

INTERNAL QUALITY ASSURANCE AUDIT REPORT 2022-23

In the classical language Sanskrit, Naipunnya means 'expertise' or 'mastery'. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnya got affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence.

The Internal Quality Assurance Cell (IQAC) is established in the College to evolve tools and guidelines for improving quality at different levels of the institution. The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. Internally it is being done by the IQAC through various processes such as student feedback analysis, preparation of yearly academic performance report of departments etc. **Internal Quality Assurance Audit (IQAA)** is a scientific and systematic method of reviewing the quality of academic process externally.

The purpose of Internal Quality Assurance Audit (IQAA) is to encourage departments to evaluate quality of their teaching learning, research activities as well as extracurricular activities.

Objectives

- To understand the existing academic processes in the departments.
- To ensure quality of teaching learning processes, research activities as well as other related processes.
- To ensure quality of academic outputs.



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CHERTHALA-688 524

PROCESS

1. A schedule of IQAA will be published, and that audit should start between February 20 and February 25 every year.
2. A list of auditors will be prepared by IQAC, and the same should be communicated to the concerned auditor.
3. All departments, IQAC, examination cell, library, administrative and academic office, LMS software, IT admin office, all labs, maintenance sections, and library will be part of the audit.
4. The Internal Quality Assurance Cell (IQAC) of the college will be based on following criteria.
 - I. Curricular Aspects
 - II. Teaching, Learning & Evaluation
 - III. Research and Extension activities
 - IV. Infrastructure and Learning Resources
 - V. Student Support and Progression
 - VI. Governance leadership and managements
 - VII. Innovations and Best Practises.
5. A non-conformity notice (NC) will be issue by IQAC after each audit based on the audit findings. The concerned department and other sections will get a 20 days' time to clear NC.
6. Conveners of each criterion will prepare a report on a prescribed format based on the audit and submit the same to IQAC.
7. A consolidated report will be prepared by the IQAC and submit the same to Principal for approval.



ASSESSMENT COMMITTEE

The academic audit 2022-23 was conducted faculty wise in the college departments. The details of external experts who were in the assessment committee of the Audit were detailed below.

CURRICULAR ASPECTS	
Auditee: All departments	
Sl. No	Name of the teacher
1	Deepak M, Convener
2	Anna Stain
3	Denny David

II. TEACHING, LEARNING & EVALUATION	
Auditee: All departments, Examination cells	
Sl. No	Name of the teacher
1	Mary P K, Convener
2	Sreelakshmi K P
3	Abraham K
4	Preeju Scaria

III. RESEARCH AND EXTENSION ACTIVITIES	
Auditee: All departments, Examination cells	
Sl. No	Name of the teacher
	Soumya K Tomy, Convener
	Vidya S Mony
	Resmi Xavier

INFRASTRUCTURE AND LEARNING RESOURCES	
Auditee: All departments - Linways, Library, IT admin office, Language lab, HM lab, Electronics lab, Maintenance section, Finance office, General Store	
Sl. No	Name of the teacher
1	Gayatri A, Convener
2	Jomy Thomas
3	Sreelatha Nair
Linways LMS Auditors	
4	Mr. Nidhy S Ravi, CSA
5	Ms.Kavitha Santhosh, CSA
6	Ms. Amulya, CSA
7	Mr. Manu M U, HM



8	Ms. Simmi, PGDCM
9	Ms. Mary Joseph, CSA
10	Mr. Denny David (CSA)
11	Ms. Vidhya P Nair
12	Ms. Chinnu Mohan
13	Mr. Renju Chandran, PGDCM

Student Support and Progression	
Auditee: All departments	
Sl. No	Name of the teacher
1	Sreelakshmi P P
2	Bicku Raju
3	Joel Joseph

6. Governance leadership and managements	
Auditee: All Clubs, Cells and Committees	
Sl. No	Name of the teacher
1	Lalamy T K
2	Kala P
3	Akhil Manohar

Innovations and Best Practises.	
Auditee: All departments	
Sl. No	Name of the teacher
	Reshmi Devi S R
	Saranyamol V R
	Kavitha Santhosh

The academic audit committee visited the departments and did physical verification of the processes, documents and facilities.



INTERNAL QUALITY ASSURANCE AUDIT 2022-23

Visit Schedule

Following is the visit schedule for internal quality assurance audit 2022-23. Department heads please ensure that all the auditor teaching staff are freed from taking regular classes for the allotted days.

