



INTERNAL QUALITY ASSURANCE CELL MARKAZ ARTS AND SCIENCE COLLEGE, ATHAVANAD

(Affiliated to the University of Calicut)

P.O. KARTHALA, MALAPPURAM DT., KERALA, PIN: 679571

Email: iqaemarkaz@gmail.com | www.markazcollege.ac.in

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2021- 2022



Dr. C.P. MOHAMED KUTTY
Principal

Markaz Arts and Science College
Athavanad, Karthala PO-679571





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MARKAZ ARTS AND SCIENCE COLLEGE, ATHAVANAD
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PREFACE

Internal Quality Assurance Cell have organized an External Academic and Administrative Audit on 19th April 2022. The Academic audit was organized in collaboration with Bafakhy Yatheem Khana Arts and Science College for Women, Kalpakanchery and administrative audit was conducted in association with Kottakkal Farook Arts and Science College, Parappur. The core committee for the auditing consisted of Prof. Abdussamed K, Principal, Bafakhy Yatheem Khana Arts and Science College for Women, Kalpakanchery, Mr. Abdul Khayyoom P C, IQAC Coordinator, Bafakhy Yatheem Khana Arts and Science College for Women, Kalpakanchery, Prof. M Abdul Azeez, Principal, Kottakkal Farook Arts and Science College, Mr. Mohammed Haneefa K T, Superintendent, Kottakkal Farook Arts and Science College. The committee visited all the departments and conducted a critical evaluation of documentation system in the departments.



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EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: Biochemistry

Date: 19/04/2022

File No.	File	Availability				Remarks
		2018-19	2019-20	2020-21	2021-22	
DPF/01	Department Profile	✓				
DPF/02	Department Council	✓	✓	✓	✓	
DPF/03	Faculty Profile	✓	✓	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	✓	✓	
DPF/05	Annual Report	✓	✓	✓	✓	
DPF/06	Faculty Self Appraisal	✓	✓	✓	✓	
DPF/07	Visitor's Book	✓	✓	✓	✓	
DPF/08	Infrastructure Facilities					Lab Equipments Reg only
DPF/09	Student Attendance Report	✓	✓	✓	✓	
DPF/10	Academic plan	✓	✓	✓	✓	
DPF/11	Time table & Workload	✓	✓	✓	✓	
DPF/12	Syllabus	✓	✓	✓	✓	
DPF/13	Admission statistics	✓	✓	✓	✓	
DPF/14	Students Nominal Roll	✓	✓	✓	✓	
DPF/15	Tutorial Register	✓	✓	✓	✓	



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DPF/16	Department Diary	✓	✓	✓	✓	
DPF/17	Teachers Diary	✓	✓	✓	✓	
DPF/18	Class Diary	✓	✓	✓	✓	
DPF/19	Open Courses	✓	✓	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	✓		
DPF/21	Students seminar	✓	✓	✓	✓	
DPF/22	Students project	✓	✓	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	✓	✓	
DPF/24	On the job training/ Internships			✓	✓	
DPF/25	External Examination Register	✓	✓	✓	✓	
DPF/26	Internal Examination Register	✓	✓	✓	✓	
DPF/27	Result & Result analysis	✓	✓	✓	✓	
DPF/28	PTA Meetings	✓	✓	✓	✓	
DPF/29	Student progression & placement			✓	✓	Incomplete
DPF/30	Students wealfare/ Scholarship					
DPF/31	Grievance Redressal	✓	✓	✓	✓	
DPF/32	Bridge Course	✓	✓	✓	✓	
DPF/33	Remedial Coaching	✓	✓	✓	✓	
DPF/34	Coaching for advanced learners	✓	✓	✓	✓	Keep reports
DPF/35	Co-curricular activities	✓	✓	✓	✓	
DPF/36	Extracurricular activities	✓	✓	✓	✓	




