Internal Academic Auditing 2018-19

Quality Assessment Report and Recommendations of Core Committee

INTERNAL QUALITY ASSURANCE CELL

M E S KEVEEYAM COLLEGE VALANCHERY

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Preface

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 1-3 of July 2019. 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 Capt (Dr) Abdul Hameed (Chairman), Dr. C Rajesh (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 2018-19. 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. In addition to this, the committee also recommended awards and letter of appreciations to faculty members who contributed significantly to the institution in 2018-19.

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.

Capt(Dr) C Abdul Hameed   **Dr C Rajesh**
Principal   **IQAC Coordinator**

Internal Auditing Schedule

Date	Time	Department
01-07-2019	9.30 -11 AM	English
01-07-2019	11. 15 AM-12.45 PM	Zoology
01-07-2019	1.30 -3 PM	Physics
01-07-2019	3.15 -4.45 PM	Chemistry
02-07-2019	10 AM-11 AM	Computer Application
02-07-2019	11.15 AM-12.15 PM	Psychology
02-07-2019	1.30 PM-2.30PM	Optometry
02-07-2019	2.45PM-3.45 PM	Retail Management
03-07-2019	10.30-11.30 AM	Languages
03-07-2019	11.45 AM-12.45 PM	Physical Education
03-07-2019	1.30-3PM	Commerce

General Recommendations

- Contribution of faculty members as members of board of studies, curriculum restructuring, syllabus revision, etc. shall be enhanced

- Departments shall take initiative to conduct short term/certificate courses

- 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

- Structured feedback on curriculum shall be taken from alumni

- There should be a well versed academic plan for each department

- Departments shall adopt some innovative process in teaching-learning and evaluation

- 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 organized 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 students is to be increased

- 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

- Participation of students in ASAP/SSP/WWS shall be encouraged

- 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 2018-19, department organized an invited lecture on Raman Spectroscopy. The Department did the observance of days of national importance very well. Grand Parent was organized in connection with old agers day and visit to VK special school was conducted in connection with children's day. 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 the installation of biodegradable plan at a nearby village.

   Specific Recommendations
   - The publication of Journal ChemY to be continued
   - Participation/presentation of students in seminars shall be promoted
   - Alumni contribution in the activities of the department shall be improved
   - The publications of faculty members 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 Scafolder has its own merit as a philanthropic activity.

   Department organized a National seminar in 2018-19 and conducted two invited lectures. They have celebrated Teachers day in befitting way.

   Specific Recommendations
   - 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 teaching-learning and evaluation strategy of the department is good. 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. Department has conducted an invited talk. The department observed the human rights day. The department has contributed significantly in the conduct of Pre-Euphoria (The literary competitions organized in connection with the grand alumni meet Euphoria).

Specific Recommendations

- The extension programme of the department has to take momentum this year
- Department have to take some urgent measures to renovate the language lab and make it available for versatile use.

4. **Department of Physics**

Department has contributed significantly in the curricular aspects. More than 50% of the faculty members were members of board of studies and they have hosted a syllabus revision workshop. They have organized one international seminar Applied Science and Innovative Technology. Two invited talks with eminent academicians were conducted. They have observed the moon day very well. Towards the energy conservation programme, they have conducted an LED making workshop.

Specific Recommendations

- 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.
- The activities under the Innovation Council shall be encouraged

5. **Department of Zoology**

The department has performed very well in the teaching-learning activities. A novel programme named *Zoocarpediem* was introduced by the department this year by initiating a series of talk show on different areas in which the students get an opportunity to meet people from various walks of life. The department has observed the Ozone day and Word Wet Land day. 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 contribution of Department Alumni is very significant and the alumni has constituted scholarships to toppers of the department. The Department collaborated with Kerala Biodiversity Board in the post flood survey conducted at Irimbiliyam village.

Specific recommendations

- The research publications from the departments to be increased
- More number of student centered academic practice shall be initiated
- Career guidance system need to be strengthened

6. **Department of Psychology**

Department of Psychology conducted a field trip to Uriyampatty tribal colony' and Govt. Tribal UP School, Pinavoorkudy. The main objectives were to improve the knowledge and mental health outcomes of tribal people by providing psycho-education among them, which might help them to increase the quality, effectiveness and outcomes of mental health services. 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 Robotic Expo organized by the department was unique.

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 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 in the last academic year, 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.

9. **Department of Retail Management**

The core committee did not conduct qualitative assessment of the performance as the department started only in the previous academic year. 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.

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 College hosted the scintillating Kuchuppudi performance of Pratheeksha Kashi, which was organized by the Department of Languages in collaboration with Spic Macay. The Department of Arabic organized a talk in connection with National Education day on the topic "Influence of Language and Culture on Education" by Prof. Eassa Ali Mohammed (Assistant Prof , Arabic, University of Sanaa, Republic of Yemen).

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 2018-19, our students made achievements in national, state and university level. Mr. Mohammed Salih represented Kerala and participated Federation Cup Nationals in long jump. Mr. Habeeb Rahman won the silver medal in 110M Hudles in Jr.State Athletic Championship and participated South Zone Nationals. College won the North Zone Reliance Football tournament.

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 improved.

CRITERIA OF PERFORMANCE ASSESSMENT

I.   Curricular Aspects (100)

1. Analysis of Feedback on curriculum from stakeholders and its analysis (Alumni, Parents. Employees, Students) (20)

Performance	Marks
Analysis of feedback from any two stakeholders	20
Analysis of feedback from any one stakeholders	10

2. 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

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

Performance	Marks
Certificate course conducted by the departmentwith proper documentation	20

4. Details of No. of students attended Certificate/Diploma/Add-on/Online course(20)

Performance	Marks
No. of students attending Certificate/Diploma/Add-on/Online course	2 mark each for no. of students (Max. 20)

5. List of students participated/paper presented in seminars/conferences(20)

Performance	Marks
No. of students participated /paper presented	5 mark each for presentation 2 mark each for participation (Max 20)

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 swachh bharat /unnat bharat abhiyan(10)

Performance	Marks
Participation of students in both programmes	10
Participation of students in one of the programmes	3

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 equipment 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 benefited	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. <u>Innovations and Best Practices (100)</u>

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	Analysis of Feedback on curriculum from stakeholders and its analysis (Alumni, Parents. Employees, Students) (20)	10	10	10	10	10	10	10
2	No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop (20)	18	20	0	20	0	-	-
3	Details of Certificate/Diploma/Add-on/Online courses conducted by the Department(20)	0	0	12	0	18	-	-
4	Details of No. of students attended Certificate/Diploma/Add-on/Online course(20)	20	20	20	20	20	-	10
5	List of students participated/paper presented in seminars/conferences(20	--	15	20	20	20	-	-
		48	**65**	**62**	**70**	**68**	**10**	**20**

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	15	25	15	5	5
2	Proper recording of students biodata, academic background and academic performance (50)	35	35	40	40	45	30	35
3	Academic planning (25)	15	15	15	22	25	-	-
4	Proper recording of academic activities through class diary, department diary, class tutorial system (50)	40	30	35	40	40	30	35
5	Innovative processes adopted by the	0	10	0	0	0	-	-

