

Internal Academic Auditing 2019-20

Quality Assessment Report and Recommendations of Core Committee



INTERNAL QUALITY ASSURANCE CELL

**M E S KEVEEYAM COLLEGE
VALANCHERY**

**NAAC Accredited with 'A' Grade
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Preface

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 21 to 26 November 2020. A core committee was constituted by the Principal for the academic audit and for the checking the quality and transparency of documentation. The core committee comprised of Dr C Rajesh (Principa-Chairman), Dr. Najila T Y (IQAC Coordinator-Member Secretary), Prof. V C Suresh (Associate Professor, Department of Physics-Member) and Dr. Habeebrahman (Associate Professor, Department of Commerce-Member).

The committee visited all the departments and conducted a critical evaluation of documentation system in the department. They have also assessed the quality initiatives of the departments for the year 2019-20. The contribution of each department 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. They have given recommendations for the improvement of quality of the departments. Based on the assessment, awards were also recommended for 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 to service of the institution.

Dr C Rajesh
Principal

Dr Najila T Y
IQAC Coordinator

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Internal Auditing Schedule

Date	Time	Department
23-11-2020	9 -10.30AM	Zoology
23-11-2020	10.30 AM-12PM	Computer Application
23-11-2020	12-1.30PM	English
24-11-2020	9 -10.30AM	Psychology
24-11-2020	10.30 AM-12PM	Optometry
24-11-2020	12-1.30PM	Physics
25-11-2020	9 -10.30AM	Chemistry
25-11-2020	10.30 AM-12PM	Retail Management
25-11-2020	12-1.30PM	Commerce
26-11-2020	9-10.30 AM	Languages
26-11-2020	10.30-11.30 AM	Physical Education

General Recommendations

- Contribution of faculty members as members of board of studies, curriculum restructuring, syllabus revision, board of examiners for University examinations, question paper setting, etc. shall be enhanced
- Departments shall take initiative to conduct short term add on certificate courses either of their own or in collaboration with appropriate agency.
- No. of faculty members and students attending online /add on /certificate courses shall be increased.
- Students shall be encouraged for paper presentation/participation in international/national seminars
- Departments shall adopt some innovative process in teaching-learning and evaluation
- E-Content development by faculty shall be increased
- Participation in faculty development programmes shall be promoted
- Industrial training and internships of students shall be encouraged even though they are not there in the syllabus.
- Effectiveness of class tutorial system shall be improved
- Semester wise results should be properly analysed and remedial classes to be given to those who need it.
- Days of national importance shall be observed
- More number of invited lectures to be conducted with eminent academicians so as to give opportunity for students to interact with them.
- Use of ICT in teaching-learning shall be promoted
- Departments shall sign MoUs or engage in collaborations with eminent academic or research institutions.
- Publication of articles in international peer reviewed journals by the faculty members to be increased
- Invited lectures &/paper presentations of faculty members to be increased
- Those faculty members having PhD shall apply for major research projects from different funding agencies
- Departments shall organize at least one national seminar in a year
- Funded research projects of students shall be promoted
- Departments shall take care to participate more number of students in extension activities through NCC, NSS, etc

- Departments shall conduct extension programmes.
- Participation of students in innovation programmes especially those conducted under Institution Innovation Council shall be encouraged
- Departments shall take interest to purchase more number of books of their subjects to the library
- The number of journals in the library should be increased by subscribing more
- Use of Library by faculty members is to be increased
- Students shall be given direction and encouragement to use the NLIST facility in the library.
- Departments shall take more care to give coaching for competitive exams like JAM/CAT/NET etc.
- Career Guidance and Placement mechanism should work more effectively in the departments and in the college level also
- Department shall take measures to constitute student awards
- Proper information shall be given to students about various scholarships
- Promote participation of students in Curricular and co-curricular activities
- Publish materials like catalogues, wall magazines, college magazine, news letters
- Departments shall take initiatives to make the campus eco-friendly
- Involvement of Alumni in the activities of the department shall be promoted
- Involvement of Department PTA in the activities of the department shall be promoted
- More institutional responsibilities shall be undertaken by the faculty members
- Environmental awareness and energy conservation programmes shall be organized.
- Department shall identify two of their best practices and continue it.
- For student support programmes like remedial coaching, SSP, etc, an analysis of the outcome shall be conducted.

QUALITY ASSESSMENT REPORT

1. Department of Chemistry

Being the research Centre of the college, the department has contributed significantly in the area of research and innovations. The infrastructure facilities of the department are also excellent.

In 2019-20 organized National Webinar. The Department did the observance of days of national importance very well. The honouring given to young motherhood of students in connection with mothers' day needs a special mention . During the COVID-19, the department prepared sanitizers and distributed it in the nearby villages and government offices. The philanthropic activities are also good with programmes like 'Pen and Soap for Palliative Care'. The department has shown its social responsibility through activities like distribution of cloth bags at a nearby village.

Specific Recommendations

- The publication of Journal ChemY to be continued
- Opportunity for campus placement shall be arranged for students.
- Participation/presentation of students in seminars shall be promoted
- Coaching for NET/JAM can be conducted
- Alumni contribution in the activities of the department shall be improved
- The publications of faculty members shall be increased
- Faculty members with PhD shall apply for major research projects.
- Faculty members with PhD shall apply for Guideship
- Enrolment of students for PhD shall be increased

2. Department of Commerce

Department has contributed well towards the academic performance of the college. The student support mechanisms are very good and large number of students are qualifying NET examination. The programme 'Lakhsya' was launched last year for NET coaching. The programme Scaffolder has its own merit as a philanthropic activity.

Department organized a a workshop on innovative practices in banking organizations and conducted two invited lectures.

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for CAT/MAT examination can be conducted
- Faculty members with PhD shall apply for major research projects.
- Faculty members with PhD shall apply for Guideship
- The department shall initiate some extension programmes
- The entrepreneurship development programmes under the department shall be strengthened
- Department may publish a research journal
- Internships of students shall be promoted

3. Department of English

The strategy for teaching-learning and evaluation is good in the department. The academic activities *Lingua Competencia* and *Lit Café* are examples for this. The department has taken interest in releasing the magazines of students. The student support mechanism is also very good. The street play named *Chekuthan Chumbicha Prethangal* performed by the students of the department received wide appreciation through media. Department has conducted a poetry workshop. The language training programme conducted at the nearby upper primary school in the adopted village was a good outreach programme.

Specific Recommendations

- The extension programme started last year is to be continued
- Department have to take some urgent measures to for the use of language lab by students
- New journals shall be subscribed to library
- Participation and paper presentation of students and faculty members in seminars shall be encouraged

4. Department of Physics

The documentation process in the department is good and regularly updated. The student association of the department 'Estrella' organised a space exhibition which was well appreciated by the visitors. They have observed the moon day very well. The participation of students under the activities of innovation council is also good. Department conducted various intercollegiate competitions in connection with National Science Day.

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for NET/JAMAT examination can be conducted
- Participation and paper presentation of students and faculty members in seminars shall be encouraged
- Some measures shall be taken to improve the UG examination results
- Department may conduct some extension activities
- Alumni contribution towards the activities of the department to be improved
- The faculty members having PhD shall apply for research projects.

