



Sadakathullah Appa College

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

AQAR

(2020 – 2021)

CRITERION VI

Internal Quality Assurance System

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)





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EXTERNAL AUDIT REPORT

The Academic and Administrative Audit for the Academic year 2020- 2021 was held on 16.06.2020 and 17.06.2020. Dr.V.Balamurugan was the External Auditor.

The following observations were made in the Administrative Office:


1. The administrative office is well organised and there exists a fair system to carry out all activities.
2. There exists a record room and the documents are kept orderly. However there is no surveillance camera fitted at the record room. Further the record room shall be kept under the control of a single staff in-charge.
3. Most of the administrative activities are automated. However, the existence of three information system (such as Admission, Attendance and Examination) leads to inconsistency of data. Therefore there is dire need to integrate all the three software programs
4. Organisation chart shall be displayed at the office and office tables may be labelled visibly along with their objectives. Further, administrative training records of the staff members shall be maintained.
5. File processing is good and the file disposal needs improvement.
6. Budget, approved by any authorised committee shall be made available. Also, the availability of a copy of the audited statement may be ensured.
7. The coordination among the project's principal coordinators as well as bursar is not good and it needs to be improved.



The following observations were made in the Controller of Examinations:

1. The area of registration for examination utilizes online mode (for PG programmes) and offline mode. It is suggested that the online process may be extended to all the programmes at the earliest
2. While carrying out the online process the examination system can be integrated with the admission system for the effective results.
3. To ensure the database integrity the COE or his representative (other than the system administrator) shall be the supreme user of the examination database and he/she may be allotted with Database Administrator rights.
4. The audit trail report on the examination database shall be submitted everyday by the system administrator to ensure the valid modification.
5. To avoid the redundant work during the evaluation process OMR can be introduced. Further, a template can be provided to the question paper setters in which the soft copy can be obtained. This will ensure the availability of two sets of question papers and improve confidentiality.
6. Surveillance Camera can be installed at the CoE section especially at the strong room
7. The retention period for the documents related to CoE shall be defined by appropriate committee.
8. Efforts can be made to be a part of National Academic Depository.
9. Learning outcome verification shall be ensured by the CoE by coordinating with other portfolio holders.


Principal


PRINCIPAL
SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, TIRUNELVELI - 627 001



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REPORT ACADEMIC AND ADMINISTRATIVE AUDIT

Suggestions related to Administration

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

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

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

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

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

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



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

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

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

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

Suggestions related to Academics

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

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


The following suggestions were made:

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

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

Suggestions related to Non - Academics:

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



Principal

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