



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: 2020- 2021



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 27th November 2020. 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. T Nisab, Assistant Professor and Joint Coordinator of IQAC, MES Keveeyam College, Mr. Mohammed Haneefa K T, Superintendent, Kottakkal Farook Arts and Science College, Dr. C P Mohamed Kutty, Principal, Markaz Arts and Science College and Mr. V Mohammed Basheer, IQAC Coordinator, Markaz Arts and Science College.

The committee visited all the departments and conducted a critical evaluation of documentation system in the department. They have also verified the documents from 2018-2019 academic year onwards. The contribution of each department towards various aspects of quality enhancement of the institution was also analysed. The committee has given a detailed report about the documentation system and the performance of the departments. The committee has also arranged a review meeting in online mode.




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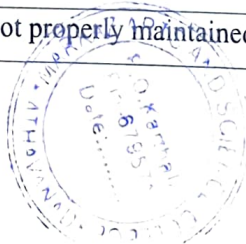
INTERNAL QUALITY ASSURANCE CELL (IQAC)

EXTERNAL ACADEMIC AUDIT: 2020-2021

Department: Chemistry

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	OK
DPF/03	Faculty Profile	Separate files for each faculty
DPF/04	Faculty assignments & positions	University level assignment to be shown and copy of duty certificate to be filed
DPF/05	Annual Report	Not properly maintained. Activities of department not shown, Some documents found wrongly placed
DPF/06	Faculty Self Appraisal	Self appraisal of all faculties not found
DPF/07	Visitor's Book	Need modification, Name of visitor and purpose of visit to be maintained
DPF/08	Infrastructure Facilities	Infrastructural facilities of departments to be filed. Bench, Desk, Table, major equipment, etc. copy of bills to be filed along with stock register
DPF/09	Student Attendance Report	OK
DPF/10	Academic plan	Plan of internal exam, Seminars, Viva to be shown
DPF/11	Time table & Workload	Workload statement not found
DPF/12	Syllabus	OK
DPF/13	Admission statistics	OK
DPF/14	Students Nominal Roll	Category of students to be added
DPF/15	Tutorial Register	Not properly maintained
DPF/16	Department Diary	Previous years not found
DPF/17	Teachers Diary	Teaching plan not found
DPF/18	Class Diary	Not properly maintained



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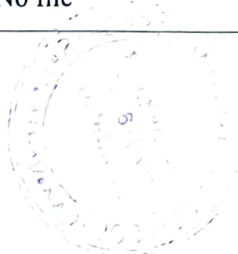
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DPF/19	Open Courses	Open course offered by departments and students enrolled should be included
DPF/20	Add-on / Short term courses	OK
DPF/21	Students seminar	Add title, Keep order based on year
DPF/22	Students project	Keep in Order based on year
DPF/23	Industrial Visit/ Study Tours	Keep in years in top, List of students
DPF/24	On the job training/ Internships	No file
DPF/25	External Examination Register	Recent exam can be added
DPF/26	Internal Examination Register	Please complete all empty column
DPF/27	Result & Result analysis	Arrange by Gen, Sc, Muslim, Other OBC
DPF/28	PTA Meetings	Should be completed
DPF/29	Student progression & placement	Latest year can be moved to register in the form of Name, 1 st Progression, 2 nd Progression
DPF/30	Students wealfare/ Scholarship	Amount can be added
DPF/31	Grievance Redressal	OK
DPF/32	Bridge Course	OK
DPF/33	Remedial Coaching	OK
DPF/34	Coaching for advanced learners	Add report and keep in order
DPF/35	Co-curricular activities	Should be modified
DPF/36	Extracurricular activities	Report, Photos can be added
DPF/37	Career Guidance & Counselling	No file
DPF/38	Alumni	OK
DPF/39	Teachers Research Projects	No file
DPF/40	Seminars/ Workshops	OK
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	No file
DPF/43	Consultancy/ MoU/ Collaborations	No file



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DPF/44	Student Research Projects/ Publications/ Presentations	OK
DPF/45	Extension Programmes	OK
DPF/46	Soft Skill Development Programmes	OK
DPF/47	Innovative activities.	OK




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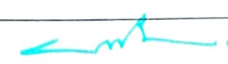
EXTERNAL ACADEMIC AUDIT: 2020-2021

