

Internal Academic Auditing 2016-17

Quality Assessment Report and Recommendations



**INTERNAL QUALITY ASSURANCE CELL
POCKER SAHIB MEMORIAL ORPHANAGE COLLEGE TIRURANGADI**

**Affiliated to University of Calicut
Accredited by NAAC with A Grade**

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Preface

The annual Academic and Administrative Audit by the Internal Quality Assurance Cell was conducted from 11 July 2016 to 13 July 2016. A core committee in this regard was constituted by the Principal for the academic audit and for the checking the quality and transparency of documentation. The core committee comprised of Dr. Azeez K, Principal & Chairman - IQAC as chairman, Mr. Nissamuddeen Kunnath, IQAC coordinator as member secretary and Mr. Shibinu S, Head, Dept. of Economics & Member IQAC and Dr. Mujeeb Rahman PP, Head, Dept. of Zoology as members.

The committee visited all the departments and conducted a critical evaluation of documentation system in the department. They have also assessed the quality initiatives of the departments for the year 2016-17. The contribution of each department towards various aspects of quality enhancement of the institution was also analyzed. The committee has given a detailed report about the documentation system and the performance of the departments. They have given recommendations for the improvement of quality of the departments. Based on the assessment, awards were also recommended for the performance of the departments.

The Internal Quality Assurance Cell is thankful to the committee members for their valuable effort in completing the academic auditing. We are also thankful to all the faculty members who were very much sincere and dedicated to service of the institution.

Dr. Azeez K
Principal

Nissamuddeen Kunnath
Coordinator, IQAC

Internal Audit - Schedule

| Date | Time | Department |
|-------------|---------------------|--------------------|
| 11/07/2016 | 9.30 AM -10.30 AM | Physics |
| 11/07/2016 | 10.30 AM – 11.30 AM | English |
| 11/07/2016 | 11.30 AM -12.30 PM | History |
| 11/07/2016 | 1.30 PM-2.30 PM | Economics |
| 11/07/2016 | 2.30 PM-3.30 PM | Zoology |
| 12/07/2016 | 9.30 AM -10.30 AM | Chemistry |
| 12/07/2016 | 10.30 AM – 11.30 AM | Maths |
| 12/07/2016 | 11.30 AM -12.30 PM | Botany |
| 12/07/2016 | 1.30 PM-2.30 PM | Commerce & BBA |
| 12/07/2016 | 2.30 PM-3.30 PM | Physical Education |
| 13/07/2016 | 9.30 AM-10.30 AM | Languages |
| 13/07/2016 | 11.30 AM | Analysis Meeting |

General Recommendations

- Since the institution follows affiliated system with the University of Calicut Contribution of faculty members as members of board of studies, curriculum restructuring, syllabus revision, etc. should be enhanced
- Departments shall take initiative to conduct short term/certificate courses
- No. of faculty members and students attending add on /certificate courses shall be increased.
- Participation of students including PG students in international/national seminars should be encouraged
- Feedback on curriculum with prescribed format should be taken from alumni
- A well versed academic plan for each department should be implemented. A teachers work diary may be established for the recording of academic activities by individual faculty members.
- Faculty members of each department shall adopt some innovative process in teaching-learning and evaluation suitable to their respective disciplines.
- Participation in faculty development programmes shall be promoted
- Industrial training and internships of students shall be encouraged even though they are not there in the syllabus.
- Effectiveness of class tutorial system shall be improved.
- Semester wise results should be properly analysed and remedial classes to be given to those who need it.
- Days of national importance shall be observed
- More number of invited lectures to be conducted with eminent academicians so as to give opportunity for students to interact with them.
- Use of ICT in teaching-learning shall be promoted
- Departments shall sign MoUs or engage in collaborations with eminent academic or research institutions.
- Publication of articles in international peer reviewed journals by the faculty members to be increased
- Invited lectures/paper presentations of faculty members to be increased
- Those faculty members having PhD shall apply for major research projects from different funding agencies
- Departments shall organized at least one national seminar in a year
- Funded research projects of students shall be promoted
- Departments shall take care to participate more number of students in extension activities through NCC, NSS, etc
- Departments shall conduct extension programmes.

