn through real life situations.

Weakness:

1. There is no centralized departmental Resource Centre to share the knowledge of the teachers / students.

2.

Specific Areas for Improvement:

The Materials (teaching) prepared by the staff / students are pooled at the department knowledge Centre and shared by all.

Recommendations:

- Ask every student to prepare their own study materials with the guidance of the teacher.
- Ask them to use the latest ICT Techniques.

IV) Learning Methodologies & Learning Environment

Strength:

1. It encourages the students to develop, analytical, communication, problem solving skills which in turn helps to ~~apply~~ gain knowledge effectively.
2. The department motivates the students to keep their text books readily available for their references.
3. Both reference to their own text and library references are good practice.

Weakness:

After the class hours/college hours the students are not ready to adopt any learning practices outside the class room.

Specific Areas for Improvement:

1. provide a Bank/Competitive examination related training centres. (with the collaboration of professional experts from outside).

Recommendations:

1. Encourage the students to form a "Commerce Students Forum"
2. "Each one Teach one Concept"
3. Encouraging Group Discussion.

V) Evaluation

Strength:

1. The present system of internal assessment is good.
2. Fair evaluation of both internal and external evaluation.
3. The evaluation components (Test/Assignment and Quiz) are really improve the knowledge of the student.

Weakness:

1. Question pattern should be more on MCQ based for quiz. Test is ~~lacking~~ need more current and application oriented.

Specific Areas for Improvement:

Present system is good.

Recommendations:

Keep the same evaluation system.

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment	✓			
The courses taught are useful to go for higher studies	✓			
Allied Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies	✓			
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life		✓		
The courses taught are useful for employment			✓	
The courses taught are useful to go for higher studies			✓	

Text Books and Reference Books

Prescribed Text book/ Reference book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
	✓			

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, Journal	✓			
Lab facilities (Computer Lab for Commerce)				✓
Classroom facilities		✓		
Campus maintenance	✓			
Internet	✓			
System of sharing information on various programs of the department/college.		✓		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	✓			
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects		✓		
Teacher's knowledge, expertise, teaching and communication ability	✓			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory		✓		
Evaluation primarily tests: Analytical Skills	✓			
Evaluation primarily tests: Creativity / originality	✓			
Evaluation primarily tests: Communication		✓		
The evaluation in general is	1)Very Fair ✓	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

IA

Continuous internal assessment is an instrument of	1.Continuous learning ✓	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
--	----------------------------	-------------------------	-------------------------------	----------------------------------

List out five major areas of concern which need immediate attention:


1. Need a Commerce Computer Lab facilities for Both UG and P Students.
2. ~~Develop~~ Form a " Women Entrepreneurial Development Cell "
3. Organising Inter departmental festival to include all shift students.
4. Encourage more 'MOU' with Industrial Units.
5. Arranging Campus interview.

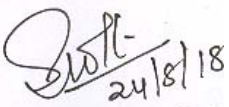
Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

1. UG level. → Logistic Management, Import export Procedure and Tally Courses.
2. P.G. level. → Instead of more Management/Theory Paper include some problem papers.
3. M.Phil level → Introduce a Paper " Commerce for Competition " include all Commerce Core papers i.e. Adv Financial Management, ^{Adv} Management accountancy, ^{Adv} Costing...

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

1. Excellent Curriculam and Syllabus.
2. Good learning environment in the College/department that help the students to grow.
3. Fair valuation. both Internal and external.
In internal best out of 2/3 ^{test} and Quiz 1/2 are good
Practice to acquire more knowledge.


Signature of chair person and members of the AA team


Dr. D. ANDREWS Sci

Holy Cross College (Autonomous), Nagercoil-4
Academic Audit Report 2017- 2018

Department: M.S.W

! Curriculum

Strength:

- a. Programme objectives and specific outcomes are well laid out
- b. Learning outcomes are developed on the basis of Bloom's Taxonomy. Therefore the programme is very effective.
- c. Course objectives and outcomes are very well thoughtout. There is connection between the over-all programme, its courses and the learning outcomes expected from the students

Weakness:

- a. Social case work and Group Work is listed as elective. It should be a core course.
- b. Standardization can be worked on Hours and credits basis. For example, 15 Hours = 1 Credit. This will reduce the discrepancy in weightage issues. A separate calculation for field work components can also be worked out, i.e 30 Hours = 1 Credit

Specific Areas for Improvement:

- a. With a very small number of teaching staff, implementing two specializations will be a difficult task. The department can think about moving to generic model or concentration model of social work education in the near future

Recommendations:

- a. MOOCs courses offered under Swayam or NPTEL can be explored as add-on or self learning courses.

