



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

INTERNAL ACADEMIC AUDIT: 2021- 2022





INTERNAL ACADEMIC AUDITING: 2021-2022

Department: Biochemistry

Date: 14/02/2022

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Verified. HOD sign & seal missing
DPF/03	Faculty Profile	Verified.
DPF/04	Faculty assignments & positions	Verified.
DPF/05	Annual Report	Modification needed
DPF/06	Faculty Self Appraisal	2018-19: incomplete.
DPF/07	Visitor's Book	Verified. Purpose of visit missing.
DPF/08	Infrastructure Facilities	Verified.
DPF/09	Student Attendance Report	Incomplete
DPF/10	Academic plan	Well documented.
DPF/11	Time table & Workload	Verified.
DPF/12	Syllabus	Verified.
DPF/13	Admission statistics	2021-22 incomplete.
DPF/14	Students Nominal Roll	Verified
DPF/15	Tutorial Register	Incomplete
DPF/16	Department Diary	Verified. 2018-19 not found.
DPF/17	Teachers Diary	2018-19 & 2019-20 not found.
DPF/18	Class Diary	2018-19 & 2019-20 not found. 2020-21 I PG missing. 2021-22- II PG missing.
DPF/19	Open Courses	Verified.
DPF/20	Add-on / Short term courses	Modification needed
DPF/21	Students seminar	Verified.
DPF/22	Students project	Verified.



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DPF/23	Industrial Visit/ Study Tours	Updation needed
DPF/24	On the job training/ Internships	Verified.
DPF/25	External Examination Register	Verified.
DPF/26	Internal Examination Register	Verified.
DPF/27	Result & Result analysis	Verified
DPF/28	PTA Meetings	Verified. Sign & seal missing.
DPF/29	Student progression & placement	Updation needed.
DPF/30	Students wealfare/ Scholarship	Updation needed.
DPF/31	Grievance Redressal	Modification needed. Sign missing.
DPF/32	Bridge Course	Verified.
DPF/33	Remedial Coaching	Verified. 2018-2019 incomplete
DPF/34	Coaching for advanced learners	Incomplete. Found only 2019-20
DPF/35	Co-curricular activities	Verified.
DPF/36	Extracurricular activities	Verified
DPF/37	Career Guidance & Counselling	Incomplete.
DPF/38	Alumni	Verified.
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	Verified. Functional reports not found.
DPF/44	Student Research Projects/ Publications/ Presentations	NIL
DPF/45	Extension Programmes	2018-19 not found.
DPF/46	Soft Skill Development Programmes	Updation needed.
DPF/47	Innovative activities.	Incomplete



INTERNAL ACADEMIC AUDITING: 2021-2022

Department: Botany

Date: 15/02/2022

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



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DPF/23	Industrial Visit/ Study Tours	--
DPF/24	On the job training/ Internships	Nil
DPF/25	External Examination Register	Verified
DPF/26	Internal Examination Register	Verified
DPF/27	Result & Result analysis	--
DPF/28	PTA Meetings	Verified
DPF/29	Student progression & placement	--
DPF/30	Students wealfare/ Scholarship	Not found
DPF/31	Grievance Redressal	Sign and seal missing
DPF/32	Bridge Course	Updation needed.
DPF/33	Remedial Coaching	Updation needed.
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	Incomplete
DPF/36	Extracurricular activities	Incomplete
DPF/37	Career Guidance & Counselling	Incomplete
DPF/38	Alumni	-
DPF/39	Teachers Research Projects	-
DPF/40	Seminars/ Workshops	2020-21 missing
DPF/41	Books/ paper publications	-
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Verified
DPF/43	Consultancy/ MoU/ Collaborations	Not found
DPF/44	Student Research Projects/ Publications/ Presentations	
DPF/45	Extension Programmes	Not found
DPF/46	Soft Skill Development Programmes	Not found
DPF/47	Innovative activities.	Not found



INTERNAL ACADEMIC AUDITING: 2021-2022

Department: Chemistry

Date: 16/02/2022

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	2021-2022- 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	Found only 2019 admission onwards
DPF/13	Admission statistics	Update needed
DPF/14	Students Nominal Roll	Verified.
DPF/15	Tutorial Register	Update needed.
DPF/16	Department Diary	2018-19 not found.
DPF/17	Teachers Diary	2018-19, 2019-20 not found
DPF/18	Class Diary	2018-19, 2019-20 not found.
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: 2021-2022

Department: Commerce & Management

Date: 17/02/2022

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Modification needed.
DPF/03	Faculty Profile	Modification needed.
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	Updation needed
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/25	External Examination Register	Verified
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	Modification needed
DPF/33	Remedial Coaching	Modification needed
DPF/34	Coaching for advanced learners	Modification needed
DPF/35	Co-curricular activities	2018-19 missing
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



INTERNAL ACADEMIC AUDITING: 2021-2022

Department: English

Date: 18/02/2022

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	updation needed
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
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.	Updation needed



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INTERNAL ACADEMIC AUDITING: 2021-2022

Department: Microbiology

Date: 21/02/2022

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.
DPF/05	Annual Report	Updation needed
DPF/06	Faculty Self Appraisal	Verified.
DPF/07	Visitor's Book	Verified.
DPF/08	Infrastructure Facilities	Verified.
DPF/09	Student Attendance Report	Verified.
DPF/10	Academic plan	Verified.
DPF/11	Time table & Workload	Verified.
DPF/12	Syllabus	Verified.
DPF/13	Admission statistics	Updation needed.
DPF/14	Students Nominal Roll	Verified
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.
DPF/46	Soft Skill Development Programmes	Incomplete
DPF/47	Innovative activities.	File not found.



INTERNAL ACADEMIC AUDITING: 2021-2022

Department: Physics

Date: 22/02/2022

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	updation needed
DPF/03	Faculty Profile	Verified
DPF/04	Faculty assignments& positions	Verified
DPF/05	Annual Report	Incomplete
DPF/06	Faculty Self Appraisal	Verified
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
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/25	External Examination Register	Verified
DPF/26	Internal Examination Register	Incomplete
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	Verified
DPF/32	Bridge Course	Verified
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	Verified
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	-
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Incomplete
DPF/43	Consultancy/ MoU/ Collaborations	Incomplete
DPF/44	Student Research Projects/ Publications/ Presentations	
DPF/45	Extension Programmes	Verified
DPF/46	Soft Skill Development Programmes	Missing
DPF/47	Innovative activities.	Updation needed



INTERNAL ACADEMIC AUDITING: 2021-2022

Department: Psychology

Date: 23/02/2022

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.
DPF/08	Infrastructure Facilities	Missing
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	Found 2022-23 only
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	2020-21 missing
DPF/23	Industrial Visit/ Study Tours	Updatation needed
DPF/24	On the job training/ Internships	-



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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	Updation needed
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