Sl No	Assessment parameters							
	Department in Teaching and Learning (25)							
6	Proper monitoring of internal and external evaluation of students (25)	20	20	25	20	20	10	10
7	Average percentage of attendance of students (20)	15	15	15	15	20	15	15
8	Student satisfaction on teachers (20)	10	15	20	15	10	10	15
9	Examination results (50)	40	35	40	20	50	25	30
10	Proper analysis of semester wise results and remedial coaching (20)	15	16	20	15	15	10	10
11	Participation in faculty development programmes (20)	20	20	20	20	20	10	
12	Student projects, industrial trainings and internships (20)	20	15	20	15	20	10	10
		255	**251**	**265**	**247**	**280**	**155**	**165**

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	-
2	No. of Research Guides in the department (5)	5	-	0	0	0	0	-
3	Funded Research projects of faculty members of the department (10)	10	-	0	0	5	0	-
4	Student research projects (10)	0	-	0	0	0	0	-
5	No .of research publications in peer reviewed international/national journals (10)	7	10	10	0	5	0	-
6	No. of books published (10)	0	5	8	5	0	0	-
7	No. of conferences organized by the department (International/National/State) and the eminence of resource persons attended(5)	0	2	0	3	0	0	-
8	Paper presentation of faculty members in international/national conferences.(10)	10	10	10	4	10	0	-
9	Revenue generated through consultancy(5)	5	-	0		0	0	-
10	Collaboration and Linkages (5)	5	3	0	-	0	-	-
11	List of students Participated in NSS events (5)	5	5	5	5	3	5	3
12	List of students participated in NCC	3	5	5	5	5	3	-

Sl No	Assessment parameters	Chemistry	Commerce	English	Physics	Zoology	Computer Application	Psychology
	events (5)							
13	List of students participated in swachh bharat /unnat bharat abhiyan(10)	10	3	10	3	10	3	3
14	List of Extension activities organized(10)	10	5	0	5	5	-	5
15	Awards/recognitions related to extension activities (5)	5	0	-	-	5	-	-
16	Participation of students in innovation programmes (10)	0	5	6	10	5	-	-
		80	**53**	**54**	**40**	**53**	**11**	**11**

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)	20	0	-	0	10	0	0
2	Number of equipments purchased in the year (10)	5	0	-	5	5	0	0
3	Proper stock register (10)	8	0	5	10	8	0	5
4	Library books purchased (10)	5	5	5	5	5	5	5
5	Current status of subject specific journals (10)	5	5	5	10	5	3	0
6	Journals added in the year (10)	0	5	0	0	5	-	0
7	Current status of ICT infrastructure (10)	10	5	8	5	5	-	5
8	ICT infrastructure added (10)	0	-	5	5	5	-	-
9	Maintenance strategy (10)	8	8	7	10	8	-	-
		61	**28**	**35**	**50**	**56**	**8**	**15**

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)	7	10	8	10	10	5	5
2	Drop out percentage (10)	10	10	10	10	10	10	10

Sl No	Assessment parameters	Max score						
3	List of students outside the state/international	0	0	5	0	0	-	-
4	Student support mechanism for coaching for competitive examinations (If any)	8	10	6	6	10	-	-
5	Participation of students in WWS/ASAP/SSP	10	10	10	10	10	-	0
6	No. of students qualified in NET/SET/GATE/CAT/IAS/IPS/PSC /UPSC/OTHERS	2	10	5	0	0	-	0
7	Details of student counselling and career guidance (Mention no. of students benefitted)	5	3	10	10	5	5	0
8	No.of students who got placement	5	8	10	5	2	-	0
9	No. of students who were progressed to higher education institutions	5	10	10	5	10	5	5
10	Participation of students in cultural activities	5	5	5	5	5	-	5
11	Participation of students in sports	5	10	10	5	0	-	-
12	No. of students getting Scholarships and Financial Support	10	10	10	10	10	-	-
13	Major grievances of students (if any)redressed	5	5	10	10	7	5	-
		77	**101**	**109**	**86**	**79**	**30**	**25**

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)	12	12	18	15	15	10	10
2	No.of department council meeting conducted (20)	10	20	14	10	10	10	10
3	Activities and support from the Alumni Association(15)	0	10	5	0	8	-	-
4	Activities and support from the Parent – Teacher Association(15)	0	-	-	0	0	-	-
5	Institutional responsibilities of faculty members of the department(30)	25	20	20	25	8	8	8
		47	**62**	**57**	**50**	**41**	**28**	**28**

VII. Institutional Values 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)		15	0	10	20	25	15
2	Any two best practices of the year (40)	20	30	35	10	15	10	10
3	Contribution to environmental awareness / protection/ecofriendly activities (30)	15	10	0	15	25	-	4
		35	**55**	**35**	**35**	**60**	**35**	**29**

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 Progressionn (130)	Governance, Leadership and Management (100)	Institutional values and Best Practices (100)	Total
Chemistry	48	255	**80**	**61**	77	47	35	603
English	62	265	54	35	**109**	57	35	617
Physics	**70**	247	40	50	86	50	35	578
Zoology	68	**280**	53	56	79	41	**60**	**637**
Computer Application	10	155	11	8	30	28	35	277
Psychology	20	165	11	15	25	28	29	293
Commerce	65	251	53	28	101	**62**	55	615

VERIFICATION OF QUALITY OF DOCUMENTATION

DEPARTMENT OF CHEMISTRY

	ADMINISTRATION (ADM)	File No	Remarks
1	Department Profile	ADM/01	NA
2	Action Plan/ Action taken reports	ADM/02	Documentation satisfactory
3	Department Council	ADM/03	Many of the decisions taken in the council were not implemented. Action plan should have been discussed and approved by the council before the commencement of an academic year
4	Faculty Profile	ADM/04	CVs of faculty members to be kept in updated form
5	Faculty Assignments & Positions (Department/ College/ University)	ADM/05	Faculty positions in university was not shown
6	Monthly/ Annual Reports	ADM/06	Documentation satisfactory
7	Faculty Self Appraisal	ADM/07	Verified
8	Visitor's Book & List of Visitors	ADM/08	Visitors register shall be kept and entries shall be made academic year wise.
9	Infrastructure Facilities	ADM/09	Verified
10	Assets Maintenance Register	ADM/10	Verified
11	Stock/ Purchase register	ADM/11	Verified
12	Hostel Students/ Day scholars	ADM/12	Verified
13	Student Attendance Reports	ADM/13	Verified
14	Disciplinary Actions	ADM/14	File not found and it seems that no disciplinary actions were taken during the assessment period
	ACADEMIC(ACD)		
15	Academic Plan	ACD/15	Yearwise academic plan to be prepared
16	Time Table and Work Load	ACD/16	Workload needs correction
17	Syllabus	ACD/17	Verified
18	Admission	ACD/18	Admission details of some years missing
19	Students Nominal Roll	ACD/19	Incomplete. Drop out ratio should be indicated
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	ACD/20	UG (15-18, 16-17, 17-2-) and PG (15-17, 16-18,19-20) data entry not complete
21	Department Diary	ACD/21	2016-17 diary missing
22	Teaching Plan/Teachers diary	ACD/22	18-19 (3 No. missing),17-18 (5 No. missing)
23	Class Diary	ACD/23	Verified
24	Open Courses	ACD/24	Need modification and rearrangment
25	Add-on/ Short Term Courses	ACD/25	List & copy of certificate to be filled