II Syllabus

Strength:

- More weightage is given to life skill component
- 30 credits out of 90 is allotted for field work
- Most aspects of social work are dealt in Core Theory
- Field work guidelines are well designed

Weakness:

- Text book, i.e. compulsory reading has to be prescribed for each course. At least one for each course to begin with would be fine.
- 'Social Policy', a key subject is missing
- These are field practicums. However in the components of MSW programme (pg 216) only 4 comes as core practical. A little bit of re-arrangement of terminologies is required.

Specific Areas for Improvement:

- Self learning courses (Criminology and Disaster Management) require expert guidance. Hence cannot be allotted under this category. However, a course/paper on 'Social Movements' for example can easily fall under this category. Alternatively MOOCs courses will also be easily adopted under this category.

Recommendations:

- New papers/courses in 'Social Entrepreneurship' and 'Corporate Social Responsibility' under elective category can be tried
- 'Counselling' can be a compulsory course for all students
- In Lifeskill component, social psychology contents can also be added to bring ~~an~~ academic edge

III Teaching Methodologies

Strength:

- a. Multiple methods such as lecture, group discussion, seminar is used in teaching-learning process.
- b. Field exposure and visits help students to understand rural / urban realities.

Weakness:

- a. Some time can be allotted as 'library reading hours' under the course transaction plan.
- b. At least two or three articles can be read by students at home ^{for each course} and students can be engaged in discussion mode. The role of teacher as facilitator would be effective. Such additional reading can be compiled as a compendium.

Specific Areas for Improvement:

- a. New Formative Assessment strategies can be explored.
- b. Programme objectives, outcomes, and course objectives and outcomes can be given well in advance to all students in the form of syllabus copy, so that they can become partners in the learning process.

Recommendations:

- a. Flip classroom method can be adopted.
- b. Library reading and academic seminars can be given more preference in theoretical subjects.

IV) Learning Methodologies & Learning Environment

Strength:

- Internship and field visit components are good. They provide good learning opportunities ~~with~~ for students.
- Teachers prepare well for the classes
- Performance in test and assignments discussed with students
- Mentoring of students by faculty members

Weakness:

- Library foot fall can increase. At present, its less
- More books on social work can be added in library
- At least 2-3 journals can be subscribed by department
- Try to utilize N List database (social science)

Specific Areas for Improvement:

- Remedial classes for weaker students
- Student and faculty exchange opportunities can be explored with other autonomous colleges / universities
- Library / department mini-library should be developed. At least set a target of 1000 books for next two to three years.

Recommendations:

- More support for extra curricular activities can be given
- Employability skills and career development program can be conducted

V) Evaluation

Strength:

- C.I. A is well designed
- Timely conduct of internal exams
- Multiple ways of assessment (such as Test, Quiz, and Seminar presentation)
- Ratio of 30:70 (Internal: External) in theory and 60:40 (Internal: External) in practicum is apt

Weakness:

- Classroom based formative assessments can be strengthened. This will help in reducing exam anxiety
- Weightage to assignment is currently 2.5 marks only. It's very less and discourages students to put in more hard work/reading hours.

Specific Areas for Improvement:

- For academically weak students, remedial sessions for exam papers solving using old exam papers can be worked out.
- Question papers (external) should have all aspects referred in Bloom's taxonomy, so that all types of learners can benefit

Recommendations:

- Students should be able to access old question papers. Digitalization will be helpful in this regard.

