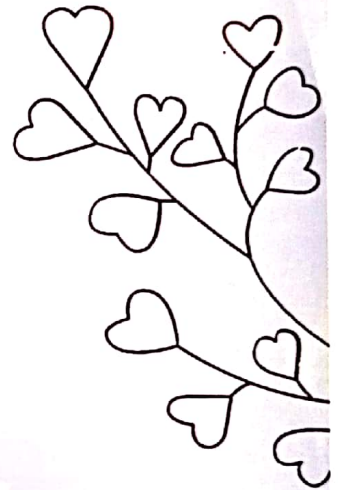




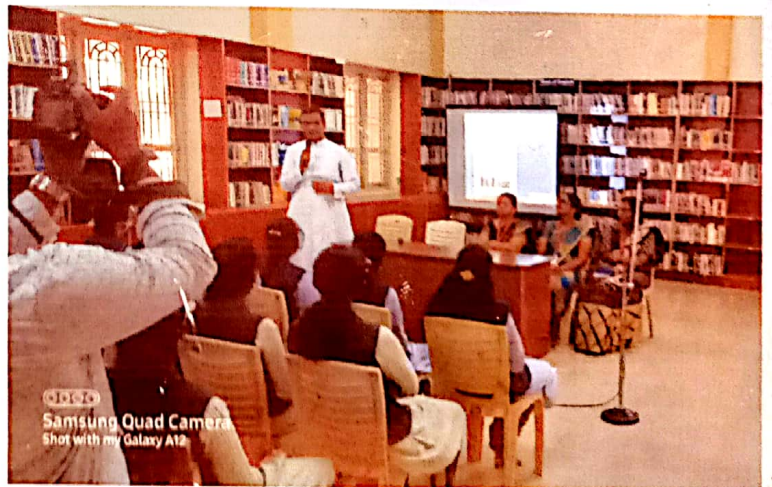
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

DEPARTMENT OF ENGLISH



NAAC REPORT 2017 - 2022



Department of English

Criteria 1

Curricular Aspects

Curriculum Aspects

The department of English followed an effective curriculum delivery through a well-planned and documented process since. The Principal received the syllabus from the Manonmaiam Sundarnar University, and handed it over to the Head of the department. A staff meeting was conducted for syllabus review and subjects were allotted to the concern staff as per the interest of the staff and area of specialization. We the department of English framed an effective timetable based on the hours and work load of the staffs. We had also maintained the timetable and the work load as soft copy and hard copy. We had introduced the online platform for the curriculum delivery during the pandemic period 2020-2022. We do maintain an online class timetable, in which each class will be getting two live sessions a day.

Department Plan

- I. The department ensures a fair distribution of the subject allocation for under graduates, post graduates and M.Phil scholars, based on the approval of the Department Council.
- II. At the starting of the new semester, subject priority will be taken from all faculties which they want to teach in new semester.
- III. In case of newly introduced subject, the head of the department shall check the faculty's subject proficiency before allocating the subject
- IV. The department follows the rotation policy. The faculty will not be allowed to take the same subject more than three times in continuation. However, based on student

feedback, if a faculty is an expertise in a particular literature or in language teaching, the faculty will be allowed to teach the same subject.

- V. Experienced faculties with adequate knowledge on subjects are frequently used for the post graduates and for the M.Phil scholars.
- VI. Student's feedback for faculty over a subject will be an essential thing in deciding whether the subject will allocate or not to that particular faculty in future.

Implementation

1. All the staff has their own plan regarding the delivery of the curriculum based on the requirement of the students and it has been recorded in their own work plan register.
2. The plan differs from UG to PG
3. Most of the staff deliver the curriculum through chalk and talk method. We do maintain an ICT register where we will be recording the Power Point Presentation, and other audio-visual aids that had been presented before the students for effective curriculum delivery.
4. Methods of curriculum delivery
 - a. Power Point Presentation
 - b. Documentaries
 - c. Maps
 - d. Learning Aids - Models
 - e. Mind Maps
 - f. Charts
 - g. Placards
 - h. Brain Storming Sessions
 - i. Group Discussions
 - j. Debate
 - k. Seminars for PG Students
5. We had allotted 100 hours for power points, 20 hours for Documentaries, 10 hours for Maps, 5 hours for displacing Learning Aids – Models, 50 hours Mind Maps, 10 hours for Charts and Placards, 85 hours for Brain Storming Sessions, 35 hours for Group Discussions and Debate, 60 hours allotted for Seminars for PG Students.

6. We used Google Meet for live classes and Google Classroom for uploading the study materials, conducting internal exams and assignments.
7. To make curriculum delivery more effective most of the teachers uses power point presentations in online classes and few of them even create e-content videos and published it in their YouTube channels.

Academic calendar

- The staff members from the department of English has individual academic calendar based on their respective subjects, it differs from staff to staff and subject to subject.
- The uniqueness of the Dept of English is to adopt for continuous internal evaluation in P.G classes and to give seminar topics for bright students and motivate the peer students to ask questions and get clarification.
- The methods adopted by the Department of English for continuous Internal Evaluation are
 - Unit Test
 - Quiz
 - Assignments
 - Online-Quiz
 - Seminar (P.G English)
 - Question Session
- We allotted 115 hours for Unit Test, 60 hours for quiz, 30 hours for assignments and online quiz, 80 hours for Seminar in PG classes and 90 hours for Question Sessions.
- The feedback taken from the students shows that offline teaching is better than online mode of teaching.

Crosscutting issues integrated to the curriculum

The courses which address, Environment issues, Social Issues, Professional ethics, and Personality Development were followed in Curriculum of Manonmaniam Sundaranar University and hence we offers a paper on Environmental Studies and Value Based Education as part of the syllabus for first UG. The courses like Human Rights, Yoga and

Consumer Awareness for second UG and Personality Development, Women's Writing and Eco English for final year UG. Literature and Gender, and Literature and Pandemic for first PG and Literature and Ecology and Diasporic Women's Writing for final year PG as part for their syllabus. Women Studies as elective paper for M.Phil syllabus.

The students are given awareness regarding the rights and the laws points that favors them through the resource persons. The student's ethics that they must follow has been updated in the college diary. No ragging issues had been reported so far in the department to the anti-raging cell of the college, which shows that there is harmony among the students.

The List of Subjects is:

1. Environmental studies
2. Value Based Education
3. Human Rights
4. Consumer Awareness
5. Eco English
6. Yoga
7. Women's Writing
8. Literature and Ecology
9. Literature and Gender
10. Literature and Pandemic
11. Diasporic Women's Writing
12. Personality Development
13. Women's Studies

1. In **Environmental Studies** the main motive is to create awareness and achieve sustainability about the environmental problems and to provide basic knowledge about the environment and allied problems and to develop an attitude of concern for the environment. It emphasizes the interdisciplinary nature of the subject, while providing an in depth understanding of the relationship between humans and the environment and the various roles human play as stakeholders in the ecological world.
2. In **Value Based education**, we include Social Justice, Human Rights, The Rights of Women and Children, Communal Harmony, Social Problems like Alcoholism, Drug Addiction, Globalization and Consumer Movement.

3. **Human Rights** is designed to familiarize the students to the philosophy and various issues related to human rights with focus on gender issues. It also give awareness regarding the rights they have as the citizen of India. The syllabus includes Declaration on the rights of child, rights of the disabled person, conventions on political, economic, cultural human rights and also give awareness the regarding violation of human rights and also about The Amnesty International and Other Human Rights Organizations
4. **Consumer Awareness** the main motto is to provide complete knowledge about a particular product to potential customers and to make them know their consumer rights.
5. **Eco English** focusses upon how to improve students' communicative competence in English both speaking and writing, to augment their ability to read fast with better understanding and also to express themselves clearly and concisely using right words in right places.
6. **Yoga**, focuses is self-realization. Yoga is about seeking one's true self and becoming completely free from desires and worldly attachments.
7. **Women's Writing** is to sensitize the students about the problems faced by women in the patriarchal cultural milieu. We employ literature to analyze issues and questions relating to women's experience and empowerment.
8. **Personality Development** helps the students to know their personality traits, know about themselves, and also, they get awareness regarding table manners, who to face any interview
9. **Literature and Ecology** is to direct the students into a new focus of literature and to make the students understand the relationship of literature with issues of nature.
10. **Literature and Gender** highlights gender rights issues and equip the students with an in-depth knowledge of a wide spectrum of genres and writers. It enables them to understand the multicultural context of English Language and Literature.
11. **Literature and Pandemic** is to introduce the students to the literature written on the Pandemics. And also, to expose the students to understand the plight of humanity during pandemics as portrayed in literary texts. It initiates the students to various kinds of writing techniques adopted by writers during "The Pandemic Period."

12. **Diasporic Women's Writing**, impart the knowledge of the feminine/feminist perceptions of life. It makes the students understand the universal feminine issues. This course deals with the women writers of various countries whose writings are expressions of the feminine dilemma.

13. **Women's Studies** is to sensitize the learner's on the issues of women and to analyze and interpret the various voices raised in support of women and to contribute towards women empowerment. The scholars are exposed to the writings of the great women writers like Virginia Woolf, Arundhati Roy, Carol Ann Duffy, Sylvia Plath, Kamala Wijeyaretna, Imtiaz Dharker etc....

ONLINE CLASSES

The Department of English conducted online classes during the covid pandemic period. Students thus even during the lockdown time studied their subjects and were benefited by it. The class in charges created a WhatsApp group and ensured that each student in the class got all the information about their syllabus, subjects and important information from the university.

Curriculum planning and implementation:

The staffs used online device like Google Classroom to take the class. Each staff created their own Google classroom and sends the link in WhatsApp group. Students joined the class using this link. For Online classes a regular timetable with two classes through Google Meet and three classes in Google classroom per day were followed. Daily the second and the third hour used to be the online classes were teachers used power points for more effective teaching. Staff members used to send study materials and assignments, which students used to do from home and upload it in the Google classroom.

We also conducted Internal and Model Examinations to evaluate the students progress. Staffs used to upload the question papers in Google classroom as per the exam timetable and students within the allotted time used to write and upload back the answer script in pdf format in the respective classrooms. On some chosen date students couriered the answer scripts and teachers corrected it and informed them about their marks by uploading it in bonifon. In the end of each session time was allotted to students and they cleared their doubts with the concern subject teachers through the medium Google Meet.

During the Even semester 2020 and Odd semester 2021 students had offline class on shift basis. UG and PG students came on the alternative basis and they clarified their doubts related to the subjects. We conducted various webinars for the welfare of the students. The Webinars include:

- Electro Learning Features and Enhanced Communication
- E-Craft in Research
- Fashion in Fairy Tales and Capitalist Society
- Green screen: Representation of Ecology in Films
- Prospects of Research on Fiction.

The effort taken by the department was praised by the students and students gave many positive feedbacks about the online classes. They thus, found the online exam easy and we scored 100 percent result during the academic year 2019-2021.

Criteria 2- Teaching- Learning and Evaluation

Department of English

Teaching:

This criterion deals with the efforts of an institution to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instructional techniques that engage students in higher order thinking and investigation, through the use of focused group discussions, debates, projects, presentations, experiments and application of ICT resources, are important considerations. It also probes into the adequacy, competence as well as the continuous professional development of the faculty who handle the programmes of study. The efficiency of the techniques used to continuously evaluate the performance of teachers and students is also a major concern of this criterion.

Learning:

Diversity of Learners in respect of their background, abilities and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant for the learner group. The learner-centered education through appropriate methodologies facilitates effective learning. Teachers provide a variety of learning experiences, including individual and collaborative learning. The teachers employ interactive and participatory approach creating a feeling of responsibility in learning and makes learning a process of construction of knowledge.

