

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

## **CRITERION VI**

# Governance, Leadership and Management

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

Teaching Learning Reforms facilitated by the IQAC Internal and External ISO Audits (2016-2021)

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
August 2022





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

## ISO AUDITS (2016-2021)

Year	ISO Audit Dates
	22 <sup>nd</sup> to 31 <sup>st</sup> August 2016 and 1 <sup>st</sup> September 2016
2016-2017	30 <sup>th</sup> & 31 <sup>st</sup> Jan 2017, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 7 <sup>th</sup> , 21 <sup>st</sup> , 24 <sup>th</sup> and
	28 <sup>th</sup> Feb 2017
2018-2019	23.04.2019 to 24.04.2019
2019-2020	13.07.2020 to 14.07.2020
	04.05.2021 to 05.05.2021
2020-2021	25.04.2022 to 26.04.2022



**PRINCIPAL** 

PRINCIPAL

SADAKATHULLAH APPA COLLEGE Rahmath Nagar, TIRUNELVEL. ... .:1.





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

## **CRITERION VI**

Governance, Leadership and Management

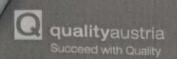
Teaching Learning Reforms facilitated by the IQAC

ISO Audit (2020-2021)

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
August 2022





Organization

SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)
RAHMATH NAGAR, TIRUNELVELI - 627 011
TAMILNADU, INDIA

Audited Sites:
Single
Dr. M. Mohamed Sathik

Order Number:

195944

## **AUDIT/ASSESSMENT REPORT**

Year: 2021

No.: FO 27\_01\_032e Created: Koubek Edition: 2019/09 Reviewed: Dick, Bauer Page 1 of 14 Released: Kreiter Customer Service Center: A-4020 Linz, Am Winterhafen 1 Phone: +43 732 34 23 22, Fax: +43 732 34 23 23, www.qualityaustria.com E-Mail: office@qualityaustria.com

#### 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:	
Auditors	R. Sriram	Auditor:	

#### **APPLICATION**

	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
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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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### 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

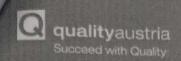
Sadakathullah Appa College (autonomous) a government aided Muslim minority institution, affiliated to Manonmaniam Sundaranar University, Sadakathullah Appa College is located on a 40 acre sprawling campus. It is run by Sadakathullah Appa Educational Society. To cater to the academic needs of the potential 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

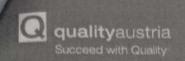
#### 2.3 Opportunities

- 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.

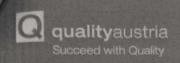
# 3. Specific statements on capability and effectiveness of the management system

## 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

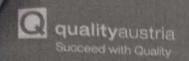
PG Course Unaided - 9

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 1<sup>st</sup> 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 3<sup>rd</sup> 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 & Metabo	lism 44	42	95.45 %
Environmental Microbiology	44	43	97.7 %
Techniques in Microbial Physic	ology 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

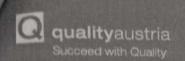
Advacned Baking	43	43	100.0 %
Family Resource Management	43	42	97.67 %
Food Safety & Quality Control	43	42	97.67%

- 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 %

## IOAC 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

No. of Books Department 4654 Arabic 2405 Chemistry 6237 Commerce Computer Science 3616 1 **Fconomcis** 6885 English 3655 General 5360 History 176 Library Science

Library and Information Science 128

Maths 4381
Physical Education 42
Tamil 8790
Zoology 3619
CD & Videos 505

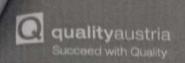
Teaching aided staff loaned book pending as on 25.02.2021 - 205

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.



### Adminstration - Mr. Mohamed Shafik

- 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
- 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.

## 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 10.05.2021 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

 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

- 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
- 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

M 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

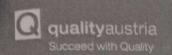
<ul> <li>Sadakuthullah Appa College</li> <li>qualityaustria Customer Service Center</li> <li>M. Krishnamoorthy / R. Sriram</li> </ul>	Audit plan     Action plans (3 Minor NC)     Checklist

## Sincerely

## **Quality Austria**

Trainings, Zertifizierungs und Begutachtungs GmbH

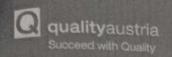
M. Krishnamoorthy Lead Auditor



Organization	SADAKATHULLAH APPA COLLEGE (AUTONOMOUS) RAHMATH NAGAR, TIRUNELVELI - 627 011 TAMILNADU, INDIA
	Single
	Dr. M. Mohamed Sathik
	212447

# AUDIT/ASSESSMENT REPORT

Year: 2022



Audit/Assessment date:	25.04.2022 to 26.04.2022	Reporting date:	05.05.2022
Standard(s)/Regulation(s):	ISO 9001:2015		Surveillance Audit
Documentation of evidence of conformity:	CL_27_01_101e_ISO 9001_2015		