(Kindly **Tick** whatever you feel relevant and right, based on your interactions with staff and students)

Kindly provide specific reasons for the instances of the lowest score on the scale:

Academics:

Statement	Excellent	Good	Satisfactory	Poor
Core Courses				
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		
Allied Courses				
The courses taught are useful for life	✓	✓		
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies				
Skilled Based Courses				
Statement	Excellent	Good	Satisfactory	Poor
The courses taught are useful for life	✓			
The courses taught are useful for employment		✓		
The courses taught are useful to go for higher studies		✓		

Text Books and Reference Books

Prescribed Text book/ Reference Book for the Courses	Standard – Covering all units of prescribed syllabus.	Standard – But not covering all units of prescribed syllabus	Not updated edition	Substandard
		✓		

Please try to have one text book for each course.

Learning Environment

Statement	Excellent	Good	Satisfactory	Poor
The college has facilities to help learning – Library, Digital Library, E-Journal			✓	
Lab facilities			N/A	
Classroom facilities			✓	
Campus maintenance	✓			
Internet		✓		
System of sharing information on various programs of the department/college.		✓		

Teaching

Statement	Excellent	Good	Satisfactory	Poor
Most of the teachers complete the portions fully	✓			
Most of the teachers encourage the students participation in the class	✓			
Most of the teachers take extra efforts to make all the students understand the subjects	✓			
Teacher's knowledge, expertise, teaching and communication ability	✓			

Evaluation

Statement	Strongly Agree	Agree	Don't Know	Strongly Disagree
Evaluation primarily tests: Memory	✓			
Evaluation primarily tests: Analytical Skills		✓		
Evaluation primarily tests: Creativity / originality		✓		
Evaluation primarily tests: Communication		✓		
The evaluation in general is	1)Very Fair ✓	2)Fair	3)Unfair	4) Very Unfair

Question Papers

Internal Papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion
External papers	High standard	Moderate Standard ✓	Low Standard	Expected and already discussed in the class	From the text book only	Out of portion

CIA

Continuous Internal Assessment is an instrument of	1.Continuous learning ✓	2.Keeping students busy	3.Used as means of Favoritism	4.Used as means of Victimization
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List out five major areas of concern which need immediate attention:

- Remedial classes
- Add-on courses in Therapeutic Counselling, Civil Services Training
- Career development Seminars / Placement Cell
- Monthly Departmental Association meetings in which Executive Directors of NUs to be called
- Job oriented specialization such as HRM should be introduced. In the future a generic or concentration model under CBCS should be applied.

Suggest some of the subjects which may be considered for inclusion in the proposed restructured curriculum:

- Social Policy (core)
- Social Entrepreneurship, CSR (Elective)
- HRM (specialization)
- Social Movements, Mooc Courses (Self learning) under Swayam

Your overall opinion/comments on the restructured curriculum, teaching learning and evaluation methodologies followed in the department.

The department has made excellent efforts to make session plans and course plan made available to students. The commitment of teachers, and the utilization of various teaching methodologies shows the willingness of the department to set new benchmarks in the near future.

(Dr. Ronald Yesudhas) Assistant Professor

Signature of chair person and members of the AA team

Miramala Niketan College of Social Work
Mumbai University, NAAC 'A' Grade

ACADEMIC ADMINISTRATIVE AUDIT REPORT

2013-2018


Department of Physical Education

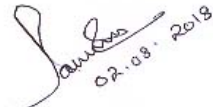
Observations:

- The institution has a sports field of 6 acres with ample space for indoor games and outdoor games and a multipurpose 200 m. mud track.
- Students are well trained by specialized coaches along with the Director of Physical Education both in indoor and outdoor games and also in athletic events.
- Students (individually and collectively) have won medals/awards at International, National, Inter-university, State, University and District level sports competitions.
- The institution has won the *Manonmaniam Sundaranar University inter – Collegiate tournaments "Over all Championship Runners – up Trophy" / Athletic meet Over all championship Trophy* which is highly laudable
- The institution has adequate number of sports amenities and equipments.
- Sports gym has equipments that promote physical fitness.
- Yoga classes are arranged for the sports students in the Yoga hall which is located inside the gymnasium.
- The sports facilities of the institution are utilized for conducting District, University and Zonal Level tournaments.
- Regular sports competition for college students and staff are held.
- Free hostel facilities are provided to the outstanding sports students.
- Full tuition fee waiver, is given to National and State level players and also to selected players from financially disadvantaged background.
- Extra credits are given to District, University, State, National and International Level Players.

