



**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](mailto:iqaemarkaz@gmail.com) | [www.markazcollege.ac.in](http://www.markazcollege.ac.in)

**EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**  
**2019- 2020**



**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 22<sup>nd</sup> April 2020. 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: 2019-2020

Department: Biochemistry

Date: 22/04/2020

File No.	File	Availability		Remarks
		2018-19	2019-20	
DPF/01	Department Profile			
DPF/02	Department Council	✓	✓	Record important decisions
DPF/03	Faculty Profile	✓	✓	Not all staff members
DPF/04	Faculty assignments & positions	✓	✓	
DPF/05	Annual Report	✓	✓	
DPF/06	Faculty Self Appraisal	✓	✓	Incomplete files
DPF/07	Visitor's Book	✓	✓	
DPF/08	Infrastructure Facilities			Lab Equipment stocks
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	✓	✓	
DPF/16	Department Diary	✓	✓	
DPF/17	Teachers Diary	✓	✓	
DPF/18	Class Diary	✓	✓	
DPF/19	Open Courses	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	keep copies of certificates
DPF/21	Students seminar	✓	✓	
DPF/22	Students project	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	



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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	✓	✓	
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	✓	✓	Keep report of activities
DPF/44	Student Research Projects/ Publications/ Presentations	✓		
DPF/45	Extension Programmes	✓	✓	
DPF/46	Soft Skill Development Programmes	✓	✓	
DPF/47	Innovative activities.			



*[Signature]*  
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**EXTERNAL ACADEMIC AUDIT: 2019-2020**

**Department: Microbiology**

Date: 22/04/2020

File No.	File	Availability		Remarks
		2018-19	2019-20	
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			Stock Register of Equipment
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	✓	✓	
DPF/16	Department Diary	✓	✓	
DPF/17	Teachers Diary	✓	✓	
DPF/18	Class Diary	✓	✓	Partial
DPF/19	Open Courses	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	Keep copy of cert & scales
DPF/21	Students seminar	✓	✓	
DPF/22	Students project	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	



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DPF/24	On the job training/ Internships	✓	✓	Not properly kept
DPF/25	External Examination Register	✓	✓	
DPF/26	Internal Examination Register	✓	✓	
DPF/27	Result & Result analysis	✓	✓	
DPF/28	PTA Meetings	✓	✓	Record important decisions
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	✓	✓	
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	✓	✓	keep report of activities
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: 2019-2020**

**Department: Chemistry**

**Date: 22/04/2020**

File No.	File	Availability		Remarks
		2018-19	2019-20	
DPF/01	Department Profile			
DPF/02	Department Council	✓	✓	
DPF/03	Faculty Profile	✓	✓	
DPF/04	Faculty assignments & positions	✓		
DPF/05	Annual Report	✓	✓	Briefing - need modification
DPF/06	Faculty Self Appraisal			
DPF/07	Visitor's Book		✓	
DPF/08	Infrastructure Facilities			Lab stock Register 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		✓	
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	✓	✓	



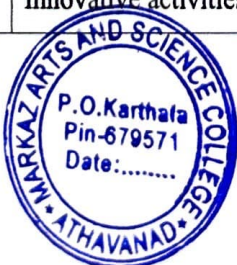
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DPF/24	On the job training/ Internships			
DPF/25	External Examination Register	✓	✓	
DPF/26	Internal Examination Register	✓	✓	
DPF/27	Result & Result analysis	✓	✓	
DPF/28	PTA Meetings	✓	✓	
DPF/29	Student progression & placement		✓	incomplete
DPF/30	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			
DPF/37	Career Guidance & Counselling		✓	
DPF/38	Alumni		✓	Keep report of activity
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: 2019-2020**

**Department: Physics**

Date: 22/04/2020

File No.	File	Availability		Remarks
		2018-19	2019-20	
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			Stock Reg of Lab Equipments
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			
DPF/16	Department Diary		✓	Incomplete
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		✓	Keep reports of visit



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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		✓	Record important decisions
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			
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: 2019-2020**

Department: Psychology

Date: 22/04/2020

File No.	File	Availability		Remarks
		2018-19	2019-20	
DPF/01	Department Profile			
DPF/02	Department Council	✓	✓	Record important decisions
DPF/03	Faculty Profile	✓	✓	Incomplete
DPF/04	Faculty assignments & positions	✓	✓	
DPF/05	Annual Report	✓	✓	
DPF/06	Faculty Self Appraisal		✓	
DPF/07	Visitor's Book	✓	✓	
DPF/08	Infrastructure Facilities	✓	✓	Stock Reg. of Lab Equipm <sup>t</sup>
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		✓	
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	Industry Visit / Study Tours	✓	✓	



