



Sadakathullah Appa College

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

REPORT ACADEMIC AND ADMINISTRATIVE AUDIT

Suggestions related to Administration

The Academic and Administrative Audit for the Academic year 2021- 2022 was conducted on 09.11. 2021 at our College. Dr. V. Balamurugan, Director, IQAC, Manonmaniam Sundarnar University, and Dr. William Dharma Raja, Dean, Faculty of Education, Manonmaniam Sundaranar University, Tirunelveli were the External Auditors

Dr. V. Balamurugan visited the College Office, Library, IQAC and verified the Part V facilities.

The following Suggestions were made during the visit to the College Office:

- I. The retention period of documents needs to be defined and the non-effective documents need to be destroyed by constituting a board.
- II. Suitable staff in- charge may be identified to serve in the absence of the Office Superintendent.
- III. Centralized/Master Stock Register for computer systems and other equipment should be maintained.

The following suggestions were made during the visit to the Part V Cells:

- I. The activities of the Part V Cells are satisfactory and the supporting documents for the activities need to be authentic.



The following suggestions were made during the visit to the Library:

- I. The budget may be allocated for the Library as per the UGC norms / terms and conditions laid down for Affiliated Institutions under a University. (Rs. 3000/- per subject per year for purchase of books.
- II. The Library Committee may decide the books to be purchased.
- III. The Librarian may be assigned the responsibility of collecting data regarding the research progress of the College.

The following suggestions were made during the visit to the IQAC:

- I. The IQAC is well established and many quality initiatives have been taken. Those initiatives may be displayed on the walls.

Suggestions related to Academics

The Academic and Administrative audit was conducted on 13.11.2021 at our College. Dr. V. Balamurugan and Dr. William Dharma Raja were the External Auditors. Dr. V. Balamurugan visited the Departments of Zoology, Physics, Chemistry, Computer Science, Library and Information Science.

Dr. William Dharma Raja visited the Arts Departments. It was observed during the audit that the departments have reasonably contributed to the growth of the College. However, there is still a scope for improvement

The following suggestions were made:

1. The Departments' Meeting Registers and BOS Registers may be neatly wrapped. It should bear the name of the register, certificate paragraph, date of opening and closing, page numbers etc.
The Minutes of the department level meetings should be signed by the respective Heads and Faculty members.
The coverage of syllabus and result analysis may be discussed at the Department meetings.
2. The lesson plan shall contain academic calendar, timetable, extended syllabus, plan for conducting the classes etc. The coverage of the syllabus must be hand written.
3. The data should be kept as hard-copies and be shown when asked for verification.
4. The Event Files shall be maintained properly as per the NAAC guidelines.
5. Teachers shall pay more attention and put in more efforts to compile/furnish the details pertaining to Papers published in Proceedings, Books, Chapters, Webinars attended, Serving as Resource Persons, e-Content Development etc.
6. Some teachers with Ph.D degrees did not publish even a single paper in the last 22 months.
7. The Profiles of the teachers must be available. It may be noted that some teachers who avail of Leave on Medical Certificate have not submitted their Profiles.
8. The HOD's table in the Departments may be distinguished from others by providing them a unique table spreads.

9. Initiatives may be taken to provide Desktops and Printers to the Departments that do not have such facilities.
10. Ventilation in the Chemistry laboratory may be improved by installing an exhaust fan.

Suggestions related to Non - Academics:

1. The Vice-Principal's Chamber as the first room at the entry point of the institution is not so impressive.
2. Separate rest room facilities for the faculty may be provided on all the floors.
3. Plastic / Polythene bags may be avoided in the Departments.
4. A container for keeping Broom sticks may be provided nearby all the wash basins.


Principal

PRINCIPAL
SADAKATUDDIN AHMAD COLLEGE
Rahmath Nagar, HINDUPET, TELANGANA - 627 011.

