



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

INTERNAL ACADEMIC AUDIT: 2019- 2020





## INTERNAL ACADEMIC AUDITING: 2019-2020

**Department: Chemistry**

Date: 18/03/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Incomplete.
DPF/03	Faculty Profile	Updates needed.
DPF/04	Faculty assignments & positions	Modification needed
DPF/05	Annual Report	Incomplete
DPF/06	Faculty Self Appraisal	Incomplete
DPF/07	Visitor's Book	Verified.
DPF/08	Infrastructure Facilities	Modifications needed
DPF/09	Student Attendance Report	Verified.
DPF/10	Academic plan	Incomplete.
DPF/11	Time table & Workload	Incomplete
DPF/12	Syllabus	Incomplete
DPF/13	Admission statistics	Update needed
DPF/14	Students Nominal Roll	Verified.
DPF/15	Tutorial Register	Update needed.
DPF/16	Department Diary	Incomplete
DPF/17	Teachers Diary	Incomplete
DPF/18	Class Diary	Incomplete
DPF/19	Open Courses	Verified.
DPF/20	Add-on / Short term courses	Update needed
DPF/21	Students seminar	Incomplete
DPF/22	Students project	Need modification.
DPF/23	Industrial Visit/ Study Tours	Update needed.
DPF/24	On the job training/ Internships	-



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DPF/25	External Examination Register	Verified
DPF/26	Internal Examination Register	Verified
DPF/27	Result & Result analysis	Updation needed
DPF/28	PTA Meetings	Incomplete
DPF/29	Student progression & placement	Updation needed.
DPF/30	Students wealfare/ Scholarship	Incomplete
DPF/31	Grievance Redressal	Incomplete
DPF/32	Bridge Course	Incomplete .
DPF/33	Remedial Coaching	Verified
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	Not found
DPF/36	Extracurricular activities	Verified.
DPF/37	Career Guidance & Counselling	Not found
DPF/38	Alumni	Not found
DPF/39	Teachers Research Projects	Not found
DPF/40	Seminars/ Workshops	Updation needed
DPF/41	Books/ paper publications	Not found
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Not found
DPF/43	Consultancy/ MoU/ Collaborations	Not found
DPF/44	Student Research Projects/ Publications/ Presentations	Verified.
DPF/45	Extension Programmes	Incomplete
DPF/46	Soft Skill Development Programmes	Incomplete
DPF/47	Innovative activities.	Not found



## **INTERNAL ACADEMIC AUDITING: 2019-2020**

**Department: Commerce & Management**

Date: 19/03/2020

<b>File No.</b>	<b>File</b>	<b>Remarks</b>
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Updation needed.
DPF/03	Faculty Profile	Incomplete
DPF/04	Faculty assignments & positions	File not found
DPF/05	Annual Report	Modification needed.
DPF/06	Faculty Self Appraisal	Incomplete
DPF/07	Visitor's Book	Incomplete
DPF/08	Infrastructure Facilities	Verified
DPF/09	Student Attendance Report	Incomplete. Sign missing
DPF/10	Academic plan	Incomplete
DPF/11	Time table & Workload	Incomplete
DPF/12	Syllabus	Verified
DPF/13	Admission statistics	Modification needed.
DPF/14	Students Nominal Roll	Updation needed
DPF/15	Tutorial Register	Incomplete
DPF/16	Department Diary	Incomplete
DPF/17	Teachers Diary	Incomplete
DPF/18	Class Diary	Incomplete
DPF/19	Open Courses	Incomplete
DPF/20	Add-on / Short term courses	Modification needed
DPF/21	Students seminar	Incomplete
DPF/22	Students project	Updation needed.
DPF/23	Industrial Visit/ Study Tours	Incomplete
DPF/24	On the job training/ Internships	File not found



