



# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \* ISO 9001: 2015 Certified \*

## EXTERNAL AUDIT REPORT

The Academic and Administrative Audit for the Academic year 2020- 2021 was held on 16.06.2020 and 17.06.2020. Dr.V.Balamurugan was the External Auditor.

The following observations were made in the Administrative Office:


1. The administrative office is well organised and there exists a fair system to carry out all activities.
2. There exists a record room and the documents are kept orderly. However there is no surveillance camera fitted at the record room. Further the record room shall be kept under the control of a single staff in-charge.
3. Most of the administrative activities are automated. However, the existence of three information system (such as Admission, Attendance and Examination) leads to inconsistency of data. Therefore there is dire need to integrate all the three software programs
4. Organisation chart shall be displayed at the office and office tables may be labelled visibly along with their objectives. Further, administrative training records of the staff members shall be maintained.
5. File processing is good and the file disposal needs improvement.
6. Budget, approved by any authorised committee shall be made available. Also, the availability of a copy of the audited statement may be ensured.
7. The coordination among the project's principal coordinators as well as bursar is not good and it needs to be improved.



The following observations were made in the Controller of Examinations:

1. The area of registration for examination utilizes online mode (for PG programmes) and offline mode. It is suggested that the online process may be extended to all the programmes at the earliest
2. While carrying out the online process the examination system can be integrated with the admission system for the effective results.
3. To ensure the database integrity the COE or his representative (other than the system administrator) shall be the supreme user of the examination database and he/she may be allotted with Database Administrator rights.
4. The audit trail report on the examination database shall be submitted everyday by the system administrator to ensure the valid modification.
5. To avoid the redundant work during the evaluation process OMR can be introduced. Further, a template can be provided to the question paper setters in which the soft copy can be obtained. This will ensure the availability of two sets of question papers and improve confidentiality.
6. Surveillance Camera can be installed at the CoE section especially at the strong room
7. The retention period for the documents related to CoE shall be defined by appropriate committee.
8. Efforts can be made to be a part of National Academic Depository.
9. Learning outcome verification shall be ensured by the CoE by coordinating with other portfolio holders.

  
Principal

  
PRINCIPAL  
SADAKATHULLAH APPA COLLEGE  
Rahmath Nagar, TIRUNELVELI - 627 001