Sadakathullah Appa College

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***

ISO AUDIT

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

Organization	**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)** RAHMATH NAGAR, TIRUNELVELI - 627 011 TAMILNADU, INDIA
Audited Sites:	Single
Auditee Representative:	Dr. M. Mohamed Sathik
Order Number:	195944

AUDIT/ASSESSMENT REPORT

Year: 2021

AUDIT

Audit/Assessment date:	04.05.2021 to 05.05.2021	Reporting date:	01.06.2021
Standard(s)/Regulation(s):	ISO 9001:2015	Type of audit/assessment:	Recertification Audit
Documentation of evidence of conformity:	CL_27_01_101e_ISO 9001_2015		

AUDIT TEAM

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

APPLICATION

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

NONCONFORMITIES

Number of major nonconformities:	Nil	Number of minor nonconformities:	3 Minor NC

NEXT PLANNED AUDIT

☐ CA ☐ SA ☒ RA ☐ FA ☐ others	Planned audit date:	April '2022

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 **quality**austria Terms and Conditions applies.

Table of contents:

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 (Dr.M.Mohamed Sathik- Principal).

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 introduce new courses such as B.A. (Economics). M.Sc. (Nutrition and Dietetics) and B.Sc (Psychology) also offers UG courses in History, English, Literature, Commerce, Mathematics, Advanced Zoology and Biotechnology, Chemistry, Physics, Computer Science, Microbiology, Commerce with Computer Applications, Information Technology, BCA, BBA and Arabic. The Post graduate courses offered are M.A (History), M.Com, M.Sc (Mathematics). M.Sc (Computer Science), M.A. English, M.Sc (Microbiology), M.Sc (Physics).   Further M.Phil & Ph.D programmes are offered by the Departments of Commerce, History & Computer Science. Sadakathullah Appa College is going to celebrate 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.

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:
- Course delivery
- NIRF Ranking
- Students feedback

2.2 Assessed Strengths

- Top Management Commitment & Involvement
- Teaching Process
- IQAC Cell Activities

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

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 Microbiology - Dr. Janet Rani - HOD

- Total 1st Year 51 Students
- Total No. of staffs 7 + 1
- Syallabus for B.Sc. Microbiology (3rd Year) verified
- Staff lesson plan of Mr. Hameedullah Sheriff, Subject Code : 18UCMB62 – Industrial Microbiology (B.Sc 3rd Year – VI Semester)
- Results analysis of II Semester B.Sc., Microbiology verified

Subject	Appeared	Passed	Pass %
Basic Biotechnology	44	43	97.7
Technics in Bio Technology	44	40	90.9 %
Microbial Physiology & Metabolism	44	42	95.45 %
Environmental Microbiology	44	43	97.7 %
Techniques in Microbial Physiology	44	40	90.9 %
Value Education	15	15	100.0 %

- Value added course medical lab technology – 12 months duration
- Training record of Dr. Manohar– Assistant Professor on Faculty Development Programme capacity building in IPR, Innovation, Drug Discovery and Traditional Medicine conducted by St. Andrew's College on 28.07.20 – 30.07.20 verified
- Training record of Dr. Feroz Khan – Assistant Professor on Role of Nano Technology in overcoming Multi drug Resistance for Cancer therapy conducted by Sathyabama Institute of Science & technology on 18.07.2020
- Training record of Dr.K. Chithra – Asst. Professor on Overview of Infectious Disease and its control measured conducted by Arumugan Pillai Seethaiammal College, Tirupattur
- MOU between Sadakathullah Appa College and ICAR – Bio-Conversion Technology Center, Sri Parasakthi College for Women, Courtallam

- Nutrition & Dietetics Department

- Nutrition & Dietetics (Ms. R. Swarnlakshmi – HOD, Total No of staff 5 and 1 lab assistant
- Student Strength
- 1st year - 46
- 2nd Year – 43
- 3rd year – 41
- B.Sc., Nutrition & Dietetics syllabus verified (CBCS Syllaus 2018 -21), Board of studies meeting conducted on 15.03.2021, Lesson plan of Ms.C. Aruna Sundari for Food Chemistry verified, Lesson plan of Dr. P. Mageshwari for Extension

Educatio in Home Science verified, Lesson Plan of Dr. Swarnalakshmi for Family Resource Management verified

- Staff profile of Ms. C. Aruna Sundari. M.Sc., (Human Nutrition & Nutraceuticals) joined on 02.01.2020.