#### **AUDIT TEAM**

1000			
	M. Krishnamoorthy		
Auditors		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

	NAME AND ADDRESS OF THE OWNER, WHEN PERSON NAME AND ADDRESS OF THE O	THE PARTY OF THE P
□ CA ⊠ SA □ RA □ FA □ others		March 2023

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### 1. Generals

## 1.1 Scope of the management system

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## 2.1 Strategic direction

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- Student's feedback

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- Teaching Process
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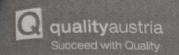
## 2.3 Opportunities

- 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



Management directly involves in reviewing feedback from students. Students feedback were collected online through google forms.

## Improvement in current process

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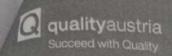
# 3. Specific statements on capability and effectiveness of the management system

## 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 have 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 organization. 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 Manonmaniam 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 Commerce - Dr. A. Hamil - HOD

- Total 256 students in B.Com 1<sup>st</sup> 64, 2<sup>nd</sup> 73, 3<sup>rd</sup> 62 / M.Com 1<sup>st</sup> 28, 2<sup>nd</sup> 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
2 <sup>nd</sup> B.Com	63	63	100 %
3 <sup>rd</sup> B.Com	73	73	100 %
1st M.Com	35	35	100 %
2 <sup>nd</sup> 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
- 2<sup>nd</sup> Year 48
- 3<sup>rd</sup> year 43 PG
  - 1<sup>st</sup> year 18 B.Sc., Nutriti
- 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

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

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

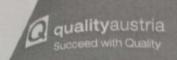
	nt state ov	18	18	100.0 %
-	Applied Human Physiology Advanced Food Science & Nutrition Project	1500	40 40	100.0 % 100.0 %

- 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
- 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

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

- 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)
- 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)
- 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

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

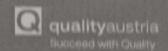
## **Physical Education**

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

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

### Sincerely

## **Quality Austria**

Trainings, Zertifizierungs und Begutachtungs GmbH

M. Krishnamoorthy Lead Auditor

AUTONOS CHO

PRINCIPAL
SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, TIRUNELVELI - 627 011.

JATO



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

## **CRITERION VI**

Governance, Leadership and Management

Teaching Learning Reforms facilitated by the IQAC

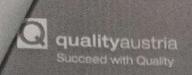
ISO Audit (2019-2020)

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022



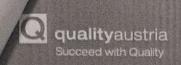


Organization	SADAKATHULLAH APPA COLLEGE[AUTONOMOUS] RAHMATH NAGAR, TIRUNELVELI - 627 011 TAMILNADU, INDIA
	Single
	Dr. M. Mohamed Sathik
Order Number:	179269

## **AUDIT/ASSESSMENT REPORT**

Year: 2020

No.: FO 27\_01\_032e Created: Koubek Edition: 2019/09 Reviewed: Dick, Bauer Page 1 of 13 Released: Kreiter Customer Service Center: A-4020 Linz, Am Winterhafen 1 Phone: +43 732 34 23 22, Fax: +43 732 34 23 23, www.qualityaustria.com E-Mail: office@qualityaustria.com



#### AUDIT

Audit/Assessment date:	13.07.20 to 14.07.20	Reporting date:	14.07.20
Standard(s)/Regulation(s):	ISO 9001:2015	Type of audit/assessment:	Remote 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:
NA	ISO 9001:2015

#### NONCONFORMITIES

Number of major nonconformities:	Nil	Number of minor nonconformities:	Nil

#### **NEXT PLANNED AUDIT**

☐ CA ☐ SA ☐ RA ☐ FA ☐ others	Planned audit date:	April '2021	
------------------------------	---------------------	-------------	--

 ${\sf CA = Certification\ audit,\ SA = Surveillance\ audit,\ RA = Recertification\ audit,\ FA = Follow-up\ audit}$ 

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.

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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 (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, 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 collage has appropriately introduce new courses such as M.Sc., MMDD, B.Sc Nutrition and dietetics and also offers UG courses in History, English, Literature, Commerce, Business Administration, Mathematics, Zoology, Chemistry, Physics, Computer Science, Microbiology, Commerce with Computer Applications, Information Technology, BCA, BBM and Islamic Studies. 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), M.Sc.(Chemistry). Further M.Phil. & Ph.D. programmes are offered by the Departments of Commerce, History & Computer Science. Sadakathullah celebrated its silver jubilee in the year 1999. 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
- Researches
- Students feedback

#### 2.2 Assessed Strengths

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

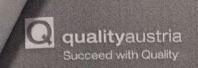
#### 2.3 Opportunities

- Library Process
- Vendor Evaluation
- Training Process

#### 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 suitably 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 carried out at monthly interval and output of meeting reviewed by the Principal.

