INTERNAL QUALITY ASSURANCE CELL
MARKAZ ARTS AND SCIENCE COLLEGE, ATHAVANAD
(Affiliated to the University of Calicut)
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INTERNAL ACADEMIC AUDIT: 2022- 2023

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INTERNAL ACADEMIC AUDIT: 2022- 2023

PREFACE

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 20th March 2023 to 29th March 2023. A core committee was constituted by the Principal for the academic audit and for checking the quality and transparency of documentation. The core committee comprised of Dr. C P Mohammed Kutty (Principal- Chairman), Mrs. Faseela M P (IQAC Coordinator), Mr. Sayyid Hussain Koya Thangal (NAAC Coordinator), Mrs. Seena P (HOD, Department of Biochemistry).

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 deartment 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 Internal Quality Assurance Cell is thankful to the core committee members for their valuable effort in completing the academic auditing. We are also thankful to all the faculty members who were very much sincere and dedicated service towards the institution.

Dr. C P Mohammed Kutty   Mrs. Faseela M P

Principal   IQAC Coordinator

NOTICE

Ref No: MZ/IQAC/2022-23/10   **Date: 11/03/2023**

The IQAC has decided to conduct an internal academic audit focusing on Department files (2018- 2023) from 20th March 2023 to 29th March 2023. Hence all teaching faculties are requested to submit the files on given date.

The detailed schedule is given below.

DATE	DEPARTMENT
20/03/2023	Biochemistry
21/03/2023	Microbiology
22/03/2023	Chemistry
23/03/2023	Botany
24/03/2023	Psychology
27/03/2023	Commerce and Management
28/03/2023	English
29/03/2023	Physics

IQAC Coordinator   Principal

Copy to

1. IQAC
2. File

INTERNAL ACADEMIC AUDITING: 2022-2023

DEPARTMENT:

DATE:

File No.	File	Remarks
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	
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	
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	
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.	

Comments:

Name & Signature of Internal Auditing Members:

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INTERNAL ACADEMIC AUDITING: 2022-2023

Department: Biochemistry

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Verified. HOD sign & seal missing
DPF/03	Faculty Profile	Verified. 2018-2019 not found.
DPF/04	Faculty assignments& positions	Verified. 2022- 2023 not found.
DPF/05	Annual Report	Verified. 2022-23 not found.
DPF/06	Faculty Self Appraisal	2018-19: incomplete. 2022-23 not found. Sign missing
DPF/07	Visitor's Book	Verified. Purpose of visit missing.
DPF/08	Infrastructure Facilities	Verified.
DPF/09	Student Attendance Report	Verified. 2022-23 missing.
DPF/10	Academic plan	Well documented.
DPF/11	Time table & Workload	Well documented.
DPF/12	Syllabus	Verified.
DPF/13	Admission statistics	2021-22 & 2022-23 incomplete.
DPF/14	Students Nominal Roll	Verified
DPF/15	Tutorial Register	2021-24 batch incomplete. 2022-23 not found
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	
DPF/21	Students seminar	Verified.
DPF/22	Students project	Verified.

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DPF/23	Industrial Visit/ Study Tours	2022-23 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	
DPF/28	PTA Meetings	Verified. Sign & seal missing.
DPF/29	Student progression & placement	Updation needed.
DPF/30	Students wealfare/ Scholarship	Updation needed. 2022-23 missing.
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. 2022-23 updation needed.
DPF/36	Extracurricular activities	Verified. 2022-23 not found.
DPF/37	Career Guidance &Counselling	Incomplete. Found only 2020-2021
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. 2022-23 updation needed.
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. 2022-23 updation needed.
DPF/46	Soft Skill Development Programmes	Updation needed.
DPF/47	Innovative activities.	Incomplete

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INTERNAL ACADEMIC AUDITING: 2022-2023