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DPF/26	Internal Examination Register	Incomplete
DPF/27	Result & Result analysis	Modification needed
DPF/28	PTA Meetings	Incomplete
DPF/29	Student progression & placement	Updation needed
DPF/30	Students wealfare/ Scholarship	Incomplete
DPF/31	Grievance Redressal	Need modification
DPF/32	Bridge Course	Incomplete
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Modification needed
DPF/35	Co-curricular activities	Incomplete
DPF/36	Extracurricular activities	File not found
DPF/37	Career Guidance & Counselling	Incomplete
DPF/38	Alumni	File not found
DPF/39	Teachers Research Projects	nil
DPF/40	Seminars/ Workshops	Incomplete
DPF/41	Books/ paper publications	Nil
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Incomplete
DPF/43	Consultancy/ MoU/ Collaborations	Reports needed
DPF/44	Student Research Projects/ Publications/ Presentations	Nil
DPF/45	Extension Programmes	Incomplete
DPF/46	Soft Skill Development Programmes	Incomplete
DPF/47	Innovative activities.	File not found



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## INTERNAL ACADEMIC AUDITING: 2019-2020

**Department: English**

Date: 19/03/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Incomplete
DPF/03	Faculty Profile	Incomplete
DPF/04	Faculty assignments & positions	Updation needed
DPF/05	Annual Report	Modification needed.
DPF/06	Faculty Self Appraisal	Incomplete
DPF/07	Visitor's Book	Verified
DPF/08	Infrastructure Facilities	Verified
DPF/09	Student Attendance Report	Verified . Incomplete
DPF/10	Academic plan	Updation needed
DPF/11	Time table & Workload	Verified
DPF/12	Syllabus	Verified
DPF/13	Admission statistics	Modification needed
DPF/14	Students Nominal Roll	Verified
DPF/15	Tutorial Register	Incomplete
DPF/16	Department Diary	Incomplete
DPF/17	Teachers Diary	Incomplete
DPF/18	Class Diary	Incomplete
DPF/19	Open Courses	Verified
DPF/20	Add-on / Short term courses	Modification needed.
DPF/21	Students seminar	Verified
DPF/22	Students project	Verified
DPF/23	Industrial Visit/ Study Tours	Updation needed.
DPF/24	On the job training/ Internships	Nil



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DPF/25	External Examination Register	Verified
DPF/26	Internal Examination Register	Verified
DPF/27	Result & Result analysis	Verified.
DPF/28	PTA Meetings	Modification needed
DPF/29	Student progression & placement	Incomplete
DPF/30	Students wealfare/ Scholarship	Incomplete
DPF/31	Grievance Redressal	Incomplete
DPF/32	Bridge Course	Verified
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	Updation needed
DPF/36	Extracurricular activities	Verified.
DPF/37	Career Guidance & Counselling	Incomplete.
DPF/38	Alumni	Incomplete
DPF/39	Teachers Research Projects	Nil
DPF/40	Seminars/ Workshops	Updation needed
DPF/41	Books/ paper publications	Nil
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Verified
DPF/43	Consultancy/ MoU/ Collaborations	File not found
DPF/44	Student Research Projects/ Publications/ Presentations	Nil
DPF/45	Extension Programmes	Incomplete
DPF/46	Soft Skill Development Programmes	Verified.
DPF/47	Innovative activities.	Incomplete





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## INTERNAL ACADEMIC AUDITING: 2019-2020

**Department: Microbiology**

Date: 17/03/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Incomplete
DPF/03	Faculty Profile	Updation needed.
DPF/04	Faculty assignments & positions	Verified. Incomplete
DPF/05	Annual Report	Updation needed
DPF/06	Faculty Self Appraisal	Verified. Incomplete
DPF/07	Visitor's Book	Verified. Purpose is missing
DPF/08	Infrastructure Facilities	Verified. Need modification
DPF/09	Student Attendance Report	Verified.
DPF/10	Academic plan	Incomplete.
DPF/11	Time table & Workload	Verified. Sign & seal is missing
DPF/12	Syllabus	Verified.
DPF/13	Admission statistics	Updation needed.
DPF/14	Students Nominal Roll	Verified. Incomplete
DPF/15	Tutorial Register	Updation needed.
DPF/16	Department Diary	Incomplete
DPF/17	Teachers Diary	Incomplete
DPF/18	Class Diary	Incomplete.
DPF/19	Open Courses	Verified.
DPF/20	Add-on / Short term courses	Modification needed
DPF/21	Students seminar	Verified.
DPF/22	Students project	Verified.
DPF/23	Industrial Visit/ Study Tours	Updation needed.
DPF/24	On the job training/ Internships	NIL