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DPF/24	On the job training/ Internships			
DPF/25	External Examination Register	✓	✓	Keep copy of duty certificate
DPF/26	Internal Examination Register	✓	✓	
DPF/27	Result & Result analysis	✓	✓	
DPF/28	PTA Meetings	✓	✓	Minutes not closed
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	✓	✓	
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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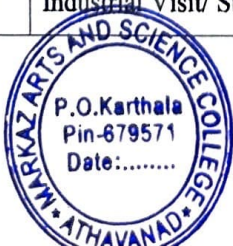
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## EXTERNAL ACADEMIC AUDIT: 2019-2020

Department: English

Date: 22/04/2020

File No.	File	Availability		Remarks
		2018-19	2019-20	
DPF/01	Department Profile			
DPF/02	Department Council	✓	✓	
DPF/03	Faculty Profile	✓	✓	
DPF/04	Faculty assignments & positions	✓	✓	
DPF/05	Annual Report	✓	✓	Incomplete - need modification
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		✓	
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	✓	✓	Keep report of visit



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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	✓	✓	Record important decisions
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			
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	✓	✓	keep participations certificate copies
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: 2019-2020

Department: Commerce and Management

Date: 22/04/2020

File No.	File	Availability		Remarks
		2018-19	2019-20	
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	✓	✓	Stack Register of Library
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		✓	
DPF/16	Department Diary		✓	
DPF/17	Teachers Diary	✓	✓	
DPF/18	Class Diary		✓	
DPF/19	Open Courses	✓	✓	
DPF/20	Add-on / Short term courses	✓	✓	Keep copy of certificates
DPF/21	Students seminar	✓	✓	
DPF/22	Students project	✓	✓	
DPF/23	Industrial Visit/ Study Tours	✓	✓	Keep report of visit



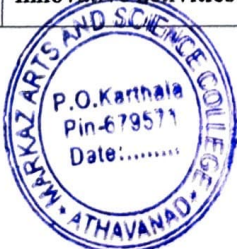
Dr. C.P. MOHAMED KUTTY  
Principal  
Markaz Arts and Science College  
Athavanad, Karthala PO-679571



# 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

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		✓	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		✓	
DPF/37	Career Guidance & Counselling	✓	✓	
DPF/38	Alumni		✓	
DPF/39	Teachers Research Projects			
DPF/40	Seminars/ Workshops	✓	✓	Keep reports
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. Label all files and give serial numbers .
2. For progression, keep copy of proof like admit card / ID card / Appointment order .
3. Some annual report need modification .
4. Collect details of advanced learner's programme from IQAC .
5. Keep copy of certificate / Add-on Course .

**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



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INTERNAL QUALITY ASSURANCE CELL: 2019-2020

## ADMINISTRATIVE AUDIT: 2019-2020

File Number	Name of the File	Remarks
AF01	Admission Register	Well-maintained, needs initials after entry
AF02	Attendance Register	Gaps noted, needs attention
AF03	Logbook	Maintained, but need updates on time
AF04	Syllabus	Keep all syllabus <del>at least</del> courses.
AF05	Teachers Diary	Some teachers not update Well-maintained - <del>No conflicts noted</del>
AF06	Time Table	Well-maintained - No conflicts noted Some Gaps noted regarding exit date
AF07	Staff Record Book	Maintained - some gaps noted exit date
AF08	Visitors' Book	Maintained, Needs updates
AF09	Movement Register	Well maintained - <del>stored on daily</del>
AF10	Cashbook	Maintained a few small items missing
AF11	Stock Register	Documentation required.
AF12	Punishment Book	Well documented, a few irregularities
AF13	Staff Minutes Book	Well maintained! <del>Done</del> but not adequate for all meetings
AF14	Internal Assessment	Done but not adequate -
AF15	Inventory register	Maintained well.



  
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Recommendations: In 2019-20, conduct bi-annual updates of the Admission Register. Transition to digital attendance tracking and establish detailed log book entry guidelines. Review and update the syllabus, enforce regular updates in the Teachers diary and avoid timetable conflicts. Through regular reviews. Perform a full update of the staff Record book. Standardise the visitors books and ensure regular movement Register monitoring. Strengthen financial oversight for the cash book. Conduct regular stock audits. Document incidents thoroughly in the punishment book. record and distribute meeting minutes accurately, standardise assessments and conduct periodic inventory register reviews.

Internal Auditor:

1. Name:

Designation:

Signature:

External Auditor:

**Prof. M. ABDUL AZEEZ**  
**PRINCIPAL**

1. Name: **KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE**  
**PARAPPUR(P.O) - 676 503**

Designation:

Signature:



2. mohamed Hameed K.I.

Office. Supt, Kottakkal Farook Arts & Science college



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**Principal**  
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