Department: Botany

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Modification needed.
DPF/03	Faculty Profile	2 faculty missing. Updation needed
DPF/04	Faculty assignments& positions	Updation needed
DPF/05	Annual Report	Modification needed
DPF/06	Faculty Self Appraisal	2020-21 missing
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	2020-21 missing
DPF/12	Syllabus	Verified
DPF/13	Admission statistics	2022-23 missing
DPF/14	Students Nominal Roll	Incomplete
DPF/15	Tutorial Register	Verified
DPF/16	Department Diary	Verified
DPF/17	Teachers Diary	One faculty missing. Updation needed
DPF/18	Class Diary	2021-22 incomplete
DPF/19	Open Courses	Not found.
DPF/20	Add-on / Short term courses	
DPF/21	Students seminar	Verified
DPF/22	Students project	Verified
DPF/23	Industrial Visit/ Study Tours	Verified
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	
DPF/28	PTA Meetings	Verified
DPF/29	Student progression & placement	Nil
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	2022-23 missing
DPF/35	Co-curricular activities	Incomplete
DPF/36	Extracurricular activities	Incomplete
DPF/37	Career Guidance &Counselling	Kept only 2022-23
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

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Department: Chemistry

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Incomplete.
DPF/03	Faculty Profile	Updations needed.
DPF/04	Faculty assignments& positions	Verified.
DPF/05	Annual Report	File not found. (kept brief reports only)
DPF/06	Faculty Self Appraisal	2021-2022- incomplete.
DPF/07	Visitor's Book	Verified.
DPF/08	Infrastructure Facilities	File not found.
DPF/09	Student Attendance Report	Verified.
DPF/10	Academic plan	Incomplete.
DPF/11	Time table & Workload	2018-19& 2019-20 not found. Modification needed.
DPF/12	Syllabus	Found only 2019 admission onwards
DPF/13	Admission statistics	File not found.
DPF/14	Students Nominal Roll	Verified.
DPF/15	Tutorial Register	2018-19 not found. Updation needed. Some profiles are incomplete.
DPF/16	Department Diary	2018-19 not found. 2022-23 incomplete.
DPF/17	Teachers Diary	2018-19, 2019-20 not found. 2020-21, 2021-22 incomplete.
DPF/18	Class Diary	2018-19, 2019-20 not found. 2020-21, 2021-22 , 2022-23 incomplete.
DPF/19	Open Courses	Verified.
DPF/20	Add-on / Short term courses	
DPF/21	Students seminar	File not found
DPF/22	Students project	2022-23 not found. Need modification.
DPF/23	Industrial Visit/ Study Tours	2018-19& 2022-23 missing. Updation needed.

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DPF/24	On the job training/ Internships	-
DPF/25	External Examination Register	Verified
DPF/26	Internal Examination Register	Verified
DPF/27	Result & Result analysis	
DPF/28	PTA Meetings	2018-19 &2020-21 npt found. Rest incomplete
DPF/29	Student progression & placement	Updation needed.
DPF/30	Students wealfare/ Scholarship	Verified
DPF/31	Grievance Redressal	Kept only 2021-22. Rest not found
DPF/32	Bridge Course	2018-19, 2021-22 not found. Rest incomplete.
DPF/33	Remedial Coaching	2018-19. 2019-20 & 2020-21 not found. Rest incomplete
DPF/34	Coaching for advanced learners	2018-19. 2019-20 & 2020-21 not found. Rest 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	2018-19 & 2022-23 not found. Rest 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	Not found
DPF/47	Innovative activities.	Not found

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INTERNAL ACADEMIC AUDITING: 2022-2023

