



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
2017-2018**

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2017-2018

Self study report format for academic and administrative audit was provided to the head of the departments by IQAC. The department can assess own its own and submit the completed document to the IQAC. The self-assessed reports were analysed by a panel suggested by the Internal Quality Assurance Cell. The Audit for the current academic year was conducted as internal. Based on the self study reports submitted by the department, suggestions and recommendations were given by the panel of auditors. The auditing panel comprises of:

- 1.Principal of the College : Rev.Dr.Sr.Rosily A.V.
2. Educational Councillor : Rev.Dr.Sr.Alphonsa M.K., CSN
- 3 IQAC Coordinator: Ms.Shiny K Ittiachan

The general observations and recommendations of the expert panel and detail report is furnished below:

General Observations

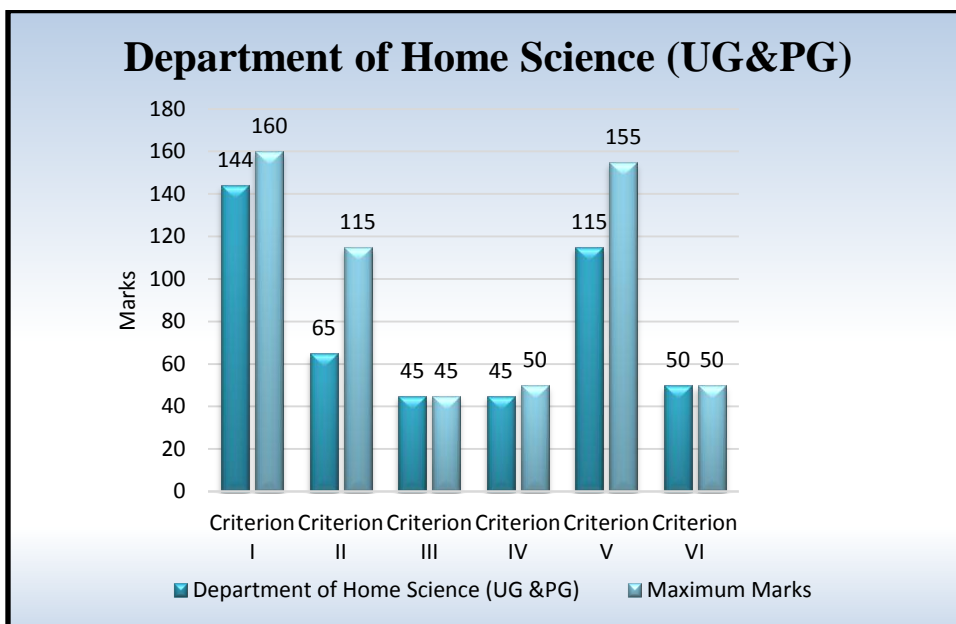
1. The institution is located in Nedumbassery gram panchayath area and the airport can be accessed easily.
2. The institution celebrated Golden Jubilee year with variety of activities. College stands with the crowning glory of A Grade in its third cycle of accreditation. Institution planned its jubilee activities along with department wise jubilee programmes.
3. Primary aim was to get sanction for research centre in Home Science, the department was elevated to PG and Research department during December 2017. This was the 2nd Research centre in Kerala.
4. College received the Consumer protection award for best college.

5. NSS unit of the College received award of honour from Indian Medical Association and Regional blood bank for organising repeated blood donation camps. Also won the award for the university level performance of NSS unit.
6. Faculties received awards in different categories, appreciation for NSS programme officer, distinguished leader in Science and Honorary D.Litt.
7. The ambience of the institution is apt for the overall development of a student.
8. The Management, Principal, faculty members and students work in harmony by abiding to the rules and regulations of the institution.
9. Well-equipped classrooms and laboratories help in the proper functioning of the institution.
10. Faculty members are highly qualified and a considerable number of them have doctoral degrees.
11. The IQAC team designs the framework of the various academic, extra-curricular and extension activities of the institution and takes adequate steps to implement it appropriately.
12. An action plan is prepared for each year and is implemented with the help of the various Departments of the institution.
13. Excellent and highly qualified faculties were added to the College.
14. Students were informed of scholarships which is applicable to them and college office helped them in securing it.
15. Library was well equipped with books, eBooks, and online resources. The computerised library offered students easy access to books.
16. Tutorial, mentoring, remedial and continuous internal evaluation helped the students to secure good grades in studies.
17. Additional Skill Acquisition programmes on Diet Assistant and Fashion Designer Course was started.
18. Faculties adopt all possible measures for effective teaching.
19. Regular Parent Teacher Association meetings were conducted to get recommendations and suggestion from its stakeholders, and necessary measures were adopted.
20. College were honoured to have blessed with Ranks at UG and PG level.

21. Faculties prepares Course plan and provides the students with effective types of learning methodologies. Collects feedback from students and adopt corrective measures accordingly.
22. College publishes “Star Research Reach “an international peer reviewed journal which promotes and gives platform for young researchers.
23. The college observes all important national days, provide ample opportunities to organise activities.
24. Fresher’s day, Talents Day, Kerala Piravi Feast Day of Principal which help in exploring the creative and organisational talents and skills of students. .
25. “Share a meal” programme cherish the nobleness in the minds of students to care for the needy.
26. “Save a Star” an unique platform where students help their fellow classmates who are in need.
27. Different clubs provide ample opportunities to polish the talents in students. Jhankar beats, Niharam, Quiz, Vibgyor, Human resource development club, Akshajam club, Fitness club, Fitness circle are the clubs in which students were members.
28. Incitement programme emphasized the importance of value based education among students.
29. Women cell and Youth Red Cross are active in the campus.
30. Career guidance cell coordinates the placement and career related activities.