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DPF/37	Career Guidance & Counselling	✓	✓	✓	✓	
DPF/38	Alumni	✓	✓	✓	✓	
DPF/39	Teachers Research Projects					
DPF/40	Seminars/ Workshops	✓	✓	✓	✓	
DPF/41	Books/ paper publications		✓			
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	✓	✓	✓	✓	
DPF/43	Consultancy/ MoU/ Collaborations	✓	✓	✓	✓	
DPF/44	Student Research Projects/ Publications/ Presentations				✓	
DPF/45	Extension Programmes	✓	✓	✓	✓	
DPF/46	Soft Skill Development Programmes			✓	✓	
DPF/47	Innovative activities.					




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EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: Microbiology

Date: 19/04/2022

File No.	File	Availability				Remarks
		2018-19	2019-20	2020-21	2021-22	
DPF/01	Department Profile					
DPF/02	Department Council	✓	✓	✓	✓	
DPF/03	Faculty Profile	✓	✓	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	✓	✓	
DPF/05	Annual Report	✓	✓	✓		
DPF/06	Faculty Self Appraisal	✓	✓	✓	✓	
DPF/07	Visitor's Book	✓	✓	✓	✓	
DPF/08	Infrastructure Facilities					Lab Stock Reg only
DPF/09	Student Attendance Report	✓	✓	✓	✓	
DPF/10	Academic plan	✓	✓	✓	✓	
DPF/11	Time table & Workload	✓	✓	✓	✓	
DPF/12	Syllabus	✓	✓	✓	✓	
DPF/13	Admission statistics					
DPF/14	Students Nominal Roll	✓	✓	✓	✓	
DPF/15	Tutorial Register	✓	✓	✓	✓	





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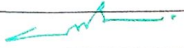
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DPF/16	Department Diary	✓	✓	✓	✓	
DPF/17	Teachers Diary	✓	✓	✓	✓	Incomplete
DPF/18	Class Diary	✓	✓	✓	✓	
DPF/19	Open Courses	✓	✓	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	✓	✓	
DPF/21	Students seminar	✓	✓	✓	✓	
DPF/22	Students project	✓	✓	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	✓	✓	
DPF/24	On the job training/ Internships	✓	✓	✓		
DPF/25	External Examination Register	✓	✓	✓	✓	
DPF/26	Internal Examination Register	✓	✓	✓	✓	
DPF/27	Result & Result analysis	✓	✓	✓	✓	
DPF/28	PTA Meetings	✓	✓	✓	✓	
DPF/29	Student progression & placement	✓	✓	✓	✓	Incomplete
DPF/30	Students wealfare/ Scholarship	✓	✓	✓	✓	
DPF/31	Grievance Redressal	✓	✓	✓	✓	
DPF/32	Bridge Course	✓	✓	✓	✓	
DPF/33	Remedial Coaching	✓	✓	✓	✓	
DPF/34	Coaching for advanced learners	✓	✓	✓	✓	
DPF/35	Co-curricular activities	✓	✓	✓	✓	
DPF/36	Extracurricular activities	✓	✓	✓	✓	




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DPF/38	Alumni	✓	✓	✓	✓	
DPF/39	Teachers Research Projects					
DPF/40	Seminars/ Workshops	✓	✓	✓	✓	
DPF/41	Books/ paper publications					
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	✓	✓	✓	✓	
DPF/43	Consultancy/ MoU/ Collaborations	✓	✓	✓	✓	
DPF/44	Student Research Projects/ Publications/ Presentations					
DPF/45	Extension Programmes	✓	✓	✓	✓	
DPF/46	Soft Skill Development Programmes	✓	✓		✓	
DPF/47	Innovative activities.					