- Training record of Ms. C. Aruna Sundari on Faculty Development Programme conducted by IQAC Department, Sadakathullah Appa College from 19.07.2020 – 25.07.2020

- Students project of H. Asan Kuthoos, Harun Naseer, Mohammed Yosuf, Shaul Hameed, Nagaraj – Formulations of Dry Fruits & Nuts incorporated energy bar for athletes record dated 03.05.2021 verified.

- Guest Lecture on Mentoring Session with Successful Start-up Entrpreneur conducted by Mariya Arockia Kabila – AK Snow Foods Products, Tuticorin

- Results analysis of II Semester B.Sc., Nutrition & Dietics verified

Subject	Appeared	Passed	Pass %
Human Physiology II	48	48	100.0 %
Principal of Nutrition	48	48	100.0 %
Food Chemistry	48	48	100.0%

- Results analysis of IV Semester B.Sc., Nutrition & Dietics verified

Advacned Baking	43	43	100.0 %
Family Resource Management	43	42	97.67 %
Food Safety & Quality Control	43	42	97.67%

- Results analysis of VI Semester B.Sc., Nutrition & Dietics verified

Food Microbiology	40	40	100.0 %
Food Preservation	40	40	100.0 %
Project	40	40	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 Apil of every year.
- Online student's feedback collected through google forms initiated on 20.06.20. Student feedback collection is under progress
- Training programme for all the HOD's on "How to fill profile and extended profile in NAAC Self Study Report on 11.01.20 verified

- Training programme on Plight of Research in Colleges and Motivation of Research for Teachers conducted by M.A. Hanifa on 14.06.19
- HOD's meeting in connection with the preparation of SSIR for the NAAC IV Cycle conducted on 08.01.20

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 01.04.20 verified

Department	No. of Books
Arabic	4654
Chemistry	2405
Commerce	6237
Computer Science	3616
Economcis	1
English	6885
General	3655
History	5360
Library Science	176
Library and Information Science	128
Maths	4381
Physical Education	42
Tamil	8790
Zoology	3619
CD & Videos	505

Teaching aided staff loaned book pending as on 25.02.2021 - 205
Teaching unaided staff loaned book pending as on 25.02.2021 – 148
Non-teaching aided loaned book pending as 25.01.2021 - 65
Non teaching unaided loaned book pending as 25.01.2021 – 16
Total 434 books pending from teaching and non-teaching staffs. Due to pandemic outbreak of COVID 19 college is continuously closed, hence loaned books were not collected.

<u>Adminstration - Mr. Mohamed Shafik</u>

- AMC contract with Air Freeze for Air Conditioners dated 01.01.20 and valid upto 01.01.21. Last Air Conditioner service done on 10.03.20
- 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 01.04.20 – 31.03.21
- Vendor evaluation of SEED note booked supplier verified. Vendor rating 90.0 %
- Fire extinguishers service report done by India Fire Safety, Tenkasi dated 04.02.20 verified.

<u>Admission Process – Mr. Akbar</u>

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

<u>Controller of Examination</u>

- Appointment letter of faculty for semester examination verified.
- Semester examination planned from 10.05.2021 – 05.06.2021
- Question paper will be shared through college portal
- Last question papper setting committee meeting conducted on 04.04.2021
- Arrear result for April & November 2020 published on 30.04.2021
- Total 9 staffs in controller of examination
- One accountant, One system programmer, Five clerical staff member cum data entry operators, One office assistant, One clerical staff from aided stream
- 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 16.06.2020 – 17.06.2020 and latest internal audit conducted on 23.04.2021 – 24.04.2021. 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 30.06.20 and latest Management review meeting conducted on 28.04.21 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 7 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 recertification 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 recertification 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. Record of Action taken not evidenced on the Data Analysis for the Month of Feb 2021 & March 2021 regarding the CIA Marks achieved 01 & 17 , for one of the Student -20 AHS 18 Syllabus of Applied Grammar &

Translation - II Code :- 18ULAR21 - Subject Arabic - Second Semester...
9.1.1 ISO 9001:2015

2. System Not found adequate in purchase Process. Eg. As per the Purchase procedure for every requirement Purchase order to be provided for vendor before Procurement. One of the procurement has been done without Purchase Order. Name : Pass Publication / Procurement Details : Auditing Text Book - 64 No's / Invoice : 7421/ 05.03.2021......8.4.3 ISO 9001:2015

3. System for monitoring weaker students identification found not adequate. Eg. Action plan for weaker students Mohamed & Ibhramin found not evidenced in microbiology department......8.5.1 ISO 9001:2015

Based on the audit results, the auditors come to following conclusion:

The Team of Quality Austria Central Asia is pleased to recommend the organisation for recertification towards ISO 9001:2015 certification.

