




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

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
2018- 2019




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 6th May 2019. 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: 2018-2019

Department: Biochemistry

Date: 06/05/2019

File No.	File	Availability	Remarks
DPF/01	Department Profile		
DPF/02	Department Council	✓	
DPF/03	Faculty Profile	✓	
DPF/04	Faculty assignments & positions	✓	
DPF/05	Annual Report	✓	Need modification
DPF/06	Faculty Self Appraisal		
DPF/07	Visitor's Book	✓	
DPF/08	Infrastructure Facilities		Lab Equipment Registering
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		Not kept in order
DPF/17	Teachers Diary	✓	To be updated
DPF/18	Class Diary		
DPF/19	Open Courses	✓	
DPF/20	Add-on / Short term courses		Not in order
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		
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	✓	Not kept in order
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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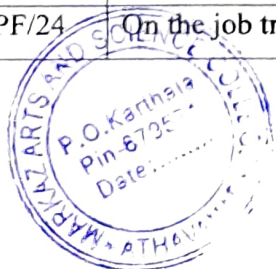
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EXTERNAL ACADEMIC AUDIT: 2018-2019

Department: Microbiology

Date: 06/05/2019

File No.	File	Availability	Remarks
DPF/01	Department Profile		
DPF/02	Department Council	✓	
DPF/03	Faculty Profile	✓	
DPF/04	Faculty assignments & positions	✓	
DPF/05	Annual Report	✓	Need modifications
DPF/06	Faculty Self Appraisal		
DPF/07	Visitor's Book		
DPF/08	Infrastructure Facilities		Lab Equipment Register
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		Not in order
DPF/21	Students seminar		
DPF/22	Students project		
DPF/23	Industrial Visit/ Study Tours	✓	
DPF/24	On the job training/ Internships		



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DPF/25	External Examination Register	✓	Not all teachers found
DPF/26	Internal Examination Register	✓	
DPF/27	Result & Result analysis		
DPF/28	PTA Meetings	✓	Minutes not found closed
DPF/29	Student progression & placement		No proper records
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	✓	Not properly maintained
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: 2018-2019

Department: Chemistry

Date: 06/05/2019

File No.	File	Availability	Remarks
DPF/01	Department Profile		
DPF/02	Department Council	✓	to be closed
DPF/03	Faculty Profile	✓	incomplete
DPF/04	Faculty assignments & positions	✓	
DPF/05	Annual Report	✓	Need modification
DPF/06	Faculty Self Appraisal		
DPF/07	Visitor's Book		
DPF/08	Infrastructure Facilities		Lab stock Register
DPF/09	Student Attendance Report		Not in order
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	✓	only a few teachers
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		



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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		
DPF/37	Career Guidance & Counselling	✓	No report found
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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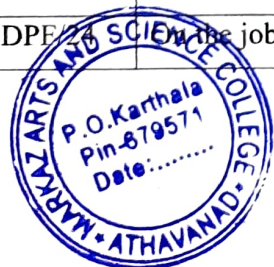
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EXTERNAL ACADEMIC AUDIT: 2018-2019

Department: Physics

Date: 06/05/2019

File No.	File	Availability	Remarks
DPF/01	Department Profile		
DPF/02	Department Council	✓	Incomplete file
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		
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		



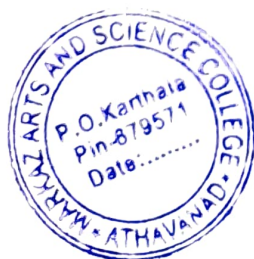

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DPF/25	External Examination Register		
DPF/26	Internal Examination Register	✓	
DPF/27	Result & Result analysis		
DPF/28	PTA Meetings	✓	
DPF/29	Student progression & placement		
DPF/30	Students wealfare/ Scholarship		
DPF/31	Grievance Redressal	✓	
DPF/32	Bridge Course	✓	
DPF/33	Remedial Coaching		
DPF/34	Coaching for advanced learners		
DPF/35	Co-curricular activities		
DPF/36	Extracurricular activities		
DPF/37	Career Guidance & Counselling	✓	No report
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	✓	Keep proper records
DPF/46	Soft Skill Development Programmes		
DPF/47	Innovative activities.		




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EXTERNAL ACADEMIC AUDIT: 2018-2019

Department: Psychology

Date: 06/05/2019

File No.	File	Availability	Remarks
DPF/01	Department Profile		
DPF/02	Department Council	✓	
DPF/03	Faculty Profile	✓	
DPF/04	Faculty assignments & positions	✓	
DPF/05	Annual Report	✓	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	✓	Incomplete
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
DPF/24	On the job training/ Internships		



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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	✓	
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	✓	Keep proper records
DPF/46	Soft Skill Development Programmes		
DPF/47	Innovative activities.		




