

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Botany CAided*

DATE: *06-JAN-20*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed</i>	<i>Very good-</i>
Department Files	<i>completed</i>	
Syllabus	<i>To be updated</i>	
<i>un/pn</i> Program details in website	<i>To be updated</i>	

Next Visit Date: *—*

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Botany Aided*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)		(0/3)		
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✗			✓
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	-	-	-	-
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	-	-		in office
14. Minutes of department meetings	-			
15. Guides of research department - details	✓			
16. Consultancy file	✓			
17. Collaborations - MoUs	NA			NA
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)				NA
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	NA			NA

Checked by: *Romy V*

Date: *6/1/21*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Botany (Self)*

DATE: *31-5-2018*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Completed</i>	<i>mulhoom, completed copy - cond.</i>
Department Files	<i>Completed</i>	
Syllabus	<i>To be updated</i>	
Program details in website	<i>To be updated</i>	

Next Visit Date:       

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR



## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Botany self.*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile		✓		All to be entered
4. Syllabus (from 2016 onwards / updated)		✓ (UC)		
5. Time table	✓			
6. Work diary (Teachers Diary)		✓ (Partial)		
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving		✓		not completed
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			NA
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			<del>NA</del>
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)				✓
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	NA			
23. Students achievements	✓			

Checked by:

*[Signature]*

Date:

*6/1/21*



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *B.P.Ed*

DATE: *08-10-21* *SAM-H*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Hard copy ✓ Soft copy X</i>	
Department Files	<i>partially completed</i>	
Syllabus	<i>completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *15-10-21*

PRINCIPAL

HOD



IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: B.P.Ed

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	x			
5. Time table				
6. Work diary (Teachers Diary)				
7. Tutorial or mentoring file Students' profile (Green card)				
8. Innovative / Experiential / Participative / Problem solving	<i>to be prepared</i>			
9. Details of other courses (eg. Certificate course, add on course, collaborative course,etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)				✓
19. Seminars, workshops,etc.(brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major,minor,etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

Checked by:



Date: 08 JAN-11

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: Vocational Studies

DATE: 6/1/2021

Item	Status Completed/Not Completed	Remarks
Self Study Report	Not submitted	
Department Files	partially completed	
Syllabus	completed	
Program details in website	Not completed	

Next Visit Date: 12/1/2021

PRINCIPAL



for Dr. Lakshmi  
HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *BVoc*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NA			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

Checked by:




Date: *06/01/2021*



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: CHEMISTRY

DATE: 09-08-21

Item	Status Completed/Not Completed	Remarks
Self Study Report	completed partial	
Department Files	" partial	
Syllabus	not completed	
Program details in website	not completed	

Next Visit Date: 15-JAN-21 @ 2:00 PM

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *CHEMISTRY*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)				✓
7. Tutorial or mentoring file Students' profile (Green card)				✓
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)		✓		
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings				✓
15. Guides of research department - details				
16. Consultancy file	✓			
17. Collaborations - MoUs				✓
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)				
20. Publications		✓		
21. Projects - major, minor, etc. details				✓
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				✓
23. Students achievements	✓			

Checked by:

Date:

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Commerce* *Archi*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Completed</i>	<i>Very good</i>
Department Files	<i>Completed</i>	<i>Very Good.</i>
Syllabus	<i>To be updated</i>	
Program details in website	<i>To be updated</i>	

Next Visit Date: *—*

PRINCIPAL

HOD

*J.B.*  
*D. Josheeng - Jose*

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Commerce*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course,etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			<i>In office</i>
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file	✓			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops,etc.(brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major,minor,etc. details				✓
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

Checked by:

*[Signature]*

Date:

*6/1/2021*



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: COMMERCE SELF

DATE: 7- APR-21

Item	Status Completed/Not Completed	Remarks
Self Study Report	<u>Completed *</u>	
Department Files	<u>Partially completed</u>	
Syllabus	<u>Completed</u>	
Program details in website	<u>To be completed</u>	

\* to be completed

Next Visit Date: (12/2/2021) - online - mail

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR



## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department:

COMMERCE (SELF)

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	i			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	i			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	i			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	i			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	i			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

Checked by:

R

7/11/2021

Date: 07-01-2021

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: COMPUTER & SCIENCE

DATE: 08-JAN-21

Item	Status Completed/Not Completed	Remarks
Self Study Report	<u>completed</u>	
Department Files	<u>"</u>	
Syllabus	<u>"</u>	
Program details in website	<u>"</u>	