➤ **Identifying Learners:**

- The Department employs several methods and events to assess the students in terms of knowledge and skills before the commencement and during the conduction of the course. Based on the marks the students scored in +2, staff members are able to recognize their learning level. The Institution conducts orientation programme for newly admitted students with exams to identify the outstanding students. After the orientation students were came to their respective classes. Staff members evaluate the communication level of students and identify the difficulties of Tamil medium students and the language skill of English medium students.

➤ **Advanced Learners and Slow Learners:**

- Department conducts bridge course for the first- year students during the first week of college admission. Syllabus and timetable are prepared for the class and it is equally divided among the staff members. Head of the department and staff members address the students based on it. After the bridge course students comes to their respective classes. In the classroom interaction faculty members identifies advanced learners and slow learners. Staff members' conducts continuous evaluation by giving different activities like conducting quiz, one word test and unit test. A systematic evaluation method is used to

assess the learning levels of the students. This evaluation process consists of internal examinations, assignments and class performance. After the 1st internal assessment class in charge finds out the slow learners and the advanced learners. Students from Tamil medium had the difficulties in writing essays and they are committing spelling and grammar mistakes in English. Some of the English medium students don't know how to elaborate the paragraph with sequence.

➤ **Special programme for slow learners:**

- Department provides remedial classes for the slow learners. Special support and coaching are given to those students. A special time table has been prepared to give extra coaching for the slow learners. Remedial classes held twice in a week from 2.00pm to 3.00pm. The students are given opportunities to clear their doubts and gives assignments on significant topics to improve them in their subject areas. Staff members motivate the slow learners to ask their doubts and gives special attention to them. Students started showing improvement in their studies and scored better marks in the 2nd and 3rd internal exams. In the university exam 80% of the students secured good marks. Mentors are deputed to enhance the performance of weak students by regular counselling and providing moral support to them. Peer tutoring was established to improve the skills of the slow learners. Also regular communication is maintained with parents for implementation of follow-up procedures at home and for regularity in attendance. Remedial classes were conducted for 21students, in which 95 % of slow learners passed in the University semester examination. Students informed that remedial classes were very useful to them, which helped them score pass mark in the semester exam.

➤ **Special Programme for advanced learners:**

- Special coaching classes offers to advanced learners. Additional assignments, writing practice and extra coaching classes are given to the students. College provides coaching classes for the final year toppers in order to secure University ranks. Faculty members motivate the students to participate in various on and off campus activities like quiz, debate and group discussion. Staff members gave seminar topics to the students and the essays prepared by the students are collected and corrected by the subject staff. Selected essays are provided to the students. The Department of English motivates the students to write articles to improve their writing skills. UG, PG and M. Phil final year students performed well in the semester exam and 30 % of students got O+, 55 % of students got A+. Students informed that they were able to achieve University ranks only because of the special coaching given by the Department.
- The faculty members of the department constantly encourage the advanced learners to write pertinent competitive exams. Advanced learners are also motivated to enrol in certification courses and participate in intercollegiate competition, technical fests and state/national level seminar.

- Due to the pandemic situation, University has decided to have online classes for the academic year 2019 – 2020 and 2020 – 2021. Department of English provided online mode classes through Google Classroom. Staff members assessed the students by conducting online Quizzes, MCQ's, and assignments. Clarification classes were conducted for the students those who want to clear the doubts and extra coaching given to the slow learners. Staff members rectified the doubts and discussed previous year question papers with the slow learners to know the pattern of question makes them to pass. Internal exams were conducted through online mode. Staff members provide power point presentation through online class to encourage and motivate the students to listen the class.

Enhancing Learning experiences:

Sometimes students do not pay attention during the lectures. It is because of traditional teaching methods, lack of learning activities, disengagement, poor interaction and lack of communication. Teachers understand students' interest and the need for effective learning. It is important to figure out what kind of activities they might be interested in learning. Staff members are using various methods to enhance the learning process. They are;

Student centric methods:

- The Department adopts student centric methods to make the teaching learning process more effective. In this process experimental learning, participative learning and problem solving methodologies are using for enhancing learning experiences.
- The Department organizes teaching, learning and evaluation schedules by strictly following the college Academic Calendar. Courses with Group learning, Project work, Technical seminars, Certificate courses and Value-added courses ensure experiential learning and participative learning by the students.

Experimental learning:

- Students using Language lab which helps them to improve their communication skills and language. Staff members make the students
- M.A. and M.Phil. Scholars are using the digital library for their research work.
- PG and M. Phil students are accessing sources from INFLIBNET. Students are able to write articles, projects and research papers by using references.
- Classroom-based experiential learning can take a multitude of forms, including role-playing, games, presentations, and various types of group work.
- With the help of the Language Lab students learn correct sounds and pronunciation, intonation, modulation besides building a strong vocabulary.

Participative learning:

- The practice of teaching is a joint venture of the staff and students. Together they collect materials from the College Library and engaged in learning process.
- Students and staff together visit the library of various colleges and Universities to access rare books and materials.
- Department motivates the students in participating co curricular and extracurricular activities. Department organizes group discussions, seminars, presentations, debates, quiz, orphanage visits, village adoption etc. to encourage the students to participate in different programs, which creates leadership quality among the students.
- Open-ended questions will be asked by the teachers. Staff members encourage the students to speak loud enough to hear everyone in class.
- Students are actively organizes departmental competitions, exhibitions and quizzes.
- PG and M. Phil students are doing their dissertation as a part of their syllabus. They visit various libraries and collects secondary sources for their dissertation work.
- M. Phil scholars take classes for the first years to gain academic experience.

Problem solving methodologies:

- The Department maintains a learner-centric atmosphere to achieve the desired learning outcomes. The teachers employ interactive sessions to create interest among the dull headed students. Staff members make the students to involve in role play and enacting drama to understand their subject in a better way. Power Point Presentations and other applications of ICT resources enrich the teaching learning experience and engage students in higher order thinking and investigation.
- Based on the feedback collected from the students, staff members identified experimental and participatory learning techniques are useful to them. Hence the Department of English is following both methods for enhancing learning experiences.
- Some students are not able to understand the chalk and talk method. Staff members used various strategies by using model, diagram, tables, maps and chart. It helps the students to remember the concept and able to make use of the same during the exam.

ICT for Effective Teaching:

Offline classes:

- To enhance the teaching learning process Department uses Information and Communication Technology (ICT).
- Staff members use compact disk and pen drive to enable the class effectively, which helps the students to understand the content.
- Faculties are encouraged to use Power Point Presentations and videos by using LCD's and Projectors.
- Staff members provide two hours of ICT classes for each unit.

- Staff members encouraged the students to make videos related to the topics.
- ICT Tools used by the Department for the effective teaching. Projectors are available in five classrooms.
- Students mentioned ICT enabled classes are highly useful to them. They can easily understand the ideas and concepts in the subjects. Comparing to the traditional teaching method, ICT enabled teaching is more interesting and effective.

Online classes:

- Due to the pandemic situation classes are conducted during 2019 – 2020, 2020-2021 academic years with the help of online platform.
- Online classes conducted through Google Meet and Google Classroom.
- Department organized online quiz for students by using Google Forms.
- Webinars and various competitions are organized in online mode for the students.
- Certain freely available NPTEL, MOOC lecture modules are used to give additional knowledge about the subject.
- As part of the College's online teaching efforts, Microsoft Teams has been implemented to provide students and teachers with an enhanced instructional experience as MS teams integrates different ICT applications to allow collaborative classrooms. Teachers use this application to provide students with reading material distribute assignments and grade them during online sessions. They share reading material/websites and create, distribute and grade assignments through this application. The Assignment feature helps in end-to-end assignment management and in providing effective and timely feedback. The Raise Hand feature is useful in conducting a systematic discussion and the application allows teachers to download the daily attendance list. The sessions can be recorded for later use. It encourages students to develop their reading, writing, speaking and listening skills and promote better classroom interaction.
- Staff members encourage the students to use Google Classroom for easily access the E-learning materials.
- Teachers and students have the opportunity create a visual communication of a topic in YouTube. This can be a fun and innovative way to spruce up classroom presentations and keep students up to date with current events.
- Through Google Form, teachers create online quizzes and exams that feature multiple question types, such as multiple choice, short answer, and essay. Tests are automatically graded.

Online class Learning:

- Students used the Google Classroom to send their seminar videos and presentations.
- By using Google form students created online quiz and gathered more knowledge about their subjects.
- Through Google meet students, interacted with the staff and cleared their doubts.

Mechanism for internal assessment is transparent and robust in terms of frequency and mode

Mechanism:

- Principal conducts HOD meeting based on internal exam.
- The Institution announces the internal exam date.
- Through principal, the head of the department informs the internal exam date to the staff members and students.
- Internal exam timetable will put in the Department notice board. Class in charges will inform the same in their classes.
- Institution informs the staff members to submit the question papers before the scheduled date.
- The Institution conducts the exam in centralised mode.
- Exam committee allots invigilation duty to the staff members. On the day, staff members go to the exam cell and collect the question and answer papers.

Frequency:

- The Institution conducts three internal tests in a semester. The marks are based on the average of the two tests conducted. Institution conducts a model exam before the semester exam. Model exam helps the students to write their semester exam with confidence.
- Staff members are assessing their students continuously by using various test methods like class test, unit test and weekly test. When a unit is completed, to evaluate students' knowledge, unit tests are conducted and to assess the continuation of the progress staff members conducts the weekly test, once in a week. Staff members conduct the class test on every day basis, in order to test their knowledge in the previous day's portion.
- Staff members assess the students before exams through asking questions, conducting debates, presenting general topics. This helps the teachers to know about the deep knowledge of the students.

Transparency:

- The results of each test declared within a week. The results displayed in the departmental notice board. Answer sheets were distributed in the classroom. Students can check their answer sheets and clarify their doubts with the concerned staff.
- If the students have any problem related to their internal exam and marks, they can file complaint in Grievance cell. Before going to that cell students informed through their concern class teacher, through their class teacher they move to HOD. If the problem is not solved by the HOD, they forward their complaints in Grievance cell.

Mode:

- Every day ten to fifteen minutes are allotted for class test. Staff members are able to assess the knowledge of students on the topic based on the class test.
- Weekly tests are conducted weekly once. In a month staff members are conducting four weekly tests.
- Unit tests are conducted by the staff members five times in a semester.

- Internal exams are conducted thrice in a semester.

Mechanism to deal with internal examination:

Internal Exam:

Mechanism

- The department adopts a transparent, time-bound and effective method to handle internal reviews and related complaints. Three internal examinations are conducted during the semester.
- Head of the Department and Class in charge check whether the questions are taken from the completed portions, which are allotted for their internal exam.
- If the students have any difficulty related to the exam like writing two subjects in a day. They can make a complaint in the Grievance cell. The committee members would check the complaint and rectify the problem in concern with the management.
- There is an Internal Exam Committee in the institution. They allocate the seating arrangements of the students before exam. The exam cell coordinator monitors each and every step which is moving by the committee properly. Exam hall number will be displayed in the notice board and the head of the Department would share the same to the students through the class in-charge.

Transparency:

- The results of each test declared within a week. The results displayed in the departmental notice board. Answer sheets were distributed in the classroom. Students can check their answer sheets and clarify their doubts with the concerned staff. Marks will be entered in the site. Parents and students can view their marks in the site.
- Best two internal exam marks were calculated and entered in the Bonifon.
- Internal examination marks are calculated by adding the average of best two internal exams and assignment marks.
- The score records of students in internal examinations are properly kept in the institution's grade book.