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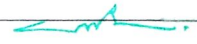
EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: Chemistry

Date: 19/04/2022

File No.	File	Availability				Remarks
		2018-19	2019-20	2020-21	2021-22	
DPF/01	Department Profile					
DPF/02	Department Council	✓	✓	✓	✓	
DPF/03	Faculty Profile	✓	✓	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	✓	✓	
DPF/05	Annual Report	✓	✓	✓	✓	Briefly - modifications needed
DPF/06	Faculty Self Appraisal					
DPF/07	Visitor's Book		✓	✓	✓	
DPF/08	Infrastructure Facilities					Lab stock on
DPF/09	Student Attendance Report	✓	✓	✓	✓	
DPF/10	Academic plan	✓	✓	✓	✓	
DPF/11	Time table & Workload	✓	✓	✓	✓	
DPF/12	Syllabus	✓	✓	✓	✓	
DPF/13	Admission statistics	✓	✓	✓	✓	
DPF/14	Students Nominal Roll	✓	✓	✓	✓	
DPF/15	Tutorial Register		✓	✓	✓	




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DPF/16	Department Diary		✓	✓	✓	
DPF/17	Teachers Diary		✓	✓	✓	2018-19 incomplete
DPF/18	Class Diary	✓	✓	✓	✓	
DPF/19	Open Courses	✓	✓	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	✓	✓	
DPF/21	Students seminar	✓	✓	✓	✓	
DPF/22	Students project	✓	✓	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	✓	✓	
DPF/24	On the job training/ Internships					
DPF/25	External Examination Register	✓	✓	✓	✓	Incomplete
DPF/26	Internal Examination Register	✓	✓	✓	✓	
DPF/27	Result & Result analysis	✓	✓	✓	✓	
DPF/28	PTA Meetings	✓	✓	✓	✓	
DPF/29	Student progression & placement		✓	✓	✓	
DPF/30	Students welfare/ Scholarship					
DPF/31	Grievance Redressal	✓	✓	✓	✓	
DPF/32	Bridge Course	✓	✓	✓	✓	
DPF/33	Remedial Coaching		✓	✓	✓	
DPF/34	Coaching for advanced learners		✓	✓	✓	
DPF/35	Co-curricular activities			✓	✓	
DPF/36	Extracurricular activities			✓	✓	



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Not all years found



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DPF/37	Career Guidance & Counselling		✓	✓	✓	
DPF/38	Alumni		✓	✓	✓	
DPF/39	Teachers Research Projects					
DPF/40	Seminars/ Workshops	✓	✓	✓	✓	
DPF/41	Books/ paper publications					
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops		✓	✓	✓	
DPF/43	Consultancy/ MoU/ Collaborations	✓	✓	✓	✓	
DPF/44	Student Research Projects/ Publications/ Presentations					
DPF/45	Extension Programmes		✓	✓	✓	No report
DPF/46	Soft Skill Development Programmes		✓	✓	✓	
DPF/47	Innovative activities.					




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EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: Physics

Date: 19/04/2022

File No.	File	Availability				Remarks
		2018-19	2019-20	2020-21	2021-22	
DPF/01	Department Profile					
DPF/02	Department Council	✓	✓	✓	✓	
DPF/03	Faculty Profile	✓	✓	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	✓	✓	
DPF/05	Annual Report				✓	
DPF/06	Faculty Self Appraisal				✓	
DPF/07	Visitor's Book		✓	✓	✓	
DPF/08	Infrastructure Facilities					Lab stock out
DPF/09	Student Attendance Report	✓	✓	✓	✓	
DPF/10	Academic plan	✓	✓	✓	✓	
DPF/11	Time table & Workload	✓	✓	✓	✓	
DPF/12	Syllabus	✓	✓	✓	✓	
DPF/13	Admission statistics				✓	
DPF/14	Students Nominal Roll	✓	✓	✓	✓	
DPF/15	Tutorial Register			✓	✓	