Next Visit Date:

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *COMPUTER SCIENCE*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course,etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs <i>ICT, Kerala, Neredy, Stalergut</i>	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc) <i>google search sheet</i>	✓			
19. Seminars, workshops,etc.(brochures, list of participants, samples of certificates)	✓			
20. Publications <i>paper copy</i>	✓			✓
21. Projects - major,minor,etc. details <i>NA</i>				
22. Teachers in external board of studies and other academic bodies (list & appointment letters) <i>- to be completed</i>	✓			✓
23. Students achievements <i>(color print)</i>	✓			✓

Checked by:

Date:



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: ECONOMICS

DATE: 08-04-2014

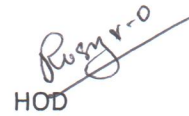
Item	Status Completed/Not Completed	Remarks
Self Study Report		
Department Files		
Syllabus		
Program details in website		

Next Visit Date:

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: ECONOMICS

DATE: 08-07-2024

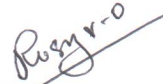
Item	Status Completed/Not Completed	Remarks
Self Study Report	<u>Completed</u>	
Department Files	<u>✓</u>	
Syllabus	<u>✓</u>	
Program details in website	<u>✓</u>	

Next Visit Date:

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR


# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: ECONOMICS

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				
9. Details of other courses (eg. Certificate course, add on course, collaborative course,etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)				
14. Minutes of department meetings	✓			
15. Guides of research department - details				
16. Consultancy file				
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops,etc.(brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major,minor,etc. details	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements				

Checked by:



Date:

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: Eng & History Double main

DATE: 8/1/2021

Item	Status Completed/Not Completed	Remarks
Self Study Report	Completed	
Department Files	Completed	
Syllabus	partially completed	
Program details in website	not completed	

Next Visit Date:

PRINCIPAL 

HOD 

  
IQAC COORDINATOR

NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *ENGLISH & HISTORY*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	<i>to be updated</i>	✓		
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	<i>to be prepared</i>			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	<i>NA</i>			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	<i>NA</i>			
16. Consultancy file	<i>NA</i>			
17. Collaborations - MoUs	<i>NA</i>			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	<i>photo, receipt</i>	✓		
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	<i>photo, certificates</i>	✓		
20. Publications	<i>papers - photo copy to be included</i>	✓		
21. Projects - major, minor, etc. details	<i>-</i>			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

→ letter from Police Academy,  
 letter from Historical Society,  
 letter from Collaborate - Social impact - (appointment order)

Checked by:

Date: *08-5-21*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM


DEPARTMENT: ENGLISH LITERATURE

DATE: 8-JAN-21

Item	Status Completed/Not Completed	Remarks
Self Study Report	completed	
Department Files	completed	
Syllabus	completed	
Program details in website	completed	

Next Visit Date:

PRINCIPAL

  
HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: ENGLISH LITERATURE

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)				✓
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details *				
16. Consultancy file				
17. Collaborations - MoUs				
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details				
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				
23. Students achievements	✓			

Checked by:



Date:

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: ENVIRONMENTAL SCIENCE

DATE: 8-JAN-21

Item	Status Completed/Not Completed	Remarks
Self Study Report	completed	
Department Files	completed	
Syllabus	completed	
Program details in website	to be completed	

Next Visit Date:



PRINCIPAL

HOD



IQAC COORDINATOR

NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: ENVIRONMENTAL SCIENCES

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.) <i>include audit course</i>	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings				
15. Guides of research department - details <i>- cover page</i>	✓			
16. Consultancy file <i>NA</i>				
17. Collaborations - MoUs <i>NA</i>				
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc) <i>keep a file</i>				✓
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details <i>to be completed</i>	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters) <i>to be completed</i>		✓		
23. Students achievements	✓			

Checked by:

*RV*

Date:

*2-JAN-21*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *F. ENGLISH*

DATE: *7-JAN-2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Completed</i>	
Department Files	<i>Completed</i>	
Syllabus	<i>To be completed</i>	
Program details in website	<i>To be completed</i>	

Next Visit Date:

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Functional English.*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile				
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)				
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✗
13. Equipment file (store register, with details of purchase, in use, quarantine etc)				
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file	✓			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details				
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

