

# FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)  
Affiliated to University of Kerala



## 2.6.2 Academic Audit Report 2018-2019

**IQAC** INTERNAL QUALITY ASSURANCE CELL

## **ACADEMIC AUDIT 2018-2019**

An Academic Audit of the various departments of the college was conducted on 11 and 12 March, 2019. The purpose of the Audit is to provide opportunity for a regular strategic overview of the teaching and learning activity of all the departments of the college. The Self-Evaluation Document of each department was presented to the panel. The members of the panel investigated the different aspects of the document and authenticated them with the supporting documentary evidences. This report consolidates the observations and suggestions of the panel and puts forth the recommendations for improvements possible in the future.

<b>Audit Panel Members</b>			
<b>No</b>	<b>Name</b>	<b>Designation</b>	<b>Role in the Panel</b>
1	Rev Fr Dr Rolden Jacob	Manager FMN College Kollam	Internal Member
2	Dr Vincent B. Netto	Principal FMN College Kollam	Internal Member
3	Dr S. Kevin	Former Pro Vice Chancellor University of Kerala	External Member
4	Dr M.C. Jose	Associate Professor St. Berchmans College Chanaganassery	External Member
5	Rt Cdr Robin Netto	Professor Bishop Jerome Institute Kollam	External Member
6	DrAnoopa K.R.	Principal Bishop Benziger College of Nursing Kollam	External Member
7	Dr Sherly Williams	Dean of Science FMN College Kollam	Internal Member
8	Dr S. Parvathy	Dean of Arts FMN College Kollam	Internal Member
9	Dr Noeline B Fernandez	IQAC Coordinator FMN College Kollam	Internal Member

**Dr. Noeline B Fernandez**  
IQAC Coordinator

**Dr. Vincent B. Netto**  
Principal

<b>Criterion</b>	<b>Items</b>	<b>Verification Yes/No</b>	<b>Comments</b>	<b>Suggestions for Improvement</b>
Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	<ul style="list-style-type: none"> <li>• Contents have been revised in tune with the latest developments in the respective fields to address employability, skill development, gender concern, and nationalistic outcome</li> <li>• Introduced: Environmental Studies (Course) Disaster Management (Course), Scientific Temper (Module)</li> <li>• Polymer Chemistry (Bridge Course)</li> <li>• Introduced 11 Add-On courses</li> <li>• Introduced Bridge Courses: English</li> </ul>	<ul style="list-style-type: none"> <li>• More emphasis should to be given for introduction of courses catering to employability, ethics, and national values</li> </ul>
	Contents of the Curriculum	Yes	<ul style="list-style-type: none"> <li>• Significant changes have been incorporated at the department levels</li> </ul>	<p>For enriching the contents the following new courses may be introduced by the respective departments-</p> <ul style="list-style-type: none"> <li>• Dept of English – Editing</li> <li>• Commerce: Courses on GST, Logistics, Analytics</li> <li>• Psychology: Psychometry to be introduced</li> </ul>
	Credits allotted / distribution – logic	Yes	<ul style="list-style-type: none"> <li>• Credits Allotted: As per University Directives</li> </ul>	<ul style="list-style-type: none"> <li>• Being an autonomous institution greater flexibility should be requested</li> </ul>
Curriculum Transaction	Teaching methods & teaching aids	Yes	<ul style="list-style-type: none"> <li>• Lecture method</li> <li>• Discussions</li> <li>• Experiential learning</li> <li>• Peer group learning</li> <li>• PPTS</li> </ul>	<p>Class room teaching to be made more interesting and effective, new technologies should be encouraged (e-learning, virtual learning online learning), Strengthen Moodle and</p>