Recommendations:

- Constructing multipurpose Gymnasium through the U.G.C. fund may be considered.
- Fencing the play fields is needed.
- Water filling stations at vantage points may be included.
- Health awareness for all age groups through sports may be initiated.
- Sports gym may be well furnished with modern equipments.


Dr. P. ARTHUR DANIEL, Ph.D.
Director of Physical Education
Scott Christian College
Nagercoil


C.L. JACKSON PAUL DURAI
MPed., M.Phil., PGDSM, PGDY.
DIRECTOR OF PHYSICAL EDUCATION
S.T. HINDU COLLEGE,
NAGERCOIL - 629 002,

Academic Administrative Audit (2013 - 2018)

Library

Observations

- ❖ The library has a reasonably good collection of rare books, magazines, journals, tabloids, newspapers, e-resources, theses, dissertations and other valuable knowledge resources to serve the information needs, leisure needs and life-long learning needs.
- ❖ Neatly catalogued well stacked and stocked library
- ❖ Books bar-coded through software and practice of OPAC.
- ❖ Comfortable and functional library with a reader friendly ambience and easy check out possibility
- ❖ Height of the book racks short enough for easy access
- ❖ Registers are maintained for the following,
 - Accession, Stock, Autonomy Funds, UGC funds, Remedial Books
 - Journals, Magazines, Magazines issued
 - Staff Entry, Student Entry, Library Clientele and Visitors
- ❖ A 7 day E-resource training programme on N-list facilities of Inlibnet, NDL and other e-resources for both staff and students
- ❖ Book Bank facility for SC/ST and economically backward students.
- ❖ Orientation to freshmen students by the librarian at the beginning of each academic year.
- ❖ Prompt Display of the New Arrivals and attractive display of books, journals, magazines and data charts
- ❖ Separate reading zones for both undergraduate and postgraduate students
- ❖ User friendly circulation counter, clean aisles and eye catching attractive captions
- ❖ Tri-Annual Book Exhibition (5 days)
- ❖ Book Review by both staff and students once a fortnight
- ❖ 'Know Thyself' as motto of the library to help people evolve the light within
- ❖ Recent face lift that is visually appealing and inspiring
- ❖ Smart library automation, wireless access to library patrons, computer terminals to surf the internet, reprography and printing services, e-reading facilities etc
- ❖ The pathway to the library with seven Lamp poles on either side is suggestive of the 7 chakras in the human body and reminds one of the Rainbow highway to God
- ❖ Book Selection, purchase, subscribing journals/periodicals etc left to the choice of the concerned departments
- ❖ Annual Best User library award instituted for faculty and students.
- ❖ Meaningful celebration of library week every year.

2/8/18

- ❖ Awareness talks, competitions like Essay Writing, Caption Writing, Versification, Debates, Quizzes and Cultural Programmes as part of the library activity to improve the reading habit
- ❖ Honouring life time achievers and writers through 'Memento Moments'
- ❖ 'Little free library' installed to inspire a love for reading, building community, sparking creativity and promoting philanthropy.
- ❖ Astrological and ecological insights through star garden where 27 types of trees related to their respective star signs are planted
- ❖ A reasonable collection of '*Olaichuvadis*' to acquaint the young generation with our rich heritage
- ❖ '*Thinnai Library*' designed for students to make use of this creative space with total freedom, respectful love and be involved in book exchange practices, creative pursuits, lively discussions and indoor games.

