

# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit I on 17/11/2020

### Report

Internal audit team consisting of Mr. Maheen M N, Principal, Mrs. Remadevi A, Vice Principal & coordinator IQAC, Mr. Jithesh K S, Vice Principal Academics and Mr. George John, Vice Principal Administration visited all the departments and verified the file system maintained in the departments.

Details are given as in the following table.

Sl No.	Name of Departments	Page No.
1	P G Dept. of Social Work	1.1
2	P G Dept. of Economics	1.2
3	P G Dept. of Commerce	1.3
4	Dept. of Business Administration	1.4
5	Dept. of Electronics	1.5
6	Dept. of Computer Science	1.6
7	Dept. of Commerce (Br. Computer Application)	1.7
8	Dept. of Dept. of Commerce (Br. Finance & Taxation)	1.8
9	Dept. of Dept. of Dept. of Commerce (Br. Marketing & OM)	1.9
10	Dept. of English	1.10
11	Dept. of Mathematics	1.11
12	Dept. of Hindi	1.12
13	Dept. of Malayalam	1.13

  
Remadevi A

Vice Principal & Coordinator IQAC

  
Maheen M.N

Principal

# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

P G Department of Social Work

File No.	File Name	Remarks
1	Department Profile	✓
2	Department Council	not complete 2015
3	Faculty Profile( With copies of certificates)	not completed - 2018
4	Faculty Assignments & Positions (Department/ College/ University)	not completed -
5	Monthly/ Annual Reports	com. WIP. 2018
6	Faculty Self-Appraisal	NIL
7	Visitor's Book & List of Visitors	Yes
8	Infrastructure Facilities	NIL
9	Student Attendance Reports	Yes - 2016 - ✓
10	Academic Plan	WIP.
11	Time Table and Work Load	Yes.
12	Syllabus	Yes.
13	Admission statistics	NIL
14	Students Nominal Roll	Yes
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	Yes.
16	Department Diary	NIL.
17	Teaching Plan/Teachers diary	✓
18	Class Diary	NR reg. NIL
19	Open Courses	NA
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	Yes.
21	Students Seminar	Yes.
22	Students Project	Yes.
23	Industrial Visit/ Study Tours	Yes.
24	On-The-Job Training/ Internships	Yes.
25	External Examination Register	Yes.
26	Internal Examination Register	Yes.
27	Results and Result Analysis	Yes - (Analysis in notes)
28	Open House (Class PTA meetings)	Yes.
29	Feedback on Curriculum	NA (X)
30	Student Progression & Placement	WIP.
31	Students Welfare/ Scholarship	as Filed as per available list
32	Grievance Redressal	Not completed
33	Bridge Course	NA.
34	Remedial Coaching	NIL

Resumplan

Analysis in notes

as Filed as per available list

35	Coaching for Advanced Learners	NIL
36	Co-curricular activities	Yes
37	Extracurricular activities	"
38	Career Guidance & Counselling	NIL
39	Mentor-Mentee system	Yes
40	Alumni	Not Completed
41	Teachers Research Projects	Yes
42	Seminars/Workshops	Yes
43	Books/Paper Publications	Yes
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	Yes
45	Consultancy/ MOU/ Collaborations	NIL
46	Student Research Projects/Publications/Presentations	Yes
47	Extension Programmes	WIP
48	Soft Skill Development Programmes	NIL
49	Innovative activities	Yes

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# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020 ✓

P G Department of Economics

File No.	File Name	Remarks
1	Department Profile	✓
2	Department Council	✓ Almost
3	Faculty Profile( With copies of certificates)	✓
4	Faculty Assignments & Positions (Department/ College/ University)	X
5	Monthly/ Annual Reports	not complete
6	Faculty Self-Appraisal	X
7	Visitor's Book & List of Visitors	X
8	Infrastructure Facilities	X incomplete
9	Student Attendance Reports	✓
10	Academic Plan	X
11	Time Table and Work Load	✓
12	✓ Syllabus	✓
13	Admission statistics	✓
14	Students Nominal Roll	✓
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	✓
16	Department Diary	X
17	Teaching Plan/Teachers diary	✓
18	Class Diary	X
19	Open Courses	X
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	certificate course
21	Students Seminar	✓
22	Students Project	X
23	Industrial Visit/ Study Tours	X
24	On-The-Job Training/ Internships	X
25	External Examination Register	✓
26	Internal Examination Register	✓
27	Results and Result Analysis	X to come
28	Open House (Class PTA meetings)	✓
29	Feedback on Curriculum	X
30	Student Progression & Placement	NA
31	Students Welfare/ Scholarship	X
32	Grievance Redressal	✓ not complete
33	Bridge Course	X
34	Remedial Coaching	X