## 3. Specific statements on capability and effectiveness of the management system

## 3.1 Statements on the management system's performance

Organisation 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 have 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.

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Department of Commerce

Department of History

Department of Mathematics

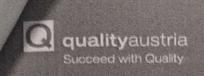
Depart of Physics

Department of Chemistry

Department Zoology

Department of English

Department of Microbiology



## Department of Computer Science Department Computer Science - Dr. Sajunnisha - HOD

- Total 24 students in M.Sc (CS) 1st Yr 12 Nos,. 2nd yr 12 Nos
- Total No. of staffs 5 + 1
- CBCS Syllabus for M.Sc (Computer Science) verified.
- Staff lesson plan of Mr. K.. Mohamed Riyazudeen for 2<sup>nd</sup> M.Sc (CS) Mobile Computing verified. Lesson plan 3<sup>rd</sup> Semester dated 31.10.19 verified. Eg. Wireless Application Protocol (WAP)
- Total No of students appeared 12 and No. of Passed 12
- Training record of Mr. K. Mphammed Riyazudeen, Asst. Profressor on Automation using Phyton conducted by Department of Computer Science, Sadakathullah Appa College on 07.03.19 verified.
- Training record of Mr. K. Mohammed Riyazudeen, Asst. Professor on Virtual Reality & Augumented Reality App Development conducted by Dr. Mahalingam College of Engineering & Technology, Pollachi on 24.01.20 – 25.01.20 verified.

## Department of Chemistry (Dr. A. Syed Mohammed - HOD)

- Overall strength 142 students (1<sup>st</sup> Yr 48, 2<sup>nd</sup> Yr 47, 3<sup>rd</sup> Yr 47
   Students)
- Total 6 staffs (Aided Staff 5 Staffs / Management 1 Staff)
- Syllabus for Organic Chemistry II handled by Dr.I. Antony Danish verified.
- Training record of Dr.I. Antony Danish Asst. Professor on Faculty Development Programme (Teaching, Learning Eco System enlarged curriculum & truncated teaching, armamentariums) conducted on 01.11.19 by IQAC Department
- Online refresher course in chemistry for higher education conducted by Swyam for Dr. I. Anthony Danish - Date of Enrollment 12.08.19 - Online Exam conducted on 16.02.20 and 78.36 % (B Grade) verified
- Semester results of B.Sc. (3<sup>rd</sup> Year) Chemistry (Semester -V) verified.

Total No. of Students Appeared - 47

Total No. of Students Passed - 36

Total No. of Failures - 11

Total Pass - 77.0 %

- Results analysis of B.Sc. Chemistry (V Semester) verified

Code	Subject	A	P	RA	AA	Pass %
	Physical Chemistry II	47	39	8	0	83.00 %
	Organic Chemistry II	47	36	11	0	77.0 %
	Coordination Chemistry	47	47	0	0	100.00 %



## 15UCHCE5A Spectroscopy 47 42 5 0 89.00 % Department of Microbiology - Dr. Janet Rani - HOD

- Total 1<sup>st</sup> Yr 25 Students
- Total No. of staffs 7 Nos + 1
- Syallabus for M.Sc. Microbiology (1<sup>st</sup> Year) verified
- Staff lesson plan of Dr. K. Chitra Subject Code: 18AMB31 Bio Instrumentation (B.Sc. 2<sup>nd</sup> Year – III Semester)
- Results analysis of III Semester B.Sc., Microbiology verified

Results allalysis of 111 Jennes	Appeared	Passed	Pass %
Subject	47	42	89.3
Bio Instrumentation Technics in Bio Chemistry	47	47	100.0 %
Technics III bio Citerinoci			

- Training record of Dr. K. Chitra Assistant Professor on Faculty Development Programme conducted by IQAC Cell on 01.11.19 verified
- Training record of Dr. K. Chitra Assistant Professor on National Workshop Cum Training in Food Processing & Preservation conducted by Dept. of Nutrition & Dietetics, Sadkathullah Appa College on 19.09.19.