	(include Time Table and Syllabus also)		
26	Innovative Teaching / E-Resources Development	**ACD/26**	Innovative teaching not recorded
27	Library and book bank	**ACD/27**	Improvement required in keeping records of library
28	Students Seminar	**ACD/28**	Verified
29	Students Project	**ACD/29**	Verified
30	Industrial Visit/ Study Tours	**ACD/30**	Verified
31	On-The-Job Training/ Internships	**ACD/31**	Internships/On job trainings not recorded
32	External Examination Register	**ACD/32**	A register book shall be kept for external exam
33	Internal Examination Register	**ACD/33**	Verified
34	University Question Papers	**ACD/34**	Verified
35	Internal Exam Question Papers	**ACD/35**	Internal Exam Question Papers should be kept semesterwise.
36	Internal Examination Mark lists	**ACD/36**	Internal Examination Mark lists should be kept yearwise.Old marklist shall be removed.
37	Results and Result Analysis	**ACD/37**	Result Analysis should be kept yearwise instead of batch wise
38	Open House (Class PTA meetings)	**ACD/38**	Minutes of Class PTA meetings should be kept yearwise
39	Feedback on Curriculum	**ACD/39**	Verified. feedback should be taken from Alumini.
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	Supporting documents not found.Yearwise data should be provided.
41	Students Welfare/ Scholarship	**SPP/41**	Yearwise data should be provided.
42	Helen's House (Differently abled students)	**SPP/42**	List of differently abled students and the activities for them should be kept
43	Grievance Redressal	**SPP/43**	No complaints was recorded
44	Bridge Course	**SPP/44**	Bridge Course not conducted
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**	No Enrolment for ASAP in 16-17. List of students who are in NCC during the years 15-16,18-19 not found
48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	No Data On Sports participation for 15-16
49	Career Guidance	**SPP/49**	Incomplete data
50	Counselling/Premarital counselling	**SPP/50**	Records for 18-19 only found
51	Class Tutorial	**SPP/51**	Incomplete

52	Alumni	**SPP/52**	Recording of details of alumni meetings, contribution, etc. was lacking.
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	Verified. Major research projects for two faculty members
54	Seminars/Workshops	**RSR/54**	Verified. Details of invited lecture also shall be included
55	Books/Paper Publications	**RSR/55**	Verified. Copies of paper publications shall be kept yearwise and a list also shall be kept.
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	Verified
57	Consultancy/ MoU/ Collaborations	**RSR/57**	Active MoU or collaborations were not found.
58	Student Research Projects/Publications/Presentations	**RSR/58**	Verified. Funded research projects of students shall be promoted
59	Journals	**RSR/59**	Verified.
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	Verified
61	Environmental Awareness Programmes	**EXT/61**	Verified
62	Energy Conservation Programmes	**EXT/62**	No programmes conducted
63	Soft Skill Development Programmes	**EXT/63**	No programmes conducted
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	Verified
65	Innovative activities	**EXT/65**	Innovative activities not recorded
	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	Department journal not published after 2016
67	Department Magazines	**MF/67**	No magazines from department
68	Special Events	**MF/68**	Verified

DEPARTMENT OF COMMERCE

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Format to be changed
3	Department Council	**ADM/03**	Action plan to be discussed in meeting of department council
4	Faculty Profile	**ADM/04**	File should be in the latest first order. Copies of certification not found for Dr Jiyas. Profile of Riyas Not found.(Appointment letter to be attached)
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Need modification. Department/ College/ University level assignments are to be shown in a tabular form.

6	Monthly/ Annual Reports	**ADM/06**	Annual Reports [data missing]-need recheck.
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book & List of Visitors	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Newly added infrastructure to be indicated
10	Assets Maintenance Register	**ADM/10**	Name and designation of technician to be indiacted
11	Stock/ Purchase register	**ADM/11**	File not produced.
12	Hostel Students/ Day scholars	**ADM/12**	Need modification. List of hostel students should be kept year wise
13	Student Attendance Reports	**ADM/13**	Verified
14	Disciplinary Actions	**ADM/14**	Verified
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	15-16(SF missing),16-17,17-18,18-19 missing
16	Time Table and Work Load	**ACD/16**	Work allotment to be corrected
17	Syllabus	**ACD/17**	Verified
18	Admission	**ACD/18**	15-16 total admission to be cross checked.
19	Students Nominal Roll	**ACD/19**	Verified
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	2015-18 ,2016-19,2018-19 incomplete
21	Department Diary	**ACD/21**	Previous years missing for self financing courses
22	Teaching Plan/Teachers diary	**ACD/22**	17-18 checked. Missing in flood
23	Class Diary	**ACD/23**	Few incomplete (self financing)
24	Open Courses	**ACD/24**	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/25**	Add on or short term course not conducted
26	Innovative Teaching / E-Resources Development	**ACD/26**	Verified.
27	Library and book bank	**ACD/27**	Verified.
28	Students Seminar	**ACD/28**	Verified.
29	Students Project	**ACD/29**	Verified.
30	Industrial Visit/ Study Tours	**ACD/30**	Verified.
31	On-The-Job Training/ Internships	**ACD/31**	Records not found
32	External Examination Register	**ACD/32**	A register book shall be kept
33	Internal Examination Register	**ACD/33**	A register book shall be kept
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**	Yearwise analysis is to be done

38	Open House (Class PTA meetings)	**ACD/38**	Verified
39	Feedback on Curriculum	**ACD/39**	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	Partially completed.Total no is given.Common format should be followed,batchwise.No separate record is kept for aided/unaided/MCom etc
41	Students Welfare/ Scholarship	**SPP/41**	No file found for 15-16 & 16-17.Total no:of candidates awaited the scholarshipis not given
42	Helen's House (Differently abled students)	**SPP/42**	Verified. Improvement required In file keeping.
43	Grievance Redressal	**SPP/43**	Only two cases are filed.Not properly recorded.Yearwise clasiification not given.
44	Bridge Course	**SPP/44**	Partially completed
45	Remedial Coaching/SSP	**SPP/45**	Improvement needed
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	**SPP/46**	Verified
47	Co curricular activities(ASAP/NSS/NCC, etc)	**SPP/47**	No supporting documents.
48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	Verified
49	Career Guidance	**SPP/49**	Incomplete-improvement required
50	Counselling/Premarital counselling	**SPP/50**	File not found
51	Class Tutorial	**SPP/51**	16-19-not completed Bcom CA 16-17-not completed 15-16-not completed
52	Alumni	**SPP/52**	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	MRP details of Prof. Nisab not found. Proposal, sanction order, UC, report to be kept
54	Seminars/Workshops	**RSR/54**	For Sponsored seminars sanction order,UC, Expenditure statement, proceedings, etc. to be kept. Details of invited lectures also to be included.
55	Books/Paper Publications	**RSR/55**	Copy of books and journal articles to be kept.
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	Separate list may be kept for invited lecturers and paper presentation.
57	Consultancy/ MoU/ Collaborations	**RSR/57**	MOU with reputed academic research institute is expected.
58	Student Research Projects/Publications/Presentations	**RSR/58**	Student research projects shall be promoted
59	Journals	**RSR/59**	Verified