- Participation of students in innovation programmes especially those conducted under Institution Innovation Council shall be encouraged
- Departments shall take interest to purchase more number of books of their subjects to the library
- The number of journals in the library should be increased by subscribing more
- Use of Library by students is to be increased
- Use of Library by faculty members is to be increased
- Students shall be given direction and encouragement to use the NLIST facility in the library.
- Departments shall take more care to give coaching for competitive exams like JAM/CAT/NET etc.
- Career Guidance and Placement mechanism should work more effectively in the departments and in the college level also
- Participation of students in ASAP/SSP/WWS shall be encouraged
- Department shall take measures to constitute student awards
- Proper information shall be given to students about various scholarships
- Promote participation of students in Curricular and co-curricular activities
- Publish materials like catalogues, wall magazines, college magazine, news letters
- Departments shall take initiatives to make the campus eco-friendly
- Involvement of Alumni in the activities of the department shall be promoted
- Involvement of Department PTA in the activities of the department shall be promoted
- More institutional responsibilities shall be undertaken by the faculty members
- Environmental awareness and energy conservation programmes shall be organized.
- Department shall identify two of their best practices and continue it.
- For student support programmes like remedial coaching, SSP, etc, an analysis of the outcome shall be conducted.

QUALITY ASSESSMENT REPORT

1. Department of Physics

The Department of Physics has contributed significantly to the development of the students and the institution in particular. The department ascertain the optimum use of its facilities for the teaching and learning process of the students.

The department has kept the files updated by adding the necessary documents to the various files kept as per the Key Indicator structure of NAAC Accreditation framework.

Specific Recommendations

- Certificate course in subject areas relevant to science students like may be organized
- Participation/presentation of students in seminars shall be promoted
- Alumni contribution in the activities of the department shall be improved
- The publications of faculty members shall be increased

2. Department of English

Department has contributed well towards the academic performance of the college. The student support mechanisms are very good and large number of students are qualifying NET examination, from the department.

Department organized a National seminar in 2018-19 and conducted two invited lectures. The department has also contributed to the student support schemes of the institution through its participation and coordination of fine arts and other literary fests organized during the previous academic year.

Specific Recommendations

- A certificate course in communicative English may be organized.
- The department shall initiate some extension programmes in collaboration with the ' BHOOMITHRA SENA CLUB'.
- Department have to take some immediate steps for the renovation of the digital language lab and ascertain its optimum use.

3. Department of History

The department has contributed significantly to the curriculum development of the affiliating University and hence the instituton through the active participation of the faculty members as Academic Council members, BoS members etc. The teaching-learning and evaluation strategy of the department is good. Being one of the prominent research department of the institution the department has taken in a good number of research scholars in the AY completed. The department observed the human rights day.

Specific Recommendations

- The department can think of organizing a few extention programme

for this academic year.

- Proper display of antiques and items in the department museum should be done. Preparation of the catalogues of the items present in the museum should also be done.
- The department may offer one or two certificate course in topics related to Archeology, Numismatics, Lithography etc
- The department shall promote field visit and internship of students.

4. Department of Economics

Department has contributed significantly in the curricular aspects. More than 50% of the faculty members were members of board of studies and they have hosted a syllabus revision workshop. They have organized one international seminar and a national seminar on Central budget. Two invited talks with eminent academicians were conducted.

Specific Recommendations

- Measures shall be taken to improve the UG examination results
- Department may conduct some extension activities for the benefits of the neighboring community.
- Alumni contribution towards the activities of the department to be improved

5. Department of Zoology

The department has performed very well in the teaching-learning activities. It is prisa worthy to mention the various extension programmes organised by the institution for the benefit of the neighbouring community through the observance of Wetland day, and other programmes. The department has also organised a series of invited talks on various topics related to curriculum and also to popular science in which the students get an opportunity to meet people from various walks of life. The department has observed the Ozone day and World Wet Land day. The green initiatives in the campus is lead by the department along with the department of Botany and the green auditing is being conducted by these departments.