#### 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 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

Library stock report date 01.04.20 verified

Department No. of Books
Arabic 4566
Chemistry 2382
Commerce 6209
Computer Science 3575
English 6947
History 5462
Library Science 177



Maths 4303 Physical Education 42 Tamil 8703 Zoology 3654

## Centre for Research - Dr. Chinna Thambi, Research Coordinator

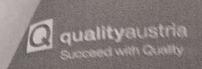
- Total 9 research department were included in centre for research
- Review of research activities for the academic 2019-20 verified
- Research policy & guidelines verified. Policy and guidelines drafted based on Manomaniam Sundarnar University Guidelines
- Research scholar meeting conducted thrice per semester. Last scholar meeting conducted on 22.03.19.
- PhD programme commencement order of Ms. Sai Gowri / Discipline:
   Physics / Guide Allotted: Dr. M. Mohamed Roshan/ DC Member: Dr. R. Mary Jenila / Proposed Title: verified
- PhD programme commencement order of Mr. Shajahan A / Discipline:
   Zoology / Guide Allotted: Dr. M. I. Zahir Hussain / DC Member: Dr. M.
   Sithi Jameela / Dr. M. Muralidharan / Proposed Title: Studies on the
   growth and economical characters of various probiotic enriched mulberry
   leaves fed silkworm Bombyx mori L verified
- One day seminar on "Constituting Elements of Research Paper" an intraview was organized by center for research on 12.03.2019

## Administration - Mr. Mohamed Shafik

- 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.

#### Admission Process - Mr. Akbar

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



## 3.2 Statements regarding internal audits and management review

#### Internal Audit

IQAC academic audit conducted twice in a year. First internal audit conducted on 29.10.19 – 30.10.19 and latest internal audit conducted on 18.03.20 – 20.03.20. No non conformities were identified during both the internal audit. Total two approved internal auditors for conducting internal auditors. More internal auditors could be trained for conducting internal audit.

#### Management Review

Two rounds of MRM were conducted. First Management review meeting was conducted on 31.10.19 and latest Management review meeting conducted on 24.06.20 and all agenda points were found discussed during the MRM Director of college was chaired the MRM and presentations were made by various personnel.

# 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.

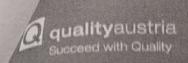
## 3.4 Action taken based on hints and recommendations resulting from previous audits

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 surveillance audit total 2 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

- System for monitoring loaned book to staff found not effective. Eg. Loaned book No. 13617 – A Study of Islamic History loaned by Dr. Abdul Azeez on 17.07.17 found not returned. Total 379 book found not returned by staffs....8.5.1 (ISO 9001:2015)
- System for ensuring vendor re-evaluation found not adequate. Eg. Vendor re-evaluation found not evidenced for M/s. Vijaya Scientific Company, Tirunelveli (Supplier of Laboratory Chemicals) .....8.4.1 (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 certification for ISO 9001:2015 certification.

The team of Quality Austria shall contact SADAKUTHULLAH APPA COLLEGE in the year 2021 for scheduling the recertification 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

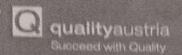
■ Nil

### Clause 6: Planning

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

#### Clause 7: Support

- ISO 9001:2015 awareness training could be ensured as per planned interval
- Lab attender could be trained related to nature of activity.Eg. Training record of Mr. Kanthia – Lab Attender found not evidenced
- Bushes to be cleared near ladies' hostel
- street dog movement could be controlled within the campus
- 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 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

	Enclosures
Sadakuthullah Appa College     qualityaustria Customer Service Center     M. Krishnamoorthy	Audit plan Action plans (2 Minor NC) Checklist

Sincerely

**Quality Austria** 

Trainings, Zertifizierungs und Begutachtungs GmbH

M. Krishnamoorthy Lead Auditor PRINCIPAL SADAKATHULLAH APPA COLLEGE Rahmath Nagar, TIRUNELVELI - 627 011.

Ma



## Sadakathullah Appa College

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

## **CRITERION VI**

## Governance, Leadership and Management

Teaching Learning Reforms facilitated by the IQAC

ISO Audit (2018-2019)

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
August 2022



Rahmath Nagar, Tirunelveli-627 011. Ph: 0462-2540763. Fax: 0462-2540033 E-mail: principal@sadakath.ac.in, Website: www.sadakath.ac.in