I. CURRICULAR ASPECTS	
Name of the department	Date
Department of hotel management	20/02/2023
PG department of commerce and management	20/02/2023
PG department of English	21/02/2023
Department of computer science and applications	21/02/2023

II. TEACHING, LEARNING & EVALUATION	
Name of the department	Date
Department of hotel management	21/02/2023
PG department of commerce and management	21/02/2023
PG department of English	22/02/2023
Department of computer science and applications	22/02/2023
Examination cell	22/02/2023

III. RESEARCH AND EXTENSION ACTIVITIES	
Name of the department	Date
Department of hotel management	22/02/2023
PG department of commerce and management	22/02/2023
PG department of English	23/02/2023
Department of computer science and applications	23/02/2023
Finance department	23/02/2023

IV. INFRASTRUCTURE AND LEARNING RESOURCES	
Name of the department	Date
Department of hotel management	23/02/2023
PG department of commerce and management	23/02/2023
PG department of English	24/02/2023
Department of computer science and applications	24/02/2023
IT Admin office, Language lab, computer labs, HM labs	25/02/2023
Library and Maintenance section	25/02/2023



V. STUDENT SUPPORT & PROGRESSION	
Name of the department	Date
Department of hotel management	24/02/2023
PG department of commerce and management	24/02/2023
PG department of English	27/02/2023
Department of computer science and applications	27/02/2023
Admin office	27/02/2023

VI. GOVERNANCE LEADERSHIP AND MANAGERMENTS	
Name of the department	Date
All clubs, Cells and Committees	27/02/2023
Finance Department	27/02/2023

VII. INNOVATIONS AND BEST PRACTISES	
Name of the department	Date
Department of hotel management	27/02/2023
PG department of commerce and management	27/02/2023
PG department of English	28/02/2023
Department of computer science and applications	28/02/2023

A non-conformity notice (NC) will issue by IQAC immediately after each audit based on the audit findings. All department and other sections should clear NC on or before March 20th 2023.



PG DEPARTMENT OF COMMERCE AND MANAGEMENT

Criteria Wise Assessment Reports

Name of the department	PG DEPARTMENT OF COMMERCE AND MANAGEMENT
Name of the head of the department	Mr. PRASHANTH KUMAR M
No. of fulltime teachers	
No of UG programmes	05
No of PG programmes	02
No. of Ph.D scholars / holders	
Teachers with NET/SET	

CRITERIA WISE ASSESSMENT REPORTS

Rank 1	Excellent / Well maintained
Rank 2	Good / Maintained
Rank 3	Average / Moderate
Rank 4	Poor / Not sufficient

I. CARRICULAR ASPECTS

Particulars	Observations	Remarks/suggestions
Class Log Book	Excellent	
Orientation Programmes reports	Good	
Programmes For Advanced Learners	Good	One or two programmes should be added
Programmes For Slow Learners	Good	One or two programmes should be added
Internships	Good	All students should undergo at least one internship programme
Projects	Excellent	
Bridge Course	Excellent	
Industrial Visits	Excellent	
Case Studies & Field Works	Average	No of case studies should improve
University Internal Mark List	Well maintained and transparent	



Add-On Courses	Excellent	Interdisciplinary courses can be introduced
Certificate Programmes		Interdisciplinary courses can be introduced
Value Added Programmes		Interdisciplinary courses can be introduced
Courses Addressing Cross Cutting Issues	Well maintained	
Feedback report	Excellent	

II. TEACHING, LEARNING & EVALUATION

Particulars	Observations	Remarks/suggestions
Experiential Learning Programmes	Excellent	
Participative Learning Programmes	Excellent	
Initiatives For Problem Solving Methodologies	Excellent	
Mentor Mentee Reports	Well maintained	
Teacher's Profile	Well maintained	
DLMC Records	Well maintained	
PO, PSO & CO	Well prepared	
PO & CO Attainment	Well prepared	
Semester Result Analysis	Well prepared	
Course Result Analysis	Well prepared	

III. RESEARCH AND EXTENSION ACTIVITIES

Particulars	Observations	Remarks/suggestions
Department Innovative Practices	Excellent	Intercollegiate fests conducted.
Workshops/Seminars/Conferences Conducted On IPR, Research Methodology & Entrepreneurship	Average	No. of workshops/seminars on IPR and ED should improve
Research Papers Published	0	At least 1 research paper must be published by each permanent faculty
Books Published	0	Techers should publish



Extension Activities & Outreach Programmes	Excellent	
Reports On MoU & Collaborations	Excellent	

IV. INFRASTRUCTURE AND LEARNING RESOURCES

Particulars	Observations	Remarks/suggestions
Policy Documents	Well maintained	
Linways - LMS	Good	Some teachers are not up to the mark.

