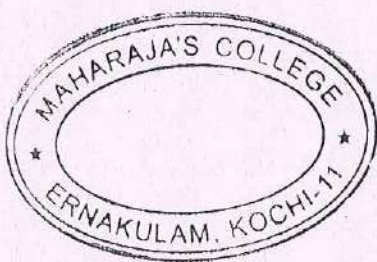


I team
Margarette

MAHARAJA'S COLLEGE, ERNAKULAM
INTERNAL QUALITY ASSUARANCE CELL (IQAC)
INTERNAL ACADEMIC AUDIT: 2015-16

TIME SCHEDULE

	Departments	Date of Visit	Time of Visit
I	ARABIC	27/10/2016	10 AM, - 11.15 AM
II	CHEMISTRY		
III	ECONOMICS		
I	HINDI	27/10/2016	11.30 AM-12.45AM
II	ISLAMIC HISTORY		
III	MATHEMATICS		
I	PHILOSOPHY	27/10/2016	2 PM- 3.15 PM
II	POLITICAL SCIENCE		
III	STATISTICS		
	BOTANY	28/10/2016	10 AM - 11.15 AM
	COMMERCE		
	ENGLISH		
	HISTORY	28/10/2016	11.30 AM-12.45AM
	MALAYALAM		
	MUSIC		
	PHYSICS	28/10/2016	2 PM- 3.15 PM
	SANSKRIT		
	ZOOLOGY		



20/10/16
PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM

[Signature]
Anilkumar.T.G.

Se Se Jr
Margarette Shaji Hani
Sobhen G. Mol Sunish
Nurealis Hitha Sreesha
Prasanne Anitha
Anitha

Angel:

IQAC
Academic Audit 2016-17
Schedule

Date: 4 th October 2017			Date: 5 th October 2017		
Sl. No.	Name of Department	Time	Sl. No.	Name of Department	Time
1	Arabic	10.00 am to 10.45 am	9	Malayalam	10.00 am to 10.45 am
2	Botany	10.00 am to 10.45 am	10	Statistics	10.00 am to 10.45 am
3	Chemistry	11.15 am to 12.00 am	11	History	11.15 am to 12.00 am
4	Islamic History	11.15 am to 12.00 am	12	Music	11.15 am to 12.00 am
5	English	1.30 pm to 2.15 pm	13	Philosophy	1.30 pm to 2.15 pm
6	Hindi	1.30 pm to 2.15 pm	14	Physics	1.30 pm to 2.15 pm
7	Economics	2.30 pm to 3.15 pm	15	Sanskrit	2.30 pm to 3.15 pm
8	Mathematics	2.30 pm to 3.15 pm	16	Political Science	2.30 pm to 3.15 pm
			17	Zoology	1.30 pm to 2.15 pm
			18	Commerce	2.30 pm to 3.15 pm
			19	Physical Education	3.30 pm to 4.15 pm



PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17

Documents to be maintained at Department Level

Sl. No.	Criteria	Remarks
1	Teachers Diary	
	Log Books	
	Tutor's Diary	
2	Student Attendance	
3	Internal Assessment Details	
	Internal Assessment Attendance	
	Internal Assessment Question Papers	
	Internal Assessment Grade Sheet	
	Class PTA	
4	Curricular Aspects	
	Copy of the Restructured Syllabus [UG and PG]	
	Model Question Papers [UG and PG]	
	Minutes of Board of Studies	
	Details of Syllabus Restructuring Workshop Conducted	
5	Teaching, Learning and Evaluation	
	Profile of Students (Sanctioned Strength/Admitted)	
	Students Biodata	
	Highest and Lowest Percentage of Marks of Students	
	Teaching Posts Sanctioned and Filled	
	Biodata of Teachers	
	Details of Existing Faculty (Gender/Designation/FullTime/PartTime/PhD/MPhil/NET/PDF)	
	Faculty Development Programmes Availed (FDP/Refresher/Orientation/Seminar/Conference/Workshop/FLAIR/etc)	
	Faculty as Resource Persons	
	Positions held by Faculty Members [Board of Studies / Editorial Board etc]	
	Innovative Practices, if any	
6	Research , Consultancy and Extension	
	Research Projects (Minor/Major/Agency/Amount)	
	Research Publications (International/National/College/Books/Abstracts/etc)	
	Extension Activities of the Department	
	Consultancy/Collaborations – MoUs	
	Innovative Practices, if any	
7	Infrastructure and Learning Resources	
	Journals, Magazines Subscribed	
	Collection of Books, E-Resources, CD, etc [Books Added during the period]	
	Computers, LCD, OHP, Printers etc	
	Stock Register	
8	Student Support and Progression	
	Details of Students from Kerala and Outside	
	Dropout rate	
	Examination Results [Autonomous and Non-Autonomous Batches]	
	Number of Students Passed NET/SET/CAT/TOEFL/Other Competitive Examinations	
	Progression to Higher Studies, Job, Self Employment etc	
	Tutorial	
	Remedial Coaching	
	Coaching for Competitive Examinations	
	Innovative Practices, if any	

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17

Documents to be maintained at Department Level

Sl. No.	Criteria	M	Remarks
1	Teachers Diary <i>only two 3</i>		
	Log Books <i>one missing - 11 year income</i>		
	Tutor's Diary		
2	Student Attendance		
3	Internal Assessment Details		
	Internal Assessment Attendance		
	Internal Assessment Question Papers <i>9 + Answer sheets</i>		
	Internal Assessment Grade Sheet		
	Class PTA		
4	Curricular Aspects		
	Copy of the Restructured Syllabus [UG and PG]		
	Model Question Papers [UG and PG]		
	Minutes of Board of Studies		
	Details of Syllabus Restructuring Workshop Conducted		
5	Teaching, Learning and Evaluation		
	Profile of Students (Sanctioned Strength/Admitted)		
	Students Biodata		
	Highest and Lowest Percentage of Marks of Students		
	Teaching Posts Sanctioned and Filled		
	Biodata of Teachers		
	Details of Existing Faculty		
	(Gender/Designation/FullTime/PartTime/PhD/MPhil/NET/PDF)		
	Faculty Development Programmes Aailed		
	(FDP/Refresher/Orientation/Seminar/Conference/Workshop/FLAIR/etc)		
	Faculty as Resource Persons		
	Positions held by Faculty Members [Board of Studies / Editorial Board etc]		
	Innovative Practices, if any		
6	Research, Consultancy and Extension		
	Research Projects (Minor/Major/Agency/Amount)		
	Research Publications (International/National/College/Books/Abstracts/etc)		
	Extension Activities of the Department <i>N/A + AAD</i>		
	Consultancy/Collaborations - MoUs		
	Innovative Practices, if any <i>Nil</i>		
7	Infrastructure and Learning Resources		
	Journals, Magazines Subscribed <i>101 - N - 12</i>		
	Collection of Books, E-Resources, CD, etc [Books Added during the period]		
	Computers, LCD, OHP, Printers etc		
	Stock Register		
8	Student Support and Progression		
	Details of Students from Kerala and Outside		
	Dropout rate		
	Examination Results [Autonomous and Non-Autonomous Batches]		
	Number of Students Passed NET/SET/CAT/TOEFL/Other Competitive Examinations <i>P.S.C 2</i>		
	Progression to Higher Studies, Job, Self Employment etc		
	Tutorial		
	Remedial Coaching <i>INDY</i>		
	Coaching for Competitive Examinations		
	Innovative Practices, if any		

Tutorial card —

Student Profile

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: **ARABIC**

Tabulation should be

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5 <i>only three</i>	3
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5 <i>one missing</i>	7 <i>BA incamp</i>
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5 <i>not maintained</i>	3
4	Achievement of Students		
	A. Result UG- documentation ✓	100% - 2; $\geq 75\%$ - 1	2
	Result PG- documentation ✓		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	23
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	UG - A+ <i>x A only</i>	10 per student	—
	PG - A+ <i>x A only</i>	10 per student	—
	b. Records of Students participation in external events <i>x</i>	Yes - 5; No - 0	0
	c. Records of Student Initiatives <i>x</i>	Yes - 5; No - 0	—
	d. Records of students availing scholarships ✓	Yes - 5; No - 0	5
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies <i>4</i>	1 point for each member per post	4
	b. Membership in university administrative bodies <i>5</i>	Syndicate - 5 Senate - 2 <i>x</i>	inf
	c. Ph.D./M.Phil Awarded <i>x</i>	Ph.D. - 5 M.Phil. - 2	—
	d. Research Guides and Research Scholars <i>2</i>	Research Guide ✓ 2 marks <i>2 retired & 1 existing</i> Student [FT] - 2 marks [PT] - 1 mark	6
	e. Projects completed/Ongoing	Major - 5 Minor - 2	nil
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	nil
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event <i>(2)</i>	2
	h. Paper presented in seminars / conferences/ etc	International - 2 each <i>3+3</i> Others - 1 each <i>(6)</i>	3
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each <i>(5)</i> Inside Kerala - 1 each	nil
	j. Awards / Recognitions	Govt - 5 NGO - 2	nil
	k. Books Published	Single Author - 5 each Co-author - 2 each	nil
	l. Articles published / broadcasted	1 mark each	2 <i>2- not</i>

