CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

ACADEMIC ADMINISTRATIVE AUDIT (AAA)

SELF STUDY REPORT

NAME OF THE DEPARTMENT: Library Science

PERIOD: 2019 JUNE-2020 DEC

CATEGORY:

The Departments shall enter the necessary data in this booklet itself. For positive responses the details asked need be given only in a very brief manner. All claims must be supported by documentary evidence.

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DEPARTMENT GRADING

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The department is requested to submit a Self Study Report (SSR) of its performance during the academic year 2019 – 20 in the following format, for the purpose of department grading. The grading aims to encourage self-evaluation, accountability, research, and innovation in teaching and learning. It will also help to create healthy competition in curricular and extracurricular activities among departments. The grading will be performed based on the following six criteria.

Criterion I – Teaching-learning Process

Criterion II – Research

Criterion III – Consultancy and extension

Criterion IV – Extracurricular activities

Criterion V – Student Support and Progression

Criterion VI – Supportive activities

CRITERION I – TEACHING-LEARNING PROCESS

a. Does the department Plan and organize the teaching-learning and evaluation schedules?

   Yes   (10 MARKS)

   (If yes; provide documentary evidence-Submit filled up Teachers Diary (2019-20)of each teacher or any other evidence)

b. Which teaching-learning method/s is/are used by teachers?

   (Put √ marks in appropriate boxes. Details must be given)

   1. Lecture | Yes |
   2. Interactive method | Yes |
   3. Project-based learning | Yes |
   4. Computer-assisted learning | Yes |
   5. Experiential learning | Yes |
   6. Seminars | Yes |
   7. Others (mention) | | (3 marks each   max 15MARKS)

c. Does the department use any modern teaching aids and tools like computers, audio-visuals, MOODLE, CAL (Computer Aided Learning), internet and other information/materials, which ensure that students have effective learning experience?

   Yes | | 3marks each   max   15

   If yes, give details.

   - Audio visual /ppt/LCD
   - Moodle
   - CAL
   - You tube, Internet data base etc

d. Department conducted any exams in MOODLE-Learning Management system?

   Yes | | 3marks each   max   15

   If yes, give details of exams.

   - Viva -voce
   - Audit course examination

- Internal examination of all papers (9)

e. Does the department conduct any skill-developing programs (short-term add-on courses, soft-skill development programs etc.) for students?   05 for each –   max 10

   Yes

   If yes, give details

f. Does the department apply for any new course, by designing curricula for it, during the current year?

                     No   ☐   5 each   max   15

   If yes, give details

g. How many teachers attended seminar/ workshop/ conference/ refresher courses etc. during the period (Use separate sheet if necessary) > 90% =10,   >50=5, <50 =0   max 10

Sl. No	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international / national/ state/region al	Organizing agency
			From	To		
	Sajitha K R	Workshop on Daisy books and Epub publication	20-05-2019	21-05-2019	State	IQAC, Christ College, Irinjalakuda
		Conference on Knowledge systems in Sanskrit	04-03-2020	05-03-2020	International	Dept. of Sanskrit, Christ College(Autonomous), Irinjalakuda
	Nimitha K	Seminar on Digital and RFID technologies for modern libraries	28-12-2019		National	Kerala Agricultural University collaboration with Academic Library Association

| | | Conference on Knowledge systems in Sanskrit (Paper presented. Topic: Measuring the size of invisible web in Sanskrit) | 04-03-2020 | 05-03-2020 | International | Dept. of Sanskrit, Christ College(Autonomous), Irinjalakuda |
| | | Webinar on Classrooms to online platforms: Dealing with transitions with teaching and learning methods | 23-05-2020 | | State | Little Flower College, Guruvayoor |

Seminars/ Workshops attended:

Sajitha K. R:
https://drive.google.com/drive/folders/1B_7AkEYm3Gosxg5kTOEN48pCbwrS8G3s?usp=sharing