Grievances:

- After exam within a week, teachers issues papers to the students. If there is any doubt or corrections, students have informed to the concern teachers and then the staff members rectified their problem. If it's not rectified, the complaint will be taken to the grievance cell. Followed by that, staff members called the parents for getting feedback.
- In the Department of English problems will be rectified by the head of the Department. So the students won't register any complaints in the Grievance cell.

External Exam:

- External examinations are conducted at the end of the semester.
- External exam was conducted by the University.
- Teachers would inform the students to pay the exam fee after checking their subject codes.
- The Institution gives information regarding the last date of University exam fee with penalty and without penalty.
- The institution gives the University timetable to the students class wise and pastes the same in the notice board.
- In order to attend the University examination students should satisfy the eligibility criteria of 75% attendance.
- Students have to register for their Regular examinations.
- Students can download their hall tickets through online.
- The Institution conducts the exam based on the guidelines of exam cell, which allots the classroom for the exam and allot duty to the staff members.
- The final year students, those who failed only in one subject can apply for the supplementary Exam.
- During the online exam, if the students are not able to download the question paper, subject in charges helps them. Staff members give instructions to the students regarding the online exam. Pre examination training was arranged for the first year UG and PG students before the online exam to face the exam without any difficulty.

Grievances:

- If any student failed in the exam, they can get Photostat copy of their answer sheet from the University and go for re- total. If there is any difference in mark they can apply for revaluation through the Principal within 15 days. Through the concern of HOD students should write a letter and get the approval from the Principal for revaluation form- B. University will publish the result within 15 days. If there is any further issues like result is not published, then the Principal will talk to the Controller of examination and take all the steps to publish the result.

PROGRAM OUTCOMES, PROGRAM SPECIFIC OUTCOMES AND COURSE OUTCOMES

- While addressing the students, the HOD create awareness on Program outcomes, Program specific outcomes and course outcomes. The faculty members, class teachers, mentors, also inform the students and create awareness and emphasize the need to attain the outcomes.
- Regarding academic performance, faculty and staff meet with students to take inventory, find out the under-performing students, ask the reasons for under-performing, and then meet with the legal guardian to discuss corrective measures with the students.

COURSE OUTCOME:

- On successful completion of the programme, the students are introduced to communicative skills, to define, classify and understand the methods of communication, to improve their LSRW skills, to enable them to practice those skills in their daily life.
 - To gain knowledge on fundamental principles of English grammar including parts of speech, sentence types (simple/compound/complex sentences), subject-verb agreement, pronoun usage, punctuation etc.
 - To learn the literary, societal, cultural and historical background of the greatest English writings penned by Indian Authors
 - To familiarize students with the literary texts of ancient and modern literature written by great writers of English.
 - To obtain adequate information on colonization and post- war consequences through the literary, cultural biographical and historical background of the greatest writings in Commonwealth literature.
- This kind of training helps the students to acquire knowledge in their subjects.

Sl.No	Course	Subject	Outcome
1.	I B.A. English	11	<ul style="list-style-type: none"> • Students will be able to enhance his or her familiarity and fluency with the language considerably. • Develop Vocabulary and Pronunciation. • Develop a confidential communication skill. • Students can learn belief out line of British History. • Make them prepare for competitive exam. • Know different genres of literature and to know the history of each genre in Literature. • Helps to gather knowledge about environment. Learns to protect the environment. • Develop a confidential communication skill. • Helps to develop language skills. • Learned different styles of writings, like prose, poetry and fiction. • Students will be able to enhance his or her familiarity and fluency with the language considerably. • To develop the communication skills. • To develop the basic knowledge in English language.

			<ul style="list-style-type: none"> • To learn diverse cultures and values of each age. • To understand various dramatic techniques. • Drama helps the students of express themselves imaginatively and creatively. • Acquire good speaking and listening habits to understand enjoy and appreciate dramatic texts. • To make the students familiar with the evolution and progress of English language and Literature through different years and periods. • To understand important literary figures and historical periods.
2.	II B.A. English	13	<ul style="list-style-type: none"> • To develop Vocabulary and Pronunciation. • Students will be able to enhance his or her familiarity and fluency with the language considerably. • Students were aware of the period of Dr. Johnson and other critical writers. • It helps the students of express themselves imaginatively and creatively. • Students understand main idea and details in different kinds of dramatic scripts. • Acquire good speaking and listening habits to understand enjoy and appreciate dramatic texts. • Chicano Literature is written by Mexican American writers • Through this paper, the students learnt the sufferings of Mexican Americans • The students learnt the writing of Afro Americans. • Students can understand the sufferings and pain faced by the Afro Americans. • Eco English helps to learn English through environmental issues • It also helps to improve the communicative skill of the students. • The students learn the improve the

			<p>various rights</p> <ul style="list-style-type: none"> • The rules and regulations declared by the government for the welfare of the individuals. • Computer for Digital, students learned the basis of computer • MS word, PowerPoint, Excel spread sheet, email • Theoretical and practical study helped students to explore the new heights in computer learning. • Developed a confidential communication skill. • Learned different styles of writings, like prose, poetry and fiction. • Students were aware of the rules and regulations of that followed particular period of Chaucer and other writers. • Critical thinking and attitudes relating to historical matters are enhanced. • British Poetry helps to develop the knowledge about British poetry. • English Grammar and Usage helps to develop the communication skills. • To develop the basic knowledge in English language. • In Phonetics and Spoken English, students have learned how to differentiate British and American pronunciation. • They decide to choose British tone, stress and intonation in their spoken context. • Consumer Awareness gave a clear idea about consumers and consumerism. • It helps to gather knowledge about consumer laws, which are useful for the well being of individuals.
3.	III B.A English	10	<ul style="list-style-type: none"> • In Non- Fiction, the students got familiarized prose writings of the representative writers of English Literature. • The subject helped the students to learn different styles in writing different types

			<p>of essays.</p> <ul style="list-style-type: none"> • Literary critics and approaches develop the critical sensibilities of the students. • It helps the students to apply concepts from literary theory and criticism in the analysis and interpretation of text • This paper helps the students to write critical responses in literary works. • Canadian literature helps the students to know the culture , tradition and manners of Canada • This paper highlights the lifestyle of the people in Canada and their landscape. • Creative Writing helps the students to know the different styles of writings. • This paper helps the students of express themselves imaginatively and creatively. • World Literature in Translation Students get knowledge about new areas of literature. • Able to understand the cultural and moral precepts of various nations. • Various genres demonstrate an overall view of nations. • Shakespeare students to understand the fine technical details of Elizabethan Drama. • This course dealt with various plays of Shakespeare, which gave the overall idea of Elizabethan Era. • South- Asian Literature in English made the students to know about the countries comprising the South Asian subcontinent. • It dealt with the background of distinctions cultures and history of South Asia. • Short stories and one act Plays has made the students to comprehend the thematic descriptions, characters and genre. • Regional Literature in English increased wide knowledge and perspective in subject area. • Students studied about Tamil writers and Tamil Literature.
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			<ul style="list-style-type: none"> • It creates passion towards the students. • In African literature, the students understood the role of African literature in establishing the identity of Africans • It helped the students to know about new writers, their works and about their discrimination which Africans faced in the hands of colonizers.
4.	I M.A. English	12	<ul style="list-style-type: none"> • Indian writing in English I helps the students to learn about the culture , tradition and history of India • It helps to find out the important authors and famous leaders in India • British Poetry helps the students to learn about the nature and the life of common people • It helps to learn about classical ideas and mythical imagination • It also helps to develop the important influence on historiography, education and natural beauty. • British Drama helped the students to know about the great tragedies and comedies of English literature • The students came in touch with the classical works of English literature • American Literature I helps the students to know about American culture and tradition • It helps them to understand the great minds of American people • It creates interest towards the students to read more students • African literature helps to various writers from Africa , South, East and West • Becoming aware of social realities from those parts of the world • Learning the styles adopted by the African writers to expose and express their societies. • Literature and Pandemics know and express the varied socio- cultural conditions related to pandemics. • Understand major biological crisis like the COVID-19 pandemic.

				<ul style="list-style-type: none"> • British non-fiction Learn and appreciate the cultural realities of the various periods. • Analyze the functions of English texts and their relations with historical, social and political contexts. • Grasp the changing role of English in the new world order. • American Literature II Students got a proper knowledge about the background and history and politics of America • Learnt about the cultural diversity and the factors that kept America united • Emergence of tribal and subaltern studies as a part of American literature • Literary theory I The purpose was to create awareness regarding the major literary theories from 1950s to 1970s • To learn to apply these theories in the analysis of literary texts • Indian English Literature II The subject helped the students to know about the different works and authors of different regional languages. • The subject helped the students to know about the art of translating works • Canadian Literature Get acquainted with the richness of Canadian literature through various genres. • Create thoughtful and critical analyses of the assigned texts. • Shakespeare Recognize the elements of dramatic devices and techniques of Elizabethan drama. • Recognize Shakespearean theatre and language.
5.	II English	M.A.	10	<ul style="list-style-type: none"> • Shakespeare made students to understand the fine technical details of Elizabethan Drama. • It dealt with various plays of Shakespeare, which gave the overall idea of Elizabethan Era • Literary Criticism and Theory Students get an understanding of the new theories post 1950 that have shaped correct

			<p>thinking about literature.</p> <ul style="list-style-type: none"> • Learn about approaches that can be applied to the analysis of literary texts. • World Literature in English Translation Students gets knowledge about new areas of literature. • Able to understand the cultural and moral precepts of various nations. • Various genres demonstrate an overall view of nations. • Research Methodology Students learned to use the mechanics of Research writing. • Students understood that research is not a paper, but it is a life skill that is used throughout their life. • Learned the rules, regulations and formats that were mentioned in MLA Handbook for Research 8th Edition. • History of English Language and Linguistics Students know their ability in need of learning about language, literature, culture and society. • Students understand the difference of language, vocabulary, grammar in old, middle, and modern English • Common Wealth Literature Students learned about the common wealth countries and their sufferings during II World War. • Students understand the different perspectives of author and their countries. • It helps the students to overcome their own suppression by writing skills. • Diasporic Women’s Writing Students could understand the role and responsibility of women in the society. • Diaspora, not just as a part of literature but as a part of life. • Transformation of women from past to present. • Literature and Ecology direct the students into a new focus of literature. • Students understand the relationship of literature with issues of nature.
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			<ul style="list-style-type: none"> • Students will be aware of environmental issues and able to find out solutions. • English Language Teaching supports the students to understand the areas of grammar and pronunciation. And it engages them to practice through self-evaluation. • Post Colonial Literature made students to understand all the colonized countries and their suppression even after World war. • This paper helps the students to know the problems and sufferings all around the world.
6.	M.Phil English	3	<ul style="list-style-type: none"> • In Research and Teaching Methodology students learned to use the mechanics of Research writing. • Students understood that research is not a paper, but it is a life skill that is used throughout their life. • Learned the rules, regulations and formats that were mentioned in MLA Handbook for Research 8th Edition. • Critical Theory helps to learn to apply theories in the analysis of literary texts • Students get an understanding of the new theories post 1950 that have shaped correct thinking about literature. • Contemporary Literature arouses interest in the students to read more novels and dramas. • Students understand the different perspectives of author and their countries. • Students get knowledge about new areas of literature. •

Academic year 2015-2016 (I B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored above 80%	Number of students scored above 60%	Number of students scored above 50%
1.	G2EN11	Part II English	120	110	8	52	44
2.	GAEN11	Social History of England	120	104	0	58	49
3.	GMEN11	Chaucer to Renaissance	121	94	2	48	27
4.	GMEN12	Indian Writing in English	120	102	3	47	41
5.	GEVS11	Environmental Studies	121	111	11	65	32
6	G2EN21	Part II English	120	109	3	48	40
7	GMEN21	Jacobean to Augustan Age	120	109	1	47	43
8	GAEN21	Effective English Communication	120	109	3	47	53
9	GMEN22	American Literature	120	116	5	58	47
10	GVBE21	Value Based education	120	120	17	78	21