#### 1. Hints and recommendations ISO 9001:2015

- Most of students of were absent for the 3<sup>rd</sup> Internal CIA. No action taken for the same. Eg. 1<sup>st</sup> B.Sc. (IT) Web Designing Tools only 10 student s were present out of 48 students
- Syllabus Unit No. could be updated in Lesson Plan for effective monitoring in physics department
- Output of research scholar meeting could be updated with point discussed, action taken & target date for effective monitoring.
- Process Flow Diagram / Standard Operating Procedure could be established for Center for Research for effective monitoring
- Roles & Responsibility could be established in detailed for admin / office staffs
- Fire extinguisher could be made accessible in nutrition department lab
- Gas cylinder could be securely stored and leak test could be done at periodic interval in nutrition lab
- Emergency exit could be identified in all the floors to manage any exigencies
- New paper found used to absorb oil from samosa in boys canteen
- First aid medicine content list and issue register could be made available ladies hostel-I
- Hostel students complaint tracking could be ensured for effective monitoring
- Student out-time found not updated in leave form Eg. Sabur Nisha II BA Islamic Studies
- Weekly doctor visit could be ensured in boys hostel-I. Last Doctor visit on 04.04.19
- Waste water pond could be fenced to avoid any exigencies
- Food containers and kitchen utensils found chipped and corroded in Hostel mess kitchen
- Food handler vaccination and medical test could be boys canteen and hostel mess food handlers
- Unbranded ghee without traceability details observed in boys canteen
- FSSAI licence could be obtained for boys hostel mess
- More than 12 LPG cylinders were stored in gas bunk in boys hostel mess
- Boys hostel mess stores window could be covered with netlon screen for effective control of flies
- Dash board could be ensured in library for effective monitoring
- Rack & level identification needs improvement for effective traceability
- Data analysis could be ensured w.r.t library usage by staffs and students. Eg. < 5% of students and staffs were utilizing the library facility</p>
- Record room could be extended for effective storage of students records

SADAKATHULLAH APPA COLLEGE Rahmath Nagar, TIRUNELVELI - 627 011,



## Sadakathullah Appa College

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

## **CRITERION VI**

Governance, Leadership and Management

Teaching Learning Reforms facilitated by the IQAC

ISO Audit (2016-2017)

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
August 2022



	Audit No.	2 / 2016	Audit Date (s)		Ist August 2016 and Ist Septembe	r 2016
SI. No.	Nonconforman	nce & ISO Clause Number	Auditee	Auditor	Action planned by HDD	Target date to close NC

		041.000		
		Microbiology	(Unaided)	
1	Absence of syllabus sharing information's for the subject ISNNDCII, (same practical experiment is planned by two staff for delivery in two different dates)	Ms. Janet Rani	Ms. Christilda	
2	Absence of student counseling record for Mr. S. Mohamed (15SMB33), for the malpractice in the practical examination. (Father Mr. P.M. Shajahan met HDD, but counseling details not found)	Ms. Janet Rani	Mrs. Christilda	
3	Absence of quotation and purchase order for the purchases from "Standard Scientific Suppliers" on 02-08-2016, Bill no. 0001	Ms. Janet Rani	Mrs. Christilda	
		PG Computer Sci	ence (Unaided)	
4	Lesson plan found only for 74 hours instead of 90 hours for the subject 15PCSC12 - 6 hours / week - Advanced Database Management System	Ms. S. Shejun Nisha	Ms. Syed Ali Nisha	
5	I <sup>st</sup> CIA not conducted for the academic year 2016-17, which is against the academic calendar.	Ms. S. Shajun Nisha	Ms. Syed Ali Nisha	
6	Absence of UPS for 12 computer's in the PG laboratory	Ms. S. Shajun Nisha	Ms. Syed Ali Nisha	
		Tamil (U	naided)	
7	Record not evident for the actions taken to close the non-conformances identified during the last internal audit (Ref. Sl. No. 21, 22 of report dated 30th — 6th March / April 2016)	Ms. Anushya	Mr. M.H. Ibrahim	
8	Copy of BOS members list and minutes of BOS meeting, found not evident	Ms. Anushya	Mr. M.H. Ibrahim	

	Au	dit No.	E 1 PROPERTO	Audit Date (s)		st 2010  st August 2016 and 1st Septembe	r 2016
SI. No.		Nonconformance & ISO Clause Number		Auditee	Auditor	Action planned by HOD	Target date to close NC
9			qualification certificate found for the new staff Mr.	Ms. Anushya	Mr. M.H. Ibrahim		
	0	for the sub Studies. வெப்பம படியாக் to BA (Tami is related t – சுற்று lesson plan	syllabus sharing information's ject ISUEVSII — Environmental (Topic "புவி டைதல் பற்றிய கம்" delivered on 17-08-2016 I) I <sup>st</sup> year student, but this topic o 6 <sup>th</sup> semester paper. (ISUTAEGA செர் சுழலியல்). Also the n is found in "Tamil" instead of which against syllabus		Mr. M.H. Ibrahim		
	11		- சுற்றூச் சுழலியல், pund in "Tamil"	Ms. Anushya	Mr. M.H. Ibrahim		
T		-		Arabic (	Unaided)		
	12	syllabus 15UEVSII to be deli	lan found only for 50% of the requirement for the subject – Environmental Studies, which is vered 6 hours / unit, whereas each anned for 3 hours	Mr. Mohameed	Ms. Syed Ali Nisaya		
	13	2 <sup>nd</sup> semester results not updated in the			Ms. Syed Ali Nisaya		t
			Arabi	c (aided)			
		Book published without ISBN number.  Example: "Handbook for Arabic Type writing		g" Mr. Ubaidullah	Mr. A. Syed Mohamed		
				Mathema	atics (aided)		
		15 deliver	ter shortage observed for t y of practical subjects. At present ts are engaged in one comput practical's	t 2   Ms. Rasheeth	a Mr. Zahir Hussain		