Department wise observations and suggestions

Department of Home Science



Observations

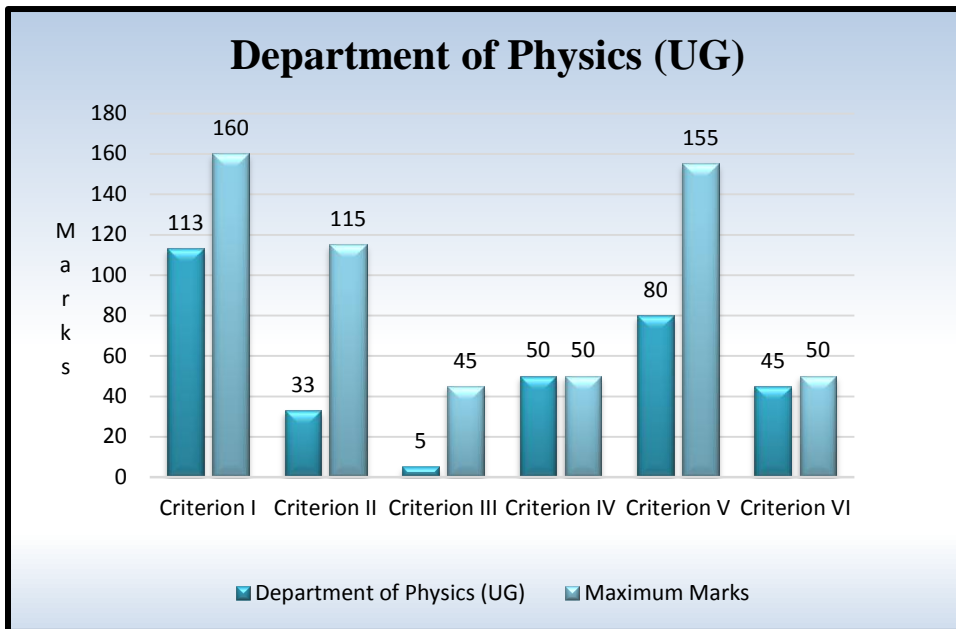
- All the faculty members in the Department are permanent which makes it advantageous for the Department.
- The teaching-learning methods were adequately utilized by the faculty.
- In addition to the continuous evaluations, the seminars and assignments helped students to achieve better results.
- Faculty members and students attended seminars and a majority of the faculty members were invited as resource persons for various academic programmes.
- Certificate course in fashion technology for students and “Grahadarshan” for senior secondary students are two programmes that attract students to the discipline of Home Science.
- Subject related programmes conducted by the Department includes Tipioka fest, financial literacy etc. The aforementioned programmes were useful in cultivating interest in the discipline of Home Science.
- Faculty members and students have an appreciable number of research publications.

- The Department's recognition as a research Centre will be a stepping stone for authentic research and innovation in the discipline of Home Science.
- Ample number of career guidance classes were offered by the Department.
- The Department can do a lot of extension activities based on its subjects. Several Classes and workshops were conducted.
- The students are actively involvement in curricular and extracurricular activities and several students have secured remarkable achievements in sports.
- Faculty members have received international awards and D. Litt, which evidently symbolises the professionalism of the faculty members.
- Cent percent result in the postgraduate programme and excellent results in the undergraduate programme are exemplary achievements. The students of the Department were also able to secure ranks at the UG and PG level.
- Students were also able to crack competitive exams.
- Student supportive services of the Department were found to be excellent.

Suggestions

The Department may apply for funding from different agencies. A remarkable achievement of the Department is the research centre in Home Science. This will enable the department to reach greater heights in higher education. The students are given continuous evaluation. The extension activities were found to be more effective. The Department can design and initiate skill-oriented certificate courses.

Department of Physics



Observations

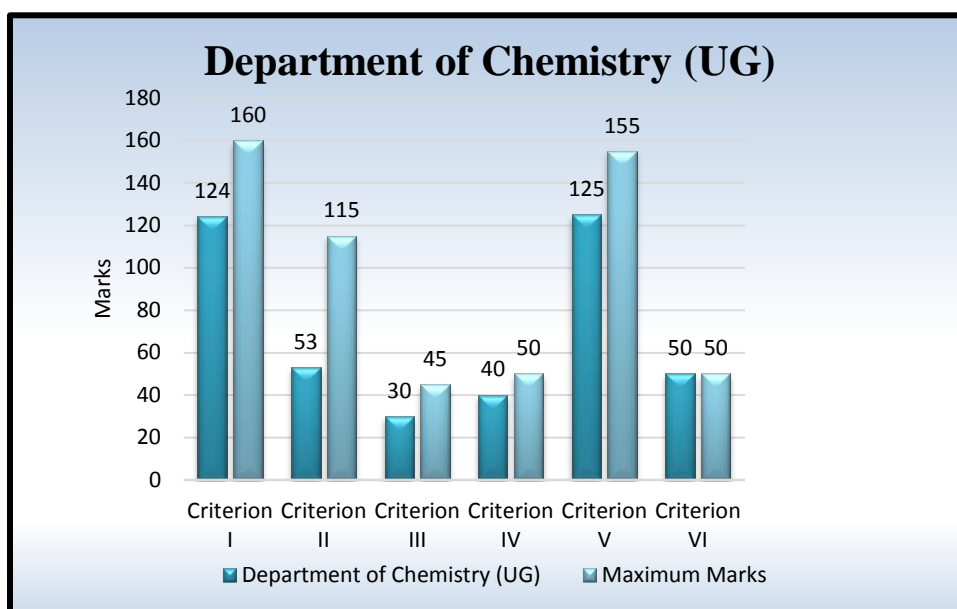
- Teaching-learning was found to be better with regular conduct of constant evaluation.
- Faculty members have published scientific papers, to keep in pace with the subjects the department organised science popularization programme.
- The Department has received funding from Governmental organization for the conduct of seminars.
- Career guidance classes organized by the Department helped the students to take judicious and appropriate decisions.
- Association activities of the Department were found to be excellent and this helped students to utilize their resources. All programmes were aimed at the wholesome development of students.
- Students actively engaged in extra-curricular activities, especially in sports activities.
- The Department secured funding for students' projects through SPYTiS by KSCSTE and has gained funds for the science popularization programme.
- Students were provided support for competitive exams and sufficient financial support was given to the students by the Department.

