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REPORT ON THE ACADEMIC AND ADMINISTRATIVE AUDIT (2021-22), CONDUCTED AT SATHAKATHULLAH APPA COLLEGE ON 10th and 11th Oct 2022

Departments Visited

The following departments were audited on 10th & 11th Oct 2022:

1. Zoology (PG)
2. Chemistry (PG)
3. Physics (PG)
4. Microbiology (PG)
5. Mathematics
6. Computer Science
7. Nutrition and Dietics
8. Chemistry UG
9. Physics UG
10. Zoology (UG)
11. Computer Science (UG)

OBSERVATIONS:

The following observations are made in general:

1. The curriculum has well defined PO and PSO. In some department it needs to be relooked.
2. The PO-CO mapping for outcome verification needs to be done.
3. Employability courses and Skill courses are to be revisited
4. PO attainment plan must be made.
5. Continuous feedback on curriculum from experts are needed.
6. Innovative curriculum – needed (Need analysis)
7. Innovative teaching methods such as Brainstorming, Quiz, Treasure Hunt, Flipped Mode, Blended Mode, Demo, Role Play, Debate, Discussion, Chart, Models are to be applied and teachers are to be trained.
8. Success of Certificate Programmes are to be evaluated.
9. Industry Institute Interaction – to be improved
10. Best practices of departments apart from college is to be identified
11. Documentation needs improvement
12. Wall display of statistics – needed
13. Lesson plan must include various tools and pedagogy
14. Exit Survey, Feed back from stake holders – to be obtained
15. Research progress, research infrastructures – to be displayed
16. Extension activities – to be improved
17. Consultancy and IPR – to be improved

18. Mentoring system must be effective
19. Scholarship details are to be displayed
20. LMS, Academic Management Software – to be purchased
21. Placement – to be improved
22. Entrepreneurial activities need improvements
23. Sensitization on OBE and ABC – needed
24. Duties and responsibilities and procedures – to be made available
25. Innovative evaluation methods – needed
26. Awards and Honours – to be displayed
27. Skills of students and staff members are to be availed by college.
28. Resource Optimization - needed
29. Budget allocation – details needed
30. Sensitization of faculty members and students on quality - needed
31. Students induction programme – must be effective
32. Skill – Learned ability to do something with determined success – must be assessed
33. Employability – Ability of job seeker to employ himself (choosing right career, having knowledge and Skills, ability to learn on his own) – must be assessed
34. Licensed OS/ Software for Computer Lab – Needed
35. Computers can be connected through LAN at the Computer Laboratory.
36. Departments can extend their services to the college wherever needed and students can be paid with remuneration for these services under Earn while learn scheme. This can be projected as Best Practice.
37. Recent Trends can be added in 5th Unit as best practice.
38. Museums can be made available in the departments.

On 10th Oct 2022, audit was conducted at the Office of the COE and the following observations/ suggestion are made:

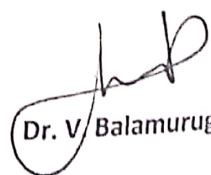
1. Examination manual is not available and it needs to be drafted with the following information:
 - ✓ Vision, Mission and Objectives of CoE wing.
 - ✓ Quality Policy (such as "To conduct the error free examinations by planning well and by adapting the necessary mechanism in all the stages of examination")
 - ✓ Planning the examination related activities with dead line.
 - ✓ Examination Call for.
 - ✓ Creating database of programmes, year, semesters, subjects, credits, etc.
 - ✓ Registration of the Students and Fee Collection.
 - ✓ Generation of Hall Ticket along with necessary instructions.
 - ✓ Preparation of committee for question paper scrutiny, Question paper setting, Evaluation, Passing Board, etc.
 - ✓ Attendance Requirements
 - ✓ Question paper setting, scrutiny
 - ✓ Making ready the Answer sheets
 - ✓ Maintaining confidentiality of Question Papers.
 - ✓ Hall allotments
 - ✓ Supervisor allotment

- ✓ Question Paper and Answer sheet distribution
 - ✓ Evaluation Process
 - ✓ Mark Entry and Results preparation.
 - ✓ Results analysis/ outcome analysis
 - ✓ Conduct of Awards Committee and Result Declaration
 - ✓ Procedures for Re-evaluation and Re-Appeal
 - ✓ SGPA and CGPA
 - ✓ Uploading results to National Academic Depository
 - ✓ Security Features In Certificates.
 - ✓ Maintenance of Data In digital format
 - ✓ Retention Period of examination related documents.
 - ✓ Destruction of obsolete documents.
 - ✓ Classification of Documents (Confidential/ non-confidential)
 - ✓ ICT policy.
 - ✓ Validation and verification of software.
 - ✓ Data backup policy
 - ✓ Data Recovery policy
 - ✓ TMR and CMR
 - ✓ User name and Password policy.
 - ✓ Duties and Responsibilities of the staff members working at CoE wing.
 - ✓ Procedures to be followed at various stages of examination.
2. UGC prescribed credit – hours shall be followed: i.e. 1 Credit = 1 Theory/2 Tutorial or Practical Hours.
 3. Since credits are varied based on the subjects the maximum marks shall be kept constant (i.e. 100) irrespective of number of examination hours.
 4. Software developer and software user shall not be the same person.
 5. Audit Trail or Audit Report (a facility available at database software) shall be printed and submitted daily to the CoE to ensure the data corrections, carried out by the software users are authorized transactions.
 6. Databases maintained at CoE office and Administrative Office shall be synchronized periodically.