	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	Verified.Extension programme conducted for kudumbasree workers may be restarted.
61	Environmental Awareness Programmes	**EXT/61**	Verified.
62	Energy Conservation Programmes	**EXT/62**	No activities recorded.
63	Soft Skill Development Programmes	**EXT/63**	Dept should take initiative to start Soft Skill Development Programmes
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	Verified.
65	Innovative activities	**EXT/65**	No activities recorded
	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	No journals for the department
67	Department Magazines	**MF/67**	No magazines for the department
68	Special Events	**MF/68**	Pathfinder not updated

DEPARTMENT OF ENGLISH

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Previous year files to be ----- Use the action taken report Dept activity already mentioned in action plan.
3	Department Council	**ADM/03**	Action paln to be discussed in Department Council
4	Faculty Profile	**ADM/04**	Separate files needed.copies not attached order
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Need modification to show assignments at various levels.
6	Monthly/ Annual Reports	**ADM/06**	Some fine tuning required
7	Faculty Self Appraisal	**ADM/07**	Adhoc faculty not found.not properly done
8	Visitor's Book & List of Visitors	**ADM/08**	Register book to be kept
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Register book to be kept
12	Hostel Students/ Day scholars	**ADM/12**	Not proper,separate list of day scholars to be kept
13	Student Attendance Reports	**ADM/13**	Yearwise report for all students needed
14	Disciplinary Actions	**ADM/14**	Need modification
	ACADEMIC(ACD)		

15	Academic Plan	**ACD/15**	To be revised according to common format
16	Time Table and Work Load	**ACD/16**	Work Load to be mentioned
17	Syllabus	**ACD/17**	Verified
18	Admission	**ACD/18**	Verified
19	Students Nominal Roll	**ACD/19**	To be prepared year wise/begning & end
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	Verified
21	Department Diary	**ACD/21**	Verified
22	Teaching Plan/Teachers diary	**ACD/22**	Verified
23	Class Diary	**ACD/23**	Verified
24	Open Courses	**ACD/24**	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also) online course participation	**ACD/25**	Verified
26	Innovative Teaching / E-Resources Development	**ACD/26**	No records
27	Library and book bank	**ACD/27**	Verified
28	Students Seminar	**ACD/28**	Yearwise/semester wise datato be kept
29	Students Project	**ACD/29**	Yearwise/semester wise data missing for BA & MA
30	Industrial Visit/ Study Tours	**ACD/30**	Needs modification
31	On-The-Job Training/ Internships	**ACD/31**	No records
32	External Examination Register	**ACD/32**	Register book shall be maintained
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**	Yearwise/semesterwise marklist not kept
37	Results and Result Analysis	**ACD/37**	No paper headings,systematic ordering needed
38	Open House (Class PTA meetings)	**ACD/38**	Verified
39	Feedback on Curriculum	**ACD/39**	Feedback from students kept
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	Supporting documents missing
41	Students Welfare/ Scholarship	**SPP/41**	Total number of scholarships availed not found
42	Helen's House (Differently abled students)	**SPP/42**	Verified
43	Grievance Redressal	**SPP/43**	Verified
44	Bridge Course	**SPP/44**	Supporting documents not found

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. Supporting documents missing
49	Career Guidance	**SPP/49**	Not in a format
50	Counselling/Premarital counselling	**SPP/50**	Documentation not proper
51	Class Tutorial	**SPP/51**	Verified
52	Alumni	**SPP/52**	Status list not available
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	Submitted proposal,sanction order copy,UC,ES reports to be kept
54	Seminars/Workshops	**RSR/54**	Seminar not conducted
55	Books/Paper Publications	**RSR/55**	Front page of the journal,page in which article is published should be kept.
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	List not kept
57	Consultancy/ MoU/ Collaborations	**RSR/57**	Atleast one MOU / Collaborations to be attached.
58	Student Research Projects/Publications/Presentations	**RSR/58**	No records
59	Journals	**RSR/59**	List of journals in library to be kept.
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	Extension activities are very poor.Need to start some extension.
61	Environmental Awareness Programmes	**EXT/61**	No records
62	Energy Conservation Programmes	**EXT/62**	No records
63	Soft Skill Development Programmes	**EXT/63**	Lingua competencia 2015-16 file not found
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	No data found on Swachh Bharat.
65	Innovative activities	**EXT/65**	File not found for Innovative activities 18-19
	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	No journals
67	Department Magazines	**MF/67**	Verified
68	Special Events	**MF/68**	Campus radio-broadcasting details needed.

DEPARTMENT OF PHYSICS

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA

2	Action Plan/ Action taken reports	**ADM/02**	ATR of 2018-19 to be changed in the the format of 2017-18
3	Department Council	**ADM/03**	Plan of action of dept approved by the Department Council to be kept
4	Faculty Profile	**ADM/04**	Name of the faculty members to be mentioned on CV Profile of new faculty members to be included.
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Need modification-college/dept assignments to be shown,position &faculty member
6	Monthly/ Annual Reports	**ADM/06**	Annual Report data missing in 2017-18,2016-17,2015-16,curricular aspect
7	Faculty Self Appraisal	**ADM/07**	Self appraisal (year wise)
8	Visitor's Book & List of Visitors	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Infrastructure Facilities need modification
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Bills should be kept in order
12	Hostel Students/ Day scholars	**ADM/12**	List of Hostel Students/ Day scholars not mentioned
13	Student Attendance Reports	**ADM/13**	Attendance Reports of some semesters missing.
14	Disciplinary Actions	**ADM/14**	No records
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	Verified
16	Time Table and Work Load	**ACD/16**	Work Load to be attached
17	Syllabus	**ACD/17**	Verified
18	Admission	**ACD/18**	UG/PG(15-16) and (16-17) not prepared (lost in flood)
19	Students Nominal Roll	**ACD/19**	Final roll for dept calculations
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	15-16 and 16-17 PG files missing (lost in flood)
21	Department Diary	**ACD/21**	UG/PG ok, few entries missing.
22	Teaching Plan/Teachers diary	**ACD/22**	Few entries missing.
23	Class Diary	**ACD/23**	Few entries missing.
24	Open Courses	**ACD/24**	Verified
25	Add-on/ Short Term Courses (include Time Table and Syllabus also) NPTEL	**ACD/25**	NIL,4th sem 2students
26	Innovative Teaching / E-Resources Development	**ACD/26**	NIL
27	Library and book bank	**ACD/27**	No book bank,2018-19 new books purchased
28	Students Seminar	**ACD/28**	Full data available
29	Students Project	**ACD/29**	Verified