5. Department of Zoology

The department has performed very well in the teaching-learning activities. They have organized a national seminar on *Flood, Biodiversity and Disaster Management* and two invited talks. The open air class 'Illumina' was inaugurated last year. During the COVID-19, the students of the department have released an audio clip on corona awareness. A certificate course was also conducted by the department about the awareness on the pandemic. The green initiatives in the campus is lead by the department. The green auditing is being conducted by them. They have organized many activities about environmental awareness. The Department conducted an impact study survey after the flood of 2019 in the nearby Irimbiliyam Panchayath. As part of energy conservation policy, Department organized energy conservation initiative (Project Energy) to reduce the power consumption of the campus

Specific recommendations

- Opportunity for campus placement shall be arranged for students.
- Coaching for NET/JAMAT examination can be conducted
- Participation and paper presentation of students and faculty members in seminars shall be encouraged
- The research publications from the departments to be increased
- More number of student centered academic practice shall be initiated

6. Department of Psychology

Department of Psychology conducted an exhibition. Field visits was conducted by the department. Inter departmental Competitions were conducted in connection with world mental health day. The psycho drama conducted by the students of the department was well appreciated. An eco-tour was organized by the eco-

psychology club *prandhara*. The participation of students of the department in extracurricular activities were very good.

Specific Recommendations

- The teaching-learning process in the department need improvement
- Quality of documentation in the department to be improved
- Career guidance mechanism to be strengthened
- There is a lot of scope for extension activities under the department especially in counselling. Department shall take initiative in this aspect.

7. Department of Computer Application

The participation of the students of the department in the activities under Institution Innovation Council was good. Some of the students have participated in the Smart India Hackathon. The Department organized a webinar on Internet of things and machine learning. A unit of Tinker Hub was started in the College under the Department of Computer Application.

Specific Recommendations

- Opportunity for campus placement shall be arranged for students.
- Career guidance mechanism to be strengthened
- There is a lot of scope for extension activities under the department especially in the field of e-services. Department shall take initiative in this aspect.
- The participation of students in the activities of Institution Innovation Council shall be promoted
- Students shall be encouraged to begin Startups.

8. Department of Optometry

Since the Department was being incepted only in 2018, the core committee did not conduct qualitative assessment of the performance. However, the department shall take serious steps to improve the standards of teaching-learning process considering the vocational stream of the programme. Internships and trainings should be conducted. Department shall give importance to develop skill in in the field so that they get placement immediately. Opportunity for campus placement shall be arranged for students. The Career guidance mechanism of the department needs to be strengthened. Department organized a seminar on Developments in Ophthalmic Lenses.

9. Department of Retail Management

Since the Department was being incepted only in 2018, the core committee did not conduct qualitative assessment of the performance. However, the department shall take serious steps to improve the standards of teaching-learning process considering the vocational stream of the programme. Internships and trainings should be conducted. Department shall give importance to develop skill in in the field so that they get placement immediately. Opportunity for campus placement shall be arranged for students. The Career guidance mechanism of the department needs to be strengthened. The department organized the retail fest **ESPERANZA** in connection with world retail day.

10. Department of Oriental Languages

Department of oriental languages (Malayalam, Hindi and Arabic) contributed significantly in the activities of the college. The department played a major role in organizing the arts and cultural programmes of the college and in preparing the students for the University arts fests. The Department of Arabic organized an invited talk in connection with National Education day.

Specific Recommendations

- Department shall initiate some extension programmes
- Seminars shall be organized

11. Department of Physical Education

The Department of physical education played a key role in the achievements of students in sports. In 2019-20, our students made achievements in national, state and university level. Mr Akshay Thilak (All India interuniversity korfbal championship), Mr. Mohammed Arfath & Mr. Tajudheen (Wushu National Championship) and Habeebrahman (Reliance national athletic championship) were some of them. The college hosted B-Zone basketball championship and University Best Physique competition.

Specific Recommendations

- Logbook to be maintained for sports infrastructure especially multi gym.
- Proper system for recording the attendance of students in sports practice sessions and activities to be started
- Input-Outcome analysis of students admitted in sports quota to be done
- Documentation of achievements of students to be made perfect.

CRITERIA OF PERFORMANCE ASSESSMENT

I. Curricular Aspects (100)

1. No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop (20)

Performance	Marks
More than 50% of faculty involvement	20
Minimum 1 faculty involved	10

2. Details of Certificate/Diploma/Add-on/Online courses conducted by the Department(20)

Performance	Marks
Certificate course conducted by the department with proper documentation	20

3. Details of No. of students attended Certificate/Diploma/Add-on/Online course(30)

Performance	Marks
No. of students attending Certificate/Diploma/Add-on/Online course	2 mark each for no. of students (Max. 30)

4. List of students participated/paper presented in seminars/conferences(30)

Performance	Marks
No. of students participated /paper presented	5 mark each for presentation 2 mark each for participation (Max 30)

II. Teaching, Learning and Evaluation (350)

1. Teachers Academic Profile (25)

Performance	Marks
More than 50% of faculty members with PhD/MPhil	25
30 % faculty members with PhD/MPhil	20
Minimum 1 faculty with PhD/MPhil	15
More than 80% faculty with NET	10
Others	5

2. Proper recording of students biodata, academic background and academic performance (50)

Performance	Marks
Proper data filling in tutorial register for students assessment	Qualitative with a minimum 20 and maximum 50

3. Academic planning (25)

Performance	Marks
Planning of academic activities well discussed in the department council and properly documented	Qualitative with a minimum 10 and maximum 25

4. Proper recording of academic activities through class diary, department diary, class tutorial system (50)

Performance	Marks
Proper data filling in class diary and department diary and regular tutorial system	Qualitative with a minimum 20 and maximum 50

5. Innovative processes adopted by the Department in Teaching and Learning (25)

Performance	Marks
Innovate teaching learning methods adopted with proper documentary support	Qualitative with a minimum 5 and maximum 25

6. Proper monitoring of internal and external evaluation of students (25)

Performance	Marks
Proper recording of internal and external examinations conducted through systematic registers	Qualitative with a minimum 15 and maximum 25

7. Average percentage of attendance of students (20)

Performance	Marks
More than 90%	20
Between 75-90	15
Less than 75	10

8. Student satisfaction on teachers (20)

Performance	Marks
More than 90% score given by students to teacher-student relation	20
Between 75-90	15
Less than 75	10

9. Examination results (50)

Performance	Marks
More than 90% cumulative of UG and PG	50
Between 80-90	40
Between 70-80	30
Less than 70	20

10. Proper analysis of semester wise results and remedial coaching (20)

Performance	Marks
Systematic analysis of semester wise results and proper conducting of remedial coaching	Qualitative with a minimum 10 and maximum 20

11. Participation in faculty development programmes (20)

Performance	Marks
More than 50% of faculty attended FDP workshops	20
Between 30-50 %	10
Minimum One Faculty attended FDP	5

12. Student projects, industrial trainings and internships (20)

Performance	Marks
Internships/Industrial training conducted	20
Student projects guided by faculty members of the department	15