Department: English

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Minutes not signed by teachers
DPF/03	Faculty Profile	Separate files shall be kept
DPF/04	Faculty assignments & positions	University level assignment to be shown and filed
DPF/05	Annual Report	Activity report of 2 years found
DPF/06	Faculty Self Appraisal	Self-appraisal of 2018-19 & 2019-20 found
DPF/07	Visitor's Book	OK
DPF/08	Infrastructure Facilities	Files not maintained
DPF/09	Student Attendance Report	Files to be ordered as latest first
DPF/10	Academic plan	Files to be ordered as category
DPF/11	Time table & Workload	Basic workload to be filed
DPF/12	Syllabus	OK
DPF/13	Admission statistics	List of admitted students not in proper year wise order
DPF/14	Students Nominal Roll	not in proper year wise order
DPF/15	Tutorial Register	Verified
DPF/16	Department Diary	Verified, Activities of departments also be mentioned
DPF/17	Teachers Diary	Need modification
DPF/18	Class Diary	OK
DPF/19	Open Courses	Open course offered by the department and no of students enrolled to be filed
DPF/20	Add-on / Short term courses	OK
DPF/21	Students seminar	Incomplete
DPF/22	Students project	Add academic year
DPF/23	Industrial Visit/ Study Tours	OK, File format can be changed




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DPF/24	On the job training/ Internships	(File format may be changed)
DPF/25	External Examination Register	Empty pages, Incomplete
DPF/26	Internal Examination Register	Empty pages, Incomplete
DPF/27	Result & Result analysis	Academic year should be added, Arrange by Gen, Sc, Muslim, Other OBC
DPF/28	PTA Meetings	Can be changed to register or big book
DPF/29	Student progression & placement	OK
DPF/30	Students wealfare/ Scholarship	Scholarship amount can be added
DPF/31	Grievance Redressal	OK
DPF/32	Bridge Course	Remarks column is empty, Add attendance sheet
DPF/33	Remedial Coaching	Use pen
DPF/34	Coaching for advanced learners	Keep in order, Report and attendance
DPF/35	Co-curricular activities	No file
DPF/36	Extracurricular activities	Previous years can be added
DPF/37	Career Guidance & Counselling	Previous years can be added
DPF/38	Alumni	Keep in order, Years can be added
DPF/39	Teachers Research Projects	No file
DPF/40	Seminars/ Workshops	OK
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Copies of attendance certificate of seminars/workshops to be filed
DPF/43	Consultancy/ MoU/ Collaborations	No file
DPF/44	Student Research Projects/ Publications/ Presentations	No file
DPF/45	Extension Programmes	Extension programmes organized by the department to be filed
DPF/46	Soft Skill Development Programmes	Need modification
DPF/47	Innovative activities.	Need modification



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EXTERNAL ACADEMIC AUDIT: 2020-2021

Department: Biochemistry

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified
DPF/02	Department Council	Minutes not signed by teachers. Action plan & academic plan to be included in the minutes of march
DPF/03	Faculty Profile	Separate files shall be kept for each faculty. Copy of duty certificate also shall be kept
DPF/04	Faculty assignments & positions	Order to be reversed. Latest list of university level assignments to be included, Copies of university level duties to be filed
DPF/05	Annual Report	Need some fine tuning
DPF/06	Faculty Self Appraisal	Verified
DPF/07	Visitor's Book	OK
DPF/08	Infrastructure Facilities	List of infrastructure facilities in the department, classrooms, labs etc. shall be kept with no of existing and newly added
DPF/09	Student Attendance Report	Attendance report submitted to university shall be placed
DPF/10	Academic plan	OK
DPF/11	Time table & Workload	Workload of departments to be filed
DPF/12	Syllabus	OK
DPF/13	Admission statistics	Need updation
DPF/14	Students Nominal Roll	OK, File to be kept as latest first
DPF/15	Tutorial Register	Need updation, A uniform pattern can be kept
DPF/16	Department Diary	Uniform pattern can be kept for all departments
DPF/17	Teachers Diary	OK
DPF/18	Class Diary	OK
DPF/19	Open Courses	No of students enrolled
DPF/20	Add-on / Short term courses	Started in 2020-21