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EXTERNAL ACADEMIC AUDIT: 2018-2019

Department: English

Date: 06/05/2019

File No.	File	Availability	Remarks
DPF/01	Department Profile		
DPF/02	Department Council	✓	Need modification in future
DPF/03	Faculty Profile	✓	
DPF/04	Faculty assignments & positions	✓	
DPF/05	Annual Report	✓	incomplete
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	✓	incomplete
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		




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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		
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	✓	incomplete
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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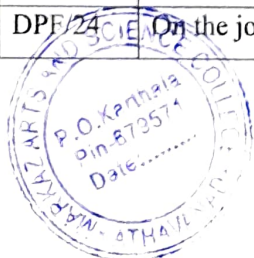
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EXTERNAL ACADEMIC AUDIT: 2018-2019

Department: Commerce and Management

Date: 06/05/2019

File No.	File	Availability	Remarks
DPF/01	Department Profile		
DPF/02	Department Council	✓	HOD to close minutes
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		
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	✓	Incomplete
DPF/23	Industrial Visit/ Study Tours	✓	keep reports
DPF/24	On the job training/ Internships		



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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		
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 proper records
DPF/43	Consultancy/ MoU/ Collaborations		
DPF/44	Student Research Projects/ Publications/ Presentations		
DPF/45	Extension Programmes	✓	Keep report of activities
DPF/46	Soft Skill Development Programmes	✓	
DPF/47	Innovative activities.		




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Suggestions and Recommendations:

1. Suggestions and recommendations
 1. Keep updated faculty profile
 2. External examination certificates to be filed in order.
 3. Keep updated diaries
 4. HOD's to be signed at the bottom of the minutes for closing the minutes
 5. Proper files on remedial programmes for advanced learners to be kept

Name & Signature of Auditing Members:

1.

Prof. ABDOUSAMED. 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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Markazu Tharbiyyathil Islamiyyah, Athavanadu, Near Valanchery

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Ph: 9633 310 635, 8590 658 550 | Markazcollege@gmail.com | www.markazcollege.ac.in

INTERNAL QUALITY ASSURANCE CELL: 2018-2019

ADMINISTRATIVE AUDIT: 2018-2019

File Number	Name of the File	Remarks
AF01	Admission Register	updated admission register immediately after completion of admissions
AF02	Attendance Register	Care should be taken to minimize errors - errors found.
AF03	Logbook	Poorly maintained, lacks necessary details.
AF04	Syllabus	syllabus kept for all courses.
AF05	Teachers Diary	Some diaries are irregular and incomplete.
AF06	Time Table	no conflicts, clear and moderately managed.
AF07	Staff Record Book	shows a lack of critical information on some staff members.
AF08	Visitors' Book	Complete and well maintained.
AF09	Movement Register	Gaps and irregular updates
AF10	Cashbook	No major discrepancies.
AF11	Stock Register	Moderately documented, not updated.
AF12	Punishment Book	Incident documentation inadequate
AF13	Staff Minutes Book	Documented but many missing entries
AF14	Internal Assessment	Consistent, standardized, data kept
AF15	Inventory register	Many missing items, irregular updates




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



MARKAZ ARTS AND SCIENCE COLLEGE

(Affiliated to the University of Calicut)

Markazu Tharbiyyathil Islamiyyah, Athavanadu, Near Valanchery

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

Ph: 9633 310 635, 8590 658 550 | Markazcollege@gmail.com | www.markazcollege.ac.in

Recommendations: Implement an annual review of the Admission register, transition to digital attendance tracking, and establish standardized logbook entries. Conduct an immediate regular updates in the Teacher's diary, and prevent time table conflicts through regular reviews. Update the staff record book regularly, introduce electronic visitor tracking and ensure consistent Movement register updates. Conduct detailed stock audits, document all disciplinary actions in the punishment Book, accuracy records and distribute meeting minutes, Standardise assessments, and conduct

Internal Auditor: regular inventory Register reviews.

1. Name:

Designation:

Signature:

External Auditor:

1. Name:

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

Designation:

Signature:



2. Mohamed Hameed K

Office, Supt, Kottakkal Farook Arts & Science College.



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Principal
Markaz Arts and Science College
Athavanad, Karthala 679571