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DPF/25	External Examination Register	Incomplete
DPF/26	Internal Examination Register	Incomplete
DPF/27	Result & Result analysis	Verified.
DPF/28	PTA Meetings	Modification needed..
DPF/29	Student progression & placement	Updation needed.
DPF/30	Students wealfare/ Scholarship	Verified.
DPF/31	Grievance Redressal	Incomplete
DPF/32	Bridge Course	Incomplete
DPF/33	Remedial Coaching	Verified.
DPF/34	Coaching for advanced learners	Updation needed.
DPF/35	Co-curricular activities	Incomplete
DPF/36	Extracurricular activities	Incomplete
DPF/37	Career Guidance & Counselling	Incomplete
DPF/38	Alumni	Well documented.
DPF/39	Teachers Research Projects	NIL
DPF/40	Seminars/ Workshops	Verified
DPF/41	Books/ paper publications	NIL
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Incomplete
DPF/43	Consultancy/ MoU/ Collaborations	Incomplete
DPF/44	Student Research Projects/ Publications/ Presentations	Incomplete
DPF/45	Extension Programmes	Verified. Incomplete
DPF/46	Soft Skill Development Programmes	Incomplete
DPF/47	Innovative activities.	File not found.



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## INTERNAL ACADEMIC AUDITING: 2019-2020

**Department: Physics**

Date: 18/03/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Incomplete
DPF/03	Faculty Profile	Verified
DPF/04	Faculty assignments & positions	Verified
DPF/05	Annual Report	Incomplete
DPF/06	Faculty Self Appraisal	Verified. Incomplete.
DPF/07	Visitor's Book	Incomplete
DPF/08	Infrastructure Facilities	Verified
DPF/09	Student Attendance Report	Incomplete
DPF/10	Academic plan	Updation needed.
DPF/11	Time table & Workload	Incomplete
DPF/12	Syllabus	Verified
DPF/13	Admission statistics	Incomplete
DPF/14	Students Nominal Roll	Verified . Incomplete
DPF/15	Tutorial Register	Incomplete
DPF/16	Department Diary	Missing
DPF/17	Teachers Diary	Incomplete
DPF/18	Class Diary	Missing
DPF/19	Open Courses	Verified
DPF/20	Add-on / Short term courses	Need updation
DPF/21	Students seminar	Incomplete
DPF/22	Students project	Verified
DPF/23	Industrial Visit/ Study Tours	Updation needed
DPF/24	On the job training/ Internships	Nil



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DPF/26	Internal Examination Register	Incomplete
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DPF/28	PTA Meetings	Incomplete
DPF/29	Student progression & placement	Updation needed
DPF/30	Students wealfare/ Scholarship	Incomplete
DPF/31	Grievance Redressal	Verified
DPF/32	Bridge Course	Verified
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	Verified . Updation needed.
DPF/36	Extracurricular activities	Incomplete
DPF/37	Career Guidance & Counselling	Updation needed.
DPF/38	Alumni	Incomplete
DPF/39	Teachers Research Projects	-
DPF/40	Seminars/ Workshops	Verified
DPF/41	Books/ paper publications	Nil
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Incomplete
DPF/43	Consultancy/ MoU/ Collaborations	Updation needed.
DPF/44	Student Research Projects/ Publications/ Presentations	Nil
DPF/45	Extension Programmes	Verified. Updation needed.
DPF/46	Soft Skill Development Programmes	Missing
DPF/47	Innovative activities.	Updation needed



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## INTERNAL ACADEMIC AUDITING: 2019-2020

