

THE REPORT OF THE INTERNAL QUALITY ASSURANCE CELL

The IQAC of our College strives to attain a holistic academic excellence. It aims at developing a system for conscious catalytic improvement in the overall performance of the Institution. It supports the Institution to provide a good environment for teaching, learning and evaluation. It attempts to ensure quality in all the ventures undertaken by the Institution. The IQAC gives more emphasis on revising the curriculum with a focus on global trends and need-based courses. It emphasises on introducing inter-disciplinary, job-oriented and skill-based courses. It also focuses on preserving the subjects of interest, introducing socially relevant Extension programmes and also implementing an effective feedback mechanism.

Sadakathullah Appa College is one among the selected “Premier Institutions” for Paramarsh Scheme, a University Grants Commission Scheme launched by the Union Minister for Human Resource Development to help the Mentee institutions in getting NAAC accreditation.

The Internal Quality Assurance Cell of Sadakathullah Appa College signed MoUs under the Paramarsh Scheme on 22.08.2019 with seven Higher Education Institutions such as, Wavoo Wajeetha Women’s College of Arts and Science, Kayalpatnam; Annai Hajira Women’s College, Melapalayam; Muslim Arts College, Thiruvithancode; St.Alphonsa College of Arts and Science, Karinkal; Kamaraj Government Arts College, Surandai; Government Arts and Science College, Kovilpatti and St.John’s College of Arts and Science, Ammandivilai. The IQAC of our College visited the Mentee Institutions to guide them for preparing Self Study Report (SSR) to submit on the NAAC Portal. Under our guidance, St. Alphonsa College of Arts and Science, Karinkal has been accredited at B++ Grade with CGPA of 2.96. St. John's College of Arts and Science, Ammandivilai has also been accredited at B++ Grade with CGPA of 2.81 under our mentorship. Annai Hajira Women’s College, Melapalayam, and Wavoo Wajeetha Women’s College of Arts and Science, Kayalpatnam, submitted their Self Study Reports to the NAAC. The NAAC Peer Team Visited Annai Hajira Women’s College on 19th and 20th of June, 2024.

The NAAC Peer Team is visiting Wavoo Wajeeha Women's College of Arts and Science on 17th and 18th of July, 2024.

1. The Project Proposal submitted for funding from the Ministry of Science and Technology under DST – FIST Scheme

The Ministry of Science and Technology (R&D Infrastructure Division) called for project proposals for DST-FIST PROJECT (Level A). The Project proposal for FIST 2024 PROGRAMME was submitted by Departments of Chemistry, Physics and Mathematics to avail of funding amounting to Rs. One Crore Thirty Four Lakh Thirteen Thousand and Four Hundred and Ninety Two on 30.04.2024.

2. The Feedback on Curriculum by Students

The Feedback on Curriculum was obtained from students from 22.04.2024 to 24.04.2024. Dr. S. Mohamed Ramlath Sabura, Dr. P. Amra Mariyam, Dr. C. Asha and Dr. P.S. Bensi are the Conveners. The Feedback on Curriculum.

The report of the Feedback on Curriculum is given in **Annexure I (Page No. 1- 20)**

3. Faculty Participation / Presentation in the Conference held abroad

Dr. S. Mahadevan, Head, Department of Tamil, was invited to Chair a Session and to host a Plenary Session at the International Conference on Social, Political and Economic Conditions organized by Yalpanam Muthamil Sangam on 15.05.2024. He was awarded Painthamil Pavalar Award at the Conference. He participated at the International Conference conducted on World Tamil Culture by Illangai Mattakalappu Tamil Sangam on 17.05.2024 and presented a Research Paper titled Tamil and the Culture of the Tamils. He was awarded Swami Vipulananda Adigal Award by the Vice-Chancellor of South University, Sri Lanka. Also, he attended and presented a paper titled The Legacy of the Tamil Language at the International Conference organized on 20.05.2024 by Colombu Tamil Sangam on the Topic The Arts of the Tamils.

