

Organization	SADAKATHULLAH APPA COLLEGE (AUTONOMOUS) RAHMATH NAGAR, TIRUNELVELI - 627 011 TAMILNADU, INDIA
Audited Sites:	Single
Auditee Representative:	Dr. Abdhul Kader
Order Number:	228811

AUDIT/ASSESSMENT REPORT

Year: 2023

AUDIT

Audit/Assessment date:	25.04.2023 to 26.04.2023	Reporting date:	05.05.2023
Standard(s)/Regulation(s):	ISO 9001:2015	Type of audit/assessment:	Surveillance Audit
Documentation of evidence of conformity:	CL_27_01_101e_ISO 9001_2015		

AUDIT TEAM

Audit team leader:	M. Krishnamoorthy	Observer:	
Auditor:		Auditor:	

APPLICATION

Application for issuing of certificate for the following standards:	Application for continuing certification for the following standards:
Nil	ISO 9001:2015

NONCONFORMITIES

Number of major nonconformities:	Nil	Number of minor nonconformities:	4 Minor NC
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NEXT PLANNED AUDIT

<input type="checkbox"/> CA <input checked="" type="checkbox"/> SA <input type="checkbox"/> RA <input type="checkbox"/> FA <input type="checkbox"/> others	Planned audit date:	March 2024
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CA = Certification audit, SA = Surveillance audit, RA = Recertification audit, FA = Follow-up audit

Auditing is based on a sampling process of the available information. The disclaimer of liabilities in point VI of the **qualityaustria** Terms and Conditions applies.

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1. Generals

1.1 Scope of the management system

This Audit is single location done by quality austria for sadakathullach Appa College for the scope of “Designing & Providing Under Graduate, Post Graduate Degree and Research Programme, Certificate, Diploma, Advanced Diploma, Post Graduate Diploma in the fields of Arts, Humanities, Science and Technology studies” with Non-Applicability 7.1.5.2 – Measurement Traceability. The entire activity are under a single location and controlled by the Institution management

1.2 Current situation – developments since the latest audit

Sadakathullah Appa College (autonomous) a government aided Muslim minority institution, affiliated to Manonmaniam Sundaranar University, Sadakathullah Appa College is located on a 40 acre sprawling campus. It is run by Sadakathullah Appa Educational Society. To cater to the academic needs of the potential undergraduates of the region, the college has appropriately introduced following courses

Aided Courses

B.A. History, B.Com, B.A. English, B.Sc. Mathematics, B.Sc. Physics, B.Sc. Chemistry, B.Sc. Zoology, B.Sc. Computer Science, M.A. History and M.Com

Unaided Courses

B.Sc. Microbiology, B.Sc. Information Technology, BBA, M.Sc. Mathematics, M.Sc. Computer Science, B.Com, B.C.A, M.A. English, M.Sc. Microbiology, BBM, B.A. English, B.Sc. Computer Science, B.A. Islamic Studies, M.Sc. Physics, B.Com. Finance, B.Sc. Nutrition & Dietetics, B.Sc. Mathematics, B.A. Tamil, M.Sc Chemistry, M.Sc. Zoology, B.Lib.I.Sc, B.A. Economics, M.Sc. Nutrition & Dietetics, B.Sc. Psychology and B.Com.

Honours

Research Centers

Ph.D in History, Ph.D in Commerce, Ph.D in English, Ph.D in Chemistry, Ph.D in Zoology, Pd.D. in Mathematics, Ph.D in Microbiology and Ph.D in Physics

Following committees and cell were established for effective monitoring of process Planning and Evaluation Committee, Finance Committee, Admission Committee, Discipline Committee, IQAC Steering Committee, Awards Committee, Examination Committee, Examination Discipline Committee, Examination Grievances and Redressal

Committee, Research Promotion & Ethics Committee, UGC Compliance Committee, Internal Compliance Committee, Staff Grievance Redressal Cell, Students Grievances & Redressal Cell, Women Harassment Prevention Cell, Anti Ragging Committee, Students Council Advisory Committee, Students Counselling Cell (Men & Women), Tutorial And Student Mentoring, Calender Committee, Attendance Committee, Deeniyath Committee, Moral Instruction Committee, Library Advisory Committee, Add-On Programme, Center For Digital Learning, Sadakath Academy, Placement Cell, Career Guidance Cell, Entrepreneurship Development Cell, Consumer Protection Counsel, Campus Monitoring Committee, Press Committee, Sadakath Research Bulletin Committee, Magazine Committee, Principal Annual Report Preparation Committee and Hostel Advisory Committee.