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DPF/21	Students seminar	OK
DPF/22	Students project	File format, (Keep common format for files)
DPF/23	Industrial Visit/ Study Tours	OK, can be changed to register
DPF/24	On the job training/ Internships	No file
DPF/25	External Examination Register	OK, Notebook may be changed to register
DPF/26	Internal Examination Register	OK
DPF/27	Result & Result analysis	Split into Gen, SC/ST, Muslim, Other OBC. Keep separate file for mark list
DPF/28	PTA Meetings	Notebook can be changed to register
DPF/29	Student progression & placement	Not in order, Change the file format
DPF/30	Students wealfare/ Scholarship	Change to register in the format of Name, 1 st Progression, 2 nd Progression
DPF/31	Grievance Redressal	Keep in order
DPF/32	Bridge Course	Notebook can be changed to register
DPF/33	Remedial Coaching	Keep in order
DPF/34	Coaching for advanced learners	Change file format
DPF/35	Co-curricular activities	Incomplete
DPF/36	Extracurricular activities	Year order, Change file
DPF/37	Career Guidance & Counselling	Year order, Change file
DPF/38	Alumni	OK
DPF/39	Teachers Research Projects	File
DPF/40	Seminars/ Workshops	OK
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	OK
DPF/43	Consultancy/ MoU/ Collaborations	OK, (File format may be changed)
DPF/44	Student Research Projects/ Publications/ Presentations	OK, (File format may be changed)
DPF/45	Extension Programmes	No file



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DPF/46	Soft Skill Development Programmes	Keep in file
DPF/47	Innovative activities.	OK



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EXTERNAL ACADEMIC AUDIT: 2020-2021

Department: Commerce

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified
DPF/02	Department Council	Signature of teachers not found
DPF/03	Faculty Profile	Separate files for each faculty shall be kept
DPF/04	Faculty assignments & positions	University level assignments to be shown and copies of duty certificate to be filed
DPF/05	Annual Report	Annual report of 2019-20 only was found
DPF/06	Faculty Self Appraisal	Self appraisal of only 3 teachers found
DPF/07	Visitor's Book	No data found
DPF/08	Infrastructure Facilities	Not maintained
DPF/09	Student Attendance Report	OK
DPF/10	Academic plan	Need modification
DPF/11	Time table & Workload	Workload statement not found
DPF/12	Syllabus	OK, Old syllabus also be filed
DPF/13	Admission statistics	Not maintained
DPF/14	Students Nominal Roll	Not in proper order, Year wise lists to be maintained. Students category to be maintained
DPF/15	Tutorial Register	Biodata register of students of previous years not found
DPF/16	Department Diary	Not maintained
DPF/17	Teachers Diary	Not maintained
DPF/18	Class Diary	OK
DPF/19	Open Courses	Not maintained
DPF/20	Add-on / Short term courses	OK
DPF/21	Students seminar	Keep year wise
DPF/22	Students project	Keep year wise




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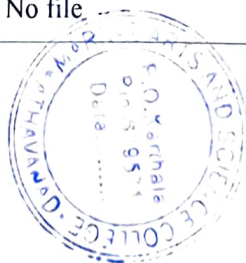
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DPF/23	Industrial Visit/ Study Tours	OK
DPF/24	On the job training/ Internships	No file
DPF/25	External Examination Register	OK
DPF/26	Internal Examination Register	Fill empty pages
DPF/27	Result & Result analysis	Should be modified. Gen, Sc, Muslim, Other OBC
DPF/28	PTA Meetings	Keep year wise order
DPF/29	Student progression & placement	No file
DPF/30	Students wealfare/ Scholarship	Keep register Name, 1 st Progression, 2 nd Progression
DPF/31	Grievance Redressal	Keep for all years, Amount should be added
DPF/32	Bridge Course	Incomplete, (Refer English Department)
DPF/33	Remedial Coaching	Not completed, (Refer English or Chemistry Department)
DPF/34	Coaching for advanced learners	OK
DPF/35	Co-curricular activities	Keep year wise order, Add one page report/year
DPF/36	Extracurricular activities	Modify list, Keep year wise
DPF/37	Career Guidance & Counselling	Modify list, Keep year wise
DPF/38	Alumni	Incomplete
DPF/39	Teachers Research Projects	Provide batch and academic year
DPF/40	Seminars/ Workshops	Keep in order
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	No file
DPF/43	Consultancy/ MoU/ Collaborations	No file
DPF/44	Student Research Projects/ Publications/ Presentations	No file
DPF/45	Extension Programmes	No file
DPF/46	Soft Skill Development Programmes	No file
DPF/47	Innovative activities.	No file