30	Industrial Visit/ Study Tours	**ACD/30**	Verified
31	On-The-Job Training/ Internships	**ACD/31**	No records
32	External Examination Register	**ACD/32**	Register book to be kept
33	Internal Examination Register	**ACD/33**	Register book to be kept
34	University Question Papers	**ACD/34**	Separate file for each semester should be kept.
35	Internal Exam Question Papers	**ACD/35**	Verified
36	Internal Examination Mark lists	**ACD/36**	Yearwise reports to be kept
37	Results and Result Analysis	**ACD/37**	Yearwise data needed.
38	Open House (Class PTA meetings)	**ACD/38**	Verified
39	Feedback on Curriculum	**ACD/39**	Record to be kept
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	Supporting documents not attached
41	Students Welfare/ Scholarship	**SPP/41**	Total number not given
42	Helen's House (Differently abled students)	**SPP/42**	No records
43	Grievance Redressal	**SPP/43**	No complaint recorded
44	Bridge Course	**SPP/44**	No records
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**	Total enrollment to be mentioned
48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	Proper records maintained
49	Career Guidance	**SPP/49**	Verified
50	Counselling/Premarital counselling	**SPP/50**	Supporting documents not attached
51	Class Tutorial	**SPP/51**	Verified
52	Alumni	**SPP/52**	Verified
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	No research projects
54	Seminars/Workshops	**RSR/54**	Verified
55	Books/Paper Publications	**RSR/55**	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	Yearwise list should be included
57	Consultancy/ MoU/ Collaborations	**RSR/57**	Some initiatives should be taken for Collaborations
58	Student Research Projects/Publications/Presentations	**RSR/58**	Dept shall promote the presentations from students I national/international conferences

59	Journals	**RSR/59**	List of Journals should be kept
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	APT talent search,NFT model examinations kept in career guidance.
61	Environmental Awareness Programmes	**EXT/61**	No records
62	Energy Conservation Programmes	**EXT/62**	Verified
63	Soft Skill Development Programmes	**EXT/63**	No records
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	File not found
65	Innovative activities	**EXT/65**	Verified
	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	No journals
67	Department Magazines	**MF/67**	No magazines
68	Special Events	**MF/68**	Verified

DEPARTMENT OF ZOOLOGY

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Format of action taken report to be changed
3	Department Council	**ADM/03**	Dept council meeting-Action plan and academic plan to be discussed and approved.
4	Faculty Profile	**ADM/04**	CV needs updation and copies of certificates to be attached
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Need modification. University and Dept level assignments to be added.
6	Monthly/ Annual Reports	**ADM/06**	Annual report, need some fine tuning
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book & List of Visitors	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Need modification
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Bills of purchase to be kept
12	Hostel Students/ Day scholars	**ADM/12**	Verified
13	Student Attendance Reports	**ADM/13**	Yearwise attendance reports to be maintained
14	Disciplinary Actions	**ADM/14**	Verified. Minor issues need not be shown as disciplinary actions.
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	Expand teacher initials.
16	Time Table and Work Load	**ACD/16**	Ther is ambiguity about Work Load
17	Syllabus	**ACD/17**	Verified
18	Admission	**ACD/18**	Verified

19	Students Nominal Roll	**ACD/19**	Order to be corrected
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	Verified -2015-18 mispalced.
21	Department Diary	**ACD/21**	2018-19 PG entries incomplete,16-17 missing
22	Teaching Plan/Teachers diary	**ACD/22**	Verified
23	Class Diary	**ACD/23**	Msc 2nd year(15-16)-incomplete Msc 1st year (18-19) class---??
24	Open Courses	**ACD/24**	Change order
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/25**	Verified
26	Innovative Teaching / E-Resources Development	**ACD/26**	File not found
27	Library and book bank	**ACD/27**	Around 200 books
28	Students Seminar	**ACD/28**	Fully documented
29	Students Project	**ACD/29**	Index not given
30	Industrial Visit/ Study Tours	**ACD/30**	Verified. Not proper
31	On-The-Job Training/ Internships	**ACD/31**	No records
32	External Examination Register	**ACD/32**	Register book to be kept
33	Internal Examination Register	**ACD/33**	Register book to be kept
34	University Question Papers	**ACD/34**	Verified
35	Internal Exam Question Papers	**ACD/35**	Semester wise data to be kept
36	Internal Examination Mark lists	**ACD/36**	Verified
37	Results and Result Analysis	**ACD/37**	Yearwise data to be kept
38	Open House (Class PTA meetings)	**ACD/38**	Verified
39	Feedback on Curriculum	**ACD/39**	Verified
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	Documentation not proper. Total number of students progressed and placed in year not mentioned. Supporting documents not attached
41	Students Welfare/ Scholarship	**SPP/41**	Not properly maintained
42	Helen's House (Differently abled students)	**SPP/42**	File not found
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**	Total students enrolled not mentioned

48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	Verified
49	Career Guidance	**SPP/49**	Incomplete
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**	If the project is completed UC to be kept.
54	Seminars/Workshops	**RSR/54**	Verified
55	Books/Paper Publications	**RSR/55**	Verified
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	List of invited lecturer,Paper presentation,conference attended to be kept
57	Consultancy/ MoU/ Collaborations	**RSR/57**	MoU/ Collaborations to be started
58	Student Research Projects/Publications/Presentations	**RSR/58**	No records found
59	Journals	**RSR/59**	List of journals to be kept
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	Extension Programmes to be started
61	Environmental Awareness Programmes	**EXT/61**	Verified
62	Energy Conservation Programmes	**EXT/62**	File not found
63	Soft Skill Development Programmes	**EXT/63**	File not found
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	Verified
65	Innovative activities	**EXT/65**	Innovation council-list of students to be maintained.
	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	File not found
67	Department Magazines	**MF/67**	File not found
68	Special Events	**MF/68**	Verified

DEPARTMENT OF PSYCHOLOGY

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	File not found
3	Department Council	**ADM/03**	Need modification
4	Faculty Profile	**ADM/04**	Faculty Profile not found.
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Need modification
6	Monthly/ Annual Reports	**ADM/06**	Annual Report not found

7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book & List of Visitors	**ADM/08**	Register book to be kept
9	Infrastructure Facilities	**ADM/09**	File not found
10	Assets Maintenance Register	**ADM/10**	File not found
11	Stock/ Purchase register	**ADM/11**	Not complete
12	Hostel Students/ Day scholars	**ADM/12**	Need modification
13	Student Attendance Reports	**ADM/13**	Attendance Reports of all semesters not found.
14	Disciplinary Actions	**ADM/14**	File not found
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	File not found
16	Time Table and Work Load	**ACD/16**	To be revised with correct format. Workload data not provided.
17	Syllabus	**ACD/17**	Verified
18	Admission	**ACD/18**	Order to be rearranged
19	Students Nominal Roll	**ACD/19**	Classify the batch
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	Verified
21	Department Diary	**ACD/21**	Incomplete
22	Teaching Plan/Teachers diary	**ACD/22**	Incomplete
23	Class Diary	**ACD/23**	Signature missing
24	Open Courses	**ACD/24**	Not completed
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/25**	File not found
26	Innovative Teaching / E-Resources Development	**ACD/26**	File not found
27	Library and book bank	**ACD/27**	Not proper
28	Students Seminar	**ACD/28**	No records found
29	Students Project	**ACD/29**	Verified
30	Industrial Visit/ Study Tours	**ACD/30**	Industrial Visit data available only for 2017-18 & 18-19
31	On-The-Job Training/ Internships	**ACD/31**	No records found
32	External Examination Register	**ACD/32**	Register book should be kept
33	Internal Examination Register	**ACD/33**	Register book should be kept
34	University Question Papers	**ACD/34**	Semester /paper wise file to be kept
35	Internal Exam Question Papers	**ACD/35**	Semester /paper wise file to be kept
36	Internal Examination Mark lists	**ACD/36**	Marklist of all sem not found
37	Results and Result Analysis	**ACD/37**	Result Analysis file not found
38	Open House (Class PTA meetings)	**ACD/38**	Verified

