



VimalJyothi Institute of Management & Research

Chemperi, Kannur – 670632

INTERNAL ASSESSMENT

Subject code/name:

Course & Semester:

Max. Marks :

Date / Session :

Max. Time :

<i>Q. No</i>	SECTION-A <i>Answer any ONE (1x13=13 Marks)</i>	<i>Marks</i>	<i>CO</i>	<i>Level</i>
1 a		13		
OR				
1b		13		
2a		13		
OR				
2b		13		
SECTION-B <i>Answer any SIX (6x9=54 Marks)</i>				
3 a		1		
3 b		3		
3 c		5		
4 a		1		
4 b		3		
4 c		5		
5 a		1		
5 b		3		
5 c		5		
6 a		1		
6 b		3		
6 c		5		
7 a				



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INTERNAL ASSESSMENT

7 b				
7 c				
8 a				
8 b				
8 c				
9 a				
9 b				
9 c				

Prepared by

Approved by

Principal | IQAC Chairman



VIMAL JYOTHI
INSTITUTE OF MANAGEMENT & RESEARCH
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA, INDIA
Approved by AICTE & Affiliated to Kannur University
An ISO 9001:2008 Certified Institution

IQAC- Academic Audit Dated: 08/07/2020

Sr. No	File Name	Status of the file
1	Admission File	Completed
2	Internal assessment file	Completed
3	Extension activities/ awareness programmes file	Photos of the event are completed. Student attendance missing
4	Staff meeting note /file with agenda	Completed
5	Circular file	Completed
6	Scholarship file	Completed
7	Equipment purchase file	Completed
8	Equipment history (source of purchase, cost, accuracy, year of purchase)	Completed
9	Parents teachers meeting file	Completed
10	Alumni file	Not completed
11	Curriculum revision file (existing and previous)	completed
12	Ongoing, completed and applied project file-faculty file	NOT AVAILABLE
13	Publication-faculty wise	NOT AVAILABLE
14	Ph.D. thesis list	NOT AVAILABLE
15	Journal subscription file	Completed
16	Consultancy project file	NOT AVAILABLE
17	Collaboration files with MOU	NOT AVAILABLE
18	Class time table	Completed
19	vision and mission of the institution in printable form	NOT AVAILABLE
20	CD publication if any	NOT AVAILABLE
21	Books published	NOT AVAILABLE
22	Conference/workshop/seminar organized with photo evidence	Completed
23	seminar / Conference Proceedings'	Completed
24	Library file	Index is missing
25	e-journal subscription file	Not completed
26	List of Research scholars/ fellowships	NOT AVAILABLE
27	Teaching and non-teaching staff file	Completed
28	Anti ragging committee file	Completed
29	placement cell file	Completed

30	Feed back forms of the students and Remedial measures taken for the weaker students	subject wise average & remedial measure missing
31	Measures taken for the advanced learners	NOT AVAILABLE
32	Database of students with photos	Completed
33	academic calendar with weekly & monthly wise tests	Completed
34	Best practices followed in curriculum and Teaching – Learning	NOT AVAILABLE
35	Awards received by faculty members & students	Completed
36	Student Counselling file	Not completed
37	Course file	Completed

Audited By:

1. Dr. Anoop Scaria
2. Mrs. Reeshma VV

Principal
08/07/20



VJIM/IQAC-A/2020-21/01

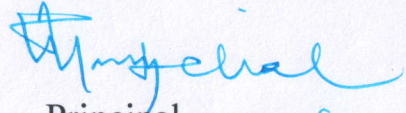
Date: 30/06/2020

CIRCULAR

Sub: IQAC – Conduct of Academic Audit-1 (2020-21)

1. 1st Academic Audit by IQAC is to be carried out on July 8, 2020
2. The documents are to be made available at College Board room for auditors.
3. All the files/ documents are to be scrutinized for completion/updation/ indexing/ follow up action.
4. The list of auditors
 1. Dr. Anoop Scaria
 2. Mrs. Reeshma VV


IQAC- Coordinator


Principal

30⁰⁶/₂₀

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4. Computer Lab




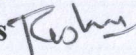
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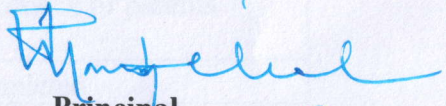
IQAC- Academic Audit Dated: 03/03/2020

Sr No	File Name	Status of the file
1	Admission File	Completed
2	Internal assessment file	Completed
3	Extension activities/ awareness programmes file	a. Event proposal-completed b. Feedback form-completed c. Photos of the event are missing
4	Staff meeting note /file with agenda	a. Agenda of the meeting is missing
5	Circular file	Completed
6	Scholarship file	Completed
7	Equipment purchase file	Completed
8	Equipment history (source of purchase, cost, accuracy, year of purchase)	Completed
9	Parents teachers meeting file	PTA feedback of parents missing
10	Alumni file	Not completed
11	Curriculum revision file (existing and previous)	completed
12	Ongoing, completed and applied project file-faculty file	NOT AVAILABLE
13	Publication-faculty wise	NOT AVAILABLE
14	Ph.D. thesis list	NOT AVAILABLE
15	Journal subscription file	Year wise list is missing
16	Consultancy project file	NOT AVAILABLE
17	Collaboration files with MOU	NOT AVAILABLE
18	Class time table	Completed
19	vision and mission of the institution in printable form	NOT AVAILABLE
20	CD publication if any	NOT AVAILABLE
21	Books published	NOT AVAILABLE
22	Conference/workshop/seminar organized with photo evidence	a. Event proposal b. buget & photos of the event missing
23	seminar / Conference Proceedings'	Event proposal missing
24	Library file	Index is missing
25	e-journal subscription file	Not completed
26	List of Research scholars/ fellowships	NOT AVAILABLE