PSC - subject expert - 3
Invited talk - Resource person - 1
Chit denis

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	✓ 5 each	5
	b. Coaching classes for competitive examinations	✓ 5 [minimum five classes]	5
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	✓ 5 each	10
	d. Internal Resource Mobilisation	8 5 marks [Min. Rs 5000]	5
	e. Fund Utilisation	Libr. & 9 June > 75 % 2 marks 2000	2
	f. Infrastructure augmented	8 If documented – 5 marks	—
	g. class PTA	Yes / 5; No – 0 no records	3
7	Extension activities for Public	✓ 2 marks	2
8	Innovative Programmes [sustained over a period]	✓ Maximum 5 marks	5
9	Internal Exam QP [UG and PG]	✓ 100 % - 5; ≥ 75% - 2	✓ 5
10	Internal Exam Answer Papers	x 100 % - 5; ≥ 75% - 2	nil
11	Record of Attendance	. 100 % - 5; ≥ 75% - 2	5 only books
12	Biodata of students	As form 100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

1.

2.

3.  JAYA S

IQAC Coordinator

Principal

Univ. cricket team -

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: ARABIC

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	3
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	7
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	3
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	1
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	UG – A+	10 per student	1
	PG – A+	10 per student	1
	b. Records of Students participation in external events	Yes – 5; No - 0	1
	c. Records of Student Initiatives	Yes – 5; No - 0	1
	d. Records of students availing scholarships	Yes – 5; No - 0	5
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	9
	b. Membership in university administrative bodies	Syndicate – 5 Senate – 2	1
	c. Ph.D./M.Phil Awarded	Ph.D. – 5 M.Phil. - 2	1
	d. Research Guides and Research Scholars	Research Guide – 2 marks Student[FT] – 2 marks [PT] – 1 mark	6
	e. Projects completed/Ongoing	Major – 5 Minor – 2	1
	f. Publications	Impact Factor ≥ 0.5 – 2 marks Impact Factor < 0.5 – 1 marks	1
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	1
	h. Paper presented in seminars / conferences/ etc	International – 2 each Others – 1 each	3
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each	1
	j. Awards / Recognitions	Govt – 5 NGO – 2	1
	k. Books Published	Single Author – 5 each Co-author – 2 each	1
	l. Articles published / broadcasted	1 mark each	2

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	5
	b. Coaching classes for competitive examinations	5 [minimum five classes]	5
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	10
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	5
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	5
	g. class PTA	Yes – 5; No – 0	3
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	5
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

1. 
- 2.
- 3.

600 +

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: ARABIC

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	3
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	7
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	3
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	UG – A+	10 per student	1
	PG – A+	10 per student	1
	b. Records of Students participation in external events	Yes – 5; No - 0	1
	c. Records of Student Initiatives	Yes – 5; No - 0	1
	d. Records of students availing scholarships	Yes – 5; No - 0	5
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	9
	b. Membership in university administrative bodies	Syndicate – 5 Senate – 2	1
	c. Ph.D./M.Phil Awarded	Ph.D. – 5 M.Phil. - 2	1
	d. Research Guides and Research Scholars	Research Guide – 2 marks Student[FT] – 2 marks [PT] – 1 mark	12
	e. Projects completed/Ongoing	Major – 5 Minor – 2	1
	f. Publications	Impact Factor ≥ 0.5 – 2 marks Impact Factor < 0.5 – 1 marks	1
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	2
	h. Paper presented in seminars / conferences/ etc	International – 2 each Others – 1 each	3
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each	5
	j. Awards / Recognitions	Govt – 5 NGO – 2	1
	k. Books Published	Single Author – 5 each Co-author – 2 each	1
	l. Articles published / broadcasted	1 mark each	2

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	5
	b. Coaching classes for competitive examinations	5 [minimum five classes]	5
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	10
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	5
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	—
	g. class PTA	Yes – 5; No – 0	3
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	5
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	—
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	114

Name and Signature of Team Members:

1. 
2. 
- 3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: Botany

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	5
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	5
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	1
	Result PG- documentation		1
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	UG - A+	10 per student	-
	PG - A+	10 per student	-
	b. Records of Students participation in external events	Yes - 5; No - 0	5
	c. Records of Student Initiatives	Yes - 5; No - 0	5
	d. Records of students availing scholarships	Yes - 5; No - 0	
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	
	e. Projects completed/Ongoing	Major - 5 Minor - 2 - 1	2
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each - 2	2
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	
	j. Awards / Recognitions	Govt - 5 NGO - 2	
	k. Books Published	Single Author - 5 each Co-author - 2 each	
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	15
	b. Coaching classes for competitive examinations	5 [minimum five classes]	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	5
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	
	e. Fund Utilisation	$\geq 75\%$ 2 marks	
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA	Yes – 5; No – 0	5+5
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	
9	Internal Exam QP [UG and PG]	100 % - 5; $\geq 75\%$ - 2	5
10	Internal Exam Answer Papers	100 % - 5; $\geq 75\%$ - 2	5
11	Record of Attendance	100 % - 5; $\geq 75\%$ - 2	5
12	Biodata of students	100 % - 5; $\geq 75\%$ - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

1. Dr. Vineetha K. M. 
- 2.
- 3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Chemistry*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	5
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	10
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	1
	Result PG- documentation		1
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	—
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	UG - A+ <i>1+3*</i>	10 per student	40
	PG - A+	10 per student	
	b. Records of Students participation in external events	Yes - 5; No - 0 <i>x</i>	
	c. Records of Student Initiatives	Yes - 5; No - 0 <i>x</i>	
	d. Records of students availing scholarships	Yes - 5; No - 0 <i>x</i>	
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post <i>9</i>	9
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	20
	e. Projects completed/Ongoing	Major - 5 Minor - 2 <i>3+4</i>	14
	f. Publications	Impact Factor ≥ 0.5 - 2 marks <i>6</i> Impact Factor < 0.5 - 1 marks <i>20</i>	32
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event <i>44</i>	44
	h. Paper presented in seminars / conferences/ etc	International - 2 each <i>10</i> Others - 1 each <i>6</i>	26
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each <i>13</i>	13
	j. Awards / Recognitions	Govt - 5 NGO - 2	
	k. Books Published	Single Author - 5 each Co-author - 2 each <i>5</i>	15
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	5 25
	b. Coaching classes for competitive examinations	5 [minimum five classes]	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	1 5
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	
	e. Fund Utilisation	≥ 75 % 2 marks	
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA	Yes – 5; No – 0	5
7	Extension activities for Public	2 marks	2 2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

- 1.
- 2.
- 3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Commerce*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5 ✓	5
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	10
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2 ✓
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	10
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	UG - A+	10 per student 1	10
	PG - A+	10 per student 1	10
	b. Records of Students participation in external events	Yes - 5; No - 0 ✓	5
	c. Records of Student Initiatives	Yes - 5; No - 0 ✓	5
	d. Records of students availing scholarships	Yes - 5; No - 0 ✗	—
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post 1	1
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	—
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	—
	d. Research Guides and Research Scholars	Research Guide - 2 marks -1 Student [FT] - 2 marks [PT] - 1 mark 1	3
	e. Projects completed/Ongoing	Major - 5 -1 Minor - 2 -4	13
	f. Publications	Impact Factor ≥ 0.5 - 2 marks 10 Impact Factor < 0.5 - 1 marks 16	28
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event 17	17
	h. Paper presented in seminars / conferences/ etc	International - 2 each 3 Others - 1 each 23	29
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each 15	15
	j. Awards / Recognitions	Govt - 5 NGO - 2 -3	6
	k. Books Published	Single Author - 5 each Co-author - 2 each 2+1+1	8
	l. Articles published / broadcasted	1 mark each	—

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each 1	5
	b. Coaching classes for competitive examinations	5 [minimum five classes] 1	5
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each 1	5
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000] 1	5
	e. Fund Utilisation	≥ 75 % 2 marks ✓	2
	f. Infrastructure augmented	If documented – 5 marks ✓	—
	g. class PTA	Yes – 5; No – 0 ✓	5
7	Extension activities for Public	2 marks ✓	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks ✓	3
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2 ✓	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2 ✓	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2 ✓	5
12	Biodata of students	100 % - 5; ≥ 75% - 2 ✓	5
		GRAND TOTAL	256