Checked by:

*[Signature]*

*[Signature]*

Date: *02-JAN-21*



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Food Technology*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>Digitization need</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>not completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *12/1/2021*

PRINCIPAL



HOD

*AMBILY K.M*



IQAC COORDINATOR



NAAC CRITERION COORDINATOR





# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Food Technology*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✗	✓		<i>Partially completed.</i>
14. Minutes of department meetings	✓			
15. Guides of research department - details	N/A			
16. Consultancy file	N/A			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	N/A			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓	✓		
20. Publications				✓
21. Projects - major, minor, etc. details	N/A			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	N/A			
23. Students achievements	✓			



Checked by:

Date:

*6/1/2021*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *French*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed perfectly</i>	<i>Delays to be avoid</i>
Department Files	<i>completed</i>	
Syllabus	<i>NOT completed</i>	
Program details in website	<i>not completed</i>	


Next Visit Date: *12/1/2021*

PRINCIPAL



IQAC COORDINATOR

HOD

  
*6/1/21*

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *French*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			✓
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)		✓		
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	NA			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	NA			
14. Minutes of department meetings	NA			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NA			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)				✓
20. Publications	Nil			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	Nil			
23. Students achievements	✓			

Checked by: 

Date: *6/1/2021*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Geology*

DATE: *8/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Completed</i>	
Department Files	<i>Completed partially</i>	
Syllabus	<i>Completed</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date:

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR



## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *GEOLOGY SELF & AIDED*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)				
7. Tutorial or mentoring file Students' profile (Green card)		✓		
8. Innovative / Experiential / Participative / Problem solving				
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.) <i>Audit course</i>				✓ <i>to be included</i>
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file	✓			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			✓
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details <i>in consultancy</i>	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters) <i>not completed</i>		✓		
23. Students achievements				✓

Checked by:

Date:

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: HINDI

DATE: 7- JAN-21

Item	Status Completed/Not Completed	Remarks
Self Study Report	<u>completed</u>	
Department Files	<u>completed</u>	
Syllabus	<u>to be completed</u>	
Program details in website	<u>- NA</u>	

Next Visit Date: X

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: HINDI

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	NA			
8. Innovative / Experiential / Participative / Problem solving	To be completed ✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			
10. End exam results (will be provided) & Internal exam mark lists				
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	NA			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NA			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	NA			

Checked by:




Date:

7-JAN-21

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: HISTORY

DATE: 7-JAN-21

Item	Status Completed/Not Completed	Remarks
Self Study Report	<u>partially completed</u>	
Department Files	<u>Completed</u>	
Syllabus	<u>CO to be completed</u>	
Program details in website	<u>to be completed</u>	

Next Visit Date: X

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR



## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: HISTORY

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	-			
8. Innovative / Experiential / Participative / Problem solving	-			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NIL			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	-			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file	NIL			
17. Collaborations - MoUs	NIL			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NIL			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

Checked by:

*RJM*  
7-01-2021

*eyad*  
7/1/2021

Date: 07/01/2021

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Hotel Man & catering science*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>Digitilize data — suggested</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>not completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *15/1/2021*

PRINCIPAL



IQAC COORDINATOR



HOD



NAAC CRITERION COORDINATOR

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Hotel Management and Catering Science.*

Item	Good	Average	Bad	Not prepared
1. Profile of the department		✓		
2. Faculty profile	✓			<i>To be updated.</i>
3. Individual teacher profile				✓
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)				✓
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)				✓
10. End exam results (will be provided) & Internal exam mark lists		✓		<i>not internal.</i>
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			<i>Assignment sample x</i>
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings		✓		<i>To be updated.</i>
15. Guides of research department - details	N/A			
16. Consultancy file	✓			
17. Collaborations - MoUs	N/A			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	N/A			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)				✓
20. Publications	<i>Nil</i>			
21. Projects - major, minor, etc. details	N/A			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	<i>Nil</i>			
23. Students achievements				✓

Checked by:



Date:

*6/1/2021.*



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Botany CAided*

DATE: *06-JAN-20*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed</i>	<i>Very good-</i>
Department Files	<i>completed</i>	
Syllabus	<i>To be updated</i>	
<i>un/pn</i> Program details in website	<i>To be updated</i>	