35	Coaching for Advanced Learners	+
36	Co-curricular activities	✓
37	Extracurricular activities	+
38	Career Guidance & Counselling	+
39	Mentor-Mentee system	✓
40	Alumni	<del>+</del> N/A
41	Teachers Research Projects	+
42	Seminars/Workshops	✓
43	Books/Paper Publications	+
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	+
45	Consultancy/ MOU/ Collaborations	+
46	Student Research Projects/Publications/Presentations	Proj: Not Application
47	Extension Programmes	X
48	Soft Skill Development Programmes	X
49	Innovative activities	+

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# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

P G Department of Commerce

Commencing  
2019

File No.	File Name	Remarks
1	✓ Department Profile	
2	✓ Department Council	
3	✓ Faculty Profile( With copies of certificates) <i>Review LP</i>	
4	✓ Faculty Assignments & Positions (Department/ College/ University)	
5	✓ Monthly/ Annual Reports	
6	+ Faculty Self-Appraisal <i>Not done</i>	
7	✓ Visitor's Book & List of Visitors	
8	+ Infrastructure Facilities <i>Not complete</i>	
9	✓ Student Attendance Reports	
10	✓ Academic Plan	
11	✓ Time Table and Work Load	
12	✓ Syllabus	
13	✓ Admission statistics	
14	✓ Students Nominal Roll	
15	✓ Tutorial Register(Bio data, Socio-economic profile, Academic Progress) <i>Complete</i>	
16	+ Department Diary	
17	✓ Teaching Plan/Teachers diary	
18	+ Class Diary	
19	+ Open Courses <i>NA</i>	
20	Add-on/ Short Term Courses (include Time Table and Syllabus also) <i>NA</i>	
21	✓ Students Seminar	
22	✓ Students Project	
23	✓ Industrial Visit/ Study Tours	
24	On-The-Job Training/ Internships <i>Not Not done</i>	
25	✓ External Examination Register	
26	✓ Internal Examination Register	
27	Results and Result Analysis	
28	Open House (Class PTA meetings) <i>Not done</i>	
29	Feedback on Curriculum <i>Not done</i>	
30	Student Progression & Placement <i>Not done</i>	
31	✓ Students Welfare/ Scholarship	
32	✓ Grievance Redressal	
33	+ Bridge Course <i>NA</i>	
34	Remedial Coaching <i>Not done</i>	



35	Coaching for Advanced Learners	To be done
36	✓ Co-curricular activities	
37	✓ Extracurricular activities	
38	Career Guidance & Counselling	to be done
39	✓ Mentor-Mentee system	
40	✓ Alumni	Incomplete
41	Teachers Research Projects	not done
42	✓ Seminars/Workshops	
43	✗ Books/Paper Publications	
44	✓ Invited Lectures/ Paper Presentations/Participation in 44 Seminars/Workshops	
45	✗ Consultancy/ MOU/ Collaborations	to be done
46	✓ Student Research Projects/Publications/Presentations	
47	Extension Programmes	to be opened
48	Soft Skill Development Programmes	to be opened
49	Innovative activities	to be opened

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Sumit  
Srivastava

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# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

