



# **MORNING STAR HOME SCIENCE COLLEGE**

**ANGAMALY SOUTH P.O., KERALA - 683573**

**(Affiliated to Mahatma Gandhi University, Kottayam & Reaccredited by NAAC with A Grade)**



**Report of the Academic and Administrative Audit  
2016-2017**

## **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**2016-2017**

The self-study report for the audit was prepared by each department of the institution at the end of every academic year. The self-assessed reports were submitted to the Internal Quality Assurance Cell (IQAC). The auditing was conducted as internal. Based on the self-study report and the recommendations given by the auditing panel, the IQAC cell had prepared a detailed report. The auditing panel includes:

1. Principal of the College : Rev.Dr.Sr.Alphonsa M.K., CSN
2. Educational Councillor : Rev.Sr.Pushpa .,CSN
- 3 IQAC Coordinator: : Dr.Laisa Thomas

The details of the self-study report and the recommendations given by the auditors are furnished below:

### **General Observations**

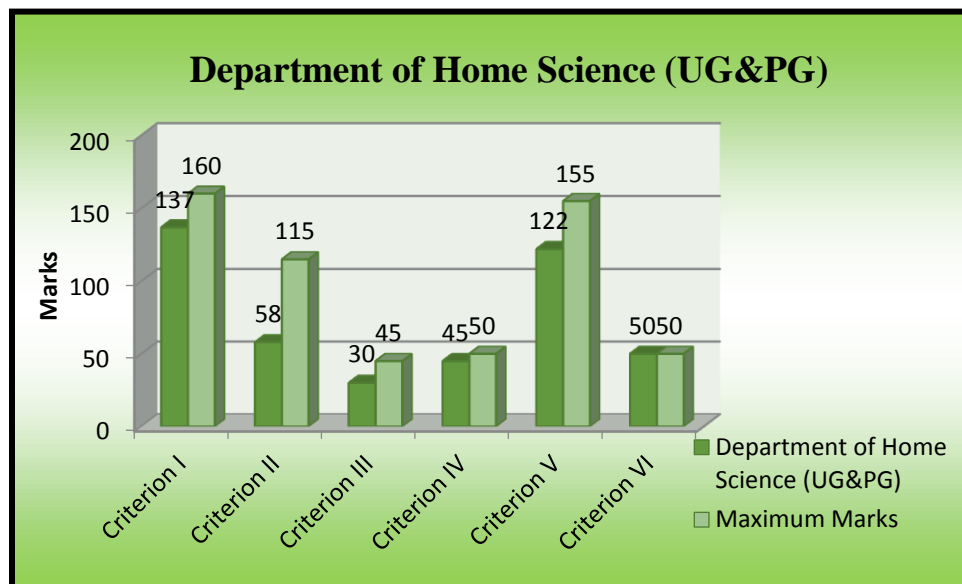
1. The institution's location near the highway makes it easily accessible to the stakeholders.
2. The institution aims at the holistic development of women and enables them to be an asset to the family and society.
3. The institution takes effort to mould women as prudent scholars while they adhere to the concept of service to family and community.
4. As part of the management's vision for the comprehensive progress of the institution, activities are planned and executed according to the annual action plans.
5. The vegetative cover in the institution and the sustainable development initiatives promoted and executed by the institution makes the institution a true ecofriendly campus.
6. A well-equipped and ergonomic friendly designed office optimizes the administrative work of the institution.

7. The institution focuses on the development of the society as a whole and implements altruistic initiatives for the betterment of the society.
8. The College should frame policies for its proper functioning.
9. Qualified faculty members with good experience and sincerity are the valuable asset of the institution.
10. Students are informed of all the scholarships that they can avail and the management actively helps in securing the scholarships for the eligible students.
11. A computerized library with adequate number of well catalogued books and e-learning resources are one of the hallmarks of the institution.
12. Faculties used different teaching methods besides the chalk and lecture methods. They actively used interactive, computer assisted, experiential, participative, peer learning methods.
13. Faculties showed keen interest in improving their skill through attending orientation, refresher and short term courses. In addition to this a deep enthusiasm was observed by attendance in seminars of their respective discipline.
14. Tutorial, remedial and continuous internal evaluations on a regular basis augments the academic calibre of the students.
15. Effective teaching plan was maintained by the faculties. Proper mentoring measures are adopted by the faculties.
16. Students were given ample opportunities for extracurricular and extension activities.
17. Students feed back is collected by the department analysed the scores and suggestions, and necessary corrective measures were directed to the faculties.
18. Feedback from various stakeholders were collected and necessary changes and suggestion were implemented.
19. Department compares the present achievements with the previous one, which is an appreciable approach.
20. The regular publishing of international peer reviewed ISSN journal “Star Research Reach” is remarkable.

21. To support economically disadvantaged students, the institution has implemented the initiative of “Save a Star”. The institution also provides freebies to help students belonging to the economically weaker sections of the society.
22. Scholarships, proficiency and endowment prizes help students to stay motivated.
23. Community services are carried out by the college through the NSS. The Departments also provide classes and programmes that are beneficial to the community.
24. Focused and dedicated efforts were observed in the areas of extension and career guidance.
25. A strong IQAC with a vision of augmenting the quality of the institution, provides regular recommendations to implement various ideas.
26. Systematic and proper maintenance of proper documentation is required. Website updating should be appropriate with UGC and NAAC requirements.
27. Student enrolment is adequate.
28. Additional certificate and add on courses may be started. It must be published in the website.
29. Appropriate documentation of each record should be maintained and verified by the authorities.