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Department: Microbiology

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Ok
DPF/03	Faculty Profile	Separate files for each faculty shall be kept
DPF/04	Faculty assignments & positions	University level assignments to be shown and duty certificate to be attached
DPF/05	Annual Report	Need modification
DPF/06	Faculty Self Appraisal	OK
DPF/07	Visitor's Book	Need modification, Name of visitor, Purpose of visit
DPF/08	Infrastructure Facilities	Files of classroom under departments to be shown
DPF/09	Student Attendance Report	OK
DPF/10	Academic plan	Need modification
DPF/11	Time table & Workload	Basic workload statement not found
DPF/12	Syllabus	OK
DPF/13	Admission statistics	OK
DPF/14	Students Nominal Roll	Category of students
DPF/15	Tutorial Register	Need updation
DPF/16	Department Diary	2020-21 found, Previous years not found
DPF/17	Teachers Diary	Teachers plan not found
DPF/18	Class Diary	OK
DPF/19	Open Courses	Open course offered by department and number of students enrolled to be mentioned
DPF/20	Add-on / Short term courses	OK
DPF/21	Students seminar	Date is missing
DPF/22	Students project	Batch & year not filled, year



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DPF/23	Industrial Visit/ Study Tours	Latest year on top, Add students list
DPF/24	On the job training/ Internships	No file
DPF/25	External Examination Register	OK
DPF/26	Internal Examination Register	OK
DPF/27	Result & Result analysis	Year wise, Gen. SC, Muslim, Other OBC
DPF/28	PTA Meetings	Keep new data in a book/register
DPF/29	Student progression & placement	Register shall be kept. Name, 1 st Progression, 2 nd Progression
DPF/30	Students wealfare/ Scholarship	Add amount
DPF/31	Grievance Redressal	OK
DPF/32	Bridge Course	Add attendance sheet
DPF/33	Remedial Coaching	OK
DPF/34	Coaching for advanced learners	Add a report, Arrange yearly order
DPF/35	Co-curricular activities	OK
DPF/36	Extracurricular activities	OK
DPF/37	Career Guidance & Counselling	Add list of students
DPF/38	Alumni	OK
DPF/39	Teachers Research Projects	No file
DPF/40	Seminars/ Workshops	Keep separate list
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Normal print
DPF/43	Consultancy/ MoU/ Collaborations	No file
DPF/44	Student Research Projects/ Publications/ Presentations	No file
DPF/45	Extension Programmes	Arrange year wise
DPF/46	Soft Skill Development Programmes	OK
DPF/47	Innovative activities.	Not innovative



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Department: Physics

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified
DPF/02	Department Council	Sign of teachers not found
DPF/03	Faculty Profile	Separate files for each faculty
DPF/04	Faculty assignments & positions	University level assignments to be included
DPF/05	Annual Report	Report of 2019-20 only found
DPF/06	Faculty Self Appraisal	2018-19 Two faculties, 2019-20 not found
DPF/07	Visitor's Book	No file
DPF/08	Infrastructure Facilities	Infrastructure Bench, Desk etc. Copy of bills to be placed
DPF/09	Student Attendance Report	OK
DPF/10	Academic plan	Need modification
DPF/11	Time table & Workload	Workload statement not found
DPF/12	Syllabus	Old and new syllabus to be placed
DPF/13	Admission statistics	Previous years statistics not found
DPF/14	Students Nominal Roll	Categories of students to be indicated
DPF/15	Tutorial Register	OK
DPF/16	Department Diary	Not maintained
DPF/17	Teachers Diary	Ok, Verified
DPF/18	Class Diary	Not maintained
DPF/19	Open Courses	Syllabus of open course not found
DPF/20	Add-on / Short term courses	Started in 2020-21
DPF/21	Students seminar	No file
DPF/22	Students project	No file
DPF/23	Industrial Visit/ Study Tours	No file
DPF/24	On the job training/ Internships	No file