39	Feedback on Curriculum	**ACD/39**	No records found
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	Data not available for 15-16 & 16-17
41	Students Welfare/ Scholarship	**SPP/41**	File not found
42	Helen's House (Differently abled students)	**SPP/42**	File not found
43	Grievance Redressal	**SPP/43**	No Grievance was recorded
44	Bridge Course	**SPP/44**	Not completed
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**	Verified
48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	Not completed, no yearwise record
49	Career Guidance	**SPP/49**	Yearwise record not found
50	Counselling/Premarital counselling	**SPP/50**	Verified
51	Class Tutorial	**SPP/51**	File not found
52	Alumni	**SPP/52**	No separate record for Alumini (year wise)
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	File not found
54	Seminars/Workshops	**RSR/54**	Not updated
55	Books/Paper Publications	**RSR/55**	File not found
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	File not found
57	Consultancy/ MoU/ Collaborations	**RSR/57**	File not found
58	Student Research Projects/Publications/Presentations	**RSR/58**	File not found
59	Journals	**RSR/59**	File not found
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	File not found
61	Environmental Awareness Programmes	**EXT/61**	File not found
62	Energy Conservation Programmes	**EXT/62**	File not found
63	Soft Skill Development Programmes	**EXT/63**	File not found
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	Verified
65	Innovative activities	**EXT/65**	No records of innovative activities

	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	No journals for department
67	Department Magazines	**MF/67**	Special events not proper
68	Special Events	**MF/68**	Other files not yearwise

DEPARTMENT OF COMPUTER APPLICATION

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Action taken reports not found,Action plan----
3	Department Council	**ADM/03**	Signatures of Faculty members not found
4	Faculty Profile	**ADM/04**	Not updated
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	College level (dept level) assignments to be kept
6	Monthly/ Annual Reports	**ADM/06**	Annual Reports need modification
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book & List of Visitors	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	File Not found
10	Assets Maintenance Register	**ADM/10**	File Not found
11	Stock/ Purchase register	**ADM/11**	File Not found
12	Hostel Students/ Day scholars	**ADM/12**	Yearwise list to be kept
13	Student Attendance Reports	**ADM/13**	Yearwise Attendance Reports to be kept
14	Disciplinary Actions	**ADM/14**	File need modification,specifying the names of the student against whom action is taken.
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	Not prepared
16	Time Table and Work Load	**ACD/16**	Work Load Not prepared
17	Syllabus	**ACD/17**	Verified
18	Admission	**ACD/18**	File Not found
19	Students Nominal Roll	**ACD/19**	Nominal Roll to be corrected
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	Verified
21	Department Diary	**ACD/21**	Verified
22	Teaching Plan/Teachers diary	**ACD/22**	Teachers missing (18-19-2nos) (17-18-2Nos)
23	Class Diary	**ACD/23**	Tutor / HOD signature missing on 18-19
24	Open Courses	**ACD/24**	Incomplete to be rearranged yearwise
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/25**	File Not found
26	Innovative Teaching / E-Resources Development	**ACD/26**	File Not found

27	Library and book bank	**ACD/27**	List of books in dept missing
28	Students Seminar	**ACD/28**	Verified
29	Students Project	**ACD/29**	Verified –supporting documents are less
30	Industrial Visit/ Study Tours	**ACD/30**	No records
31	On-The-Job Training/ Internships	**ACD/31**	No records
32	External Examination Register	**ACD/32**	Register book shall be kept.
33	Internal Examination Register	**ACD/33**	Register book shall be kept.
34	University Question Papers	**ACD/34**	Separate file for each paper / semester
35	Internal Exam Question Papers	**ACD/35**	Separate file for each paper / semester
36	Internal Examination Mark lists	**ACD/36**	Yearwise reports to be kept
37	Results and Result Analysis	**ACD/37**	Yearwise Analysis not found
38	Open House (Class PTA meetings)	**ACD/38**	Verified
39	Feedback on Curriculum	**ACD/39**	File not found
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	No data of progression is available for 2013-16.Only placement Is recorded (15-16)
41	Students Welfare/ Scholarship	**SPP/41**	Only 4 students attended during 18-19
42	Helen's House (Differently abled students)	**SPP/42**	Verified
43	Grievance Redressal	**SPP/43**	File is not ready
44	Bridge Course	**SPP/44**	No record of evaluation of students
45	Remedial Coaching/SSP	**SPP/45**	No SSP
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	**SPP/46**	No file
47	Co curricular activities(ASAP/NSS/NCC, etc)	**SPP/47**	Only NSS (2018-19 =2)
48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	Not completed
49	Career Guidance	**SPP/49**	No file
50	Counselling/Premarital counselling	**SPP/50**	Not completed
51	Class Tutorial	**SPP/51**	Verified
52	Alumni	**SPP/52**	Verifie
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	File not found
54	Seminars/Workshops	**RSR/54**	File not found
55	Books/Paper Publications	**RSR/55**	File not found
56	Invited Lectures/ Paper Presentations/Participation in	**RSR/56**	File not found

	Seminars/Workshops		
57	Consultancy/ MoU/ Collaborations	**RSR/57**	MOU to be signed
58	Student Research Projects/Publications/Presentations	**RSR/58**	File not found
59	Journals	**RSR/59**	File not found
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	Dept should start the student techie programme
61	Environmental Awareness Programmes	**EXT/61**	File not found
62	Energy Conservation Programmes	**EXT/62**	File not found
63	Soft Skill Development Programmes	**EXT/63**	File not found
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	Participated in UBA. Records not properly kept
65	Innovative activities	**EXT/65**	File related to activities of students in IIC to be kept
	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 OPTOMETRY

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Action taken report to be in proper format
3	Department Council	**ADM/03**	Need modification
4	Faculty Profile	**ADM/04**	Separate file for each faculty member
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Need modification
6	Monthly/ Annual Reports	**ADM/06**	Not found
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book & List of Visitors	**ADM/08**	Book shall be kept
9	Infrastructure Facilities	**ADM/09**	No records
10	Assets Maintenance Register	**ADM/10**	No records
11	Stock/ Purchase register	**ADM/11**	No records
12	Hostel Students/ Day scholars	**ADM/12**	Need modification
13	Student Attendance Reports	**ADM/13**	Verified
14	Disciplinary Actions	**ADM/14**	Only major disciplinary actions to be recorded
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	To be revised
16	Time Table and Work Load	**ACD/16**	To be revised