III. Research, Consultancy and Extension (120)

1. No. of research scholars in the department (5)

Performance	Marks
Number of research scholars	2 for each student (Max. 5)

2. No. of Research Guides in the department (5)

Performance	Marks
Number of research guides	3 for each guide (Max. 5)

3. Funded Research projects of faculty members of the department (10)

Performance	Marks
Funded Research projects	10 marks for major projects 5 marks for minor projects

4. Student research projects (10)

Performance	Marks
Student research projects	10 marks for funded research projects of students

5. No. of research publications in peer reviewed international/national journals (10)

Performance	Marks
More than 2 publications in peer reviewed international journals	10
One publication in peer reviewed international journals	7
More than 2 publications in international/National journals with ISSN	7
Minimum One publication	5

6. Number of books published? (10)

Performance	Marks
More than 2 books with ISBN	10
One book with ISBN	5

7. No. of conferences organized by the department(International/National/State) and the eminence of resource persons attended(5)

Performance	Marks
Two conferences (At least one sponsored)	5
At least one conference	3

8. Paper presentation of faculty members in international/national conferences.(10)

Performance	Marks
More than two presentation in international conferences	10
More than two presentations in national conferences	5
More than one presentation in national/international conferences	3

9. Revenue generated through consultancy(5)

Performance	Marks
Income > 10000 generated	5

10. Collaboration and Linkages (5)

Performance	Marks
At least one collaboration/linkage with nationally reputed institution	5
At least one collaboration/linkage with state level institution	3

11. List of students Participated in NSS events (5)

Performance	Marks
20 students participated in NSS	5
Less than 20 students in NSS	3

12. List of students participated in NCC events (5)

Performance	Marks
10 students participated in NCC	5
Less than 20 students in NCC	3

13. List of students participated in Other extension activities (10)

Performance	Marks
Participation of 10% students in other extension programmes	10
Participation of 5 % students in other extension programmes	5

14. List of Extension activities organized(10)

Performance	Marks
More than 2 extension programme	10
At least one extension programme	5

15. Awards/recognitions related to extension activities (5)

Performance	Marks
Any awards/recognition won by faculty members for extension	5

16. Participation of students in innovation programmes (10)

Performance	Marks
Students participation in programmes under innovation council or any other such programmes	Qualitative with Minimum 5 and maximum 10

IV. Infrastructure and Learning Resources (100)

1. No. of equipments which cost greater than 1 lakh (20)

Performance	Marks
More than 5 equipments which cost greater than 1 lakh	20
At least one equipment which cost greater than 1 lakh	10

2. Number of equipments purchased in the year (10)

Performance	Marks
Purchase greater than 1 lakh	10
Purchase less than 1 lakh	5

3. Proper stock register (10)

Performance	Marks
Proper maintenance of stock register	Qualitative with minimum 5 and maximum 10 marks

4. Library books purchased (10)

Performance	Marks
Library books worth Rs.50000 purchased during the year	10
Library books for minimum Rs 10000 purchased	5

5. Current status of subject specific journals (10)

Performance	Marks
Number of journals >10	10
Number of journals >5 and <10	5
Number of journals <5	3

6. Journals added in the year (10)

Performance	Marks
Number of journals added >2	10
At least one journal added	5

7. Current status of ICT infrastructure (10)

Performance	Marks
ICT infrastructure	Qualitative with minimum 5 and maximum 10 marks

8. ICT infrastructure added (10)

Performance	Marks
LCD projector/Desktop PC added	10

9. Maintenance strategy (10)

Performance	Marks
Proper up keeping of asset maintenance register	Qualitative with minimum 5 and maximum 10 marks

V. Student Support and Progression (130)

1. Demand ratio for UG and PG (10)

Performance	Marks
Demand ratio of >50 for UG and PG	10
Demand ratio of >50 for UG or PG	7
Demand ratio less than 50	5

2. Drop out percentage (10)

Performance	Marks
Less than 5 %	10
Between 5 and 10 %	5

3. List of students outside the state/international (10)

Performance	Marks
International students	10
Students from outside the state	5

4. Student support mechanism for coaching for competitive examinations (If any) (10)

Performance	Marks
If the department has any programme for coaching for competitive exams	Qualitative with minimum 5 and maximum 10 marks

5. Participation of students in WWS/ASAP/SSP(10)

Performance	Marks
More than 30 students in WWS, ASAP and SSP	10
Between 10-30	5
Less than 10	3

6. No. of students qualified in NET/SET/GATE/CAT/IAS/IPS/PSC/UPSC/OTHERS(10)

Performance	Marks
More than 5 students qualified	10
Minimum 2 students	5

7. Details of student counselling (Mention no. of students benefitted) (10)

Performance	Marks
Number of students benefitted	Qualitative with minimum 5 and maximum 10 marks

8. No. of students who got placement(10)

Performance	Marks
More than 5 students got placement	10
Minimum 2 students	5

9. No. of students who were progressed to higher education institutions (10)

Performance	Marks
More than 50% students progressed	10
Less than 20%	5

10. Participation of students in cultural activities (10)

Performance	Marks
Participation in national level	10
Participation in state/inter zone	5

11. Participation of students in sports (10)

Performance	Marks
Participation in national level	10
Participation in state/university	5

12. No. of students getting Scholarships and Financial Support(10)

Performance	Marks
More than 50% students getting scholarship	10
Less than 50%	5

13. Major grievances of students (if any)redressed (10)

Performance	Marks
Grievances of students addressed	Qualitative with minimum 5 and maximum 10 marks

VI. Governance, Leadership and Management (100)

1. Action plan for the department and success in implementing the plan (20)

Performance	Marks
Action plan well discussed in department council and ATR	Qualitative with minimum 10 and maximum 20 marks

2. No.of department council meeting conducted (20)

Performance	Marks
Department council meetings	More than 10= 10 marks
Minimum 5 meetings	10

3. Activities and support from the Alumni Association(15)

Performance	Marks
Contribution > 1 lakhs	10 marks
Other activities of Alumni	5

4. Activities and support from the Parent – Teacher Association(15)

Performance	Marks
Contribution > 1 lakhs	10 marks
Other activities of Alumni	5

5. Institutional responsibilities of faculty members of the department(30)

Performance	Marks
More than 30 administrative assignments in the campus	30
Between 20-30	10
Less than 20	1.8

VII. Innovations and Best Practices (100)

1. Innovations introduced during this academic year (30)

Performance	Marks
Innovative strategies and programmes	Qualitative with minimum 10 and maximum 30 marks

2. Any two best practices of the year (40)

Performance	Marks
Innovative strategies and programmes	Qualitative with minimum 10 and maximum 40 marks

3. Contribution to environmental awareness / protection/ecofriendly activities (30)

Performance	Marks
Contribution to environmental awareness	Qualitative with minimum 10 and maximum 30 marks

Performance Assessment Evaluation of Departments

I. (Curricular Aspects (100))

Sl No	Assessment parameters (Max. score)	Marks						
		Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
1	No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop (20)	10	10	5	10	10	0	
2	Details of Certificate/Diploma/Add-on/Online courses conducted by the Department(30)	20	30	20	0	20	0	
3	Details of No. of students attended Certificate/Diploma/Add-on/Online course(30)	30	30	30	0	20	0	
4	List of students participated/paper presented in seminars/conferences(20)	10	15	0	5	10	5	5
		70	85	55	15	60	5	5