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DPF/25	External Examination Register	Change pencil to pen
DPF/26	Internal Examination Register	Change pencil to pen
DPF/27	Result & Result analysis	Mark list can be kept in separate file. Result analysis should be done based on Gen, SC, Muslim, OBC and B&G
DPF/28	PTA Meetings	Add participants list with sign
DPF/29	Student progression & placement	Keep register, name, 1 st Progression, 2 nd Progression
DPF/30	Students wealfare/ Scholarship	Amount should be added
DPF/31	Grievance Redressal	OK
DPF/32	Bridge Course	Add attendance sheet
DPF/33	Remedial Coaching	No file
DPF/34	Coaching for advanced learners	Add one page report, Attendance sheet
DPF/35	Co-curricular activities	OK
DPF/36	Extracurricular activities	OK
DPF/37	Career Guidance & Counselling	No file
DPF/38	Alumni	No file
DPF/39	Teachers Research Projects	No file
DPF/40	Seminars/ Workshops	No file
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	No file
DPF/43	Consultancy/ MoU/ Collaborations	No file
DPF/44	Student Research Projects/ Publications/ Presentations	No file
DPF/45	Extension Programmes	No file
DPF/46	Soft Skill Development Programmes	No file
DPF/47	Innovative activities.	No file



[Signature]
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(Affiliated to the University of Calicut)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

EXTERNAL ACADEMIC AUDIT: 2020-2021

Department: Psychology

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified
DPF/02	Department Council	OK
DPF/03	Faculty Profile	Separate file shall be kept
DPF/04	Faculty assignments & positions	Certificates university
DPF/05	Annual Report	Not properly ordered
DPF/06	Faculty Self Appraisal	Appraisal of only 3 teachers found
DPF/07	Visitor's Book	OK
DPF/08	Infrastructure Facilities	Maintained, Bills to be kept in bind form
DPF/09	Student Attendance Report	Incomplete
DPF/10	Academic plan	Need modification
DPF/11	Time table & Workload	Workload statement not found
DPF/12	Syllabus	Old and new syllabus to be kept in bind form
DPF/13	Admission statistics	No file
DPF/14	Students Nominal Roll	Incomplete, Category not shown
DPF/15	Tutorial Register	Kept learn wise in bind form
DPF/16	Department Diary	Not maintained
DPF/17	Teachers Diary	Incomplete
DPF/18	Class Diary	Not maintained
DPF/19	Open Courses	Syllabus of open course offered by department.
DPF/20	Add-on / Short term courses	2020-21 started
DPF/21	Students seminar	Incomplete
DPF/22	Students project	No file
DPF/23	Industrial Visit/ Study Tours	Add list of students, Approval order
DPF/24	On the job training/ Internships	No file



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DPF/25	External Examination Register	Keep register
DPF/26	Internal Examination Register	Keep Register
DPF/27	Result & Result analysis	Results should be analyzed
DPF/28	PTA Meetings	Date and year missing
DPF/29	Student progression & placement	OK
DPF/30	Students wealfare/ Scholarship	Amount should be added
DPF/31	Grievance Redressal	OK
DPF/32	Bridge Course	Ok
DPF/33	Remedial Coaching	Writeup can be added
DPF/34	Coaching for advanced learners	Keep in order
DPF/35	Co-curricular activities	Add students name
DPF/36	Extracurricular activities	OK
DPF/37	Career Guidance & Counselling	No file
DPF/38	Alumni	Incomplete
DPF/39	Teachers Research Projects	No file
DPF/40	Seminars/ Workshops	Order should be changed
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	No file
DPF/43	Consultancy/ MoU/ Collaborations	No file
DPF/44	Student Research Projects/ Publications/ Presentations	No file
DPF/45	Extension Programmes	Add front page
DPF/46	Soft Skill Development Programmes	Move to another file
DPF/47	Innovative activities.	No file