Department of Business Administration

File No.	File Name	Remarks
1	Department Profile	✓
2	Department Council	2019
3	Faculty Profile( With copies of certificates)	NC
4	Faculty Assignments & Positions (Department/ College/ University)	✓
5	Monthly/ Annual Reports	NC
6	Faculty Self-Appraisal	—
7	Visitor's Book & List of Visitors	✓
8	Infrastructure Facilities	—
9	Student Attendance Reports	✓
10	Academic Plan	<del>—</del>
11	Time Table and Work Load	✓
12	Syllabus	✓
13	Admission statistics	✓
14	Students Nominal Roll	✓
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	NC
16	Department Diary	—
17	Teaching Plan/Teachers diary	✓
18	Class Diary	—
19	Open Courses	Almost complete
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	NC <i>Salary papers to be done</i>
21	Students Seminar	NC
22	Students Project	✓
23	Industrial Visit/ Study Tours	started
24	On-The-Job Training/ Internships	✓
25	External Examination Register	✓
26	Internal Examination Register	—
27	Results and Result Analysis	NC Almost
28	Open House (Class PTA meetings)	✓
29	Feedback on Curriculum	— x
30	Student Progression & Placement	NC
31	Students Welfare/ Scholarship	NC not 16-17
32	Grievance Redressal	✓ No records
33	Bridge Course	✓
34	Remedial Coaching	—

*Allotment students*



35	Coaching for Advanced Learners	—
36	Co-curricular activities	✓
37	Extracurricular activities	✓
38	Career Guidance & Counselling	✓
39	Mentor-Mentee system	✓
40	Alumni	NC
41	Teachers Research Projects	—
42	Seminars/Workshops	NC
43	Books/Paper Publications	✓
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	NC
45	Consultancy/ MOU/ Collaborations	—
46	Student Research Projects/Publications/Presentations	✓
47	Extension Programmes	NC
48	Soft Skill Development Programmes	—
49	Innovative activities	—

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# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

Department of Electronics

File No.	File Name	Remarks
1	Department Profile	N/C
2	Department Council	2019 onwards
3	Faculty Profile( With copies of certificates)	✓ details missing
4	Faculty Assignments & Positions (Department/ College/ University)	—
5	Monthly/ Annual Reports	Almost complete
6	Faculty Self-Appraisal	—
7	Visitor's Book & List of Visitors	✓
8	Infrastructure Facilities	N/C
9	Student Attendance Reports	✓
10	Academic Plan	—
11	Time Table and Work Load	✓
12	Syllabus	✓
13	Admission statistics <i>Socio Economic Profile</i>	NC
14	Students Nominal Roll	✓
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	✓
16	Department Diary	+
17	Teaching Plan/Teachers diary	✓
18	Class Diary	—
19	Open Courses	✓
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	—
21	Students Seminar	Ne
22	Students Project	N/C
23	Industrial Visit/ Study Tours	✓
24	On-The-Job Training/ Internships	✓
25	External Examination Register <i>File</i>	✓ Copy paper, Mark, time tab
26	Internal Examination Register <i>File</i>	
27	Results and Result Analysis	N/C
28	Open House (Class PTA meetings)	signature in Tutorial book
29	Feedback on Curriculum	—
30	Student Progression & Placement	N/C
31	Students Welfare/ Scholarship	—
32	Grievance Redressal	N/C
33	Bridge Course	✓
34	Remedial Coaching	N/C

35	Coaching for Advanced Learners	-
36	Co-curricular activities	-
37	Extracurricular activities	-
38	Career Guidance & Counselling	-
39	Mentor-Mentee system	✓
40	Alumni	N/C
41	Teachers Research Projects	-
42	Seminars/Workshops	✓
43	Books/Paper Publications	-
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	currently on
45	Consultancy/ MOU/ Collaborations	-
46	Student Research Projects/Publications/Presentations	-
47	Extension Programmes	✓
48	Soft Skill Development Programmes	-
49	Innovative activities	-