- As part of sustainable development, the Department has done a commendable work in organizing the LED assembling and soldering techniques workshops to develop the entrepreneurial skills of the students.
- Faculty members were involved with various administrative responsibilities.

Suggestions

The academic results were found to be satisfactory, so more focus should be given to academics. More attention should be given to research activities. Extension activities could be improved by motivating the students. Extracurricular activities were found to be excellent.

Department of Chemistry



Observations

- The Department has highly qualified teachers with PhD.
- Most of the teaching-learning methods were adopted by the department. In addition to the existing methods, the Department has also utilised the methods of problem solving, participative learning and peer group learning.
- The teaching-learning process involves class assignments, group discussion, seminars, quiz etc.

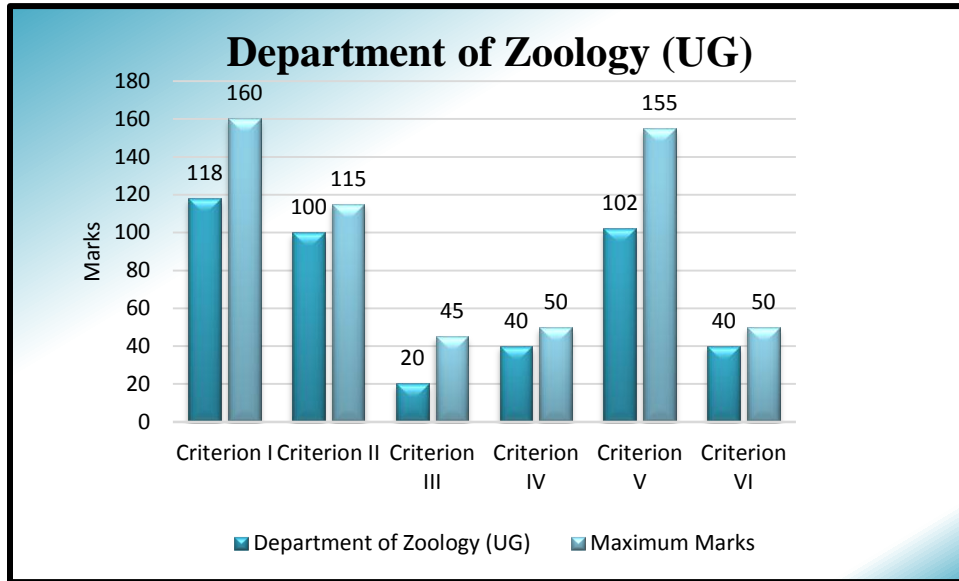
- Feedback mechanism was found to be excellent and analysis of the same was done effectively.
- Faculty members actively participated in seminars, workshops and organized various programmes for the students.
- Observance of World Ozone Day and World Wetland Day suggests the enthusiasm of the Department towards sustainable development.
- To keep in pace with the recent developments in the discipline and for enhancing entrepreneurial skills, skill development programmes on soap making and turning waste into useful products were conducted by the Department.
- Faculty members provided opportunities to be aware of the developments in their respective fields.
- Virtual labs organized by the Department was found to be effective.
- Faculty members have published a considerable number of research articles and students have secured funding from KSCTE for their projects. The Department has adequate funding from external agencies for various programmes.
- Consultancy on soil analysis is a remarkable feature of the Department.
- Sufficient number of extension activities were organized by the Department for the financially disadvantaged sections of the community.
- Partnership with NGOs and other institutions were undertaken by the department.
- Students were encouraged to participate and organize extra-curricular activities.
- Academic performance was found to be excellent with a pass percentage of 96.4% and students securing 4th and 7th position in the university examination.
- Students progressed to higher studies and secured admission in the prestigious institutions of the country.
- Supportive activities by the Department were found to be excellent.

Suggestions

MoU's may be signed with industrial partners to undertake projects and training. Since the faculty members are highly qualified with PhD holders, the Department can try to further develop their experience in research. Teaching-learning process is above average and the

Department can try to incorporate more efficient teaching-learning methods. Faculty members can also include experiential methods for teaching.

Department of Zoology



Observations

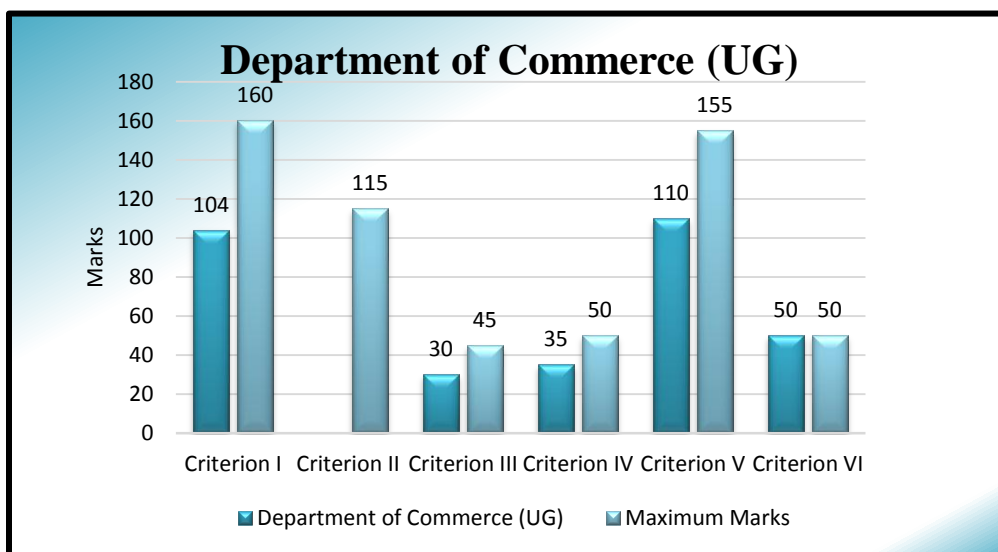
- The Department excelled in a majority of the criteria and faculty members regularly participated and conducted seminars.
- The faculty members were also invited as resource persons for various academic programmes.
- The Department offers awareness class and consultancy in vermiculture, vermin compost and training in aquaculture.
- Bio Mirror, a magazine published by the students of the Department is an exemplary initiative.
- The activities organized by the Department is in pace with recent trends in the discipline and provides more experience to students by way of field visits and seminars.
- The experienced faculty members of the Department have several publications to their credit. Students and faculty members also secured funding for their respective projects and for the conduct of seminars.
- Career guidance and counselling sessions were found to be exceptionally good.

