



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 SOCIAL SCIENCES
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 form 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 Social Science:

1	Dr. DebasishMazumdar	Dean – Facultyof Social Sciences
2	Mrs.SaritaNaikTari	Head – Department of History
3	Mrs. Rupali M Tamuly	Head - Department of Economics
4	Dr. AnaghaDicholkar	Head, Department of Geography
5	Dr. SachinMorais	Head, Department of Sociology
6	Dr. DebasishMazumdar	Incharge of Department of Philosophy
7	Dr. SobitaKirtany	Head, Department of Psychology
8	Ms. BhavanaSawardekar	<i>Executive Secretary to Deans</i>

SUMMARY OF THE ACADEMIC AUDIT (FACULTY OF SOCIAL SCIENCES, 2018-2019)

The Academic audit process was conducted for all the courses of both Odd and Even Semesters of the Departments under Faculty of Social Sciences. The process was conducted after every semester by HOD/DFC at the department and annual audit of both semesters by the Dean. 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 Social Sciences includes 06 departments with 26 teachers and approximately 200 students. Each department floats approximately 20 courses 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) Economics (Eco) 2) Geography (Geog) 3) History (Hist) 4) Philosophy (Phil) 5) Psychology (Psy) 6) Sociology (Socio)					
Number of Meetings Held by Dean with HoDs / faculty members.		03 Meetings for academic Year 2018-2019. (23-07-2018, 24-10-2018, 30-01-2019)					
Odd and Even Semesters of 2018-2019		1) Audit Reports of Semester I/III/V of all courses at the 06 Departments. 2) Audit Reports of Semester II/IV/VI of all courses at the 06 Departments.					
	Department	Eco	Geog	Hist	Phil	Psy	Socio
Teachers and student Strength	No of faculty members: 26	5	9	3	3	4	2
	No of students:	52	58	53	8	120	133
Course	No of Courses	Odd Sem- 16	20	11	11	8	7

Distribution	Audited	Even Sem-	15	20	11	11	8	7
	No of courses shared by teachers	Odd Sem-	-	-	-	-	-	-
		Even Sem-	-	-	-	-	-	-

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 six 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.

Course Completion	Semesters	Eco	Geog	Hist	Phil	Psy	Socio
Variance of Lectures engaged	Odd: 50	7	10	7	10	12	4
	Even : 32	6	3	3	6	9	5

*These above figures in the table 2 have been arrived at by taking average of variance of each of the course conducted by teachers of the respective departments.

Suggestions on Class lecture engagement and variance observed:

The variance in odd semester is reasonably large due to administrative delay in respect of appointment of teachers. Nevertheless the variance in the even semester relatively less.

- 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 Dean's 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 Social Science 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. Summary of the T-L methods used in the 06 departments is given in Table 4.

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 Geography (POGIL, Summary write up and Skit/Chart paper work/poster) and Department of Psychology (Podcast review).

PART C: EVALUATION PROCESSES:

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

Observations:

- a) Number of Assessments: Social science 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. DEBASISH MAJUMDAR
DEAN-FACULTY OF SOCIAL SCIENCES

Internal Academic Audit Report of Social Science Departments held in the Month of April – May 2019.

Audited at	Departments & faculties audited are	Findings
Saturday, 20.04.2019 at 10.00 – 11.30 a.m.	Economics / <u>Attendees:</u> Debasish Majumdar Rupali Tamuly Ramu Prabhakar Pagi Mahalaxmi Badiguir Sumita Datta	Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy were found appropriate. Observations about question papers: The time assigned to MCQs was proportional to the time. Remark: <ul style="list-style-type: none"> - MCQs were asked to double the questions to the timing allotted.
Saturday, 20.04.2019 at 11.30- 12.30	Psychology / <u>Attendees:</u> Sobita Kirtani Barbara Da silva Aresh Naik Golda T.Vas	Teaching Learning, Assessment (CA & SEE), course completion, resources provided and class policy were found appropriate. Observation: <ul style="list-style-type: none"> - Evaluation and Declarations of results were delayed due academic and administrative involvement. - One of the Faculty had to maintain question papers along with the answer sheets. Reported: <ul style="list-style-type: none"> - Less number of books in the library.
Saturday, 20.04.2019 at 12.30- 01.00	Sociology / <u>Attendees:</u> Sachin Moraes Sayali K Gaunkar	Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy were found appropriate.
Monday, 22.04.19 at 10.00-11.00	Philosophy / <u>Attendees:</u> Audrick D'mello Cindrella M. Bhandare Sequeira Sangeeta More	Teaching Learning, Assessment (CA & SEE), course completion, resources provided and class policy were found appropriate. Observation: <ul style="list-style-type: none"> - One Faculty has not uploaded notes on CLAAP / Google classroom. - Question papers along with the answer sheets need to be maintained. - One of the faculties showed wide variance between the no. of lectures offered and no. of lectures engaged. Remark: <ul style="list-style-type: none"> - The Department needs to maintain hard copies of CAs, SEEs and relevant documents. - With reference to point no. 2 under observation, the faculty managed to complete the syllabus.
Friday, 03 rd May 2019 03.30-04.15	History/ <u>Attendees:</u> Sarita Naik Tari Fravina Rebello Noel Goes	Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy were found appropriate. Observation: <ul style="list-style-type: none"> - One of the faculties needs to upload notes on CLAAP or Googleclassroom. Remarks: <ul style="list-style-type: none"> - Department needs to conduct seminars or conferences. - Participation in National/State level seminar / Conferences.

<p>Tuesday, 07th May 2019</p> <p>01.00-02.00 & 03.00- 03.40</p>	<p>Geography/ <u>Attendees:</u> Anagha Bicholcar Sanjay Gaikwad Adrian Ferro</p> <p><u>Absentees:</u> Nandkumar N. Sawant Ashish Ashwini Kiran Naik</p>	<p>Teaching Learning, Assessment (CA & SEE), Evaluation, Declarations of results, course completion, resources provided and class policy were found appropriate.</p> <p>Observation:</p> <ul style="list-style-type: none"> - Lack of systematic maintenance of documents for audit. - The department did not collect the attendance records from the college office. - Faculty shared their personal books notes with students and does not recommend the use of library books. - Submission of audit form/s of those course/s were not filled appropriately due to confusion of combined classes being conducted for SY / TY. -
<p><i>Report by Dr. Debabsish Majumdar Assisted by Ms. Bhavana Sawardekar Date: 16.05. 2019 Pg: 2 of 2</i></p>		