**Department: Psychology**

Date: 20/03/2020

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Missing
DPF/03	Faculty Profile	Incomplete
DPF/04	Faculty assignments & positions	updatation needed
DPF/05	Annual Report	modification needed.
DPF/06	Faculty Self Appraisal	Incomplete
DPF/07	Visitor's Book	verified. Purpose is missing
DPF/08	Infrastructure Facilities	Incomplete
DPF/09	Student Attendance Report	Incomplete
DPF/10	Academic plan	Incomplete
DPF/11	Time table & Workload	Incomplete
DPF/12	Syllabus	Verified.
DPF/13	Admission statistics	Missing
DPF/14	Students Nominal Roll	verified
DPF/15	Tutorial Register	Incomplete
DPF/16	Department Diary	Missing
DPF/17	Teachers Diary	Incomplete
DPF/18	Class Diary	Incomplete
DPF/19	Open Courses	Incomplete
DPF/20	Add-on / Short term courses	Updatation needed.
DPF/21	Students seminar	Updatation needed
DPF/22	Students project	Incomplete
DPF/23	Industrial Visit/ Study Tours	Updatation needed
DPF/24	On the job training/ Internships	Nil





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DPF/25	External Examination Register	Missing
DPF/26	Internal Examination Register	Incomplete
DPF/27	Result & Result analysis	Updation needed
DPF/28	PTA Meetings	Updation needed
DPF/29	Student progression & placement	Incomplete
DPF/30	Students wealfare/ Scholarship	Updation needed
DPF/31	Grievance Redressal	Incomplete
DPF/32	Bridge Course	Incomplete
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	Missing
DPF/36	Extracurricular activities	Incomplete
DPF/37	Career Guidance & Counselling	Not found
DPF/38	Alumni	Incomplete
DPF/39	Teachers Research Projects	Nil
DPF/40	Seminars/ Workshops	Incomplete
DPF/41	Books/ paper publications	Incomplete
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Incomplete
DPF/43	Consultancy/ MoU/ Collaborations	Reports missing
DPF/44	Student Research Projects/ Publications/ Presentations	Incomplete
DPF/45	Extension Programmes	Missing
DPF/46	Soft Skill Development Programmes	Incomplete
DPF/47	Innovative activities.	Incomplete



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## **INTERNAL ACADEMIC AUDITING: 2019-2020**

**Department: Commerce & Management**

Date: 19/03/2020

<b>File No.</b>	<b>File</b>	<b>Remarks</b>
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Updation needed.
DPF/03	Faculty Profile	Incomplete
DPF/04	Faculty assignments & positions	File not found
DPF/05	Annual Report	Modification needed.
DPF/06	Faculty Self Appraisal	Incomplete
DPF/07	Visitor's Book	Incomplete
DPF/08	Infrastructure Facilities	Verified
DPF/09	Student Attendance Report	Incomplete. Sign missing
DPF/10	Academic plan	Incomplete
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DPF/14	Students Nominal Roll	Updation needed
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DPF/16	Department Diary	Incomplete
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DPF/18	Class Diary	Incomplete
DPF/19	Open Courses	Incomplete
DPF/20	Add-on / Short term courses	Modification needed
DPF/21	Students seminar	Incomplete
DPF/22	Students project	Updation needed.
DPF/23	Industrial Visit/ Study Tours	Incomplete
DPF/24	On the job training/ Internships	File not found



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DPF/32	Bridge Course	Incomplete
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Modification needed
DPF/35	Co-curricular activities	Incomplete
DPF/36	Extracurricular activities	File not found
DPF/37	Career Guidance & Counselling	Incomplete
DPF/38	Alumni	File not found
DPF/39	Teachers Research Projects	nil
DPF/40	Seminars/ Workshops	Incomplete
DPF/41	Books/ paper publications	Nil
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Incomplete
DPF/43	Consultancy/ MoU/ Collaborations	Reports needed
DPF/44	Student Research Projects/ Publications/ Presentations	Nil
DPF/45	Extension Programmes	Incomplete
DPF/46	Soft Skill Development Programmes	Incomplete
DPF/47	Innovative activities.	File not found



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