4. Reports of the Internal Academic & Administrative Audits

Department- Wise Internal Academic Audit Observations:

Maintenance of Tutorial and Student Mentoring Records

1. Students' Tutorial and Mentoring Records maintained by the departments should be updated with sufficient details.
2. A SWOC Analysis of the Mentees should be made by the Mentors.
3. Credit of attendance given to Mentees must be recorded in the Students' Profiles.
4. Drop-outs should be mentioned.
5. The Observations made by the Mentors and the remedial measures taken must be mentioned in the Mentoring Records.

Department Meeting Registers

1. Course-wise and Unit-wise workload allocated to Faculty and the Faculty-In-Charge for each course should be recorded in the Department Meeting Registers.
2. CIA Test portions and result analysis should be discussed at the Department Meetings.

Laboratory Register

1. The List of experiments along with dates, the Faculty-In-Charge of Practical Courses and students' attendance should be mentioned in the Laboratory Registers.

Workload of the Faculty

1. Excess staff members are working in the Department of Business Administration. It was observed that the workload of the Head of the Department and the Faculty Members is between 9 and 14 hours per week. A financial loss has occurred since September, 2022.
2. The Workload of the Head of the Department and the Faculty must be fixed.

Common Observations

1. The mechanism to track the students who are placed in Institutions and in Companies and the Students who are pursuing Higher Education must be Strengthened.
2. The Collaborative Activities planned for Research, Student Exchange and Faculty Exchange must be strengthened.
3. The Faculty should be encouraged to attend a minimum of two Seminars / Conferences / Workshops in semester and to present at least two papers.
4. The Controlled Copy of Students' Nominal Roll is not available in the Departments. The Attendance Department should provide the same with the list of the students who left the Institution.
5. The Departments of Economics (Unaided), Psychology, Commerce (Section B), Commerce (Finance), Commerce (Hons.'), should offer Add-On-Courses.
6. The PG Department should introduce Diploma Courses.

The Office of the Controller of Examinations

1. The Controlled Copy of the Student's Nominal Roll should be provided by the Attendance Department on or before the commencement of the I CIA Test every Semester.
2. Permanent Register Numbers for students, National Academic Depository and Academic Bank of Credit IDs should be provided by The Office of the Controller of Examinations.
3. The Syllabi designed for the Add-On Courses must be provided with PO_s/PSO_s/CO_s and the same may be displayed on the College Website.
4. The Syllabus copy of B.Com. (Hon's.) should be printed.
5. The list of Approved Question Paper Setters and Evaluators should be duly approved by The Examination Committee, The Academic Council and The Governing Board.
6. The Academic Planner of the Office of the Controller of Examinations should be displayed on the College Website before the commencement of the every Academic Year.
7. The timings of the Semester Examinations may be rescheduled as 9.30 a.m.

to 12.30 p.m. and 2.00 p.m. to 5.00 p.m.

8. The Semester examination days should not exceed 12 Working Days.
9. The Seniority of the Faculty will be considered for fixing the Chairpersons and Chiefs for the Evaluation Boards.
10. Only one Chairperson should be nominated for each UG and PG Boards.
11. The Examination Committee meeting must be conducted at least twice a semester.
12. The Malpractice Policy framed by the MSU should be followed to deal with the defaulters in CIA Test and Term-End Examinations conducted.
13. The Policy for Continuous Internal Assessment Tests including the allotment of examination duties for Admin. Heads, HoDs with 20 years of experience, 10 years of experience and 5 years of experience and faculty with less than five years of experience and Examination Squads must be drawn.
14. It was observed that 24 days were taken for the conduct of Term-End Examinations and the Meeting of the Awards Committee during the Even Semester of the Academic Year 2022-2023. Like wise, 23 days were taken for the conduct of Term-End Examinations and the Meeting of the Awards Committee to declare the results in the Odd Semester of Academic Year 2023-2024. It is ideal to take 15 days as suggested by the UGC.
15. The Revaluation Results are not given to the respective departments.
16. The Result Copy of the passed out students is not available in the Office of the Controller of Examinations.
17. The answer scripts of CIA Tests and the marks entered in the CIA Test register should be periodically checked.
18. Online entry of External Examination marks by the PG Boards should be implemented.

19.The guidelines for conducting Examinations for Practical Courses and Add-On Courses should be framed .

20.A mechanism should be adopted to crosscheck the marks entered in OMR after scanning.