Sadakathullah Appa College celebrated its golden jubilee in the year 2021. The college volunteered for assessment by the National Assessment & Accreditation Council (NAAC), subsequently the college was re-accredited with A++ Grade with CGPA 4.56.

1.3 Audit objectives as seen by the organization

The objective of this audit is the determination of conformity with audit criteria and the evaluation of the ability and effectiveness of the management system.

Additionally, the following specific audit objectives were agreed with the organization:

- Student Satisfaction
- Improvement in current process

2. Overall impression

The institution has implemented & maintained Quality Management System found in line with ISO 9001:2015 standards. The college, with a visionary leadership of the managing committee and a team dedicated, experienced and learned teachers, aim at producing responsible and competent citizens to fulfill their professional, social and national obligations. To realize the college's vision and mission the campus is vibrant with seminars, conference, workshops, research, co- curricular and extra- curricular activities. The commitment & involvement of senior management in the QMS implementation is clearly visible. There exists a real need for improving the various activities / processes within the organisation with the ultimate objective of providing quality & timely services to the students. The involvement shown by the entire team during the audit was satisfactory.

2.1 Strategic direction

In the course of the audit, the following strategic objectives, programs or projects were displayed:

- Planning to start B.SC. Data Science
- Planning to start Dilpom ain Fashion Technology
- Reorganization of Sadakath outreach programme

2.2 Assessed Strengths

- Attain A++ Grade in NAAC Reaccreditation audit with CGPA 3.56
- Paramarsh Scheme to promote NACC Accreditation to nearby institution
- Research Initiatives among staff and students
- Gents Hostel Canteen Infrastructure – No comments
- Patent Filing – Dr. S. Shahul Hameed on Tamper Proof Delivery and Noor JAmeela (N&D) on Unlocking the potential of spices as antioxidants: innovative formulations of ready to serve corn fibre bags with spice powder for gastro respiratory diseases.

2.3 Opportunities

- Data Analysis
- Purchasing Process
- Weaker Students Monitoring

2.4 Statements regarding specific audit objectives (chapter 1.3)

Students Satisfaction

Student's feedbacks were collected through online on semester basis and the same is consolidated by IQAC and forwarded to principal for further review and action. Top Management directly involves in reviewing feedback from students. Students feedback were collected online through google forms.

Improvement in current process

Improvement in current process

The QMS processes applicable to the institution were suitable identified, including performance related criteria for evaluating the various process effectiveness. Student's feedback system is implemented well. Random monitoring of faculty delivery performance is been done. HOD also carryout similar performance monitoring of their staff. Departmental meeting carriedout at monthly interval and output of meeting reviewed by principal.

3. Specific statements on capability and effectiveness of the management system

3.1 Statements on the management system's performance

Organization has established QMS, System documented in line with the requirement of the standard. The System implementation was based on the basic principle of the QMS i.e. Process Approach for Management, Core & Support processes within the organization. Documented processes has been well defined to demonstrate the flow of activities; sub activities; inputs necessary to perform an activity or sub-activity; outputs generated by activity or sub-activity; process / performance measurements; and reference to supporting documents including policy, procedures, forms and templates under QMS document control.