Academic year 2016-2017 (II B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored above 80%	Number of students scored above 60%	Number of students scored above 50%
1.	G2EN31	Part II English	120	120	13	69	37
2.	GMEN31	Augustan Age	120	113	4	70	38

3.	GAEN31	Literary forms	120	113	8	87	19
4.	GSEN3A	Phonetics and Spoken English	120	111	7	73	29
5.	G2EN41	Part II English	120	105	10	71	24
6.	GMEN41	Romantic Age	120	105	7	47	20
7.	GSEN4A	Effective Communication	120	100	11	54	37
8.	GAEN41	Literary Critics	120	105	0	28	56

Academic year 2016-2017 (I MA English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored above 80%	Number of students scored above 60%	Number of students scored above 50%
1.	KEHM11	Modern Literature-1	25	25	1	23	1
2.	KEHM12	Modern Literature – II	25	25	1	22	2
3.	KEHM13	Romantic Period	25	23	1	21	1
4.	KEHM14	Indian Writing in English	25	25	0	22	3
5.	KEHE11	Literature and Gender	25	25	2	19	4
6	KEHM21	Victorian Age and Age of Hardy	25	22	0	21	1
7	KEHM22	Literary Theory and Criticism	25	25	0	23	2
8	KEHM23	Indian writing in English Translation	25	25	0	25	0
9	KEHM24	American	25	23	0	21	2

		Literature					
10	KEHE21	Communicative English	25	24	1	22	1

Academic year 2016-2017 (I B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored above 80%	Number of students scored above 60%	Number of students scored above 50%
1.	J2EN11	Part II English	136	122	4	56	47
2.	JMEN11	Indian Writing in English	136	118	2	65	43
3.	JMEN12	British Fiction	135	122	1	44	59
4.	JAEN11	Social History of England	135	123	0	67	55
5	JE2N21	Part II English	136	125	7	87	31
6	JMEN21	American Literature	136	131	1	71	60
7	JMEN22	English Grammar and Usage	136	119	0	69	55
8	JAEN21	Literary Forms	136	125	1	47	78

Academic year 2017-2018 (II B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored above 80%	Number of students scored above 60%	Number of students scored above 50%
1.	J2EN31	Pat II	130	127	25	85	14

		English					
2.	JMEN31	British Poetry	130	108	5	72	28
3.	JSEN3A	Phonetics and Spoken English	130	109	1	76	30
4.	JAEN31	History of English Literature	130	120	1	58	59
5	J2EN41	Part II English	130	122	2	65	55
6	JMEN41	British Drama	130	126	7	76	43
7	JAEN41	History of English Literature II	130	108	3	52	53
8	JSEN4A	Eco English	130	129	27	74	18

Academic year 2017-2018 (I MA English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	PEHM11	Modern Literature I	32	32	6	26	0
2.	PEHM12	Modern Literature II	32	26	0	20	6
3.	PEHM13	Romantic Period	31	31	3	24	4
4.	PEHM14	Indian Writing in English	32	27	1	26	2
5.	PEHE11	Literature and gender	32	32	2	30	0

6.	PEHE12	African Literature	32	31	0	25	6
7	PEHM21	Victorian Age and Age of Hardy	32	32	2	23	7
8	PEHM22	American Literature	32	32	3	24	5
9	PEHM23	Literary Theory and Criticism	32	32	2	27	3
10	PEHM24	Indian Writing in English Translation	32	32	3	22	7
11	PEHE21	Communicative English	32	32	4	26	2
12	PEHE22	Northeast Indian English Literature	32	32	2	22	8

Academic year 2017-2018 (I B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	S2EN11	Part II English	128	120	0	68	38
2.	SMEN11	Indian Writing in English I	128	106	2	69	30
3.	SMEN12	British Fiction	128	114	3	59	40
4.	SMEN13	Australian Literature	128	109	5	55	46
5.	SAEN11	Social History of England	128	113	8	55	38
6.	SEVS11	Environmental Studies	128	126	8	79	31
7	S2EN21	Part II English	126	122	13	65	44

8	SMEN21	Indian Writing in English	126	116	4	74	38
9	SMEN22	American Literature	122	106	3	63	40
10	SMEN23	English Grammar and Its Usage	127	110	6	56	48
11	SAEN21	Literary Forms	125	110	2	62	46
12	SVBE21	Value Based Education	126	125	10	88	27

Academic year 2018-2019 (II B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	S2EN31	Part II English	122	116	0	58	58
2.	SMEN31	History of English Literature	121	115	1	51	63
3.	SMEN32	British Poetry	121	95	2	43	50
4.	SAEN31	Caribbean Literature	121	107	3	48	56
5.	SSEN3A	Phonetics and Spoken English	121	95	5	35	55
6	SYOG3A	Yoga	120	99	2	97	0
7	S2EN41	Part II English	120	113	1	38	65
8	SMEN41	History of	120	107	2	31	53

		English Literature					
9	SMEN42	British Drama	120	113	0	42	61
10	SSEN4A	Eco English	120	118	5	72	41
12	SAEN41	Chicano Literature	120	118	0	31	59

Academic year 2018-2019 (I MA English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	PEHM11	Modern Literature-1	32	32	2	28	2
2.	PEHM12	Modern Literature – II	32	26	1	19	6
3.	PEHM13	Romantic Period	31	31	3	23	5
4.	PEHM14	Indian Writing in English	32	27	4	15	8
5.	PEHE11	Literature and Gender	32	32	1	24	7
6.	PEHE12	African Literature	32	31	2	25	4
7	PEHM21	Victorian Age and Age of Hardy	32	31	1	30	1
8	PEHM22	American Literature	32	31	1	30	0
9	PEHM23	Literary Theory and Criticism	32	29	0	25	4
10	PEHM24	Indian Writing in English	32	31	0	28	3

		Translation					
11	PEHE21	Communicative English	32	32	4	28	0
12	PEHE22	Northeast Indian English Literature	32	32	1	29	2

Academic year 2018-2019(I B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	S2EN11	Part II English	121	117	2	100	15
2.	SMEN11	Indian Writing in English	120	109	7	83	19
3.	SMEN12	British Fiction	122	114	6	82	26
4.	SMEN13	Australian Literature	122	118	2	88	28
5.	SEVS11	Environmental Studies	122	119	18	91	10
6.	SAEN11	Social History of England	121	109	1	75	33
7	S2EN21	Part II English	121	111	2	27	82
8	SMEN21	Indian Writing in English - II	121	108	3	43	3
9	SMEN22	American literature	121	96	5	25	40
10	SMEN23	English Grammar and Usage	121	107	7	22	67
11	SAEN21	Literary Forms	121	101	0	31	50
12	SVBE21	Value Based Education	121	118	8	60	50

Academic year 2019-2020 (II B A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	S2EN31	Part II English	120	116	1	68	46
2.	SMEN31	History of English Literature II	119	106	0	6	100
3.	SMEN32	British Poetry	120	110	2	9	99
4.	SAEN31	Caribbean Literature	120	115	0	9	105
5.	SSEN3A	Phonetics and Spoken English	120	115	2	13	100
6.	SYOG3A	YOGA	120	116	10	97	9
7	S2EN41	Part II English	120	106	4	62	40
8	SMEN41	History of English Literature	120	99	7	46	46
9	SMEN42	British Drama	120	108	6	62	40
10	SSEN4A	Eco English	120	119	15	89	12
11	SAEN41	Chicano Literature	120	97	4	64	29

Academic year 2018-2019 (I M A English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	PEHM11	Modern Literature-1	32	32	4	26	2
2.	PEHM12	Modern Literature – II	32	26	0	20	6
3.	PEHM13	Romantic Period	32	31	2	24	5
4.	PEHM14	Indian Writing in English	32	27	0	19	8
5.	PEHE11	Literature and Gender	32	32	1	24	7
6.	PEHE12	African Literature	32	31	1	26	4
7	PEHM21	Victorian Age and The age of Hardy	32	32	2	29	1
8	PEHM22	American Literature	32	31	7	24	0
9	PEHM23	Literary Theory and Criticism –I	32	29	4	21	4
10	PEHM24	Indian Writing in English Translation	32	31	5	23	3
11	PEHE21	Communicative English	32	30	4	26	0
12	PEHE22	Northeast Indian English Literature	32	32	4	26	2

Academic year 2019-2020 (I MA English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	PEHM11	Modern Literature –I	30	29	0	26	3
2.	PEHE11	Literature and Gender	30	30	0	28	2
3.	PEHE12	African Literature	30	30	3	27	0
4.	PEHM12	Modern Literature II	30	29	0	28	1
5.	PEHM13	Romantic Period	30	28	0	27	1
6.	PEHM14	Indian Writing in English	30	30	0	30	0
7	PEHM21	Victorian Age and The age of Hardy	30	30	2	23	5
8	PEHM22	American Literature	30	30	1	25	4
9	PEHM23	Literary Theory and Criticism –I	30	30	2	27	1
10	PEHM24	Indian Writing in English Translation	30	30	1	19	10
11	PEHE21	Communicative English	30	30	5	25	0
12	PEHE22	Northeast Indian English Literature	30	30	1	17	12

Academic year 2020-2021 (I MA English)

Sl. No	Subject Code	Subject	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
1.	PEHM11	Modern Literature –I	33	33	16	17	0
2.	PEHE11	Literature and Gender	33	33	18	15	0
3.	PEHE12	African Literature	33	33	8	25	0
4.	PEHM12	Modern Literature II	33	33	18	15	0
5.	PEHM13	Romantic Period	33	33	16	17	0
6.	PEHM14	Indian Writing in English	33	33	11	22	0
7	PEHM21	Victorian Age and The age of Hardy	33	33	19	14	0
8	PEHM22	American Literature	33	33	11	22	0
9	PEHM23	Literary Theory and Criticism –I	33	33	6	27	0
10	PEHM24	Indian Writing in English Translation	33	33	20	13	0
11	PEHE21	Communicative English	33	33	28	5	0
12	PEHE22	Northeast Indian English Literature	33	33	5	28	0

PROGRAMME SPECIFIC OUTCOMES:

- On successful completion of the programme, the students will be accurate both in oral and written communication as they will be strong in Grammar and its usage.
- The students can express a thorough command of English and its linguistic structures.
- The students will be familiar with the textual genres including fiction, non-fiction, poetry, autobiography, biography, journal, plays, editorials etc.

PROGRAM OUTCOME:

- Developing intellectual, personal and professional abilities through effective communicative skills; ensuring high standard of behavioural attitude through literary subjects and shaping the students socially responsible citizens.
- On successful completion of the programme, the students are introduced to communicative skills, to define, classify and understand the methods of communication, to improve their LSRW skills, to enable them to practice those skills in their daily life.

Sl. No.	Academic Year	No. of students appeared in the University exam	No. of students passed in the exam	Number of students scored first class with distinction	Number of students scored first class	Number of students scored second class
	2017-2018					
1	B. A English	118	96	6	37	16
2	M. A English	26	24	12	12	0
3.	M. Phil English	6	6	6	0	0
	2018-2019					
1	B. A English	129	122	32	84	6
2	M. A English	31	28	14	14	0
3	M. Phil English	6	6	6	0	0
	2019-2020					
1	B. A English	125	125	26	81	18
2	M. A English	32	32	19	13	0
3	M. Phil English	6	6	6	0	0
	2020-2021					
1	B. A English	117	117	61	56	0
2	M. A English	29	29	25	4	0
3	M. Phil English	2	2	2	0	0

- Student performance in the past five years has been very good. In the Department of English 80% of students passed out in each year.
- 60 students secured University ranks for major and part II English during the last five years.
- Academic year 2019-2020 onwards the Department of English produce 100% of result for UG, PG and M.Phil.
- After the completion of the course, Part II English students were able to speak and write in English without any difficulty.

