



XAVIER BOARD OF HIGHER EDUCATION IN INDIA
31, PRIMROSE ROAD, BANGALORE - 560 025, INDIA

ACADEMIC AUDIT REPORT
OF
DEPARTMENT OF ENGLISH,
HOLY CROSS COLLEGE, AGARTALA, TRIPURA

The Academic Audit of the department of English, HOLY CROSS COLLEGE, AGARTALA, TRIPURA was conducted from October 4-8, 2021. The team comprised

- Dr. Jeevan Kumar, former Professor of Political Science, Bangalore University, Bangalore, Karnataka, and Hon. Prof., Rural Development and Panchayat Raj University, Gadag, Karnataka, and
- Dr. Ms. Ordetta Mendoza, Member, Co-ordinator of Programmes, XBHEI and former Head, Post Graduate Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, XB-Academic and Administrative Audit, Holy Cross College, Agartala.

Prior to the visit, the College completed and submitted the Academic Audit manual developed and deployed by Xavier Board of Higher Education in India, Bangalore. The audit was conducted ONLINE.


The audit began with Dr. Moumita Dey, Head of the Department making a PPT presentation on the status and academic functioning of the department for the last three years. This was followed by an interaction of the audit team member with the faculty of the department.

The department was established in 2009 and began by offering courses in General English as well as an Undergraduate (Honours) Programme in English. There are six faculty members in the department, two of who hold Ph.D. degrees, two others have qualified having passed NET and two are not adequately qualified.


Dr. Jeevan Kumar,

former Professor of Political Science,
Bangalore University, Bangalore, Karnataka





Dr. Ms. Ordetta Mendoza,
Co-ordinator of Programmes,
XBHEI, Bangalore

COMMENDATIONS:


- ✓ Faculty members are invited by the parent University for question paper setting and answer script evaluation.
- ✓ Faculty have some publications to their credit.
- ✓ Departmental meetings are conducted regularly to plan various activities of the department, subject allotment, class tests, assignments and also to review the teaching planned for the academic session.
- ✓ Faculty members attend and participate in workshops, seminars, training programmes, refresher courses and orientation programmes at the state and national level.
- ✓ The department has a writing centre.
- ✓ Faculty ensure optimum usage of ICT in the teaching – learning process.
- ✓ Faculty members use various methods in teaching -learning process such as students' workshops, literary exhibitions, peer group teaching, open book tests, individual viva-voce, presentations – both group and individual.
- ✓ Evaluation methods include assignments, quiz as part of the Internal assessment.
- ✓ Pass percentage is approximately 90%
- ✓ Students of the department take active part in NCC and NSS.

RECOMMENDATIONS:

- ✓ Faculty need to pursue Ph.D. and obtain the required qualifications for teaching in an Higher Education Institution.
- ✓ Feedback on the curriculum and its transaction to be taken from **all** stakeholders including employers.
- ✓ Feedback to be analyzed and conveyed to the authority for further transmission to the University through the Governing Body.
- ✓ Faculty need to increase the research output of the department and also publish the research in UGC listed journals,
- ✓ The department can advertise the programme in both print and other media, in schools and local villages to ensure that more students apply for the programme so that the sanctioned seats are all filled.


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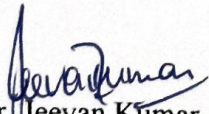

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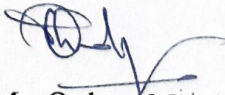
- ✓ Teacher : Student ratio needs to be improved.
- ✓ Performance appraisal of Faculty members needs to be done in the department.
- ✓ Results of Student Satisfaction Survey to be shared with the faculty members by the College /HOD.
- ✓ Since students with low grades are admitted the department must take concrete steps to classify the students as advanced learners and slow learners immediately after admission and address the learning levels of students, for both levels by conducting remedial teaching, additional reading, bridge course for communication in English, etc. through out the academic year if possible.
- ✓ Add on / certificate courses of 30 hours duration should be offered to the students as soon as possible.
- ✓ PO's, PSO's and CO's to be incorporated into the syllabi and displayed on the website.
- ✓ The department should request the Board of Studies of the parent University to include field work / projects in the syllabi as per NAAC requirement.
- ✓ Students can be encouraged to undertake internship /projects /fieldwork beyond the working days of the College (vacation periods) to develop relevant skills.
- ✓ Mentoring to be done in a formalized manner
- ✓ Books in the central library needs to be increased (Not text books).
- ✓ Academic linkages / networking with other institutions can be considered.
- ✓ Academe-industry linkages to be initiated especially with Media houses.
- ✓ Pass percentage needs to be improved.
- ✓ Alumni engagement to be enhanced
- ✓ A book bank for economically weak students can be started with the help of Alumni
- ✓ Secretarial assistance not required at the departmental level.

Date: October 8, 2021

Place: Bangalore




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 Bangalore University, Bangalore, Karnataka


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 XBHEI, Bangalore