



**BISHOP MOORE COLLEGE MAVELIKARA
INTERNAL QUALITY ASSURANCE CELL**

REPORT ON ANNUAL ADMINISTRATIVE AND ACADEMIC AUDIT 2017-2018

DATE: 16/08/2018

VENUE: Principal's Chamber

MEMBERS PRESENT:

- Dr. Jacob Chandy (Principal and Auditor)
- Dr. Ranjith Mathew Abraham (IQAC Convener and Head of the Department of Economics)
- Dr. Anne Angeline Abraham (Head of the Department of English)
- Dr. Sajeeve V P (Head of the Department of Commerce)
- Mrs. Sajini Deena Mathew (Head of the Department of Commerce)
- Capt. Cigi P George (Head of the Department of Physical Education)
- Dr. D Sajan (Head of the Department of Physics)
- Mrs. Siji K Mary (Head of the Department of Chemistry)
- Dr. Dinesh Raj R (Head of the Department of Botany and Biotechnology)
- Mrs. Simili Abraham (Head of the Department of Mathematics)
- Dr. Deepthi G R (Head of the Department of Zoology)
- Mrs. Mercy Paul (Junior Superintendent)

The Annual Academic Audit is conducted every year to ensure that the Departments stand up to the vision and mission of the College. The Annual academic audit of the academic year 2017-18 was held on 16 August 2018 at 9.30 am in the Principal's Office. All the Department Heads presented the report of the activities of 2017-18. Active peer group discussions were held.

Focus was given on the following aspects:

- Result Analysis of the academic year 2017-18
- Departmental Seminars and Workshops

- Analysis of the Internal Examinations

The plan of action of the Departments for the academic year 2018-19 was presented.

The principal handed over the reports prepared by the respective Heads of the Departments to the IQAC convener.

General Commendations:

1. The principal congratulated the Science Departments for successfully organizing the DBT STAR College activities.
2. The audit team appreciated the efforts of all Departments in introducing new Certificate Courses.

General Suggestions:

1. The Head of the Department of Physics, Dr. D. Sajan suggested that all to PG students must be inspired to make paper presentations in Seminars.
2. The IQAC convener suggested that more number of formal collaborations and MoUs has to be signed by Departments. He also informed that IPR and Entrepreneurship has to be given importance while planning for invited lectures and seminars.

ORGANISATIONAL UNIT WISE REPORTS

I. DEPARTMENT OF ENGLISH

Commendations:

1. The annual Literary Fest of the Department, Laurel Literaria - 2018, conducted on 27th and 28th February, 2018 by the Department of English was appreciated. The topic selected for the lecture; "Feminism in Perspective" was also appreciated.
2. The principal appreciated the encouragement provided by the Department of English student, Mr. Shahin Mohammed, Semester to publish a novel titled 'Hridayangalkapuram'.
3. The active involvement of the students of the Department of English in the Arts and Sports festivals thereby becoming champions of both as well as securing two top positions in the STARS of MOORE contest 2017-18.
4. Pass percentage for BA English Language and Literature is 90.3% and that of MA English Language and Literature was 93.3%, both being well above the University pass percentage.
5. The Introduction of Certificate Courses in Communicative English and Theatre Studies was appreciated.

Suggestions:

1. More articles in UGC approved journals shall be published
2. More national/international programmes to be organized

II. DEPARTMENT OF ECONOMICS

Commendations:

1. The topic for the inaugural lecture of Association of Economics, inaugural address he delivered a lecture on "60 years of Development, Environment and Women Empowerment in Kerala" was appreciated.
2. The conduct of Golden Global Economics Alumni Meet was highly appreciated.
3. The pass percentage of 71% for BA Economics was satisfactory as it was well above the University average.
4. The introduction of the Certificate Course in Human Rights Awareness was appreciated.

Suggestions:

1. More National/International Programmes to be organized
2. More articles in UGC approved journals shall be published

III. DEPARTMENT OF COMMERCE

Commendations:

1. The Principal and IQAC Coordinator congratulated the Department for the proud achievement of obtaining the University of Kerala, First Position in BCom by Ms. Anjali Mariam George
2. The campus placement of Greeshma S of BCom Finance and Anjali Mariam George with Federal bank were felicitated.
3. The audit team highly appreciated the introduction of four Certificate Courses (Certificate Course in Computerized Accounting, Certificate Course on Manual Accounting, Certificate Course in Bank Project Preparation and Certificate Course in Income Tax and GST) by the Department during the academic year.
4. The Yuva Drona Programme, an innovative capacity building cultural fest by the Department was appreciated.
5. The Seminar on Intellectual Property Rights organized by the Department was appreciate.
6. The career orientation initiatives of the Department were highlighted positively.
7. The pass percentage of 84.7 was mentioned satisfactory.