Specific recommendations

- The research publications from the departments to be increased.
- Faculty members should take initiatives for submitting award winning proposals to DST and SERB.
- Career guidance system need to be strengthened

6. Department of Chemistry

Department of Chemistry has produced excellent result percentage in both UG and PG and have send a good number of students to internship and summer research to prestigious institutions and laboratories of the nation under research funding scheme including INSPIRE. The department has produced two UGC – NET holders during the last academic year. The department has got recognition as a research Centre under the University of Calicut. The file keeping of the department is also updated. The department maintain teacher quality through active participation in research, paper publication and collaborations. The

participation of students of the department in extracurricular activities are very good.

Specific Recommendations

- Research infrastructure in the research center should be increased. All qualified faculty members shall apply for guide ship. Teachers who are already research guides shall enroll students for research.
- Promotion of student research, internship and publication of research work in peer reviewed international journals shall be encouraged.
- Career guidance mechanism to be strengthened
- There is a lot of scope for extension activities under the department especially in water purity checking. Department shall take initiative in this aspect.

7. Department of Mathematics

The participation of the students of the department in the extracurricular activities were good. The department has produced three NET holders during the last academic years. The initiatives of the department like Ganitha vedi and other club activities are organizing good programmes that enhances interest of students towards the subject.

Specific Recommendations

- The teaching-learning process in the department need improvement, Serious measures for the upliftment of the pass percentage, particularly at UG level needed to be increased.
- Some extension programmes with the participation of all science students needed to be organized in a regular basis.
- Suitable certificate courses for the betterment of mathematical skill of all type of students in the college shall be organized.
- One certificate course specific for the students of the department may be organized.
- Extension activities catering to the demands of the neighboring community including high school students may be organized.

8. Department of Botany

The department has kept the NAAC files in a systematic manner. The result percentage of the department is very good and the department has organized a good number of extension programmes to its credit. More than 50 % of the staff members in the department are PhD holders and others are pursuing for their PhD. The department is maintaining a nicely organized green house, botanical garden and hydroponic plant shelf.

Specific Recommendations

- Serious efforts are to be taken to reduce the drop out rate of students particularly female students.
- A workshop on horticulture, artificial vegetation etc may be organized for the benefit of the farmers of the locality.
- Rejuvenation of the green house, botanical garden shall be done.

9. Department of Commerce and BBA

PG and Research Department of Commerce and BBA is the largest department in the institution in terms of student strength and variety of courses. The department has good result percentage for all the courses offered and has produced five PhD during the last academic year. The department has also produced a good number of international publications and NET holders in last academic year. The file keeping of the department is complete and systematic. There are two members in the Board of Studies of the Affiliating University from the Department.

Specific Recommendations

- The department may organize one or two extension activities for the benefit of the neighboring communities.
- Awareness Programme on Banking can be organized with the help of the students as a 'popularization' Programme for the public and as a participative learning procedure for the students
- Measures for the further improvement of result percentage in BBA shall be taken.
- A NET coaching for the benefit of students from the college and nearby college may be organized.
- Serious measures for the completion of PhD of the faculty members of the department shall be done since the present PhD guides of the department are going to retire.

10. Department of Physical Education

The department of Physical Education has brought several laurels to the institution during the last academic year and the overall performance of the Department is extraordinarily excellent. Under the supervision of the department students of the college won the fourth place in Calicut University Zonal Athletic meet, Malappuram District Soft Tennis and badminton championship. Five students of the college are members of the University team in various games. Faculty members of the department are actively participating in various bodies and associations in the field of sports, Games and Athletics.

Specific Recommendations:

- The sports infrastructure of the department needed to be strengthened.
- Lending of the tennis court, badminton court, Volley ball court and other facilities to the clubs and schools in the neighborhood needed to be recorded.
- Cricket Nets present in the campus shall be rejuvenated.

- The financial assistance to the reward winning students shall be improved.
- Logbook to be maintained for sports infrastructure especially multi gym.
- Proper system for recording the attendance of students in sports practice sessions and activities to be started
- Input-Outcome analysis of students admitted in sports quota to be done