- Faculty and students' involvement in extension activities needs to be appreciated, especially the conduct of medical camps and suchitwa bodhanam.
- Department was actively involved in extracurricular activities like sports and cultural activities.
- SCAWEP functions under zoology department which lays rules for cleanliness as well as conservation of energy and water. Association activities can be extended to the community.
- Excellent academic results embody the academic excellence of the department.
- Students were given adequate counselling.
- Faculty members were involved with the administrative responsibilities.

Suggestions

The Department performs very well, but the potential for future development is immense. The Department can help students to prepare for competitive exams. Additional certificate courses can be designed and organized. The Department can start consultancy services in aquaculture for the public.

Department of Commerce



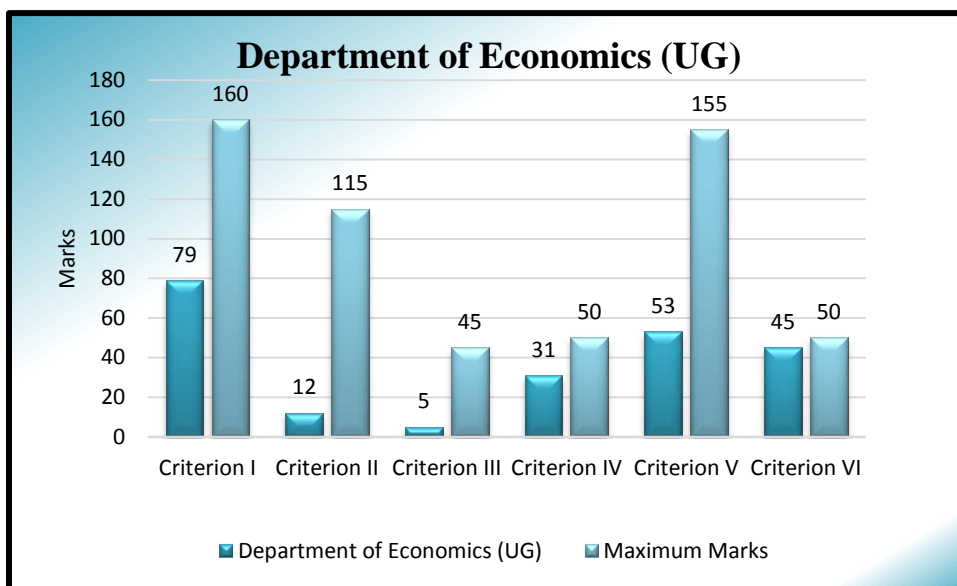
Observations

- The teaching-learning activities were found to be efficient and produced excellent academic results.
- The subject related courses conducted by the Department such as Tally and Diploma in GST were remarkable.
- Awareness classes were added features to keep students in touch with the recent developments in their subject field. Student presentations were also encouraged.
- Though the Department had its inception in 2014, the UG programme has an exceptionally high demand for admission.
- “Jhankar Beats” - Dance and Music club offered by the department functions well. Students actively take part in all the extra-curricular activities with good enthusiasm.
- Student progression to higher studies and employments reveals the good prospects of the programme.
- Additional courses were offered by the Department.
- Faculty members were actively engaged in the administrative work of the institution.

Suggestions

The performance of the Department in academic, extra-curricular activities were outstanding. However, the faculty participation in seminars and research publications must be improved. Addition of permanent staff will help in the development of the Department. The Department should find out the funding agencies in their field and secure funding for research/ academic activities. Consultancy services related to the discipline can be initiated. Coaching can be provided by the Department for competitive exams. Campus placements can be initiated.

Department of Economics



Observations

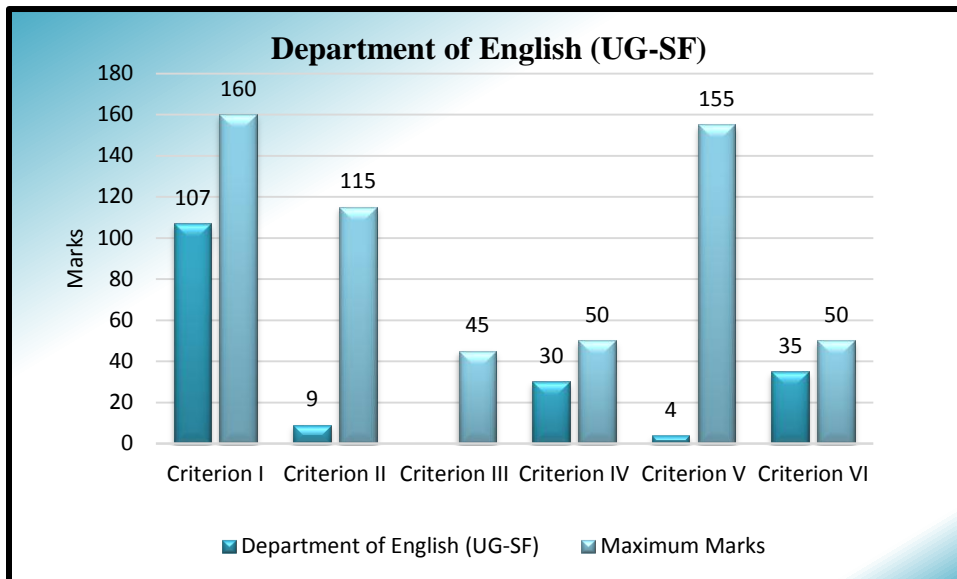
- The teaching-learning process was found to be effective due to the proper utilization of different teaching methods.
- Faculty members had actively participated in seminars, workshops and has published research articles in reputed journals.
- Career guidance classes were organized by the Department to empower and orient students.
- Students were motivated and given opportunities to participate in extra-curricular activities.
- AICUF and Human Resource Development club activities were coordinated by the Department.
- Academic results were good, and student progression indicates that while some students joined for higher studies, others opted for employment.
- Students' entrepreneurial skills were enhanced by providing the skill development programmes for them.