II. Teaching, Learning and Evaluation (350)

Sl No	Assessment parameters (Max. score)	Marks						
		Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
1	Teachers Academic Profile (25)	25	25	20	25	20	10	20
2	Proper recording of students biodata, academic background and academic performance (50)	30	35	45	40	35	35	30
3	Academic planning (25)	25	15	25	25	20	20	15
4	Proper recording of academic activities through class diary, department diary, class tutorial system (50)	45	40	35	45	35	50	30
5	Innovative processes adopted by the Department in Teaching and Learning (25)	10	10	15	5	15	10	
6	Proper monitoring of internal and	20	20	20	15	25	25	10

	external evaluation of students (25)							
7	Average percentage of attendance of students (20)	20	15	15	15	15	15	
8	Student satisfaction on teachers (20)	15	20	20	10	15	10	20
9	Examination results (50)	30	40	40	30	50	20	45
10	Proper analysis of semester wise results and remedial coaching (20)	15	10	5	20	10	0	
11	Participation in faculty development programmes (20)	10	10	10			0	
12	Student projects, industrial trainings and internships (20)	10	10	10	10	10	10	
		255	250	260	240	250	205	170

III. Research, Consultancy and Extension (120)

Sl No	Assessment parameters (Max. score)	Marks						
		Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
1	No. of research scholars in the department (5)	5	0	0	0	0	0	
2	No. of Research Guides in the department (5)	5	0	0	3	0	0	
3	Funded Research projects of faculty members of the department (10)		0	0	0	0	0	
4	Student research projects (10)	0	0	0	0	0	0	
5	No. of research publications in peer reviewed international/national journals (10)	7	7	7	0	0	0	
6	No. of books published (10)	0	0	5	0	10	0	
7	No. of conferences organized by the department (International/National/State) and the eminence of resource persons attended(5)	5	5	5	5	5	5	2
8	Paper presentation of faculty members in international/national conferences.(10)	0	5	10			0	
9	Revenue generated through consultancy(5)	5	0	0		0	0	
10	Collaboration and Linkages (5)	5	5	5	5	5	5	
11	List of students Participated in NSS events (5)	3	5	3	5	3	3	3
12	List of students participated in NCC events (5)	3	3	3	5	3	0	0
13	List of students participated in swachh	10	5	5	5	5	0	

	bharat /unnat bharat abhiyan(10)							
14	List of Extension activities organized(10)	10	5	5	8	10	0	0
15	Awards/recognitions related to extension activities (5)	0	0	0			0	0
16	Participation of students in innovation programmes (10)	0	0	0	10	5	0	0
		58	40	48	46	46	13	5

IV. Infrastructure and Learning Resources (100)

Sl No	Assessment parameters (Max. score)	Marks						
		Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
1	No. of equipments which cost greater than 1 lakh (20)	10	10	0		10	0	0
2	Number of equipments purchased in the year (10)	10	10	10	5	10	0	
3	Proper stock register (10)	10		10	10	10	0	
4	Library books purchased (10)	10	10	10	10	10	5	5
5	Current status of subject specific journals (10)	5	3	5	3	10	0	3
6	Journals added in the year (10)	0	10	5	0	5	0	0
7	Current status of ICT infrastructure (10)	10	10	5	5	5	0	5
8	ICT infrastructure added (10)	10	10	10	10	5	5	5
9	Maintenance strategy (10)	10	7	10	10	10	10	5
		75	70	65	53	75	20	23

V. Student Support and Progression (130)

Sl No	Assessment parameters (Max. score)	Marks						
		Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
1	Demand ratio for UG and PG (10)	5	10		7	7	5	7
2	Drop out percentage (10)	10	10	10	10	10	10	10

3	List of students outside the state/international (10)	0	10	0	0	0	10	10
4	Student support mechanism for coaching for competitive examinations (If any)(10)		5	0		0	0	0
5	Participation of students in WWS/ASAP/SSP (10)	5	5	10	10	5	0	0
6	No. of students qualified in NET/SET/GATE/CAT/IAS/IPS/PSC /UPSC/OTHERS (10)	0	10	0	0	5	0	0
7	Details of student counselling and career guidance (Mention no. of students benefitted) (10)	5	5	5	8	0	0	6
8	No.of students who got placement (10)	5	10	5	0	0	5	0
9	No. of students who were progressed to higher education institutions (10)	5	7	5	5	5	5	5
10	Participation of students in cultural activities (10)	0		5	3	0	2	5
11	Participation of students in sports (10)	0	5	2	0	0	2	0
12	No. of students getting Scholarships and Financial Support (10)	10	5	6	5	5	0	0
13	Major grievances of students (if any)redressed (10)	5	5	10	10	5	5	6
		50	87	58	58	42	44	49

VI. Governance, Leadership and Management (100)

Sl No	Assessment parameters (Max. score)	Marks						
		Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
1	Action plan for the department and success in implementing the plan (20)	20	10	20	15	15	15	15
2	No.of department council meeting conducted (20)	14	16	12	20	20	10	15
3	Activities and support from the Alumni Association(15)	10	10	10		10	0	0
4	Activities and support from the Parent – Teacher Association(15)	0		0		0		0
5	Institutional responsibilities of faculty members of the department(30)	30	20	25	25	20	10	10
		74	56	67	60	65	35	40

VII. Innovations and Best Practices

Sl No	Assessment parameters (Max. score)	Marks						
		Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
1	Innovations introduced during this academic year (30)	10	10	15	20	10	20	10
2	Any two best practices of the year (40)	20	20	30	20	30	20	20
3	Contribution to environmental awareness / protection/ecofriendly activities (30)	15	10	10		30		10
		45	40	55	40	70	40	40

Performance Assessment of Departments (Summary)

Department	Curricular Aspects(100)	Teaching Learning and Evaluation(350)	Research, Extension and innovation(120)	Infrastructure and Learning Resources(100)	Student Support and Progression (130)	Governance, Leadership and Management (100)	Institutional values and Best Practices (100)	Total
Chemistry	70	255	58	75	50	74	45	627
Commerce	85	250	40	70	87	56	40	628
English	55	260	48	65	58	67	55	608
Physics	15	240	46	53	58	60	40	512
Zoology	60	250	46	75	42	65	70	608
Computer Application	5	205	13	20	44	35	40	362
Psychology	5	170	5	23	49	40	40	332