A model department. Documents well maintained. Initiatives most commendable

Name and Signature of Team Members:

1. N. Anitha Kumar 
- 2.
- 3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: Economics

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	8
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	8
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	8
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	25
	UG – A+	10 per student	
	PG – A+	10 per student	
	b. Records of Students participation in external events	Yes – 5; No - 0	5
	c. Records of Student Initiatives	Yes – 5; No - 0	5
	d. Records of students availing scholarships	Yes – 5; No - 0	
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	
	b. Membership in university administrative bodies	Syndicate – 5 Senate – 2	
	c. Ph.D./M.Phil Awarded	Ph.D. – 5 M.Phil. - 2	15
	d. Research Guides and Research Scholars	Research Guide – 2 marks Student[FT] – 2 marks [PT] – 1 mark	6
	e. Projects completed/Ongoing	Major – 5 Minor – 2	8
	f. Publications	Impact Factor ≥ 0.5 – 2 marks Impact Factor < 0.5 – 1 marks	4
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	1
	h. Paper presented in seminars / conferences/ etc	International – 2 each Others – 1 each	1
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each	
	j. Awards / Recognitions	Govt – 5 NGO – 2	1
	k. Books Published	Single Author – 5 each Co-author – 2 each	5
	l. Articles published / broadcasted	1 mark each	1

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: ENGLISH

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	-
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	-
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	-
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	-
	Result PG- documentation		-
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	-
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	-
	UG - A+	10 per student	
	PG - A+	10 per student	
	b. Records of Students participation in external events	Yes - 5; No - 0	
	c. Records of Student Initiatives	Yes - 5; No - 0	5
	d. Records of students availing scholarships	Yes - 5; No - 0	-
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	-
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	-
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	2 2
	e. Projects completed/Ongoing	Major - 5 Minor - 2	6
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	4
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	
	j. Awards / Recognitions	Govt - 5 NGO - 2	
	k. Books Published	Single Author - 5 each Co-author - 2 each	
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	
	b. Coaching classes for competitive examinations	5 [minimum five classes]	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	
	e. Fund Utilisation	$\geq 75\%$ 2 marks	
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA	Yes – 5; No – 0	
7	Extension activities for Public	2 marks	
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	
9	Internal Exam QP [UG and PG]	100 % - 5; $\geq 75\%$ - 2	
10	Internal Exam Answer Papers	100 % - 5; $\geq 75\%$ - 2	
11	Record of Attendance	100 % - 5; $\geq 75\%$ - 2	
12	Biodata of students	100 % - 5; $\geq 75\%$ - 2	
		GRAND TOTAL	

Name and Signature of Team Members:

1. 
2. 
- 3.

Documents are not properly maintained. Revisit recommended

IQAC Coordinator

Principal

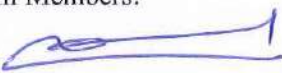
Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Arts*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	5
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	5
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	5
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	1
	Result PG- documentation		1
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	UG – A+	10 per student	
	PG – A+	10 per student	
	b. Records of Students participation in external events	Yes – 5; No - 0	5
	c. Records of Student Initiatives	Yes – 5; No - 0	0
	d. Records of students availing scholarships	Yes – 5; No - 0	0
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	
	b. Membership in university administrative bodies	Syndicate – 5 Senate – 2	
	c. Ph.D./M.Phil Awarded	Ph.D. – 5 M.Phil. - 2	
	d. Research Guides and Research Scholars	Research Guide – 2 marks Student [FT] – 2 marks [PT] – 1 mark	44
	e. Projects completed/Ongoing	Major – 5 Minor – 2	12
	f. Publications	Impact Factor ≥ 0.5 – 2 marks Impact Factor < 0.5 – 1 marks	13
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	20
	h. Paper presented in seminars / conferences/ etc	International – 2 each Others – 1 each	30
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each	
	j. Awards / Recognitions	Govt – 5 NGO – 2	
	k. Books Published	Single Author – 5 each Co-author – 2 each	15
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	5
	b. Coaching classes for competitive examinations	5 [minimum five classes]	—
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	15
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	—
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA	Yes – 5; No – 0	0
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	—
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	2
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

1. Dr. Vineetha K. M. 

2.

3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: **HISTORY**

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled] <i>2 no missing not complete</i>	100 % - 10; $\geq 75\%$ - 5	
2	Student Log Books <i>not complete</i>	100 % - 10; $\geq 75\%$ - 5 <i>500</i>	
3	✓ IQAC & Tutor's diary <i>IQAC diary not filled maintained</i>	100 % - 10; $\geq 75\%$ - 5	
4	Achievement of Students		
	A. Result UG- documentation <i>Partially maintained</i>	100% - 2 ; $\geq 75\%$ - 1	
	Result PG- documentation <i>"</i>		
	Result UG final pass percentage <i>X</i>	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5 <i>Not</i>	
	Result PG final pass percentage <i>X</i>	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5 <i>Not</i>	
	UG - A+ <i>X</i>	10 per student	
	PG - A+ <i>X</i>	10 per student	
	b. Records of Students participation in external events	Yes - 5; No - 0	
	c. Records of Student Initiatives	Yes - 5; No - 0	
	d. Records of students availing scholarships	Yes - 5; No - 0	
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies <i>document not produced</i>	1 point for each member per post <i>(1)</i>	
	b. Membership in university administrative bodies <i>document not produced</i>	Syndicate <i>(1)</i> 5 Senate - 2	
	c. Ph.D./M.Phil Awarded <i>(0)</i>	Ph.D. - 5 M.Phil. - 2	
	d. Research Guides and Research Scholars <i>(1)</i>	Research Guide - 2 marks Student [FT] - 2 marks [PT] - 1 mark	
	e. Projects completed/Ongoing <i>(0) X</i>	Major - 5 Minor - 2	
	f. Publications <i>✓</i>	Impact Factor ≥ 0.5 - 2 marks <i>✓</i> Impact Factor < 0.5 - 1 marks	
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	
✓	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	
✓	j. Awards / Recognitions	Govt - 5 NGO - 2	
	k. Books Published	Single Author - 5 each Co-author - 2 each	
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	
	b. Coaching classes for competitive examinations X	5 [minimum five classes]	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each ✓	
✓	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	
✓	e. Fund Utilisation	≥ 75 % 2 marks	
✓	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA <i>not complete 7 years of year</i>	Yes – 5; No – 0	
7	Extension activities for Public <i>not produced</i>	2 marks	
8	Innovative Programmes [sustained over a period] ✓	Maximum 5 marks	
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	
10	✓ Internal Exam Answer Papers X	100 % - 5; ≥ 75% - 2	
11	Record of Attendance	100 % - 5; ≥ 75% - 2	
12	Biodata of students <i>not produced</i>	100 % - 5; ≥ 75% - 2	
		GRAND TOTAL	

Name and Signature of Team Members:

1.

2.

3.

*No proper documentation
Revisit recommended*

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: ISLAMIC HISTORY

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	6
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	5
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	5
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	
	Result PG- documentation		
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	UG - A+	10 per student	
	PG - A+	10 per student	
	b. Records of Students participation in external events	Yes - 5; No - 0	
	c. Records of Student Initiatives	Yes - 5; No - 0	
	d. Records of students availing scholarships	Yes - 5; No - 0	3
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	5
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	1
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	1
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	1
	e. Projects completed/Ongoing	Major - 5 Minor - 2	1
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	10
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	2
	j. Awards / Recognitions	Govt - 5 NGO - 2	1
	k. Books Published	Single Author - 5 each Co-author - 2 each	1
	l. Articles published / broadcasted	1 mark each	1

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	5
	b. Coaching classes for competitive examinations	5 [minimum five classes]	-
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	5
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	5
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	-
	g. class PTA	Yes – 5; No – 0	4
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	3
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	-
11	Record of Attendance	100 % - 5; ≥ 75% - 2	3
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

1.

2.