- Student supportive activities were also conducted to help students overcome obstacles in their academic life.
- The Department has organized a certificate course in research methodology.
- Faculty members were involved in the administrative and allied activities of the institution.

Suggestions

The Department requires a postgraduate programme and should put in efforts to get the same sanctioned. More subject related classes, budget analysis and discussions related to economic issues can be conducted. Skill development programmes can be provided for the students. Research projects and economic sources for funding should be identified and implemented. The Department can organize seminars and students can be motivated to take part in national seminars to present papers. The Department can sign MoUs and promote students to do internships.

Department of English (Self Financing)



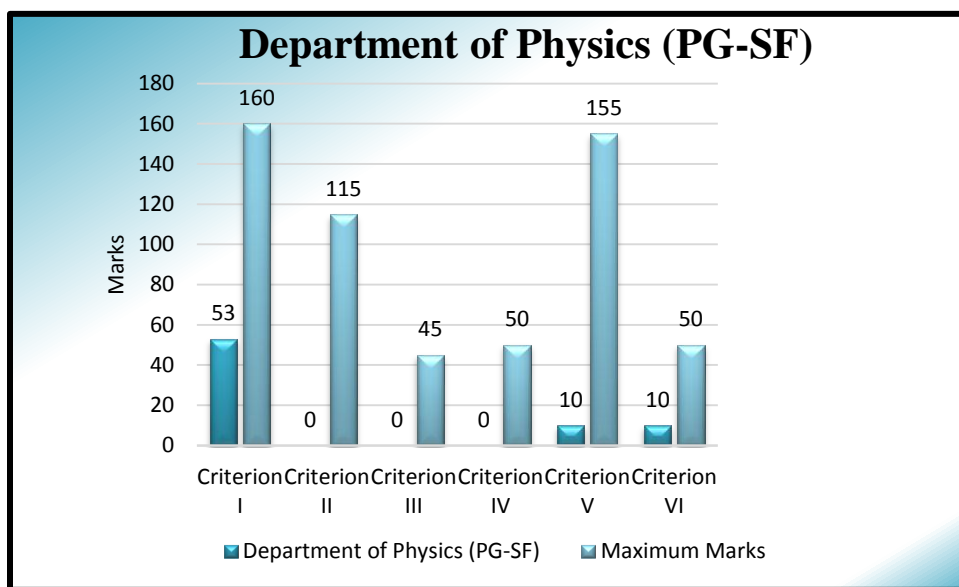
Observations

- Teaching-learning initiatives were found to be good. Computer aided learning was also practiced.
- Faculty attended and organized seminars related to their subject field and has published adequate number papers in reputed journals.
- The Department promotes soft skills through certificate courses like communicative skills in English, manuscript magazines and interdepartmental competitions.
- To keep in pace with the recent trends in language and literature, students were motivated to take part in intercollegiate workshops and “Cynosure” – a manuscript published by the Department.
- The Department has done a commendable work in giving special care to students who were slow learners through special classes, peer learning, question paper solving etc.
- Sports and academic activities were found to be good.
- Extra-curricular activities of students were excellent.
- Certificate course on Business English is an added feature of the Department.
- Activity oriented classes by the faculty members helped to identify the barriers in personality development.

Suggestions

Consultancy and extension activities must be given more attention. Despite the self-financing status of the Department, regularity of staff can be ensured. The Department may seek funding to conduct seminars. Need to focus and conduct career guidance programmes for students. Extracurricular activities were found to be good. Students excelled in academics with a student from the initial batch securing position in the university examination. In spite of being the first batch the Department was able to secure good results.

PG Department of Physics (Self Financing)



Observations

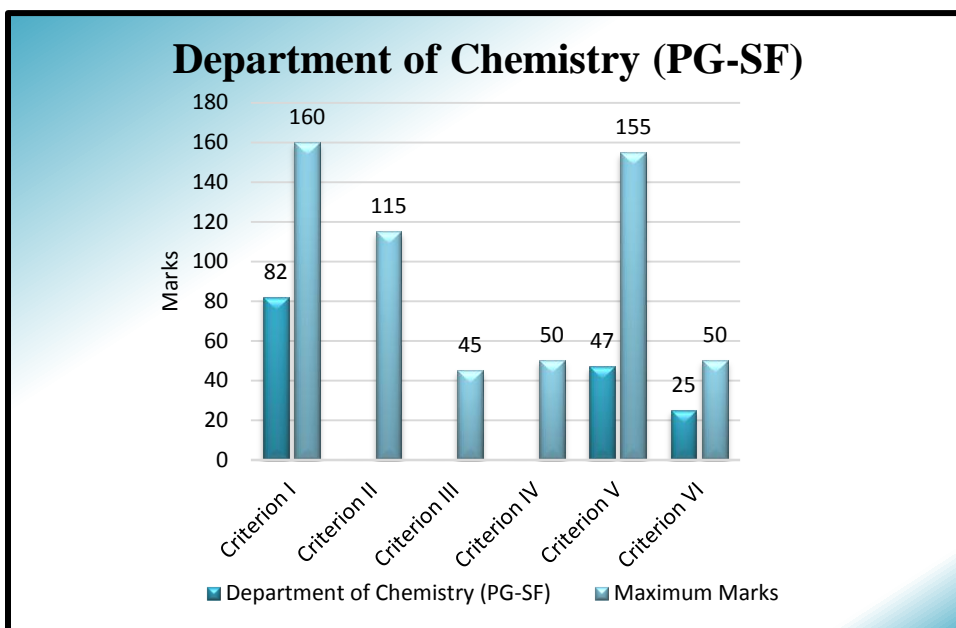
- The overall performance of the Department seems just satisfactory.
- Teaching-learning was found to be satisfactory.
- The Department produced good academic results.