Top Management Process:

During interaction, Management has demonstrated leadership and was found to have institution development and growth plan. Management has laid down strategies to meet the targets and institutional goals. Management was committed in development of the entire system & communicating down the line the importance of Quality Management system including students focus, external & internal contexts, interested parties requirements and risk analysis that affects meeting the objectives and goals of organisation. Documented information for same was found in line with applicable standard

requirements. Communication system was found to be excellent including monitoring of external, internal issues and actions to address risk and opportunity. Quality Manual: QSM / Issue A Rev 03 dated 04.01.2018, Level 1 – Quality Manual → Level 2 – Quality System Procedure → Level 3 – SOP / WI → Level 4 – Formats / Records.

Statutory & Regulatory Requirements

- University Grants Commission under section 2(f) of the UGC act, 1956 issued by section officer, UGC on 16.05.2000 verified
- Additional seats for UG courses from Manomaniam Sundaranar University dated 15.06.2018 verified . Ref. MSU/R/CD/SAC/FUR./Coomn./2018-19
- Bachelor of Library Information Science – 48 Sanctioned Strength
- Additional seats for PG courses from Manomaniam Sundaranar University dated 14.06.2018 verified . Ref. MSU/R/CD/SAC/Cont./Coomn./2018-19
- Bachelor of Arts (Economics) – 64 Sanctioned Strength
- List of courses accredited by Manonmaniam Sundaranar University verified. Ref. R/CD/SAC/Cert/2015 dated 20.03.15

UG Courses Aided – 8

PG Courses Aided – 2

UG Course Unaided – 15

PG Course Unaided - 9

Research Department – 9

UGC Innovative Programme – 1

- National Assessment & Accreditation Council Accreditation dated 21.02.2019 verified. NAAC Re-Accreditation “A” Grade
- Conferment of autonomous status for Sadakathullah Appa College affiliated to Manomaniam Sundaranar issued by Joint Secretary, University Grant Commission on 10.08.2018 valid upto 2022-2023
- ICT academy of Tamilnadu (An Initiative Government of India, Government of Tamilnadu & Industry) membership verified. Ref. Membership No. 11110 valid upto 22.10.2021
- Research centre approval from Manomaniam Sundaranar University issued by Registrar verified.

Department of Commerce

Department of History

Depart of Physics

Department of Chemistry
Department Zoology
Department of English
Department of Microbiology
Department of Computer Science

Department of History -

Total 83 students in History Department. UG – 65 / PG - 18
Total No. of staffs 10
Syllabus for B.A & M.A. History verified.
Staff lesson plan of Mr. E.S.Afsal and Dr. Asha verified
Total No of students appeared 24 and No. of Passed - 24
Training record of Mr. Shahul Hameed on Inter disciplinary Subject Refresher Course in Environmental Studies from 27.09.22 to 11.10.22 conducted by UGS HRD Center
Training record of P.K. Abdul Kalam on Humanities and Social Science held at M.S. University on 05.05.22 – 06.05.22
Training record of Dr. C. Asha on Historical Studies in the Digital Information Era conducted by MK University on 16.09.22 – 29.09.22
Result analysis for November 2022 semester of Ist MA History verified
Total No. of Student appeared – 17
Number of Students Passed – 13
Pass Percentage – 76.0 %

P.G. Department Computer Science - MS. Roselin - HOD

Total 45 students in M.Sc (CS) 1st Yr – 24 Nos, 2nd yr – 21 Nos
Total No. of staffs 4 + 1 Lab Assistant
CBCS Syllabus for M.Sc (Computer Science) verified.
Staff lesson plan of Ms. V. Roseline for 2nd M.Sc (CS) – professional Ethics verified.
Lesson plan 4th Semester
III Semester results analysis verified
Total No of students appeared 21 and No. of Passed – 20
SWOT analysis of computer science (Aided) verified
Objective monitoring record verified for Computer Science Department (Aided) verified
Pass Percentage 1st Year 75 %
Pass Percentage 2nd Year 90 %
No. of First Class students aimed at 1st Year 17/24
No. of First Class students aimed at 2nd Year 19/21

Training record of Dr. Roselin on Current Trends in Information Technology conducted by MEASI Institute of Information College from 26.09.22 – 30.09.2022

Training record of Mr. K. Ganesh Kumar, Asst. Professor on Published paper on International Conference on Wireless and Mobile Network Security on 13.03.2023 verified.