## Department-wise comments:

### Department of Home Science



### Observations

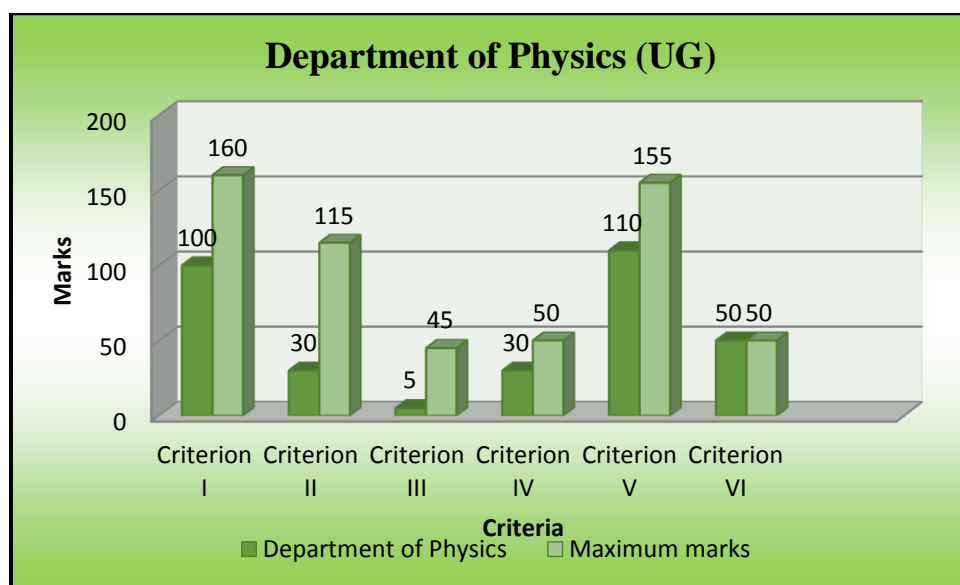
- The Department offers an aided undergraduate programme in Family and Community Science and an aided postgraduate programme in Community and Family Science. The six permanent and highly qualified faculty members actively involves themselves in the teaching-learning process.
- Out of the six permanent faculty members, two faculty members are PhD holders.
- The faculty members possess adequate publications and are actively involved in research activities.
- The faculty members are actively engaged in community education as resource persons and imparts valuable knowledge for the betterment of the community.
- The Department has applied for a Research Centre.
- The Department organises various programmes for the students to keep in pace with the recent developments and trends in the discipline of Home Science.
- Faculty members are involved in UGC funded minor research projects. UGC Sponsored National seminars are also conducted by the department.
- Students paper publications in national seminar proceedings is remarkable.

- Extension and extra-curricular programmes were conducted.
- Association activities are adequate and excellent.
- The results of PG and UG programmes were found to be good and students are often university rank holders which is suggestive of a commendable academic performance of the Department.
- The supportive activities are excellent.
- Certificate course offered by the department helps them to pursue a course with career prospects.
- The Department often conducts student mentoring and provides adequate counselling.
- The Department also has a biannually published inter-intra disciplinary peer-reviewed journal.

### Suggestions

PG students can be provided with NET coaching and coaching for competitive exams. Home Science Training Programmes can be conducted by the Department. Department can also send proposals to other funding agencies.

### Department of Physics



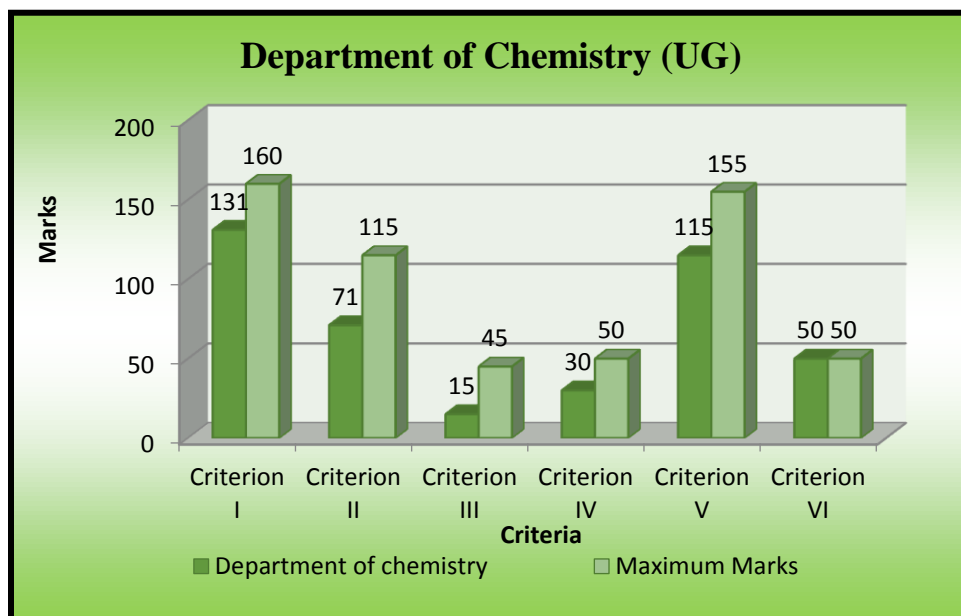
## **Observations**

- The overall scores are good but more focus can be given to consultancy and extension areas.
- Teachers resort to most of the teaching methods, and do keep pace with the recent trends in the discipline.
- Students are given remedial coaching to improve their performance.
- Seminars with sponsorships were organized, by proper utilization of funds from agencies.
- Various activities were organized by the Physics association, which was focused on students.
- Excellent university results with rank is suggestive of the commendable academic performance of the Department.
- Students excelled in studies and progressed to higher studies.
- Certificate courses offered were relevant to meet the career needs of students.