Aı	ıdit No.		2 / 2016	Audit Date (s)		lst August 2016 and 1st Septembe	r 2016
SI. No.	Nonco	nforman	ce & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
16			without ISBN number. ic Algebra", Calculus I	Ms. Rasheetha Begum	Mr. Zahir Hussain		
				English (U	naided)		
17	Allegan makes		ot evident for the selection of subject in the 5 <sup>th</sup> semester UG	Ms. Anitha	Mr. Ibrahim		
18	subje	ct 15UEN	rved in the lesson plan for the S31. Only 5 hours is planned instead of 9 hours.		Mr. Ibrahim		
19	Incor	nplete st	udent profile card	Ms. Anitha	Mr. Ibrahim		
20	deliv	ery of p	chortage observed for the ractical subjects. At present ! e engaged in one compute ical's	Me Anitha	Mr. Ibrahim		
	-	Computer Science (Unaided)					
2	sub "Re	ject wise gularity"	"attendance register" practica e, for the award of 5 marks fo BMS with Oracle		Mr. Ganesh Kumar		
				English	(Aided)		
7	22 sta	eff.	e found not evident for the ne r. Iqbal and Ms. Rani Priyadarsh	Mr. Haneefa	Mr. Saravana Kumar		
		complete Phil. stud	student profile card for t lent	he Mr. Haneefa	Mr. Saravana Kumar		
			n found not evident for the Uni – Short stories	t 5 Mr. Haneefa	Mr. Saravana Kumar	5	
				Histor	y (Aided)		
10	SD Coord	lington			n · · · Inu	enagement Poppenentative	

Aı	ıdit No.	2 / 2016	Audit Date (s)	22 <sup>nd</sup> to 31	st August 2016 and 1st September	· 2016
SI. No.	Nonconform	ance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
25		not evident for the selection of subject "Indian Architecture –	Mr. Nazeer Ahamed	Ms. Firdous Fathima		
26	staff.	found not evident for the new r. Jeyasingh and Ms. Reghu	Mr. Nazeer Ahamed	Ms. Firdous Fathima	*	
			Zoology	(Aided)		
27		"attendance register" practical e, for the award of 5 marks for "	Ms. Sithi Jameela	Mr. Roshan		
		B.C	om (CA) / B.Com	(Finance) (Unaide	d)	
28	Lecture" -	ound not evident for the "Guest Awareness of Insurance in India on 22-08-2016	Mr. SM Khaja	Mr. Spurgen Rathesh		
29	week for	week allotted instead of 5 hours / the subject "Business Law" (Lesson plan found only for 60 emester)	Mr. SM Khaja	Mr. Spurgen Rathesh	Α	
		(4)	UG Computer	Science (Aided)		
31	for more Example:	statements kept in the department than 3 years 12ACSD4 – Aysathul Suhaima Beevi • Mohamed Faizal	Mr. Shahul	Ms. Sultana Parveen		
3		of "attendance register" practica vise, for the award of 5 marks fo ity"		Ms. Sultana Parveen		
3		IA conducted instead of 3 CIA fo subjects	r Mr. Shahul Hameed	Ms. Sultana Parveen		1 2
			BBA (	Unaided)		
100000		profile card found not evident fi – Meenakshi	or Mr. Sheik	Mr. Mansoor		
				n iru		

	to M.	2 / 2016	Audit Date (s)	72 <sup>rd</sup> to 3	1st August 2016 and 1st Septembe	r 2016
SI. No.	udit No. Nonconf	ormance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
34	Lecture"	found not evident for the "Guest - Recent Trends in Merketing d on 25-02-2016	Mr. Sheik	Mr. Mansoor		
35	Copy of qualification certificate found not evident for the new staff Mr. M.S. Abubacker Fasi		Mr. Sheik	Mr. Mansoor	19 19 2	
			Physics (	Aided)		
36	Capy of for the	appointment order found not evident new staff Jothimani	Mr. Rabi Ahamed	Mr. Ubaidullah	*	
$\vdash$			BCA (Un	aided)		
37	7   "Reco	rks awarded instead of 5 marks fo rd work" – Allied Informatio ology Practical I – 15 UITA2P	r Ms. Fathima n Farzana	Mr. SM Khaja	y e	
3	8 subje	ce of "attendance register" practice of wise, for the award of 5 marks fo larity"	al Ms. Fathima or Farzana	Mr. SM Khaja		
1	39 Reco Core	rd found not evident for the selection Elective subject in the 5 <sup>th</sup> semester	of Ms. Fathima Farzana	Mr. SM Khaja	×	
-			Chemistr	y (Aided)		
	40 Serv	ice report found not evident for the G line servicing	Mr. Kamaludeen	Ms. Himaya Jaleela Begum		
		nse for the use of spirit expired on 2016	31- Mr. Kamaludeer	Ms. Himaya Jaleela Begum		