The team of Quality Austria shall contact SADAKUTHULLAH APPA COLLEGE in the year 2022 for scheduling the surveillance audit and subsequent procedures shall be undertaken.

5. Hints and recommendations ISO 9001:2015

Clause 4: Context of the organization

- Nil

Clause 5: Leadership / Leadership and worker participation

- Nil

Clause 6: Planning

- Detailed risk assessment for COVID 19 could be ensured for effective monitoring
- Department objective monitoring needs improvement

Clause 7: Support

- Refresher training on ISO 9001:2015 could be ensured as per planned interval
- Lab attender could be trained related to nature of activity.
- Bushes to be cleared near ladies hostel
- Potability of drinking water could be tested at periodic interval

- Approved vendor list could be ensured with office and stores for effective monitoring
- Retrievability of admin related documented information needs improvement
- Waste management needs improvement throughout campus
- Centralized data monitoring could be made ensured under IT wing
- Record room could be extended for effective storage of students records
- Skill matrix could be updated for all the staffs for effective training needs identification

Clause 8: Operation

- Action plan for weaker students could be detailed for effective monitoring.
- ISO activity and NACC activity could be integrated for effective monitoring
- Food handler vaccination and medical test could be ensured for boys canteen and hostel mess food handlers
- Placement initiative could be updated in detailed for effective monitoring

Clause 9: Performance evaluation

- More internal auditors could be trained for conducting internal audit.

Clause 10: Improvement

- Improvement projects could be identified department wise for effective monitoring

Distribution list	Enclosures
▪ Sadakuthullah Appa College ▪ **quality**austria Customer Service Center ▪ M. Krishnamoorthy / R. Sriram	▪ Audit plan ▪ Action plans (3 Minor NC) ▪ Checklist

Sincerely

Quality Austria
Trainings, Zertifizierungs
und Begutachtungs GmbH

M. Krishnamoorthy
Lead Auditor

Organization	**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)** RAHMATH NAGAR, TIRUNELVELI - 627 011 TAMILNADU, INDIA
Audited Sites:	Single
Auditee Representative:	Dr. M. Mohamed Sathik
Order Number:	212447

AUDIT/ASSESSMENT REPORT

Year: 2022

AUDIT

Audit/Assessment date:	25.04.2022 to 26.04.2022	Reporting date:	05.05.2022
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:
ISO 9001;2015	NA

NONCONFORMITIES

Number of major nonconformities:	Nil	Number of minor nonconformities:	3 Minor NC

NEXT PLANNED AUDIT

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CA = Certification audit, SA = Surveillance audit, RA = Recertification audit, FA = Follow-up audit

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2.1 Strategic direction

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- Course delivery
- NIRF Ranking
- Student's feedback

2.2 Assessed Strengths

- Top Management Commitment & Involvement
- Teaching Process
- IQAC Cell Activities

2.3 Opportunities

- N+1 concept to be implemented throughout the institution
- Asset identification found not evidenced in ladies hostel-1 & 2
- Drinking water potability test could be done as per IS 10500:2012
- Food sample testing could be ensured at planned interval

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

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    UG Course Unaided – 15

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    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 Commerce - Dr. A. Hamil - HOD

- Total 256 students in B.Com – 1st – 64, 2nd – 73, 3rd – 62 / M.Com 1st – 28, 2nd – 35
- Total No. of staffs - 9
- Syllabus for B.Com verified
- Result analysis for November 2021 verified.