VERIFICATION OF QUALITY OF DOCUMENTATION
DEPARTMENT OF CHEMISTRY

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Need upadation by adding details of 2020-21
2	Action Plan/ Action taken reports	ADM/02	Action taken report to be placed after above plan
3	Department Council	ADM/03	OK, 7 Meetings
4	Faculty Profile	ADM/04	Faculty profile of Dr. Soumini, Dr. Jency not found
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Copy of certifications university level assignments to be placed
6	Monthly/ Annual Reports	ADM/06	AQAR of 2019-20 not found
7	Faculty Self Appraisal	ADM/07	Faculty self appraisal of Dr. Rajesh, Dr. Soumini, Dr. Jisha V S not found
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	Need modification in file
10	Assets Maintenance Register	ADM/10	OK
11	Stock/ Purchase register	ADM/11	OK, Copies of purchase bills to be placed
12	Hostel Students/ Day scholars	ADM/12	OK
13	Student Attendance Reports	ADM/13	Attendance reports of MSc not found
14	Disciplinary Actions	ADM/14	File not updated
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2018-21 UG 2 nd sem entries missing 2019-22 Missing, 2020-23 Missing
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	2018-19 Missing, 2019-20 only for 3 teachers
23	Class Diary	ACD/23	Verified
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified 2019-20- 33 students completed
26	Innovative Teaching / E-Resources Development	ACD/26	E-resources, Videos could be added
27	Library and book bank	ACD/27	Last year books to be added
28	Students Seminar	ACD/28	2017-18 MSc 2018-19 MSc 3 rd year to be added

			2019-20 BSc to be added
29	Students Project	ACD/29	2016-17 MSc to be added
30	Industrial Visit/ Study Tours	ACD/30	Verified
31	On-The-Job Training/ Internships	ACD/31	No file
32	External Examination Register	ACD/32	2019-20
33	Internal Examination Register	ACD/33	OK
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	To be completed
36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	2014-15 MSc to be added
38	Open House (Class PTA meetings)	ACD/38	OK
39	Feedback on Curriculum	ACD/39	2014-15
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Not updated
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	No file, Differently abled
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Not updated
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Not updated
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	
49	Career Guidance	SPP/49	2019-20 Not updated
50	Counselling/Premarital counselling	SPP/50	Not updated
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	OK, 1 Cosupervisor
54	Seminars/Workshops	RSR/54	Not updated, 2 Seminars
55	Books/Paper Publications	RSR/55	OK, 1 Publication
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Not updated
57	Consultancy/ MoU/ Collaborations	RSR/57	Collaboration with institutions of MSc projects were done not founds

58	Student Research Projects/Publications/Presentations	RSR/58	OK
59	Journals	RSR/59	5 Journals
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	5 Programmes, File not updated
61	Environmental Awareness Programmes	EXT/61	2 Programmes
62	Energy Conservation Programmes	EXT/62	No entries
63	Soft Skill Development Programmes	EXT/63	ASAP 2019-20, 8 Students
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	OK, 2018 Summer internships 2019 Unnath Bharath Abhiyan-36 students
65	Innovative activities	EXT/65	To be updated
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	1 Journal
67	Department Magazines	MF/67	
68	Special Events	MF/68	

DEPARTMENT OF COMMERCE

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Not completed
2	Action Plan/ Action taken reports	ADM/02	Incomplete not checked
3	Department Council	ADM/03	2019-20 Meetings complete
4	Faculty Profile	ADM/04	Complete
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Verified
6	Monthly/ Annual Reports	ADM/06	Monthly reports, Activity report not found
7	Faculty Self Appraisal	ADM/07	2019-20 not filed
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	Existing and newly added to be mentioned
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	File missing
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Order
14	Disciplinary Actions	ADM/14	OK
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	2019-20 Even sem missing for both UG&PG
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	2019 UG revision missing
18	Admission	ACD/18	2019-20 UG regular & PG missing

19	Students Nominal Roll	ACD/19	PG Nominal roll missing
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2019-21- Entries not updated PG 2019-22- Entries not updated UG
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	Verified
23	Class Diary	ACD/23	2019-20 Hod's signature missing PG 2019-20 Finance and CA Hod's signature missing
24	Open Courses	ACD/24	File of 2019-20 not presented
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	OK
26	Innovative Teaching / E-Resources Development	ACD/26	OK,Good
27	Library and book bank	ACD/27	Add library books and list of journals
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Verified
30	Industrial Visit/ Study Tours	ACD/30	Incomplete
31	On-The-Job Training/ Internships	ACD/31	No file
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified, Order
36	Internal Examination Mark lists	ACD/36	Incomplete
37	Results and Result Analysis	ACD/37	Incomplete
38	Open House (Class PTA meetings)	ACD/38	Incomplete
39	Feedback on Curriculum	ACD/39	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	Verified
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified, To be updated
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified, No documents for ASAP

48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	Verified, To be updated
50	Counselling/Premarital counselling	SPP/50	Not updated
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified, 1 meet
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	No file, No projects
54	Seminars/Workshops	RSR/54	Not updated
55	Books/Paper Publications	RSR/55	No publications
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	To be updated
57	Consultancy/ MoU/ Collaborations	RSR/57	1
58	Student Research Projects/Publications/Presentations	RSR/58	3, No documents
59	Journals	RSR/59	
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	Incomplete
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	No file
63	Soft Skill Development Programmes	EXT/63	Verified, motivation class
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Incomplete
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified
67	Department Magazines	MF/67	No file
68	Special Events	MF/68	Add dates and previous years. Only 2019-20 available

DEPARTMENT OF ENGLISH

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Not updated
2	Action Plan/ Action taken reports	ADM/02	OIC
3	Department Council	ADM/03	6 Meetings conducted
4	Faculty Profile	ADM/04	Profile, Sivya not properly arranged
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	24 Assignments, University level assignments not mentioned
6	Monthly/ Annual Reports	ADM/06	OK

7	Faculty Self Appraisal	ADM/07	OK
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	OK
10	Assets Maintenance Register	ADM/10	OK
11	Stock/ Purchase register	ADM/11	OK
12	Hostel Students/ Day scholars	ADM/12	OK
13	Student Attendance Reports	ADM/13	OK
14	Disciplinary Actions	ADM/14	OK
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	
16	Time Table and Work Load	ACD/16	Time table,Workload(order)
17	Syllabus	ACD/17	
18	Admission	ACD/18	2020-21 Missing
19	Students Nominal Roll	ACD/19	2019-20 3 rd year missing,Check files
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Front page (final year) Incomplete dates 2017-20(Ex grade), 2018-21, 2019-22(Incomplete photo), PG 2017-19, PG 2018-20 (Ex grade).
21	Department Diary	ACD/21	Incomplete UG 2019-20 No HOD's Sign,Empty pages PG 2019-20 Front page, No HOD's Sign, Empty pages
22	Teaching Plan/Teachers diary	ACD/22	Incomplete,Time table
23	Class Diary	ACD/23	Incomplete(March)
24	Open Courses	ACD/24	Mention academic year 2019-20
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Incomplete
26	Innovative Teaching / E-Resources Development	ACD/26	Verified
27	Library and book bank	ACD/27	2019-20 List missing
28	Students Seminar	ACD/28	OK
29	Students Project	ACD/29	OK
30	Industrial Visit/ Study Tours	ACD/30	OK
31	On-The-Job Training/ Internships	ACD/31	Nil
32	External Examination Register	ACD/32	Incomplete
33	Internal Examination Register	ACD/33	OK
34	University Question Papers	ACD/34	OK
35	Internal Exam Question Papers	ACD/35	Question papers of different semesters shall be kept separate
36	Internal Examination Mark lists	ACD/36	Completed, To be arranged