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**	Verified
21	Department Diary	**ACD/21**	Entry to be corrected
22	Teaching Plan/Teachers diary	**ACD/22**	Verified
23	Class Diary	**ACD/23**	Verified
24	Open Courses	**ACD/24**	File Not found
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/25**	File Not found
26	Innovative Teaching / E-Resources Development	**ACD/26**	File Not found
27	Library and book bank	**ACD/27**	Enter into book register
28	Students Seminar	**ACD/28**	Verified
29	Students Project	**ACD/29**	File Not found
30	Industrial Visit/ Study Tours	**ACD/30**	File Not found
31	On-The-Job Training/ Internships	**ACD/31**	Verified
32	External Examination Register	**ACD/32**	File Not found
33	Internal Examination Register	**ACD/33**	Verified –Keep as a register
34	University Question Papers	**ACD/34**	File Not found
35	Internal Exam Question Papers	**ACD/35**	Verified
36	Internal Examination Mark lists	**ACD/36**	Verified. Only dept Subjects needed
37	Results and Result Analysis	**ACD/37**	File Not found
38	Open House (Class PTA meetings)	**ACD/38**	Verified
39	Feedback on Curriculum	**ACD/39**	File Not found
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	File Not found
41	Students Welfare/ Scholarship	**SPP/41**	File Not found
42	Helen's House (Differently abled students)	**SPP/42**	File Not found
43	Grievance Redressal	**SPP/43**	Verified
44	Bridge Course	**SPP/44**	Verified
45	Remedial Coaching/SSP	**SPP/45**	File Not found
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	**SPP/46**	File Not found
47	Co curricular	**SPP/47**	File Not found

	activity(ASAP/NSS/NCC, etc)		
48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	Improvement Required
49	Career Guidance	**SPP/49**	File Not found
50	Counselling/Premarital counselling	**SPP/50**	File Not found
51	Class Tutorial	**SPP/51**	File Not found
52	Alumni	**SPP/52**	File Not found
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	File Not found
54	Seminars/Workshops	**RSR/54**	File Not found
55	Books/Paper Publications	**RSR/55**	File Not found
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	File Not found
57	Consultancy/ MoU/ Collaborations	**RSR/57**	File Not found
58	Student Research Projects/Publications/Presentations	**RSR/58**	File Not found
59	Journals	**RSR/59**	File Not found
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	File Not found
61	Environmental Awareness Programmes	**EXT/61**	File Not found
62	Energy Conservation Programmes	**EXT/62**	File Not found
63	Soft Skill Development Programmes	**EXT/63**	File Not found
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	Verified
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 RETAIL MANAGEMENT

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Action Plan/ Action taken reports should be in proper format. ATR should be prepared in tabular form as per the proforma.
3	Department Council	**ADM/03**	Need modification

4	Faculty Profile	**ADM/04**	Separate file for each faculty to be kept
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	File need modification
6	Monthly/ Annual Reports	**ADM/06**	Reports not kept
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book & List of Visitors	**ADM/08**	Book should be kept
9	Infrastructure Facilities	**ADM/09**	File not found
10	Assets Maintenance Register	**ADM/10**	File not found
11	Stock/ Purchase register	**ADM/11**	File not found
12	Hostel Students/ Day scholars	**ADM/12**	Need modification,Class should be mentioned
13	Student Attendance Reports	**ADM/13**	Verified
14	Disciplinary Actions	**ADM/14**	Major disciplinary actions only be recorded
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	To be revised
16	Time Table and Work Load	**ACD/16**	To be corrected
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**	Verified
21	Department Diary	**ACD/21**	Verified
22	Teaching Plan/Teachers diary	**ACD/22**	Verified
23	Class Diary	**ACD/23**	Verified
24	Open Courses	**ACD/24**	No records
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/25**	No records
26	Innovative Teaching / E-Resources Development	**ACD/26**	No records
27	Library and book bank	**ACD/27**	No records
28	Students Seminar	**ACD/28**	Verified
29	Students Project	**ACD/29**	Verified
30	Industrial Visit/ Study Tours	**ACD/30**	Verified
31	On-The-Job Training/ Internships	**ACD/31**	Verified
32	External Examination Register	**ACD/32**	Register book shall be kept
33	Internal Examination Register	**ACD/33**	Register book shall be kept
34	University Question Papers	**ACD/34**	NA
35	Internal Exam Question Papers	**ACD/35**	
36	Internal Examination Mark lists	**ACD/36**	NA

37	Results and Result Analysis	**ACD/37**	NA
38	Open House (Class PTA meetings)	**ACD/38**	Verified
39	Feedback on Curriculum	**ACD/39**	NA
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	No records
41	Students Welfare/ Scholarship	**SPP/41**	No records
42	Helen's House (Differently abled students)	**SPP/42**	No records
43	Grievance Redressal	**SPP/43**	Verified
44	Bridge Course	**SPP/44**	Verified
45	Remedial Coaching/SSP	**SPP/45**	No records
46	Coaching for Advanced Learners(WWS/FOCUS/TRANSIT)	**SPP/46**	No records
47	Co curricular activities(ASAP/NSS/NCC, etc)	**SPP/47**	No records
48	Extracurricular activities (Cultural/Sports/Literary etc)	**SPP/48**	No records
49	Career Guidance	**SPP/49**	No records
50	Counselling/Premarital counselling	**SPP/50**	No records
51	Class Tutorial	**SPP/51**	No records
52	Alumni	**SPP/52**	No records
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	No records
54	Seminars/Workshops	**RSR/54**	Seminar proceedings / expenditure statements to be provided
55	Books/Paper Publications	**RSR/55**	No records
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	Venue of the conference to be mentioned.
57	Consultancy/ MoU/ Collaborations	**RSR/57**	No records
58	Student Research Projects/Publications/Presentations	**RSR/58**	No records
59	Journals	**RSR/59**	No records
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	No records
61	Environmental Awareness Programmes	**EXT/61**	No records
62	Energy Conservation Programmes	**EXT/62**	No records
63	Soft Skill Development Programmes	**EXT/63**	No records

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

DEPARTMENT OF ORIENTAL LANGUAGES

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Action plan/report to be kept yearwise
3	Department Council	**ADM/03**	No records.
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Department/ College/ University level assignments shall be kept in tabular form. Supporting documents for university level assignments shall be kept.
6	Monthly/ Annual Reports	**ADM/06**	Verified.
7	Faculty Self Appraisal	**ADM/07**	Self appraisal of Dr.Renu (2017-18) not found
8	Visitor's Book & List of Visitors	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Room size to be indicated
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	NA
12	Hostel Students/ Day scholars	**ADM/12**	NA
13	Student Attendance Reports	**ADM/13**	NA
14	Disciplinary Actions	**ADM/14**	NA
	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	File not found
16	Time Table and Work Load	**ACD/16**	Split up not provided
17	Syllabus	**ACD/17**	Verified
18	Admission	**ACD/18**	NA
19	Students Nominal Roll	**ACD/19**	List of student's studying each language to be kept.
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	NA
21	Department Diary	**ACD/21**	NA
22	Teaching Plan/Teachers diary	**ACD/22**	15-16,17-18,18-19,list in flood missing
23	Class Diary	**ACD/23**	NA