Nimitha. K :- Seminar/ Workshop/FDP Certificates
https://drive.google.com/drive/folders/1B6awUSlrlEDAJOvLkwcZxOzDoEPS72Om?usp=sharing

h. Give details of faculty members, if any, who are selected as resource persons for seminar/workshop/conference/refresher courses etc. during this period (Use separate sheet if necessary)   2 for each –   max   10

Sl. No	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Organizing agency
			From	To		

	Sajitha K R	Three-day national workshop koha and Greenstone digital library software organized by KUFOS and KLA			National	Kerala University of Fisheries and Ocean Studies

Three-day national workshop koha and Greenstone digital library software organized by KUFOS and KLA. (Resource Person : Sajitha. K.R):

https://drive.google.com/drive/folders/1vb3KOYMjaUU5IU4L_jKY8J37MfHYE4IS?usp=sharing

i. Does the department introduce any innovations in teaching/ learning/ evaluation during the current year? (like online tests, video lectures from out station resource persons)

No

10 for each – max 20

If yes, give details

j. Does the department provide remedial teaching?   15

Yes

If yes, furnish the following (use separate sheet if needed); provide evidence for student attendance

Sl. No.	Name of the teacher	Class for which remedial teaching is arranged	No of students benefited

k. Does the department provide coaching for entrance tests/eligibility tests (JAM, CSIR/UGC, University entrance tests etc..)? 15

No ⬭

If yes, furnish the following (use separate sheet if needed); provide evidence for student attendance

Sl. No .	Name of the teacher	Class for which remedial teaching is arranged	No of students benefited

CRITERION II – RESEARCH

a. Give details of the publication by faculty, if any during the period .　　　　2 for each – max 10

Sl. No	Name of faculty	Title of the paper	Title of the Journal and year of publishing	Citation index and impact factor of the journal, if available

b. Is the department recognized as a research department?

No   05

If yes give the number of research scholars joined this year.

c. Did the department produce any Ph. D during the last two years? (*For research departments only*)

NA   10   If yes furnish the following

Sl. No	Name of the Research scholar	Name of the guide	Title of the thesis	Year of awarding

d. Does the department have running Major research projects?

NO   10 for each   max   20

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	to		

e. Does the department have running Minor research projects?

No   5 for each   max 15

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	to		

a. Did the department submit any new proposal for project, seminar etc. to funding agencies during the academic year?

                    No   5 for each   max   10

If yes give the number proposals submitted and the name of agencies.

b. Did the department conduct seminar/workshop/conference etc. during the academic year?

      Yes   5 for each   max 15

If yes furnish the following

Sl. No	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Funding agency
		From	To		
1	E- Resources orientation for PG students. Resource person: Sajitha.K.R	14-10-2019	16-10-2019		
2	Workshop on Greenstone Digital Library Software	18-10-2019	19-10-2019	State	

3	Interdepartmental activity: Scientific writing: APA Department of Library and Information Science in association with MSW				

Department of Library and Information Science Programmes Conducted

2020-2021

1. International Webinar s on How to write research paper on, 17th August 2020. You tube Link: https://youtu.be/nmLXwYTT0IM

2. International Webinar s on How to write research proposal on , 18th August 2020
   You Tube Link: https://youtu.be/9JjHQ8BCouQ

3. International Seminar on In text Citation and Referencing: With emphasis on MLA.
   Google Drive: https://drive.google.com/file/d/1TzbC vnbMLY3KJPSpxTxzvMjrgDY16mp/view?usp=sharing

Webinar Feedback:
https://drive.google.com/drive/folders/1RN1N8llL5PK8XH5XtGrcCr3_Qa2ASDLb?usp=sharing

2019-2020

1. Workshop on Greenstone digital Library Software, 18 and 19 October 2019. https://drive.google.com/drive/folders/1ti3Y_lQvwkOYDbIrELfyCJxtqcwd9vRB?usp=sharing
2. "Pattinte Vasantham" An exhibition on old music recording devices and instruments., 6-12-2019.

https://drive.google.com/drive/folders/1tT9QKO5sNViayvkK30P7NXps5jgOVCyz?usp=sharing

3. Invited talk on Reading Science in Post truth era in association with reading club.
https://drive.google.com/drive/folders/1tT9QKO5sNViayvkK30P7NXps5jgOVCyz?usp=sharing