Department: Commerce & Management

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Updation needed.
DPF/03	Faculty Profile	Updation needed.
DPF/04	Faculty assignments& positions	File not found
DPF/05	Annual Report	Modification needed.
DPF/06	Faculty Self Appraisal	2018-19 missing. Some files are missing
DPF/07	Visitor's Book	Available from 2020 onwards
DPF/08	Infrastructure Facilities	Verified
DPF/09	Student Attendance Report	Incomplete. Sign misssing
DPF/10	Academic plan	2018-19, 2019-20, 2020-21 action plan missing
DPF/11	Time table & Workload	Updation needed
DPF/12	Syllabus	Verified
DPF/13	Admission statistics	List of students to be added
DPF/14	Students Nominal Roll	Updation needed
DPF/15	Tutorial Register	Incomplete
DPF/16	Department Diary	Incomplete
DPF/17	Teachers Diary	Incomplete , some missing
DPF/18	Class Diary	Incomplete
DPF/19	Open Courses	2018-19, 2020-21 not found. Rest need updation
DPF/20	Add-on / Short term courses	
DPF/21	Students seminar	Incomplete
DPF/22	Students project	Updation needed.
DPF/23	Industrial Visit/ Study Tours	2018-19 missing. Rest need updation
DPF/24	On the job training/ Internships	File not found
DPF/25	External Examination Register	2022-23 missing (BBA)

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DPF/26	Internal Examination Register	Incomplete (BBA)
DPF/27	Result & Result analysis	
DPF/28	PTA Meetings	2018-19& 2019-20 missing
DPF/29	Student progression & placement	Updation needed
DPF/30	Students wealfare/ Scholarship	Only found 2018-19
DPF/31	Grievance Redressal	2018-19 missing. 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	2021-22 only. Need updation in those reports
DPF/38	Alumni	File not found
DPF/39	Teachers Research Projects	nil
DPF/40	Seminars/ Workshops	2018-19& 2019-20 not found. Rest need modification
DPF/41	Books/ paper publications	Nil
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Found only 2022-23.- invited talk only. Rest missing
DPF/43	Consultancy/ MoU/ Collaborations	Reports needed
DPF/44	Student Research Projects/ Publications/ Presentations	Nil
DPF/45	Extension Programmes	Found only 2018-19 & 2022-23
DPF/46	Soft Skill Development Programmes	Found only 2021-22 & 2022-23
DPF/47	Innovative activities.	File not found

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INTERNAL ACADEMIC AUDITING: 2022-2023

Department: English

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	updation needed
DPF/03	Faculty Profile	Some faculties missing
DPF/04	Faculty assignments& positions	2022-23 missing. Rest need updation
DPF/05	Annual Report	modification needed. 2021-22 & 2022-23 not found
DPF/06	Faculty Self Appraisal	Some faculty missing
DPF/07	Visitor's Book	Verified
DPF/08	Infrastructure Facilities	Verified
DPF/09	Student Attendance Report	Verified
DPF/10	Academic plan	Verified. Updation needed
DPF/11	Time table & Workload	Only available 2020-21 & 2021- 22.
DPF/12	Syllabus	2018 UG syllabus missing
DPF/13	Admission statistics	Modification needed
DPF/14	Students Nominal Roll	Verified
DPF/15	Tutorial Register	Updation needed
DPF/16	Department Diary	Verified. 2018-19 missing
DPF/17	Teachers Diary	Missing 2018- 19, 2019-20. 2022-23 incomplete
DPF/18	Class Diary	Incomplete
DPF/19	Open Courses	Verified
DPF/20	Add-on / Short term courses	
DPF/21	Students seminar	Verified
DPF/22	Students project	Verified
DPF/23	Industrial Visit/ Study Tours	Missing 2021-22. Updation needed in 2018-19
DPF/24	On the job training/ Internships	Nil
DPF/25	External Examination Register	Verified

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DPF/26	Internal Examination Register	Verified
DPF/27	Result & Result analysis	
DPF/28	PTA Meetings	Modification needed in 2018-19& 2019-20
DPF/29	Student progression & placement	Incomplete
DPF/30	Students wealfare/ Scholarship	only found 2018-19
DPF/31	Grievance Redressal	Verified . 2018-19 missing
DPF/32	Bridge Course	Verified
DPF/33	Remedial Coaching	Incomplete
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	2018-19 & 2020-21 missing. Updation needed
DPF/36	Extracurricular activities	Verified. Certificates to be attached
DPF/37	Career Guidance &Counselling	Found only 2020-21, 2021-22
DPF/38	Alumni	Found only 2020-21
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	2018-19& 2022-23 missing
DPF/43	Consultancy/ MoU/ Collaborations	File not found
DPF/44	Student Research Projects/ Publications/ Presentations	nil
DPF/45	Extension Programmes	Modification needed in 2020-21. Rest missing
DPF/46	Soft Skill Development Programmes	Verified. 2022-23 missing
DPF/47	Innovative activities.	2018-19 missing. Rest updation needed

