



Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A⁺⁺' Grade with a CGPA of 3.56,
ISO 9001 : 2015 Certified

AQAR

(2022-2023)

CRITERION VI

Governance, Leadership and Management

Teaching Learning Reforms Facilitated by the IQAC

**Internal and External Academic and
Administrative Audit (2022- 2023)**

Submitted to

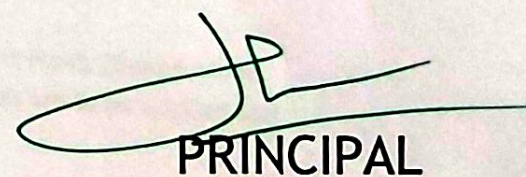
THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)



Teaching Learning Reforms Facilitated by the IQAC

Internal and External Academic and Administrative Audit

Parameters	Audit date
2022-2023	10 th & 11 th October 2022 23 rd August 2023



PRINCIPAL

PRINCIPAL
SADAKATHULLAH APPA COLLEGE
(AUTONOMOUS)
RAHMATH NAGAR, TIRUNELVELI - 11.

Dr. V. BALAMURUGAN

Professor

Department of Computer Science & Engineering

Manonmaniam Sundaranar University

Tirunelveli – 627 012

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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:

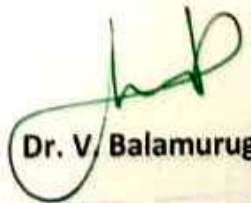
1. Examination manual is not available and it needs to be drafted with the following information:
 - ✓ Vision, Mission and Objectives of CoE wing.
 - ✓ Quality Policy (such as "To conduct the error free examinations by planning well and by adapting the necessary mechanism in all the stages of examination")
 - ✓ 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-Appearance
 - ✓ 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.

ate:


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Dr. V. Balamurugan, M.Tech., Ph.D.
Professor
3/3

B. WILLIAM DHARMA RAJA, PhD

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SADAKATHULLAH APPA COLLEGE

(Autonomous)

Rahmath Nagar, Tirunelveli - 627 011

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.

(PTO)



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TIRUNELVELI - 627 012
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www.msuniv.ac.in

8/263A, 5TH CROSS STREET, SHANTHI NAGAR
PALAYAMKOTTAI - 627 002

①

- 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.

(PTO)



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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.


2022
Dr B. WILIANPDHARMA RAJA
Professor & Head
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Manonmaniam Sundaranar University
Tirunelveli - 627 012



MANONMANIAM SUNDARANAR UNIVERSITY
ABISHEKAPATTI, TIRUNELVELI-627 012, TAMIL NADU, INDIA

Dr. R. MARUTHAKUTTI

Director, Integrated Programmes / Former Professor of Sociology

To

28.08.2023

The Principal/IQAC Director
Sadakathulah Appa College
Rahmath Nagar, Tirunelveli -627 011

Sir,

Sub: Extnal Audit – Academic and Administrative Audit –2023-2024

Observations/Comments- Reg

Ref: Your letter dated 11.08.2023

I thank the authorities of Sadakathulah Appa College, Tirunelveli for giving me an opportunity to act as 'External Auditor' for History, Economics, English, Commerce, Business Administration, Arabic, Part V and Library as a part of Academic and Administrative Audit on 22.08.2023.

General Observations:

- Some departments including English performing well.
- It is a good initiative for e - contents/e - resources development with a separate unit
- Almost all the departments should aim for external funding for research.
- Publications in SCI, Scopus and UGC care listed journals are mandatory for effective research atmosphere in the campus, which is not upto the mark at present.
- Faculty members must be encouraged to be a member in professional bodies at national level and for possible research collaborations.
- Steps must be initiated to identify slow learners and advanced learners, and suitable methodology must be identified to tap the potentials of the students.
- Suitable steps must be initiated for budgetary provision every acadfemic year for Part V activities.
- Great initiative by the Librarian to modernize the library with latest inputs and technological advancements. However, arrangements must be made for regular budgetary provision for more text books and references.