Suggestions:

1. More National/International Programmes to be organized
2. More articles in UGC approved journals shall be published

IV. DEPARTMENT OF BOTANY AND BIOTECHNOLOGY

Commendations:

1. The DBT STAR activities of the Departments including workshops on research methodology, training for lab staff, hands on training programmes, student internships were highly appreciated.
2. Invited lectures conducted on recent advances in scientific fields were commendable.
3. Study tours were conducted for all batches of students which was appreciated.
4. The student achievements including University Third Position for BSc Botany and Biotechnology by Jisa Ann Sabu were felicitated.
5. The introduction of Certificate Course in Horticulture was appreciated.
6. The pass percentage of 82.8% for BSc Botany, 73% for BSc Botany and Biotechnology, and 90.9 % for MSc Botany were assessed to be satisfactory being well above the University pass percentage.

Recommendations:

1. More articles in UGC approved journals shall be published
2. More initiatives and programmes related to sustainability to be introduced
3. National/International Seminars to be organised
4. Activities for local communities to be planned and executed.

V. DEPARTMENT OF PHYSICS

Commendations:

1. Appreciated the Department for organizing two Refresher Courses and three lecture workshops in collaboration with the National Science Academies.
2. The audit team appreciated the Department for conducting of hands on training programme, for BSc Students, on Arduino Robotics
3. The Association activities and National Science Day celebrations were appreciated.
4. The successful implementation of DST FIST scheme was commended.
5. The audit team congratulated the Department for obtaining the third rank in MSc Physics in the University by Shruthy Prabhakar
6. Appreciated the student summer projects of the Department
7. The research output of the Department including research projects, publications, book chapters were commendable.
8. The participation and paper presentation of six faculty members at the International Conference, ICMAT 2017 at Singapore was appreciated.

9. The Introduction of two certificate courses (Certificate Course in Research Methodology and Academic Writing, Certificate Course in Lab Equipment Maintenance) was appreciated.
10. The pass percentage of 85.7% for BSc Physics and 76.9% for MSc Physics were well above the University average.

Suggestions:

1. National Seminars Workshops on IPR to be conducted.

VI. DEPARTMENT OF CHEMISTRY

Commendations:

1. Exhibition of Periodic table framed by B.Sc and M.Sc students showcasing the applications of 118 elements in different fields was appreciated.
2. DBT STAR College activities of the Department were commendable.
3. The research output of the Department including publications, book chapters were commendable.
4. Aswini Mohan, M.Sc Analytical Chemistry (2015-2017) secured 3rd rank in Kerala University. The achievement was congratulated.

Recommendations:

1. The pass percentage of 76.9 % for BSc Chemistry and 58.3% for MSc Analytical Chemistry though above the University average needs to be improved.
2. Certificate Courses to be introduced.

VII. DEPARTMENT OF MATHEMATICS

Commendations:

1. All Kerala Intercollegiate Mathematics Quiz Competition was commendable.
2. The Puzzle solving competitions organized by the Department were appreciated.
3. The pass percentage of 85.2 was well above the University average.

Recommendations:

1. More programmes providing new learning experiences to be organized for the students

VIII. DEPARTMENT OF ZOOLOGY

Commendations:

1. Various activities of the Department under DBT STAR College scheme was commendable.
2. Pass percentage of 87.5 is well above the University average.
3. The introduction of Certificate Course in Apiculture practices was appreciated.

Suggestions:

4. Extension activities and programmes on sustainable development can be introduced

IX. EXTENSION/CO-CURRICULAR ACTIVITIES

Commendations:

1. Joint activities of Women Cell and Women Study Unit are fruitful. Self defence training, training on tailoring, soft skills, flower arrangement etc commendable
2. Moore Initiative for Civil Service Aspirants (MICA) initiative of Career Guidance and Placement Cell excellent.
3. Extension Activities by NSS and NCC are found beneficial for students and society.

Suggestions:

1. Extension activities and programmes on sustainable development to be given more importance

X. ADMINISTRATIVE AUDIT

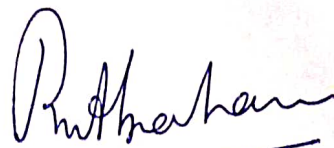
1. 1065 students benefitted from Government scholarships
2. 09 permanent faculty members appointed.

The meeting came to close at 1.00 pm



Dr. Jacob Chandy

PRINCIPAL & AUDITOR



Dr. Ranjith Mathew Abraham

IQAC Coordinator