CIA TEST REGISTERS

General Observations /Suggestions:

- The list of courses offered as per the syllabi should be pasted in CIA Test Mark Registers.
- The Name of the students with Roll Numbers should be written on the front page of the Mark Registers.
- The Names of the Faculty who teach the course(s) and the signatures of the Faculty are mandatory to number in this Registers.
- The details like the number of students appeared, passed, failed and Percentage and Course Attainment should be mentioned for all the courses.
- Two assignment marks with the average marks for each course should be mentioned.
- The hard copies or the soft copies of the Assignments submitted by students must be kept by the respective faculty with the marks awarded for the assignments
- The use of Correction Pens and Pencils to correct are cover up errors must be avoided.
- If corrections was made, affix your signature as proof of acknowledgement.
- Legibility is required while writing Course Titles, Course Code, Roll Numbers and Marks and they should be error free.
- The marks instant for NME Courses should also be entered.

- The CIA Answer Scripts should have this signature of the teacher who grant the amount scripts.
- The Question Papers framed for CIA the Practical Tests should also be maintained in files.

COLLEGE OFFICE

OBSERVATIONS AND RECOMMENDATIONS:

1. The Workload of the Teaching and the Non-teaching Staff should be properly defined.
2. The timings for the Non-Teaching Staff should be fixed as per the JD Office Guidelines and the same must be monitored.
3. It was observed that the works allocated to the staffs are not satisfactory.
4. The Purchase Coordinator and the Bursar should not be the same faculty. The same faculty should not be nominated purchase conditions and the Bursar.
5. Classified Stock Register should be given more importance.
6. The Allotment of duties and the responsibilities assigned to the staff are not satisfactory.
7. It was observed that the College provides a Computer and a Printer to each staff. Working in the Office. Networking of systems and printers could be encouraged to reduce the usage of individual printer.
8. The Students working under Earn While You Learn Scheme will not be deputed to work in Confidential Departments.

COURSE PLAN

OBSERVATIONS AND RECOMMENDATIONS

1. The Heads of the Departments shall verify periodically whether the course plan is adhered to strictly by the course Institution.
2. The Faculty Members must be trained for preparing Course plan.
3. The following Departments were found to be poor in updating the Course plans:

- i. The Department of Nutrition and Dietetics (UG)
- ii. The Department of Psychology (UG)
- iii. The Department of English (UG / Unaided)
- iv. The Department of Computer Applications (UG).
- v. The Department of Arabic (Unaided).

5. ISO Audit Report

The ISO Internal Audits were conducted on 09.03.2024 and 11.03.2024 for the academic year 2023-2024. The ISO External Audits were conducted from 03.04.2024 to 05.04.2024 by Quality Austria. The Validity of ISO 9001 : 2015 Certification has been Extended up to 10th of May, 2027. The observations and recommendations of the Internal Auditors and External Auditor are given in **Annexure II (Page No. 21-24)**

6. SWAYAM - NPTEL Online Certification Courses

We are delighted to note that Sadakathullah Appa College has been selected for the Aspirants Special Category by NPTEL, IIT Madras. This prestigious recognition underscores our commitment to excellence in education and our active participation in NPTEL initiatives. The award was presented by Professor Andrew Thangaraj, the Coordinator of NPTEL, IIT Madras, and was received on behalf of our College Sadakathullah Appa College by our SPOC, Mr. K. Mohamed Riyazudeen. The Principal, alongside the Dean, Centre for Digital Learning, Dr. M. Syed Ali Fathima, The Dean, The Centre for Digital Learning, deserve our appreciations.

A Certificate of Appreciation was awarded to Mr. K. Mohamed Riyazudeen, Associate Dean, The Centre for Digital Learning, by Professor Andrew Thangaraj, the Coordinator of NPTEL, IIT Madras, for his instrumental role as SPOC of the SWAYAM-NPTEL LOCAL CHAPTER and NPTEL's Branded Ambassador at our Institution.