Training record of Mr. K. Mohammed Riyazudeen, Asst. Professor on Virtual Reality & Augmented Reality App Development conducted by Dr. Mahalingam College of Engineering & Technology, Pollachi on 24.01.20 – 25.01.20 verified.

BBA - Dr. S Shahul Hameed - HOD

Total 192 students in BBA. 1st Year – 64, 2nd Year – 64 & 3rd Year - 64

Total No. of staffs 5

CBCS Syllabus for BBA verified.

Staff lesson plan of Mr. Abdul Khaliq for II BBA – 4th Semester – Soft Skills verified.

Lesson plan 4th Semester

Semester results analysis for Even Semester 2021 -2022 verified

I BBA - Total No of students appeared 61 and No. of Passed – 28

II BBA - Total No of students appeared 63 and No. of Passed – 42

III BBA - Total No of students appeared 62 and No. of Passed – 62

SWOT analysis of computer science (Aided) verified

Objective monitoring record verified for BBA Department (Unaided) verified

Mentor- Mentee session of T. Mohammed Aalim (Roll No. 225BB18). Total 3 meeting conducted on 10.10.22, 08.11.22 and 25.01.23

Training record of Ms. S. Yasmin Kathija, Asst. Professor on 3 days Faculty Development Program on Idea Generation Methods from 25.08.22 – 27.08.22 verified.

Training record of Dr. S. Shahul Hameed on Impact of Social Media on Youngster organized by Dr. Sivanthi Aditanar College of Engineer, Trichendur on 30.03.2023

Board of studies meeting conducted on 19.10.2022. University representative Dr. S. Madhavan, Subject Matter Expert – Dr. Sam Sathose and other members participated in the BOS meeting

Department of Microbiology - Dr. Janet Rani - HOD

Total 1st Year 43 Students

Total No. of staffs 8 + 1

Syllabus for B.Sc. Microbiology (3rd Year) verified

Staff lesson plan of Ms. Kavitha, Subject Code : 21PCMB21 – Microbila Biochemistry
(M.Sc 1st Year – II Semester)

Results analysis of I B.Sc., Microbiology 2022 – 2023 verified

Subject	Appeared	Passed	Pass %
Micro World & Bacteriology	48	39	81.25
Virology /Mycology	48	42	87.50 %
Techniques in Microbiology	48	44	90.0 %
Aquatic Microbiology	48	43	86.0 %
Value Education	13	10	76.0 %

Value added course social values – 30 Hours duration

Training record of Dr. Feroz Khan – Assistant Professor on Role of Research Methodology Analysis Tools & Techniques conducted by Theivanai Ammal College for Womeny on 28.12.2022 - 03.01.2023

Training record of Dr.P. Jaysheela – Asst. Professor on Characterization of Active Phyto molecules using modern techniques conducted by Karpagam Academy of Higher Education on 14.11.2022 – 20.11.2022

MOU between Sadakathullah Appa College and ICAR – Bio-Conversion Technology Center, Sri Parasakthi College for Women, Courtallam

Nutrition & Dietetics Department

- Nutrition & Dietetics (Ms.V.Angel Mary – HOD, Total No of staff 8 and 1 lab assistant
- Student Strength
- 1st year - 33
- 2nd Year – 35
- 3rd year – 43
- 1st PG - 18
- 2nd PG - 18
-
- B.Sc., Nutrition & Dietetics syllabus verified (CBCS Syllaus 2021), Board of studies meeting conducted on 07.05.2022.
- Lesson plan of Dr. Sumaya for Food Microbiology verified,
- Lesson plan of Dr. Rama Jeba for Food Chemistry verified
- Staff profile of Ms. S. Rama Jeba – Assit Professor verified joined on 30.05.2022.
- Training record of Ms. Vadivel Devi on Recenta Tredns in Nutrition Sector conducted by Muslim Arts College on 22.02.2023 verierid

