



DON BOSCO ARTS AND SCIENCE COLLEGE

Angadikadavu P.O., Kannur Dt., Kerala - 670 706

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Action Taken Report on Teachers Feedback Collected (Summary):

The following actions were taken based on the recommendations presented in the Academic & Management Council Meetings.

ACADEMIC COUNCIL

The recommendations for the revision of the syllabus should be presented by all the departments to discuss and to present the proposals for syllabus revision to the Board of Studies, Kannur University. The Department Staff meeting was held to propose changes in the existing syllabus to be presented to the Board of Studies, Kannur University. The following are the meeting minutes for syllabus revision (sample attached):

DON BOSCO ARTS & SCIENCE COLLEGE ANGADIKADAVU, KANNUR – 670 706					
ACADEMIC COUNCIL MEETING MINUTES					
Date	6 March 2019				
Timing	From	11.45 am	To	12.45 pm	
Venue	Principal Cabin				


AGENDA:


1. Internal Exams
2. Project Viva
3. Discipline.
4. Syllabus Revision/Suggestions

DECISIONS TAKEN:

Discussions were carried out on matters mentioned in the agenda and the decisions taken are given below.

1. It was decided to start the second internal for the sixth semester U G Students from March 18th.
2. Teachers should make sure that the project is done as per the requirement and as per the schedule as we expect the Viva soon.
3. Below suggestions will be presented as proposals for Syllabus Revision to the Board of Studies, Kannur University.
 - ✦ Will be beneficial for the students if Business Economics is included in the syllabus, when there is revision.
 - ✦ Canadian Literature, European Drama, African Literature, Translation Studies, and South Asian Literature can be added in the syllabus for literature students.
 - ✦ Include Industrial Visit (IV) in BCA syllabus.
 - ✦ Updating the content of the curriculum to suit the industrial requirements is recommended.
 - ✦ Revision of the syllabus every three years will help to keep abreast of the times.
 - ✦ More relevant modules can be included in the psychology syllabus.
 - ✦ Revision of the syllabus of Theories of Mass Communication and journalism is recommended.
 - ✦ Digital Marketing, Content Writing and Technical Writing can be included in Mass Communication and Journalism.

 Academic Council Secretary
Deepa .P. Divakar

 Principal
Dr. Fr. Francis Karackat

Submission of Proposals to Kannur University

The proposals for syllabus revision were presented to the Registrar, Kannur University. Attached is the details .



Syllabus Revision
PG.docx



Syllabus Revision
UG.doc

II. Staff-implied Recommendations

1. Conduct more workshops, certificate courses, seminars, debates, and career-oriented sessions
2. Enhance the library use of students, with library hours.
4. Introduce more add-on courses to equip the students for their career.
5. Screen more movies as a teaching tool.
6. Widen academic exposure with sessions from experts from the field.

III. Management-implied Recommendations

1. More books and resource materials should be made available in the library.
2. Provide more international journals for reference and research.
3. Provide projector for all classrooms.
4. Provide language lab facility for students.
5. Introduce NET coaching for students.
6. Have more student-parent-teacher interface programmes.
7. Employability skills of students should also be given focus

MANAGEMENT COUNCIL

The Management Council was held to discuss the recommendations and the following decisions were taken:

1. Librarian collected the list of books and journals required for each department. The list of books and journals approved by the Principal and will be purchased by the Administrator.
2. College subscribed www.inflibnet (Information and Library Network) for teachers and students to get access to intentional journals.
3. Projectors were installed in all departments in a phased manner.
4. Language lab was installed in the computer lab.

5. Apart from the General Body Parent-Teacher Association Meeting held at the beginning of the academic year, class-PTA were held after the publication of university semester results.
6. Parivartan, a professional agency in Kochi, is made a partner for enhancing the employability skills of students and to equip the students for campus recruitment.
7. Explored the possibility for a tie-up with institutions or agencies offering NET coaching.

Teachers' Feedback on Curriculum and Its Transaction

The feedback received from the teachers on the curriculum and its transactions was consolidated, codified, and analyzed, and the findings were presented, along with suggestions and recommendations before the Department Staff Council, Academic Council and finally before the Management Council for necessary action.

Findings

1. Maintenance of Balance in Theoretical and Practical Knowledge

Students are offered the right mix of theoretical and practical knowledge as part of the curriculum. While, over one-third of the teachers (37%) were highly appreciative of the right blend of practical and theoretical knowledge, 58% reported that the required balance of theory and practical is to be maintained in the curriculum.

2. Well-defined Objectives

The objectives of the syllabus are defined clearly. Almost half the teachers (44 %) were strongly affirmative about clarity in objectives. 47% of them perceived the syllabus objectives as defined well.

3. Meeting Industrial Requirement

The contents of the curriculum are as per the requisites of the industry and profession, to a great extent. Among the teachers, almost one-third of them (30%) strongly and 59% of them fairly, endorsed the syllabus tailored for their profession.

4. Availability of Infrastructural facilities

College has state-of-the-art infrastructure for the best implementation of the curriculum. Almost three-fourth of the teachers (74%) was categorical, positively acknowledging the infrastructural facilities in the campus.

5. Opportunities for Upgrading Faculty

College provides ample opportunities and support to Faculty members for upgrading their skills and qualifications. Almost two-third of the teachers (62%) was highly positive, and the

others (38%) notably appreciative of the backup given by the management to acquire additional skills for greater efficacy in teaching profession.

6. Significant Learning Outcome

The depth of the course content in the curriculum is adequate to have significant learning outcomes. An overwhelming majority (89%) acknowledged that the intended outcome was visible.

7. Updated Collection of Books and Resource Materials

Books and reference materials are updated regularly to meet the requirements of the prescribed syllabus. Almost everyone (93%) was very much satisfied with the existing system.

8. Availability of Books

The prescribed reference books in the syllabus are sufficiently available in the library. 95% of them acknowledged the quality of library, meeting their expectations.

9. Global Standard for Learning Outcome

Students are equipped to meet the global requirements. 87% of the teachers found the learning outcomes of the curriculum on par with global standard.

10. Adequate ICT Facilities

Keeping abreast of the times, college has the best ICT (Information and Communication Technology) facilities. 97% of the teachers appreciated the possibilities the college offers, with the latest technology, for quality education.

Suggestions and Recommendations

I. Syllabus-related Recommendations

1. Include Business Economics in the syllabus, when there is revision.
2. The vastness of certain subjects should be reconsidered taking into account the constraints of time to complete the syllabus on time for the End Semester Examinations.
3. University examination question paper content should be changed focusing also on practical implications of what is studied in the actual profession.
4. Introduce the right mix of theory and problem papers in semesters.
5. Include Canadian Literature, European Drama, African Literature, Translation Studies, and South Asian Literature in the syllabus for literature students.
6. The syllabus prescribed for Mathematics is too tough and should be simplified.

7. Include Industrial Visit (IV) in the BCA syllabus.
8. Update the content of the curriculum to suit the industrial requirements.
9. Revise syllabus every three years to keep abreast of the times.
10. More relevant modules should be included in the psychology syllabus.
11. Revise the syllabus of Theories of Mass Communication in journalism.
12. Include Digital Marketing, Content Writing and Technical Writing in Journalism

IQAC Coordinator

Dr. Fr. Biju J Nellissery

**IQAC Coordinator
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Principal

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