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

EXTERNAL ACADEMIC AUDIT: 2020-2021

Department: Management

Date: 27/11/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified
DPF/02	Department Council	Sign of teachers missing
DPF/03	Faculty Profile	Separate files for each category shall be kept
DPF/04	Faculty assignments & positions	University level assignment to be shown
DPF/05	Annual Report	Report of Commerce & Management duplication
DPF/06	Faculty Self Appraisal	Self-appraisal of only two teachers found
DPF/07	Visitor's Book	Signature of visitor not found
DPF/08	Infrastructure Facilities	Files, Bench, Desk etc. to be maintained
DPF/09	Student Attendance Report	Not in proper order
DPF/10	Academic plan	No file
DPF/11	Time table & Workload	Workload statement not found
DPF/12	Syllabus	No file
DPF/13	Admission statistics	No file
DPF/14	Students Nominal Roll	Category of students to be shown
DPF/15	Tutorial Register	Biodata registers of all batches to be kept in form
DPF/16	Department Diary	To be kept in bind form
DPF/17	Teachers Diary	Plan need modification
DPF/18	Class Diary	Diary of 5 th sem not found
DPF/19	Open Courses	Not maintained
DPF/20	Add-on / Short term courses	Not maintained
DPF/21	Students seminar	Keep in order based on academic year
DPF/22	Students project	Keep in order based on academic year, Latest year on top
DPF/23	Industrial Visit/ Study Tours	Add permission letter, List of students
DPF/24	On the job training/ Internships	No file



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DPF/25	External Examination Register	Rearrange order, (Latest last page)
DPF/26	Internal Examination Register	Keep register
DPF/27	Result & Result analysis	Result analysis should be done (Follow English Department)
DPF/28	PTA Meetings	OK, Keep register for new year
DPF/29	Student progression & placement	No file
DPF/30	Students wealfare/ Scholarship	No file
DPF/31	Grievance Redressal	Amount should be added
DPF/32	Bridge Course	Add sign
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Incomplete, Add students name, attendance
DPF/35	Co-curricular activities	Report need to be added (Year wise)
DPF/36	Extracurricular activities	No file
DPF/37	Career Guidance & Counselling	No file
DPF/38	Alumni	No file
DPF/39	Teachers Research Projects	OK
DPF/40	Seminars/ Workshops	OK
DPF/41	Books/ paper publications	No file
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	No file
DPF/43	Consultancy/ MoU/ Collaborations	No file
DPF/44	Student Research Projects/ Publications/ Presentations	OK
DPF/45	Extension Programmes	No file
DPF/46	Soft Skill Development Programmes	No file
DPF/47	Innovative activities.	No file



(Handwritten signature in blue ink)
 Dr. G.P. MOHAMED KUTTY
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Suggestions and Recommendations:

- Keep uniformity in documents
- Keep the files year wise in descending order.
- Keep the faculty profile in separate files
- Faculty signature in minutes is mandatory
- Department seal and HoD signature is mandatory at the end of each files.

Name & signature of auditing committee:

1. Dr. C Rajesh

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

2. Mr. T Nisab .



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INTERNAL QUALITY ASSURANCE CELL: 2020-2021

ADMINISTRATIVE AUDIT: 2020-2021

File Number	Name of the File	Remarks
AF01	Admission Register	Maintained but not updated.
AF02	Attendance Register	Good, well maintained.
AF03	Logbook	Entries are detailed but lack coherence.
AF04	Syllabus	syllabus well maintained and is accessible.
AF05	Teachers Diary	Irregular updates and many gaps.
AF06	Time Table	Less conflicts and clear scheduling
AF07	Staff Record Book	Many incomplete records.
AF08	Visitors' Book	well maintained.
AF09	Movement Register	Irregular updates, several gaps noted.
AF10	Cashbook	minor discrepancies noted.
AF11	Stock Register	Inventory records are incomplete
AF12	Punishment Book	Documentation of incidents poor
AF13	Staff Minutes Book	Some meetings are not recorded.
AF14	Internal Assessment	Good and consistent assessment records.
AF15	Inventory register	Some items are missing.




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Recommendations: Admission register updation, a digital attendance trackay, is again recommended. Enforce regular updates in the teacher's diary, and conduct bi-annual time table reviews. Update and verify the staff record book, and consistent movement register monitoring is advised. Implement strict financial protocols for the cash book, conduct regular stock audits, share meeting minutes to the staff.

Internal Auditor:

1. Name:

Designation:


Signature:

External Auditor:

1. Name:

Designation:

Signature:


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




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Principal
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2. Mohamed Hameed K.T.
Office Supt, Kottakkal Farook Arts & Science College.
