

ACADEMIC AUDIT REPORT

SESSION: 2017-2018

1. Name of Department : Department of English
2. No. of full-time permanent teachers : Four (including the Principal)
3. No. of full-time ad-hoc teachers: : Two
4. Student--Teacher Ratio : 19:1 (in Main)
83:1 (in Common English)
5. No. of PG / UG courses : One; B A Functional English (FE);
We also teach Common Course
English to all the UG students of the
college

6. Strengths:

- Relevant curriculum and syllabi : The syllabus prescribed by Kannur University is followed. Our department regularly gave detailed inputs for syllabus updation and these were accepted.
The Chairman and two members of the Board of Studies of F E of Kannur University are from our Dept.
The FE syllabus (along with the Complementary Course, Journalism) enables students to go for higher studies in English Studies, Media etc.
- Learner-centric teaching process:
Teaching is supplemented by ICT-enabled learning, group work, discussions, seminars, peer learning, simulated learning situations, assignments, project work, use of mass & new media etc.
- Academic plan and time table:
At the beginning of each semester, academic plan and time table are made in consultation with all the teachers of the department. In subsequent department meetings, teachers review the plan and make suitable changes on the basis of evolving needs.
The whole syllabus is taught effectively even when classes are lost due to external reasons (like monsoon floods, frequent hartals etc.) by taking classes even on holidays.
The courses are rotated/exchanged among teachers after a couple of years. This contributes to greater academic dynamism and learning among teachers.
- Teachers' Work Done Diary:
The teachers maintain Work Done Diaries for ensuring that work schedule and targets are achieved. This is monitored by the HoD and the Principal.
- Continuous Formative Assessment:
We diligently assess the performance and progress of students by

conducting internal examinations, class tests, seminars, assignments, group discussions etc. The process is both diagnostic and evaluative and detailed feedbacks are given to students for the improvement of their skills, methods and overall performance. This ensures personal attention and support to students.

- **Experienced and research-oriented teachers:**

All the three senior teachers have over twenty years of teaching experience, some of it in premier institutions. Dr Savio James did his MPhil from CIEFL (now EFLU), Hyderabad and PhD from Kannur University. Mr George Thomas & Mr Toby K Joseph have registered for PhD in Kannur University. Mr Biju Joseph did full-time research as a UGC-JRF in Visva-Bharati, Santiketan, W Bengal. Toby K Joseph has done MPhil from Pondicherry University. We also write academic papers, take part in seminars etc.
- **Participation in Academic Bodies:**

All the teachers regularly take part in the conduct and evaluation of university examinations as Chief Examiners, Additional Examiners and as External Examiners for project evaluation. Mr George Thomas was Chairman of the Examination (Pass) Board of FE of the University. Dr Savio James was the Chairman of the Board of Studies; Mr George Thomas and Mr Biju Joseph were members. Dr Savio James was also a member of the Faculty of Arts of Kannur University.
- **Good parent-teacher rapport:**

Regular PTA meetings are held. We contact parents also over phone when required. The academic performance of students is communicated after exams. Besides, parents also meet us in person or call us to discuss the progress of their wards.
- **Good feedback system:**

Feedback on the overall learning experience is taken from students, parents, teachers and alumni. The feedback of the alumni (on the basis of their experiences in higher education and/or in employment situations) has been of great help in syllabus updation, inclusion of learning modules etc. Report on the feedbacks is submitted to the IQAC and the Principal for evaluation and suitable action where required.
- **Remedial/ advanced teaching:**

The teachers conduct remedial coaching for students in need of additional support in studies. Extra time is found outside class hours for this. We also give guidance and coaching to students in higher education opportunities, entrance exams etc.
- **Attendance of teachers :**

All the teachers have more than 90% attendance. Whenever they take leave, the formal procedure stipulated by the government is followed strictly.
- **Attendance of students :**

85% of the students have more than 90% attendance, 10% have more than 85% attendance and 5% of the students have between 75% to 85%.
- **Supportive alumni:**

Alumni give guidance to our students in higher studies and employment

prospects; they provide information about good institutes and 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.

- Divyangjan students:

Two students in this category studied in our department this year. In the past few years there were many. Teachers and classmates give them extra care, support in studies etc.

A lift is being installed for students with mobility issues.

- Mentoring:

Effective mentoring is done through personal discussions and counselling. This helps students to set goals and to work towards them with regular teacher support and encouragement. The mentors are approachable, supportive and understanding. The system is especially beneficial to students coming from less privileged backgrounds and those facing difficulties.

- Students enrolled:

42 students were enrolled in first year during this academic year. This is the maximum sanctioned strength.

- Student participation in extracurricular and institutional activities:

Most of the students take part in NCC, NSS, sports, cultural activities etc. They also contribute actively to the corporate life of the institution. Every year some are also members of the College Union which coordinates all student activities in the college.

Students also participated in cultural and sports competitions held in other colleges, universities etc. and some of them won prizes. One of them, Aleena Benny, represented Kannur University in All India Yoga Competition.

xviii. University topper: Jesna James scored the highest marks in the university this year.

6. Weaknesses:

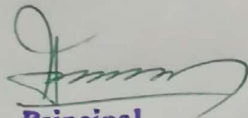
- PG Course (MA) has not yet been sanctioned by the Govt despite repeated requests.
- High student-teacher ratio of 80 or 90:1 in Common English classes. A more favorable ratio would enable us to give more individual attention and support to students.
- The language skills of many students when they join for BA are considerably inadequate. We expend much time and effort in improving these; we carefully try to give them grounding in the basics of reading, writing, grammar & structure etc. so that they can negotiate BA.
- Geographical isolation

7. Recommended Actions:

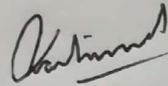
- The Language Lab has to be updated. This requires both hardware and software upgradation and refurnishing of the lab.
- Internet connection in classrooms. This would facilitate easier use of online material in teaching and learning.
- A dedicated space/room for students to discuss, do combined work 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.
- Smart classrooms for all classes, if possible: to equip classes with projector and screen as well as

internet.

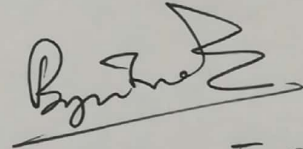
- White board for all classes: Dustless, eco-friendly and easier to use. It also will help capture students' attention more.
- Student facility centre
- LMS (and digitalisation of information and learning material)
- Media Centre
- We need to get MA sanctioned; and also upgrade the Dept to a research centre which fosters rigorous enquiry, good academic publication etc.



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