	Audit No. 2 / 2016		Audit Date (s)	22 <sup>nd</sup> to 3	H <sup>at</sup> August 2016 and f <sup>at</sup> Septembe	r 2016
SI. No.	Nancanforma	ance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target data to close NC

#### Note:

1) Nutrition department not audited due to pending previous audit NC's

- 1. PG computer science laboratory should be supported by appropriate power backup
- 2. The regular classes of 1st shift closes at 1.10 pm and the certificate course starts at 1.30 pm, 20 minutes not sufficient for the hostlers to take lunch
- 3. Feedback score, strength 6 weakness shall be disclosed to the respective staff for taking corrective actions
- 4. Copy of staff relieving orders could be maintained in the respective staff profile in the department
- 5. Appropriate training could be given to unaided staff for delivering EVS Subject
- 6. At the time of timetable preparation, Maths subject should be given 1st priority in beginning of the shift, instead of last periods.
- 7. Separate table or cupboard could be provided to Unaided UG Computer Science staff, to keep their belongings
- 8. Criteria for the selection of rank holders could be defined
- 9. Mark statement should be returned back to COE office at the end of each semester
- 10. Equipment, student ratio could be defined in the syllabus for practical subjects
- 11. Copy of updated nominal name list could be given to all academic departments at time of beginning of each semester
- 12. Copy of semester results after re-evaluation / retotaling / supplementary could be given to all academic departments
- 13. Appropriate actions could be taken if student failed to attend 3rd CIA
- 14. Changes in the student's major courses could be informed to language departments before I<sup>st</sup> CIA

	1		Internal Audi	t Report (Admi	nistration) – Fe	ebruary 2017	
	Aud	lit No.	3 / 2017	Audit Date (s)	30th & 31st Jan 2	2017, 1st, 2nd, 3nd, 7th, 21st, 24th and	28th Feb 2017
SN	1 17	lancanfarmar	nce & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC

	Deans	s (Academic) Offic	e – Arts & Scien	CE	,
apper	Absence of record for the verification of equivalency of Syllabus / subjects for attending arrear examinations and issuing "Equivalency Certificate" for the student M.Sindu (Reg.No. 07CS25) studied during the year 2007-2010 (7.5.1)				
2	Copy of letter related to approval of additional strength found not evident (7.5.1)				
3	Copy of letter and reply letter, for the application of new courses found not evident  Example: M.Phil (Marths), Msc (Zoology) — year 2017 (7.5.1)				
4	Page no. 54 of College Calendar says "Academic Council" is authorized for the approval of syllabus equivalence, which is against Deans responsibility (7.5.1)				

- 1. Change or modification of syllabus with in the stipulated period could be avoided
- Xerox machine could be provided to the Dean (Academic) office

| Internal Audit Report (Administration) - February 2017
| Audit No. 3 / 2017 | Audit Date (s) | 30th & 31st Jan 2017, 1st, 2nd, 3rd, 7th, 21st, 24th and 28th Feb 2017
| Sl. Nonconformance & ISO Clause Number | Auditee | Auditor | Action planned by HOD | Target date to close NC

		Campus Development Manager
1	List of rooms and toilets, block wise and floor wise found not evident (7.1)	
2	Absence of record for the allotment of sweepers and scavengers block wise, floor wise and room wise (7.1)	
3	Absence of housekeeping schedule – block wise and floor wise (7.1)	
4	Absence of record for the complaints received from various department related to maintenance requirement in the college (7.5.1)	
5	Absence of minutes of meeting for the "Campus amenities committee", (Ref College Calendar, page no. 36) (7.5.1)	

#### Recommendations

1. Housekeeping workers should be reported to the Campus Development Manager for better performance

Audit No. 3 / 2017 Audit Date (s) 30th & 31et Jan 2017, 1st, 2nd, 3rd, 7th, 21st, 24th and 28th Feb 2017

SI. Nonconformance & ISO Clause Number Auditee Auditor

Auditor

Auditor

Auditor

Auditor

Target date to close NC

		Attendance	
1	Attendance and Condonation eligibility requirement for attending semester examination is found not evident in the College Calendar (7.2.1)		
2	Rules and regulations related to attendance found not evident in the college calendar (7.2.1)  Example: One period absent is considered as half day leave either before the break or after the break		
3	Rework record found not evident for the award of attendance after making entry as "Absentees" in the Class Attendance Register (7.5.1)		
4	Credit of attendance not awarded to the student participated in workshops (7.5.1) Example: Zoology department went for 2 days workshop on 9.1.17 and 10.1.17 14 AZO 12, 14 AZO 04, 14 AZO 09, 14 AZO 18, 14 AZO 32 credit of attendance submitted on 11.1.2017		