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**	File not found
27	Library and book bank	**ACD/27**	Separate issue register to be kept
28	Students Seminar	**ACD/28**	File not found
29	Students Project	**ACD/29**	NA
30	Industrial Visit/ Study Tours	**ACD/30**	NA
31	On-The-Job Training/ Internships	**ACD/31**	NA
32	External Examination Register	**ACD/32**	NA
33	Internal Examination Register	**ACD/33**	NA
34	University Question Papers	**ACD/34**	Verified
35	Internal Exam Question Papers	**ACD/35**	Verified
36	Internal Examination Mark lists	**ACD/36**	File not found
37	Results and Result Analysis	**ACD/37**	NA
38	Open House (Class PTA meetings)	**ACD/38**	NA
39	Feedback on Curriculum	**ACD/39**	NA
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	NA
41	Students Welfare/ Scholarship	**SPP/41**	NA
42	Helen's House (Differently abled students)	**SPP/42**	NA
43	Grievance Redressal	**SPP/43**	NA
44	Bridge Course	**SPP/44**	NA
45	Remedial Coaching/SSP	**SPP/45**	NA
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**	NA
49	Career Guidance	**SPP/49**	NA
50	Counselling/Premarital counselling	**SPP/50**	NA
51	Class Tutorial	**SPP/51**	NA
52	Alumni	**SPP/52**	NA
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	No records

54	Seminars/Workshops	**RSR/54**	No records
55	Books/Paper Publications	**RSR/55**	Yearwise list along with copies
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	No records
57	Consultancy/ MoU/ Collaborations	**RSR/57**	No records
58	Student Research Projects/Publications/Presentations	**RSR/58**	No records
59	Journals	**RSR/59**	List of journals to be kept
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	No records
61	Environmental Awareness Programmes	**EXT/61**	NA
62	Energy Conservation Programmes	**EXT/62**	NA
63	Soft Skill Development Programmes	**EXT/63**	NA
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	NA
65	Innovative activities	**EXT/65**	NA
	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	No records
67	Department Magazines	**MF/67**	No records
68	Special Events	**MF/68**	Verified

DEPARTMENT OF PHYSICAL EDUCATION

	ADMINISTRATION (ADM)	**File No**	**Remarks**
1	Department Profile	**ADM/01**	NA
2	Action Plan/ Action taken reports	**ADM/02**	Action taken report not found
3	Department Council	**ADM/03**	NA
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	College level assignment not found
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Not Complete
8	Visitor's Book & List of Visitors	**ADM/08**	No records
9	Infrastructure Facilities	**ADM/09**	List of sport infrastructure not found
10	Assets Maintenance Register	**ADM/10**	Log book to be kept for Multi Gym
11	Stock/ Purchase register	**ADM/11**	Purchase register not found
12	Hostel Students/ Day scholars	**ADM/12**	List of hostel students not found
13	Student Attendance Reports	**ADM/13**	Attendance system to be started for players.
14	Disciplinary Actions	**ADM/14**	NA

	ACADEMIC(ACD)		
15	Academic Plan	**ACD/15**	NA
16	Time Table and Work Load	**ACD/16**	NA
17	Syllabus	**ACD/17**	Syllabus of open course to be kept
18	Admission	**ACD/18**	Admission data not found. List of students enrolled in various programmes under sports quota in each year. Input /output analysis to be made
19	Students Nominal Roll	**ACD/19**	NA
20	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/20**	NA
21	Department Diary	**ACD/21**	NA
22	Teaching Plan/Teachers diary	**ACD/22**	NA
23	Class Diary	**ACD/23**	NA
24	Open Courses	**ACD/24**	Physical activity,health & wellness
25	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/25**	NA
26	Innovative Teaching / E-Resources Development	**ACD/26**	NA
27	Library and book bank	**ACD/27**	NA
28	Students Seminar	**ACD/28**	NA
29	Students Project	**ACD/29**	NA
30	Industrial Visit/ Study Tours	**ACD/30**	NA
31	On-The-Job Training/ Internships	**ACD/31**	NA
32	External Examination Register	**ACD/32**	NA
33	Internal Examination Register	**ACD/33**	NA
34	University Question Papers	**ACD/34**	NA
35	Internal Exam Question Papers	**ACD/35**	NA
36	Internal Examination Mark lists	**ACD/36**	NA
37	Results and Result Analysis	**ACD/37**	NA
38	Open House (Class PTA meetings)	**ACD/38**	NA
39	Feedback on Curriculum	**ACD/39**	NA
	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
40	Student Progression & Placement	**SPP/40**	Achievements of students not properly recorded. Copy of certificates of merit should be kept yearwise. Documentation poor.
41	Students Welfare/ Scholarship	**SPP/41**	NA

42	Helen's House (Differently abled students)	**SPP/42**	NA
43	Grievance Redressal	**SPP/43**	NA
44	Bridge Course	**SPP/44**	NA
45	Remedial Coaching/SSP	**SPP/45**	NA
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**	Records of annual sports meet not found
49	Career Guidance	**SPP/49**	NA
50	Counselling/Premarital counselling	**SPP/50**	NA
51	Class Tutorial	**SPP/51**	NA
52	Alumni	**SPP/52**	NA
	RESEARCH (RSR)		
53	Teachers Research Projects	**RSR/53**	No records
54	Seminars/Workshops	**RSR/54**	No records
55	Books/Paper Publications	**RSR/55**	No records
56	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/56**	Verified. List to be maintained.
57	Consultancy/ MoU/ Collaborations	**RSR/57**	No records
58	Student Research Projects/Publications/Presentations	**RSR/58**	No records
59	Journals	**RSR/59**	No records
	EXTENSION/INNOVATIONS (EXT)		
60	Extension Programmes	**EXT/60**	No records
61	Environmental Awareness Programmes	**EXT/61**	No records
62	Energy Conservation Programmes	**EXT/62**	No records
63	Soft Skill Development Programmes	**EXT/63**	No records
64	Swachh Bharat/Unnat Bharat Abhiyan	**EXT/64**	No records
65	Innovative activities	**EXT/65**	No records
	MISCALANEOUS (MSL)		
66	Department Journals	**MSL/66**	No records
67	Department Magazines	**MF/67**	No records
68	Special Events	**MF/68**	No records

RECOMMENDATIONS FOR TEACHER AWARDS

Sl No	Name of the Faculty member	Award
1	**Muneera K** **Asst. Professor** **Department of Mathematics**	**Best Teacher** Based on the evaluation of teachers by students
2	**Rukkiya K M** **Head,** **Department of Chemistry**	**Institutional and corporate responsibility.** In addition to her duty as the head of the postgraduate department of Chemistry, she served the institution as the nodal officer of admission and the secretary of PTA. She was the Chairperson of centralized valuation camps of University and the Chairperson of Board of examiners of Practical examination.
3	**Minshiya P** **Asst. Professor** **Department of Chemistry**	**Institutional and social responsibility**. She organised many activities as the Programme Officer of NSS. Under the project *Geham*, she played a lead role in the construction of home for the family of a mentally retarded person. As the coordinator of Anti narcotic club, she lead many campaigns against drug.
4	**Krishnaprabha K S** **Head,Department of Zoology**	**Institutional and social responsibility.** In addition to her duty as the head of the postgraduate department of Zoology, she served as the coordinator of Green Campus Initiatives and organized many environmental awareness programmes. She did an active role in the post flood survey conducted by Kerala State Biodiversity Board.
5	**Dr Santhosh Babu PC** **Head, Department of Commerce**	**Institutional and corporate responsibility** In addition to his duty as the head of the postgraduate department of Commerce, he served the institution as controller of University examinations
6	**Sini VT** **Asst. Professor** **Department of Commerce**	**Institutional responsibility.** She contributed creatively in all the academic activities of the Department. She played the key role in the salary service matters of Adhoc faculty members of the college