3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Islamic History*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5 <i>1 missing</i>	<i>6</i>
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5 <i>only 3</i>	<i>2 missing</i>
3	IQAC & Tutor's diary <i>x</i>	100 % - 10; $\geq 75\%$ - 5	<i>5</i>
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	
	Result PG- documentation		
	Result UG final pass percentage <i>x</i>	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	Result PG final pass percentage <i>x</i>	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	UG - A+	10 per student	
	PG - A+	10 per student	
	b. Records of Students participation in external events <i>x</i>	Yes - 5; No - 0	
	c. Records of Student Initiatives <i>x</i>	Yes - 5; No - 0	
	d. Records of students availing scholarships <i>✓</i>	Yes - 5; No - 0 <i>not documented</i>	<i>2.3</i>
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies <i>✓</i>	1 point for each member per post	<i>5</i>
	b. Membership in university administrative bodies	Syndicate <i>x</i> - 5 Senate <i>x</i> - 2	
	c. Ph.D./M.Phil Awarded <i>x</i>	Ph.D. - 5 M.Phil. - 2	
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student [FT] - 2 marks [PT] - 1 mark	
	e. Projects completed/Ongoing <i>x</i>	Major - 5 Minor - 2	
	f. Publications <i>✓</i>	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	<i>10</i>
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc <i>✓</i>	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc <i>checked</i>	International - 2 each Others - 1 each	
	i. Invited Speaker for seminars and conferences <i>14/1</i>	Outside Kerala - 5 each Inside Kerala - 1 each	<i>2</i>
	j. Awards / Recognitions <i>x</i>	Govt - 5 NGO - 2	
	k. Books Published	Single Author - 5 each Co-author - 2 each	
	l. Articles published / broadcasted <i>x</i>	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each 1 ✓	5
	b. Coaching classes for competitive examinations	5 [minimum five classes]	—
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc] ✓	5 each	5
	d. Internal Resource Mobilisation ✓	5 marks [Min. Rs 5000] below 5000 ✓	5
	e. Fund Utilisation 9. not documents	≥ 75 % 2 marks	2
	f. Infrastructure augmented ✗	If documented – 5 marks	—
	g. class PTA	Yes – 5; No – 0	4
7	Extension activities for Public ✓ parts	2 marks	2
8	Innovative Programmes [sustained over a period] ✓	Maximum 5 marks	3
9	Internal Exam QP [UG and PG] ✓	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers ✗	100 % - 5; ≥ 75% - 2	0
11	Record of Attendance ✗	100 % - 5; ≥ 75% - 2	3
12	Biodata of students ✓	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

- 1.
- 2.
- 3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Islamic History*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	6
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	2
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	5
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	
	Result PG- documentation		
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	UG - A+	10 per student	
	PG - A+	10 per student	
	b. Records of Students participation in external events	Yes - 5; No - 0	
	c. Records of Student Initiatives	Yes - 5; No - 0	
	d. Records of students availing scholarships	Yes - 5; No - 0	3
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	5
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student [FT] - 2 marks [PT] - 1 mark	
	e. Projects completed/Ongoing	Major - 5 Minor - 2	
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	10
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	2
	j. Awards / Recognitions	Govt - 5 NGO - 2	
	k. Books Published	Single Author - 5 each Co-author - 2 each	
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	5
	b. Coaching classes for competitive examinations	5 [minimum five classes]	1
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	5
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	5
	e. Fund Utilisation	$\geq 75\%$ 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA	Yes – 5; No – 0	4
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	3
9	Internal Exam QP [UG and PG]	100 % - 5; $\geq 75\%$ - 2	5
10	Internal Exam Answer Papers	100 % - 5; $\geq 75\%$ - 2	0
11	Record of Attendance	100 % - 5; $\geq 75\%$ - 2	3
12	Biodata of students	100 % - 5; $\geq 75\%$ - 2	5
		GRAND TOTAL	72

Name and Signature of Team Members:

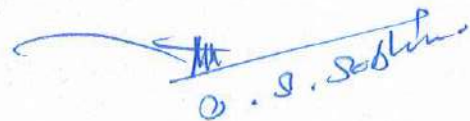
1.

2.

3.

IQAC Coordinator

Principal


O. S. Sathya

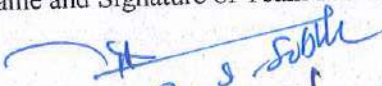
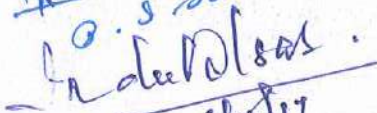
Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Malayalam*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	8 6
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	8
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	3
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	-
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	UG - A+	10 per student 1	10
	PG - A+	10 per student 1	10
	b. Records of Students participation in external events	Yes - 5; No - 0	5
	c. Records of Student Initiatives	Yes - 5; No - 0	5
	d. Records of students availing scholarships	Yes - 5; No - 0	3
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	2
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	5
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	1
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	4
	e. Projects completed/Ongoing	Major - 5 Minor - 2	1
	f. Publications <i>No documents</i>	Impact Factor ≥ 0.5 - 2 marks <i>21</i> Impact Factor < 0.5 - 1 marks	8
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	
	j. Awards / Recognitions	Govt - 5 NGO - 2	5
	k. Books Published	Single Author - 5 each <i>7</i> Co-author - 2 each	20
	l. Articles published / broadcasted	1 mark each <i>3</i>	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	5
	b. Coaching classes for competitive examinations	5 [minimum five classes] 1	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	10
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	1
	e. Fund Utilisation	$\geq 75\%$ 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	1
	g. class PTA	Yes – 5; No – 0	3
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	5
9	Internal Exam QP [UG and PG]	100 % - 5; $\geq 75\%$ - 2	5
10	Internal Exam Answer Papers	100 % - 5; $\geq 75\%$ - 2	1
11	Record of Attendance	100 % - 5; $\geq 75\%$ - 2	5
12	Biodata of students	100 % - 5; $\geq 75\%$ - 2	5
		GRAND TOTAL	155

Name and Signature of Team Members:

1. 
2. 
3. 

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Mathematics*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	10
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	5
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	UG - A+	10 per student 5	50
	PG - A+	10 per student 1	10
	b. Records of Students participation in external events	Yes - 5; No - 0	
	c. Records of Student Initiatives	Yes - 5; No - 0	5
	d. Records of students availing scholarships	Yes - 5; No - 0	
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post 1	1
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	
	e. Projects completed/Ongoing	Major - 5 Minor - 2	
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event 11	11
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each 2-1	1
	j. Awards / Recognitions	Govt - 5 NGO - 2	
	k. Books Published	Single Author - 5 each Co-author - 2 each	
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each 2	10
	b. Coaching classes for competitive examinations	5 [minimum five classes]	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each 2	10
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	5
	e. Fund Utilisation	$\geq 75\%$ 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA	Yes – 5; No – 0	5
7	Extension activities for Public	2 marks	—
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	
9	Internal Exam QP [UG and PG]	100 % - 5; $\geq 75\%$ - 2	5
10	Internal Exam Answer Papers	100 % - 5; $\geq 75\%$ - 2	5
11	Record of Attendance	100 % - 5; $\geq 75\%$ - 2	5
12	Biodata of students	100 % - 5; $\geq 75\%$ - 2	5
		GRAND TOTAL	

Name and Signature of Team Members:

1. Dr. Vineeth. k.m 
- 2.
- 3.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *MUSIC*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	10
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary <i>less than 75%</i>	100 % - 10; $\geq 75\%$ - 5	4
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	1
	Result PG- documentation		
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	1
	UG - A+	10 per student	1
	PG - A+	10 per student	1
	b. Records of Students participation in external events	Yes - 5; No - 0	0
	c. Records of Student Initiatives	Yes - 5; No - 0	0
	d. Records of students availing scholarships	Yes - 5; No - 0	0
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	3
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	0
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	0
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	0
	e. Projects completed/Ongoing	Major - 5 Minor - 2	2
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks ✓	2
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	3
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	0
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	0
	j. Awards / Recognitions	Govt - 5 NGO - 2	0
	k. Books Published	Single Author - 5 each Co-author - 2 each	0
	l. Articles published / broadcasted	1 mark each	2

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each <i>National -5 apt. 2 state -3</i>	05
	b. Coaching classes for competitive examinations	5 [minimum five classes]	0
	c. Other activities <i>✓</i> [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	5
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	2
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA <i>(No mints.)</i>	Yes – 5; No – 0	3
7	Extension activities for Public <i>No documents.</i>	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	—
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	81

Name and Signature of Team Members:

1. Dr Margaret George. *[Signature]* 5/10/17

2. Dr. Sunil Menar *[Signature]*

3. Reena Naik *[Signature]*

[Signature]
IQAC Coordinator

Principal

1. Complete IQAC Register
2. Consolidated statements must be attached to all files
3. Documentation has to be focussed.
4. Has done a number of extension activities but none of them are projected.
5. New UG Regulation of examination not submitted.
6. Student initiatives not addressed seriously.

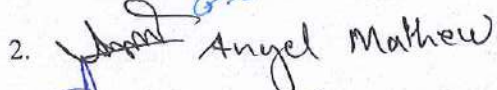
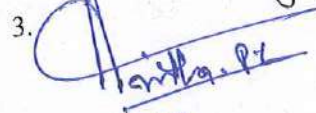
[Signature]
5/10/17

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet
Department: Political Sciences.

