**Academic Audit Review Report (2015-16)**

**Department of English**

**Introduction**

In view of our commitment to offer quality education to the rural learners, the department of English at Sacred Heart College planned to conduct an Academic Audit on 11th December, 2015. It is an opportunity to assess and receive constructive feedback from the external members on the teaching and learning activity in the department. The panel consists of two external members from the academic background, **Dr. K.S. Antonysamy**, Associate Professor, Department of English, Loyola College, Chennai and **Dr. Farook**, Head, Department of English, Abdul Hakim College, Melvisharam who are senior academicians and the subject experts. The third external member is **Mr. Manoj** (Raja Mohamed), a representative from the industry. **Rev Fr. K.A. Maria Arockiaraj** is the Chairperson of the panel; **Mr. F. Julian Xercies Rigley** representative from Shift-I and **Miss J. Mary Jenif,** representative from Shift-II are the other members of the panel.

**Milestones of the Department**

The department of English was started from the inception of the college in 1951. However, a full-fledged department of B.A English was started only in 2009; subsequently, M.A. English was started in 2011 and M Phil in 2013 all in self-financed mode. To respond to the growing demand for English courses, an additional section of B.A English was started this year (2015).

**Faculty Profile**

Department of English is one of the biggest departments in the college with 19 Staff Members. Mr. N. Arul Doss and Rev. Fr. K.A. Maria Arokiaraj are heading the departments in Shift - I & II respectively with seventeen members of the staff.

**Student Profile**



**Curriculum**

***General English***

Taking advantage of the autonomous status of the college, the General English Curriculum was developed in response to the language needs of the rural students. The college receives more than 90% of student strength from vernacular medium schools. Proficiency in English of these learners is very low. The college is very concerned about the passing percentage of students in general. In an effort to make the learners learn, at least simple English and use it in real life situations now and in future, a need-based curriculum has been conceived and developed. Improvement in English language proficiency would boost students’ confidence and improve their performance in their respective courses. The curriculum is framed in such way that it takes the learners from the known to the unknown, near to far and simple to complex.

All the UG Programmes except B.A and B. Sc. have four General English papers in their first four semesters:

Basic Communication - I

Basic Communication - II

Public Communication

Business Communication

B.Com, BCA, B.Com (CA) and BBA have two General English papers only in the first two semesters:

Basic Communication - I

Business Communication

***Under Graduation and Post Graduation***

Both UG and PG curricula were developed with inputs and inspiration from highly rated institutions like Jawaharlal Nehru University, Delhi University, Calicut University, Calcutta University and Pondicherry University. A good number of students from these universities have cracked the NET and SET examinations. Choice based credit system (CBCS) has been introduced for the UG final year learners; in their V and VI semesters, they are presented with three electives to choose from. In the VI semester, a Project-oriented paper too is introduced. An inter-disciplinary Non Major Elective paper is introduced in their V and VI semesters.

PG curriculum has choice based credit system in all the four semesters; every semester, three electives papers are presented to choose from.

**Evaluation of the courses**

Two Continuous Assessment tests are conducted each semester. With regard to general English, all the four Language skills namely, Listening, Reading, Speaking and Writing, are assessed both in CA tests and Semester examinations. 40:60 weightage is given for internal and external practical examinations. And 25:75 weightage is given for internal and external Theory examinations. CA marks are converted to 25 marks. Term end /Semester examination is conducted for 75 marks.

**CA Blue Print**

Theory (Writing) One Marks : 15 x 1 = 15

Five Marks : 3 x 5 = 15

Ten Marks : 2 x 10 = 20

Total : 50

Practical Listening : 12

Speaking : 20

Reading : 8

Total : 40

**Semester Blue Print**

Theory (Writing) One Marks : 15 x 1 = 15

Three marks : 5 x 3 = 15

Five Marks : 3 x 5 = 15

Ten Marks : 3 x 10 = 30

Total : 75

Practical Listening : 16

Speaking : 36

Reading : 8

Total : 60

For B.A English and M.A English too, both the Continuous Assessment tests are conducted for 50 marks in each semester. CA marks are converted to 25 marks. Term end semester examination is conducted for 75 marks.

