




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

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
2022- 2023




Dr. C.P. MOHAMED KUTTY
Principal
Markaz Arts and Science College
Athavanad, Karthala PO-679571



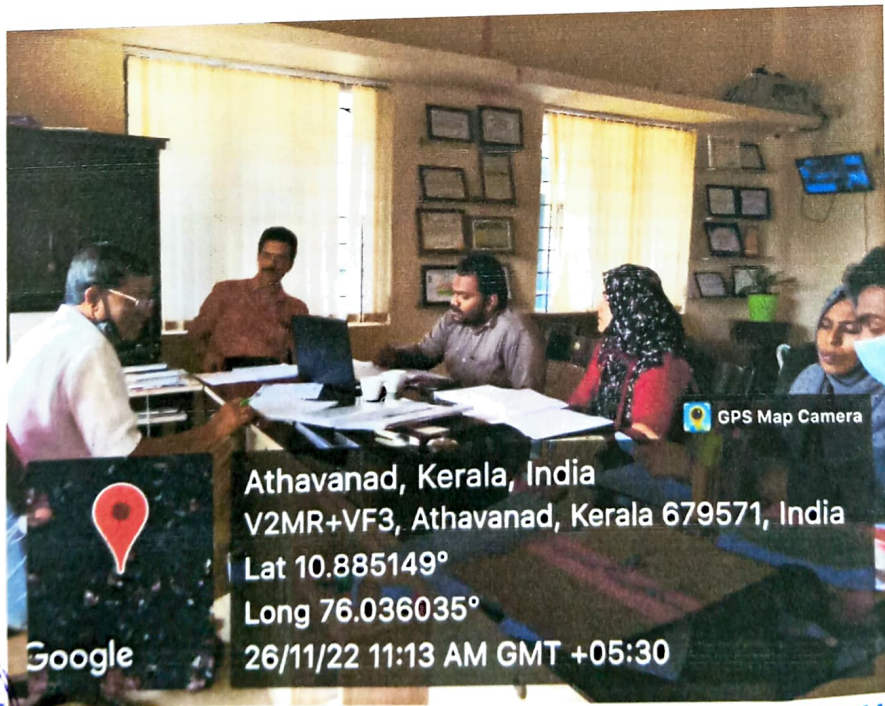


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PREFACE

Internal Quality Assurance Cell have organized an External Academic and Administrative Audit on 26th November 2022 and 4th April 2023 respectively. The Academic audit was organized in collaboration with MES Keveeyam College, Valanchery. And administrative audit was conducted in association with Kottakkal Farook Arts and Science College, Parappur. The core committee for the auditing consisted of Dr. C Rajesh, Principal, MES Keveeyam College, Prof. M Abdul Azeez, Principal, Kottakkal Farook Arts and Science College, Mr. Mohammed Haneefa K T, Superintendent, Kottakkal Farook Arts and Science College, Dr. C P Mohamed Kutty, Principal, Markaz Arts and Science College, Mrs. Faseela M P, IQAC Coordinator, Markaz Arts and Science College and Mr. Sayyid Hussain Koya Thangal K K, NAAC Coordinator, Markaz Arts and Science College.

The academic audit concentrated on Criteria files. The committee verified the all the criteria files and conducted a discussion with criteria coordinator and members. The committee has also prepared a review report.



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CRITERIA-I

Metric	Remarks
1.1	<ul style="list-style-type: none">• Keep the prospectus and students' handbook for the last five years• Keep the sample reports of certificate courses, career guidance and counselling class reports, IV.• Academic calendar should include tentative dates of internal examinations• Keep the records of internal evaluation• Keep the records of SGRC.
1.2	<ul style="list-style-type: none">• Well maintained
1.3.1	<ul style="list-style-type: none">• keep the syllabus of all papers regarding professional ethics, gender, environment and sustainability.
1.3.2	<ul style="list-style-type: none">• Well maintained
1.4	<ul style="list-style-type: none">• Keep the sample copies of filled feedback forms




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CRITERIA-II

Metric	Remarks
2.1	<ul style="list-style-type: none">• Admission list is to signed from university also• Keep the sanction intake for the last five years.
2.3	<ul style="list-style-type: none">• Keep the files in year wise order
2.4	<ul style="list-style-type: none">• Keep the appointment letter of all teachers.
2.5	<ul style="list-style-type: none">• Keep the records of internal assessment and SGRC
2.6	<ul style="list-style-type: none">• Keep the models of CO PO attainment