Recommendations:

- ❖ Expansion of the main library.
- ❖ Library service may be extended on holidays too.
- ❖ Mobile Library for community engagement
- ❖ Separate place for meditation as a means to 'self-discovery'
- ❖ Facilitate access to SWAYAM-NPTEL, IIT Chennai

V. Jeyakala
2/8/18
LIBRARIAN



2/8/18
Dr. A. LAWRENCE MARY
M.A., M.Ed., M.Phil., M.L.S., Ph.D.
Librarian (Retd.)
TDMNS College
T. Kallikulam - 627 112

2/8/2018
Dr. K.P. SIVAKUMAR
Assistant Librarian
Noorul Islam Centre for Higher Education
Kumaracoi, K.K. Dist., Tamilnadu-629 180

Holy Cross College (Autonomous), Nagercoil - 629 004

Examination Cell

Audit Report

The Examination Cell of Holy Cross College (Autonomous) was audited by us on August 5th 2017. Our observations are brought out and suggestions have been put forward.

The main responsibility of the Examination Cell is to take care and implement all the necessary steps for the effective conduct of examinations of UG/PG/M.Phil. programmes and Ph.D. course work and to take adequate steps to publish the end semester results online as per the examination manual.

1. Structure of the Examination Cell

The members of the cell are,

- Principal
- Controller of Examinations
- Office Superintendent
- Bursar
- Data entry operators - 4
- Software Personnel - 1

2. Document Verification

The following documents, registers and files were verified.

1. List of programmes
2. Syllabi and model question papers
3. Examination Manual
4. Register of examination committee minutes
5. Communication / circular register
6. Files regarding registration of application forms for summative examination.
7. Question bank
8. Tabulated Mark Register
9. Profile of question setters
10. Profile of examiners
11. File of filled in feedback forms

Observations

The list of programmes currently offered by the institution is clearly recorded.

1. An examination manual is available in which the components, terms and conditions, procedure and allotment of credits are clearly earmarked.
2. The syllabi of all UG (for 2017-2020) part I, Part II, Part III, Major, allied, and Part IV courses. (AECC, NMEC, SBC, Value Education) extra credit courses and value based courses, PG (2017-2019) and M.Phil. programmes are available in the examination cell. Moreover the soft copies of the syllabi and curriculum are published on the college website.
3. The POs, PSO's and COs and of all the programmes are displayed on the website and the hard copy is available in the respective departments of the office of the controller of examinations.
4. Allotment of register numbers is done by software.
5. Time table for the summative examination is uploaded in the college website, two weeks prior to the date of examination.
6. The Consolidated Statement of Continuous Internal Assessment is signed by each candidate on the last working day of the semester.
7. Hall tickets with photograph of the candidate, Register Number, date of examination and seat allotment are system generated and issued to the students on the last working day of the respective semester.
8. Attendance of each candidate is monitored, registered and entered carefully.
9. The time table of all examinations (Summative and Supplementary) is uploaded in the college website www.holycrosscoe.in 2 weeks prior to the commencement of examinations.

Suggestions

1. The Question papers kept on hard copy can be converted into soft copy and uploaded on the examination website.
2. The Question Bank can be digitalized.
3. Hall tickets can be issued online.
4. The stock register can be maintained in a better way with more details.

3. Conduct of Examinations

1. The Examination Cell prepares the format of invigilators for the ensuing summative examination and hands over to the Principal. The Principal goes through it and entrusts to the Examination cell for further processing. Each invigilator signs on the invigilation list.
2. The seating arrangement of students for examination, and details of absentees are automated.
3. Question paper setting and processing are done confidentially.
4. The absentees' statement is well maintained.

Suggestions

1. A single answer book with specified number of pages can be given for the Summative examination to each student.

4. Appointment of examiners and remuneration

Observations

1. The profile of question papers setters has been revised and is in order.
2. The list of examiners for practical examinations has been updated.
3. The claim form for remuneration for question paper setting by the examiners is filed up by the examination cell. All the accounts of examination cell is audited annually.

Suggestions

1. Scrutiny of question papers can be conducted.
2. Scheme of valuation and the key to the question can be documented.

5. Valuation and publication of Results

1. The centralized valuation of answer scripts is carried out in a systematic manner with the heads of the respective departments as the chief examiner.
2. Feed back forms are given to the examiners and the responses are consolidated.

3. Double valuation is followed for PG programmes and if there is a difference of more than 15 marks, the third valuation is done by an external examiner.
4. The minutes of the award committee is well kept and the suggestions are carried out.
5. The result of the supplementary examination are published within 7 days.

