Parvatibai Chowgule College of Arts and Science
Autonomous
Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

ANNUAL ACADEMIC AUDIT REPORT
FACULTY OF LANGUAGES AND LITERATURE
2018-2019

Introduction:

In an autonomous Institution, it is essential to ascertain and ensure the quality of different academic processes. Academic Audit was conducted to check conformation by course faculty to the academic standards prescribed by the College. The academic audit encompasses verification of teaching-learning-evaluation processes, innovations and research done by individual teachers. It is aimed at checking if faculty members implement/incorporate the initiatives taken by IQAC/Dean/Principal to enhance the quality of Teaching-Learning-Evaluation processes.

Audit process:

☐ Course wise submission of duly filled Audit forms and documentary evidences by Course faculty to the head of the department at the end of every semester. The audit forms were submitted as soft and hard copy.

☐ Verification of the forms and evidences furnished by all Faculty members by Head of the department/ Department faculty council (DFC).

☐ Submission of 'Verification report' and Soft copies of all audit forms (course wise) by Head of the department to Dean's office.

☐ Department wise Audit meetings at the end of the semester/year by the Dean to form the consolidated report of respective Faculty discipline.

☐ Dean's consolidated report indicating observations, examples of exemplary practice, noting of areas for improvement and suggestions was submitted to the Principal/IQAC.

☐ Conveying the report to the respective Head of the Department for necessary action for improvement.

Dean and Head of the department of Faculty of Languages and Literature:

1	Dr. Hanumant Chopdekar	Dean – Faculty of Languages and Literature and Head – Department of Konkani
2	Dr. Sonia Fernandes	Head – Department of English
3	Mrs. Mitra Borkar	Head – Department of French
4	Mr. S. S. Adsul	Head - Department of Marathi
5	Mr. Pradeep Jatal	Head, Department of Hindi

6	Ms. Bhavana Sawardekar	Executive Secretary to Deans

SUMMARY OF THE ACADEMIC AUDIT
(FACULTY OF LANGUAGES AND LITERATURE, 2018-2019)

The Academic audit process was conducted for all the courses of both Odd and Even Semesters of the Departments under Faculty of Languages and Literature. The process was conducted after every semester by HOD/DFC at the department and annual audit of both semesters by the Dean on 04 days (20-4-19/22-4-19/3-5-19 and 7-5-19). The Academic Audit was conducted to check conformation by course faculty to the academic standards prescribed by the College, and included verification of the following:

1) Variance of contact hours prescribed by BOS and Contact hours actually engaged.
2) Whether all modules/units in the syllabus taught.
3) Number and types of Resources provided to the students on Moodle/Google Classroom.
4) Number and types of methods used in teaching-learning (pedagogies).
5) Number and types of modes of evaluation used.
6) Whether Marking Scheme (Rubric of Assessment) was uploaded on Moodle/Google Classroom.
7) Percentage of marks assigned in Higher-order questions in all assessment modes.
8) Date of conduct of assessments and date of declaration of results of assessments.
9) Details of the Laboratory Hours and Experiments/Lab-work conducted.
10) Whether E -Journal provided and marking scheme for assessment of practical work is maintained and disclosed to students.
11) Contributions Towards Innovations and Research
12) Feedback of the Course Coordinator

OBSERVATIONS AND SUGGESTIONS:

A) **GENERAL INFORMATION:**The Faculty of Languages and Literature includes 06 departments with 19 teachers and approximately 200 students. Each department floats approximately 20courses per semester for their respective programme. The courses are either engaged by single course teacher or shared by two or more teachers. Information about number of teachers, students and course distribution is given in Table 1.

TABLE 1: GENERAL INFORMATION ABOUT THE COURSES AT THE DEPARTMENTS	
Name of the Programme	B.A.
Departments	1) English (Eng) 2) French (Fre) 3) Hindi (Hin) 4) Konkani (Kon) 5) Marathi (Mar)
Number of Meetings Held by Dean with HoDs / faculty members.	**04** Meetings for academic Year 2018-2019. (29-06-2018, 21-07-2018, 01-09-2018, 06-02-2019)
Odd and Even Semesters of 2018-2019	1) Audit Reports of Semester I/III/V of all courses at the 05 Departments. 2) Audit Reports of Semester II/IV/VI of all courses at the 05 Departments.