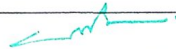
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DPF/16	Department Diary		✓	✓	✓	
DPF/17	Teachers Diary		✓	✓	✓	
DPF/18	Class Diary		✓	✓	✓	
DPF/19	Open Courses	✓	✓	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	✓	✓	
DPF/21	Students seminar	✓	✓	✓	✓	
DPF/22	Students project	✓	✓	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	✓	✓	
DPF/24	On the job training/ Internships					
DPF/25	External Examination Register	✓	✓	✓	✓	
DPF/26	Internal Examination Register	✓	✓	✓	✓	
DPF/27	Result & Result analysis	✓	✓	✓	✓	
DPF/28	PTA Meetings		✓	✓	✓	
DPF/29	Student progression & placement			✓	✓	
DPF/30	Students wealfare/ Scholarship					
DPF/31	Grievance Redressal	✓	✓	✓	✓	
DPF/32	Bridge Course	✓	✓	✓	✓	
DPF/33	Remedial Coaching		✓	✓	✓	
DPF/34	Coaching for advanced learners					
DPF/35	Co-curricular activities					
DPF/36	Extracurricular activities					


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DPF/37	Career Guidance & Counselling	✓	✓	✓	✓	
DPF/38	Alumni					
DPF/39	Teachers Research Projects				✓	
DPF/40	Seminars/ Workshops	✓	✓	✓	✓	
DPF/41	Books/ paper publications					
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	✓	✓	✓	✓	
DPF/43	Consultancy/ MoU/ Collaborations				✓	
DPF/44	Student Research Projects/ Publications/ Presentations					
DPF/45	Extension Programmes	✓	✓	✓	✓	
DPF/46	Soft Skill Development Programmes			✓	✓	
DPF/47	Innovative activities.					




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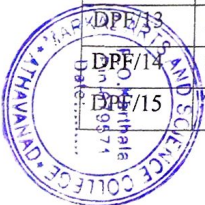
EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: Psychology

Date: 19/04/2022

File No.	File	Availability				Remarks
		2018-19	2019-20	2020-21	2021-22	
DPF/01	Department Profile					
DPF/02	Department Council	✓	✓	✓	✓	
DPF/03	Faculty Profile	✓	✓	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	✓	✓	
DPF/05	Annual Report	✓	✓	✓	✓	Incomplete - modify
DPF/06	Faculty Self Appraisal		✓	✓	✓	
DPF/07	Visitor's Book	✓	✓	✓	✓	
DPF/08	Infrastructure Facilities					Lab stock Regr out
DPF/09	Student Attendance Report	✓	✓	✓	✓	
DPF/10	Academic plan	✓	✓	✓	✓	
DPF/11	Time table & Workload	✓	✓	✓	✓	
DPF/12	Syllabus	✓	✓	✓	✓	
DPF/13	Admission statistics					
DPF/14	Students Nominal Roll	✓	✓	✓	✓	
DPF/15	Tutorial Register	✓	✓	✓	✓	

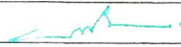

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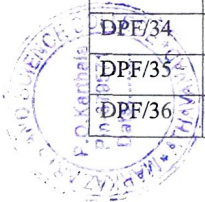




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DPF/16	Department Diary				✓	
DPF/17	Teachers Diary		✓	✓	✓	
DPF/18	Class Diary	✓	✓	✓	✓	
DPF/19	Open Courses	✓	✓	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	✓	✓	
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DPF/24	On the job training/ Internships					
DPF/25	External Examination Register	✓	✓	✓	✓	
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DPF/27	Result & Result analysis	✓	✓	✓	✓	
DPF/28	PTA Meetings	✓	✓	✓	✓	
DPF/29	Student progression & placement					
DPF/30	Students wealfare/ Scholarship					
DPF/31	Grievance Redressal	✓	✓	✓	✓	Record minutes ^{minutes} _{annually}
DPF/32	Bridge Course	✓	✓	✓	✓	
DPF/33	Remedial Coaching				✓	
DPF/34	Coaching for advanced learners					
DPF/35	Co-curricular activities					
DPF/36	Extracurricular activities					


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DPF/39	Teachers Research Projects					
DPF/40	Seminars/ Workshops	✓	✓	✓	✓	
DPF/41	Books/ paper publications				✓	
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	✓	✓	✓	✓	
DPF/43	Consultancy/ MoU/ Collaborations	✓				MoU activity Report not found
DPF/44	Student Research Projects/ Publications/ Presentations				✓	
DPF/45	Extension Programmes		✓	✓	✓	
DPF/46	Soft Skill Development Programmes					
DPF/47	Innovative activities.					