- Training record of MS. Rama Jeba on Precision Nutrition and Health conducted by Fathima College on 20.12.2022
- Last Board of Studies meeting conducted on 07.05.2022
- Students project of Noor Jameela (Reg.No. 21SPI10)– Unlocking the potential of spices as antioxidants: innovative formulations of ready to serve corn fibre bags with spice powder for gastro respiratory diseases. Ref. Patent Application No. 202341021919 dated 27.03.2023
- International conference on personalized nutrition conducted on 02.09.2022n
- Results analysis of odd Semester B.Sc., Nutrition & Dietics (Final Year) verified

Subject	Appeared	Passed	Pass %
Family Resource Management	42	41	97.0 %
Microbiology	45	45	100.0 %
Medical Nutrition Therapy	45	45	100.0%
- Results analysis of odd Semester I M.Sc., Nutrition & Dietics verified

Advanced Dietetics -1	16	16	100.0 %
Food Safety & Microbiology	17	17	100.0%

IQAC Cell - Dr. A. Syed Mohamed

- Students feedback collected twice in a year. Odd semester feedback collected during October and even semester feedback collected during April of every year.
- Students feedback of student S.Samera Fathima Roll No. 21AC008
- Data analysis of students feedback from steering committee report verified.
- Duties, Roles and Responsibilities of teaching and non teaching staffs verified
- System and Procedures for Maintenance and Utilization of Infrastructure
- MOU between Sadkathullah Appa College and St. Johns College of Arts and Science dated 10.03.2020 for Paramarsh UGS Scheme for Mentoring for NAAC Accreditation
- Training programme for all the staffs on Designing of Course Outcomes and the setting of outcome focused questions conducted by Mr. Ajay Bhagwat-Director Inpods India Pvt Ltd, Pune on 22.11.2022
- Last steering committee meeting conducted on 16.12.2022. Minutes of meeting verified – Status of NAAC Peer Team, Report on Academic and Administrative Audits, Allocation of Marks for Part V Activities, Status of AQAR. Curriculum Feedback, Future Plans.

Library Process - Dr. R.R. Saravanakumar

- New library construction completed with 12350 sq ft.
- Rules & Regulations for library verified
- Library policy verified.

- Auto Library software MSSQL6.0 procured
- AV Room, Digital Library, eLearning, circulation section, reading section, internet browsing section
- Total 4 staffs in library
- Library stock report date 01.04.2024 verified

Department	No. of Books
Arabic	4654
Chemistry	2412
Commerce	6257
Computer Science	3616
Economics	4
English	6885
General	3678
History	5380
Library Science	182
Library and Information Science	128
Maths	4401
Physical Education	45
Tamil	8103
Zoology	3644
CD & Videos	508

Administration - Mr. Mohamed Shafik

- AMC contract with Air Freeze for Air Conditioners dated 01.01.2023 and valid upto 31.12.2023. Last Air Conditioner service done on 30.03.2023
- Service call report of Reliable Power Systems & Solutions dated 03.02.20 verified.
- AMC contract with Reliable Power Systems & solutions, Tirunelveli for UPS & Battery dated 01.04.2023 – 31.03.2024
- Vendor evaluation of SEED note booked supplier verified. Vendor rating 90.0 %
- Fire extinguishers service report done by India Fire Safety, Tenkasi dated 10.03.2023 verified.

Admission Process – Mr. Akbar

Application No. 1076 Ms. Vijayalakshmi / Course : B.Com verified
Application No. 246 / Mr. Mohamed Abdhul Rahim S / B.Com verified

Controller of Examination

- Appointment letter of faculty for semester examination verified.
- Semester examination planned from 10.05.2023 – 30.05.2023. awaiting approval staff council meeting and examination committee. Z000
- Examination committee meeting conducted on 14.10.2022
- Disciplinary committee meeting for the last semester (Nov 2022) dated 05.01.2023
- Total 10 staffs in controller of examination

- One accountant, One system programmer, Four clerical staff member cum data entry operators, One office assistant, One clerical staff from aided stream, DCOE & COE
- Procedure for downloading questioner paper and uploading answer paper

3.2 Statements regarding internal audits and management review

Internal Audit

IQAC academic audit conducted twice in a year. First internal audit conducted on 10.10.2022 – 11.10.2022 and latest internal audit conducted on 28.01.2023. No non conformities were identified during both the internal audit. Total 12 trained internal auditors for conducting internal audit. More internal auditors could be trained for conducting internal audit.

