



# Sadakathullah Appa College

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

## AQAR

(2021 – 2022)

### 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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### REPORT ON THE ACADEMIC AND ADMINISTRATIVE AUDIT (2021-22), CONDUCTED AT SATHAKATHULLAH APPA COLLEGE ON 10<sup>th</sup> and 11<sup>th</sup> Oct 2022

#### Departments Visited

The following departments were audited on 10<sup>th</sup> & 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 5<sup>th</sup> Unit as best practice.
38. Museums can be made available in the departments.

On 10<sup>th</sup> Oct 2022, audit was conducted at the Office of the COE and the following observations/ suggestion are made:

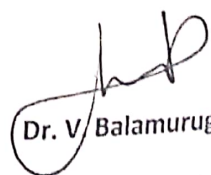
1. Examination manual is not available and it needs to be drafted with the following information:
  - ✓ Vision, Mission and Objectives of CoE wing.
  - ✓ Quality Policy (such as "To conduct the error free examinations by planning well and by adapting the necessary mechanism in all the stages of examination")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

Date: 11. 10. 2022

  
Dr. V. Balamurugan

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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.

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- 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.

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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.

  
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Professor & Head  
Department of Education  
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Tirunelveli - 627 012





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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  
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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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