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	5
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	10
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	1
	UG - A+	10 per student	1
	PG - A+	10 per student	1
	b. Records of Students participation in external events	Yes - 5; No - 0	5
	c. Records of Student Initiatives - nil	Yes - 5; No - 0	1
	d. Records of students availing scholarships	Yes - 5; No - 0	5
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	5
	b. Membership in university administrative bodies (1)	Syndicate - 5 Senate - 2	5
	c. Ph.D./M.Phil Awarded 0	Ph.D. - 5 M.Phil. - 2	1
	d. Research Guides and Research Scholars 0	Research Guide - 2 marks Student [FT] - 2 marks [PT] - 1 mark	1
	e. Projects completed/Ongoing - 0	Major - 5 Minor - 2	1
	f. Publications - 0	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	1
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc 7	1 mark each per event	7
	h. Paper presented in seminars / conferences/ etc	International - 2 each (1) Others - 1 each (2)	4
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each (2)	2
	j. Awards / Recognitions	Govt - 5 (1) NGO - 2	5
	k. Books Published	Single Author - 5 each Co-author - 2 each (1)	2
	l. Articles published / broadcasted	1 mark each	1

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations] 3	5 each	15
	b. Coaching classes for competitive examinations 0	5 [minimum five classes]	5
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc] 1	5 each	5
	d. Internal Resource Mobilisation ✓	5 marks [Min. Rs 5000]	5
	e. Fund Utilisation ✓	≥ 75 % 2 marks	2
	f. Infrastructure augmented ✓	If documented – 5 marks	5
	g. class PTA	Yes – 5; No – 0	2
7	Extension activities for Public 1	2 marks	2
8	Innovative Programmes [sustained over a period] - 0	Maximum 5 marks	5
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers - Nil	100 % - 5; ≥ 75% - 2	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	125

Name and Signature of Team Members:

1. 
2.  Angel Mathew
3. 

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Physics*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	5
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	—
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	UG – A+	10 per student	50
	PG – A+	10 per student	—
	b. Records of Students participation in external events	Yes – 5; No - 0	—
	c. Records of Student Initiatives	Yes – 5; No - 0	—
	d. Records of students availing scholarships	Yes – 5; No - 0	5
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies 4	1 point for each member per post	4
	b. Membership in university administrative bodies 0	Syndicate – 5 Senate – 2	0
	c. Ph.D./M.Phil Awarded - 0	Ph.D. – 5 M.Phil. - 2	0
	d. Research Guides and Research Scholars 4 FT 12 PT	Research Guide – 2 marks Student[FT] – 2 marks [PT] – 1 mark	30
	e. Projects completed/Ongoing Minor-3	Major – 5 Minor – 2	6
	f. Publications 7 $\rightarrow$ 4 3	Impact Factor ≥ 0.5 – 2 marks Impact Factor < 0.5 – 1 marks	11
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc - 15	1 mark each per event	15
	h. Paper presented in seminars / conferences/ etc	International – 2 each Others – 1 each	.
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each (6)	6
	j. Awards / Recognitions	Govt – 5 (1) NGO – 2 (2)	5
	k. Books Published - 0	Single Author – 5 each Co-author – 2 each	0
	l. Articles published / broadcasted	1 mark each	0

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations] - 2	5 each	10
	b. Coaching classes for competitive examinations - 2	5 [minimum five classes]	10
	c. Other activities - 1 [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	5
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	5
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	—
	g. class PTA	Yes – 5; No – 0	3
7	Extension activities for Public 5	2 marks	10
8	Innovative Programmes [sustained over a period] t	Maximum 5 marks	5
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers - nil	100 % - 5; ≥ 75% - 2	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	223

Name and Signature of Team Members:

1. 
2.  Angel Mathew
3.  Anitha. P.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Physical Education*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	
	Result PG- documentation		
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	
	UG – A+	10 per student	
	PG – A+	10 per student	
	b. Records of Students participation in external events	Yes – 5; No - 0	
	c. Records of Student Initiatives	Yes – 5; No - 0	
	d. Records of students availing scholarships	Yes – 5; No - 0	
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	
	b. Membership in university administrative bodies	Syndicate – 5 Senate – 2	
	c. Ph.D./M.Phil Awarded	Ph.D. – 5 M.Phil. - 2	
	d. Research Guides and Research Scholars	Research Guide – 2 marks Student[FT] – 2 marks [PT] – 1 mark	
	e. Projects completed/Ongoing	Major – 5 Minor – 2	
	f. Publications	Impact Factor ≥ 0.5 – 2 marks Impact Factor < 0.5 – 1 marks	
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	
	h. Paper presented in seminars / conferences/ etc	International – 2 each Others – 1 each	
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each	
	j. Awards / Recognitions	Govt – 5 NGO – 2	
	k. Books Published	Single Author – 5 each Co-author – 2 each	
	l. Articles published / broadcasted	1 mark each	

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	
	b. Coaching classes for competitive examinations	5 [minimum five classes]	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	
	e. Fund Utilisation	≥ 75 % 2 marks	
	f. Infrastructure augmented	If documented – 5 marks	
	g. class PTA	Yes – 5; No – 0	
7	Extension activities for Public	2 marks	
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	
11	Record of Attendance	100 % - 5; ≥ 75% - 2	
12	Biodata of students	100 % - 5; ≥ 75% - 2	
		GRAND TOTAL	

Name and Signature of Team Members:

- 1.
- 2.
- 3.

N. Ajith Kumar
N. Ajith Kumar

No proper records maintained. But there is potential for improvement. Very receptive to the suggestions made. Revisit recommended.

IQAC Coordinator

Principal

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Philosophy*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	9
✓ 2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	10
✓ 3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	8
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	1
	Result PG- documentation		1
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	5
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	25
	UG – A+	10 per student	0
	PG – A+	10 per student	0
	b. Records of Students participation in external events	Yes – 5; No - 0	0
	c. Records of Student Initiatives	Yes – 5; No - 0	0
	d. Records of students availing scholarships	Yes – 5; No - 0	0
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	2
	b. Membership in university administrative bodies	Syndicate – 5 Senate – 2	0
	c. Ph.D./M.Phil Awarded	Ph.D. – 5 M.Phil. - 2	0
	d. Research Guides and Research Scholars	Research Guide – 2 marks Student[FT] – 2 marks [PT] – 1 mark	4 2
	e. Projects completed/Ongoing	Major – 5 Minor – 2	12
	f. Publications	Impact Factor ≥ 0.5 – 2 marks Impact Factor < 0.5 – 1 marks	0
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	2
	h. Paper presented in seminars / conferences/ etc	International – 2 each Others – 1 each	1
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each	0
	j. Awards / Recognitions	Govt – 5 NGO – 2	0
	k. Books Published	Single Author – 5 each Co-author – 2 each	0
	l. Articles published / broadcasted	1 mark each	0

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	10
	b. Coaching classes for competitive examinations	5 [minimum five classes]	5
	c. Other activities [Quiz/debate/club/association/extension/outreach etc]	5 each	0
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	0
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	3
	g. class PTA	Yes – 5; No – 0	3
7	Extension activities for Public	2 marks	0
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	0
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	5
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	125

Name and Signature of Team Members:

1. Dr. Margaret George.  5/10/17.

2. Dr. Shresh-van. 

3. Shyam Kumar. S. 

IQAC Coordinator

Principal

Findings & Suggestions

- ① Files and Registers should be maintained properly.
- ② Consolidated sheets/statements should be given in each section/sub heads.
- ③ Necessary steps may be taken to improve the pass percentage in UG.
- ④ Proper records of Minor projects completed should be maintained.
- ⑤ Create a publishing culture of publishing articles in refereed journals (Publication output may be improved).
- ⑥ Concentrate on Extension and outreach activities.
- ⑦ Re-emergise the Research Centre

 5/10/17

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *STATISTICS*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	10
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	9
3	IQAC & Tutor's diary	100 % - 10; $\geq 75\%$ - 5	10
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	—
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	0
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	UG - A+	10 per student	—
	PG - A+	10 per student	10
	b. Records of Students participation in external events	Yes - 5; No - 0	0
	c. Records of Student Initiatives	Yes - 5; No - 0	0
	d. Records of students availing scholarships	Yes - 5; No - 0	1
5	Achievement of Teachers		—
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	—
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	0
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	0
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	0
	e. Projects completed/Ongoing	Major - 5 Minor - 2	2
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	2 3
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	4
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	0
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	1
	j. Awards / Recognitions	Govt - 5 NGO - 2	0 0
	k. Books Published	Single Author - 5 each Co-author - 2 each	0 0
	l. Articles published / broadcasted	1 mark each	3

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each <i>National - 5 Dept 3. State level - 2</i>	<i>5+ 4+ 3</i>
	b. Coaching classes for competitive examinations	5 [minimum five classes]	0
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	15
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000] <i>R. 90000/-</i>	5
	e. Fund Utilisation	≥ 75 % 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	5
	g. class PTA	Yes – 5; No – 0	5
7	Extension activities for Public	2 marks	2
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	—
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2	4
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2	5
11	Record of Attendance	100 % - 5; ≥ 75% - 2	5
12	Biodata of students	100 % - 5; ≥ 75% - 2	5
		GRAND TOTAL	137

Name and Signature of Team Members:

1. Dr. Margaret George. *[Signature]*
5/10/17.
2. Dr. Sunil Menon *[Signature]*
3. Reena Nair *[Signature]*

IQAC Coordinator

Principal

- Documents for extensions, collaboration need to be produced documented.
 - Endowment list to be prepared
 - Student Lay emphasis on student initiative programme.
 - Although seven out of 8 faculty members are Ph.D holders, there are no research guides and the dept is not upgraded as Research Centre.
 - Access to the library after digitalisation is limited.
- [Signature]*
5/10/17

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: SANSKRIT.