## **Suggestions**

Soft skill courses may be conducted for the students. Faculty should involve in publishing articles in reputed journals and motivate students to do the same. Faculty members can apply for minor research projects. A total improvement in the area of consultancy is needed. Extension activities for students may be encouraged. The Department must have active MoU's.

## Department of Chemistry



### Observations

- The teaching and learning process was found to be effective.
- The soil consultancy gives an opportunity to experience and learn. Implementation of soil test for the benefit of the community is an activity that is highly appreciated.
- The Department has acquired funding from agencies for organizing seminars and for the observance of national/ internationally important days.
- Students' excellence in academic and extracurricular activities is suggestive of the focussed effort put forth by the faculty members and the students.
- High percentage of B.Sc. results shows the excellence in academic performance and half of the total student strength progressed to higher studies.
- Additional skill development programmes are good.

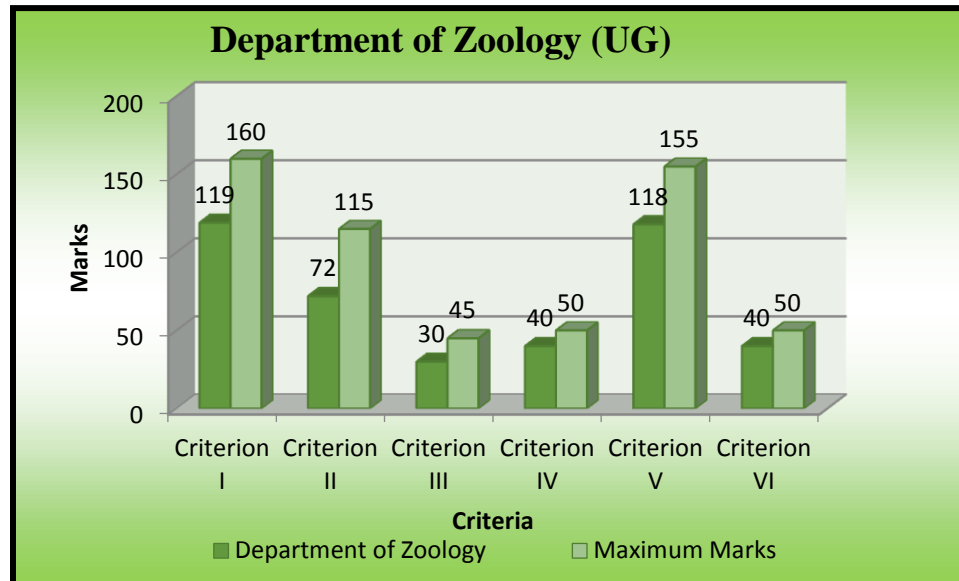
### Suggestions

The department has high potential for development. Publication of research articles by faculty members and students must be encouraged. Faculty members can apply for minor research projects. Faculty members and students must attend seminars which will help in



enhancing their academic calibre. Students may be given orientation regarding career prospects and competitive exams.

## Department of Zoology



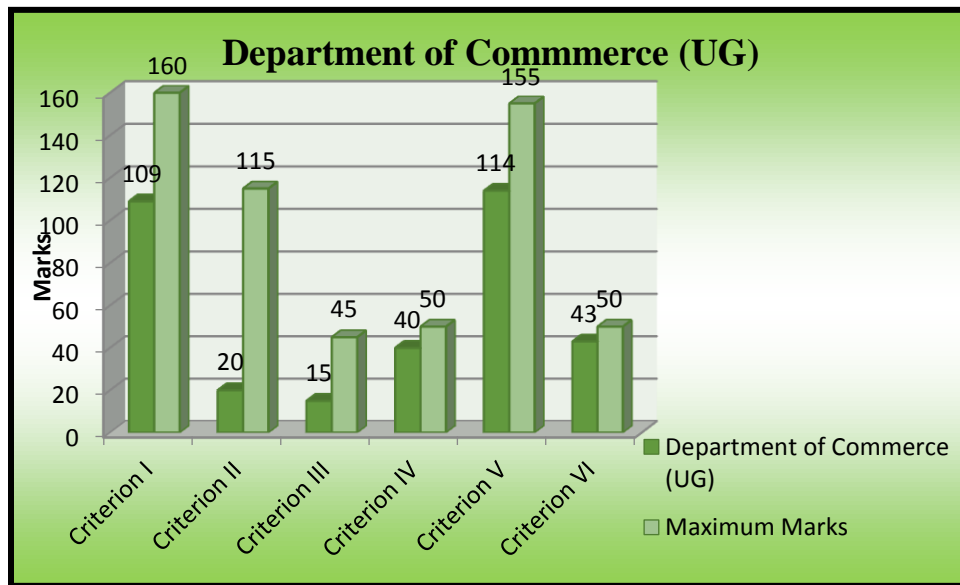
### Observations

- Teaching-learning was found to be effective with excellent academic results and positions in the university examination.
- Students and faculty members have attended seminars and a considerable number of publications were presented.
- Faculty members have served as resource persons for various programmes.
- As part of enhancing skill, the students had done a commendable work in preparing the manuscript bio mirror.
- A variety of training programmes and field visits were provided for the students to maintain and augment their expertise in the discipline.
- Funds were granted by agencies to conduct seminars and to observe nationally/internationally important days.
- The Department is also actively involved in sustainable development activities like generating vermin compost and vermiculture, also they give consultancy of the same.
- A number of students have progressed to higher studies.