Suggestions

Since the Department is PG self-financing, consistency of staff must be ensured. Research should be given more priority. Faculty members should adopt experiential teaching and computer aided learning opportunities for students. Special focus must be given to students to develop their potential. The Department should provide opportunities to develop their skill and extension activities must be provided. Student progression and supportive activities

needs more attention. Career guidance and counselling may be provided. Special attention should be given to the research, consultancy and extension.

PG Department of Chemistry (Self Financing)



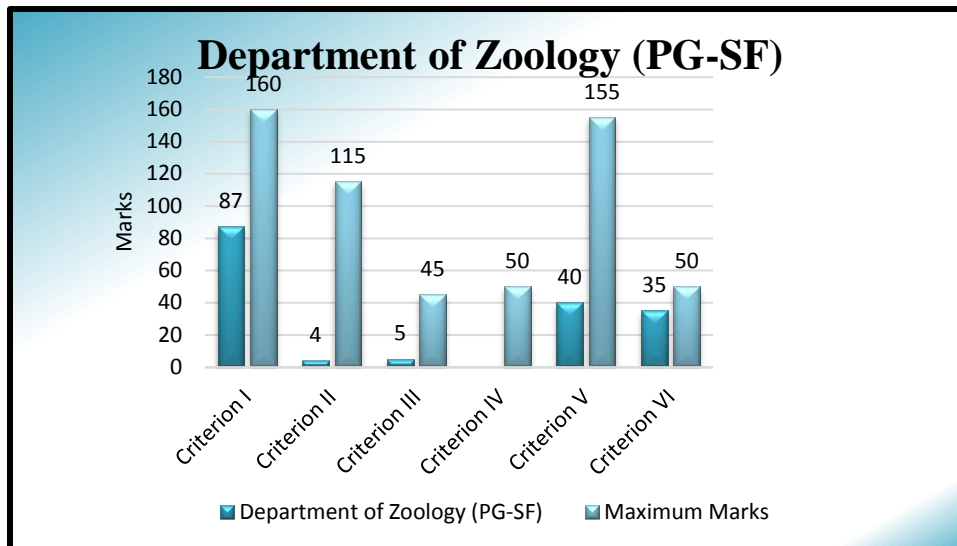
Observations

- Appropriate teaching-learning methods were implemented by the teachers.
- Computer aided learning technology was used for teaching students.

Suggestions

Student oriented skill development programmes may be conducted. The Department is a self-financing Department and faculty members need to augment their experience. The students must be given more exposure to research. Opportunities may be provided to understand the recent developments in the field. Consultancy and extension can be incorporated. Needs more student support activities. Faculty members and students need to participate in national/international seminars. Extension activities need to be improved and students may be promoted to participate in seminars and orient them to present papers. Procurement of funds is necessary for further development and research. Scientific knowledge up gradation opportunities can be provided to the students.

PG Department of Zoology (Self Financing)