Class	Total Appeared	Total Pass	Pass Percentage
1st B.Com	71	70	98.59
2nd B.Com	63	63	100 %
3rd B.Com	73	73	100 %
1st M.Com	35	35	100 %
2nd M.Com	24	24	100 %

- Induction training record of Dr.M. Abdul Rahuman on Faculty Development Programme conducted by Ramanujan College, New Delhi on 04.06.2020 – 01.07.2020
- Training record of Mr. A.I. Shakul hameed on Refresher training on commerce management conducted by Ramanujam College on 25.06.2021 to 08.07.2021
- One webinar on Impact of Financial Sector Reforms in India conducted by Dr/ S. Vanitha on 23.06.2021
- Inaugural function of commerce association conducted on 13.04.2022'
- Weaker students identification and mentoring of J. Mohammed Hismudeen Rahumathullah. B.Com (Roll No. 21AC037) verified

- **Nutrition & Dietetics department**

- Nutrition & Dietetics (Ms. R. Swarnalakshmi – HOD, Total No of staff 5 and 1 lab assistant
- Student Strength
- 1st year - 33
- 2nd Year – 48
- 3rd year – 43
  PG
  1st year - 18
- B.Sc., Nutrition & Dietetics syllabus verified (CBCS Syllabus 2018 -21), Board of studies meeting conducted on 15.03.2021, Lesson plan of Ms.C. Aruna Sundari for Food Chemistry verified, Lesson plan of Dr. P. Mageshwari for Extension

Education in Home Science verified, Lesson Plan of Dr. Swarnalakshmi for Family Resource Management verified

- Staff profile of Ms. C. Aruna Sundari. M.Sc., (Human Nutrition & Nutraceuticals) joined on 02.01.2020.
- Training record of Ms. Angel Mary on Faculty Development Programme conducted by Standard Fire Works Rajaratnam College for Women from 24.09.2021
- Students project of 19SND23, 19SND18, 19SND24, 19SNE21, 19SNS09– Formulation & Standardization of Dia Tea dated 01.02.2022 verified.
- Guest Lecture on Food Adulteration conducted by Dept of Nutrition & Dietetics on 21.10.2021
- Results analysis of V Semester B.Sc., Nutrition & Dietetics verified

Subject	Appeared	Passed	Pass %
Food Preservation	45	45	100.0 %
Sports Nutrition	45	45	100.0 %

- Results analysis of IV Semester B.Sc., Nutrition & Dietetics verified

Advanced Baking	43	43	100.0 %
Family Resource Management	43	42	97.67 %
Food Safety & Quality Control	43	42	97.67%

- Results analysis of M.Sc., Nutrition & Dietetics verified

Applied Human Physiology	18	18	100.0 %
Advanced Food Science & Nutrition	18	40	100.0 %
Project	18	40	100.0 %

- Life Span Nutrition
- Community Nutrition   18

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.
- Online students feedback collected on 08.11.2021. Students feedback on staffs is above 5.0 / 7.0
- Training programme for all the HOD's on "Research and innovation challenges and opportunities on 30.06.2021 verified
- Training programme on Goal Setting conducted by Dr. Hussian Basha on 25.06.2021

- Governing board meeting planned once in 6 months. Last meeting conducted on 11.11.2021

Admission Process –

- Aided Application and admitted list 2021-2022 verified
- Total 453 students admitted against the sanction strength of 492
- Application No. 358 Ms. Mohideen Abdul Rahuman / Course : B.L.I.S verified
- Application No. 1738 / Mr. Abdhul Hameed / B.Sc (CS) verified

Controller of Examination

- Appointment letter of faculty for semester examination verified.
- Question paper settler list approved BOS verified. Ref. SAC/COE/F-3
- Semester examination planned from 01.02.2022 – 22.02.2022
- Question paper will be shared through college portal
- Evaluator submission completed by 28.02.2022.
- Awards committee meeting conducted on 23.03.2022 verified
- Results published on 23.03.2022
- Arrear result published to students on 04.04.2022
- Total 9 staffs in controller of examination
- One accountant, One system programmer, Five clerical staff member cum data entry operators, One office assistant, One clerical staff from aided stream
- Re-Evaluation – UG – 14 / PG – 8 / Scripts UG – 15 / PG - 8

3.2 Statements regarding internal audits and management review

Internal Audit

IQAC academic audit conducted twice in a year. First internal audit conducted on 23.04.2021 – 24.04.2021 and latest internal audit conducted on 09.11.2021 & 13.11.2021. No non-conformities were identified during both the internal audit. Total 26 trained internal auditors 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 28.04.2021 and latest Management review meeting conducted on 27.11.2021 and all agenda points were found discussed during the MRM.