## Suggestions

Require more faculty members in the Department. Functional MoU's can be signed with reputed industries and organizations for various programmes.

## Department of Commerce



## Observations

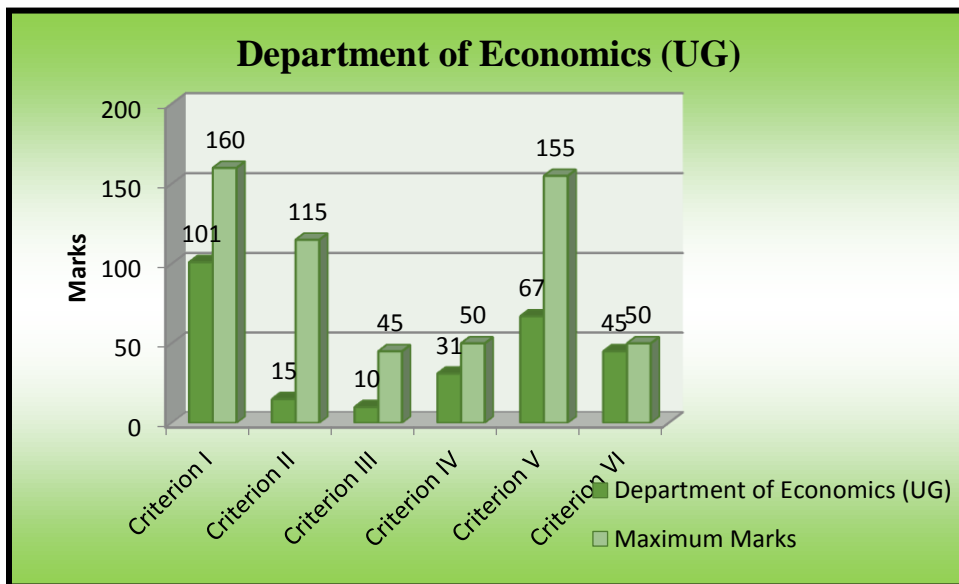
- Student oriented teaching-learning activity is good. Faculty members regularly attend seminars.
- Certificate course on tally provides the students with an opportunity to improve professionally.
- To keep in touch with the recent trends in the discipline, students were given seminars and lectures on financial literacy helped in empowering the students. The seminars on demonetization helped the students to understand the changes in financial markets.
- Research article publications by faculty members is appreciated.
- MoU's have been signed for conducting tally courses.
- Students' participation in all extracurricular activities embodies the high spirits of the students.

- The students' excellence in academics is revealed in their results. Most of them proceeded to higher studies and some went for placement.
- Faculty members are also involved in various administrative activities, committees, clubs etc.
- Additional courses are an added advantage to the career growth of students.

### Suggestions

The Department may seek funding from various agencies to conduct seminars and research projects. More focus should be given to students' participation in seminars and student publication. Consultancy programmes can be initiated. The Department shows excellent performance and has the potential for further development.

### Department of Economics



### Observations

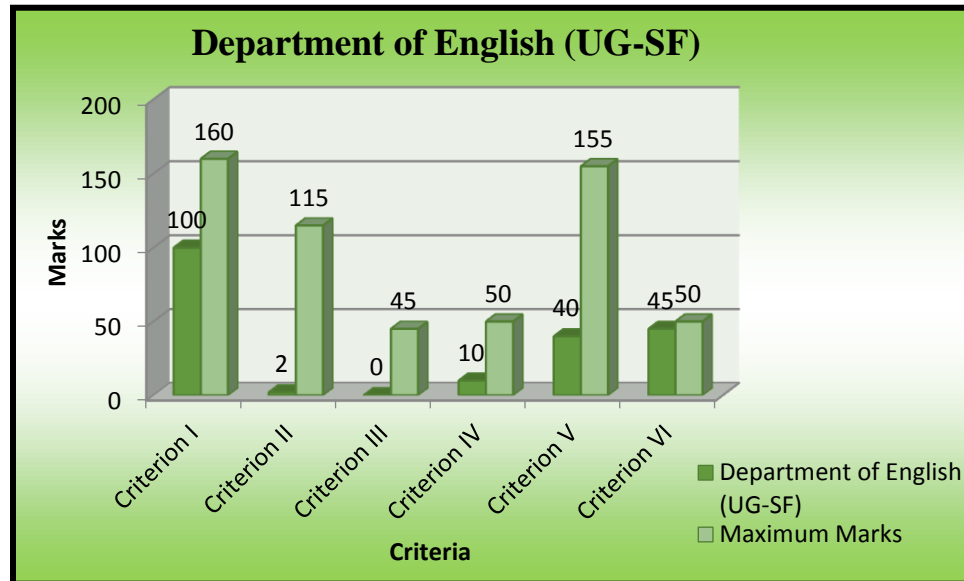
- Teaching-learning aspects were found to be good and Faculty members have attended subject related seminars.
- To create awareness about economic changes, seminar and discussions on budget analysis was conducted by the Department.

- The Department places a special importance to charity and the extension activities carried out by the Department includes frequent visits and donations to the disadvantaged people of the society.
- Students actively participated in all extra-curricular activities.
- The Department organized lectures on different topics and had also conducted international seminars.
- Association activities were found to be adequate, and various cells and clubs functioned actively in the Department. The Department had the charge of AICUF, Human Resource Development Cell and ED clubs.
- Students progressed to higher studies and placement.
- Certificate course on research methodology is offered by the department. Students are actively engaged in supportive activities.
- Faculty members have motivated students to initiate and conduct different programmes which has led to the enrichment of the organizing skills of the students.