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CRITERIA-III

Metric	Remarks
3.1	<ul style="list-style-type: none">• Keep the sanction letter of research funds
3.2	<ul style="list-style-type: none">• Keep the minutes of IPR cell
3.3	<ul style="list-style-type: none">• The cover page and index page is to be included
3.4	<ul style="list-style-type: none">• Well documented
3.5	<ul style="list-style-type: none">• Keep the files in year wise order




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CRITERIA-IV

Metric	Remarks
4.1	<ul style="list-style-type: none">• Include the photos of all facilities
4.2	<ul style="list-style-type: none">• Keep the details of online resources
4.3	<ul style="list-style-type: none">• Keep the bills of all e governance modules
4.4	<ul style="list-style-type: none">• Well maintained




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CRITERIA-V

Metric	Remarks
5.1	<ul style="list-style-type: none">• Keep the sanction letter from the authority
5.2	<ul style="list-style-type: none">• Immediate progression and placement is to be considered.
5.3	<ul style="list-style-type: none">• Certificate is mandatory• Keep the brochures of the events
5.4	<ul style="list-style-type: none">• Well maintained




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CRITERIA-VI

Metric	Remarks
6.1	<ul style="list-style-type: none">• Keep the minutes of different committees
6.2.1	<ul style="list-style-type: none">• Include policies and organogram
6.2.2	<ul style="list-style-type: none">• Keep the screenshots and bills of all ERP Modules
6.3.1	<ul style="list-style-type: none">• Well maintained
6.3.3	<ul style="list-style-type: none">• Certificates are mandatory
6.4	<ul style="list-style-type: none">• Include fund sanction orders and utilization statements under each head
6.5.1	<ul style="list-style-type: none">• Note to include all the activities of IQAC
6.5.2	<ul style="list-style-type: none">• Action reports of AAA is to be considered




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CRITERIA-VII

Metric	Remarks
7.1.1	<ul style="list-style-type: none">• Well maintained
7.1.2	<ul style="list-style-type: none">• Include the bills of the facilities
7.1.3	<ul style="list-style-type: none">• Keep the certificates of awards under each head
7.1.4	<ul style="list-style-type: none">• Modification needed
7.2	<ul style="list-style-type: none">• Well maintained
7.3	<ul style="list-style-type: none">• Modification need.




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Recommendations:

- All the supporting documents have to be kept in in year wise order.
- Admitted list and examination results have to attested from the university
- Fund sanction orders from the authority are mandatory
- Include the certificates of all programs.

Name and signature of auditing committee:

1. Dr. C Rajesh

DR. C. RAJESH
PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676552
MALAPPURAM

2. Dr. C P Mohammed Kutty

3. Faseela M P

4. Sayid Hussain Koya Thangal K

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ADMINISTRATIVE AUDIT: 2022-2023

File Number	Name of the File	Remarks
AF01	Admission Register	Well maintained upto date records.
AF02	Attendance Register	Properly maintained and found updated.
AF03	Logbook	Detailed entries, well organised.
AF04	Syllabus	Well maintained and accessible to all.
AF05	Teachers Diary	Maintained, but incomplete entries noted for some teachers.
AF06	Time Table	Well distributed schedule and clear.
AF07	Staff Record Book	Personal details and job histories of staff members insufficient.
AF08	Visitors' Book	Complete and well maintained.
AF09	Movement Register	Entries are thorough and consistent.
AF10	Cashbook	Discrepancies noted in financial entries.
AF11	Stock Register	Updated, documented.
AF12	Punishment Book	Lack detailed documentation in some incidents.
AF13	Staff Minutes Book	Meeting minutes are clear and clear documented satisfactorily.
AF14	Internal Assessment	Consistent assessment entries. Good.
AF15	Inventory register	Well maintained and regularly updated.



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Recommendations: All the 15 records and files checked shows good documentation and data up keep. Basic student, staff files, cash book, log book, time table, staff records, movement register, stock register are consistently maintained. It is ~~also~~ recommended to monitor the cash book, and implement stricter oversight and audits for the cash book. Conduct regular stock taking for the stock register.

Internal Auditor:

1. Name:

Designation:

Signature:

External Auditor:

1. Name:

Designation:

Signature:

Ms. Abdul Azeez

Principal

Prof. M. ABDUL AZEEZ
PRINCIPAL
TAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR(P.O) - 676 503

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2. Mohamed thaseef. E.
Officer, Kottarakkud, Farook Arts & Science college