- The students, who studied in the Department of English, were able to write articles and literary works. They were capable to interact with a large group. They attained the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course.
- Students acquired skills and personality traits during their course that are to be needed for their professional development.
- Students who earn a place in the university rankings receive special honours on the university's annual awards day to recognize their achievements and to inspire and motivate others to follow their achievements.

PROGRAM OUTCOMES, PROGRAM SPECIFIC OUTCOMES AND COURSE OUTCOMES ARE EVALUATED BY THE INSTITUTION

- Result analysis is done after every external examination in the department with all the faculties. HOD discussed about general outcome, rank, first class marks and the other changes to improve teaching and learning process.
- Department wise Review meetings are conducted by the Secretary and Principal to give the feedback at the end of each semester. Management is providing a printed format of analysis sheet for evaluate teacher's performance. Also they give suggestions to the faculty members for the improvement.
- Each and every staff member's results are checked and analysed during the time. At the time of evaluation if the staff members have any problems while teaching is to be informed to the management and they take necessary steps to rectify it.
- Based on the course outcome the Institution evaluates not only the programme outcome but also the caliber, performance and efficiency of the teacher.

Criteria 3- Research, Innovations and Extension

Research

Research is a process by which one acquires dependable and useful information about a phenomenon or a process. It is a systematic inquiry towards understanding a complex social issue in the environment. It follows the scientific approach to gain knowledge. The aim of research is to study the problems of society and to acquire reliable knowledge about the various aspects of human experience.

The Department of English takes a close look with the problems of the rural environment and creates awareness about environmental problems among the Post Graduates and the M.Phil Research scholars and they are advised to do projects on new concepts based on Ecosystem innovatively to gain knowledge and to flourish their ideas world wide. Accordingly, they did their projects with respect to topics as, “Crafting Journey’s: The Evaluation of Identity in Daniel Woodrell’s *Winter’s Bone*,” “Ecocritical Considerations of Nature in Contemporary British and Estonian Literature” and “Environmental Justice in Amitav Gosh’s *The Hungry Tide*.” Thus, they are submitting their thesis which promotes problem solving, perseverance, critical thinking, leadership, team work, resilience and ecological understanding. In the academic contents the Ecological based research out performs the tradition and culture of the society and would provide learning by improving their attention, levels of stress, self-discipline, interest and enjoyment in learning.

Innovations

Research on the role of innovation in environment has proliferated in the field of literature. Today, the innovation in literature is large and diverse. The practical implementation of spreading knowledge is done through various Workshops, Seminars and Conferences, 80% of the students have enhanced knowledge on the recent trends of Research. This paves way to the young researchers to create a bond with the Eminent Scholars. Qualitative Research outcome is beneficial for the discipline, society, industry, region and the nation. Sharing of knowledge especially through various media enhances the quality of teaching and learning. Research acumen in the department evolves various research output with clear records such as Doctoral, Pre-Doctoral with certified Research

Publications. With the provided facilities and efforts of the department it has promoted the “Research Culture” among the students to undertake research in various fields of Literature.

In order to understand the nature of environmental influences on individuals, the Under Graduates and the Post Graduates of the department of English are taught with the syllabus based on ecosystem with subjects like Environmental Studies, Eco English and Literature and Ecology. It creates harmony towards environment as it provides positive behaviour of the students towards environment and tries to convert the negative attitude to a positive attitude through highlighting or showcasing the importance of environment for life.

Research Innovations

From the year 2017-2022, the PG students in the Department of English have submitted **153 research projects and 21 M.Phil Scholars** have submitted their research works. Among them, **15 projects are based on the social issues of our present environment, 93 projects are on literature which includes fiction and play, 10 projects paves way to do further research, 15 projects are on poetry, 3 projects are based on eco criticism 38 projects are based on various literary theories.** Their findings of the research, adapted a new innovative techniques based on social issues, gender issues, dystopian society, racism, cultural problems, psychological trauma and artificial intelligence and they have implemented through various extension activities.

Extension

Through extension and outreach programs, the Department of English sensitizes the students to develop social values, widespread their responsibilities, knowledge in societal issues and problems by making them to involve with the community people. Through this, the students can establish a good relationship with orphanages and villages to serve the community. Students with profound interests attains the social values and responsibility above all they get hold of social justice, value,

responsibility and sustainability to develop an awareness and knowledge of social realities and have concern for the well being of the community thus engage in creative and constructive social action.

To spread humanity and develop holistic development among the students, the Department of English paves a special concern for doing good deeds to society through Extension activities. They are often integrated with Curriculum which intends to help, serve, reflect and learn. Various awareness programmes on drug abuse, alcoholism, Cancer, Child Rights, Hospital cleaning and treat of increasing population were conducted in and around the villages of Kaliyakavilai. Apart from this, our students have visited orphanages, distributed eatables and conducted Quiz programmes for these children.

Activities

The students are motivated to do research on various streams like social issues, gender issues, dystopian society, racism, cultural problems, psychological trauma and artificial intelligence which enhance them to work for the welfare of the society.

As per the research findings, the PG and M.Phil Scholars of the Department of English extended their activities in their area of research through reviewing the works of other researchers which helps them do their further research. It enhances their wide knowledge to extend their research ideas innovatively.

Criterion 4 - Infrastructure and Learning Resources

INFRASTRUCTURE

Classrooms (Teaching)

1. Classrooms as per UGC norms.
2. Equipped with LCD projector & Internet connection.
3. 9 class rooms
4. Well furnished.

Classrooms (learning)

1. Students use blackboards and ICT facilities for taking seminars and doing presentations in the class.
2. Students are given opportunities for conducting role plays, dramas, debates, quiz programs and so on based on their subjects in the class rooms.

Language Lab(Teaching)

1. Well establishes language lab with 64 computers attached with good quality headphones to enable proper listening.
2. Has facilities for ICT
3. The software being used in the language lab to teach students is Oral Talk.

Language Lab (Learning)

1. The students learn proper pronunciation and also enhance their language skills.
2. The students understand the need to have good pronunciation skills and also develop fluency in English language.
3. The other departments are also given opportunities to use the language lab as per the timetable.
4. The department head is in charge of the language lab.
5. The language lab is also used for educating the teachers regarding handling online classes and various other orientation programs based on enhancing language skills.

6. The language lab has been used by almost all the first and second year students of our college .
7. The English department provides with the following number of classes for each department to improve their language skills.

Mathematics	- 6
Physics	-6
Computer Science	-6
Physical education	-6
Chemistry	-6
Zoology	-6

Computing Equipment(teaching)

1. The staff use computing equipments to display PowerPoint presentations, and various documentaries based on the given syllabus.
2. The students are also allowed to take seminars and give presentations using the ICT facilities in the department.
3. The department also has speakers provided by the management enabling the staff to educate the students using video clips and also movies related to their subject.

Computing Equipment(learning)

1. The students use the college library for the purpose of using INFLIBNET.
2. They use the department computer for referring on to the rare book collection that we have in our department.
3. The department has full access to Wi-Fi connection and students are given separate id and password to access it in case of project works or reference works.

Department:

1. The English department is a very well furnished one which holds 13 staff members. It has a computer, projector and printer facility.
2. The department has a department museum which is used to display the achievements of its students and also a good department library with nearly 800 books on various topics.

Facilities	Numbers
Class rooms	9
Seminar Halls	1(common)
Auditorium	1(common)
Classrooms with LCD facilities	7
Classrooms with Wi-Fi/ LAN	-
Total no.of computers for reference	60
Department	1
Department library	1
Department museum	1

Seminar hall:

1. The seminar hall is spacious enough to hold 250 people at a time.

Utility:

2. We use it for PTA Meetings, conducting workshops, seminars and cultural.
3. The students celebrate lit fest, association inaugurations and also fine arts day programs in the seminar hall.

Auditorium:

1. Auditorium is large and spacious enough to accommodate 2500 students.

Utility:

2. We celebrate common functions like college day celebrations, lit fest, fine arts day, orientation programs, etc here.
3. The auditorium serves as a wonderful place to show case the talents of students through functions like women's day, Christmas day, etc.

4. The auditorium also serves as the yoga centre where nearly 130 of our students learn and practice yoga. The students have improved mental health with the practice of yoga.
5. The students also feel relaxed and have achieved better standards of life through the cultural and yoga activities of the college.

Sports Utility:

Ground:

1. Sports day competitions are held here.
2. Inter-departmental and intra-departmental competitions are being held here.
3. Students are given sports and athletics training early in the morning and at evening, which has resulted in students achieving laurels in sports.

Indoor Game zone:

1. 15 of our students have participated and won prizes in the indoor games competitions like table tennis, chess, caroms etc.
2. We have one team of boys and one team of girls for the following sports events in our department :
 - Chess
 - Badminton
 - Caroms

Outdoor games:

1. 15 of our students have participated and won prizes in the outdoor games like football, Hand ball, cricket, Kho-kho Badminton, Kabadi , Hockey, and Volley ball.
2. We have one team of boys and one team of girls with 12 members each for the following sports events in our department:

- Athletics
- Kabadi
- Football
- Handball
- Volleyball
- Kho- kho

Library as a learning Resource

Name of ILMS software	Nature of automation (fully or partially)	Version	Year of Automation
MS Excel	Computerized	-	2021

1. There are 800 books in the department library.
2. The students can take books using the library register.
3. The books are being segregated on the basis of their genres. Short stories - 77

Novels - 198

Poetry - 10

Dictionaries - 19

General Books - 138

Holy Bible - 2

Tamil Books - 27

Plays - 62

Shakespeare - 55

Guides - 19

Criticism books - 9

Magazines - 29

Thesis - MA 239

M.Phil - 18

4. We also have a collection of rare books in the soft copy and students can refer to it using the department computer.

5. The department library is expanded using the book donation habits of the outgoing students. This is called as the Book Bank of our department.

ICT Infrastructure

1. The department has full access to Wi- Fi.
2. We use Wi-Fi connections for online classes, reference purposes and also for student references and project works.
3. The class rooms also has full access to Wi-Fi connections making it easy for taking class and also seminars.
4. The usage of ICT is being monitored using and ICT register

Utility:

1. The staff members use Wi-Fi connections for taking online classes and sending online materials to the students.
2. The students also have full access to Wi-Fi connections for their project works and reference works.

Maintenance of Campus Infrastructure

Language Lab

- **Maintenance procedure:**

1. Language lab maintenance records are used to record all the usage history.
2. We note down the damages caused.
3. Damages are adequately repaired with the help of HOD and OM.

- **Utility procedure:**

1. Students come prepared for the class.
2. We maintain lab usage registers for staff and students.
3. With the permission of the head of the department the concerned subject teacher takes the students to the language lab in the allotted time.

Library

- **Maintenance procedure:**

1. Entry, exit and usage register is maintained in the library.

- **Utility procedure:**

2. Students and staff can borrow books using library cards. Students – 1 book, Staff -5 books
3. The department library has an entry register, students and staff can borrow books and return it within 10 days.

Computer entry register

1. We are maintaining computer entry register which enables us to know the people who use the computers..

Classroom maintenance:

2. The class rooms are kept clean and tidy by the attendees and are properly sanitized.
3. The classrooms are regularly cleaned and are facilitated with dustbins.