On 11th Oct 2022, the administrative section was audited and the following observations are made:

1. Checking of Personal Registers (PR) shall be done more effectively.
2. A stock file (also known as Policy Foler) shall be maintained for ready reference of the rules and regulations.
3. A centralized stock register shall be maintained at admin office.
4. Administrative training can be imparted to all the staff members once a year.
5. Application status of Scholarships shall be displayed to all the students to ensure the transparency.
6. Student's data shall be supplied to CoE section for synchronization purpose.

Date: 11. 10. 2022


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Audit Report – 2021-22

Auditor: Prof. B. William Dharma Raja
Head, Department of Education
Manonmaniam Sundaranar University
Tirunelveli – 627 012

BRIGHT ASPECTS:

- Beautiful Library
- Fourth cycle of NAAC assessment
- Significance given to the unaided programmes
- No vacancies in the permanent postings
- Outcome Based Curriculum
- Strong and functional IQAC
- Support from management for the Academic enhancement

OBSERVATIONS & SUGGESTIONS:

1. Departmental:

- i. All the Departments may maintain 33 individual files.

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- ii. *Power Point Presentation:* As far as possible, all the PPTs shall be professional; All the Departments can have two PPTs - one detailed and another brief for five minutes Presentation; The PPTs are to fulfil the components or SSR.
- iii. All the individual teachers should have their own timetable.
- iv. In the Department meeting registers, action taken report is to be included.
- v. All the missing registers with the previous heads / directors are to be handed over to present heads/ directors.
- vi. Hard Copies of all the circulars are to be maintained separately by all the Departments.
- vii. All the teaching staff are to be exposed to all the files during NAAC visit.
- viii. Departmental level conduct of guest lectures are mostly only one. It may be enhanced to two, at least.
- ix. All the regular department may conduct at least one National Seminar every year.
- x. Most of the department have only one agenda connected with Curriculum, Teaching and evaluation. It may be looked into to have more agenda connected with Co-Scholastic activities.
- xi. Conduct of remedial course is to be conducted procedurally and scientifically, as it has weightage in the assessment.
- xii. Finding slow learners and gifted learners are not explained properly by the teachers of some departments.
- xiii. Each activity by the Department be maintained in individual files.
- xiv. Publications in journals, publications in proceeding – separate files (29A, 29B) are to be maintained.
- xv. An average number of publication in journal per Department, let be equal to the number of teachers in the Department.

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- xvi. For all the events conducted, the files are to be incorporated with a page report, 3 or 4 photos, a sample certificate, sample feedback forms and profile of Resource Persons.

2. Library:

- i. Visiting library by the teachers is to be enhanced.
- ii. A rolling stand may be provided for show casing the new arrivals in the Library.
- iii. Display of graphs of no. of books and amount spent for Library year wise, during the assessment period.

3. Committees:

- i. The committees like NSS, NCC, YRC etc. have to have the regulation (UGC) in hard copies.
- ii. Events conducted in the name of any committee shall be including at least students of three Departments.
- iii. Meeting Register shall be signed by all the members of the committee. The records without HOD sign and Principal sign are to be rectified.
- iv. Feedback for conducted events may be received in to ways – post feedback and delayed feedback.

4. IQAC:


- i. All main Offices like Principal's, Vice Principal's, COE's, Directors', HODs', Library, may have a copy of NEP 2020.
- ii. Analysis of feedbacks and follow-up practices are to be strengthened.
- iii. Combined Departments (Sharing of systems, bureau) may be provided individual rooms or some compartmental setting may be set up at initial stage.
- iv. In the staircase – Motivation Quotes may be written.
- v. Need based budget is to be prepared.

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- vi. Tamil and Arabic – Display Boards are to be in both Tamil & English and Arabic & English, respectively.
- vii. House-keeping is to be enhanced.
- viii. One or two gardens may be created immediately.
- ix. The IQAC is to ensure equal distribution of the components – Soft Skill, Communication Skill, Life Skill, and Technology Skill to the various committees
- x. Students Induction Programme (SIP) file is to be prepared in a book form with events chart, profile of resource person, reports, attendance, registers, feedback and photos. An Analysis is to be made from the feedback to enhance the quality of SIP for the forth coming year.


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