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

Department of Computer Application *Science*

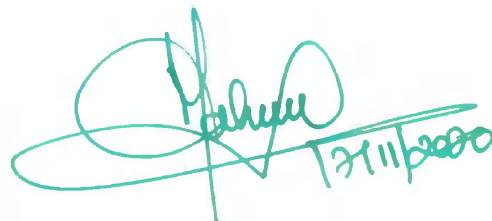
File No.	File Name	Remarks
1	Department Profile	✓
2	Department Council	NC
3	Faculty Profile( With copies of certificates)	✓
4	Faculty Assignments & Positions (Department/ College/ University)	✓
5	Monthly/ Annual Reports	✓
6	Faculty Self-Appraisal	—
7	Visitor's Book & List of Visitors	✓
8	Infrastructure Facilities	✓
9	Student Attendance Reports	✓
10	Academic Plan	✓
11	Time Table and Work Load	NC
12	Syllabus	✓
13	Admission statistics	NC
14	Students Nominal Roll	✓
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	✓
16	Department Diary	<del>✓</del>
17	Teaching Plan/Teachers diary	✓
18	Class Diary	<del>✓</del>
19	Open Courses	✓
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	—
21	Students Seminar	NC
22	Students Project	✓
23	Industrial Visit/ Study Tours	—
24	On-The-Job Training/ Internships	—
25	External Examination Register	✓
26	Internal Examination Register	✓
27	Results and Result Analysis	NC
28	Open House (Class PTA meetings)	✓
29	Feedback on Curriculum	—
30	Student Progression & Placement	NC
31	Students Welfare/ Scholarship	NC
32	Grievance Redressal	NC
33	Bridge Course	✓
34	Remedial Coaching	NC

35	Coaching for Advanced Learners	✓
36	Co-curricular activities	✓
37	Extracurricular activities	✓
38	Career Guidance & Counselling	—
39	Mentor-Mentee system	✓
40	Alumni	NC
41	Teachers Research Projects	—
42	Seminars/Workshops	NC
43	Books/Paper Publications	—
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	NC
45	Consultancy/ MOU/ Collaborations	—
46	Student Research Projects/Publications/Presentations	
47	Extension Programmes	NC
48	Soft Skill Development Programmes	—
49	Innovative activities	—

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# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

Department of Commerce C A

File No.	File Name	Remarks
1	Department Profile	✓
2	Department Council	NI.C
3	Faculty Profile( With copies of certificates)	✓
4	Faculty Assignments & Positions (Department/ College/ University)	NI.C
5	Monthly/ Annual Reports	—
6	Faculty Self-Appraisal	—
7	Visitor's Book & List of Visitors	—
8	Infrastructure Facilities	NI.C
9	Student Attendance Reports	NI.C
10	Academic Plan	—
11	Time Table and Work Load	NI.C
12	Syllabus	✓
13	Admission statistics	✓
14	Students Nominal Roll	NI.C
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	NI.C
16	Department Diary	—
17	Teaching Plan/Teachers diary	NI.C
18	Class Diary	NI.C
19	Open Courses	NI.C
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	NI.C
21	Students Seminar	NI.C
22	Students Project	NI.C
23	Industrial Visit/ Study Tours	NI.C
24	On-The-Job Training/ Internships	—
25	External Examination Register	✓
26	Internal Examination Register	✓
27	Results and Result Analysis	✓
28	Open House (Class PTA meetings)	NI.C
29	Feedback on Curriculum	—
30	Student Progression & Placement	NI.C
31	Students Welfare/ Scholarship	NI.C
32	Grievance Redressal	✓
33	Bridge Course	✓
34	Remedial Coaching	NI.C



35	Coaching for Advanced Learners	—
36	Co-curricular activities	NC
37	Extracurricular activities	NC
38	Career Guidance & Counselling	—
39	Mentor-Mentee system	✓
40	Alumni	NC
41	Teachers Research Projects	—
42	Seminars/Workshops	✓
43	Books/Paper Publications	✓
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	✓
45	Consultancy/ MOU/ Collaborations	✓
46	Student Research Projects/Publications/Presentations	✓
47	Extension Programmes	—
48	Soft Skill Development Programmes	—
49	Innovative activities	—

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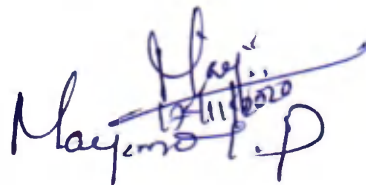
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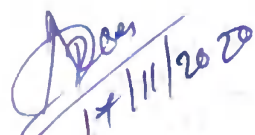
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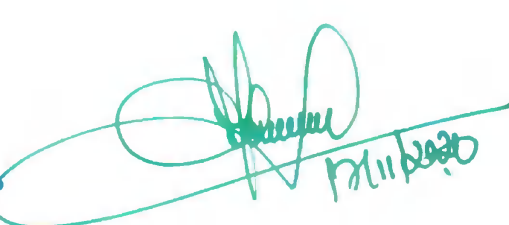
Department of Commerce F & T