Classroom utility:

1. The students are given regular classes as per the time table aloted and regular classes are being held from 8.00 am to 1.45 pm.
2. After the class hours the students are given opportunities for role plays, drama enacting, singing, dancing and even exhibiting their talents in handicrafts in the class based on their subjects.
3. The projectors and computers in the class are used for taking seminars and for presentations as per the instruction of the subject teachers.

Rest Room Maintenance:

1. It is regularly cleaned and kept hygienic by the supporting staff members appointed by the management.
2. We ensure cleanliness and safety in our department and in the college.
3. We provide students with hand wash and soaps for cleanliness.
4. The students are provided with separate dustbins for the disposal of food waste, sanitary waste and each class room also has a dustbin which are regularly cleaned by the supporting staff members.
5. Staff and students have separate wash basins to clean their vessels after lunch and soap is also being provided to them.

Rest Room utility:

1. There are separate restrooms for the boys and the girls.
2. They are allowed to use it at anytime based on their needs.
3. Separate wash basins are provided for washing their lunch boxes.

Criterion 5 - Student Support and Progression

Student support Activities

The Department encourages active student's participation and involvements in all the academic, administrative bodies and committees. The Department has instituted an effective Student council, which provides a representative structure for the students to voice out their ideas and concerns.

Academic Activities

Student council are selected by the students every year according to the guidelines framed by the Department of English. The Student Council acts upon the advice of the Principal, head of the department and faculties. The Student Council is headed by the President (final year of PG programme) assisted by the Vice President (final year of UG programme). It has a General Secretary from the second year of UG programme and the members (Class representatives). The representatives of these clubs are unanimously elected. They Supports the educational development and progress of students. Students are involved in conducting various events, Lit NACCAS magazine, preparation of academic calendar and various other associations and cell bodies. Students are members of the quality initiatives like Theatre Club, Page Tuners, A Forum for Academic Excellence. The Student Council plans and takes responsibility for the students' discipline and in keeping the campus clean and green classroom. The views and suggestions of the students are given equal importance by the Department. Each academic and administrative body of the Department has a mandatory student participation and representation.

Non-Academic Activities

The elected representatives are free to plan the co-curricular activities in and around the department. It starts from the inauguration, followed by the bridge course and departmental activities like Literary Association Meetings (Helicon for UG and Pegasus for PG), inter and intra mural co curricular competitions upon the advice of the Head of the Department and the staff. The Department implements a number of capability enhancement schemes like soft skill development, language and communication skill development, yoga & wellness, analytical skill development, human value development, personality and professional development and employability skill development is well stipulated by the Student Council. The students are

represented, and play a vital role in recommendations for improvement in the teaching learning processes by providing feedback in finding grievances in Internal test, conducting Seminars or webinars, Library visit, and Industrial Visit. The suggestions are well received and wherever possible, implemented. Students are selected to be members of the editorial board of the Lit NACCAS magazines of the departments and other publications as well. It serves as the platform for showcasing the creativity of the students.

Extracurricular activities/ Promotion of Healthy Activities

The Student Council plays an active role in social events, community projects, and outreach activities. They are also engaged in extra-curricular activities such as dance, music, debate, quiz and photography through clubs. The Student Council organizes and assists major activities including celebrations and observance of various days of national and cultural importance like the Independence Day, Republic Day, Teachers' Day, Women' day Earth day and Shakespeare Day festivals like Onam, Pongal, cultural events, inter and intra mural competitions, fine arts day and Christmas as well as intercollegiate events. The students also make an active representation in various committees and cells of the Institution. The students represents in clubs and extracurricular activities like Sports, NSS, Youth Red Ribbon Club, and Yoga.

To impart the Human Values, the Student Council engages in inculcating human values like compassion and empathy by donating blood and physical fitness and other voluntary initiatives. They adopt an orphanage in Muzhucode by giving emotional, economical and psychological support. They also volunteered to serve in disaster management efforts during the Kerala floods and pandemic days. As the vision and mission of the Institution is to impart holistic education to the student community, to enable them to hone their skills, to suit the fluid trend of the society, education and the institution deems it important to recognize the voice of the students in its various activities.

Students Academic Progression

The Department, concern for students' progression to higher studies and to employment The student's progression made the department to enlightens and elevates in its hike. The Department identifies the reasons for poor attainment and plan to implement remedial measures.

To promote sustainable good practices which effectively support the students facilitate optimal progression like remedial classes and mentoring. They are also given guidance to the next higher level or towards gainful employment. The Department has UG, PG and M.Phil courses. Among UG courses, 75% of the graduates in past five years have opted for higher education. In that 90% of them have chosen Bachelor of Education (B.Ed) for their post graduation while the remaining opted for Master of Arts, Management Studies, Master of Social Works and related courses. The Department encourages undergraduate students to take up PG courses in the college itself. As the department has been recognized for pre doctoral degree, the post graduate students are encouraged to take up pre doctoral programs. **The students got admitted to reputed universities and institutions. In the Academic Year 2017-2018, 44 students get admitted for higher education and in 2018-2019 it has increased as 52. Around 103 Students got progressed in the year 2020-2021 and 89 students get admitted in various colleges to pursue her education in the academic year 2019-2020.**

Students Placement

The placement opportunities are being extended to the students in order to help with their mid-career transitions. They are provided with UPSC, TNPSC, NET, Banking, Defence coaching classes after the college hours. The students of the Department are are generally spread across professions like, armed forces, administration, education, health care, design, journalism, sports, law, business and construction which is extremely be very fruitful and meaningful. **13 Students volunteered to educate the future generation in the educational field. The department proudly reveals that, three of the students deputed their talents as revenue inspector, post officer and also in armed force. Four of the students made their milestone in Health care Department, Ministry of Divine and as supervisors in Air Port. More than 20 of them are emerged as new entrepreneurs in the field of business.**

Self- employment

Self- employees have the opportunity to work, learn, and prosper. The Department fosters a supportive environment and encourages the students get a job while learning. They are getting vocational coaching on driving, tailoring, dancing and playing instruments. It helps to exploit the immense potential of students as a valuable human resource.

It helps to channelize in exhaustive energy of the young students in positive activities. Number of Students are deputed their time in taking Tuitions after the class hours. They utilize the income for remitting fees or any other academic purpose. That adds smiles to their parents.

Around 40 students are making the younger generation to learn their daily lessons in tuition classes as well as 10 of our students have sewing machines in their homes. A dance Academy was owed by a student.

Earning and learning

Earning and learning provides opportunities to students to earn while learning to meet their expenses. ‘Learning by doing’ and ‘earning by learning’ is one of the most important pillars of future career development in our department. The class hours of the college starts at 8.00 am and ends at 1.45pm. So it helps the students to have a part time job. It exposes the students to the world of work before actual employment mostly in Catering Services, working as errands in shops. It gives students hands on experience and confidence thereby prepares them better for taking up jobs in future. It also adds value to the resume of the students. The department enables the students to explore their subject preferences and develop them into a career. It prospers belongingness and encourages involvement of the students in management and development of the Department. It helps to inculcate in the students values of hard work and dignity of labour.

More than 25 boys working in catering centers and six of the students are working as errand in shops and computer centers.

Alumni Association

Nanjil Catholic Collge of Arts and Science, Kaliyakkavilai, Department of English
Alumni Association is to development the goodwill ambassadors for the Institution. They spread the motto “Stay connected”. The Alumni make a mark in the society globally. They occupy top executive posts such as administrative, professionals and entrepreneurial ventures and in Uniformed services. Distinguished alumni are honoured by special invitation. Some of current

faculty members and administrative staff are alumni of the University. A good number of students qualify in competitive examinations like NET.

In the academic field our alumni head the educational institutions steering the next generation to take up the cudgels of the future. The expertises of the Alumni who serve as professionals in their chosen field are recognized by the Department. They are members in the departments as resource persons. They share their experiential knowledge in enriching the curriculum. They contribute 523 books to the department library. The services of the Alumni Association are used in strengthening placement and other developmental activities. The alumni provides information to the reputed employers, which helps four of our students to earn better placement .The alumni are the best testimony to the success of the Department of English.

6. Governance, Leadership and Management

Governance:

Governance is the effective and efficient administration of the department in a proper framework. It includes leadership, direction and control exercised in the department. Greatness is achieved when good governance principles and practices are applied throughout the department.

Nature of governance in Academic Matters:

- The academic matters and information are conferred and decided by the secretary and the principal of the college which in turn are conveyed and discussed with the heads of the various departments. Department meetings are convened by the heads to discuss those academic matters. Department plans are made in the meeting and executed with the help of all the staff and students of the department.
- When the department arranges seminars, webinars and faculty development programmes, the department organizes department meetings to discuss about that. The heads categorize the works in regard to organize the seminar, webinar and faculty development programmes like invitation, programme schedule, hall arrangement, masters of ceremony, welcome address, registration, reception, refreshment, receiving the chief guest, arrangement of OD certificate, certificate of participation, feedback form and vote of thanks. After categorizing the works, those are allotted to the staff based on their interest. After the seminar or webinar gets over, review meeting will be held where positives and the flaws of the programme are discussed. Plans will be made to rectify the flaws in the next programme.
- The department has students' council which helps the students to develop their leadership qualities by organizing and carrying out department activities. Instructions are given to the council by the head of the department.
- Important information regarding the studies of students are passed from heads to staff and from them to the parents.
- The department follows online and offline mode of management according to the need of the hour.
- The timetable and details regarding the internal test and examinations are decided by the principal and the controller of the examinations. Those information are passed to the department staff through the head and arrangement are made regarding the same. Students are informed about the tests and examinations through their class teachers.
- Criteria based works in regard to NAAC are divided among all the staff of the department by the head of the department.
- By organizing department meetings, the heads share the decisions and matters discussed in the council meeting with the principal among the staff of the department who in turn pass the information to the students' representative of each class through whom it reaches all the students.

Nature of governance in Non-academic matters:

- During the department meetings, the staff discuss about conducting cultural programmes and competitions where the responsibilities are divided among the staff and students with the aim to give the best for students.

- When the department arranges cultural programmes, the heads allot responsibilities to the interested staff and make them take incharge
- To bring in green classroom and green department, the staff and the students were encouraged to work together by the head. Selected students from each class are asked to take care of the plants.
- The department arranges tour for final years each year. When it is organized, department meetings are held to decide the place, date and other details in regard to the tour. Students are gathered and informed the same. The willing students who bring permission letter from their parents will be taken to the trip along with the selected staff.
By doing these academic and nonacademic activities, the department achieves the vision and mission of the department.

Decentralization

- Teachers and students have their representations and participation in department works and decision making bodies of the department. When the department organizes academic programmes and cultural programmes, meetings are held where discussions are made and works are allotted. The faculties of the department contribute their ideas, take up the responsibilities of organizing the programmes and they give opportunities to the students also to develop their leadership qualities and talents as well.
- When the department arranges seminars, webinars and faculty development programmes, the department organizes department meetings to allot the work related to that to bring in participative management. The heads categorize the works in regard to organize the seminar, webinar and faculty development programmes like invitation, programme schedule, hall arrangement, masters of ceremony, welcome address, registration, reception, refreshment, receiving the chief guest, arrangement of OD certificate, certificate of participation, feedback form and vote of thanks. After categorizing the works, those works are allotted to the staff based on their interest who in turn pass on the responsibilities to students too.
- The heads allocate academic and discipline duties for the staff for the betterment of students, following the instruction from the management.

Participative management

- The participative management has resulted in organizing seminars, faculty development programmes, competitions, literary associations and literary fests in the department. While organizing these, the allotted works are done by staff and the students of the department who help the programme to become successful.
- When the heads allocate academic and discipline duties for the staff, following centralized timetable academic duties are done by the staff and following an internal timetable discipline duties are done by the staff.
- Personal problems of students and staff are also addressed through counseling. Separate mentoring system is available where each staff are allotted with a list of students. The staff counsel those students in times of need. In addition to that, the class teachers of each class also counsel the students according to the need of the situation.