### **Suggestions**

The Department can request for funding from different agencies for seminars, research projects etc. Students may be encouraged to take part in seminars and do presentations and publications in their respective field. The overall outcome of the Department is excellent.

## Department of English (Self Financing)



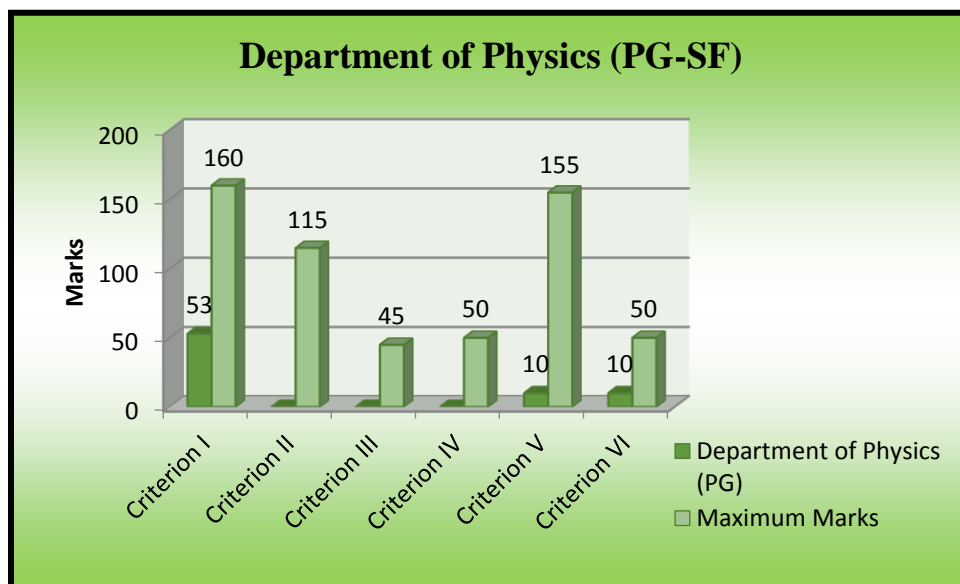
### Observations

- Computer aided learning was promoted among the students.
- Creative skills were enhanced by providing opportunities to develop manuscript magazines, blogs and classroom activities.
- Innovative teaching with the help of film shows and videos are also commendable.
- Faculty members have published research articles in journals.
- The Department has implemented extracurricular activities such as morning tweets, blogs, awareness class, cynosure etc. in an organized manner.
- Certificate courses were also provided for the students.

### Suggestions

The department is self-financing, hence there is lack of permanent faculty members. However, the existing faculty members are qualified and has high potential. The Department is in its budding stage with results yet to be declared. The Department must initiate steps for students' presentations and publications. Seminars, workshops and MoUs are essential for the Department. Students can be given career guidance.

## PG Department of Physics (Self Financing)



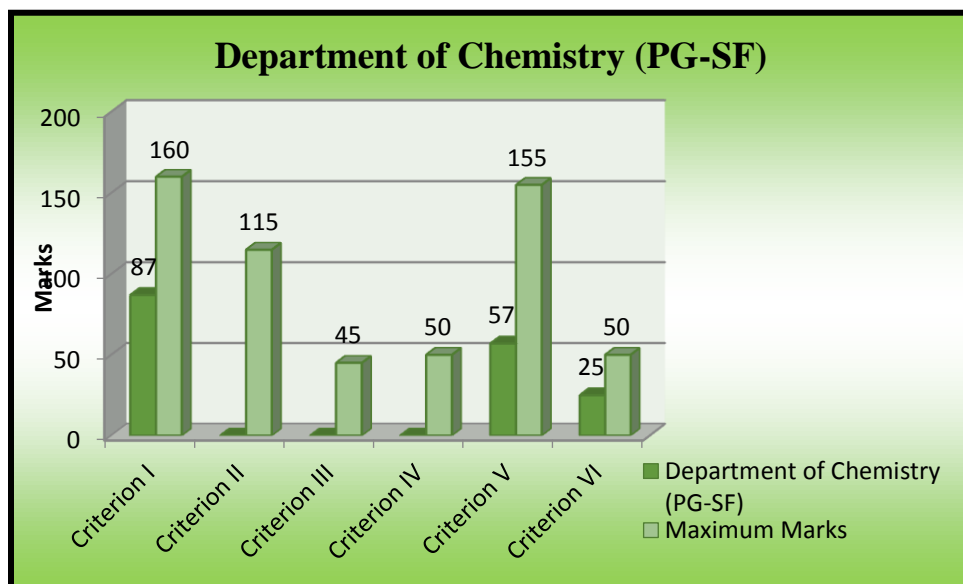
### Observations

- Teaching-learning activities were found to be excellent with 75% of results.
- Well-equipped lab and staff with excellent skills is an advantage to the department.

### Suggestions

The Department is self-financing, so the lack of regular staff is a handicap. However, in spite of this the Department has produced good academic results. The Department need to focus more on research as it is a Postgraduate Department. Students and faculty members can attend seminars and publish papers to keep in pace with the recent developments in the discipline. The Department can sign MoUs with reputed organizations. The Department can seek aid from funding agencies for future development.