Suggestions

1. Single valuation can be followed for PG courses.
2. The number of courses permitted for supplementary examinations can be reduced.


6. Grievance Redressal

The grievance redressal cell can be more functional.

7. General observation

The overall functional of the examination cell is good. The suggestions given, if necessary/possible can be implemented.

1. Dr. C. Ramachandran,
Head of the Department of Economics (Retd.),
S. T. Hindu College,
Nagercoil - 629 001.


Dr. C. Ramachandran, M.Sc., M.Phil., Ph.D.,
Associate Professor and Head,
P. G. Dept. of Economics & Research Centre,
S. T. Hindu College, Nagercoil-2

2. Er. S. Retnam,
Joint Director of Inds. (Retd.)
University Co-ordinator,
CED, Tamil Nadu,
Nagercoil Branch,
Nagercoil - 629 001.



ADMINISTRATIVE OFFICE

Audit Report

We have conducted an audit of the Administrative Office, Holy Cross College (Autonomous), Nagercoil on 18th August, 2018 and we put forward the following observations.

The administrative section of Holy Cross College (Autonomous), Nagercoil, is adequately organized with sufficient number of staff to ensure seamless functioning and rendering of services to the college, staff and students. Enough of space, furniture and equipments, including computers are available for efficient performance. Systems and procedures are well integrated with the intention of dissemination of information and delivering of assistance to the different segments of the college, government authorities and overseeing agencies and entities.

Administrative Staff

The administrative staff are enough in numbers and are trained well to carryout administrative tasks efficiently. Periodical training sessions arranged by the college have helped them to acquire comprehension, communication, IT, Internet and website, and office management skills. There is unity of thought and purpose, as well as perfect coordination between all segments of the administrative section. The staff are highly motivated and singularly efficient.

Registers and Records

There are different registers maintained in the office for teaching staff, non-teaching staff, relating to recruitment, attendance, salary, leaves of different kinds and welfare as mandated by UGC and State Government. For students, registers for admission, attendance, fees collected, certificates, scholarships are maintained. Financial propriety is ensured through maintaining different registers and records for salary, grants, scholarships and even miscellaneous collections. For each and every account cash books and ledgers are available. And all these are not only maintained correctly but also are checked and audited regularly. The whole process are substantially automated.

The following registers are maintained.

Aided

1. Attendance Register - Teaching & Non-Teaching
2. Attendance Register - Students
3. CL Register - Teaching & Non-Teaching
4. Other than Casual Leave Register
5. Salary Acquittance
6. Salary Scale Register
7. On Duty Register
8. Sale of Application
9. Sale of Registration
10. Term Fees Register
11. Daily Fees Register
12. ACPF Ledger
13. CPS Ledger
14. Staff Return Register
15. P.F Closure Register
16. Part Final Acquittance
17. P.F. Advance Acquittance
18. P.F Closure Acquittance
19. Festival Advance Acquittance
20. E.V.R. Nagammaiyar Scholarship Acquittance
21. University Merit Scholarship Acquittance
22. Govt. of India Merit Scholarship Acquittance
23. BC/MBC/SC Scholarship Acquittance
24. Admission Register - Aided & Self
25. TC Office Copy
26. Postage Register
27. FDR Register Details

Self Finance

1. Staff Attendance Register
2. Students Attendance Register
3. Fees Collection

4. Staff Particulars Register (Self & Management)
5. EPF File
6. ESI File
7. Qualification Approval Register
8. Salary Acquittance Register
9. Management Staff Acquittance
10. Appointment Order File
11. Endowment Register

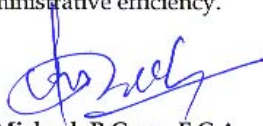
Holy Cross College (Autonomous), Nagercoil, being well versed and rooted in financial and administrative discipline, special care has been taken to safeguard the funds received and properties acquired from the grants received from UGC and other agencies. Thorough record for each and every grant is available. This is a commendable feature of the administrative office.