Next Visit Date: *—*

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR



## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Botany Aided*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)		(0/3)		
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✗			✓
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	-	-	-	-
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	-	-		in office
14. Minutes of department meetings	-			
15. Guides of research department - details	✓			
16. Consultancy file	✓			
17. Collaborations - MoUs	NA			NA
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)				NA
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	NA			NA

Checked by: *Romy V*

Date: *6/1/21*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Food Technology*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>Digitization need</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>not completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *12/1/2021*

PRINCIPAL



HOD

*AMBILY K.M*



IQAC COORDINATOR



NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Food Technology*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✗	✓		<i>Partially completed.</i>
14. Minutes of department meetings	✓			
15. Guides of research department - details	N/A			
16. Consultancy file	N/A			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	N/A			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓	✓		
20. Publications				✓
21. Projects - major, minor, etc. details	N/A			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	N/A			
23. Students achievements	✓			



Checked by:

Date:

*6/1/2021*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Commerce* *Archi*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Completed</i>	<i>Very good</i>
Department Files	<i>Completed</i>	<i>Very Good.</i>
Syllabus	<i>To be updated</i>	
Program details in website	<i>To be updated</i>	

Next Visit Date: *\_\_\_\_\_*

PRINCIPAL

*[Signature]*

HOD

*[Signature]*  
*D. Josheeng - Jose*

IQAC COORDINATOR

*[Signature]*

NAAC CRITERION COORDINATOR

*[Signature]*



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Commerce*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course,etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			<i>In office</i>
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file	✓			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops,etc.(brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major,minor,etc. details				✓
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	✓			

Checked by:

*[Signature]*

Date:

*6/1/2021*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Botany (Self)*

DATE: *31-5-2018*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Completed</i>	<i>multicolumn, completed copy - send.</i>
Department Files	<i>Completed</i>	
Syllabus	<i>To be updated</i>	
Program details in website	<i>To be updated</i>	

Next Visit Date:       

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Botany self.*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile		✓		All to be entered
4. Syllabus (from 2016 onwards / updated)		✓ (UC)		
5. Time table	✓			
6. Work diary (Teachers Diary)		✓ (Partial)		
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving		✓		not completed
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			NA
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			<del>NA</del>
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)				✓
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	NA			
23. Students achievements	✓			

Checked by:

*RM*

Date:

*6/1/21*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Hotel Man & catering science*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>Digitilize data — suggested</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>not completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *15/1/2021*

PRINCIPAL



IQAC COORDINATOR



HOD



NAAC CRITERION COORDINATOR



## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Hotel Management and Catering Science.*

Item	Good	Average	Bad	Not prepared
1. Profile of the department		✓		
2. Faculty profile	✓			<i>To be updated.</i>
3. Individual teacher profile				✓
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)				✓
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)				✓
10. End exam results (will be provided) & Internal exam mark lists		✓		<i>not internal.</i>
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			<i>Assignment sample x</i>
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings		✓		<i>To be updated.</i>
15. Guides of research department - details	N/A			
16. Consultancy file	✓			
17. Collaborations - MoUs	N/A			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	N/A			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)				✓
20. Publications				<i>Nil</i>
21. Projects - major, minor, etc. details	N/A			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				<i>Nil</i>
23. Students achievements				✓

Checked by:



Date:

*6/1/2021.*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

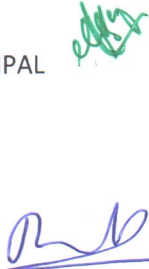
DEPARTMENT: *Library and Information science*

DATE: *6/9/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed partially</i>	<i>Details to be added</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *12/4/2021*

PRINCIPAL



IQAC COORDINATOR

HOD



NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Library Science and Information Science.*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)		✓		
7. Tutorial or mentoring file Students' profile (Green card)	✓	✓		
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	(NA) ✓			NA
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)		✓		
13. Equipment file (store register, with details of purchase, in use, quarantine etc)				NA
14. Minutes of department meetings		✓		
15. Guides of research department - details	NA	NA		
16. Consultancy file				✓
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NA			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)		✓		
20. Publications	NA			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	NA			
23. Students achievements				✓

Checked by:



Date:

*6/1/2021*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *French*

DATE: *6/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed perfectly</i>	<i>Delays to be avoid</i>
Department Files	<i>completed</i>	
Syllabus	<i>NOT completed</i>	
Program details in website	<i>not completed</i>	