A total of One Hundred and Seventy Five Students have cleared SWAYAM- NPTEL Online Certification Courses in the January - April 2024 Examinations conducted by the IITs and IISC of which Fifty Seven are Elite

Certificate holders. Thirty Four Students have got Silver Certification. Three of our Faculty Members have completed SWAYAM- NPTEL Online Certification. The list of the Students and the Faculty who cleared the SWAYAM-NPTEL Online Certificate Courses is given in **Annexure III (Page No.)**

3. Research Publication

A total of 79 research papers have been published by 38 faculty members in Web of Science and Scopus Journals from 2023 – 2024 is given in **Annexure II (Page No.)**

9. Training and Placement Cell

The following Faculty Members have been nominated as Coordinators Department-wise to conduct Career-Oriented Programmes and Skill Development Programmes in every Academic Year to support. The Training and Placement Cell as suggested by the Governing Board of our College.

Shift I Programmes

S.No.	Department	Coordinator
1.	Department of English	Mrs. M. Zeenath Fackiral Banu
2.	Department of Mathematics	Dr. N. Mohamed Rilwan
3.	Department of Physics	Dr. A. Asweel Ahmed
4.	Department of Chemistry	Dr. M. Thameem Ansari
5.	Department of Zoology	Dr. M.I. Zahir Hussain
6.	Department of Computer Science	Mr. S. Mohideen Pillai
7.	Department of Commerce	Mr. A.I. Shakul Hameed
8.	Department of History UG	Mr. P.K. Abdul Kalam
	Department of History PG	

Shift II Programmes

S.No.	Department	Coordinator
1.	Department of Arabic (Shift II)	Dr. A. Shahul Hameed

2.	Department of Tamil (Shift II)	Dr. P. Partheeban
3.	Department of English (Shift II UG & PG)	Dr. P. Abu Kaniba Meeran
4.	Department of Physics (PG)	Dr. M.S. Kairon Mubina
5.	Department of Chemistry (PG)	Dr. P. Anvar Kasim
6.	Department of Zoology (PG)	Dr. J. Shifa vanmathi
7.	Department of Computer Science (Shift II UG)	Mr. M. Mohamed Ashik Ali
8.	Department of Computer Science (PG)	Mr. K. Ganesh Kumar
9.	Department of Computer Application	Mr. Z. Mohamed Meeran Mohideen
10.	Department of Information Technology	Mr. L.S. Subbu Lakshmi
11.	Department of Microbiology	Dr. M. Manohar
12.	Department of Nutrition and Dietetics	Mrs. C. Aruna Sundari
13.	Department of Library and Information Science	Dr. M. Fathima Beevi
14.	Department of Commerce – Section A (Shift II)	Dr. D. Sulthan Basha
15.	Department of Commerce – Section B (Shift II)	Dr. Ulagammal
16.	Department of Commerce (Finance)	Dr. J. Asanya Fathima
17.	Department of Commerce (Hon's.)	Dr. E. Priyadharshini
18.	Department of Business Administration	Dr. A. Mariammal
20.	Department of Economics (Shift II)	Dr. M. Petchiammal
21.	Department of Psychology	Mrs. Maria Sneha

10. Progression to Higher Education and Placements

S.No	Department	Total No of students pass out	Number of Students	
			Placement	Higher studies
1.	B.Com Aided	73	2	44
2.	B.Com A	61	2	24
3.	B.Com B	61	5	10
4.	B.Com Finance	61	4	28
5.	B.A. English Aided	54	3	31
6.	B.A. English SF	41	5	15
7.	B.A. History	48	2	16

8.	B.Sc Computer Science (Aided)	50	6	30
9.	B.Sc. Computer Science SF	42	7	29
10.	BCA	44	9	18
11.	B. Sc. Information technology	41	9	12
12.	B.Sc Maths (aided)	40	2	18
13.	B. Sc. Maths (SF)	11	5	5
14.	B.Sc Physics	38	11	17
15.	B.Sc. Chemistry	41	3	28
16.	B.Sc Zoology	36	5	8
17.	B.Sc. Microbiology	40	5	38
18.	B.Sc. Nutrition and Dietetics	41	2	18
19.	B.A Arabic	16	10	7
20.	B.A.Tamil	29	3	12
21.	B.A. Economics	50	10	21
22.	BBA	55	4	17
23.	B.Lib.I.Sc	14	6	8
Total		987	120	454
Percentage			12.16	46.00

Dr. S. Mohamed Haneef,
Coordinator, IQAC
and Head of the
Department of English.

Dr. S. M. Abdul Kader,
Principal and
Chairperson, IQAC.