			<ul style="list-style-type: none"> <li>• Online resources</li> </ul>	MOOC learning, Assignments to be given through Moodle.
	E-learning modules	Yes	<ul style="list-style-type: none"> <li>• Introduced at the UG Sem V and PG for submission of Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• E-learning in its infancy</li> <li>• Students should be encouraged to do courses listed in Swayam Platform</li> </ul>
	Project work UG/PG	Yes	<ul style="list-style-type: none"> <li>• Strict guidelines in the curriculum regarding the submission of UG (Group Projects), and PG (Individual projects)</li> <li>• Submission: hard format</li> </ul>	<ul style="list-style-type: none"> <li>• Duplication of Projects should be avoided</li> <li>• Students encouraged to make use of external resources</li> <li>• Teachers should encourage students to take up projects in tune with emerging national and global trends and relevant to local needs</li> </ul>
	Internal assessment – components – Uniqueness	Yes	<ul style="list-style-type: none"> <li>• Assignments, Seminar, Attendance, two CATs</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate steps to conduct one internal test on e-platform</li> <li>• Department level Question bank</li> </ul>
	Student support – remedial coaching	Yes	<ul style="list-style-type: none"> <li>• A system is working in all the teaching departments for remedial teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Remedial classes to be made more systematic</li> <li>• Advised to undertake perfect documentation of the remedial classes</li> </ul>
	Parents meeting – evaluation of student's progress	Yes	<ul style="list-style-type: none"> <li>• PTA meeting is organized regularly at Dept level and institutional level and discusses the progress of the students at the academic and extra academic levels</li> </ul>	<ul style="list-style-type: none"> <li>• It seems to be an effective mechanism. The PTA to liaison between the college and the parents for disseminating up to date information of courses, curricula,</li> </ul>

				and student progress. <ul style="list-style-type: none"> <li>• Departments should ensure to update the parents about the courses.</li> </ul>
	Feedback from students	Yes	<ul style="list-style-type: none"> <li>• Both Course and Programme Feedback is collected from the students</li> </ul>	<ul style="list-style-type: none"> <li>• The practice is found to be good and productive</li> </ul>
	Steps taken on the feedback	Yes	<ul style="list-style-type: none"> <li>• The feedback is analyzed, and arrived at findings.</li> </ul>	<ul style="list-style-type: none"> <li>• The practice is found to be good and contributory</li> </ul>
Faculty Profile	Projects completed / on going	Yes	<ul style="list-style-type: none"> <li>• 3 major research projects</li> <li>• 4 student projects</li> </ul>	<ul style="list-style-type: none"> <li>• More funded research projects are needed</li> <li>• The teachers to be encouraged to take up major research projects</li> <li>• IQAC to introduce specific programmes to motivate and train teachers for submitting proposals to various external funding agencies.</li> </ul>
	Seminars / conferences attended	Yes	<ul style="list-style-type: none"> <li>• 110</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to be encouraged to participate in more number of National and International Seminars/ Conferences</li> <li>• Teachers are to be made aware of the Funding sources for participating in International Seminars</li> <li>• The college may introduce incentive system for those who participate in seminars discussing the recent trends in their respective Academic fields</li> </ul>



	Papers / articles / books published	Yes	<ul style="list-style-type: none"> <li>• Papers in UGC Peer CARE listed Journals: 26</li> <li>• Books: 11</li> <li>• Seminar Presentations: 16</li> </ul>	<ul style="list-style-type: none"> <li>• It seems that the number of quality publications is low. Teachers to be more involved in making quality publication</li> </ul>
	FDP / RC / OC / Training Program / Workshop	Yes	<ul style="list-style-type: none"> <li>• FDP: 4</li> <li>• Orientation Course: 4</li> <li>• Refresher Course: 6</li> <li>• Online Refresher course: 7</li> <li>• Short Term Course: 1</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC to take initiative in giving proper awareness to teachers for updating their knowledge, mainly by involving in online refresher and orientation courses</li> </ul>
	Preparation of E-learning materials / Content	Yes	<ul style="list-style-type: none"> <li>• Power point presentations have been created and have been uploaded in the college website</li> </ul>	<ul style="list-style-type: none"> <li>• E-contents to be developed department wise and module wise</li> <li>• Students should be motivated to take up courses in online platforms such as Edx, Coursera, Swayam</li> <li>• Teachers to be encouraged to develop course content in Swayam Platform</li> <li>• Teachers should make use of the online Refresher courses</li> <li>• Media room should be explored to give students exposure to virtual learning</li> </ul>
	Acted as resource persons	Yes	<ul style="list-style-type: none"> <li>• A good number of teachers are acting as resource persons in academic and research programmes organized by external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers should be encouraged and given opportunities to share their expertise in their respective domains</li> </ul>
	M.Phil. & Ph. D awarded	Yes	<ul style="list-style-type: none"> <li>• Fourteen (14) M. Phil awarded</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory</li> </ul>
Profile of Students	Demand ratio	Yes	<ul style="list-style-type: none"> <li>• 15.31</li> </ul>	<ul style="list-style-type: none"> <li>• Publicity through advertisement and local network</li> </ul>