37	Results and Result Analysis	ACD/37	Completed
38	Open House (Class PTA meetings)	ACD/38	Completed
39	Feedback on Curriculum	ACD/39	Completed
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Completed
41	Students Welfare/ Scholarship	SPP/41	Completed
42	Helen's House (Differently abled students)	SPP/42	Completed
43	Grievance Redressal	SPP/43	Completed
44	Bridge Course	SPP/44	Completed
45	Remedial Coaching/SSP	SPP/45	Completed
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Completed
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Completed
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Completed
49	Career Guidance	SPP/49	2019-20 Files not completed
50	Counselling/Premarital counselling	SPP/50	Completed
51	Class Tutorial	SPP/51	Completed
52	Alumni	SPP/52	Not updated
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	OK
54	Seminars/Workshops	RSR/54	2 Seminars
55	Books/Paper Publications	RSR/55	2 Publications, List not found,should be ordered properly
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	File not updated
57	Consultancy/ MoU/ Collaborations	RSR/57	File not found
58	Student Research Projects/Publications/Presentations	RSR/58	
59	Journals	RSR/59	2 Journals+ 3 New
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	1 Extention programme,File maintained properly
61	Environmental Awareness Programmes	EXT/61	Nil
62	Energy Conservation Programmes	EXT/62	OK
63	Soft Skill Development Programmes	EXT/63	

64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	
65	Innovative activities	EXT/65	OK
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	No journals from Department
67	Department Magazines	MF/67	
68	Special Events	MF/68	

DEPARTMENT OF PHYSICS

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	OK
2	Action Plan/ Action taken reports	ADM/02	OK
3	Department Council	ADM/03	OK
4	Faculty Profile	ADM/04	Add profile Dr. Sailaja and Dr. Suresh
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Add 2014-15, Add university level
6	Monthly/ Annual Reports	ADM/06	OK
7	Faculty Self Appraisal	ADM/07	Incomplete, 2019-20 only- Dr. Sailaja Previous years pending
8	Visitor's Book & List of Visitors	ADM/08	Verified, 9 Visitors
9	Infrastructure Facilities	ADM/09	No additions
10	Assets Maintenance Register	ADM/10	OK
11	Stock/ Purchase register	ADM/11	OK
12	Hostel Students/ Day scholars	ADM/12	1 st Year to be added, 2019-20
13	Student Attendance Reports	ADM/13	4 th Semester MSc not found
14	Disciplinary Actions	ADM/14	Not found
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Entries to be updated
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	Entries to be updated
23	Class Diary	ACD/23	Verified
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses	ACD/25	Verified

	(include Time Table and Syllabus also)		
26	Innovative Teaching / E-Resources Development	ACD/26	No file
27	Library and book bank	ACD/27	Last year books to be added
28	Students Seminar	ACD/28	One seminar/batch
29	Students Project	ACD/29	OK
30	Industrial Visit/ Study Tours	ACD/30	OK
31	On-The-Job Training/ Internships	ACD/31	No file, No internships
32	External Examination Register	ACD/32	OK, Dates of examinations beginning
33	Internal Examination Register	ACD/33	OK
34	University Question Papers	ACD/34	OK
35	Internal Exam Question Papers	ACD/35	OK
36	Internal Examination Mark lists	ACD/36	Order
37	Results and Result Analysis	ACD/37	OK
38	Open House (Class PTA meetings)	ACD/38	OK
39	Feedback on Curriculum	ACD/39	2014-15,2015-16,2017-18, Missing
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Verified
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	No file
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified,No record of sports & Participants
49	Career Guidance	SPP/49	Verified
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	No projects
54	Seminars/Workshops	RSR/54	No seminars
55	Books/Paper Publications	RSR/55	Verified

56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	7 Participations
57	Consultancy/ MoU/ Collaborations	RSR/57	No new collaborations
58	Student Research Projects/Publications/Presentations	RSR/58	1
59	Journals	RSR/59	Verified, 6 in the library
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	2 Programmes conducted
61	Environmental Awareness Programmes	EXT/61	Verified
62	Energy Conservation Programmes	EXT/62	1 Programme
63	Soft Skill Development Programmes	EXT/63	
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	36 Members verified
65	Innovative activities	EXT/65	Verified, 6 Activities
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	No file
67	Department Magazines	MF/67	Verified, 1 Student magazines
68	Special Events	MF/68	Not completed

DEPARTMENT OF ZOOLOGY

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Activities of 2019-20 to be included
2	Action Plan/ Action taken reports	ADM/02	OK
3	Department Council	ADM/03	5 Meetings conducted, Academic plan not discussed
4	Faculty Profile	ADM/04	Profile of new faculties not found
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Department level assignment to be specified
6	Monthly/ Annual Reports	ADM/06	Good
7	Faculty Self Appraisal	ADM/07	OK. Good
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	OK
10	Assets Maintenance Register	ADM/10	OK
11	Stock/ Purchase register	ADM/11	OK, Bill of purchase to be kept
12	Hostel Students/ Day scholars	ADM/12	File should be ordered as latest first
13	Student Attendance Reports	ADM/13	File rearrange latest first
14	Disciplinary Actions	ADM/14	OK
	ACADEMIC(ACD)		

15	Academic Plan	ACD/15	Complete
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified, BSc-86.9, MSC-
19	Students Nominal Roll	ACD/19	Missing
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	Internals not completed
21	Department Diary	ACD/21	2015-16, 2016-17 missing
22	Teaching Plan/Teachers diary	ACD/22	
23	Class Diary	ACD/23	2019-20- 1 st year after 04-03-2020 1 st MSc , 2 nd MSc Diary missing
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified
26	Innovative Teaching / E-Resources Development	ACD/26	Verified
27	Library and book bank	ACD/27	List of journals to be added
28	Students Seminar	ACD/28	Arrange
29	Students Project	ACD/29	Verified
30	Industrial Visit/ Study Tours	ACD/30	Verified
31	On-The-Job Training/ Internships	ACD/31	Proof of summer internship done by students not filled
32	External Examination Register	ACD/32	OK
33	Internal Examination Register	ACD/33	OK
34	University Question Papers	ACD/34	Not updated
35	Internal Exam Question Papers	ACD/35	Not in a order, To be updated
36	Internal Examination Mark lists	ACD/36	Not updated
37	Results and Result Analysis	ACD/37	Incomplete, PG analysis not done
38	Open House (Class PTA meetings)	ACD/38	
39	Feedback on Curriculum	ACD/39	Not updated
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Updation not completed
41	Students Welfare/ Scholarship	SPP/41	Completed
42	Helen's House (Differently abled students)	SPP/42	Completed
43	Grievance Redressal	SPP/43	Completed
44	Bridge Course	SPP/44	Completed