## PG Department of Chemistry (Self Financing)



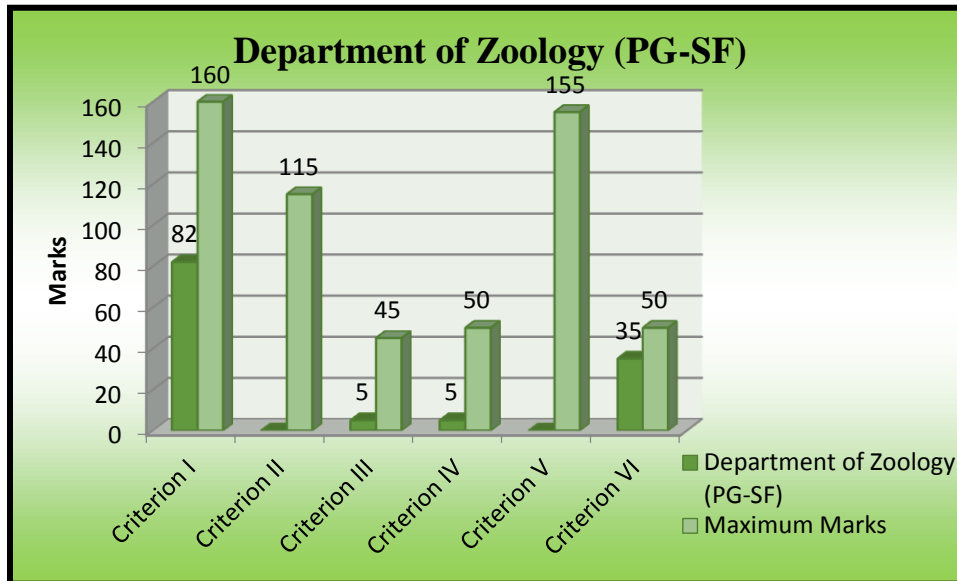
### Observations

- The Department has produced excellent academic results.
- The teaching-learning resources are used efficiently.

### Suggestions

The Department is self-financing and hence the regularity of faculty members must be ensured. More skill development and consultancy programmes can be initiated. Resources for development can be generated with the help of funding agencies. Scientific publication by both faculty members and students are required. The Department can develop and maintain linkage with other institutions. Career guidance programmes can be organized by the Department.

## PG Department of Zoology (Self Financing)



### Observations

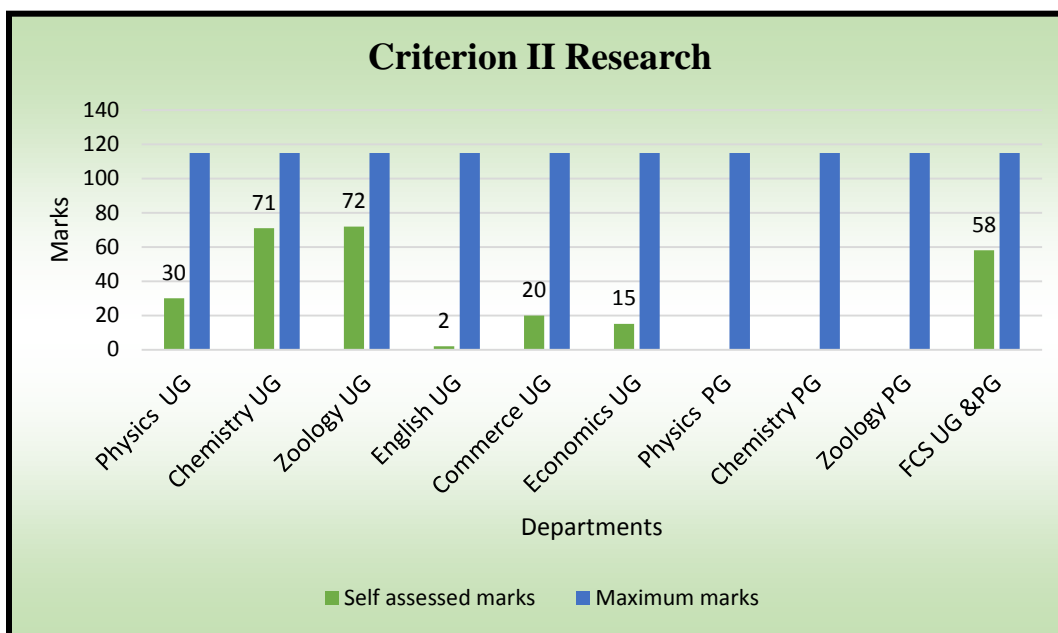
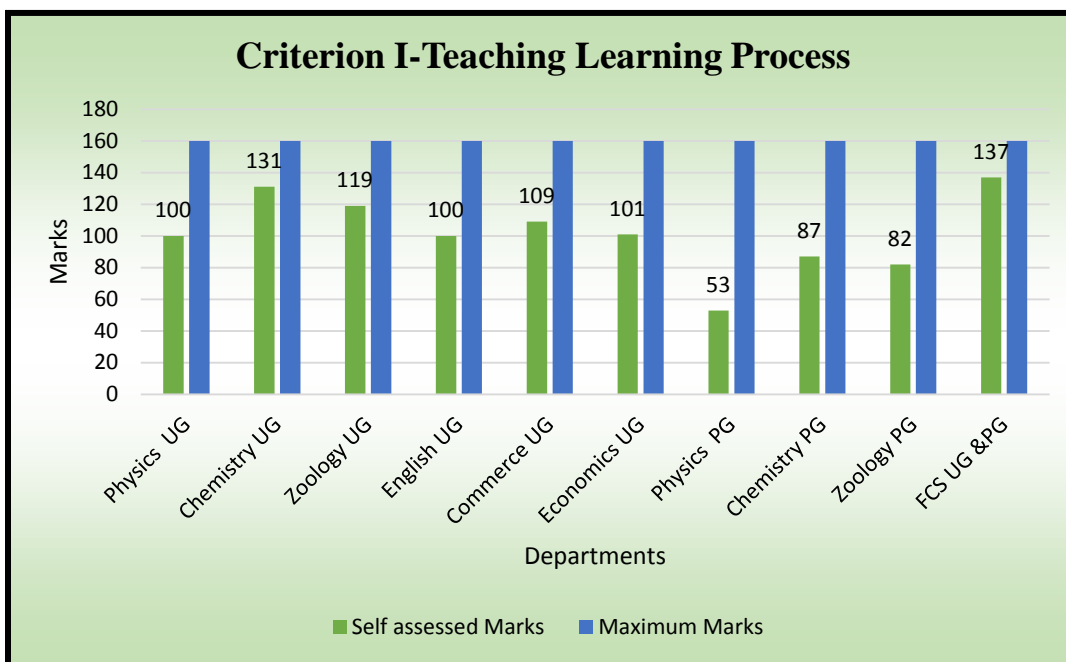
- The Department's pragmatic utilisation teaching-learning methods is much appreciated.
- Regarding academics, the Department have ensured regular studies through continuous evaluation and by the implementation of remedial teaching.
- The results reveal the potential for development of the Department. Teachers take sincere efforts to reduce the number of dropouts.
- The student progression of the Department cites placement as a more popular choice among the students.
- Supportive activities for students were found to be good and effective.