The departmental Strategic/ perspective plan

The perspective plan of the English department is prepared in accordance with the mission and vision of the department. Following are the plans:

- The department planned to motivate the staff of the department to publish books.
- The department decided to encourage the staff to professionalize their selves by qualifying the doctorate degree.
- It planned to take initiatives to upgrade the English department to research centre.
- It planned to encourage the staff and students of the department to publish research articles to bring in a scholarly community.
- It decided to promote English-speaking campus.
- It resolved to produce more university ranks.
- It determined to start YouTube channel to project the talents of the students of the department.

Plans achieved :

- The English department strived to achieve the strategic plan of the each academic year and thus the staff of the department have published books. In the academic year 2020-21 the staff of the department published two books.
- Also based on the perspective plan, the department has conducted workshop and organized seminars. During the last five academic years the department has organized one workshop and seven seminars.
- Also the staff have enrolled for PhD programme and 4 staff have qualified their selves with doctoral degrees.
- The department has produced 10 university ranks in the academic year 2017 to 2018, 17 university ranks in the academic year 2018 to 2019, 1 university rank in the academic year 2019 to 2020 and 1 university rank in the academic year 2020 to 2021.
- The staff have published 42 research articles
- The department has started YouTube channel to showcase the talents of the students

Unachieved plans:

- Initiatives to upgrade the department to research centre are being taken and the department is waiting for the university to provide guideship
- The department has succeeded in promoting English-speaking department but not in English speaking campus.

Effective and efficient functioning as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The English department functions effectively following the Administrative and Service Manual of the college. As per the manual of the college, staff of the department know the policies, administrative setup, appointment, service rules and procedures like the policies related to the extension of the period of probation and permanency of the position, procedures associated with the devotion during the period of employment, details of salary payment which is linked to the performance, increment, eligibility of casual leave, discharge of duties and rules related to termination of the services.

Welfare measures for staff

The department of English has lot of welfare measures for the teaching staff of the department.

- The department motivates the staff to take part in faculty development programmes.
- The department celebrates the birthdays of the staff of the department and gift saplings.
- Coaching classes for competitive exams like NET, PG-TRB and SET are organized in the department to help the staff enrich their knowledge.
- Besides the department shares and helps the staff with technical knowledge to promote modern teaching and learning process.
-

Welfare measures for students

The department has welfare measures for students too.

- The poor students are being supported in fee payment.
- The department celebrates the birthdays of students and gift saplings to the students on their birthdays. Greetings are sent to the students on their birthdays if they are on leave or if their birthday falls on holidays
- Career guidance programmes are organized for the students

Performance Appraisal System for teaching staff

The heads of the department allocate subjects based on the interest of the department staff, after collecting feedbacks from the staff on their interests. The students and staff of the department help the head of the department to prepare the semester plan, through their feedbacks.

The department has Performance Appraisal system for teaching staff. Feedbacks are received from students in every semester. Reports are made analyzing the data provided by the students. On that basis the subjects are allotted to the teachers and the responsibilities are divided among the staff. The staff improve their performance based on the reports of the feedback. If feedbacks are received related to time management, the staff improve it by finishing the portions on time. Feedbacks related to audibility of the voice are rectified by the teachers by improving the sound. Feedbacks related to blackboard and ICT usage are rectified by the staff through regular usage of blackboard and ICT.

The department allots responsibilities related to organizing seminar, webinar and workshops, cultural events and competition to faculties, following the analysis of the feedbacks. The staff are also encouraged to produce Research Publications and Academic Contributions following the feedback to improve the quality of learning and teaching. During the last five academic years the department has produced 42 research publications to improve the academic performance based on the feedback appraisal.

Internal and external financial audits

The income and the expenses of the English department are entered in the department accounts register and are audited by the institution. The department also conducts internal financial audits regularly. The department mobilizes fund through registration to organize seminars and competitions, by collecting registration fee from the participants. When organizing seminars, the department spends the collected fund for certificates to be distributed to the students, as remuneration to resource person for the seminar and for the expenses related to food and snacks for students. When organizing competitions the collected fund is spent for getting prizes and certificates. The department keeps accounts for all these expenses and the balance amount is put in department account and used in times of need for the welfare of the students. The heads audit the income and expenses regularly. The register is handed over to office where it is audited by accounts manager.

Mobilization of funds and the optimal utilization of resources

The department adopts strategies for fund mobilization and utilization of the resources. For organizing seminars, funds are collected from participants of the seminar through registration. Those funds are used for expenses related to the organization and execution of seminars like issue of certificates, remuneration and other expenses. The staff of the department also contributes to the department fund. Those were used for the competitions and programmes organized during Covid period for buying saplings, getting prizes and certificates for winners of the competitions.

The institution also provides fund in organizing seminars, by paying remuneration for the invited guests. Travel allowances are provided by the institution for the students who take part in sports competitions representing the college.

Contribution of Internal Quality Assurance Cell (IQAC)

IQAC has contributed significantly for institutionalizing the quality of the English department. It has got its direct eye on all the endeavors of the department. IQAC has suggested the department to organize seminars, webinars, faculty development programmes and to publish articles to improve the quality of the department. Because of the motivation given by the cell, the English department organized four seminars, two faculty development programmes, three webinars and competitions. The seminars and webinars organized by the department helped the students and staff to widen up their knowledge in the selected areas. The faculty development programmes arranged by the department helped the staff of the college and other institutions to improve their skills and to develop their selves in their chosen field.

Also IQAC has recommended the staff to encourage the students to participate in the competitions held within and outside the campus. Since the students were constantly encouraged to participate in the competitions, the students actively took part in competitions held within and outside the campus and brought laurels to the department.

Also the staff of the English department have presented and published papers in UGC carelisted journal, UGC referred journal, Scopus and publications with ISSN and ISBN number, because of the drive of the cell. During the last 5 years the staff have published twenty research articles in the journals notified on UGC Websites: three articles during the year 2018, three in 2019, seven in 2020 and seven in 2021. Following the advice

of IQAC, during the last five years the staff of department have published ten research papers in National and Inter-national proceedings of Conferences: five research papers in the year 2017, one in 2018, one in 2020 and three in 2021.

The IQAC also has staff performance appraisal system where the IQAC coordinator along with the principal assesses the performance of the staff by collecting feedbacks from the students.

Reviewing teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC

The teaching learning process, structures and methodologies of operations and learning outcomes of the English department is reviewed and audited at periodic intervals by IQAC. Every semester the members of IQAC audit the department and check the files and registers to verify the operation and functioning of the department. Each semester, after the semester results, the staff are instructed to produce the result analysis of each subject, through which the IQAC reviews the teaching learning process and learning outcome of the department. After reviewing, IQAC suggests the department to bring improvement in the needed areas. The department follows the given suggestions and takes measures to make the department progress.

CRITERIA VII

INSTITUTIONAL VALUES AND BEST PRACTICES

Promotion of Gender Equity

- The Department provides equal opportunity for both Boys and Girls students inside the Campus. They are encouraged to participate in all the events that was organized by the department from 2017-2021. These events were organized by the department for the welfare of the students and to exhibit their talents through various programs, academic and non-academic. On Academic program, department students are provided with Women Oriented subjects like Women's Writing and Diasporic Women's Writing which focus mainly on women based theories such as Trauma, Psychoanalysis, Stress, Postcolonial Theory, Discrimination and Gender issues.
- Academic programs such as, Seminars, subject oriented Quiz, Debate, Group Discussion, Workshops, Associations, Page Turners, Academic Excellence for Month, Exhibition, Literary Events and Word for a Day. Apart from this we have non-academic programs conducted for students to exhibit their talents and uniqueness such as Literary Fest, Competition on special days, Today in History, Idea for month, Thought for the Day, News Paper Reading, and Employment News.
- The students are made to participate equally in all the programs, organized by the Department. Among them more girls students actively participated
- On women's Day Department conduct Debate on gender equality topics and staff In-charge trains few student to gives awareness why the day is celebrated.
- Department have organized Two National Seminars in 2017, in 2018 and 2019 one National Seminar, and in 2020 and 2021, 2 National webinars. Since 2017 U.G. Associations and P.G. Associations was organized to enlighten their academic Knowledge. Quiz was conducted in literature topic and General Knowledge to enrich their knowledge on subject and current issues.
- Debate and Group Discussions was organized for the students in various social issues and Sensational topics to share their thought and opinions with other students. This also helps them to develop their communication skills.
- Department was facilitated with automated Library. Majority of the students make use the library to enrich their knowledge.
- Department has nearly four hundred students, majority of them are girls students. They have participated in cultural competitions organized in and outside the campus. Since 2017 they have received prizes for various events like Group Song, Drama, Freeze, Parade, Literary Dance, Ballad, Verse Writing, Strange Meeting, short Story Writing, Quiz, Elocution, Exhibition, Cooking, Art & Craft, Clay

Model, Art from Waste, Fruit salad, poetry on National Election Commission and Essay writing on National Election Commission. Also students were sent for carol Competition conducted by C. S. I Polytechnic College, Viricode and won prize.

- The Institution is much concerned about the safety and security of students. The campus is provided with 24 hours security guards, fire extinguisher was provided in all blocks and all floors in campus , concert walls are constructed to protect students from natural disaster and lightening rod is placed in campus to protect students from thunder.
- The institution provides well-facilitated library and Language Lab for both students. Both students are provided with Health Care Rooms .
- The students are mentored by the department staff. Each staff members are allocated with 20 students and they are given advice and suggestion weekly once and whenever they are in need.

- Department has organized various academic events : Interdepartmental cultural competitions like Lit Fest ,short story competition, for students to exhibit their talents .Yearly 30 of the P.G. students are taken by our staff for library visit to enrich their research knowledge.

- In 2021 Department of English organized one day “Workshop on Enhancement of English Language” for P.G. students of English to enrich the importance of English Language in Communication and Listening, Speaking ,Writing and Reading (LSRW)skills used to develop the communication skills are inculcated in students through group activities, games , group discussion etc.

Management of Degradable and Non-Degradable waste

- The degradable and non-degradable wastes are collected separately. The students are provided with dustbins in all the class rooms, toilets and in the washing areas. The liquid wastes are removed regularly using drains and are cleaned regularly. The students are instructed to keep clean in and around the classroom.
- The students are provided with separate dustbins to collect degradable and non-degradable wastes. The collected degradable wastes are allowed to dry, then burned and the ashes are used as manure for Plantain. And the non-degradable wastes are collected and send to Kaliyakkavilai Town Panchayat.
- Biomedical Waste Management , E-Waste Management, Waste Recycling

system, Hazardous Chemicals and Radioactive Waste Management are not applicable for Department.

Providing an Inclusive Environment

The Department was tolerant towards all Religion, Culture, Language, and Community. We celebrate and encourage our students to involve in all celebrations in the department. We celebrate Onam, Christmas and Pongal to help the students to develop the habit of being socio-harmony. Department has nearly 375 students, among these we have Hindu, Christian, Muslim students, also we have Kerala students.

Onam is the most popular festival in the state of Kerala, India. Onam is the official state festival of Kerala. It is celebrated with joy and enthusiasm all over the state by Malayalees regardless of religion, caste or creed. Of the 10 days, the first day, Atham and tenth day, Thiruvonam are most important of all. Onam, the festival of Kerala was celebrated by the Department. The institution announces Pookkalam competition. Department instructs the staff members and In-charge were give to staff to collect students from whole department to participate in competition.