45	Remedial Coaching/SSP	SPP/45	Completed
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	No updation
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Not completed
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Not completed
49	Career Guidance	SPP/49	Not completed
50	Counselling/Premarital counselling	SPP/50	Not completed
51	Class Tutorial	SPP/51	Not updated
52	Alumni	SPP/52	Not at all completed
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	No research project
54	Seminars/Workshops	RSR/54	Reports of seminar not arranged as per index,UC of funded seminars to be attached
55	Books/Paper Publications	RSR/55	Copy of books to be filed
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Incomplete,A list showing the participation of teachers
57	Consultancy/ MoU/ Collaborations	RSR/57	3 Collaborations
58	Student Research Projects/Publications/Presentations	RSR/58	List should be kept for followed by front pages of project report
59	Journals	RSR/59	A list of journals in the library is to be filed
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	List of extention programme to be kept first
61	Environmental Awareness Programmes	EXT/61	List to be kept first
62	Energy Conservation Programmes	EXT/62	OK
63	Soft Skill Development Programmes	EXT/63	OK
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified
65	Innovative activities	EXT/65	Files to be properly arranged
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	No journals
67	Department Magazines	MF/67	No magazines
68	Special Events	MF/68	Not updated

DEPARTMENT OF PSYCHOLOGY

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Need updation
2	Action Plan/ Action taken reports	ADM/02	Action taken report to be filed after action plan

3	Department Council	ADM/03	10 meetings held, Signature not found
4	Faculty Profile	ADM/04	Profile of Nisar, Anjali not found
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	2 Assignments, Duty certification of university level assignments to be filed
6	Monthly/ Annual Reports	ADM/06	Activity report not found
7	Faculty Self Appraisal	ADM/07	Self appraisal form 2019-20 not found
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	Need modification
10	Assets Maintenance Register	ADM/10	OK
11	Stock/ Purchase register	ADM/11	Copies of bills shall be placed
12	Hostel Students/ Day scholars	ADM/12	OK
13	Student Attendance Reports	ADM/13	Attendance report of 2019-20 not found
14	Disciplinary Actions	ADM/14	OK
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Format to be updated- refer chemistry dept
16	Time Table and Work Load	ACD/16	Workload 50/51 check actual workload make it consistent
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Total allotted seats and break-up not available
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	To be updated
21	Department Diary	ACD/21	Entries like other activity not entered
22	Teaching Plan/Teachers diary	ACD/22	Incomplete
23	Class Diary	ACD/23	Incomplete, 2019-20 1 st year
24	Open Courses	ACD/24	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Verified
26	Innovative Teaching / E-Resources Development	ACD/26	No file
27	Library and book bank	ACD/27	Need to be order, No journals
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Incomplete
30	Industrial Visit/ Study Tours	ACD/30	No report of last year
31	On-The-Job Training/ Internships	ACD/31	No record before 2019
32	External Examination Register	ACD/32	Incomplete
33	Internal Examination Register	ACD/33	Incomplete
34	University Question Papers	ACD/34	Verified

35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	Need ordering
37	Results and Result Analysis	ACD/37	No result analysis, Only gradecards till 2016
38	Open House (Class PTA meetings)	ACD/38	Verified
39	Feedback on Curriculum	ACD/39	Previous years to be added
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	No data
41	Students Welfare/ Scholarship	SPP/41	No scholarships
42	Helen's House (Differently abled students)	SPP/42	No file
43	Grievance Redressal	SPP/43	No documentary evidence
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Not completed
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	Not completed
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Not updated
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Not completed
49	Career Guidance	SPP/49	Not updated
50	Counselling/Premarital counselling	SPP/50	Completed
51	Class Tutorial	SPP/51	
52	Alumni	SPP/52	Not updated
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	
54	Seminars/Workshops	RSR/54	File not found
55	Books/Paper Publications	RSR/55	File not updated
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	File not updated, Not in yearwise order
57	Consultancy/ MoU/ Collaborations	RSR/57	File not found
58	Student Research Projects/Publications/Presentations	RSR/58	Not updated
59	Journals	RSR/59	File not found
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	File not updated
61	Environmental Awareness Programmes	EXT/61	Prandhara activity not filed
62	Energy Conservation Programmes	EXT/62	

63	Soft Skill Development Programmes	EXT/63	File not found
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	File not found
65	Innovative activities	EXT/65	File not found
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	File not found
67	Department Magazines	MF/67	File not found
68	Special Events	MF/68	File not found

DEPARTMENT OF COMPUTER APPLICATION

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	OK, To be updated
2	Action Plan/ Action taken reports	ADM/02	OK
3	Department Council	ADM/03	7 meettings
4	Faculty Profile	ADM/04	OK
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Department level assignments should be mentioned
6	Monthly/ Annual Reports	ADM/06	Activity report also should be kept
7	Faculty Self Appraisal	ADM/07	Self appraisal of 2019-20 not found
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	3 LCD projector
10	Assets Maintenance Register	ADM/10	OK
11	Stock/ Purchase register	ADM/11	NA
12	Hostel Students/ Day scholars	ADM/12	OK
13	Student Attendance Reports	ADM/13	2 nd sem missing
14	Disciplinary Actions	ADM/14	OK
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified, add PG syllabus
18	Admission	ACD/18	Demand ratio, Category wise table
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2019-22-2 nd Sem internals, Photos 2018-21-4 th Sem internals 2017-20-6 th Sem internals 2019-19-6 th Sem internals, 1 st PG internals
21	Department Diary	ACD/21	2014-15, 2015-16- Heads sign
22	Teaching Plan/Teachers diary	ACD/22	Incomplete
23	Class Diary	ACD/23	NA
24	Open Courses	ACD/24	List of studentstaking open course from dept...

25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	
26	Innovative Teaching / E-Resources Development	ACD/26	No file
27	Library and book bank	ACD/27	List of journals
28	Students Seminar	ACD/28	Verified
29	Students Project	ACD/29	Verified
30	Industrial Visit/ Study Tours	ACD/30	Add final year IV
31	On-The-Job Training/ Internships	ACD/31	File not maintained
32	External Examination Register	ACD/32	OK
33	Internal Examination Register	ACD/33	OK
34	University Question Papers	ACD/34	Latest question papers to be filed
35	Internal Exam Question Papers	ACD/35	Latest question papers to be filed
36	Internal Examination Mark lists	ACD/36	OK
37	Results and Result Analysis	ACD/37	Result analysis of 2019-20 not done
38	Open House (Class PTA meetings)	ACD/38	Not updated
39	Feedback on Curriculum	ACD/39	File not updated
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	No files found-Missing
41	Students Welfare/ Scholarship	SPP/41	Total 4 (2+2) completed
42	Helen's House (Differently abled students)	SPP/42	Completed, 2 No
43	Grievance Redressal	SPP/43	Completed
44	Bridge Course	SPP/44	Completed
45	Remedial Coaching/SSP	SPP/45	Completed
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	No file kept
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	Only NSS file completed
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Sports&Arts completed
49	Career Guidance	SPP/49	No file
50	Counselling/Premarital counselling	SPP/50	Completed
51	Class Tutorial	SPP/51	File not completed
52	Alumni	SPP/52	Completed, Not updated
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	NA
54	Seminars/Workshops	RSR/54	File not maintained,2 workshops conducted

55	Books/Paper Publications	RSR/55	Nil
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	File not maintained
57	Consultancy/ MoU/ Collaborations	RSR/57	
58	Student Research Projects/Publications/Presentations	RSR/58	Certificate from institutions when projects are done by students should be kept in the file
59	Journals	RSR/59	File not maintained,List of journals related to subject is to be kept
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	No extension programmes
61	Environmental Awareness Programmes	EXT/61	Nil
62	Energy Conservation Programmes	EXT/62	Nil
63	Soft Skill Development Programmes	EXT/63	Nil
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Nil
65	Innovative activities	EXT/65	File not maintained
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Nil
67	Department Magazines	MF/67	Nil
68	Special Events	MF/68	Nil

