

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit I on 16/01/2020

Report

Internal audit team consisting of Mr. Jithesh K S, Vice Principal Academics & coordinator IQAC, Mr. Jais John Criterion I Head visited all the departments and verified the Criterion I 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	3.1
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Mr Jithesh K.S

Vice Principal & Coordinator IQAC

Mr. Maheen M.N

Principal

MES COLLEGE ERUMELY

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Internal Audit on 16/01/2021

PG Department of Social Work

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	(X) ✓
2.	Teaching Plan	(X) ✓
3.	Department Profile	(X) ✓
	Preface of the Subject	✓
	Course outcome and programme outcome	✓
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓ ends (X)
	University Examination Question Papers	✓
	Internal Examination Question Papers	✓
	Assignment and Seminar Topics with Submission Dates	✓ 2015 - 2014 - NICU ✓
	Internal Assessment Mark Records	
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	✓ (NA)
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓ (X) (X)
4.	Collaboration, Linkage or MoUs.	(X)
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	(X) ✓ syllabus
1.2	Academic Flexibility	
1.	Certificate Course	✓
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	✓ (X)
	ASSESSMENT PROCEDURE	Forum need to conduct
	SUMMARY REPORTS	
	CERTIFICATE	
	BROCHURE	
	SANCTION ORDER	✓

Rechecked on 07/01/2021

Dani Thomas
16/01/2021
Dani Thomas
HOD

Jithesh K.S
16/01/2021
Jithesh K.S

Jais John
16 Jan 2021
Jais John

Vice Principal Academics & IQAC Coordinator

Criterion I Head

MES COLLEGE ERUMELY

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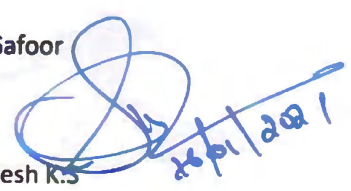
P G Department of Economics

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	✓
2.	Teaching Plan	X (Doing) ✓
3.	Department Profile	✓
	Preface of the Subject	
	Course outcome and programme outcome	✓
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	✓
	Internal Examination Question Papers	✓
	Assignment and Seminar Topics with Submission Dates	✓
	Internal Assessment Mark Records	✓
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	X (NA)
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓
4.	Collaboration, Linkage or MoUs.	X
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	X
1.2	Academic Flexibility	
1.	Certificate Course	✓
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	X ✓
	ASSESSMENT PROCEDURE	X ✓
	SUMMARY REPORTS	X ✓
	CERTIFICATE	X ✓
	BROCHURE	✓
	SANCTION ORDER	✓

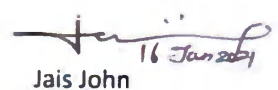
Rechecked on 07/09/2021



Mubeena Gafoor
HOD



Jithesh K.S.



Jais John

Vice Principal Academics & IQAC Coordinator

Criterion I Head

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/01/2021

P G Department of Commerce

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	X
2.	Teaching Plan	X (almost ok)
3.	Department Profile	✓
	Preface of the Subject	
	Course outcome and programme outcome	✓
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	✓
	Internal Examination Question Papers	✓
	Assignment and Seminar Topics with Submission Dates	✓
	Internal Assessment Mark Records	2015 NIC ✓ completed
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	✗ N/A
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓
4.	Collaboration, Linkage or MoUs.	X
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	X 16, 19 - sup Duty certificate
1.2	Academic Flexibility	
1.	Certificate Course	✓
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	X
	ASSESSMENT PROCEDURE	✗
	SUMMARY REPORTS	X
	CERTIFICATE	X
	BROCHURE	✓
	SANCTION ORDER	✓