File No.	File Name	Remarks
1	Department Profile	Yes.
2	Department Council	not completed
3	Faculty Profile( With copies of certificates)	not completed (at present)
4	Faculty Assignments & Positions (Department/ College/ University)	Yes.
5	Monthly/ Annual Reports	Yes. (not completed)
6	Faculty Self-Appraisal	NIL.
7	Visitor's Book & List of Visitors	NIL
8	Infrastructure Facilities	Yes.
9	Student Attendance Reports	Yes. (not completed) <sup>enclosed</sup>
10	Academic Plan	NIL.
11	Time Table and Work Load	Yes.
12	Syllabus	Yes.
13	Admission statistics	Yes.
14	Students Nominal Roll	Yes.
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	Complete
16	Department Diary	NIL
17	Teaching Plan/Teachers diary	Yes.
18	Class Diary	Yes.
19	Open Courses	not completed (yes)
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	Yes.
21	Students Seminar	NIL -
22	Students Project	Yes.
23	Industrial Visit/ Study Tours	NIL
24	On-The-Job Training/ Internships	NIL
25	External Examination Register	Yes.
26	Internal Examination Register	Yes.
27	Results and Result Analysis	Yes (2016-2017) <sup>at present</sup>
28	Open House (Class PTA meetings)	Yes (not completed)
29	Feedback on Curriculum	NIL
30	Student Progression & Placement	NIL.
31	Students Welfare/ Scholarship	Yes.
32	Grievance Redressal	Yes.
33	Bridge Course	Yes.
34	Remedial Coaching	Yes.

35	Coaching for Advanced Learners	Yes (need more data)
36	Co-curricular activities	Yes
37	Extracurricular activities	✓
38	Career Guidance & Counselling	Yes (need more)
39	Mentor-Mentee system	Yes
40	Alumni	Yes (not complete)
41	Teachers Research Projects	NIL
42	Seminars/Workshops	Yes
43	Books/Paper Publications	Yes (Review)
44	Invited Lectures/ Paper Presentations/Participation in 44 Seminars/Workshops	Yes
45	Consultancy/ MOU/ Collaborations	NIL
46	Student Research Projects/Publications/Presentations	Yes
47	Extension Programmes	NIL
48	Soft Skill Development Programmes	NIL
49	Innovative activities	NIL

  
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 Mayana P.P.  
 17/11/2020

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 (Date)



# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

Department of Commerce Marketing, OM & Sp

File No.	File Name	Remarks
1	Department Profile	NIL NOT completed.
2	Department Council	NIL
3	Faculty Profile( With copies of certificates)	not completed - <del>Annexure</del>
4	Faculty Assignments & Positions (Department/ College/ University)	not completed
5	Monthly/ Annual Reports	1 NIL
6	Faculty Self-Appraisal	NIL
7	Visitor's Book & List of Visitors	NIL
8	Infrastructure Facilities	Not completed
9	Student Attendance Reports	not completed - (17 onwards)
10	Academic Plan	NIL
11	Time Table and Work Load	Not completed (File)
12	Syllabus	Completed
13	Admission statistics	Completed
14	Students Nominal Roll	Completed
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	Not completed
16	Department Diary	NIL
17	Teaching Plan/Teachers diary	NIL
18	Class Diary ✓	✓ NIL ✓
19	Open Courses	Not completed
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	not completed (attached)
21	Students Seminar	not completed
22	Students Project	NIL
23	Industrial Visit/ Study Tours	NIL
24	On-The-Job Training/ Internships	NIL
25	External Examination Register	NIL
26	Internal Examination Register	Completed
27	Results and Result Analysis	Completed
28	Open House (Class PTA meetings)	Not completed
29	Feedback on Curriculum	NIL
30	Student Progression & Placement	NIL
31	Students Welfare/ Scholarship	Completed
32	Grievance Redressal	File (NIL)
33	Bridge Course	Completed present
34	Remedial Coaching	NIL