	Department	English	French	Hindi	Konkani	Marathi
Teachers and student Strength	No of faculty members: 19	4	3	4	4	4
	No of students:	143	14	52	44	22
Course distribution	No of Courses Audited — Odd Sem-	13	06	11	11	11
	No of Courses Audited — Even Sem-	15	06	11	11	11
	No of courses shared by teachers — Odd Sem-	06	-	4	01	2
	No of courses shared by teachers — Even Sem-	06	-	4	01	2

B) AUDIT OBSERVATIONS AND SUGGESTIONS:

The data verified and audit process done was found to be satisfactory with respect to the above mentioned parameters. The observations of major areas of teaching learning evaluation processes of Courses at the five departments is reported herewith and suggestions

PART A: COURSE ENGAGEMENT

1) **Variance of contact hours prescribed by BOS and Contact hours actually engaged**:
This parameter is a reflection of engagement of all lectures and practicals by the Faculty members as is prescribed by the Board of Studies.
Observations: The number of courses audited from each department is submitted.

TABLE 2: VARIANCE OBSERVED FOR COURSES AT THE DEPARTMENTS						
Course Completion	Semesters	English	French	Hindi	Konkani	Marathi
Variance Of Lectures engaged	**Odd:**	2 (27 lectures 0f 15 courses)	5 (50 lectures 0f 06 courses)	3 (33 lectures of 11 courses	3 (32 lectures of 11 courses)	2 (22 lectures of 11 courses)
	Even :	1 (13 lectures of 13 courses)	4 (23 lecture Of 06 courses)	2 (22 lectures of 11 courses)	2 (22 lectures of 11 courses)	2 (22 lectures of 11 courses)

Suggestions on Class lecture engagement and variance observed:
The efforts of all teachers to keep the variance to the minimum are commendable.
- However, in view of variance of more than 06, the course faculty needs to conform to the annual lecture plan prepared at the start of the semester.
- If any lecture is cancelled on account of any eventuality, then the course faculty needs to take the responsibility of engaging extra classes to compensate for it.
- Completion of all lecture hours allotted is essential.
- All faculty members need to cooperate in submitting the documents sought from time to time either as hard copy or soft copy, for the purpose of Audit by the Head of the department or the Deans office. This will facilitate smooth functioning of audit and ensure complete data availability for the purpose of compliance and Quality check of Audit.

2) **Whether all modules/units in the syllabus taught: Yes.**
3) **Number and types of Resources provided to the students on Moodle/Google Classroom:**

This parameter is indicative of facilitation of learning of students by teachers by making course resources available on website.

Observations: Data on uploading resources and types of resources uploaded by course faculty on Google classroom or College moodle-CLAAP (Chowgules Learn Anytime Anyplace). Resources of all courses at the Languages and Literature Departments were uploaded on the CLAAP of the college or on Google classroom. Resources of 75% of the course were uploaded on Google classroom and 25% on CLAAP.

The types of resources provided by course instructors were worth appreciating. For each course, the types of resources varied from 03 to 05.

Suggestions on Course Resources:

All departments need to provide 05 and more types of resources especially considering the rate at which scientific data keeps changing due to recent discoveries and innovations. This will benefit the students remarkably.

- Some teachers had not uploaded resources for every module. It is essential to upload 100% of the resources on the CLAAP.
- Mandatory resources should include Class presentation PDFs or notes, Textbooks, E-Books, Videos, Journal articles or links to recent discoveries.
- This needs to be done for every course at the department.
- Enhancing quality of Presentation is suggested. There is a need to monitor CLAAP resources for conformation to the standard format of our college for presentations.