4. Reading and Rereading of history – Invited talk in association with reading club.
https://drive.google.com/drive/folders/1uUJgOVqeJtoDjLOqhqyDdWrq4bTp0O6l?usp=sharing

5. Information Literacy and orientation of E-resources for PG s students during 14-16 October 2019.
https://drive.google.com/drive/folders/1jkhKf6Jr9GnshuWo4L62w7n6OAreHjTG?usp=sharing

6. Kavitha Balakrishnan

7. Vijaya Raja Malika

2018-2019

1. Invited talk for PG and Research scholars, "Quality and Ethical Issues of Research, 15-11-2018.
https://drive.google.com/drive/folders/17BChXVWrphWV7N7-ee58S02Bta5hnfin?usp=sharing

2. National Seminar on "Data management and Knowledge Production", 17-12-2019.
https://drive.google.com/drive/folders/1Sqag-O4T3r-z_PCY6veKO9S6pMlOvn9S?usp=sharing

3. Invited talk for B. L. I. Sc students, Physical planning- Library Management, 21-01-2019.

4. Invited talk for B. L. I. Sc students, Administrative planning, 18-02-2019.
https://drive.google.com/drive/folders/1ldfcvKbDCbt8HVqL176f7bf3xmS7Zavt?usp=sharing

5. Invited talk for B. L. I. Sc students, ''Library management: Practical Issues'' , 10-01-2019.
https://drive.google.com/drive/folders/1E_qiheGnJCZiCCXtHltd19MtRKjQ1_uv?usp=sharing

c. Is there any publication from faculty like books, articles, conference/seminar proceedings, course materials (for distance education), software packages or other learning materials, any other (specify) ?

<div style="text-align: center;">No   5 for each   max   15</div>

If yes give details.

CRITERION III – CONSULTANCY AND EXTENSION

a. Does the department have any MoU/ MoC (memorandum of contract)/ mutually beneficial agreements signed with industry /agency, or other academic institutions?

b. No   5 for each   max 15

If yes give details.

a. Does the department have collaborative activities (on-the-job training, student placement, internship, publication, curriculum development, research, consultancy, etc.) with other organizations (service sector, agricultural sector, local bodies/community, administrative agencies, state/national/international organizations?

     Yes   05 for each   max 10If yes give details

- Internship

b. Does the department conduct/coordinate any kind of extension activities which are integrated with the academic curricula, contributive to community development etc.?

     Yes   5 for each   max   10

If yes give details.

Organized an Exhibition- Pattite vasantham on 5 th December 2019.Coordinated by Sajitha.k.R.

Pattinte vasantham – an exhibition of old recording devices like spool records, tape records, gramophones, different types of discs, etc. Conducted a concert of old film songs in association with. It was highly informative and interesting.

c. Does the department have partnership with University/Research institutions/Industries/ NGOs etc. for extension activities?

<div style="text-align: center;">5 + 5</div>

     No   max   10

If yes give details

a. Mention achievements of students , if any, of the students under the department (D- zone, Quiz competitions etc..) outside the college

05 for each   max   15

No

b. Mention the association activities, if any, during the academic year other than inauguration and sent off

5 each   max   10

c. Mention performance of students in sports activities during the academic year (Athletics, Games etc in Intercollegiate/University competitions)

Yes

Mihira M.M - Girls Team Chess Championship

Antony Poulose – All India Inter University Football tournament participation

https://drive.google.com/drive/folders/1OqOBid64wcim1XRdk5z0lFMc2xkn1w44?usp=sharing

2 marks for each   max   10

d. Any other relevant information the department wishes to add.   10 marks

a. Furnish the pass percentage for degree main 2019 – 20 batch (pass out) and PG 2018 – 20 batch.

max   60

% pass

Postgraduate course   :

Marks	>90%	89-80%	79-70%	69-55%
Number of students B.Lib. I.Sc,	5	5	8	2

Language & Complementary Course (Batch-wise)

Batch	Number of students with grade			
	>90%	89-80%	79-70%	69-55%

Pass > 90 % = 20 marks, > 80 % = 10 marks, <80% = 0 marks.