V. STUDENT SUPPORT AND PROGRESSION

Particulars	Observations	Remarks/suggestions
Soft Skill Development Initiatives	Excellent	
Language And Communication Enhancement Initiatives	Excellent	
Life Skill Enhancement Initiatives	Excellent	
ICT & Computing Skill Enhancement Initiatives	Excellent	
Career Guidance Programmes	Excellent	
Competitive Exam Training	Excellent	
Placement Details	Maintained	Should improve the numbers
Placement Drives Organised	1	Number Should be improved
Higher Education Details	Well maintained	
Students Qualified in Competitive Examination	Maintained	Should improve the numbers
Students Awards for Sports & Culture Programmes	Good	Improved participation is required
Sports & Culture Programmes Organised by Department	Average	Numbers should improve
Students' Participation in Sports & Culture	Good	Should improve the numbers



Programmes Organised By Other Institutions		
Alumni Engagement & Contributions	Good	Contributions are nil.

VI. GOVERNANCE LEADERSHIP AND MANAGERMENTS

Particulars	Observations	Remarks/Suggestions
Dept. Vision, Mission and Organogram	Well maintained and displayed	
Dept. Action Plan	Prepared	
FDP / PDP Participation Certificates	Maintained	
Performance Appraisal Report	Maintained	
Induction	Maintained	
Class Tutor Attendance Register	Maintained	
Additional Duties and Responsibilities	Maintained	
Notice & Circulars (Inwards)	Maintained	
Notice & Circulars (Outwards)	Maintained	
Dept. Staff Meeting Minutes	Maintained	
PTA	Maintained	
ISO Audit Reports	Maintained	
Department Manual	Maintained	
Dept. Clubs		Quality of activities can be improved
Risk Analysis	Maintained	
Objective Analysis	Maintained	
Assembly	Maintained	
Dept. Annual Reports	Maintained	



VII. INNOVATIONS AND BEST PRACTISES.

Particulars	Observations	Remarks/suggestions
Gender Equality Initiatives	Average	Numbers should improve
Green Initiatives	Average	Numbers should improve
Initiatives For Inclusive Environment	Average	Numbers should improve
Initiatives For Imparting Constitutional Values	Average	Numbers should improve
Programmes Addressing Social Issues, Human Values and Code of Conduct	Good	Numbers should improve
Commemorative Day Celebrations	Excellent	
Best Practices	Excellent	
Dept. Distinctiveness	Excellent	

DEPARTMENT OF COMPUTER SCIENCE AND APPLICATIONS

Criteria Wise Assessment Reports

Name of the department	COMPUTER SCIENCE AND APPLICATIONS
Name of the head of the department	Mr. VINOD CHANDRAN
No. of fulltime teachers	
No of UG programmes	2
No of PG programmes	0
No. of Ph.D scholars / holders	
Teachers with NET/SET	

Rankings

Rank 1	Excellent / Well maintained	Top quality
Rank 2	Good / Maintained	Can be improved
Rank 3	Average / Moderate	Improvement required
Rank 4	Poor / Not sufficient	Immediate improvement and attention needed



I. CURRICULAR ASPECTS

Particulars	Observations	Remarks/suggestions
Class Log Book	Excellent	
Orientation Programmes reports	Excellent	
Programmes For Advanced Learners	Good	More programmes can be included
Programmes For Slow Learners	Good	More programmes can be included
Internships	Average	Internship should offer to students
Projects	Excellent	
Bridge Course	Excellent	
Industrial Visits	Excellent	
Case Studies & Field Works	Excellent	
University Internal Mark List	Excellent	
Add-On Courses	Excellent	
Certificate Programmes	Excellent	
Value Added Programmes	Excellent	
Courses Addressing Cross Cutting Issues	Excellent	
Feedback report	Well maintained	

II. TEACHING, LEARNING & EVALUATION

Particulars	Observations	Remarks/suggestions
Experiential Learning Programmes	Excellent	
Participative Learning Programmes	Excellent	
Initiatives For Problem Solving Methodologies	Average	More programmes should be included
Mentor Mentee Reports	Well maintained	
Teacher's Profile	Well maintained	
DLMC Records	Well maintained	
Po, PSO & CO	Well maintained	
PO & CO Attainment	Well maintained	
Semester Result Analysis	Well maintained	
Course Result Analysis	Well maintained	