Recheck on 07/04/2021

Sourya
16/1/21
Sourya S
HOD

Jithesh K.S

Vice Principal Academics & IQAC Coordinator

16 Jan 2021

Jais John

Criterion I Head

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/01/2021

Department of Business Administration

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	plan to be complete → x
1.	Department Academic Plan	Not completed x
2.	Teaching Plan	(x) x
3.	Department Profile	(x) x ✓
	Preface of the Subject	
	Course outcome and programme outcome	
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	✓
	Internal Examination Question Papers	✓
	Assignment and Seminar Topics with Submission Dates	(x) updated
	Internal Assessment Mark Records	✓
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	(x) complete attendance student list Performance
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓
4.	Collaboration, Linkage or MoUs.	(x)
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	(x) Duty certificate need to collect from office ✓
1.2	Academic Flexibility	
1.	Certificate Course	✓
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	✓
	ASSESSMENT PROCEDURE	(x) (x)
	SUMMARY REPORTS	(x)
	CERTIFICATE	(x)
	BROCHURE	(x)
	SANCTION ORDER	✓

Rechecked on 07/04/2021

Anumol Joseph
HOD

Jithesh K.S

Vice Principal Academics & IQAC Coordinator

16 Jan 2021

Jais John

Criterion I Head

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/01/2021

Department of Electronics

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	Need to improve - not completed.
2.	Teaching Plan	
3.	Department Profile	
	Preface of the Subject	(X) Need to improve.
	Course outcome and programme outcome	✓ (I sem completed)
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	✓
	Internal Examination Question Papers	✓
	Assignment and Seminar Topics with Submission Dates	✓
	Internal Assessment Mark Records	✓
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	(X)
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓
4.	Collaboration, Linkage or MoUs.	X
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	(Faculty) (Duty certificate)
1.2	Academic Flexibility	
1.	Certificate Course	✓
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	✓
	ASSESSMENT PROCEDURE	
	SUMMARY REPORTS	
	CERTIFICATE	
	BROCHURE	.
	SANCTION ORDER	✓

Jisha C.K
Jisha C.K
HOD

Jithesh K.S
Jithesh K.S
16/01/2021

Jais John
16 Jan 2021
Jais John

Vice Principal Academics & IQAC Coordinator

Criterion I Head

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/01/2021

Department of Commerce (Br. OM & M) *Computer Science.*

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	X
2.	Teaching Plan	X
3.	Department Profile	✓ <i>need to improve.</i>
	Preface of the Subject	
	Course outcome and programme outcome	X ✓ (almost)
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	✓
	Internal Examination Question Papers	✓
	Assignment and Seminar Topics with Submission Dates	✓ <i>Msc (UG not completed)</i>
	Internal Assessment Mark Records	✓
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	X
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓
4.	Collaboration, Linkage or MoUs.	X
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	✓ <i>(2 nos) Duty</i>
1.2	Academic Flexibility	
1.	Certificate Course	✓
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	✓
	ASSESSMENT PROCEDURE	✓
	SUMMARY REPORTS	✓
	CERTIFICATE	✓
	BROCHURE	✓
	SANCTION ORDER	✓

Reviewed on 7/01/2021

Asha K.M
HOD *Betty Joseph*
16/1/2021

Jithesh K.S
16/01/2021

Vice Principal Academics & IQAC Coordinator

Jais John
16 Jan 2021

Criterion I Head

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/01/2021

Department of Commerce (Br. C A)

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	X
2.	Teaching Plan	X ✓ (correct term)
3.	Department Profile	X
	Preface of the Subject	
	Course outcome and programme outcome	X
	Syllabus	X (only correct)
	Time Table	X - (2 year only)
	Lesson Plan and execution	✓
	University Examination Question Papers	X ✓
	Internal Examination Question Papers	✓
	Assignment and Seminar Topics with Submission Dates	(correct yrs)
	Internal Assessment Mark Records	✓
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	X ✓ Free year
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	X
4.	Collaboration, Linkage or MoUs.	X
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	X (Paper valuations duty certificate)
1.2	Academic Flexibility	
1.	Certificate Course	
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	✓
	ASSESSMENT PROCEDURE	X
	SUMMARY REPORTS	X
	CERTIFICATE	X
	BROCHURE	X
	SANCTION ORDER	✓