Accessibility

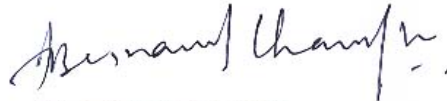
The administrative section is accessible to the academic community (staff & Statements) both physically and service wise. It is appropriately partitioned and staffed, service wise. They are trained in interpersonal communication, so that they could cater to the requirements of the management, staff and students without any friction.

Conclusion

After having seen and scrutinizing the records and systems, and interacting with the staff of the administrative section, we feel that Holy Cross College (Autonomous), Nagercoil has one the finest systems of administration, which is a best practice of the college. We hope other colleges could emulate the example of this college for administrative efficiency.



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T.S.A. Bernard Chandra,
Prof. & Head of Dept. of Commerce (Rtd.)
St. Xavier's College (Autonomous),
Palayamkottai - 627 002.

ACADEMIC ADMINISTRATIVE AUDIT

Action Taken Report

S.No.	Recommendations	Action Taken
1.	Curriculum can be designed to deal with transferable skills and vocationally relevant.	Curriculum is designed as <ul style="list-style-type: none"> • I Year - AECC English for Communication. Certificate courses • II Year - Skill Based Courses relevant to the department. • Vocationally relevant Value added courses for all students.
2.	Core papers should be given more hours and credits.	Maximum of 4- 6 hours / course and the credit is given based on the weightage.
3.	Relevant online courses (MOOC, Swayam, NPTEL) can be offered.	Students are motivated to register in the same online courses.
4.	Online tests, assignments and evaluation is recommended	One online quiz has been conducted in rotation for UG students, semester wise and evaluation is done online. Online assignments on a recent issue / topic is given to PG students and UG students of some departments; Online test has been conducted for few self learning and SBC.
5.	Practical examinations could be conducted semester wise	Semester wise practical examination will be considered.
6.	Question papers should be based on Bloom's Taxonomy	An attempt has been made to set few questions for some courses on certain level of Bloom Taxonomy
7.	A scrutiny committee to proof read the summative question papers.	A scrutiny committee will be formulated with HOD's of all the Aided Departments to proof read the summative question papers.
8.	Self-learning of new practical and technical skills need to be encouraged in M.Phil.	A course named Professional Skills for Teaching Learning with 4 credits has been introduced from the academic year 2018 – 2019.
9.	Online feedback should be obtained every semester	Will be implemented from 2018-2019
10.	Mentor-Mentee rapport should be strengthened.	Mentor-Mentee rapport will be strengthened.
11.	The institution may partner with other institutions of repute through formal MoUs.	All the departments have partnership with other institutions through formal MoUs.
12.	Constructing multipurpose Gymnasium through the U.G.C. fund may be considered.	Constructing multipurpose Gymnasium through the U.G.C. fund will be considered.
13.	Fencing the play fields is needed.	The same will be looked into
14.	Water filling stations at vantage points may be included	Water filling stations at vantage points will be added

15	Health awareness for all age groups through sports may be initiated.	Awareness programmes on this will be initiated
16	Sports gym may be well furnished with modern equipment.	Modern equipments will be added.
17	Library service may be extended on holidays too	Library service will be extended on holidays
18	Facilitate access to SWAYAM-NPTEL., IIT Chennai	Access to SWAYAM-NPTEL., IIT Chennai Will be made available
19	The Question papers kept on hard copy can be converted into soft copy and uploaded on the examination website.	The question papers of November 2018 summative examination had been converted into PDF file and uploaded on the Examination website of the college.
20	The Question Bank can be digitalized.	Digitalization of the question bank is in process.
21	Hall tickets can be issued online.	The hall tickets of April 2019 end semester examinations will be issued online.
22	A single answer book with specified number of pages can be given for the Summative examination to each student.	The system of a single answer booklet with specified number of pages has been implemented for some of the part IV courses (AECC and SBC) from April 2018.
23	Scrutiny of question papers can be conducted.	The scrutiny of question papers is done by a committee comprising of the heads of the department.
24	Scheme of valuation and the key to the question can be documented.	Effort is taken to document the answer key of the summative examination question papers.
25	The number of courses permitted for supplementary examinations can be reduced.	The number of courses permitted for supplementary examination for the outgoing III UG and II PG students is reduced to two from the academic year 2018-2019



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