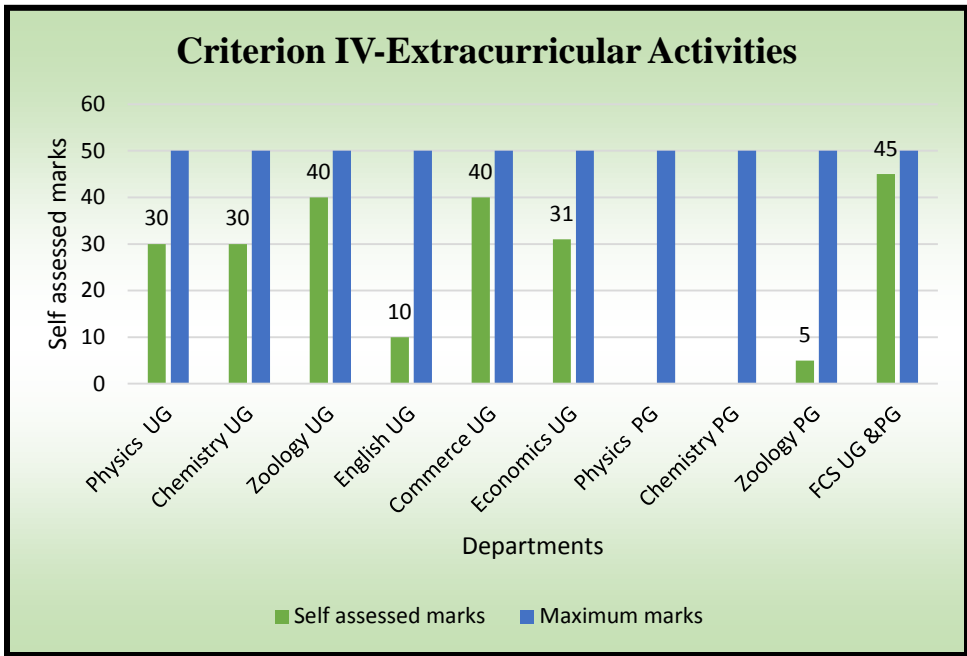
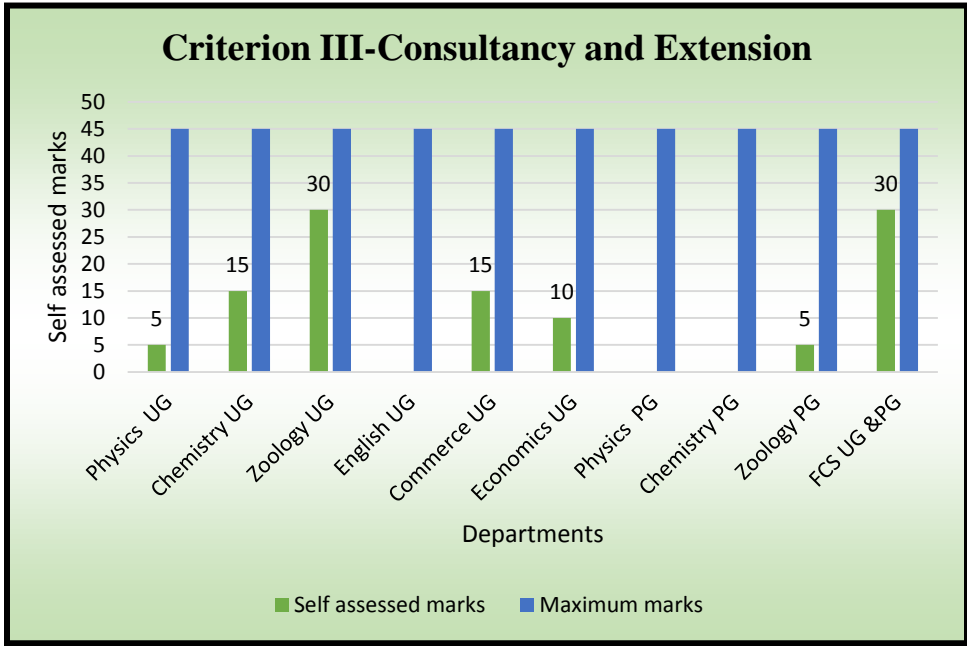
### Suggestions