Christmas, Christian festival celebrating the birth of Jesus, observed primarily on December 25th as a religious and cultural celebration among billions of people around the world. On Christmas day celebration carol competition was conducted by institution. Maxmium number of students are selected from all the class without any discrimination and they are made to participated.

Pongal is a harvest festival celebrated by the Tamil community. It usually falls on the 14th or 15th of January each year. Pongal is also the name of the dish made and eaten during this festival. It is a mixture of boiled sweet rice. On pongal day celebration Pongal competition was announced by the institution. Department instructs the staff regarding the competition. Particular area was allocated in the ground for competition. The students are selected by the in -chargers and various duties are assigned to the students such as ground cleaning, cultivating the indoor field, shops, decoration, Koolam and varities of pongal under the supervision of In-chargers.

With the join effort of staff and all the students, the festivals were celebrated. On this occasion the Chief - Guest addresses and felicitation speech highlights the importance of the festival and portrays the tradition. The Cultural programs included are songs, dance performance, skit, mime exhibit their talents and brings out the tradition. Also through this celebration students are promoted the idea of tolerance to all culture, region, language and community to maintain peace and harmony. Moreover the creativenesses of the students are brought out on these occasions. Mean while the interdepartmental competitions organized by the college to celebrate the festival

in a traditional way. The winners are congratulated with cash prizes and participants are encouraged with gifts.

Sensitization of Students and Employees about the Constitutional Obligations

- Education without values is like Flower without fragrance. Department educate the students about the Indian Constitutional Values, Rights, Duties and Responsibilities. Department is provided with subjects like Human Rights, covers the Fundamental Rights provided to human beings on the basis of Universal Human Declaration Act. The students are promoted with the knowledge of Birth Rights, Violation of Rights, Rights given to Disabled Child, and Rights provided for Bonded Labors. Consumer Awareness inculcate the knowledge in consumer, who by the products to know about the detail of the product like date of manufacture, date of expire, manufacturing price, retail price and whole sale price of the product. Value Based education promotes the student with the knowledge of social values, moral values, Economic values, and Political values. Environmental Studies aids the students with the knowledge of atmosphere the human beings live, climate change, effect on Ozen layer and various pollutions. The knowledge on these subjects promotes the students to be responsible and also responsible citizens of our nation. The Department takes efforts in giving awareness programs and also aids the students to know their responsibilities. Apart for this an expert is arranged by the institution to give the information's regarding the Constitutional values, Rights, Duties, and Responsibilities are inculcated in students to imbibe qualities like good conduct, self-confidence and high values to earn a significant place in society. The students are made to realize that character building is equally important as career building. We also motivate our students in planting trees and making our earth greener by gifting plants to students on their birthdays. Awareness talks are given in classrooms to keep plastic free campus.

Celebration of National and International Commemorative Days, Events and Festivals

- The Independence Day of India, which is celebrated religiously throughout the Country on the 15th of August every year, holds tremendous ground in the list of national days, since it reminds every Indian about the dawn of a new beginning, the beginning of an era of deliverance from the clutches of British colonialism of more than 200 years. It was on 15th August 1947 that India was declared independent from British colonialism, and the reins of control were handed over to the leaders of the Country. India's gaining of independence was a tryst with destiny, as the struggle for freedom was a long and tiresome one, witnessing the sacrifices of many freedom fighters, who laid down their lives on the line.

- Republic Day is one of three Indian national holidays and it commemorates the enactment of the constitution of India, which occurred on January 26, 1950. India had achieved independence from Britain on August 15, 1947 (which is celebrated as a separate national holiday), but for its first three years the country remained governed largely by the colonial Government of India Act of 1935.
- Shortly after independence was declared, a constituent assembly elected by provincial assemblies went about drafting a constitution that would govern the newly independent nation. After more than two years, the constitution of India was completed and solidified the establishment of India's independent democratic government. January 26 was chosen as the official enactment date as a nod to the Purna Swaraj (complete self-rule) declaration of independence by the Indian National Congress in 1930 — considered the first concrete step toward independence from Britain. With the 1950 constitution, the country was officially known as the Republic of India — a “sovereign socialist secular democratic republic” that “secures all its citizens justice, liberty, equality, and fraternity,” according to its preamble.
- The institution celebrates Independence day and Republic day hoisting the national flag to feed the spirit of nationality and talk is given to understand the struggle of various freedom fighters and leaders who sacrificed their life for getting freedom.
- We also celebrated World Environment Day, on 5 June and is the United Nations' principal vehicle for encouraging awareness and action for the protection of the environment. First held in 1974, it has been a platform for raising awareness on environmental issue such as marine pollution, human overpopulation, global warming, sustainable consumption and wildlife crime. World Environment Day is a global platform for public outreach, with participation from over 143 countries annually. Each year, the program has provided a theme and forum for businesses, non government organizations, communities, governments and celebrities to advocate environmental causes encouraging students to plant a lot of trees and make the world a greener one.
- Since 2017, International Women's Day is celebrated annually on March 8 to commemorate the cultural, political, and socioeconomic achievements of women. It is also a focal point in the women's rights movement, bringing attention to issues such as gender equality, reproductive rights, and violence and abuse against women to feed the students to know the importance of women in family and society. Earth Day is an annual event to demonstrate support for environmental protection. First held on April 22, 1970, it now includes a wide range of events co-ordinated globally by Earth Day. On 2021 Earth day is celebrated by English Department and intramural competition was organized for students like Collage Making and Selfie with little green friends.
 - Many fans and enthusiasts of William Shakespeare, who was one of England's greatest poets and dramatists, celebrate National Shakespeare Day, also known as Shakespeare Day, on April 23 each year .Since 2017 Department of English celebrates the famous Elizabethan dramatists Shakespeare's birthday. This kind of celebrations pay-way for students to know more about Shakespeare. In honoring him various competitions like

quiz, Essay writing are conducted among department students and prizes are distributed. In 2021 on Shakespeare's day Online Quiz, Sonneto, Sing Sang Sonnet and Masquerade are conducted and winners are congratulated with Trophy.

- On 2022 March birthday of Michelangelo was an Italian sculptor, painter, architect and poet of the High Renaissance. Born in the Republic of Florence, his work had a major influence on the development of Western art, particularly in relation to the Renaissance notions of humanism and naturalism, was celebrated and various competition was conducted under title "Art for All"

Two Best Practices

- Department of English has inculcated two best practices in students .First one is Gifting plants to children on their birthdays. The Department wishes the students and staff on their birthday by providing saplings to them. So we create awareness among the staff and students about the value of greenery. Also we encourage the students to cultivate more plants.
- The second practice inculcated in students was Feed and fly. Department Staff took part in this activity to create awareness among the students. The students are asked to feed the wandering birds. Students actively done the same. As an evidence they are asked to take a selfie with birds. The best one is selected and prizes are handover to them. The students are encouraged to continue these best practices to develop the spirit of social relationship .

Performance of the institution in one area distinctive to its priority and thrust.

- In Kuzhithurai Educational District there are 6 Arts and Science Colleges, including Nanjil Catholic college of Arts and science, Kaliyakkavilai. Our college is located near to busstand and Railway station, so transport facility is easily available to staff and student . Our college much differs from other college in providing quality education, aiding to improve the skills of students in various field through varieties academic and non-academic programs.
 - In colleges, the library occupies a prominent position and it is an important and integral part of the teaching programme. Nanjil Catholic College of Arts and Science has well facilitated Library with Internet. College . It creates learning atmosphere in students. The P.G. students are provided with e-library to enrich research knowledge. In library there are 9,963 books and 35 journals in all fields. Also students are provided with e-resources Inlibnet and 59 system. It is not only merely a depository of books, but an active workshop instrument in the production of or original thinking. The aim of college education and college libraries in inter-related.

The College library provide opportunities for self-education to the deserving and enthusiastic students without any distinction. The library develops in each student a sense of responsibility in the pursuit of knowledge. College library stimulates the students to obtain, evaluate and recognize knowledge and to familiarize themselves with the trends of knowledge for further education and learning new disciplines. Also Library is provided with Inflight and e-library facility to enrich students Academic and Research Knowledge.

- Nanjil Catholic College of Arts and Science provides the students with English Language Lab based on the methodology of LSRW skills that are listening, speaking, reading and writing. The language lab is mainly an educational platform for students to learn and understand the basics of a language in a structured way. Digital language lab allows a student to interact, study, experiment with the language skills in a practical manner. It helps the students to speak the language and he will be able to resolve his doubt. English Language lab focuses on language skills and efficiently develops the skills in students.

Nanjil Catholic College of Arts and Science is well known for maintaining Discipline in and around the Campus. We have a good strength of students and qualified and experienced staff. We have achieved university ranks in short time period. We have good infrastructures, environment and greenery campus. Nanjil Staff and Students are provided with fully automated library and silence atmosphere for learning .We are also provided computers with internet connection for acquiring knowledge related to subject and current affairs.

- Apart for this students are give opportunity to get trained for competitive exams, Bank Coaching, Defence –Mechanicism ,Diary Farm, Tailoring, Art and Craft, music, Diploma in Computer courses ,Driving and IGNO Courses to build the talents of students. So students are equipped with extra knowledge apart from subject provide them to lead a better life in society.
- We believe college life in not only academics, games and cultural. It is all about learning to interact with people ,be aware of society, environment, rights and values. The college has various clubs and committee to create awareness and spirit of team work in staff and students, Red Ribbon Club(RRC) The red ribbon, is an awareness ribbon, is used as the symbol for the solidarity of people living with HIV/AIDS, and for the awareness and prevention of drug abuse and drunk driving.

- Rotary Club, is a humanitarian service organization which brings together business and professional leaders in order to provide community service, promote integrity, and advance goodwill, peace, and understanding in the world. It is a non-political and non-religious organization. In college students are provide opportunity to actively participate in programs related to welfare of society.
- Also, Consumer Club facilitates the need for creating consumer awareness among students. It Empowers students with knowledge and awareness in consumer related issues. It prepares the student to face the world with confidence backed by knowledge. It creates awareness about consumer laws and equip the students with life skills enabling them to lead better lives. It enables them to become aware of their duties as a consumer making them better citizens. The student consumer club aims at in creating educated and informed consumers of the future.
- Quiz Club, offers unique and exciting way to motivate, encourage, inspire encourage and reward students in their quest for knowledge and provide the opportunity to achieve .
- Sexual Harassment Committee conducts awareness programme among students and staff. The Committee aims to evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
- Social Media Committee supports to promote achievement of students and the institution in social media .
- To enrich the importance of Communication Skill and make the student to get rid of fear of English Language every First Year U.G. students are given one week Bridge Course with language games, activities and tasks. Orientation programs are arranged for every student yearly based to equip their skill, overcome the difficulties in life and train them to possess problem solving techniques to make over all development in them.
- To incorporate the habit of living a life helping and sharing our college has implemented, Nanjil Good Samaritan Scheme. The charity donated by Staff and Students are used to help the needed students in the college economically and materially. Every activities organized by the institution and Departments are actively done by the joint effort of Management, Principal, Staff and Students.



85HG+CX4, Panvel - Kochi - Kanyakumari Hwy, Kaliyakkavilai,
Tamil Nadu 629163, India

Latitude 8.37062° Longitude 77.1770939°
Altitude 0 meters



Kaliyakkavilai, Tamil Nadu, India
85PF+J2W, Kaliyakkavilai, Tamil Nadu 695502, India
Lat 8.33726° Long 77.172158°



Kaliyakkavilai, Tamil Nadu, India
85P9+WW9, Kaliyakkavilai, Tamil Nadu 695502, India
Lat 8.338062° Long 77.170979°
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Kaliyakkavilai, Tamil Nadu, India
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