III. RESEARCH AND EXTENSION ACTIVITIES

Particulars	Observations	Remarks/suggestions
Department Innovative Practices	Good	Practices of different natures can be included
Workshops/Seminars/Conferences Conducted On IPR, Research Methodology & Entrepreneurship	Average	More workshop/seminars required
Research Papers Published	Nil	Improvement required
Books Published	Nil	Improvement required
Extension Activities & Outreach Programmes	Good	More programmes required
Reports On MoU & Collaborations	Average	More MoUs must be entered

IV. INFRASTRUCTURE AND LEARNING RESOURCES

Particulars	Observations	Remarks/suggestions
Policy Documents	Well maintained	
Linways - LMS	Excellent	

V. STUDENT SUPPORT AND PROGRESSION

Particulars	Observations	Remarks/suggestions
Soft Skill Development Initiatives	Excellent	
Language And Communication Enhancement Initiatives	Excellent	
Life Skill Enhancement Initiatives	Excellent	
ICT & Computing Skill Enhancement Initiatives	Excellent	
Career Guidance Programmes	Excellent	
Competitive Exam Training	Good	Should improve the numbers
Placement Details	Good	Should improve the numbers



Higher Education Details	Good	Should improve the numbers
Students Qualified in Competitive Examination	Excellent	
Students Awards for Sports & Culture Programmes	Poor	
Sports & Culture Programmes Organised by Department	Poor	
Students' Participation in Sports & Culture Programmes Organised By Other Institutions	Good	
Alumni Engagement & Contributions	Good	No contributions

VI. GOVERNANCE LEADERSHIP AND MANAGERMENTS

Particulars	Observations	Remarks/Suggestions
Dept. Vision, Mission and Organogram	Well maintained	
Dept. Action Plan	Well maintained	
FDP / PDP Participation Certificates	Well maintained	
Performance Appraisal Report	Well maintained	
Induction	Well maintained	
Class Tutor Attendance Register	Well maintained	
Additional Duties and Responsibilities	Well maintained	
Notice & Circulars (Inwards)	Well maintained	
Notice & Circulars (Outwards)	Well maintained	
Dept. Staff Meeting Minutes	Well maintained	
PTA	Well maintained	
ISO Audit Reports	Well maintained	



Department Manual	Well maintained	
Dept. Clubs	Well maintained	
Risk Analysis	Well maintained	
Objective Analysis	Well maintained	
Assembly	Well maintained	
Lab Register	Well maintained	
Placement Drives Organised	Good	More placement drives can be conducted
Dept. Annual Reports	Well maintained	

VII. INNOVATIONS AND BEST PRACTISES.

Particulars	Observations	Remarks/suggestions
Gender Equality Initiatives	Good	More programme can be organised
Green Initiatives	Good	More programme can be organised
Initiatives For Inclusive Environment	Good	More programme can be organised
Initiatives For Imparting Constitutional Values	Good	More programme can be organised
Programmes Addressing Social Issues, Human Values and Code of Conduct	Good	More programme can be organised
Commemorative Day Celebrations	Excellent	
Best Practices	Excellent	
Dept. Distinctiveness	Excellent	



PG DEPARTMENT OF ENGLISH

Criteria Wise Assessment Reports

Name of the department	ENGLISH
Name of the head of the department	Ms. Shema Prakash
No. of fulltime teachers	
No of UG programmes	1
No of PG programmes	1
No. of Ph.D scholars / holders	2
Teachers with NET/SET	

Rank 1	Excellent / Well maintained	Top quality
Rank 2	Good / Maintained	Can be improved
Rank 3	Average / Moderate	Improvement required
Rank 4	Poor / Not sufficient	Immediate improvement and attention needed

I. CURRICULAR ASPECTS

Particulars	Observations	Remarks/suggestions
Class Log Book	Excellent	
Orientation Programmes reports	Excellent	
Programmes For Advanced Learners	Excellent	
Programmes For Slow Learners	Excellent	
Internships	Excellent	
Projects	Excellent	
Bridge Course	Excellent	
Industrial Visits	Excellent	
Case Studies & Field Works	Excellent	
University Internal Mark List	Excellent	
Add-On Courses	Excellent	Interdisciplinary courses can be introduced



