

ACADEMIC AUDIT REPORT

SESSION: 2017-2018

1. Name of Department : Department of Commerce
2. No. of full-time permanent teachers : Three
3. Student Teacher Ratio : 52:1
4. No. of PG / UG courses : One; B Com

5. Strengths:

- i. Courses offered : B Com with Computer Applications as Optional Subject;
Open Course - Financial Services (as an elective for all the UG students of our college)
- ii. Relevant curriculum and syllabi : The syllabus prescribed by Kannur University is followed. Our department gave detailed inputs for syllabus updation and these were accepted.
- iii. Learner-centric teaching and learning process:
Classroom teaching is blended with ICT-enabled learning, group discussions, problem solving, seminars, peer learning, assignments, group teaching, invited lectures and project work.
- iv. Certificate Course in Tally :
For B Com students an additional job-oriented skill Training
- v. Academic plan and time table:
At the beginning of each semester, academic plan and time table are prepared in consultation with all the teachers of the department. In subsequent departmental meetings, teachers continuously review the plan and suitable changes are made on the basis of evolving needs. The entire syllabus is covered by the teachers in each semester even when classes are lost due to external reasons.
- vi. Teachers' Diary of Academic Work:
All the teachers maintain Diary of Academic Work for ensuring that work schedule and targets are achieved. This is monitored by the HoD and the Principal.
- vii. Continuous Internal Assessment
We continuously assess the performance and progress of students by conducting internal examinations, class tests, assignments seminars, etc. to support learning. The process is diagnostic and evaluative and detailed feedbacks are given to students for improvement.
- viii. Experienced and research-oriented teachers:
All the three teachers have seven years of teaching experience. Dr Ramya Krishnan completed MPhil and PhD from Calicut University. Ms Rajitha Xavior is doing PhD in Bharathiar University and Mr. Regi Francis has applied for PhD in Kannur University. We also write academic papers, take part in seminars etc.
- ix. Participation in Boards of Examination:



All the teachers of the department take part in the conduct and evaluation of university examinations as Chief Examiners, Additional Examiners and as External Examiners for practical and project evaluation.

- x. **Good parent-teacher communication:**
Regular PTA meetings are held. We communicate with parents also through phone calls when required. The academic performance of students is communicated after exams. Besides, parents also meet us in person to discuss the progress of their wards.
- xi. **Feedback system:**
Feedback on the overall learning experience is taken from outgoing students, parents, teachers and alumni. After analysis, the report is submitted to the IQAC and the Principal for evaluation and suitable action where required.
- xii. **Remedial coaching for each class:**
Each semester the teachers of the department conduct remedial coaching for students in need of additional support for their studies.
- xiii. **Attendance of Teachers :**
100% of our teachers have more than 90% regular attendance. Whenever they take leave the formal procedure stipulated by the government is followed strictly.
- xiv. **Attendance of Students :**
85% of the students have more than 90% attendance, 10% have more than 85% attendance and 5% of the students lie between 75% to 85%.
- xv. **Student progression:**
After graduation approximately 40% of our students go for post graduation, 10% of students privately placed. 30% of students are interested to join professional courses like CA, ICWA, CMA, etc. 20% of students are interested to join coaching classes like, PSC, CAT, MAT , IELTS, etc.
- xvi. **Supportive alumni:**
They provide guidance to our students for higher studies; they provide information about better institutes and better career opportunities. They motivate the students by sharing their experiences.
Our alumni keep in touch with us and visit us occasionally. This is testimony to the enduring relationship they have with us and the institution.
- xvii. **The department has good pass percentage (80.43%).**
No. of students who appeared for final examination – 46
No. of students who passed in final examination – 37
- xviii. **Divyangjan students:**
Five students in this category are studying in our department this year. These five students have different disabilities and requirements :
1. Rons John (II B Com)- 100% Visual disability; Gokul P R of II B Com helps with all the notes studies, etc. Gokul also helps download audio material from internet. For the exam, a scribe has been given to him all the procedures was done at the university by the department. He also gets an hour extra for writing exams.
2. Rasheedha Shahnas (I B Com) Agnus M V, Anseera A, and Shahala Nasrin of the same class always accompanying her, assist her in



movement, etc. They take her to the bus stand in the auto rickshaw arranged for this and seat her in the bus. They also help her with studies.
 3. Nikhil Devassia(II B Com), a boy who has difficulties in one ear is given help and assistance by friends in studies, in taking down notes etc.
 4. Bhagya P R (III B Com) - , Majuna Viswanath assist her in movement.
 5. Navya M Raju(I B Com) – Jisna Kunjumon assist her in movement, taking notes and all her studies.

xix. Mentoring: Effective mentoring system is followed in the department through personal discussions and counselling. This helps students to set their aims and goals and to work towards them with regular teacher support and encouragement. The mentors are approachable, supportive and understanding.

xx. Students enrolled: 55 students were enrolled in first year during this academic year.

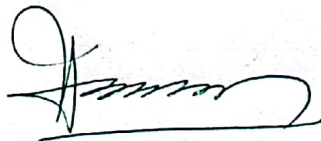
xxi. Student participation in extracurricular and institutional activities: Most of the students take part in NCC, NSS, sports, cultural activities and also secure grace marks. They also contribute actively to the corporate life of the institution. Every year some are also members of the College Union.

6. Weaknesses:

- i. PG Course (M Com) has not yet been sanctioned by the Govt.
- ii. High student-teacher ratio of 52:1:
A more favorable ratio would enable us to give more individual attention and support to students.
- iii. Collaborations and consultancy with industries have to be strengthened despite the paucity of such opportunities in Wayanad.
- iv. Campus recruitment and placement is to be strengthened.
- v. Geographical isolation.

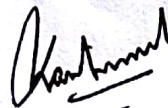
7. Recommended Actions:

- I. Commerce Lab : Networked computers with internet connectivity
- II. A dedicated space/room for students to discuss, do combined work etc. is needed (i.e., a study/reading room). Ideally, such spaces can be made available to students on various floors. This will foster self-learning and peer learning among students and also make them more self-reliant.
- III. Smart class for first year B Com: Equip the class with projector and screen as well as internet.
- IV. White board for all classes: Dustless, eco-friendly and easier to use. It also will help capture students' attention more.



Principal

Mary Matha Arts & Science College,
 P. O. Vemom, Mananthavady 670645



Dr. Maria Martin Joseph
 IQAC Coordinator



REGISTRAR
 MARY MATHA ARTS & SCIENCE COLLEGE
 VEMOM P.O., MANANTHAVADY
 WAYANAD, KERALA, 670645