35 Socio economic profile

35	Coaching for Advanced Learners	NIL
36	Co-curricular activities	NIL
37	Extracurricular activities	NIL
38	Career Guidance & Counselling	NIL
39	Mentor-Mentee system	NIL
40	Alumni	not completed. (last year)
41	Teachers Research Projects	NIL
42	Seminars/Workshops	incomplete
43	Books/Paper Publications	Not complete (Paper)
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	Student-present
45	Consultancy/ MOU/ Collaborations	One. (NA)
46	Student Research Projects/Publications/Presentations	NIL
47	Extension Programmes	NIL
48	Soft Skill Development Programmes	NIL
49	Innovative activities	NIL

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# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

Department of English

File No.	File Name	Remarks
1	Department Profile	
2	Department Council	
3	Faculty Profile ( With copies of certificates)	
4	Faculty Assignments & Positions (Department/ College/ University)	
5	Monthly/ Annual Reports	
6	Faculty Self-Appraisal	
7	Visitor's Book & List of Visitors	
8	Infrastructure Facilities	
9	Student Attendance Reports	
10	Academic Plan	
11	Time Table and Work Load	No work load
12	Syllabus	✓
13	Admission statistics	
14	Students Nominal Roll	
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	
16	Department Diary	
17	Teaching Plan/Teachers diary	✓
18	Class Diary	✓
19	Open Courses	✓
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	
21	Students Seminar	
22	Students Project	
23	Industrial Visit/ Study Tours	
24	On-The-Job Training/ Internships	
25	External Examination Register	
26	Internal Examination Register	
27	Results and Result Analysis	
28	Open House (Class PTA meetings)	
29	Feedback on Curriculum	
30	Student Progression & Placement	
31	Students Welfare/ Scholarship	
32	Grievance Redressal	
33	Bridge Course	
34	Remedial Coaching	✓ N.C. Qu paper



35	Coaching for Advanced Learners	
36	Co-curricular activities	
37	Extracurricular activities	
38	Career Guidance & Counselling	
39	Mentor-Mentee system	
40	Alumni	
41	Teachers Research Projects	
42	Seminars/Workshops	
43	Books/Paper Publications	
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	✓
45	Consultancy/ MOU/ Collaborations	
46	Student Research Projects/Publications/Presentations	
47	Extension Programmes	
48	Soft Skill Development Programmes	
49	Innovative activities	

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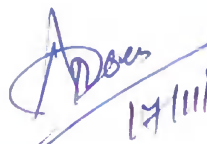
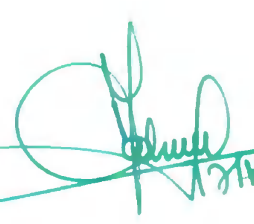
## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 17/11/2020

Department of Mathematics

File No.	File Name	Remarks
1	Department Profile	
2	Department Council	
3	Faculty Profile( With copies of certificates)	✓
4	Faculty Assignments & Positions (Department/ College/ University)	
5	Monthly/ Annual Reports	
6	Faculty Self-Appraisal	
7	Visitor's Book & List of Visitors	
8	Infrastructure Facilities	
9	Student Attendance Reports	
10	Academic Plan	
11	Time Table and Work Load	
12	Syllabus	
13	Admission statistics	
14	Students Nominal Roll	
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	
16	Department Diary	
17	Teaching Plan/Teachers diary	✓
18	Class Diary	
19	Open Courses	
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	
21	Students Seminar	
22	Students Project	
23	Industrial Visit/ Study Tours	
24	On-The-Job Training/ Internships	
25	External Examination Register	
26	Internal Examination Register	
27	Results and Result Analysis	
28	Open House (Class PTA meetings)	
29	Feedback on Curriculum	
30	Student Progression & Placement	
31	Students Welfare/ Scholarship	
32	Grievance Redressal	
33	Bridge Course	Completed
34	Remedial Coaching	On paper