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5	10
2	Student Log Books	100 % - 10; $\geq 75\%$ - 5	9
3	IQAC & Tutor's diary <u>Not Completed.</u>	100 % - 10; $\geq 75\%$ - 5	8
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	10
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	10
	UG - A+	10 per student	-
	PG - A+	10 per student	-
	b. Records of Students participation in external events	Yes - 5; No - 0	No.
	c. Records of Student Initiatives	Yes - 5; No - 0	No.
	d. Records of students availing scholarships	Yes - 5; No - 0	No.
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post	4
	b. Membership in university administrative bodies	Syndicate - 5 Senate - 2	0
	c. Ph.D./M.Phil Awarded	Ph.D. - 5 M.Phil. - 2	0
	d. Research Guides and Research Scholars	Research Guide - 2 marks Student[FT] - 2 marks [PT] - 1 mark	0
	e. Projects completed/Ongoing	Major - 5 Minor - 2	4
	f. Publications	Impact Factor ≥ 0.5 - 2 marks Impact Factor < 0.5 - 1 marks	
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event	47
	h. Paper presented in seminars / conferences/ etc	International - 2 each Others - 1 each	7
	i. Invited Speaker for seminars and conferences	Outside Kerala - 5 each Inside Kerala - 1 each	0
	j. Awards / Recognitions	Govt - 5 NGO - 2	0
	k. Books Published	Single Author - 5 each Co-author - 2 each	0
	l. Articles published / broadcasted	1 mark each	8

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each	10
	b. Coaching classes for competitive examinations	5 [minimum five classes]	0
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each	10.
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000]	0
	e. Fund Utilisation	$\geq 75\%$ 2 marks	2
	f. Infrastructure augmented	If documented – 5 marks	5
	g. class PTA	Yes – 5; No – 0	5
7	Extension activities for Public	2 marks	0
8	Innovative Programmes [sustained over a period]	Maximum 5 marks	0
9	Internal Exam QP [UG and PG]	100 % - 5; $\geq 75\%$ - 2	5
10	Internal Exam Answer Papers	100 % - 5; $\geq 75\%$ - 2	5
11	Record of Attendance	100 % - 5; $\geq 75\%$ - 2	2
12	Biodata of students	100 % - 5; $\geq 75\%$ - 2	5
		GRAND TOTAL	120 170

Name and Signature of Team Members:

1. Dr. Margret George  5/10/17
2. Dr. Suresh V.N. 
3. Shyam Kumar . S 


IQAC Coordinator

Principal

1. Improve extension activities.
2. Students records esp. achievements should be maintained
3. Improve Passes percentage of UG.
4. Improve research activity in the centre,
5. Consolidated statement for all items should be filed.
6. Regulation of syllabus. should be attached. (new).


5/10/17

Maharaja's College Ernakulam
IQAC [Internal Quality Assurance Cell]
Internal Academic Audit 2016-17 Score sheet

Department: *Zoology*

Sl. No.	Criteria	Target Achieved and Marks	Total
1	Teachers Diary [% reasonably filled]	100 % - 10; $\geq 75\%$ - 5 ✓	5
2	Student Log Books	100 % ✓ - 10; $\geq 75\%$ - 5	10
3	IQAC & Tutor's diary	100 % ✓ - 10; $\geq 75\%$ - 5	10
4	Achievement of Students		
	A. Result UG- documentation	100% - 2 ; $\geq 75\%$ - 1	2
	Result PG- documentation		2
	Result UG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	15
	Result PG final pass percentage	100% - 25; $\geq 90\%$ - 20 $\geq 75\%$ - 15; $\geq 60\%$ - 10; $\geq 50\%$ - 5	25
	UG – A+	10 per student	
	PG – A+	10 per student	
	b. Records of Students participation in external events	Yes – 5; No - 0 ✓	
	c. Records of Student Initiatives	Yes – 5; No - 0 ✓	
	d. Records of students availing scholarships	Yes – 5; No - 0 ✓	
5	Achievement of Teachers		
	a. Membership in BoS/Expert Committee and academic bodies	1 point for each member per post <i>6x1</i>	7
	b. Membership in university administrative bodies	Syndicate – 5 Senate – 2	
	c. Ph.D./M.Phil Awarded	Ph.D. – 5 / M.Phil. - 2	5
	d. Research Guides and Research Scholars	Research Guide – 2 marks <i>6x3</i> Student [FT] – 2 marks [PT] – 1 mark	23
	e. Projects completed/Ongoing	Major – 5 Minor – 2 <i>-1</i>	2
	f. Publications	Impact Factor ≥ 0.5 – 2 marks ✓ Impact Factor < 0.5 – 1 marks <i>1</i>	5
	g. Participation in Seminars/ Conferences/ Workshops Training Programmes/etc	1 mark each per event <i>40</i>	40
	h. Paper presented in seminars / conferences/ etc	International – 2 each ✓ Others – 1 each	2
	i. Invited Speaker for seminars and conferences	Outside Kerala – 5 each Inside Kerala – 1 each <i>3</i>	3
	j. Awards / Recognitions	Govt – 5 <i>1</i> NGO – 2	5
	k. Books Published	Single Author – 5 each Co-author – 2 each	
	l. Articles published / broadcasted ✓	1 mark each	2

6	Activities of the Department		
	a. Seminars/ Conferences/Workshops organised by the department [including collaborations]	5 each <i>2</i>	<i>10</i>
	b. Coaching classes for competitive examinations	5 [minimum five classes] <i>X</i>	
	c. Other activities [Quiz/debate/club/adssociation/extension/outreach etc]	5 each <i>5+1+1</i>	<i>35</i>
	d. Internal Resource Mobilisation	5 marks [Min. Rs 5000] <i>✓</i>	<i>5</i>
	e. Fund Utilisation	≥ 75 % 2 marks <i>✓</i>	<i>2</i>
	f. Infrastructure augmented	If documented – 5 marks <i>✓</i>	<i>5</i>
	g. class PTA	Yes <i>✓</i> ; No – 0	<i>5</i>
7	Extension activities for Public	2 marks	
8	Innovative Programmes [sustained over a period]	Maximum 5 marks <i>X</i>	
9	Internal Exam QP [UG and PG]	100 % - 5; ≥ 75% - 2 <i>✓</i>	<i>5</i>
10	Internal Exam Answer Papers	100 % - 5; ≥ 75% - 2 <i>✓</i>	<i>5</i>
11	Record of Attendance	100 % - 5; ≥ 75% - 2 <i>✓</i>	<i>5</i>
12	Biodata of students	100 % - 5; ≥ 75% - 2 <i>✓</i>	<i>5</i>
		GRAND TOTAL	

Name and Signature of Team Members:

1. *N. Ajith Kumar*

2.

3.

well maintained department. Very receptive teachers. A few documents require betterment.