Alhaj Wavoo W.S. Syed Abdur Rahman – President & 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 recertification 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. Application form found incomplete without staff verification. Eg. Application No. 1738 Abdul Hameed – B.SC. (CS) and Application No. 1722 Ms. Jamal Mariyam – B.Sc. (Nutrition & Dietetics) application found without staff verification......8.2.3 (ISO 9001:2015)

2. System for ensuring lesson planning updation found not adequate. Eg. Lesson plan of Ms. Priyadarshini on Logistics Management planned and actual updated upto 17.06.2022....8.5.1 (ISO 9001:2015)

3. System for monitoring expiry of chemical found not effective. Eg. Expired media observed in microbiology lab – a) Rose Bengal Agar Base Lot No. 0000257054 – Expiry Feb 2020. B) Mac Conkey Agar Lot No. 0000225292 – Expiry Feb 2019........8.5.1 (ISO 9001:2015)

Based on the audit results, the auditors come to following conclusion:

The Team of Quality Austria Central Asia is pleased to recommend the organisation for continuation of ISO 9001:2015 certification.

The team of Quality Austria shall contact SADAKUTHULLAH APPA COLLEGE in the year 2023 for scheduling the surveillance audit and subsequent procedures shall be undertaken.

5. Hints and recommendations ISO 9001:2015

Ladies Hostel
- Motor found not in working condition for a long time in ladies hostel-1
- Paint flaking observed backside of refrigerator in ladies canteen
- Cleaning station to be ensured in ladies' canteen
- Daily hostel cleaning record found not maintained in ladies hostel-1
- Total 90 students in ladies' hostel 1 with dining seating capacity of 25
- Only one landline phone is available which is not working properly in ladies hostel-1
- Fire extinguisher could be fixed at nominal height in ladies' hostel-1 & chemistry lab
- Canteen waste found disposed near canteen
- Students' hospital visits note book found not verified by hostel warden in ladies' hostel-2
- Big crack observed on the wall shelf in ladies hostel-2

Purchase
- Purchase process to be streamlined. Approved vendors list, vendor evaluation, PO Release

Chemistry Laboratory
- Drain slab found in open condition
- Disposal of chemical waste needs to be focused
- Leak test could be ensured for gas line in chemistry lab
- Chemistry lab work table to be polished
- Eye wash station could be ensured in chemistry lab
- General housekeeping needs improvement in gas cylinder room

Boys Hostel
- Pest control practice needs improvement in boys' hostel
- Refrigerator found with heavy dust and cleaning frequency to be increased
- Termite infestation observed in book depot

Book Stores
- Number of racks in book depot for storage should be increased and pest control should be done periodically.

Computer Lab
- System maintenance log not evidenced inn CS lab-1 & IT lab
- UPS battery room maintenance needs improvement
- **5S** practices needs improvement in physical lab

Library
- Library should be opened 30 mts before and after college hours.
- A ramp should be provided for the physically challenged
- Fire extinguishers should be fixed in appropriate height in the new library building
- Emergency Exit points should be marked and boards should be fixed
- RO water equipment may be installed in the library

Physical Education
- Physical education time schedule and student monitoring needs improvement

Office
- Working sharing to be equal among office staffs

Other recommendations
- Innovation and incubation cell monitoring needs to be reviewed
- Students / staffs ratio could be updated in department dash board
- Lesson planning efficiency to be reviewed. Planning and actual delivery found not matching in few department
- NACC requirement awareness to imparted to all non-teaching staffs.
- Controlled copy of the latest academic year syllabus be provided to all the academic departments
- Bio-metric access to be ensured for COE office for effective control
- Confidentiality and non-disclosure agreement to be obtained from all the staffs of COE
- Data back-up record could be ensured for effective tracking in COE office
- Internal audit should cover for all the process. Eg. COE process found not covered during Nov 2021 internal audit
- Disposal of COE documents could be securely disposed under supervision of COE staffs
- Inward / outward register to be updated in COE office
- Adequate storage infrastructure to be provided to COE office

- Roles and responsibility to be established in detailed Eg. Ammenal (Admission/ IQAC / Accounts/EC Software)
- Adequate storage facility to be ensured in office for secure storage of student records
- Fire extinguisher free access to be ensured in record room
- Action to be taken for disposal of old records from 1975 onwards
  Periodic pest control could be ensured in record room

Distribution list	Enclosures
▪ Sadakuthullah Appa College	▪ Audit plan
▪ qualityaustria Customer Service Center	▪ Action plans (3 Minor NC)
▪ M. Krishnamoorthy	▪ Checklist

Sincerely

Quality Austria

Trainings, Zertifizierungs
und Begutachtungs GmbH

M. Krishnamoorthy
Lead Auditor

PRINCIPAL
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