Next Visit Date: *12/1/2021*

PRINCIPAL



IQAC COORDINATOR

HOD

  
*6/1/21*

NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *French*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			✓
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)		✓		
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	NA			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	NA			
14. Minutes of department meetings	NA			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NA			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)				✓
20. Publications	Nil			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	Nil			
23. Students achievements	✓			

Checked by: 

Date: *6/1/2021*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: COMMERCE ALDOP

DATE: 6/4/2021

Item	Status Completed/Not Completed	Remarks
Self Study Report	<u>Completed</u>	<u>Very good</u>
Department Files	<u>Completed</u>	<u>Very Good</u>
Syllabus	<u>To be updated</u>	
Program details in website	<u>To be updated</u>	

Next Visit Date:       

PRINCIPAL

HOD

Dr. Josheena Jose

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Library and Information science*

DATE: *6/9/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed partially</i>	<i>Details to be added</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *12/4/2021*

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Library Science and Information Science*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)		✓		
7. Tutorial or mentoring file Students' profile (Green card)	✓	✓		
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	(NA) ✓			NA
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)		✓		
13. Equipment file (store register, with details of purchase, in use, quarantine etc)				NA
14. Minutes of department meetings		✓		
15. Guides of research department - details	NA	N/A		
16. Consultancy file				✓
17. Collaborations - MoUs				NA
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)				N/A
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)		✓		
20. Publications				NA
21. Projects - major, minor, etc. details				NA
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				NA
23. Students achievements				✓

Checked by:



Date:

*6/1/2021*



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: Malayalam

DATE: 7-10-2021

Item	Status Completed/Not Completed	Remarks
Self Study Report	partially completed	
Department Files	completed	
Syllabus	to be completed	
Program details in website	to be completed	

Next Visit Date: \*

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR



## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *MALAYALAM*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	NA			✓
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	To be prepared			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NIL			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	NA			
23. Students achievements	✓			

Checked by:

*[Signature]*

*[Signature]*

Date: *9-10-21*

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department:

management Studies (self)

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NIL			
17. Collaborations - MoUs	NIL			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NIL			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	NA			
23. Students achievements	✓			

Checked by:

P. V. B. N. S. I.

S. P. S. D.  
 7/1/2021

Date: 07/01/2021



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Management Studies*

DATE: *7-JAN-21*

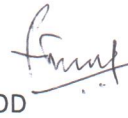
Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed *</i>	
Department Files	<i>completed</i>	
Syllabus	<i>to be completed</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date: *12/1/2021* , *to be completed*

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR





# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *MATHEMATICS*

DATE: *12-10-21*

Item	Status Completed/Not Completed	Remarks
Self Study Report		
Department Files		
Syllabus		
Program details in website		

Next Visit Date: *X*

PRINCIPAL



IQAC COORDINATOR

For

HOD



NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *MATHEMATICS*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving <i>not completed</i>	.			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	.			
16. Consultancy file	x			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc) <i>moodle font cuts</i>	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates) <i>color print, scan shot</i>		✓		
20. Publications	✓			
21. Projects - major, minor, etc. details	k			
22. Teachers in external board of studies and other academic bodies (list & appointment letters) <i>KMA &amp; K.M.S</i>				✓
23. Students achievements <i>(list of achievements)</i>	✓			

Checked by:

*RUS*

Date: *12-04-21*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Physical Education*

DATE: *08 JAN 21*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed</i>	
Department Files	<i>to be completed</i>	
Syllabus	<i>Completed</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date:

  
PRINCIPAL

  
HOD

  
IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: ~~BPPD~~ Physical Education

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	} format to be changed - open course & foundation course			
5. Time table				
6. Work diary (Teachers Diary)	NA			
7. Tutorial or mentoring file Students' profile (Green card)	NA			
8. Innovative / Experiential / Participative / Problem solving	NA			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	to be prepared			
10. End exam results (will be provided) & Internal exam mark lists				✓
11. Samples of q.papers, answer papers, assignments, project, etc.	NA			
12. Students feedback on teachers (other than ones with principal)	NA			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	to be completed			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NA			✓
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	A rubra newal			
20. Publications	✓			
21. Projects - major, minor, etc. details	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	NA			
23. Students achievements	✓			✓

Checked by:

Date:



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *PHYSICS AIDED*

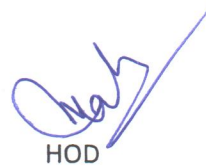
DATE: *08-JAN-21*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>Completed partially</i>	
Department Files	<i>..'' partially</i>	
Syllabus	<i>not completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: *15<sup>th</sup> JAN 21 @ 11:00AM*



PRINCIPAL



HOD



IQAC COORDINATOR

NAAC CRITERION COORDINATOR

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *PHYSICS AIDED*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	<i>to be conducted</i>			
5. Time table	✓			
6. Work diary (Teachers Diary)	<i>to be completed</i>	✓		
7. Tutorial or mentoring file Students' profile (Green card)		✓		
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)				
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file				
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)		✓		
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details				
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements				✓

Checked by:

Date:

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *physics club)*

DATE: *6/1/2020*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>links to be given, certificate</i>
Department Files	<i>completed (partially)</i>	
Syllabus	<i>completed:</i>	
Program details in website	<i>to be completed:</i>	

Next Visit Date: *13/1/2021*

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *physics club)*

DATE: *6/1/2020*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>links to be given, certificate</i>
Department Files	<i>completed (partially)</i>	
Syllabus	<i>completed:</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date: *13/1/2021*

PRINCIPAL



HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department:

*Physics (self)*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	NA			
16. Consultancy file	NA			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	NA			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	NA			
23. Students achievements	✓			

Checked by:




Date: 06/01/2021

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *psychology*

DATE: *7/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	
Department Files	<i>partially completed</i>	
Syllabus	<i>To be completed</i>	
Program details in website	<i>To be completed</i>	

Next Visit Date: *11/1/2021*

PRINCIPAL

*edys*

HOD

*[Signature]*

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *psychology*

DATE: *7/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	
Department Files	<i>partially completed</i>	
Syllabus	<i>To be completed</i>	
Program details in website	<i>To be completed</i>	

Next Visit Date: *14/1/2021*

PRINCIPAL

*edys*

HOD

*[Signature]*

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Psychology*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	N/A			
16. Consultancy file	✓			
17. Collaborations - MoUs	N/A			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✗			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details				
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				
23. Students achievements	✓			

Checked by:

*[Signature]*  
D. K. S. S. S.

Date:

2- JAN-14



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Sanskrit*

DATE: *6/01/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>slow, link add.</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>completed partially</i>	
Program details in website		

Next Visit Date: *15/6/2021*

PRINCIPAL

*als*

HOD

*[Signature]*

IQAC COORDINATOR

*[Signature]*

NAAC CRITERION COORDINATOR

*[Signature]*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Sanskrit*

DATE: *6/01/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>partially completed</i>	<i>slow, link add.</i>
Department Files	<i>partially completed</i>	
Syllabus	<i>completed partially</i>	
Program details in website		

Next Visit Date: *15/6/2021*

PRINCIPAL

*als*

HOD

*[Signature]*

IQAC COORDINATOR

*[Signature]*

NAAC CRITERION COORDINATOR

*[Signature]*

## ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department:

*Sanskrit*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving	✓			
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	NA			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓			
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	NA			
14. Minutes of department meetings	NA			
15. Guides of research department - details	✓			
16. Consultancy file	✓			
17. Collaborations - MoUs	NA			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	NA			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements	NA			

Checked by:

*[Signature]*

Date: 06/01/2021

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Social Work*

DATE: *7- JAN - 21*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed</i>	
Department Files	<i>partially completed</i>	
Syllabus <i>14- JAN</i>	<i>to be completed</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date: *19- JAN - 21*

PRINCIPAL *[Signature]*

HOD

*[Signature]*  
*7/1/21*

*[Signature]*  
IQAC COORDINATOR

NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *Social Work*

DATE: *7- JAN - 21*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed</i>	
Department Files	<i>partially completed</i>	
Syllabus <i>14- JAN</i>	<i>to be completed</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date: *19- JAN - 21*

PRINCIPAL *[Signature]*

HOD

*[Signature]*  
*7/1/21*

*[Signature]*  
IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *Social Work*

Item	Good	Average	Bad	Not prepared
1. Profile of the department		✓		
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)		✓		
5. Time table	✓			
6. Work diary (Teachers Diary)		✓		
7. Tutorial or mentoring file Students' profile (Green card)		✓		
8. Innovative / Experiential / Participative / Problem solving		✓		
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)		✓		
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)				
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file	NA			
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details		✓		
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				
23. Students achievements	✓			