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INTERNAL ACADEMIC AUDITING: 2022-2023

Department: Microbiology

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Verified. Corrections needed. HOD sign & seal missing
DPF/03	Faculty Profile	Verified. Updation needed.
DPF/04	Faculty assignments& positions	Verified.
DPF/05	Annual Report	Updation needed in 2018-19& 2019-20.
DPF/06	Faculty Self Appraisal	Verified.
DPF/07	Visitor's Book	Verified.
DPF/08	Infrastructure Facilities	Only available 2022-23. 2018-19, 19-20,20-21, 21-22 not found
DPF/09	Student Attendance Report	Verified.
DPF/10	Academic plan	Well documented.
DPF/11	Time table & Workload	Well documented.
DPF/12	Syllabus	Verified.
DPF/13	Admission statistics	2022-23 incomplete. Updation needed.
DPF/14	Students Nominal Roll	Verified
DPF/15	Tutorial Register	2022-23 not found. Updation needed.
DPF/16	Department Diary	Verified. 2018-19& 2019-20 not found.
DPF/17	Teachers Diary	2018-19& 2019-20 not found.
DPF/18	Class Diary	Incomplete.
DPF/19	Open Courses	Verified.
DPF/20	Add-on / Short term courses	
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
DPF/25	External Examination Register	Updation needed. Some semesters missing

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DPF/26	Internal Examination Register	Updation needed. Some semesters missing
DPF/27	Result & Result analysis	
DPF/28	PTA Meetings	Verified. Modification needed. Sign & seal missing.
DPF/29	Student progression & placement	Updation needed.
DPF/30	Students wealfare/ Scholarship	Verified.
DPF/31	Grievance Redressal	2018-19 missing. Modification needed. Sign missing.
DPF/32	Bridge Course	2018-19 missing.
DPF/33	Remedial Coaching	Verified.
DPF/34	Coaching for advanced learners	2018-19 missing. Updation needed.
DPF/35	Co-curricular activities	Verified.
DPF/36	Extracurricular activities	Verified. 2022-23 not found. Supporting documents to be added
DPF/37	Career Guidance &Counselling	Modification needed in 2022-23.
DPF/38	Alumni	Well documented.
DPF/39	Teachers Research Projects	NIL
DPF/40	Seminars/ Workshops	2022-23 file not found.
DPF/41	Books/ paper publications	NIL
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	File not found.
DPF/43	Consultancy/ MoU/ Collaborations	Verified. Functional reports not found.
DPF/44	Student Research Projects/ Publications/ Presentations	Updation needed. 2022-23 not found.
DPF/45	Extension Programmes	Verified.
DPF/46	Soft Skill Development Programmes	Updation needed. 2022-23 not found.
DPF/47	Innovative activities.	File not found.

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INTERNAL ACADEMIC AUDITING: 2022-2023

Department: Physics

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	2018-19 missing. 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 . updation needed.
DPF/11	Time table & Workload	Verified
DPF/12	Syllabus	Verified
DPF/13	Admission statistics	Verified
DPF/14	Students Nominal Roll	Verified
DPF/15	Tutorial Register	Incomplete
DPF/16	Department Diary	Only found 2022-23
DPF/17	Teachers Diary	2018-19 & 2019-20 missing. Rest incomplete
DPF/18	Class Diary	Only found 2022-23
DPF/19	Open Courses	Verified
DPF/20	Add-on / Short term courses	
DPF/21	Students seminar	Verified
DPF/22	Students project	Verified
DPF/23	Industrial Visit/ Study Tours	Verified
DPF/24	On the job training/ Internships	Verified
DPF/25	External Examination Register	Verified