Procedure for internal audit verified. Ref. QMS /Annex 6.0

Management Review

Two rounds of MRM were conducted. First Management review meeting conducted on 20.12.2022 and latest Management review meeting conducted on 28.02.2023 and all agenda points were found discussed during the MRM. MRM chaired by Alhaj T.E.S. Fathu Rabbani – Secretary & Correspondent of college chaired the MRM and presentations were made by all the HOD's. Output of MRM detailed with point discussed, action taken, person responsible and target date for effective monitoring.

3.3 Evaluation of the effectiveness of corrective actions taken with respect to major and minor nonconformities from the previous audit

During last surveillance audit total 3 Minor Non Conformities were raised. Effectiveness of the action taken reviewed and found adequate.

3.4 Action taken based on hints and recommendations resulting from previous audits

Effectiveness of the action taken against observation / opportunities for improvement raised reviewed and found adequate.

4. Audit results / major and minor nonconformities / further procedure

During this surveillance audit total 3 Minor Non Conformities were raised. The Corrective Action Plan along with closure evidence submitted by the organization has been reviewed by the team leader and found to be acceptable. The

effectiveness of the implementation will be verified during the next surveillance audit.

Also, the Observations / Opportunities for Improvement identified under Section 5 (below) needs to be reviewed by the organization, and necessary actions may be implemented after thoroughly reviewing the same internally.

Minor Non conformity

1. Lesson plan found updated for "History of India", History of Tamilnadu and Environmental Science in history department....**8.5.1 (ISO 9001:2015)**
2. Mentor Menti action found incomplete for Mr. Ramkumar (21AHS52) BA II- History – Subject Ethical and Social Issues....**8.5.1 (ISO 9001:2015)**
3. Expired ABO typing kit observed in Micro Lab. Eg. Blood Grouping Kit / Mfg: Aug 2017 / Expiry: July 2019....**8.5.4 (ISO 9001:2015)**
4. System for ensuring work environment found not adequate. Eg. Canteen waste and hostel waste found dumped near the lady's hostel....**7.1.4 (ISO 9001:2015)**

5. Hints and recommendations ISO 9001:2015

Clause 4: Context of the organization

- SWOT analysis for new department to be detailed for external factors - opportunities and threats

Clause 5: Leadership / Leadership and worker participation

- Nil

Clause 6: Planning

- Nil

Clause 7: Support

- Refresher course on ISO 9001:2015 to be ensured for all new joinees
- Visitors register to be updated in ladies and gents hostel
- Power backup to be ensured in ladies' hostel

Clause 8: Operation

- Lesson plan updation needs improvement in history department

- Mentor-Menti monitoring needs improvement. Eg. Mr. Ramkumar II History (21AHS52) subject-ethical and social issues
- Loose answer sheet for practical examination to controlled
- Objective monitoring needs improvement Eg. Controller of Examination
- Access control be ensured in controller of examination office
- Data analysis on loaned books to students needs to be reviewed

Clause 9: Performance evaluation

- Internal auditing planning and reporting needs improvement

Clause 10: Improvement

- Nil

Distribution list	Enclosures
<ul style="list-style-type: none">■ Sadakuthullah Appa College■ qualityaustria Customer Service Center■ M. Krishnamoorthy	<ul style="list-style-type: none">■ Audit plan■ Action plans (4 Minor NC)■ Checklist

Sincerely

Quality Austria

Trainings, Zertifizierungs
und Begutachtungs GmbH

M. Krishnamoorthy
Lead Auditor