Certificate Programmes	Excellent	Interdisciplinary courses can be introduced
Value Added Programmes	Excellent	Interdisciplinary courses can be introduced
Courses Addressing Cross Cutting Issues	Well maintained	
Feedback report	Well maintained	

II. TEACHING, LEARNING & EVALUATION

Particulars	Observations	Remarks/suggestions
Experiential Learning Programmes	Excellent	
Participative Learning Programmes	Excellent	
Initiatives For Problem Solving Methodologies	Excellent	
Mentor Mentee Reports	Well maintained	
Teacher's Profile	Well maintained	
DLMC Records	Well maintained	
Po, PSO & CO	Well maintained	
PO & CO Attainment	Well maintained	
Semester Result Analysis	Well maintained	
Course Result Analysis	Well maintained	

III. RESEARCH AND EXTENSION ACTIVITIES

Particulars	Observations	Remarks/suggestions
Department Innovative Practices	Average	More quality initiatives need
Workshops/Seminars/Conferences Conducted On IPR, Research Methodology & Entrepreneurship	Good	Improvement required
Research Papers Published	Poor	
Books Published	Poor	
Extension Activities & Outreach Programmes	Average	Number should increase
Reports On MoU & Collaborations	Average	Number should increase



IV. INFRASTRUCTURE AND LEARNING RESOURCES

Particulars	Observations	Remarks/suggestions
Policy Documents	Well maintained	
Linways - LMS	Average	

V. STUDENT SUPPORT AND PROGRESSION

Particulars	Observations	Remarks/suggestions
Soft Skill Development Initiatives	Good	Numbers should increase
Language And Communication Enhancement Initiatives	Good	
Life Skill Enhancement Initiatives	Good	
ICT & Computing Skill Enhancement Initiatives	Good	
Career Guidance Programmes	Good	
Competitive Exam Training	Excellent	
Placement Details	Excellent	
Higher Education Details	Excellent	
Students Qualified in Competitive Examination	Well maintained	
Students Awards for Sports & Culture Programmes	Well maintained	
Sports & Culture Programmes Organised by Department	Average	
Students' Participation in Sports & Culture Programmes Organised By Other Institutions	Average	
Alumni Engagement & Contributions	Well maintained	



VI. GOVERNANCE LEADERSHIP AND MANAGERMENTS

Particulars	Observations	Remarks/Suggestions
Dept. Vision, Mission and Organogram	Well maintained	
Dept. Action Plan	Well maintained	
FDP / PDP Participation Certificates	Well maintained	
Performance Appraisal Report	Well maintained	
Induction	Well maintained	
Class Tutor Attendance Register	Well maintained	
Additional Duties and Responsibilities	Well maintained	
Notice & Circulars (Inwards)	Well maintained	
Notice & Circulars (Outwards)	Well maintained	
Dept. Staff Meeting Minutes	Well maintained	
PTA	Well maintained	
ISO Audit Reports	Well maintained	
Department Manual	Well maintained	
Dept. Clubs	Well maintained	
Risk Analysis	Well maintained	
Objective Analysis	Well maintained	
Assembly	Well maintained	
Lab Register	Well maintained	
Placement Drives Organised	Well maintained	
Dept. Annual Reports	Well maintained	

VII. INNOVATIONS AND BEST PRACTISES.

Particulars	Observations	Remarks/suggestions
Gender Equality Initiatives	Average	
Green Initiatives	Average	
Initiatives For Inclusive Environment	Good	



Initiatives For Imparting Constitutional Values	Good	
Programmes Addressing Social Issues, Human Values and Code of Conduct	Good	
Commemorative Day Celebrations	Excellent	
Best Practices	Excellent	
Dept. Distinctiveness	Excellent	

DEPARTMENT OF HOTEL MANAGEMENT

Criteria Wise Assessment Reports

Name of the department	HOTEL MANAGEMENT
Name of the head of the department	Mr. Harikrishnan R
No. of fulltime teachers	
No of UG programmes	1
No of PG programmes	0
No. of Ph.D scholars / holders	
Teachers with NET/SET	

Rank 1	Excellent / Well maintained
Rank 2	Good / Maintained
Rank 3	Average / Moderate
Rank 4	Poor / Not sufficient