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INTERNAL QUALITY ASSURANCE CELL
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 Email: iqacmarkaz@gmail.com | www.markazcollege.ac.in

EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: English

Date: 19/04/2022

File No.	File	Availability				Remarks
		2018-19	2019-20	2020-21	2021-22	
DPF/01	Department Profile					
DPF/02	Department Council	✓	✓	✓	✓	Record important decisions
DPF/03	Faculty Profile	✓	✓	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	✓	✓	
DPF/05	Annual Report	✓	✓	✓		
DPF/06	Faculty Self Appraisal		✓	✓	✓	
DPF/07	Visitor's Book					
DPF/08	Infrastructure Facilities					
DPF/09	Student Attendance Report	✓	✓	✓	✓	
DPF/10	Academic plan	✓	✓	✓	✓	
DPF/11	Time table & Workload	✓	✓	✓	✓	
DPF/12	Syllabus	✓	✓	✓	✓	
DPF/13	Admission statistics					
DPF/14	Students Nominal Roll	✓	✓	✓	✓	
DPF/15	Tutorial Register	✓	✓	✓	✓	



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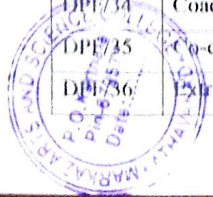
P.O. KARTHALA, MALAPPI RAMDUL, KERALA, PIN: 679571

Email: iqacmarkaz@gmail.com | www.markazcollege.ac.in

DPF/16	Department Diary		✓	✓	✓	
DPF/17	Teachers Diary	✓	✓	✓	✓	
DPF/18	Class Diary		✓	✓	✓	
DPF/19	Open Courses	✓	✓	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	✓	✓	
DPF/21	Students seminar	✓	✓	✓	✓	
DPF/22	Students project	✓	✓	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	✓	✓	
DPF/24	On the job training/ Internships					
DPF/25	External Examination Register	✓	✓	✓	✓	Incomplete
DPF/26	Internal Examination Register	✓	✓	✓	✓	
DPF/27	Result & Result analysis	✓	✓	✓	✓	
DPF/28	PTA Meetings	✓	✓	✓	✓	
DPF/29	Student progression & placement			✓	✓	
DPF/30	Students welfare/ Scholarship					
DPF/31	Grievance Redressal	✓	✓	✓	✓	
DPF/32	Bridge Course	✓	✓	✓	✓	
DPF/33	Remedial Coaching	✓	✓	✓	✓	
DPF/34	Coaching for advanced learners					
DPF/35	Co-curricular activities					
DPF/36	Extra-curricular activities					

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DPF/37	Career Guidance & Counselling	✓	✓	✓	✓
DPF/38	Alumni	✓	✓	✓	✓
DPF/39	Teachers Research Projects				
DPF/40	Seminars/ Workshops	✓	✓	✓	✓
DPF/41	Books/ paper publications				
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	✓	✓	✓	✓
DPF/43	Consultancy/ MoU/ Collaborations				
DPF/44	Student Research Projects/ Publications/ Presentations	✓	✓	✓	
DPF/45	Extension Programmes		✓	✓	✓
DPF/46	Soft Skill Development Programmes			✓	✓
DPF/47	Innovative activities.				