DEPARTMENT OF OPTOMETRY

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	To be updated by adding details of 2020-21
2	Action Plan/ Action taken reports	ADM/02	Action taken report of 2019-20 not found
3	Department Council	ADM/03	Minutes not signed
4	Faculty Profile	ADM/04	OK
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	University related duty certificate should be kept
6	Monthly/ Annual Reports	ADM/06	AQAR to be filled
7	Faculty Self Appraisal	ADM/07	OK
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	Modified by adding a column
10	Assets Maintenance Register	ADM/10	Register book to be kept
11	Stock/ Purchase register	ADM/11	Date of purchase also be mentioned
12	Hostel Students/ Day scholars	ADM/12	Year wise list to be kept
13	Student Attendance Reports	ADM/13	OK
14	Disciplinary Actions	ADM/14	OK

	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Change order of filing
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Update as per order from university
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	2019-20 Sec landscape column to be added, 2020-21 to be filed
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2018-21, 2019-22 to be updated
21	Department Diary	ACD/21	No activities/assignments entries
22	Teaching Plan/Teachers diary	ACD/22	2019-20 missing
23	Class Diary	ACD/23	Incomplete 2019-20, 2018-19 missing
24	Open Courses	ACD/24	NA
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	NA
26	Innovative Teaching / E-Resources Development	ACD/26	No file
27	Library and book bank	ACD/27	OK, No book bank
28	Students Seminar	ACD/28	Order
29	Students Project	ACD/29	No files, No projects
30	Industrial Visit/ Study Tours	ACD/30	Verified
31	On-The-Job Training/ Internships	ACD/31	Incomplete, Add list of students
32	External Examination Register	ACD/32	No file, No Examinations
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	No file, No exams conducted
35	Internal Exam Question Papers	ACD/35	Verified
36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	No file
38	Open House (Class PTA meetings)	ACD/38	Verified
39	Feedback on Curriculum	ACD/39	No file
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	Not updated
41	Students Welfare/ Scholarship	SPP/41	NO
42	Helen's House (Differently abled students)	SPP/42	NO
43	Grievance Redressal	SPP/43	To be rearranged
44	Bridge Course	SPP/44	Not rearranged

45	Remedial Coaching/SSP	SPP/45	Verified, To be rearranged
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	NA
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	NA
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Not completed
49	Career Guidance	SPP/49	No file
50	Counselling/Premarital counselling	SPP/50	To be rearranged
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	No alumni
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	No file
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	Verified, No publications
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	No file
57	Consultancy/ MoU/ Collaborations	RSR/57	Not updated
58	Student Research Projects/Publications/Presentations	RSR/58	Vb
59	Journals	RSR/59	
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	
61	Environmental Awareness Programmes	EXT/61	
62	Energy Conservation Programmes	EXT/62	
63	Soft Skill Development Programmes	EXT/63	No programmes during 2019-20
64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Verified, To be rearranged
65	Innovative activities	EXT/65	
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	
67	Department Magazines	MF/67	
68	Special Events	MF/68	

DEPARTMENT OF RETAIL MANAGEMENT

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	Updated, OK
2	Action Plan/ Action taken reports	ADM/02	OK

3	Department Council	ADM/03	OK, 11 meetings
4	Faculty Profile	ADM/04	OK
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	College level assignments not shown
6	Monthly/ Annual Reports	ADM/06	AQAR of 2019-20 not found
7	Faculty Self Appraisal	ADM/07	OK
8	Visitor's Book & List of Visitors	ADM/08	OK
9	Infrastructure Facilities	ADM/09	2020-21 not updated
10	Assets Maintenance Register	ADM/10	OK
11	Stock/ Purchase register	ADM/11	OK
12	Hostel Students/ Day scholars	ADM/12	OK
13	Student Attendance Reports	ADM/13	Attendance report of 4 th sem not found
14	Disciplinary Actions	ADM/14	OK
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Verified
16	Time Table and Work Load	ACD/16	Verified
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Verified
19	Students Nominal Roll	ACD/19	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	2018-19 only 1 st sem completed 2019-20 1 st sem completed
21	Department Diary	ACD/21	Verified
22	Teaching Plan/Teachers diary	ACD/22	Verified
23	Class Diary	ACD/23	2019-20 not presented
24	Open Courses	ACD/24	NA
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	ACD/25	Started Jan-2020, No file
26	Innovative Teaching / E-Resources Development	ACD/26	OK, Good
27	Library and book bank	ACD/27	Verified
28	Students Seminar	ACD/28	2019-20 Even sem to be added
29	Students Project	ACD/29	No file
30	Industrial Visit/ Study Tours	ACD/30	Verified
31	On-The-Job Training/ Internships	ACD/31	Verified
32	External Examination Register	ACD/32	Verified
33	Internal Examination Register	ACD/33	Verified
34	University Question Papers	ACD/34	Verified
35	Internal Exam Question Papers	ACD/35	Verified

36	Internal Examination Mark lists	ACD/36	Verified
37	Results and Result Analysis	ACD/37	No batches passed out
38	Open House (Class PTA meetings)	ACD/38	Verified
39	Feedback on Curriculum	ACD/39	No file
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	SPP/40	No file
41	Students Welfare/ Scholarship	SPP/41	Verified
42	Helen's House (Differently abled students)	SPP/42	No file
43	Grievance Redressal	SPP/43	Verified
44	Bridge Course	SPP/44	Verified
45	Remedial Coaching/SSP	SPP/45	Verified
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	SPP/46	No
47	Co curricular activities(ASAP/NSS/NCC, etc)	SPP/47	No
48	Extracurricular activities (Cultural/Sports/Literary etc)	SPP/48	Verified
49	Career Guidance	SPP/49	No file
50	Counselling/Premarital counselling	SPP/50	Verified
51	Class Tutorial	SPP/51	Verified
52	Alumni	SPP/52	No alumni
	RESEARCH (RSR)		
53	Teachers Research Projects	RSR/53	No file
54	Seminars/Workshops	RSR/54	Verified
55	Books/Paper Publications	RSR/55	No record
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/56	Verified
57	Consultancy/ MoU/ Collaborations	RSR/57	Verified, No new records
58	Student Research Projects/Publications/Presentations	RSR/58	
59	Journals	RSR/59	
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	EXT/60	World retail employees day 12 th Dec 2019, File OK
61	Environmental Awareness Programmes	EXT/61	Nil
62	Energy Conservation Programmes	EXT/62	Nil
63	Soft Skill Development Programmes	EXT/63	Nil

64	Swachh Bharat/Unnat Bharat Abhiyan	EXT/64	Unnat Bharath Abhiyan 22 students, April 6 th 2019, file OK
65	Innovative activities	EXT/65	No files
	MISCALANEOUS (MSL)		
66	Department Journals	MSL/66	Verified
67	Department Magazines	MF/67	Verified
68	Special Events	MF/68	Verified, OK