Checked by:

*[Signature]*

Date: *07-June-24*

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *statistics*

DATE: *8/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed (soft copy)</i>	
Department Files	<i>completed partially</i>	
Syllabus	<i>to be completed</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date:

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: *statistics*

DATE: *8/1/2021*

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>completed (soft copy)</i>	
Department Files	<i>completed partially</i>	
Syllabus	<i>to be completed</i>	
Program details in website	<i>to be completed</i>	

Next Visit Date:

PRINCIPAL

HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *STATISTICS*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.) <i>in foundation</i>	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal) <i>dept feedback to be done</i>				
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file <i>to be prepared</i>	✓			
17. Collaborations - MoUs <i>ZULWAMP to be prepared NA</i>	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates) <i>photos to be added</i>	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details <i>NA</i>				
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements				✓

*Additional file - Self appraisal report - Very Good*

Checked by:

Date:

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *STATISTICS*

Item	Good	Average	Bad	Not prepared
1. Profile of the department	✓			
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.) <i>in foundation</i>	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓			
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal) <i>dept feedback to be done</i>				
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings	✓			
15. Guides of research department - details	✓			
16. Consultancy file <i>to be prepared</i>	✓			
17. Collaborations - MoUs <i>ZULWAMP to be prepared NA</i>	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates) <i>photos to be added</i>	✓			
20. Publications	✓			
21. Projects - major, minor, etc. details <i>NA</i>				
22. Teachers in external board of studies and other academic bodies (list & appointment letters)	✓			
23. Students achievements				✓

*Additional file - Self appraisal report - Very Good*

Checked by:

Date:

# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: ZOOLOGY

DATE: 12- JAN 21

Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>not completed</i>	
Department Files	<i>partially completed</i>	
Syllabus	<i>not completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: 19- JAN - 21

PRINCIPAL

for HOD

IQAC COORDINATOR

NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT

## EVALUATION FORM

DEPARTMENT: ZOOLOGY

DATE: 12- JAN 21

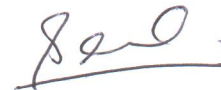
Item	Status Completed/Not Completed	Remarks
Self Study Report	<i>not completed</i>	
Department Files	<i>partially completed</i>	
Syllabus	<i>not completed</i>	
Program details in website	<i>not completed</i>	

Next Visit Date: 19- JAN - 21

PRINCIPAL



for HOD



IQAC COORDINATOR



NAAC CRITERION COORDINATOR



# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *20020AY*

Item	Good	Average	Bad	Not prepared
1. Profile of the department				✓
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓	✓		
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓	✓		
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings				
15. Guides of research department - details				
16. Consultancy file				X
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)		✓		
20. Publications				
21. Projects - major, minor, etc. details	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				✓
23. Students achievements	✓			

Checked by:



Date: *12-JUN-21*

# ACADEMIC & ADMINISTRATIVE AUDIT- Form-1

Evaluation form

Department: *20020AY*

Item	Good	Average	Bad	Not prepared
1. Profile of the department				✓
2. Faculty profile	✓			
3. Individual teacher profile	✓			
4. Syllabus (from 2016 onwards / updated)	✓			
5. Time table	✓			
6. Work diary (Teachers Diary)	✓			
7. Tutorial or mentoring file Students' profile (Green card)	✓			
8. Innovative / Experiential / Participative / Problem solving				✓
9. Details of other courses (eg. Certificate course, add on course, collaborative course, etc.)	✓			
10. End exam results (will be provided) & Internal exam mark lists	✓	✓		
11. Samples of q.papers, answer papers, assignments, project, etc.	✓			
12. Students feedback on teachers (other than ones with principal)	✓	✓		
13. Equipment file (store register, with details of purchase, in use, quarantine etc)	✓			
14. Minutes of department meetings				
15. Guides of research department - details		✓		
16. Consultancy file		✓		X
17. Collaborations - MoUs	✓			
18. Students support activities (details of SSP, WWS, JAM, NET Coaching etc)	✓			
19. Seminars, workshops, etc. (brochures, list of participants, samples of certificates)		✓		
20. Publications				
21. Projects - major, minor, etc. details	✓			
22. Teachers in external board of studies and other academic bodies (list & appointment letters)				✓
23. Students achievements	✓			

Checked by:



Date: *12-JUN-21*