Rechecked 07/04/2021

Santhosh K.K
HOD

Jithesh K.S

Vice Principal Academics & IQAC Coordinator

Jais John

Criterion I Head

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/01/2021

Department of Commerce (Br. F & T)

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	not completed - 2017 onwards →
2.	Teaching Plan	(X)
3.	Department Profile	✓ need to improve →
	Preface of the Subject	
	Course outcome and programme outcome	X
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	18, 2019, 20 only →
	Internal Examination Question Papers	3 years only
	Assignment and Seminar Topics with Submission Dates	need to complete →
	Internal Assessment Mark Records	✓
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	X 2020 only
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓
4.	Collaboration, Linkage or MoUs.	X
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	X
1.2	Academic Flexibility	
1.	Certificate Course	
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	X
	ASSESSMENT PROCEDURE	X
	SUMMARY REPORTS	X
	CERTIFICATE	X
	BROCHURE	X
	SANCTION ORDER	✓

Rechecked on 07/04/2021

Maya mol
HOD

Jithesh K.S

Vice Principal Academics & IQAC Coordinator

Jais John

Criterion I Head

MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 16/01/2021

Department of Computer Science

Commerce Branch (OM & M)

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	
1.	Department Academic Plan	X
2.	Teaching Plan	X <i>Not completed</i>
3.	Department Profile	X
	Preface of the Subject	✓
	Course outcome and programme outcome	✓
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	⊗ <i>old has in place</i>
	Internal Examination Question Papers	⊗
	Assignment and Seminar Topics with Submission Dates	2017 onwards ✓
	Internal Assessment Mark Records	not completed. X
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	X X
	Student's Name List	✓
	University Result Analysis	✓
	Sample Assignment Submitted by students	✓
4.	Collaboration, Linkage or MoUs.	X
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	X
1.2	Academic Flexibility	
1.	Certificate Course	
	SYLLABUS	✓
	STUDENTS LIST	✓
	ATTENDANCE REGISTER	✓
	ASSESSMENT PROCEDURE	X
	SUMMARY REPORTS	X
	CERTIFICATE	✓ +
	BROCHURE	X
	SANCTION ORDER	✓

Rechecked on 01/09/20

Asha. K. M
~~Ashe. K. M~~
 HOD

Jithesh K.S
 16/01/2021

Jais John
 16 Jan 2021

Jais John
 Criterion I Head

Vice Principal Academics & IQAC Coordinator


MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Audit on 07/04/2021

P G Department of English

File No.	File Name	Remarks
1.1	Curricular Planning & Implementation	✓
1.	Department Academic Plan	✓
2.	Teaching Plan	
3.	Department Profile	✓
	Preface of the Subject	✓
	Course outcome and programme outcome	✓
	Syllabus	✓
	Time Table	✓
	Lesson Plan and execution	✓
	University Examination Question Papers	
	Internal Examination Question Papers	(only 2020)
	Assignment and Seminar Topics with Submission Dates	✓
	Internal Assessment Mark Records	✓
	Remedial Class Plan and Continuous Evaluation Records (Attendance, Students list, Performance)	(NA)
	Student's Name List	✓
	University Result Analysis	
	Sample Assignment Submitted by students	
4.	Collaboration, Linkage or MoUs.	✓
5.	List of teachers in BoS, Syllabus revision, University question paper setting, Chairman of a programme (Order/Duty certificate needed)	✓
1.2	Academic Flexibility	
1.	Certificate Course	
	SYLLABUS	
	STUDENTS LIST	
	ATTENDANCE REGISTER	
	ASSESSMENT PROCEDURE	
	SUMMARY REPORTS	
	CERTIFICATE	
	BROCHURE	
	SANCTION ORDER	


George John
HOD 07.04.2021

Jithesh K.S

Vice Principal Academics & IQAC Coordinator


07/04/2021

Jais John

Criterion I Head