35	Coaching for Advanced Learners	
36	Co-curricular activities	
37	Extracurricular activities	
38	Career Guidance & Counselling	
39	Mentor-Mentee system	
40	Alumni	
41	Teachers Research Projects	
42	Seminars/Workshops	
43	Books/Paper Publications	
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	✓
45	Consultancy/ MOU/ Collaborations	
46	Student Research Projects/Publications/Presentations	
47	Extension Programmes	
48	Soft Skill Development Programmes	
49	Innovative activities	

  
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# MES COLLEGE ERUMELY


## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/11/2020


Department of Hindi

File No.	File Name	Remarks
1	Department Profile	✓
2	Department Council	
3	Faculty Profile( With copies of certificates)	✓
4	Faculty Assignments & Positions (Department/ College/ University)	
5	Monthly/ Annual Reports	
6	Faculty Self-Appraisal	
7	Visitor's Book & List of Visitors	
8	Infrastructure Facilities	
9	Student Attendance Reports	✓
10	Academic Plan	
11	Time Table and Work Load	not completed
12	Syllabus	✓
13	Admission statistics	
14	Students Nominal Roll	
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress)	
16	Department Diary	
17	Teaching Plan/Teachers diary	
18	Class Diary	
19	Open Courses	
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	
21	Students Seminar	
22	Students Project	
23	Industrial Visit/ Study Tours	
24	On-The-Job Training/ Internships	
25	External Examination Register	
26	Internal Examination Register	
27	Results and Result Analysis	
28	Open House (Class PTA meetings)	
29	Feedback on Curriculum	
30	Student Progression & Placement	
31	Students Welfare/ Scholarship	
32	Grievance Redressal	
33	Bridge Course	
34	Remedial Coaching	

35	Coaching for Advanced Learners	
36	Co curricular activities	
37	Extracurricular activities	
38	Career Guidance & Counselling	
39	Mentor-Mentee system	
40	Alumni	
41	Teachers Research Projects	
42	Seminars/Workshops	✓
43	Books/Paper Publications	
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	
45	Consultancy/ MoU/ Collaborations	
46	Student Research Projects/Publications/Presentations	
47	Extension Programmes	
48	Soft Skill Development Programmes	
49	Innovative activities	

  
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# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/11/2020

Department of Malayalam

File No.	File Name	Remarks
1	Department Profile	✓
2	Department Council	
3	Faculty Profile( With copies of certificates)	✓
4	Faculty Assignments & Positions (Department/ College/ University)	
5	Monthly/ Annual Reports	
6	Faculty Self-Appraisal	
7	Visitor's Book & List of Visitors	
8	Infrastructure Facilities	
9	Student Attendance Reports	✓
10	Academic Plan	
11	Time Table and Work Load	<i>Not Compleat</i>
12	Syllabus	✓
13	Admission statistics	
14	Students Nominal Roll	
15	Tutorial Register(Bio data, Socio-economic profile, Academic Progress) 1	
16	Department Diary	
17	Teaching Plan/Teachers diary	
18	Class Diary	
19	Open Courses	
20	Add-on/ Short Term Courses (include Time Table and Syllabus also)	
21	Students Seminar	
22	Students Project	
23	Industrial Visit/ Study Tours	
24	On-The-Job Training/ Internships	
25	External Examination Register	
26	Internal Examination Register	
27	Results and Result Analysis	
28	Open House (Class PTA meetings)	
29	Feedback on Curriculum	
30	Student Progression & Placement	
31	Students Welfare/ Scholarship	
32	Grievance Redressal	
33	Bridge Course	
34	Remedial Coaching	



35	Coaching for Advanced Learners	
36	Co curricular activities	
37	Extracurricular activities	
38	Career Guidance & Counselling	
39	Mentor-Mentee system	
40	Alumni	
41	Teachers Research Projects	
42	Seminars/Workshops	
43	Books/Paper Publications	✓
44	Invited Lectures/ Paper Presentations/Participation in44 Seminars/Workshops	
45	Consultancy/ MoU/ Collaborations	
46	Student Research Projects/Publications/Presentations	
47	Extension Programmes	
48	Soft Skill Development Programmes	
49	Innovative activities	

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