	(Applications received V/s Sanctioned Strength)			<ul style="list-style-type: none"> <li>Strengthening the activities of the Placement Cell to attract prospective students</li> </ul>
	Students involvement in extra-curricular & Co-curricular activities	Yes	<ul style="list-style-type: none"> <li>Students involvement in extra-curricular &amp; Co-curricular activities is not up to the mark</li> </ul>	<ul style="list-style-type: none"> <li>Spot the talent and provide training.</li> <li>Give financial assistance through PTA.</li> </ul>
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	<ul style="list-style-type: none"> <li>Most departments have conducted study tour and IVs in tune with their curriculum</li> <li>Internship made compulsory at the PG level</li> <li>Students of Polymer Chemistry did a seven day internship at CFSC Changanasseri</li> </ul>	Log book should be maintained at the institution where the students undergo internship as to monitor their attendance and performance
	Achievements	Yes	<p><u>Arts</u>: At the University level, <b>Seven</b> students have won prizes.  I prize: 1  II Prize: 2  III Prize: 4  At the Institutional level, <b>38</b> students have won different prizes in the College Arts Festival.</p> <p><u>Sports</u>: At the University level Five students have won prizes.  II Price: 3  III Price: 2  One student represented Kerala University at</p>	<ul style="list-style-type: none"> <li>Identify the latent talents of the students and encourage the students to participate in extracurricular activities.</li> </ul>

			<p>the Inter-University Athletic Meet</p> <p><u>Competitive Examinations:</u>  16 students qualified UGC-NET  2 students qualified SET  3 students qualified GATE  6 students entered State Government service  2 Students qualified IELTS  9 students qualified K-TET</p>	
Infrastructure in the College	No. of class rooms	Yes	68	<ul style="list-style-type: none"> <li>• It will be better to enhance the learning environments in the class rooms</li> </ul>
	No. of laboratories	Yes	22	<ul style="list-style-type: none"> <li>• The physical facilities of the laboratories have to be enriched</li> <li>• The equipments and experimental set ups in the laboratories have to be updated</li> </ul>
	No. of computers – for teachers	Yes	15	<ul style="list-style-type: none"> <li>• It is significantly low, but is negotiable since the majority of the faculty in possession of any of the ICT modules</li> </ul>
	No. of computers – for students and research scholars	Yes	180	<ul style="list-style-type: none"> <li>• Satisfactory</li> <li>• Recommended to enhance the number of modules, since the institution is moving with a strong online platform strategy</li> </ul>



Activities of the College	MoUs signed	Yes	• MoUs – 4	• Recommended to sign more Functional MoUs with industries/firms/associations in and around Kollam
	Consultancy	Yes	• Consultancy: Limited to some departments	• Recommended to identify the areas
	Collaborations	Yes		• Recommended to identify the areas
	Association Meetings	Yes	• Association Meetings: NIL	• Recommended to identify the areas
	Conference / Seminar / Workshop conducted	Yes		
	Extension Activity	Yes		
	Interaction with Industry / Research Centres / Educational Institutions	Yes		
	Newsletters / Magazine	Yes	• Magazine: Mathematics, English, College Magazine • Newsletter: IQAC	• Annual newsletters to be published by the departments
	Placement	Yes	• Off campus placement: 51 • Self employed: 97	• Take serious efforts to promote on campus placement