IQAC Coordinator

Principal

Proposed IQAC Core Committee

1.	Dr. Vineeth. K. M. (Commerce)	-	Coordinator	9995217926
2.	Dr. Jaya. S. (Mathematics)	-	Member	9447831106
3.	Dr. Sreesha Sasi (Chemistry)	-	„	9446296572
4.	Dr. M. Gopikrishna (Physics)	-	„	7559054054
5.	Dr. Anitha. P. L. (Hindi)	-	„	9388036491
6.	Smt. Reena Nair (English)	-	„	9400212424
7.	Dr. Sunish. K. S. (Zoology)	-	„	9847985555
8.	Sri. Jaison Augustine (History)	-	„	9744146067
9.	Smt. Janaky. S. R. (Economics)	-	„	9446020273

Additional Members for Accreditation:

1.	Dr. Angel Mathew (Statistics)	-	Member	9447702030
2.	Sri. Sujith. P. (Statistics)	-	„	9447704393
3.	Sri. Eugene George (Commerce)	-	„	9847035367
4.	Sri.. Rejimon. P. K. (Chemistry)	-	„	9995090128
5.	Sri. Shyam Kumar. S. (Botany)	-	„	9895952519

Ex-Officio Mentor:

1.	Prof. Rita Manuel (Vice Principal)	9446673587
----	------------------------------------	------------

Nominee from alumni [Suggestion]

Dr. Sobhen [Alumni and Former Faculty Member]

✕ **Dr. N. Ajithkumar** [Alumni and Retired Principal, The Cochin College]

Nominee from Stakeholders/Industry [Suggestion]

Dr. Francy. T. V. [Dean, XIME-Kochi]

Constitution of DQAC at Departments

Sl. No.	Name of Department	Name (s) of Members	Role
1	Arabic	Dr. Liyaqat Ali Sri. Abdul Rasheed K S Noushad P M	Chairman Dept IQAC Coordinator Member
2	Botany	Sri. Thomas Antony Smt. Jess Mary James Dr. Stephen Sequiera	Chairman Dept IQAC Coordinator Member
3	Chemistry	Dr. Maya. K. S. Dr. Zeena P Hamza Dr. Seena E. B. Smt. Neena George Sri. K. P. Ashokan	Chairperson Dept IQAC Coordinator Member Member Member
4	Commerce	Dr. Suresh. V. N. Smt. Savitha. M. A. Smt. Neena Merina	Chairman Dept IQAC Coordinator Member
5	Economics	Dr. Sunilkumar S Menon Dr. Ancy V P Dr Anna Abraham Pachayil Shiji K	Chairman Dept IQAC Coordinator Member Member
6	English	Dr. R. Rajashree Dr. Suja. T. V. Dr. Rohini Nair	Chairperson Dept IQAC Coordinator Member
7	Hindi	Dr. Indu Velsar Smt. Jeetha P E Dr. Sailaja K	Chairperson Dept IQAC Coordinator Member
8	History	To Be Received	
9	Islamic History	To Be Received	
10	Malayalam	Joseph Sebastian Veena Gopal V P Lakshmipriya. S.	Chairman Dept IQAC Coordinator Member
11	Mathematics	T. M. Safiya Murali. T. K. Dr. Bloomy Joseph	Chairperson Dept IQAC Coordinator Member
12	Music	Dr. Pooja P Balasundaram Sajna Sudheer A Dr. Sindhu K S	Chairperson Dept IQAC Coordinator Member
13	Philosophy	To Be Received	
14	Physical Education	To Be Received	
15	Physics	Robin Francis V. Sheeja Dr. Sivakumar. C. Vanitha. S. Sr. Vinod. R.	Chairman Dept IQAC Coordinator Member Member Member
16	Political Science	T. S. Baburaj Surya Aravindakshan Reshmi H Fernandez	Chairman Dept IQAC Coordinator Member
17	Sanskrit	Dr. T. D. Beena Dr. Jeena George Dr. V. Remadevi Smt. Betty. P. S.	Chairperson Dept IQAC Coordinator Member Member
18	Statistics	Dr. Hitha. N. Dr. Priya. P. Menon Dr. Maya. S. S.	Chairperson Dept IQAC Coordinator Member
19	Zoology	Smt. Zeena. K. V. Smt. Anitha Abraham Dr. Shyla. M. H.	Chairperson Dept IQAC Coordinator Member

Physical Education

Sl. No.	Name of Faculty	Designation		Teacher's Diary Maintenance				
		1 – Associate Professor 2 – Assistant Professor	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained		

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG				
II UG				
III UG				
I PG				
II PG				

IQAC 2017-18

Log Book Verification

Date: 27/09/2017

Sl. No.	Name of Department	Name (s) of Members	Sl. No.	Name of Department	Name (s) of Members
1	Arabic ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	10	Commerce ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
2	Botany ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	11	Economics ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
3	Chemistry ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	12	English ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
4	Hindi ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	13	History ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
5	Islamic History ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	14	Mathematics ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
6	Malayalam	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	15	Political Science ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
7	Music ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	16	Sanskrit ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
8	Philosophy ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	17	Statistics	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS
9	Physics ✓	Dr. Vineeth. K. M. Jaison Augustine Janaky SR Dr. Jaya S	18	Zoology ✓	Dr. Vineeth. K. M. Dr. Sreesha Sasi Dr. Anitha P L Dr. Sunish KS




PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM

Log Book and Teachers Diary Inspection Report

Arabic

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
	Dr. Jabir. K.	2		✓		
	Hameed. K. A.	2		✓		
	Dr. Mustafa. P. M.	2			✓	
	Nourhadi. P. M.	2			✓	
	Salahuddin.	2		✓		
	Abdul Rasheed.	2		✓		
	Shameeda. M. M.	2		✓		
	Dr. Nisam.	2			✓	
	Liyasat AG	1				✓

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG			✓	
II UG			✓	
III UG			✓	
I PG		✓		
II PG		✓		

free hours not highlighted

Time table study.
D/L -
Monthly HOD's reports
(Student log.)
Students activities.

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			1 - Associate Professor 2 - Assistant Professor	Well Maintained	Fairly Maintained	Poorly Maintained Not Maintained
	Thomas Arthing					✓
	Shashi Vasudevan				✓	
	Shyam Kumar				✓	
	Jes, molly James			✓		
	Rita Mani			✓		
	Benay				✓	
	Stephen				✓	
	Dr. Krishnakumar				✓	

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG		✓		
II UG		✓		
III UG		✓		
I PG	✓	✓		
II PG		✓		

Had sufficient
resources.
Continued
Teaching
for
S. Gopalakrishnan

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
	1st Ashokkumar	1			✓	
	Dr. Maya K.S.	1	✓			
	Anantha Padmankumar	1	✓			
	Bindu Shrivastava	2		✓		
	Dr. Sree, An. Saji	2		✓		
	Sujana N.R.	2		✓		
	Dr. J. L. S. Anand	2			✓	
	Dr. Vidya Ranjan	2			✓	
	Dr. Meera Sood	2			✓	
	Dr. Braj Kumar	2		✓		
	Dr. Zameer Khan	2		✓		
	Rajim	2			✓	
	Dr. Subhi David	2		✓		
	Dr. Seena R.B.	2		✓		
	Neena George	2		✓		

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained	Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG	✓	✓			I PG - PC	✓			
II UG	✓	✓			II PG - PC	✓			
III UG	✓	✓			I PG - C	✓			
I PG Ap.C	✓				II PG - C	✓			
II PG Ap.C	✓				I PG - An. C	✓			
					II PG - An. C	✓			

Time taken
for preparation
of class log
maintaining
Books.

18/12

18/12

[illegible]

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG				
II UG		✓		
III UG		✓		

7. 14/9.

28

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			1 - Associate Professor 2 - Assistant Professor	Well Maintained	Fairly Maintained	Poorly Maintained Not Maintained
	Dr. Anura S.C.	2		✓		
	Jeetha B.	2		✓		
	Lalynal varghese.	2		✓		
	Dr. Badhanmai C.	2		✓		
	Dr. Indu Kishor.	2		✓		
	Dr. Sarloja K.	2		✓		
	Dr. Resumbani. V.	2		✓		
	Dr. Praveetha. P.	2		✓		
	Dr. M. S. Bindu.	2		✓		
	Dr. Jayasankar C.S.	2		✓		

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG	✓			
II UG	✓			
III UG	✓			
I PG	✓			
II PG	✓			

free hour
library

Co-ordinator

1/5/9

10/11

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
	Dr. Scindilla	2		✓		
	Dr. M. S. Solangi	2		✓		
	Sabir, A.	2		✓		
	I. K. Jayaram	1			✓	
	Anil Kumar	2			✓	
	Dr. Shagila Beeri	1			✓	

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG		✓		
II UG		✓		
III UG		✓		
I PG		✓		
II PG		✓		

Student details
HOD
verification

Sl. No.	Name of Faculty	Designation		Teacher's Diary Maintenance			
		1 - Associate Professor 2 - Assistant Professor		Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
	Veena g-pul.	2			✓		
	Dr. Mathew T.M	2				✓	
	Dr. Joseph	2				✓	
	Dr. Sunny.	2				✓	
	Lalashini Ranga	2			✓	✓	
	Dr. G.S. Anshu.	2			✓		
	Navon Panch.	2		-	✓		
	Julia Davis.	2		-	✓		

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG	✓			
II UG	✓			
III UG	✓	✓		
I PG	✓			
II PG	✓			

Time taken
Maintenance
class
10
Tubed
shower
shower

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			1 – Associate Professor 2 – Assistant Professor	Well Maintained	Fairly Maintained	Poorly Maintained Not Maintained
	Dr. Sindhu, K.S.	2				✓
	Sayna.	2		✓		
	Dr. Bodija.	2		✓		