For UG: Each >90% 2 marks each, 1 for 89-80%   (Max 50)

For PG: Each >90% 3 marks each, 2 for 89-80%   (Max 50)

For Language/Complementary for each students > 90% 2 marks, 1 for 89-80%, 0.5 for 79-70% (Max 20)

b. Mention about CSIR-UGC-NET, if any, obtained for the 2018 – 20 batches. (provide documentary evidence)

<div align="right">5 for each   max   20</div>

c. No of students who got admission in Top universities/institutions
(List of institutions- IITs, NITs, JNU, Hyderabad University, EFLUs, CUSAT, IISC, Pondicherry University, IISERs)

<div align="right">5 for each   (Max 20)</div>

Should submit list of students with register number

d. Mention the efforts made by the department to minimize the dropout rate and facilitate the students to complete the course.

<div align="right">(Max 5)</div>

e. Give the percentage of the students progressed to higher studies. Give details for last year.
If records are kept   >70%- 05 marks, 69-60%-3 marks, 59-50%- 2marks   (Max 5)

Submit the list of students, admitted course, college and university

Name of Students	Course	College/Unversity
1. Nithin P Joshy 2. Gayathri 3. Hima 4. Surabhi Suresh	M.Lib.I.Sc	S.B College, Changanassery, M G University

f. Does the department provide any support for students for appearing and qualifying in various competitive examinations? (UGC-CSIR-NET, JAM, SLET, CAT, TOFEL, GMAT, GRE etc.); If yes provide evidence

<div align="right">(5 for each) (Max 10)</div>

No

g. Does the department provide placement and counseling services for students

Yes   Records to be kept   10

Last year Placement

If yes give the number of students benefited

Sl.No	Name	Organization	Designation
1	Arya Kurian (2019-2020)	St. Joseph's Higher secondary School, Parappur	Librarian
2	Akil Raj O.S		Police
3	Anu Varghese	Sree Gokulam Public School, Guruvayoor	Librarian
4	Babi. K.R	Kerala Sahithya Akademi, Tcr	Graduate Trainee
5	Darsana K. Krishnan	Kerala Sahithya Akademi, Tcr	Graduate Trainee
6	Jasana P.B	St. Joesph's Tarbs, Mala	Librarian
7	Jesty John	MET's School of Engineering, Mala	Assistant Librarian
8	Lincy Francis	MES College , Maramapally	Library Assistant
9	Mariya Babu	School of Management Science, Tcr	Library Assistant
10	Neenu. T.U	Phonix School, Kodugallur	Librarian
11	Sudhamani V.S	Kerala Sahithya Akademi, Tcr	Graduate Trainee
12	AMAL THOMAS	Tholanur government arts and science college, Palakkad	Library assitatnt
13	MILU EMMANUEL	Railway	

Placement Details:
https://drive.google.com/drive/folders/1rIPDp5drkAc4c6N4fbEDIkiAhhbTwA8Q?usp=sharing

h. Does the department encourage and develop entrepreneurial skills among students

                        No   10

   If yes give details

i. Does the department have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

        No

   If yes give details   5 marks each   max   10

CRITERION VI – SUPPORTIVE ACTIVITIES

a. Members of the department involved in the administrative/club/committee activities of the college in 2019-20 academic year?

                                        2 mark for each   (Max 10)

Sl. No.	Name	Activity to which associated
	Sajitha K R	Coordinator, Readers Club Member, Library Committee Coordinator, Women Cell

b. Describe the measures taken for maintaining the cleanliness of staff room, classrooms, labs, museums etc.
             Cleaning activities conducting ones in a week by students and teachers

                                        Details to be furnished   (Max 10)

c. Does the department maintain proper documentation of data on Internal marksheets /Question papers/ Stock register (Details to be furnished)

        Yes   (Max 10)

d. Mention the measures if any, taken by the department for personality development of students.

Incorporated with class room activities

(Max 05)

Date: 05.01.2021

Signature:

SAJITHA K. R

Head of the department: