Internal Academic Auditing
2021-22

Quality Assessment Report and Recommendations of Core Committee

INTERNAL QUALITY ASSURANCE CELL

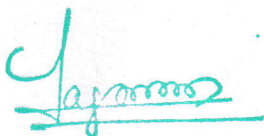# M E S KALLADI COLLEGE MANNARKKAD
NAAC Accredited with 'A⁺' Grade
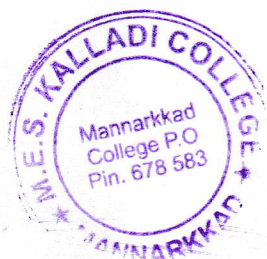**www.meskc.ac.in**

Preface

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted from 07-06-22 to 10-06-22. A core committee was constituted by the Principal for the academic audit to verify the quality and transparency of documentation. The core committee comprised of Dr. Haseena V A (Principal-Chairman), Dr. Azhar A (IQAC Coordinator-Member Secretary), Dr Sareena K (IQAC Joint Coordinator-Member), Dr. Sajna A (IQAC Joint Coordinator-Memeber) and representative from IQAC was also part of the peer team for internal audit.

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 2021-22. The contribution of each department towards various aspects of quality enhancement of the institution was also analyzed. 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. Those departments which came into existence in less than five years were not considered for performance assessment even though internal auditing was conducted.

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. Haseena V A
Principal

Dr. Azhar A
IQAC Coordinator

Contents

Sl No	Content	Page No
1	Internal Auditing Schedule	4
3	Quality Assessment report	7
7	Verification of quality of documentation	16

Internal Auditing Schedule

Date	Time	Department	IQAC Representatives
07/06/2022	1.30-2.15	Chemistry	Dr Juliya A P
	2.15-3.00	Islamic History	Dr Sreenivasan k p
	3.00-3.45	Physics	Dr Sreenivasan k p
	3.45-4.30	Food Technology	Dr Job Sabu Dr Sainul Abidin k
08/06/2022	1.30-2.15	Commerce(aided)	Dr Junais P
	2.15-2.45 2.45-3.15	Forensic Science Psychology	Dr Girish K P Dr Sainul Abidin k
	3.15-4.00	Botany	Manju R V
	4.00-4.45	Mathematics	Dr Junais P
09/06/2022	9.30-10.15	English	Manju R V
	10.15-11.00	Commerce self	Sajna A
	11.00-11.45	Economics	Sajna A
	1.30-2.15	Computer science	Dr Juliya A P Dr Sainul Abidin
	2.15-3.00	Mass Communication	Dr Renjini Dr Sainul Abidin
10/06/2022	9.30-10.15	B.voc Programmes	Dr Renjini Dr Sainul Abidin
	10.15-11.00	History	Sajna A

QUALITY ASSESSMENT REPORT

Department of Chemistry

Being a research department, members of faculty has published 7 research papers and in various journals of international repute. In the year 21-22, Dr. Mohammed Musthafa. T.N submitted Science Research Scheme project to KSCSTE as Principal Investigator titled Eco-Friendly Multicomponent Synthesis, Characterization, Biological Evaluation, DFT And Molecular Docking Studies Of Noval Isatin Derived Imidazoles, A Chemical, Computational And Microbiological Approach - 30 Lakhs Major Research Project. Dr. Sreenivasan. KP and Dr. Mohammed Musthafa. T.N obtained KSCSTE Student Research Projects.The department has signed five MOUs with different academic institutions and industry and six research collaboration including King abdul Aziz University, Saudi Arabia and Tokyo Institute of Technology, Japan.As a part of their innovation programme the department has organized **CHEMSANZ-2021**. It include the Preparation of high quality soaps, detergents, floor cleaning liquids, dish wash etc by using easily available lab chemicals through the students and marketing the product

The other activities of the department are as follows:

1. Organized World Environment Day Celebrations 2021 "Restoration of western Ghats, Issues & Challenges" on 10/06/2021 at 11.00 am. Resource person- Dr. Jain J Therattil, Assistant Professor, Department of Zoology, St. Aloysius College, Thrissur-Coordinator- Dr. Sreenivasan. KP.

2. Organized an International webinar on "Cholesteric liquid crystal Elastomers" on 03/07/21- Resource person- Dr. Rijeesh Kizhakkidathazhath, Post Doctoral Fellow, Physics & Material Research Unit, University of Luxembourg. Coordinator- Ms. Nusrath. P.

3. Organized an International webinar on "RESEARCH METHODOLOGY CHEMISTRY" on 03/07/21- Resource person- Dr. Rijeesh Kizhakkidathazhath, Post-Doctoral Fellow, Physics & Material Research Unit, University of Luxembourg. Coordinator- Ms. Nusrath. P

4. Organized Chemistry Alumni Meeting on 02-08-2022. Former Education Minister Prof. Raveendranath has inaugurated the programme.

5. Organized an International webinar on "Introduction to Nanotechnology and Electro deposition of Transition Metal Dichalcogenides" on 07/08/21- .Organized by Research

& Post Graduate Department of Chemistry MES Kalladi College, Mannarkkad (Resource Person-Dr. Shibin Thomas, University of Southampton, United Kingdom.

6. Organized an International webinar on "Optical control of Neuronal Ion Channels and Receptors" on 18/09/21- .Organized by Research & Post Graduate Department of Chemistry MES Kalladi College, Mannarkkad (Resource Person-Dr. Anees Palavuravan, Department of Chemistry, University of Chicago, Chicago USA.

7. Organized an International webinar on "Research Methodology in Chemical Sciences" on 18/09/21- .Organized by Research & Post Graduate Department of Chemistry MES Kalladi College, Mannarkkad (Resource Person-Dr. Anees Palavuravan, Department of Chemistry, University of Chicago, Chicago USA.

8. Organized National Science Day Celebrations- Andro Siansa- Integrated Approach in Science and Technology for a sustainable Future -2022 on 28/02/22- by Research & Post Graduate Department of Chemistry MES Kalladi College, Mannarkkad .

9. Organized Career Guidance and Counselling Class by Mr. K. Rajan, Director, Professors Academy of Engineering Olavakkod on 09-03-2022 by Research & Post Graduate Department of Chemistry MES Kalladi College, Mannarkkad

10. Organized Get Together of Chem Gems on 15/03/22- by Research & Post Graduate Department of Chemistry MES Kalladi College, Mannarkkad

11. Organized Scientia Magicae- Science Exhibition 2022 on 22/03/22- by Research & Post Graduate Department of Chemistry MES Kalladi College, Mannarkkad

12. Organized Webinar on Introduction to Intellectual Property Rights by Dr. Basil B Mathew, Assistant Professor & HoD of Political Science, St. Peters College, Kolenchery on 24/03/22- by Research & Post Graduate Department of Chemistry, MES Kalladi College, Mannarkkad

13. Organized Interaction with an Entrepreneur (ED programme) by Mr.K.T. M Abdussalam, Chairman & Managing Director of KTB-SAFA Group of companies on 26-03-22 by Research & Post Graduate Department of Chemistry, MES Kalladi College, Mannarkkad

Specific Recommendations

Department has to encourage students seminar in all the subjects

More number of teachers apply for Research project with external funding

Proper orientation on higher education and placement possibilities are to be given to

students

Increase the number of Phd students

Increase the MOU/ Linkage with industries and leading Academic Institutions

Courses focus on Skill development is to be given to the students

Department of Commerce (Aided)

Department of Commerce also contributed their part in the quality enhancement process of college.one of the student from the department obtained Chief Ministers Merit Scholarship of 1lakh.department has conducted Awareness programs to Kudumbasree members on Mobile banking & Basics of Accounting & Book Keeping

The other activities of the department are as follows:

1. Organised a National Webinar on BSE -Capital Market(Resource Person: Dr. Pankaj Mathkar, Lotus Knowl wealth, Mumbai)

2. Conducted a best manager event In association with GIMS- Cochin

3. Conducted a training programme on Leadership &Capacity Building(Resource Person: Mr. Sivakumar)

4. Organised a workshop on SPSS- (Resource Person: Nabeel Muhammed)

5. Organized a seminar on Career opportunities in Advertising- (Resource Person: Fawaz Abdul Raheem)

6. An invited talk was conducted on GST(Resource Person: Rahul MS, Transparent Academy, Palakkad)

Specific Recommendations

Funded research projects are to be encouraged

Number of publication by the faculty are to be increased

Innovative extension are to be encouraged

MOU/ Linkage with industries and leading Academic Institutions to be encouraged

Environment awareness programme are to be arranged

Department of English

Department of English has conducted a National Seminar on The Metaphysics of Terror: Literary, Political and Cultural Imaginings on 14th July 2021.Moreover, the department has conducted one day National Seminar on Reading Day on 19/06/2021.A research methodology workshop also conducted to inculcate the research culture among the students. A manuscript magazine named SPLASH published in connection with the Literary Fest on 25/03/2022

The other activities of the department are as follows:

1. Conducted a Certificate Course Titled "Critical Thinking And Accuracy In Professioal Writing" with an intake of 30 students.

2. Orientation Programme on Research Ethics and Intellectual Property Rights on28/03/2022

3. One Day Workshop on Research Methodology on 05/03/2022

4. Conducted an Interaction with an entrepreneur on 26/03/2022

5. Conducted a talk on Gender and Performing Arts on 31/03/2022

Specific Recommendations

An MOU with a significant activity are to be encouraged

Teachers research project are to be encouraged

 Recommended hold a career guidance programme for the student

Organize environmental awareness programme for the students

Increase the journal publication

Department of Physics

Department of physics has done their quality documentation process in a very systematic manner. The department designed and constructed an automatic sanitiser dispenser under the leader ship of mechanic and M.sc lab assistant Mr.fayiz A.P and handed over to the college office. Department has conducted National Webinar on Research methodology on 26/03/24.

The other activities of the department are as follows:

1. A webinar on Intellectual property rights on19/03/2022
2. Career guidance session on Computer Science after B.Sc Physics on 26/03/2022
3. National Science day celebration- Documentary exhibition on 28/02/2022
4. Women's day programme – seminar on legal strength of women on 8/03/2021
5. Career guidance programme in association with Avodha on 30/03/22

Specific Recommendations

Industrial/academic institution visit are to be organised

An on the job training can be organised by the department

A career guidance progrramme are be conducted

NET/JAM coaching to be provided by the department

Encourage publication by faculty members

MOU needs to be created with industry and other academic institutions

Department of Botany

Department of botany has done a very good Contribution in the improvement of quality process of the college. Department has engaged in the various distinct process such as Farming, home gardening, pisciculture, Taxonomic survey, Flora identification and Survey, and Seed ball preparation. The department has prepared an Online flip book titled 'Butterflies around us'. The department has donated seed balls to Mannarkkad Municipality for the purpose of afforestation and conservation of rare and endangered forest and local tree varieties. Moreover, the department has assisted in identifying and labeling the flora of MES Engineering college,Kuttipuram. Department of Botany has offered Certificate course on Mushroom cultivation

The other activities of the department are as follows:

1. Conducted Environment Day Celebration – Organized Puzzle competition, Vedio making and Online Quiz on 5th June 2021.Live Green'– Screening of a video prepared by the students on the occasion of World Environment day . The World Environment Day special program was conducted through Google Meet. The club members had prepared and screened a video consisting of the photographs and quotes made by them.

2. National level Speech Competition on 'Project Tiger' - In connection with International Tiger Day.

3. Panel Discussion on 'Ozone Depletion'- In connection with World Ozone Day

4. Conducted Intercollegiate Speech Competition on the topic "Project Tiger - Success or Failure?" as part of International Tiger Day on 29/07/2021.

5. A Poster making competition on "Forests and livelihoods: Sustaining people and planet" was conducted in connection with Wild Life Week observations 2021.

6. A Wildlife photography competition and a Wildlife Puzzle Competition was conducted in connection with Wildlife Week observations was conducted in connection with Wildlife Week observations 2021.

7. SPLASH' - Face painting competition was conducted in Connection with Wildlife Week Observation

8. In connection with Wildlife week observation Second BSc Botany students prepared a Flip book -'Butterflies around us' and published on 08-10-2021 and the programme was inaugurated by Pro.A.M Shihab, Principal, MES Kalladi College, Mannarkkad.

9. A quiz competit ion on the occasion of National Bird Watching Day was conducted on 12th November 2021. 14 students from various departments participated in the competition. Muhammed Basim, 3rd year BSc. Chemistry student won the 1st prize and was awarded a cash prize of Rs.500/-.

10. An exhibition was conducted in the open auditorium in association with World Wetland Day.

11. Interstellar, a Sci-Fi movie was screened in connection with National Science Day. It inspired the students to stay in science and do great research.

Specific Recommendations

Encourage Teachers Research Project

Organize more number of skill developments Programme

Publication of PG project is recommended

Increase number of MOU

Department of Arabic and Islamic History

Department of Arabic and Islamic history has organized different academic programmes to enrich the academic quality in the college. Conducted a National Seminar on 'Mannarkkad in the Freedom Struggle'in association with 'Mahakavi Moinkutty Vaidyar mappila Kala Academy', Government of Kerala.on 07/10/2021.Department also organized a Book launch programme on Freedom Fighter Kumaraputhur Seethikoya Thangal's biography in collaboration with the local public and Kumaramputhoor Gramapanchayath. As a part of the world Arabic day, the department has organised a seminar on Arabic Languages on 23/12/21.

The other activities of the department are as follows:

1. Conducted Constitution Day Celebration in collaboration with NCC Naval Wing, MESKC on 26th November. Dr. Jabir TK, Faculty, School of International Relations & Politics, Mahatma Gandhi University, Kottayam delivered the lecture on "*Revisiting the Indian Constitution*".

2. Conducted Alumni meeting of different batches (2013 batch held on May 2021, 2015 batch held in October2021 and common department Alumni Meet was conducted on 9th January 2022.

3. A Programme Conducted on the Topic Prime Time with Alumni by T Mohammed Yakoob- Civil Poloce officer DHQ Palakkad .

4. conducted the entrepreneur Programme on 30-03-2022 at seminar hall

5. IPR Programme conducted on the topic of Research Ethics & IPR

6. conducted a webinar on the scope of Arabic and foreign languages

Specific Recommendations

Recommended hold a career guidance programme for the student

An MOU with a significant activity are to be encouraged

Teachers research project are to be encouraged

Organize environmental awareness programme for the students

Increase number Extension Programmes

Department of Economics

Department has arranged their document in the proper manner. Faculty members of the department have produced good number of journal publication. 3 The PG Department of Economics, MES Kalladi College, Mannarkkad, organized a webinar on the topic "FEMININE PSYCHOLOGY" on 12/03/2022 in connection with international women's day.

The other activities of the department are as follows:

1. The PG Department of Economics, MES Kalladi College, Mannarkkad, organized a WEBINAR on the topic "FUNDAMENTALS OF SOCIAL SCIENCE RESEARCH" on 07/01/2022 Dr. SMITHA P, Assistant Professor, Department of Economics, Govt. College Chittur handled the Session.

2. The PG Department of Economics, MES Kalladi College, Mannarkkad, organised a WEBINAR on the topic "AN INTRODUCTION TO DATA ANALYSIS USING SPSS" on 10/09/2021 Dr. JINS VARKEY, Assistant Professor, Department of Economics, St.ALOYSIUS COLLEGE THRISSUR handled the Session.

3. The PG Department of Economics, MES Kalladi College, Mannarkkad, organized a pencil drawing

competition on the topic "women and environment" on 04/03/2022 in connection with international women's day

4. The PG Department of Economics, MES Kalladi College, Mannarkkad, conducted a survey on the topic "Problems and Issues of College Female Students: A Study of MES Kalladi College Mannarkkad".

5. conducted on the topic of 'Introduction to Intellectual Property Rights `on 14th March 2022,presented by Dr Jabir, Faculty, School of International Relations, MG University, Kottayam.

6.conducted a programme on the topic of 'Key Ideas to Intellectual Property Rights 'on 25th March 2022 presented by Noorjahan. KK, Assistant professor, Department of political science, MES Kalladi College, Mannarkad.

7. The PG Department of Economics, MES Kalladi College, Mannarkkad, organized a WEBINAR on the topic "MEET THE ENTREPRENURSHIP" on 25/03/2022 Dr. NOOR MUHAMMED, Managing Director, Kalliyath Steels.

Specific Recommendations

Placement drive for the economics students are recommended

Encourage the Teachers to apply for research project

Organize more number of skill development programme

Arrange career guidance programme for students

Department of History

Department of history maintained their records in a proper manner and considered to be one of the main research contra in tribal research. Department has an MOU with PSMO college Thirurangadi. Department has submitted the -Research Proposal submitted to KCHR,Thiruvananthapuram on 22/01/2021one of the students from the department Jishna K got gold medel in International Level.

Specific Recommendations

Encourage the Teachers to apply for research project

Organize more number of skill development programme

Arrange career guidance programme for students

Placement oriented certificate courses are suggested

Department of Mathematics

Department of mathematics has maintained their files in a proper manner. It has contributed the quality enhancement process of the College. Department has conducted webinar on Singular value decomposition conducted by department of mathematics on 31/07/21 resource person Prof. Santhosh George , Department of MACS, NIT, Katnataka.

The other activities of the department are as follows:

1. Webinar on Mathematics Behind Google Search conducted by department of mathematics on 11/09/21, resource person Dr.Indulal G, Associate Professor, St.Aloysius College, Edathua.

2. Department of Mathematics and Department of Chemistry jointly organized seminar on Career Guidance and Counselling handled by Mr.K.Rajan, director, Professors Academy of Engineering, Olavakkode on 9/03/22.

3. Seminar on "Introduction to Entrepreneurship" by Dr. Sainul Abidin K, Assistant Professor in Deapartment of Physics, MES Kalladi College on 24/03/22.

4. National webinar on "Gender Equality and Human values" by Nima R, ICTC Counsellor, taluk hospital, Ottappalam on 24/3/22.

Specific Recommendations

Increase the number research publication

Organize more number of skill development programme

Arrange career guidance programme for students

Placement oriented certificate courses are suggested

Suggested to apply for research Centre in Mathematics

Department of Commerce (Self)

Department wise file documentation has done in a proper way. Department has organized various seminar and webinars related to IPR Research Methodology and Entrepreneurship. Department has organized webinar on Cooperative Education 0n 15/11/2021. Conducted a National Webinar on RESEARCH METHODOLOGY By Muhammed Aslam- Moulana Azad University, Hederabad on 09/08/2021

The other activities of the department are as follows:

1. National Webinar on Roll in IPR in the Digital Era By Raveendran - Assistant Professor PG department of Commerce Tirupur, Tamilnad on 29/09/2021

2. Cooperative Week Celebration in Association with MES Asmabi College

Vemballur15/11/2021- 19/11/2021

3. Webinar on Cooperative Education By Sidhik Akbar- Special grade senior Cooperative Auditor, Perinthalmanna 15/11/2021

4. International webinar on Capital Market Awareness By Pankaj Mathkar in Association with Bombay Stock Exchange 27/11/2021

5. Career development Program provided by Mr. Shabeer Ali - Innovative Learning Academy , Perinthalmanna22/03/2022

6. A Seminar on Democracy and Gender Equity by Amrutha - HoD , Dept. of Mass Communication and Journalism , MES KC Mannarkkad11/03/2022

Specific Recommendations

Increase the number of meet the entrepreneur Programme

Organize more number of skill development programme

Arrange career guidance programme for students

Placement oriented certificate courses are suggested

Increase the number capitalMarket oriented certificate programme

Department of Computer Science

Department of Computer science has done their documentation process in the correct manner. Department has organized Tech Talk-A virtual knowledge Development Program for Fresher's on 03/07/2021.A workshop conducted on Upskill Yourself for the Challenging World on 30/09/2021.The students of the department has developed various apps such as 'Dream home', 'Smart Shop', 'Safe Kerala' as part of their project work.

The other activities of the department are as follows:
1. Organized a seminar on Getting Role in IT Field on 31/05/2021
2. conducted a seminar on Software Development and its Trends on 24/07/2021
3. conducted a seminar on Importance of Academic Projects on 09/08/2021
4. conducted a seminar on Upskill Yourself for the Challenging World on 30/09/2021
5. conducted a seminar Take a look inside the Enigmatic Cyber world on 01/12/2021

Specific Recommendations

Promote the Student project into a successful commercial application

Encourage the student to develop new innovative ideas

Increase the number of skill development programme

Arrange career guidance programme for students

Placement oriented certificate courses are suggested

Department of Mass Communication

Department has documented their files in proper format. A media fest was organised by the department called '**LA LIBERETE'** on 15 March 2022.A manuscript magazine named '**GAZALI'**was prepared by the students of the department. Moreover, it has conducted Research Methodology Workshop on 7-JANUARY- 2022, and Contemporary Film Making workshop on 25-JANUARY- 2022. Department created a short film '**METH TO MOTHER'** as part of vimukthi mission short film competition. Department has provided reporting and editing class with tribal students at Attappadi Department has conducted the PTA meeting at regular intervals.

The other activities of the department are as follows:

1. Organized   massflix monthly film festival on 7-march-2022
2. Conducted career guidance student interaction session on 9-march-2022
3. Conducted entrepreneurship development programme on 25-march -2022
4. Conducted a gender equity in digital era on 08-december-2022

Specific Recommendations

Encourage the students to prepare campus newspaper

To Encourage the art of Film making

Organize more number of skill development programme

Arrange career guidance programme for students

Certificate courses are designed in the Field ofMass communication

Department of Food Technology

Department of food technology documented their activities in systematic manner. As part of world food day department organized a webinar titled food science- future & inventions on27-oct-2021. Department also organized their FOOD TECH EXPO (BONGUSTIGA 4.0) on 18-MARCH-2022. Farm to Fork Food Processing Show (TEA, COFFEE, COCO) also conducted along with the food expo. Department also conducted Field Exposure Visit To Pre Incubation Unit IRTC Palakkad. Department also performed Food safety and hygiene orientation for food handlers at Mannarkkad.

The other activities of the department are as follows:

1. Conducted a webinar on   entrepreneurship infood technology on 27-oct-2021
2. Conducted a webinar on   gender equity for everyone's daily lifepractices on 09-03-2022

3. Conducted a webinar on managing management systemin food technology 1on 9-03-2022
4. Conducted a webinar on research methodology on 11-03-22

Specific Recommendations

Encourage the Teachers to apply for research project

Organize more number of skill development programme

Arrange career guidance programme for students

Placement oriented certificate courses are suggested

Department of Psychology

Eventhogh the department of psychology is a new department they have maintained their documentation in a proper manner. Department has organized Webinar on suicide prevention On September 10, 2021 and webinar on Game Addiction September 12, 2021. Department has arranged a Panel Discussion during Ruhig- 2021 (Mental health Day Observation).Department also conduct a field visit to MES Medical College and Faith India Institute to understand the practical issues involved in the field of Psychology. No detailed performance evaluation done by core committee The other activities of the department are as follows

1. Department has observed   a) yoga Day,b) Suicide Prevention Day, c) mental Health Day and d) Happiness day

Department of Forensic Science

Being a new Post graduate department, it has maintained their documentation in a proper way. Department has organized a crime scene workshop during the academic year 2021-22. A talk on Wildlife crime investigation was organised on 09-07-2021. A webinar on Forensic Toxicology was conducted by the department on 31-07-2021.Department has organised forensic week celebration from 19-09-21 to 28-07-2021, which include a series of national webinars and competitions. Department also conduct research methodology and IPR workshops. However, No detailed performance evaluation done by core committee

1. A lecture on forensic science in current scenario : investigation to court of law on 2nd march, 2022
2. An expert talk on cyber and digital forensics   on 7-03-2022
3. A talk on entrepreneurship   Mr. Ananthu Areekantakkurupp, CEO and founder, Brandfell technologies, technopark on29-03-2022

Vocational Programme

Being a new graduate department, it has maintained their documentation in a proper way. The Department offer three B Voc Programmes: Dairy Science and Technology, Data Science and Analytics, Tourism & Hospitality Management. These programmes started in 2021. So performance evaluation was not done by core committee.

VERIFICATION OF QUALITY DOCUMENTATION

Department: CHEMISTRY   **Date of visit: 7/06/22-1.30-2.15**

	ADMINISTRATION (ADM)		
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified- Juliya appraisal change period
8	Visitor's Book	**ADM/08**	verified
9	Infrastructure Facilities	**ADM/09**	verified
10	Assets Maintenance Register	**ADM/10**	verified
11	Stock/ Purchase register	**ADM/11**	verified
12	Student Attendance Reports	**ADM/12**	verified

	ACADEMIC(ACD) I		
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	20-23 –Ensure principal/parent sign 21-24-Universitymark internalmarks 21-22 Universitymark internalmarks 20-22 Universitymark internalmarks

S N	Name of the File	File No	Remarks
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	To be updated-sreenivasan, Juliya
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Verified
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified –UG list pending
27	Industrial Visit/ Study Tours	**ACD/15**	Verified- List of students pending
28	On-The-Job Training/ Internships	**ACD/16**	Verified
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Need an update
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	Verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Verified

S N	Name of the File	File No	Remarks
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)			
S N	Name of the File	File No	Remarks
44	Teachers Research Projects	**RSR/1**	2 projects
45	Seminars/Workshops	**RSR/2**	9- not in order
46	Books/Paper Publications	**RSR/3**	9 paper fousiya pending
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	23
48	Consultancy/ MoU/ Collaborations	**RSR/5**	1 MOU date not correct
49	Student Research Projects/Publications/Presentations	**RSR/6**	5 students
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	4 programme
51	Environmental Awareness/	**EXT/2**	1 programme
52	Skill Development Programmes	**EXT/3**	Nil

Department: Commerce (Aided)   **Date of visit: 08/06/2022-1.30-2.15**

ADMINISTRATION (ADM)			
S N	Name of the File	File No	Remarks
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified-Action plan should be discussed
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified

	ACADEMIC(ACD) I		
S N	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Verified- improve the quality of report
14	Time Table and Work Load	**ACD/2**	Verified- No principal sign
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Update the tutorial register 22-24,20-22 update
19	Department Diary	**ACD/7**	Verified- update AAI and OA
20	Teachers diary	**ACD/8**	Verified – Enter all column
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Verified
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

	ACADEMIC(ACD) II		
S N	Name of the File	File No	Remarks
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified-Front page of the project
27	Industrial Visit/ Study Tours	**ACD/15**	Verified-Add summary of IV
28	On-The-Job Training/ Internships	**ACD/16**	verified
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified-update internal marks in proper format
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	2021-22 update
34	Feedback on Curriculum	**ACD/22**	Verified

	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
S N	Name of the File	File No	Remarks
35	Student Progression & Placement	**SPP/1**	modify

S N	Name of the File	File No	Remarks
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified-Attach Question paper
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	Verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Verified
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	13 Verified
46	Books/Paper Publications	**RSR/3**	1 paper publication
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	13
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Nil
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	2 Extension
51	Environmental Awareness/	**EXT/2**	Nil
52	Skill Development Programmes	**EXT/3**	1 programme

Department: English   **Date of visit: 09/06/2022-9.30-10.15**

ADMINISTRATION (ADM)			
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified

4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified

ACADEMIC(ACD) I			
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified-Signature of HOD/Principal
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified-update as per format
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Ug 21-24- signature of HOD /principal 20-23 update internal marks 2019-20
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	1 Nos – no sign of HOD/Principal No student 30+30
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	1613

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified
28	On-The-Job Training/ Internships	**ACD/16**	Nil
29	University Question Papers	**ACD/17**	Verified

30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified- no meeting report
34	Feedback on Curriculum	**ACD/22**	Verified

	STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)		
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified- Keep a register
38	Bridge Course	**SPP/4**	Verified
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	Verified- attach brochure/photograph
41	Co curricularand extracurricular activities(ASAP/NSS/NCC, etc)	**SPP/7**	Verified-Attach certificate
42	Career Guidance programmes	**SPP/8**	Nil
43	Alumni	**SPP/9**	Not found

	RESEARCH (RSR)		
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	Verified
46	Books/Paper Publications	**RSR/3**	Verified Journal Publication -2 ISBN
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	I Verified
48	Consultancy/ MoU/ Collaborations	**RSR/5**	MoU-1 Activity nil
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
	EXTENSION/INNOVATIONS(EXT)		
50	Extension Programmes	**EXT/1**	Verified.
51	Environmental Awareness/	**EXT/2**	Nil
52	Skill Development Programmes	**EXT/3**	Verified

Department: PHYSICS   **Date of visit: 07/06/2022-3.00-3.45**

**ADMINISTRATION (ADM)**
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	verified

**ACADEMIC(ACD) I**
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified

S N	Name of the File	File No	Remarks
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	2020-21 signature of principal and university / internal 2021-22- signature of principal
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	55 participants
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified-1184
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Nil
28	On-The-Job Training/ Internships	**ACD/16**	Nil
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified

S N	Name of the File	File No	Remarks
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	NIL
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	NIL
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	1 Project-Verified
45	Seminars/Workshops	**RSR/2**	6 nos, Attendance and photo must be attached
46	Books/Paper Publications	**RSR/3**	Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	9 nos,1 presentation and 8 participation
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Nil
49	Student Research Projects/Publications/Presentations	**RSR/6**	1 Verified
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	2 Nos,Verified
51	Environmental Awareness/	**EXT/2**	NIL
52	Skill Development Programmes	**EXT/3**	Nil

Department: Botany   **Date of visit: 08/06/2022-3.15-4.00**

S N	Name of the File	File No	Remarks
ADMINISTRATION (ADM)			
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified – Action plan and action taken report must be attached
3	Department Council Minutes	**ADM/03**	Action plan must be discussed in the department council department
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Supporting documents for university level

			assignments
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Yealy updation required not Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Attendance report must be in order

ACADEMIC(ACD) I			
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Verified- update signaute and marks
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	1 Nos Verified Procedure should be followed
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified-Permission letter required
28	On-The-Job Training/ Internships	**ACD/16**	Nil

29	University Question Papers	**ACD/17**	Verified-Year wise classification
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified- Year wise arrangement
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified-meeting minutes
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified attach Diagnostic test,examination Quention paper result
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	Verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Verified
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	Verified
46	Books/Paper Publications	**RSR/3**	verified
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified – Supporting document required
48	Consultancy/ MoU/ Collaborations	**RSR/5**	1 verified
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	Verified
51	Environmental Awareness/	**EXT/2**	Verified
52	Skill Development Programmes	**EXT/3**	Verified

Department: Arabic and Islamic History   **Date of visit: 07/06/2022-2.15-3.00**

S N	ADMINISTRATION (ADM)		
	Name of the File	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified-Faculty Assignment is not Found Attach Certificate
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified- Not documented
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified- Attendance rport of PG 6,2and 3 semester is missing

S N	ACADEMIC(ACD) I		
	Name of the File	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Verified-Update
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Verified
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified- UG list pending
27	Industrial Visit/ Study Tours	**ACD/15**	Verified Students Male female list
28	On-The-Job Training/ Internships	**ACD/16**	Verified
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified Internal question papers are missing
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	update
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Attach more supporting documet
36	Students Welfare/ Scholarship	**SPP/2**	Attach the details of other scholarships
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified
39	Remedial Coaching	**SPP/5**	Attach Report
40	Coaching for Advanced Learners	**SPP/6**	Attach Report
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Attach facing sheet Attach more supporting document
42	Career Guidance programmes	**SPP/8**	Attach report
43	Alumni	**SPP/9**	Keep an alumni register

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	NIL
45	Seminars/Workshops	**RSR/2**	Content page report pending
46	Books/Paper Publications	**RSR/3**	Verified-9- Year of Presenttion details
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified- Content page , report missing

48	Consultancy/ MoU/ Collaborations	**RSR/5**	MOU expired – Actvity report pending
49	Student Research Projects/Publications/Presentations	**RSR/6**	File work not correct
	EXTENSION/INNOVATIONS (EXT)		
50	Extension Programmes	**EXT/1**	NIL
51	Environmental Awareness/	**EXT/2**	Detiled Rport pending
52	Skill Development Programmes	**EXT/3**	NIL

Department: Economics   **Date of visit: 09/06/2022-11.00-11.45**

	ADMINISTRATION (ADM)		
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Action plan and action taken report should be in the same order
3	Department Council Minutes	**ADM/03**	Verified No of departments meetings are very less
4	Faculty Profile	**ADM/04**	verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Not verified-University level assignments to be added with documents
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Appraisal of Sakker sir not found
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified

	ACADEMIC(ACD) I		
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Update plan 2021-22
14	Time Table and Work Load	**ACD/2**	Not signed by principal verified
15	Syllabus	**ACD/3**	verified
16	Admission Statistics	**ACD/4**	verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	2020-21 update 2021-22 update

19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Verified
23	E-Resources Development	**ACD/11**	verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified mention/sem
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified
28	On-The-Job Training/ Internships	**ACD/16**	Nil
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	

S N	Name of the File	File No	Remarks
			Verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Verified. Attach attendance sheet
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	Verified-9
46	Books/Paper Publications	**RSR/3**	Verified-7
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified 8+4
48	Consultancy/ MoU/ Collaborations	**RSR/5**	2 MOU- 1 Activity
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	Verified-1
51	Environmental Awareness/	**EXT/2**	Verified-1
52	Skill Development Programmes	**EXT/3**	Verified 3 programme

Department: History   **Date of visit: 10/06/2022-10.15-11.00**

ADMINISTRATION (ADM)			
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified appraisal form of Muneer and Junais is missing
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified

10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	UG, 3& 4th sem, III PG reports not found

ACADEMIC(ACD) I			
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Not signed Principal
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	2021-24,2020-23,2021-23,2019-20 UG not updated , 2022-24PG not updated 2019-20 UG admission register not available
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Nos1,student enrollment 25 nos
23	E-Resources Development	**ACD/11**	Nil
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	1468 Verified

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified- must be type written
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified –front sheet ,supporting document missing
27	Industrial Visit/ Study Tours	**ACD/15**	Verified- report pending
28	On-The-Job Training/ Internships	**ACD/16**	nil
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified

34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified- Check
36	Students Welfare/ Scholarship	**SPP/2**	Verified. catagorise and update the file
37	Grievance Redressal	**SPP/3**	Verified- 1 nos
38	Bridge Course	**SPP/4**	Verified-student list and details required
39	Remedial Coaching	**SPP/5**	Verified-report pending
40	Coaching for Advanced Learners	**SPP/6**	Nil
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Verified -1 Nos
43	Alumni	**SPP/9**	Verified- 1 Nos

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	NIL
45	Seminars/Workshops	**RSR/2**	Verified, 1 report
46	Books/Paper Publications	**RSR/3**	1 Nos ISSN Proof needed
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified
48	Consultancy/ MoU/ Collaborations	**RSR/5**	MOU – 1 Activity not included
49	Student Research Projects/Publications/Presentations	**RSR/6**	Verified presentation 12+2 Publication- Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	Extension Prog-1 document required(Student list,schedule,reports)
51	Environmental Awareness/	**EXT/2**	Green initiative Programme- document required(Student list,schedule,reports)
52	Skill Development Programmes	**EXT/3**	NIL

Department: Mathematics   **Date of visit: 08/06/2022-4.00-4.45**

ADMINISTRATION (ADM)			
S N	Name of the File	File No	Remarks
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Not Verified. Action plan implementation is not shown
3	Department Council Minutes	**ADM/03**	Verified, Disscussion on action plan is not done
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	University Level assignments to be included and supporting documents to be attached
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self- Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Year wise list to be maintained
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Not Verified
12	Student Attendance Reports	**ADM/12**	Attendance report should be kept in order- Not verified

ACADEMIC(ACD) I			
S N	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified-Update as per format
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified- Indicate whether day scholar/hosteller
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	2021-22 2022-25 20-22 21-22 pg
19	Department Diary	**ACD/7**	Update SSi
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified

S N	Name of the File	File No	Remarks
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Nos 1 Update the sign of principal
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Verified

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified-Participant list pending Request letter
28	On-The-Job Training/ Internships	**ACD/16**	Verified
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified- arrange yearwise
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified one meeting
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Update minutes
38	Bridge Course	**SPP/4**	Attach diagnostic test details
39	Remedial Coaching	**SPP/5**	Attach topic list taught
40	Coaching for Advanced Learners	**SPP/6**	Attach brochure
41	Co curricularand extracurricular activities(ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Attach attendance list
43	Alumni	**SPP/9**	verified

RESEARCH (RSR)

S N	Name of the File	File No	Remarks
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	Verified- participants list
46	Books/Paper Publications	**RSR/3**	Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Verified 4
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Nil
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
	EXTENSION/INNOVATIONS(EXT)		
50	Extension Programmes	**EXT/1**	Verified report of online programme
51	Environmental Awareness/	**EXT/2**	Nil
52	Skill Development Programmes	**EXT/3**	Verified 1

Department: Commerce (Self Financing)   **Date of visit: 09/06/2022-10.15-11.00**

ADMINISTRATION (ADM)			
S N	Name of the File	File No	Remarks
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified

ACADEMIC(ACD) I			
S N	Name of the File	File No	Remarks
13	Academic Plan	**ACD/1**	Verified
14	Time Table and Work Load	**ACD/2**	Verified

15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Udate the tutorial register
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	3 Nos 128 students enrolled 30%
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Collect books list from the library

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified-2
28	On-The-Job Training/ Internships	**ACD/16**	Nil
29	University Question Papers	**ACD/17**	Verified
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified
32	Results and Result Analysis	**ACD/20**	Verified
33	Class PTA meetings-Minutes book	**ACD/21**	Verified-3
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Verified-Attach Question paper
39	Remedial Coaching	**SPP/5**	Verified
40	Coaching for Advanced Learners	**SPP/6**	Nil

S N	Name of the File	File No	Remarks
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Verified
42	Career Guidance programmes	**SPP/8**	Verified
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)			
S N	Name of the File	File No	Remarks
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	10 Nos
46	Books/Paper Publications	**RSR/3**	Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	Only participation
48	Consultancy/ MoU/ Collaborations	**RSR/5**	MOU1 and 1 Activity
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	Verified 3 Nos
51	Environmental Awareness/	**EXT/2**	Nil
52	Skill Development Programmes	**EXT/3**	2 Nos verified

Department: Computer Science (SF)   **Date of visit: 09/06/2022-1.30-2.15**

ADMINISTRATION (ADM)			
S N	Name of the File	File No	Remarks
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Not Verified- List not maintained
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Self appraisal not signed
8	Visitor's Book	**ADM/08**	Verified

9	Infrastructure Facilities	**ADM/09**	Year not mentioned
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	3rd semester Bsc Missing To be kept in order

ACADEMIC(ACD) I			
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified- HOD sign
14	Time Table and Work Load	**ACD/2**	Verified
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	Verified
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Update as per procedure
23	E-Resources Development	**ACD/11**	Should be updated
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Attach book list from the library

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	Verified – arrange in order
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Verified
27	Industrial Visit/ Study Tours	**ACD/15**	Verified –request letter and permission letter pending
28	On-The-Job Training/ Internships	**ACD/16**	Internship certificate pending
29	University Question Papers	**ACD/17**	Verified –Separate year wise
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	Verified

32	Results and Result Analysis	**ACD/20**	Arrange yearwise
33	Class PTA meetings-Minutes book	**ACD/21**	Verified write all minutes
34	Feedback on Curriculum	**ACD/22**	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	Verified
36	Students Welfare/ Scholarship	**SPP/2**	Verified
37	Grievance Redressal	**SPP/3**	Verified
38	Bridge Course	**SPP/4**	Attach question paper and mark list
39	Remedial Coaching	**SPP/5**	Attach teachers list
40	Coaching for Advanced Learners	**SPP/6**	Attach brochure and topics
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	Attach supporting document
42	Career Guidance programmes	**SPP/8**	No entries
43	Alumni	**SPP/9**	Verified

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	Nil
45	Seminars/Workshops	**RSR/2**	Participat list
46	Books/Paper Publications	**RSR/3**	Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	verified
48	Consultancy/ MoU/ Collaborations	**RSR/5**	Verified
49	Student Research Projects/Publications/Presentations	**RSR/6**	1 early warning system
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	3 List pending
51	Environmental Awareness/	**EXT/2**	Verified
52	Skill Development Programmes	**EXT/3**	Verified

Department: Mass Communication   **Date of visit: 09/06/2022-2.15-3.00**

	ADMINISTRATION (ADM)		
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Action taken report to be filed
3	Department Council Minutes	**ADM/03**	Verified
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Not Verified
12	Student Attendance Reports	**ADM/12**	Secondsem APC missing

	ACADEMIC(ACD) I		
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified-Update year as per instruction
14	Time Table and Work Load	**ACD/2**	Verified-Sign HOD
15	Syllabus	**ACD/3**	Verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	Verified
18	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	**ACD/6**	2019-20- Add university marks/Internal 20-21- Update 21-22- update
19	Department Diary	**ACD/7**	Verified
20	Teachers diary	**ACD/8**	Verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	Verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Verified
23	E-Resources Development	**ACD/11**	Verified
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	Attach book list from Library

ACADEMIC(ACD) II

S N	Name of the File	File No	Remarks
25	Students Seminar	ACD/13	Verified –maintain proper format
26	Students Project (List and copy of front page/certificate)	ACD/14	Verified –Copy of front sheet missing
27	Industrial Visit/ Study Tours	ACD/15	Nil
28	On-The-Job Training/ Internships	ACD/16	Nil
29	University Question Papers	ACD/17	Verified
30	Internal Exam Question Papers	ACD/18	Verified
31	Internal Examination Mark lists	ACD/19	Verified
32	Results and Result Analysis	ACD/20	Verified
33	Class PTA meetings-Minutes book	ACD/21	Verified- Minutes pending
34	Feedback on Curriculum	ACD/22	Verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)

S N	Name of the File	File No	Remarks
35	Student Progression & Placement	SPP/1	Attach more supporting evidence
36	Students Welfare/ Scholarship	SPP/2	Verified
37	Grievance Redressal	SPP/3	Verified- Better keep minutes
38	Bridge Course	SPP/4	Nil
39	Remedial Coaching	SPP/5	Verified
40	Coaching for Advanced Learners	SPP/6	Verified- Attach brochure and photograph
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	SPP/7	Verified-Attach facing sheet
42	Career Guidance programmes	SPP/8	Verified- Attach Brochure and Photogrph
43	Alumni	SPP/9	Verified- Keep a minutes

RESEARCH (RSR)

S N	Name of the File	File No	Remarks
44	Teachers Research Projects	RSR/1	Nil
45	Seminars/Workshops	RSR/2	Nil
46	Books/Paper Publications	RSR/3	Nil
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	RSR/4	Nil

48	Consultancy/ MoU/ Collaborations	**RSR/5**	1 MOU- Report of the programme not filed
49	Student Research Projects/Publications/Presentations	**RSR/6**	Nil
	EXTENSION/INNOVATIONS (EXT)		
50	Extension Programmes	**EXT/1**	No.1 Report incomplete
51	Environmental Awareness/	**EXT/2**	Nil
52	Skill Development Programmes	**EXT/3**	Students participation list missing and brochure need to be updated

Department: FOOD TECHNOLOGY   **Date of visit: 07/06/2022-**3.45-4.30

	ADMINISTRATION (ADM)		
S N	**Name of the File**	**File No**	**Remarks**
1	Department Profile	**ADM/01**	Verified
2	Action Plan/ Action taken reports	**ADM/02**	Verified
3	Department Council Minutes	**ADM/03**	Verified-action plan must discuss in the june's department meeting
4	Faculty Profile	**ADM/04**	Verified
5	Faculty Assignments & Positions (Department/ College/ University)	**ADM/05**	Verified
6	Monthly/ Annual Reports	**ADM/06**	Verified
7	Faculty Self Appraisal	**ADM/07**	Verified
8	Visitor's Book	**ADM/08**	Verified
9	Infrastructure Facilities	**ADM/09**	Verified
10	Assets Maintenance Register	**ADM/10**	Verified
11	Stock/ Purchase register	**ADM/11**	Verified
12	Student Attendance Reports	**ADM/12**	Verified

	ACADEMIC(ACD) I		
S N	**Name of the File**	**File No**	**Remarks**
13	Academic Plan	**ACD/1**	Verified- update
14	Time Table and Work Load	**ACD/2**	verified
15	Syllabus	**ACD/3**	verified
16	Admission Statistics	**ACD/4**	Verified
17	Students Nominal Roll (Indicate whether day scholar/hosteller)	**ACD/5**	verified
18	Tutorial Register (Bio data, Socio-	**ACD/6**	2020-21-Tutor,HOD,Parents,principal

	economic profile, Academic Progress)		2021-22- Tutor,HOD,Parents,principal 2019-20- Tutor,HOD,Parents,principal
19	Department Diary	**ACD/7**	Verified.
20	Teachers diary	**ACD/8**	verified
21	Open Courses (List of students who are admitted to Open Course of the Department + Open course of students of the department)	**ACD/9**	verified
22	Add-on/ Short Term Courses (include Time Table and Syllabus also)	**ACD/10**	Verified.1 Nos 38&39
23	E-Resources Development	**ACD/11**	verified .updated.
24	Library and book bank (List of books related to the subjects of department)	**ACD/12**	146- Add book from the library Update the detais of publication/year

ACADEMIC(ACD) II			
S N	**Name of the File**	**File No**	**Remarks**
25	Students Seminar	**ACD/13**	verified
26	Students Project (List and copy of front page/certificate)	**ACD/14**	Nil
27	Industrial Visit/ Study Tours	**ACD/15**	verified
28	On-The-Job Training/ Internships	**ACD/16**	verified
29	University Question Papers	**ACD/17**	Verified- year wise arrangement
30	Internal Exam Question Papers	**ACD/18**	Verified
31	Internal Examination Mark lists	**ACD/19**	verified
32	Results and Result Analysis	**ACD/20**	verified
33	Class PTA meetings-Minutes book	**ACD/21**	verified
34	Feedback on Curriculum	**ACD/22**	verified

STUDENT SUPPORT, PROGRESSION AND PLACEMENT(SPP)			
S N	**Name of the File**	**File No**	**Remarks**
35	Student Progression & Placement	**SPP/1**	verified
36	Students Welfare/ Scholarship	**SPP/2**	verified
37	Grievance Redressal	**SPP/3**	verified
38	Bridge Course	**SPP/4**	Verified-Attach diagnostic test, examination question paper
39	Remedial Coaching	**SPP/5**	verified
40	Coaching for Advanced Learners	**SPP/6**	verified
41	Co curricular and extracurricular activities (ASAP/NSS/NCC, etc)	**SPP/7**	verified
42	Career Guidance programmes	**SPP/8**	verified

S N	Name of the File	File No	Remarks
43	Alumni	**SPP/9**	verified

RESEARCH (RSR)			
S N	**Name of the File**	**File No**	**Remarks**
44	Teachers Research Projects	**RSR/1**	NIL
45	Seminars/Workshops	**RSR/2**	4 progrmms-1 brochure missing Attendance Sheet
46	Books/Paper Publications	**RSR/3**	NIL
47	Invited Lectures/ Paper Presentations/Participation in Seminars/Workshops	**RSR/4**	NIL
48	Consultancy/ MoU/ Collaborations	**RSR/5**	MOU-1 Attendance Sheet
49	Student Research Projects/Publications/Presentations	**RSR/6**	NIL
EXTENSION/INNOVATIONS (EXT)			
50	Extension Programmes	**EXT/1**	Brochure, Attendnace
51	Environmental Awareness/	**EXT/2**	Reframe it
52	Skill Development Programmes	**EXT/3**	5 programme- Brochure missing