27	Teaching and non-teaching staff file	Completed
28	Anti ragging committee file	Completed
29	placement cell file	copies of offer letter missing
30	Feedback forms of the students and Remedial measures taken for the weaker students	subject wise average & remedial measure missing
31	Measures taken for the advanced learners	NOT AVAILABLE
32	Database of students with photos	Completed
33	academic calendar with weekly & monthly wise tests	Completed
34	Best practices followed in curriculum and Teaching – Learning	NOT AVAILABLE
35	Awards received by faculty members & students	No separate file maintained
36	Student Counselling file	Not completed
37	Course file	class time table missing

Audited By:

1. Dr. Anoop Scaria 
2. Mrs. Reshmi Thomas 


Principal
03/03/20



VJIM/IQAC-A/2019-20/02

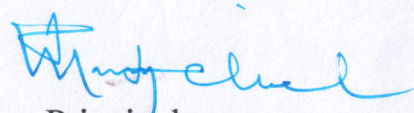
Date: 20/02/2020

CIRCULAR

Sub: IQAC – Conduct of Academic Audit II (2019-20)

1. 2nd Academic Audit by IQAC is to be carried out on March 3, 2020
2. The documents are to be made available at College Board room for auditors.
3. All the files/ documents are to be scrutinized for completion /update/ indexing/ follow up action.
4. The list of auditors
 - Dr. Anoop Scaria
 - Mrs. Reshmi Thomas


IQAC- Coordinator


Principal

20/02/20

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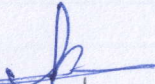

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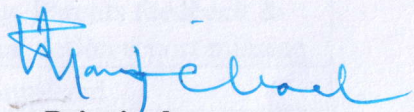
IQAC- Academic Audit Dated: 08/08/2019

Sr. No	File Name	Status of the file
1	Admission File	Completed
2	Internal assessment file	Completed
3	Extension activities/ awareness programmes file	a. Event proposal b. Feedback form c. Attainment d. Photos of the event are missing
4	Staff meeting note /file with agenda	Completed
5	Circular file	Completed
6	Scholarship file	a. 2019 details are missing
7	Equipment purchase file	Index is missing
8	Equipment history (source of purchase, cost, accuracy, year of purchase)	Index is missing
9	Parents teachers meeting file	Index of the meeting is missing, Parents feedback & remedial action report missing
10	Alumni file	Not completed
11	Curriculum revision file (existing and previous)	completed
12	Ongoing, completed and applied project file-faculty file	NOT AVAILABLE
13	Publication-faculty wise	NOT AVAILABLE
14	Ph.D. thesis list	NOT AVAILABLE
15	Journal subscription file	Year wise list is missing
16	Consultancy project file	NOT AVAILABLE
17	Collaboration files with MOU	NOT AVAILABLE
18	Class time table	Completed
19	vision and mission of the institution in printable form	Not completed
20	CD publication if any	NOT AVAILABLE
21	Books published	NOT AVAILABLE
22	Conference/workshop/seminar organized with photo evidence	a. Event proposal b. buget & photos of the event missing
23	seminar / Conference Proceedings'	Event proposal missing
24	Library file	Completed
25	e-journal subscription file	Not completed

26	List of Research scholars/ fellowships	NOT AVAILABLE
27	Teaching and non-teaching staff file	Completed
28	Discipline action committee file	Not arranged in proper order
29	placement cell file	copies of offer letter missing
30	Feedback forms of the students and Remedial measures taken for the weaker students	subject wise average & remedial measure missing
31	Measures taken for the advanced learners	NOT AVAILABLE
32	Database of students with photos	Completed
33	academic calendar with weekly & monthly wise tests	Completed
34	Best practices followed in curriculum and Teaching – Learning	NOT AVAILABLE
35	Awards received by faculty members & students	No separate file maintained
36	Student Counselling file	Not completed
37	Course file	class time table & lecture note missing

Audited By:

1. Dr. Anoop Scaria 
2. Mrs. Dona James 


Principal
08/08/19



VJIM/IQAC-A/2019-20/01

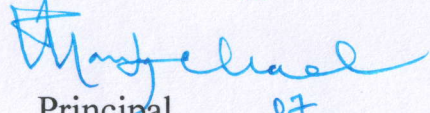
Date: 19/07/2019

CIRCULAR

Sub: IQAC – Conduct of Academic Audit-1 (2019-20)

1. 1st Academic Audit by IQAC is to be carried out on August 8, 2019
2. The documents are to be made available at College Board room for auditors.
3. All the files/ documents are to be scrutinized for completion /updatation/ indexing/ follow up action.
4. The list of auditors
 - Mr. Anoop Scaria
 - Mrs. Dona James


IQAC- Coordinator


Principal
19/07/19

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