CA Blue Print

Three Marks : 5x3=15

Five Marks : 3x5=15

Ten Marks : 2x10=20

Total : 50 marks

Semester Blue Print

Two marks : 10x2=20

Five Marks : 5x5=25

Ten Marks : 3x10=30

Total : 75 marks

**Research and Consultancy**

The staff and students are encouraged to present and publish papers in National and International Journals, seminars and conferences. Workshops and training sessions were conducted to write research paper.

Five of the members of the staff are pursuing doctoral studies and four of them are pursuing M. Phil (part-time).

A minor project has been proposed to UGC.

Department of English (shift-II) is providing consultancy service to IAC (Inspire Academy for Communicative English). It is a private organization which has taken schools all over India to teach Communicative English.

**Infrastructural Facilities**

There five classrooms, a Language Laboratory, two well-furnished staff room and a HOD office were given to the department. The department has a handy camera and a chargeable speaker with a mike donated by alumnae of the department.

The library has 8985 books for the department. It also subscribes 3 Indian Journal and 19 Foreign Journal. Since it is a new department coming under self financing section we are enriching the department library.

**Outcome of the Students Meeting**

Outcome of the students’ interaction is very impressive and encouraging. Students’ participation is inclusive.

The focus was on the areas such as syllabus, teaching procedure, question paper setting and assessment and evaluation.

It is found out that students are in general satisfied with the above mentioned areas of curriculum.

The following are the suggestions elicited with regard to the above mentioned areas:

**M Phil**

* To make more number of books accessible to the students
* To organize lectures in area of specialization
* To provide ICT mode of teaching

**P G**

* To introduce current trends of literature and contemporary literature
* To avoid repetition of literary works in both UG and P G syllabi
* To give individual students (not one subject elective for all) choice in elective subjects
* To supplement the input with audio and visual materials
* To offer a crash course on research paper writing and presenting

**U G**

* To introduce skill based papers such as creative writing advanced academic writing, English for Competitive examination, etc.
* To initiate job oriented training programmes such as content writing, technical writing, etc.
* To enable the students participate in extra and co-curricular activities
* To ensure the completion of syllabus

**Part II English**

To schedule time frame equally for all 4 papers in the first semester

**Outcome of the Faculty Meeting**

Interaction with the members of the staff was fruitful.

To prune the syllabi to the requirements of PG and UG students

To give an exhaustive list of glossary for lessons

To explore innovative teaching methodology

**Overall Assessment**

The overall assessment of the department is impressive, particularly the commitment and involvement of the Head of the Department and the staff.

Performance of the students in terms of overall communication skill, subject knowledge and use of library deserves to be applauded. Discipline of students and members of the staff as well is encouraging.

The overall result of both UG and PG, and Part II English students is overwhelming.

Participation of students in extra and co-curricular activities is immense.

Successful implementation of practical examinations in LSRW is the unique achievement of the Department.

Word a day, In-house magazine (Oxford Bell), Author Presentation, Peer Monitoring System, Certificate Programme, Bridge Course are some of the highlights of the department.

Consultancy services offered to commercial entities like IAC and other educational institutions are praise worthy.

**Suggestions**

* There is a felt-need for strengthening and utilizing Language Lab
* Internship opportunities for outgoing students may be provided
* Answer scripts of semester examinations are made available to the students
* Revaluation fee may be slashed
* There is a need to monitor the performance of the staff
* The genuine grievance of the members of the faculty needs to be addressed

**Conclusion**

Academic Audit is an exercise to enhance the quality of teaching and learning. Accordingly, this audit was conducted and the report was prepared and presented.

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| **S.No.** | **Names of the Academic Audit panel** | **Signature** |
| 1. | Dr. K.S Antonysamy |  |
| 2. | Dr. Farook |  |
| 3. | Mr. Manoj |  |
| 4. | Rev Fr K.A. Maria Arockiaraj |  |
| 5. | Mr. F. Julian Xercies Rigley |  |
| 6. | Miss J Mary Jenif |  |