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG		✓		
II UG	✓			
III UG	✓			
I PG				
II PG				

Continuum
HOD verified

Dr. Sindhu
Dr. Bodija
DU

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			1 - Associate Professor 2 - Assistant Professor	Well Maintained	Fairly Maintained	Poorly Maintained Not Maintained
	<i>Rebekah C. Meenan</i>	2			✓	
	<i>Dr. Smith, T.M.</i>	2			✓	
	<i>Sweeney P.M.</i>	2				✓
	<i>Nobel, P.M.</i>	2				✓
	<i>Deaph. S.S.</i>	2			✓	✓
	<i>Dr. Meenan, T.S.</i>	2			✓	✓
	<i>Dr. Jyo Parajilam</i>	2				✓

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG		✓		
II UG		✓		
III UG		✓		
I PG		✓		
II PG		✓		

HOD

Custodian - G.D.
Sweets

Sl. No.	Name of Faculty	Designation		Teacher's Diary Maintenance			
		1 - Associate Professor 2 - Assistant Professor		Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
	V. Sheeja.	2		✓			
	Asha	2				✓	
	Jishanul Mathew	2			✓		
	Manoj. S.	2					✓
	Shabeer B.A.	2				✓	
	Vijitha	2			✓		
	Robin Francis	2				✓	
	Dr. Neson Varghese	Asst			✓		
	Dr. Sushama	2				✓	

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG		✓		
II UG		✓		
III UG		✓		
I PG	✓	✓		
II PG	✓	✓		

Head of Department

Dr. Neson Varghese

8/11

Instrumentation

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
	Nedun. T.S.	1 - Associate Professor			✓	
	Vanitha. S.	2 - Assistant Professor			✓	
	Harsha Babu.				✓	

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG		✓		
II UG		✓		
III UG		✓		
I PG		✓		
II PG		✓		

Time taken
Academic
B/S

3/7

15-12-2020

Continued

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
	K. Anand (Crest)	2	✓			
	Dr. Sanil Kumar S. Mani.	2		✓		
	Mony Usha James.	2		✓		
	Sandesh T. Vargha.	2		✓		
	Dr. Anu Abraham	2		✓		
	S.R. Jandale	2	✓			
	Martin K.J.	2	✓	✓		
	Dr. Arun. V.B.	2	✓	✓		
	Nishanth. N.V.	2	✓			
	Shiji K.	2		✓		

mostly verified HO

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG	✓			
II UG	✓			
III UG	✓			
I PG	✓			
II PG	✓			

I Hours

II Hours

III Hours

Blade
 10/10/20
 10/10/20

HOD Verification
 Continuation.

14 Mathematics

Sl. No.	Name of Faculty	Designation	Teacher's Diary Maintenance			
			1 - Associate Professor 2 - Assistant Professor	Well Maintained	Fairly Maintained	Poorly Maintained
	Vijay C.B.	2		✓		
	T.M. Sufyan	1		✓		
	Dr. Pramod P.	2		✓	✓	
	Dr. Bloomy Joseph	2		✓	✓	
	Padmanabha V.P.	2		✓		
	Dr. Jaya S.	2		✓		
	Ann Mary Jwalana	2		✓		
	Jaya Augustine	2		✓		
	Munshi T.K.	2		✓		

Class log Maintenance

Class	Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
I UG	✓			
II UG	✓			
III UG	✓			
I PG	✓			
II PG	✓			

Library

Books

9/9

Consolidated Report of Academic Audit 2016-17

Conducted on 4th and 5th October 2017

The expert committee expressed their satisfaction in the documentation and academic performance indications of the departments with some corrections to be initiated at the earliest to serve the purpose of better accreditation and academic excellence.

The report is analysed in two parts, viz, Quality of Documentation and Academic Performance during the reporting period. Details of specific comments for improvement shall be circulated soon.

(A) Quality of Documentation

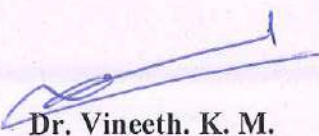
Well Maintained	Fairly Maintained [Requiring Improvements]	Poorly Maintained [Re-Visit Recommended]
Commerce Mathematics Statistics Zoology	Arabic Botany Chemistry Economics Hindi Islamic History Malayalam Music Philosophy Physics Political Science Sanskrit	English History Physical Education

(B) Academic Performance Indication Scores*

Very Good Performance	Relatively Good Performance	Fair Performance
Chemistry Commerce Hindi Physics Zoology	Economics Mathematics Malayalam Sanskrit Statistics	Arabic Botany Music Islamic History Philosophy Political Science

* The scores are not normalized on the basis of number of courses and staff strength. Hence departments with more programmes/faculty members and departments with few programmes/faculty members might vary in the reporting framework.




Dr. Vinceth. K. M.

IQAC Coordinator


Dr. Ajitha. P. S.

Special Grade Principal

PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM

IQAC

Log Book and Teachers Diary Inspection Report 2017-18

The inspection committee headed by the coordinator visited all departments on 27-09-2017 to verify the maintenance of Teacher's Diary and Student Log Books for the academic year 2017-18.

Key Observations of the Committee:

- There is better acceptance to the system from the teachers than before in maintaining Teacher's Diary and Student Log Books
- Student Log Books are found to be better maintained often, than Teacher's Diary. One reason found is that students are given the charge.
- Lack of verification at regular intervals facilitates overlooking the documentation part.

Key Recommendations of the Committee:

1. Strict instruction from the part of the Principal shall be made to see that documentation of teacher and student logs are made.
2. HODs shall verify the teacher logs and student logs periodically and lack of adherence if any shall be brought to the notice of the Principal who is expected to initiate suitable corrective action.

Specific Suggestions and Corrections to be Implemented

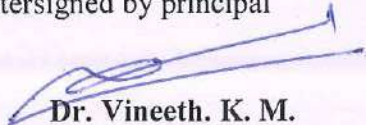
Regarding maintaining Teacher's Diary

1. Time table and Academic Plan per Semester shall be recorded
2. Work done in each our including tutorial shall be recorded. Library reference, preparation, paper valuation, assignment evaluation etc shall be made part herewith
3. Student particulars under tutorship and internal evaluation details shall be recorded
4. Curricular, co-curricular, extension activities shall be properly recorded and supporting evidence shall be filed
5. Leave particulars including duty leave, OD, C/L etc should be updated periodically
6. HoD's shall see that Teacher's Diaries are periodically checked for completeness.

Regarding Maintaining Student Log Books

1. Time table shall be printed and pasted on the front inner cover of the Log Book
2. List of students shall be updated in the log books
3. One page of attendance shall be used for one day including tutorial hour. This will highlight blank hours
4. Tutors shall ensure that log book entry shall be complete in all respects covering, list of absentees, topic covered and teacher's signature with initials.
5. HODs shall verify log books on a monthly basis and get it countersigned by principal

Ernakulam
10/10/2017


Dr. Vineeth. K. M.
IQAC Coordinator

Details of Maintenance of Teacher's Diary and Student Log Books

Arabic

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	5	3	1
Class log Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	2	3	NIL

Botany

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
2	5	1	NIL
Class log Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
1	4	NIL	NIL

Chemistry

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
2	9	7	2
Class log Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
9	11	NIL	NIL

Environmental Chemistry – Teacher's Diary Not Maintained

Commerce

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
3	2	2	NIL
Class log Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
4	1	NIL	NIL

Economics

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
6	5	NIL	NIL
Class log Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
5	NIL	NIL	NIL

English

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
1	10	2	2

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
3	2	NIL	NIL

Hindi

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
10	NIL	NIL	1

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
5	NIL	NIL	NIL

History

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
2	3	4	NIL

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	5	NIL	NIL

Islamic History

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	3	3	NIL

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	5	NIL	NIL

Malayalam

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	5	3	2

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
4	1	NIL	NIL

Mathematics

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
7	2	NIL	NIL

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
5	NIL	NIL	NIL

Music

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
2	NIL	1	1

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
2	1	NIL	NIL

Philosophy

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	4	3	1

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	5	NIL	NIL

Physical Education – Teacher's Diary NOT MAINTAINED**Physics**

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
1	3	4	3

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	5	NIL	NIL

Instrumentation

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	NIL	3	4

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	3	NIL	NIL

Political Science

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
NIL	1	6	1

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
5	NIL	NIL	NIL

Sanskrit

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
4	5	1	NIL

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
5	NIL	NIL	NIL

Statistics

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
4	3	NIL	NIL

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
2	NIL	NIL	NIL

Zoology

Teacher's Diary Maintenance			
Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
1	7	NIL	NIL

Class log Maintenance

Well Maintained	Fairly Maintained	Poorly Maintained	Not Maintained
5	NIL	NIL	NIL