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EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: Commerce and Management

Date: 19/04/2022

File No.	File	Availability				Remarks
		2018-19	2019-20	2020-21	2021-22	
DPF/01	Department Profile					
DPF/02	Department Council	✓	✓			
DPF/03	Faculty Profile	✓	✓			
DPF/04	Faculty assignments & positions	✓	✓			
DPF/05	Annual Report	✓	✓			
DPF/06	Faculty Self Appraisal		✓	✓	✓	
DPF/07	Visitor's Book					
DPF/08	Infrastructure Facilities					Library Books of
DPF/09	Student Attendance Report	✓	✓	✓	✓	
DPF/10	Academic plan	✓	✓	✓	✓	
DPF/11	Time table & Workload	✓	✓	✓	✓	
DPF/12	Syllabus	✓	✓	✓	✓	
DPF/13	Admission statistics					
DPF/14	Students Nominal Roll	✓	✓	✓	✓	
DPF/15	Tutorial Register	✓	✓	✓	✓	



[Signature]
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DPF/16	Department Diary		✓	✓	✓	
DPF/17	Teachers Diary	✓	✓	✓	✓	Incomplete
DPF/18	Class Diary		✓	✓	✓	
DPF/19	Open Courses	✓	✓	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	✓	✓	Copy of certificates not seen
DPF/21	Students seminar	✓	✓	✓	✓	
DPF/22	Students project	✓	✓	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	✓	✓	
DPF/24	On the job training/ Internships			✓	✓	
DPF/25	External Examination Register	✓	✓	✓	✓	
DPF/26	Internal Examination Register	✓	✓	✓	✓	
DPF/27	Result & Result analysis					
DPF/28	PTA Meetings	✓	✓	✓	✓	Need modification in future
DPF/29	Student progression & placement				✓	
DPF/30	Students wealfare/ Scholarship					
DPF/31	Grievance Redressal	✓	✓	✓	✓	
DPF/32	Bridge Course	✓	✓	✓	✓	
DPF/33	Remedial Coaching		✓	✓	✓	
DPF/34	Coaching for advanced learners					
DPF/35	Co-curricular activities					
DPF/36	Extracurricular activities		✓	✓	✓	




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DPF/37	Career Guidance & Counselling	✓	✓	✓	✓	
DPF/38	Alumni		✓	✓	✓	
DPF/39	Teachers Research Projects					
DPF/40	Seminars/ Workshops	✓	✓	✓	✓	
DPF/41	Books/ paper publications					
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	✓	✓	✓	✓	
DPF/43	Consultancy/ MoU/ Collaborations				✓	
DPF/44	Student Research Projects/ Publications/ Presentations					
DPF/45	Extension Programmes				✓	
DPF/46	Soft Skill Development Programmes	✓	✓	✓	✓	
DPF/47	Innovative activities.					




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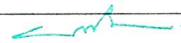
EXTERNAL ACADEMIC AUDIT: 2021-2022

Department: Botany

Date: 19/04/2022

File No.	File	Availability		Remarks
		2020-21	2021-22	
DPF/01	Department Profile			
DPF/02	Department Council	✓	✓	
DPF/03	Faculty Profile	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	
DPF/05	Annual Report	✓	✓	
DPF/06	Faculty Self Appraisal	✓	✓	
DPF/07	Visitor's Book			
DPF/08	Infrastructure Facilities			Lab stock Reg. onf
DPF/09	Student Attendance Report	✓	✓	
DPF/10	Academic plan	✓	✓	
DPF/11	Time table & Workload	✓	✓	
DPF/12	Syllabus	✓	✓	
DPF/13	Admission statistics			
DPF/14	Students Nominal Roll	✓	✓	
DPF/15	Tutorial Register	✓	✓	