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MANONMANIAM SUNDARANAR UNIVERSITY

ABISHEKAPATTI, TIRUNELVELI-627 012, TAMIL NADU, INDIA

Dr. R. MARUTHAKUTTI

Director, Integrated Programmes

Specific Comments/ Suggestions

Department of History:

- Students must be motivated and highlight the opportunities for employability. Steps must be initiated to tap the local resources and support in organizing events/ enhancing employability opportunities.
- Research culture help to get more UGC NET qualified students with stipend
- Publications in SCI, Scopus and UGC care listed journals must be encouraged
- Exteral funding /projects/fellowships through ICSSR/ICHR will help the faculty for better research opportunities

Department of Economics:

- Steps must be initiated for remedial coaching and to identify slow learners and advanced learners for effective utilization of student potentials.
- Value added courses must be introduced.
- Exploring the external funding oportunies/fellowships through ICSSR will help the faculty to develop further.
- Each discipline must have specialized areas, the faculty members encouraged identify the areas and work closely with district administration on developmental issues.

Department of English:

- The department has good faculty strength with innovative areas like computer, spoken and business English streams.
- Suggested to display the photos of notable scholars (both National and International) and their contributions in the corridor, which motivate the student community.
- Focus must be made on collaborative research
- Opportunity must be provided to the students to learn other languages.

Department of Commerce:

- The department is a research centre with 27 faculty members. There is an urgent need for research promotion and guideship.
- Remedial and bridge courses may help the students for better career prospects.
- Research colloborations and MOU with leading HEI institutions may lead better prospects.

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Dr. R. MARUTHAKUTTI

Director, Integrated Programmes

- The student progression for higher studies must be displayed in the form of suitable graph which portray the glimpse of their achievement.

Department of BBA:

- The department has energetic faculty members working on diversified field with strong potentials on value added courses and skill development programmes.
- E content must be developed for the benefit of students.
- Only one approved guide and the remaining faculty must work for getting Ph.D/approval of guideship which invites more research collaborations.
- Steps to be taken for remedial/bridge courses and categorise the students into slow and advance learners and suitable input for the betterment of the students are needed.

Department of Arabic:

- Though there are six faculty working in the Arabic Studies, all of them have Ph.D but without guideship.
- No bridge courses/remedial courses.
- Steps to be initiated for slow learners and advance learners and their capabilities must be nurtured.
- More publications must be encouraged

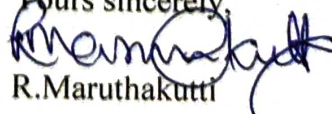
PART V

- Though NCC, NSS, RRC and Sadk Gramin Development programmes are working well, the institution must allocate seed money and adequate budgetary provision for successful functioning of these units.

Library:

- Library is modernized with required infrastructure.
- New arrival section may be created to attract the students to sharpen/update knowledge in their respective fields.
- Adequate budgetary provision for purchase of latest books every year.

Yours sincerely,


R. Maruthakutti

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Dr. R. MARUTHAKUTTI
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TIRUNELVELI-627 012, Tamil Nadu.



Date: 23rd August 2023

To

The Coordinator
Internal Quality Assurance Cell
Sathakathulla Appa College
Tirunelveli – 627 011

Sir,

Sub: Report of the Academic & Administrative Audit held on 22nd & 23rd August 2023 – Regarding

Warm Greetings!

I would like to submit the report on the AAA that was held on 22nd & 23rd August 2023, for your kind information and action.

Academic Audit:

There is a significant improvement in the documentation process compared to the previous years. The overall teachers' involvement in the quality assurance process is clearly visible in the record maintenance and their attitude. However, process refinement is needed in the following areas:

1. Preparation of Departmental Academic Calendar shall be done with the involvement of all the faculty members with a thorough discussion at the staff meeting. At the end of the academic year the outcome shall be verified in the meeting and corrective actions may be planned.
2. Frequent faculty rejuvenation programme shall be conducted on the topic ABC, OBE, Activity Based Learning, etc.
3. As an autonomous institution the college should explore all kind of teaching methodologies such as experiential learning, demonstration, role play, drama, treasure hunt, quiz, brain storming, group debate, group discussion, story telling, prototyping, virtual reality, augmented reality, story board, puzzle, games, flipped class room, blended learning, case study, collaborative learning, peer learning, etc and it shall be reflected in the lesson plan.
4. The certificate programmes offered by the departments shall be more than one and more number of diploma and advanced diploma programmes shall be introduced.
5. Courses on entrepreneurship shall include the business start up details, Law related to the business, regulatory authorities, resource management, etc apart from imparting the subject contents.
6. Remedial classes shall be conducted after identifying slow, medium and advanced learners. The possibilities of learning by the slow learners from their peer students may be analyzed.
7. Records related to tutorial classes shall be made available.
8. Commemorative days of Scientist and reputed philosophers can be conducted merely by displaying their portraits and paying tributes to the portrait by teachers and students.
9. For the purpose of mentoring one of the hours can be made as multipurpose hours which can be utilized for the activities such as Library/Mentoring. Else zero hour can be used for this purpose

Examination Section

10. The college shall plan for 360 degree automation so that it can move towards paperless administration or administration with minimum paper usage. Initially the college may plan for capturing off CIA marks.
11. Retention period for examination related documents may be defined by the examination committee.
12. Random verification of mark entries starting from evaluation to TMR preparation is needed and the process can be defined by examination committee and the details may be included in Examination manual.

Administration

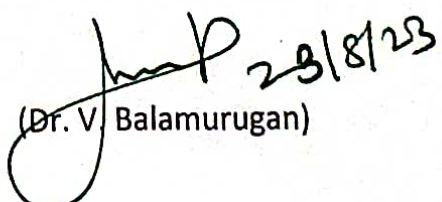
13. Modus operandi of Earn While you Learn scheme may be defined by a committee and periodical review of its outcomes may be verified. The scheme is to be utilized for the non-confidential activities of those sections where there is a shortage of man power.
14. Staff workload in the administrative section may be reviewed periodically and necessary changes in work allotment may be made. Additional man power in the administrative office can be utilized in other places.
15. Attendance registers can be carried by a permanent staff member and they shall ensure the attendance register free from corrections.
16. The maintenance of Personal Register by the administrative staff members may be reviewed by superintendent once in 15 days and by the higher official once in 30 days.
17. Induction programme for newly recruited staff members may be conducted and they may be trained on Tamilnadu Office Procedures, Fundamental Rules, Service Conduct Rules, Establishment Rules, UGC Norms, University Norms, etc.
18. Complete Organogram of the college may be displayed in the entrance of main building and relevant portion of organogram may be displayed at each sections and departments.
19. UMIS/ ABC/NAD numbers can be allocated at the time of admission by the admission section by providing additional man power during the admission period.

Cells/ Committees

20. All the cells and committees, their objectives, related process and procedures, committee members shall be approved by the academic council.
21. Review of autonomy, outcome achievements and other strategic plan like computerisation shall be discussed in the Planning and Evaluation Committee.
22. IQAC can play a major role in localisation of office procedures such as bill settlement procedures, allotment of ABC/NAD numbers, etc.
23. The role of system administrator in the CoE section shall include uploading of marks in the NAD portal.

Thank you very much. Wish you all the success in your future endeavours.

Your truly,


(Dr. V) Balamurugan



Sadakathullah Appa College

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AQAR

(2022-2023)

CRITERION VI

Governance, Leadership and Management

Teaching Learning Reforms Facilitated by the IQAC

Internal and External ISO Audit (2022- 2023)

Submitted to

**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)**



Teaching Learning Reforms Facilitated by the IQAC

Internal and External ISO Audit

Parameters	Audit date
2022-2023	25.04.2023 - 26.04.2023

AUDIT/ASSESSMENT REPORT



PRINCIPAL

PRINCIPAL
SADAKATHULLAH ALFA COLLEGE
(AUTONOMOUS)
RAHMATH NAGAR, TIRUNELVELI - 11.

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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3.3 (Proactive) hazard identification, risk assessment and risk control (S)....	Error! Bookmark not defined.
3.4 Statements regarding compliance with relevant legal and other requirements (E/S/En)	Error! Bookmark not defined.
3.5 (S) Statements regarding severe incidents (accidents, infringement of relevant OH&S legislation)	Error! Bookmark not defined.
3.6 Statements regarding the energy planning process (En)	Error! Bookmark not defined.
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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 Diplo in 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