I. CURRICULAR ASPECTS

Particulars	Observations	Remarks/suggestions
Class Log Book	Excellent	
Orientation Programmes reports	Excellent	
Programmes For Advanced Learners	Excellent	
Programmes For Slow Learners	Excellent	
Internships	Excellent	
Projects	Excellent	
Bridge Course	Excellent	
Industrial Visits	Excellent	
Case Studies & Field Works	Excellent	
University Internal Mark List	Excellent	
Add-On Courses	Excellent	Interdisciplinary courses can be included
Certificate Programmes	Excellent	Interdisciplinary courses can be included
Value Added Programmes	Excellent	Interdisciplinary courses can be included
Courses Addressing Cross Cutting Issues	Excellent	
Feedback report	Excellent	

II. TEACHING, LEARNING & EVALUATION

Particulars	Observations	Remarks/suggestions
Experiential Learning Programmes	Excellent	
Participative Learning Programmes	Excellent	
Initiatives For Problem Solving Methodologies	Average	
Mentor Mentee Reports	Excellent	
Teacher's Profile	Maintained	
DLMC Records	Excellent	
PO, PSO & CO	Well maintained	



PO & CO Attainment	Well maintained	
Semester Result Analysis	Well maintained	
Course Result Analysis	Well maintained	

III. RESEARCH AND EXTENSION ACTIVITIES

Particulars	Observations	Remarks/suggestions
Department Innovative Practices	Excellent	
Workshops/Seminars/Conferences Conducted On IPR, Research Methodology & Entrepreneurship	Average	More programmes can be included
Research Papers Published	Poor	
Books Published	Poor	
Extension Activities & Outreach Programmes	Good	Programmes with different natures can be included
Reports On MoU & Collaborations		

IV. INFRASTRUCTURE AND LEARNING RESOURCES

Particulars	Observations	Remarks/suggestions
Policy Documents	Well maintained	
Linways - LMS	Excellent	

V. STUDENT SUPPORT AND PROGRESSION

Particulars	Observations	Remarks/suggestions
Soft Skill Development Initiatives	Excellent	
Language And Communication Enhancement Initiatives	Excellent	
Life Skill Enhancement Initiatives	Excellent	
ICT & Computing Skill Enhancement Initiatives	Excellent	
Career Guidance Programmes	Excellent	
Competitive Exam Training	Excellent	
Placement Details	Excellent	



Higher Education Details	Excellent	
Students Qualified in Competitive Examination	Excellent	
Students Awards for Sports & Culture Programmes	Poor	Ensure more contributions
Sports & Culture Programmes Organised by Department	Poor	Ensure more contributions
Students' Participation in Sports & Culture Programmes Organised By Other Institutions	Poor	Ensure more contributions
Alumni Engagement & Contributions	Excellent	

VI. GOVERNANCE LEADERSHIP AND MANAGERMENTS

Particulars	Observations	Remarks/Suggestions
Dept. Vision, Mission and Organogram	Excellent	
Dept. Action Plan	Excellent	
FDP / PDP Participation Certificates	Excellent	
Performance Appraisal Report	Excellent	
Induction	Excellent	
Class Tutor Attendance Register	Excellent	
Additional Duties and Responsibilities	Excellent	
Notice & Circulars (Inwards)	Excellent	
Notice & Circulars (Outwards)	Excellent	
Dept. Staff Meeting Minutes	Excellent	
PTA	Well maintained	
ISO Audit Reports	Well maintained	
Department Manual	Well maintained	



Dept. Clubs	Well maintained	
Risk Analysis	Well maintained	
Objective Analysis	Well maintained	
Assembly	Well maintained	
Lab Register	Well maintained	
Placement Drives Organised	Well maintained	
Dept. Annual Reports	Well maintained	

VII. INNOVATIONS AND BEST PRACTISES.

Particulars	Observations	Remarks/suggestions
Gender Equality Initiatives	Excellent	
Green Initiatives	Excellent	
Initiatives For Inclusive Environment	Excellent	
Initiatives For Imparting Constitutional Values	Excellent	
Programmes Addressing Social Issues, Human Values and Code of Conduct	Excellent	
Commemorative Day Celebrations	Excellent	
Best Practices	Excellent	
Dept. Distinctiveness	Excellent	



OTHER SECTIONS OF AUDIT

Particulars	Observations	Remarks/suggestions
Computer lab	Well maintained	
Examination cell	Well maintained	
Finance office	Well maintained	
Admin office	Well maintained	
Academic office	Well maintained	
Electronics lab	Well maintained	
HM lab	Well maintained	
Library	Well maintained	
Maintenance section	Well maintained	
IT Admin office	Well maintained	
Language lab	Well maintained	

Ponkenn Pillay

FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