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DPF/16	Department Diary	✓	✓	
DPF/17	Teachers Diary		✓	
DPF/18	Class Diary		✓	
DPF/19	Open Courses			
DPF/20	Add-on / Short term courses	✓	✓	
DPF/21	Students seminar	✓	✓	
DPF/22	Students project	✓		No final year class
DPF/23	Industrial Visit/ Study Tours			
DPF/24	On the job training/ Internships			
DPF/25	External Examination Register		✓	
DPF/26	Internal Examination Register	✓	✓	
DPF/27	Result & Result analysis			No final examn
DPF/28	PTA Meetings	✓	✓	
DPF/29	Student progression & placement			No passed out batch
DPF/30	Students wealfare/ Scholarship			
DPF/31	Grievance Redressal	✓	✓	
DPF/32	Bridge Course	✓	✓	
DPF/33	Remedial Coaching	✓	✓	
DPF/34	Coaching for advanced learners			
DPF/35	Co-curricular activities			
DPF/36	Extracurricular activities			



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DPF/37	Career Guidance & Counselling		✓	
DPF/38	Alumni			No Alumni
DPF/39	Teachers Research Projects			
DPF/40	Seminars/ Workshops	✓	✓	
DPF/41	Books/ paper publications			
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	✓	✓	
DPF/43	Consultancy/ MoU/ Collaborations			
DPF/44	Student Research Projects/ Publications/ Presentations			
DPF/45	Extension Programmes			
DPF/46	Soft Skill Development Programmes			
DPF/47	Innovative activities.			




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Suggestions and Recommendations:

1. Self appraisal to be updated with details of achievements
2. Keep separate file for remedial.
3. Collect details of co-curricular and extra curricular programmes attended by students
4. Keep a report of I-V conducted
5. Try to have more collaborations/MOU's

Name & Signature of Auditing Members:

1.

Prof. ABDUSSAMED. K
PRINCIPAL
Bafakhy Yatheem Khana Arts & Science
College for Women, Kalpakanchery
P.O. Kalpakanchery - 676551

2.

ABDUL KHAYYOOM P.C.
H.O.D PG Department of
Commerce & Management
Bafakhy Yatheem Khana Arts & Science
College for Women, Kalpakanchery
IQAC Co-ordinator.



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INTERNAL QUALITY ASSURANCE CELL: 2021-2022

ADMINISTRATIVE AUDIT: 2021-2022

File Number	Name of the File	Remarks
AF01	Admission Register	Well maintained, needs updation
AF02	Attendance Register	Well maintained
AF03	Logbook	Maintained, regular online updates, need
AF04	Syllabus	Kept all course syllabus.
AF05	Teachers Diary	Well-maintained, some teacher not update
AF06	Time Table	Well maintained, No conflicts seen
AF07	Staff Record Book	Maintained, some entries missing
AF08	Visitors' Book	Maintained, needs update
AF09	Movement Register	Well maintained, closed on daily basis
AF10	Cashbook	Well maintained closing daily.
AF11	Stock Register	Documentation required
AF12	Punishment Book	Well documented, a few irregularities
AF13	Staff Minutes Book	Well maintained - missing some minutes
AF14	Internal Assessment	Done but not adequate
AF15	Inventory register	Well maintained.




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Recommendations: Admission Register need to update on real-time basis, Attendance Register and log books needs the initials of the head. Syllabus of all courses need to be available in departments and in library. Ensure teachers diary updates before the cut-off dates of the semester. Master timetable can be kept digitally. Update staff Records on time basis. Visitors book and movement register need to be reviewed. Better cash management can be opted in consultation with financial auditors. Stock Register need to be checked with actual stock on physical verification. Punishment book and minutes book should not have any missing values. Adequate Internal audit System required. Update Inventory register.

Internal Auditor:

1. Name:

Designation:

Signature:

External Auditor:

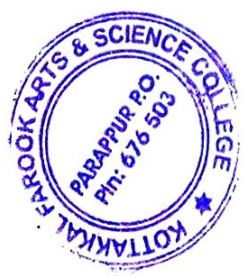
1. Name:

Designation:

Signature:


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 TAKKAL FAROOK ARTS & SCIENCE COLL.
 PARAPPUR(P.O) - 676 503


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2. mohamed Haniffa. K.T.
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