INTERNAL QUALITY ASSURANCE CELL
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DPF/26	Internal Examination Register	Verified
DPF/27	Result & Result analysis	
DPF/28	PTA Meetings	Incomplete
DPF/29	Student progression & placement	Updation needed
DPF/30	Students wealfare/ Scholarship	Verified
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	Verified
DPF/37	Career Guidance &Counselling	Updation needed.
DPF/38	Alumni	Updation needed.
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	
DPF/43	Consultancy/ MoU/ Collaborations	Verified
DPF/44	Student Research Projects/ Publications/ Presentations	Participation
DPF/45	Extension Programmes	Verified
DPF/46	Soft Skill Development Programmes	Only found 2021-22
DPF/47	Innovative activities.	Updation needed

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INTERNAL ACADEMIC AUDITING: 2022-2023

Department: Psychology

File No.	File	Remarks
DPF/01	Department Profile	Not verified.
DPF/02	Department Council	Not found
DPF/03	Faculty Profile	Incomplete
DPF/04	Faculty assignments& positions	updation needed
DPF/05	Annual Report	2018-19& 2019-20- modification needed. 2021-22 missing
DPF/06	Faculty Self Appraisal	2019- 20 missing. Rest updation needed.
DPF/07	Visitor's Book	verified.
DPF/08	Infrastructure Facilities	Not found
DPF/09	Student Attendance Report	Not found
DPF/10	Academic plan	Not found
DPF/11	Time table & Workload	Not found
DPF/12	Syllabus	Found UG only
DPF/13	Admission statistics	Not found
DPF/14	Students Nominal Roll	verified
DPF/15	Tutorial Register	Not found
DPF/16	Department Diary	Found 2022-23 only
DPF/17	Teachers Diary	2022-23- Latheef sir missing. 2021-22 incomplete. Rest misssing
DPF/18	Class Diary	2022-23 verified. 2021-22 two classes only. Rest missing
DPF/19	Open Courses	2021-22& 2022-23 not found. Rest updation needed.
DPF/20	Add-on / Short term courses	
DPF/21	Students seminar	Updation needed
DPF/22	Students project	2020-21 missing
DPF/23	Industrial Visit/ Study Tours	Updation needed
DPF/24	On the job training/ Internships	-

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DPF/25	External Examination Register	Not found
DPF/26	Internal Examination Register	2021-22& 2022-23 not found
DPF/27	Result & Result analysis	
DPF/28	PTA Meetings	2018-19 missing.
DPF/29	Student progression & placement	Modification needed
DPF/30	Students wealfare/ Scholarship	Updation needed
DPF/31	Grievance Redressal	2019-20 missing. Rest incomplete
DPF/32	Bridge Course	Updation needed
DPF/33	Remedial Coaching	2019-20& 2021-22 missing. Rest updation needed.
DPF/34	Coaching for advanced learners	Incomplete
DPF/35	Co-curricular activities	File not found
DPF/36	Extracurricular activities	2018-19 & 2022-23 missing
DPF/37	Career Guidance &Counselling	Not found
DPF/38	Alumni	Found only 2020-21.
DPF/39	Teachers Research Projects	Nil
DPF/40	Seminars/ Workshops	2022-23 missing. Rest need updation
DPF/41	Books/ paper publications	Incomplete
DPF/42	Invited lectures/ paper presentations/ participation in seminar/ workshops	Not found
DPF/43	Consultancy/ MoU/ Collaborations	No functional reports
DPF/44	Student Research Projects/ Publications/ Presentations	2022-23 incomplete
DPF/45	Extension Programmes	Not found
DPF/46	Soft Skill Development Programmes	2020-21 modification needed. Rest missing
DPF/47	Innovative activities.	2022-23 modification needed. Rest missing