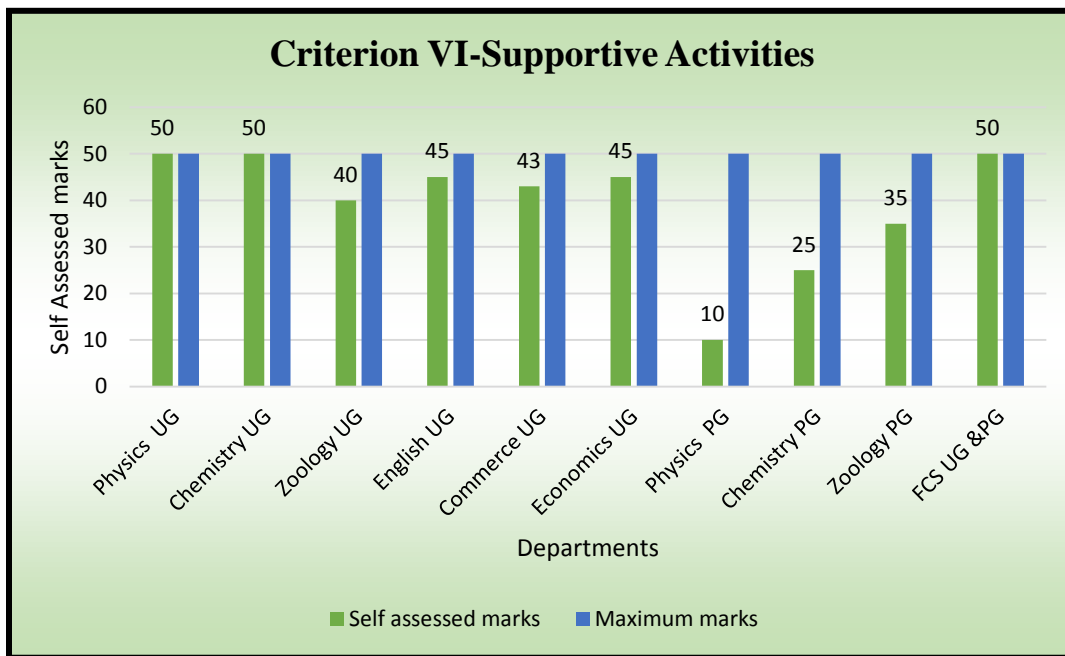
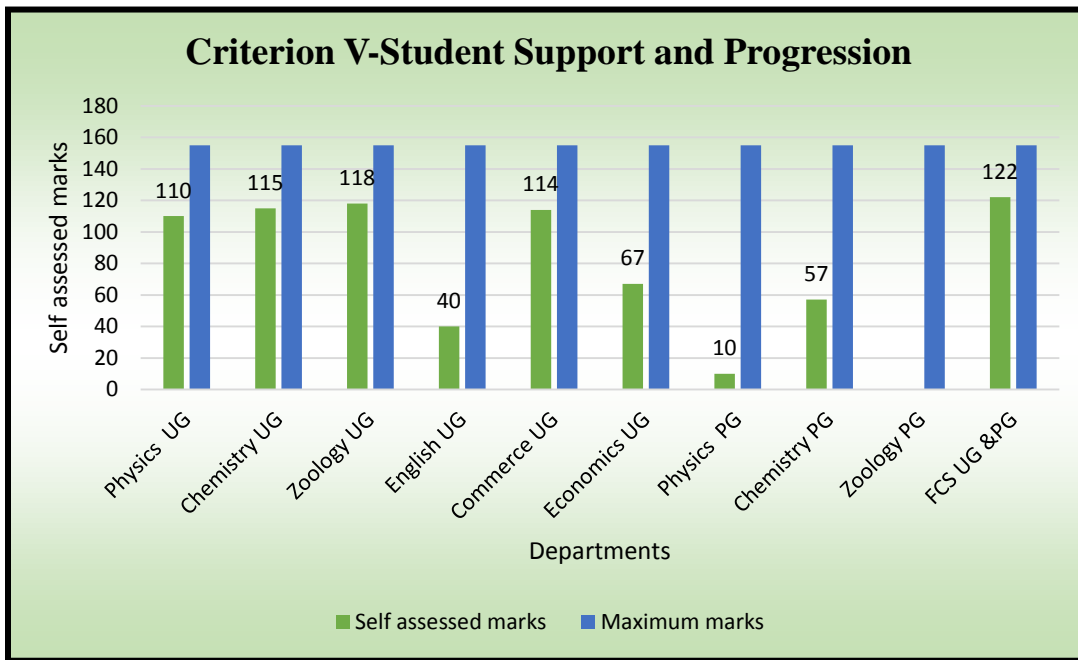
Students and faculty members can attend seminars and workshops to keep in pace with the recent trends in the discipline of Zoology. The faculty and students must focus on publishing research articles in reputed journals. The Department must secure funding for conducting seminars and projects. Students can be motivated to actively participate and organize extension activities. Students can be given additional coaching to prepare for competitive exams.



The histogram shown below is findings by IQAC based on criterion- wise and department wise analysis







The report was audited by:

1. Principal of the College : Rev.Dr.Sr.Alphonsa M.K., CSN 

2. Educational Councillor : Rev.Sr.Pushpa .,CSN 

3 IQAC Coordinator: : Dr.Laisa Thomas 