Observations

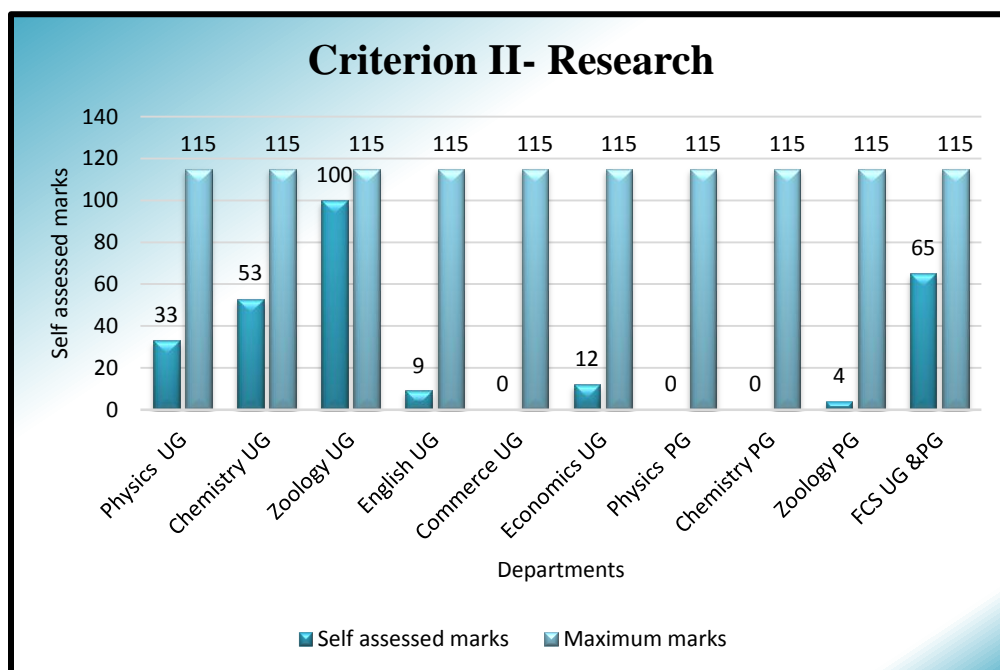
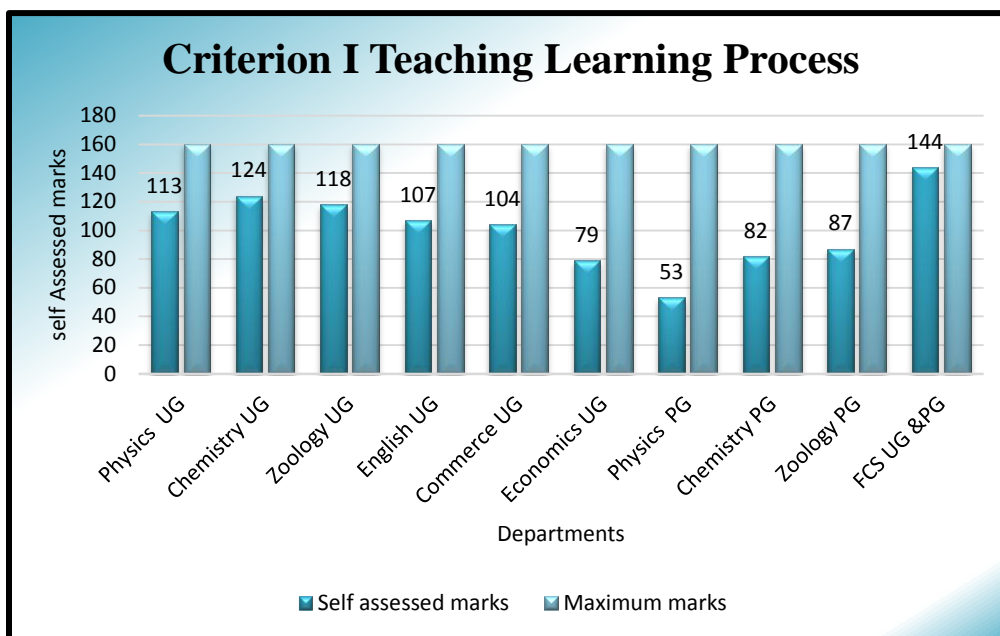
- Computer aided learning and focus on continuous evaluation was observed in the Department.
- Faculty participation in seminars is commendable and research article publications by faculty is exemplary.
- Orientation programme on the use of laboratory equipment was conducted.
- Academic results are excellent and some students gained employment.
- The Department gave coaching classes to students for cracking competitive exams.
- Entrepreneurial skills can be developed by creating more awareness classes and workshops.

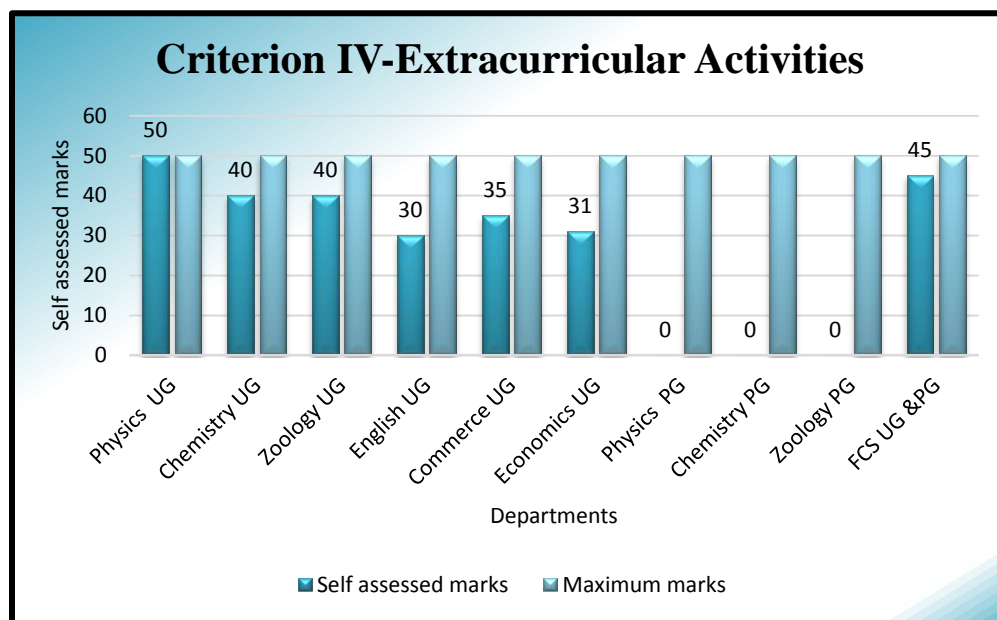
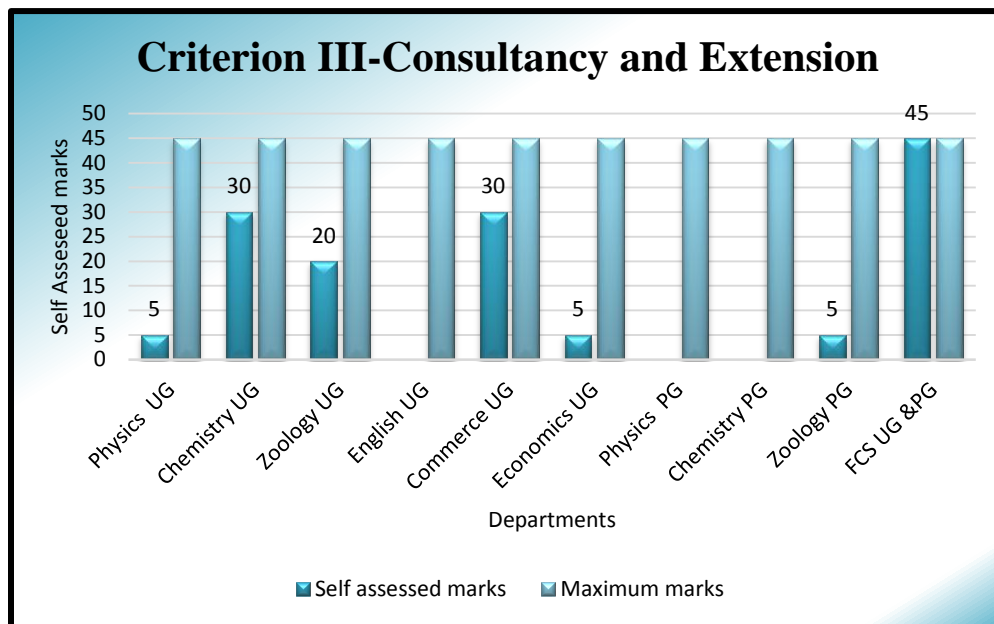
Suggestions