PART B: TEACHING -LEARNING PROCESSES:

Teaching methodologies adopted by the faculty-members should focus on developing skills in students besides giving information. To bring about effective learning, numerous pedagogies of teaching-learning should be adopted.

Observations:

For Odd and Even Semesters: Majority of the teachers mostly use traditional mode of teaching supplemented by ICT, interaction and group discussion. Innovative Teaching-Learning methods were adopted by teachers of Department of English (Role Play, Summary write up and Skit/Chart paper work/poster)

PART C: EVALUATION PROCESSES:

Audit of Evaluation Processes: Languages and Literature departments followed CA + SEE mode of evaluation however one department conducts mid semester examination.

Observations:

a) Number of Assessments: Languages and Literature departments followed only CA, CA + SEE mode of evaluation.

b) Number and Types of modes of evaluation: Most departments conducted 02 CAs (continuous assessments) adopting different modes of assessment for theory component.

c) Whether Assessment dates & modes declared in advance and uploaded: Most teachers had uploaded all Assessment dates & modes on CLAAP or Google Classroom.

d) Marking Scheme/Rubric of assessment for theory Uploaded: Uploaded by teachers of departments.

e) Percentage of marks assigned in Higher-order questions in the assessment: Fair representation of higher order questions as per the guidelines of Exam committee was adhered to by all teachers. All teachers conformed to the required percentage of marks for Higher-order questions in the assessments.

f) Was the feedback on the assessment shared with students: Yes.

DR. HANUMANT CHOPDEKAR
DEAN-FACULTY OF LANGUAGES AND LITERATURES

Internal Academic Audit Report of
Languages and Literature Departments

held on Saturday, 27th April 2019

from 10.00 a.m. to 01.00 p.m.

Audited at	Departments & faculties audited are	Findings
10.00 a.m. – 10.30 a.m.	Konkani / Attendees: Hanumant Chopdekar Gunaji Desai Rakhi Amonkar Milan Morajkar	**Found appropriate:** Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy. **Observations:** - Strong concern mentioned by faculty members on unavailability of books in Library. - Verified the documents as per the Academic Audit Form and found all appropriate except for students feedback about teachers assessment. - Notes on CLAAP / Google classroom are not uploaded regularly by some faculties.
10.30 a.m. – 11.00 a.m.	Marathi / Attendees: Shrikrishna S. Adsul Sarika S. Advilkar Pramod Pawar	**Found appropriate:** Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy. **Observations:** - Strong concern mentioned by faculty members on unavailability of books in Library. - Verified the documents as per the Academic Audit Form and found all appropriate except for students feedback about teachers assessment. - Notes on CLAAP / Google classroom are not uploaded regularly by some faculties.
11.00 a.m.- 11.30 a.m.	Hindi / Attendees: Pradeep Jatal Shambhavi naik Mamta Verlekar	**Found appropriate:** Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy. **Observations:** - Strong concern mentioned by faculty members on unavailability of books in Library. - Verified the documents as per the Academic Audit Form and found all appropriate.
11.30 a.m. – 12.30 p.m.	English/ Attendees: Sonia D'Costa Fernandes Rajashree Desai Andrew Barreto Delilah D. Pacheco	**Found appropriate:** Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy. **Observations:** - Strong concern mentioned by faculty members on unavailability of books in Library. - Verified the documents as per the Academic Audit Form and found all appropriate.
12.30 p.m. - 01.00 p.m.	French / Attendees: Mitra Borkar Carol B. Miranda	**Found appropriate:** Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy. **Observations:** - Strong concern mentioned by faculty members on unavailability of

		books in Library.
		- Verified the documents as per the Academic Audit Form and found all appropriate.

Suggestion:

- Teacher's assessment by the student has to be done semester-wise on regular basis.

- Certain supporting documentations were asked to maintain in hard form apart from the soft form.

- Notes and PPTs. on CLAAP / Google classroom could be updated regularly.

Report by Dr. Hanumant Chopdekar   Prepared by Ms. Bhavana Sawardekar   Date: 18.07.2019   Page: 1of 1