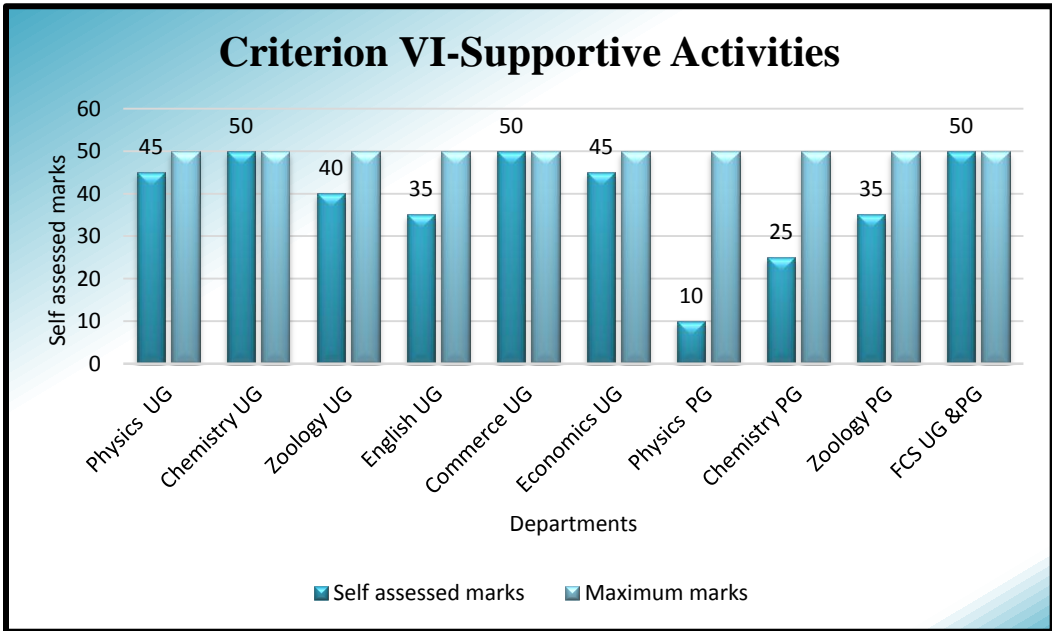
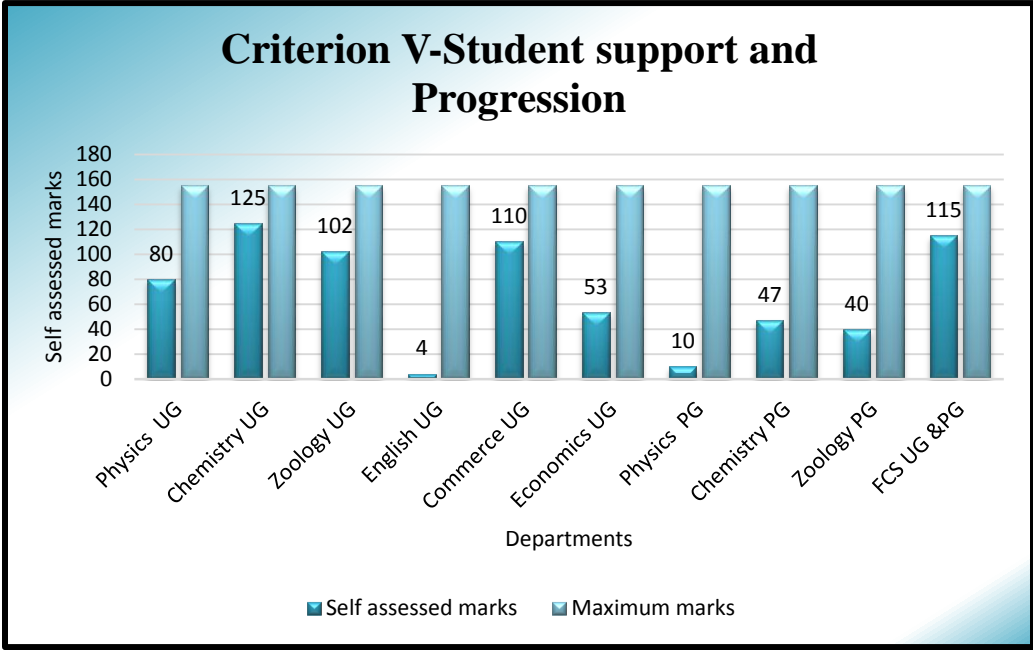
The performance of the Department can be improved by focussing on certain areas. Students should be encouraged to participate in extra-curricular activities. Personal counselling can be provided to the students. Students should be encouraged to participate in seminars to enhance their knowledge and exposure. The Department can apply to obtain funding for scientific projects and seminars that are contemporarily relevant. Department needs to have functional MoUs and can offer consultancy services.

Criterion wise distribution


The department-wise and criterion-wise scores of the analysis are depicted in the following histogram.







The audited report of 2017-2018 was prepared by

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