### Recommendations

1. Department "attendance incharge" could be assigned

Audit No. 3 / 2017 Audit Date (s) 30th & 31st Jan 2017, 1st, 2nd, 3rd · 7th, 21st , 24th and 28th Feb 2017

Sl. Nonconformance & ISO Clause Number Auditee Auditor

Auditor

Auditor

Auditor

Auditor

Target date to close NC

		Boys H	ostel	
1	Warden "Approved Supplier List" found not evident (7.4.1)			
2	"Inspection Record" found not evident for the verification of incoming materials before making entry in the hostel store stock register (7.4.3)			
3	Shelf life period found not defined, documented and displayed for the groceries in use at hostel (7.5.5) – including expiry of food stuffs			
4	Absence of record for the verification of monthly stock (7.5.5)			
5	Absence of record for the stock and sale of gunny bags, empty tins, coconut scraps etc., (7.5.1)			
6	Separate room with appropriate facility not provided to the visiting Doctor (6.1)			
7	Corrective actions found not evident for the students feedback taken during last year (8.5.2)			

- 1. Security booth could be provided with 24x7 security screening of man and material movements
- All the incoming materials could be verified for quality, quantity, weight and recorded in the inspection report at the hostel store and payment should be made only when "inspection report" is enclosed with the bill
- Hostel rules and regulations could be displayed in the hostel
- 4. More pesto-flash / fly catchers could be provided in the dining hall and food production areas
- 5. MOU could be made evident with nearest hospital for attending any emergencies
- Vehicle with driver facility could be provided for hostel students and it can be 24x7 service
- 7. Sub warden room could be provided in the 1st and 2nd floor

Internal Audit Report (Administration) - Febr	ruary 2017
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1200			Timper a fridain	mattation, it	DI DUI Y ZUII	-
1	Audit No.	3 / 2017	Audit Date (s)	30th & 31st Jan 2	017, 1st, 2nd, 3nd, 7th, 21st , 24th and	1 28th Feb 2017
SL No.	Nonconformar	ice & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC

- 8. Signage could be provided for the Doctor visiting time
- 9. Complaint box could be provided in the hostel
- 10. Mess bill payment could be simplified by providing "card swipe machine"
- 11. Facility for cloth ironing could be provided
- 12. Unused old fridge could be moved to scrap yard
- 13. Minutes of meeting for the parents meet and student meet could be maintained
- 14. Equipment movement register could be maintained
- 15. Tuck shop / stationary store could be provided in boys hostel
- 16. Fssai certificate could be obtained for the production food stuffs
- 17. Emergency drugs could be maintained
- 18. Pest control audit could be done periodically, atleast once in a year

A	Audit No.	Internal Audit Report (Administration) - February 2017  Audit No. 3 / 2017 Audit Date (s) 30th & 31st Jan 2017, 1st, 2nd, 3rd, 7th, 21st, 24th and				
SI. No.		nce & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
_		G	irls Hastel I & 2 –	(Unaided & Aided	l)	
١		with appropriate facility not e visiting Doctor in both the )				
2	registered u	nominal list of students nder "Earn While Learn tificate Courses" (7.5.1)				
3	Absence of H Hostel 2 (7.5.1)	ostel profile card in Girls				

- 1. Deputy warden room could be provided with attached toilet, for facilitating hostel guests
- 2. Hostel rules and regulations could be displayed in the hostel
- 3. Minutes of meeting for the parents meet and student meet could be maintained
- 4. Two more landline connection could be provided to Girls hostel 2 (aided)
- 5. Public address system could be provided in Girls hostel 2 (aided)
- 6. Mesh could be provided to control flies in Girls hostel 2 (aided)
- 7. Equipment movement register could be maintained
- 8. Tuck shop / stationary store could be provided in Girls hostels
- 9. Complaint box could be provided in the hostel
- 10. Visitors relationship (Father / Mother) could be recorded in the visitor register

Internal Audit Report (Administration) - February 2017

14-34	//	mitter man Auur	t Kepurt (Aum	mstrauun) – re	iningly Zuil	
1	Audit Na.	3 / 2017	Audit Date (s)	30th & 31st Jan 2	2017, 1st, 2nd, 3rd · 7th, 21st , 24th and	28 <sup>th</sup> Feb 2017
SI	1 Numbumum	nance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC

	Book Store						
1	Absence of balance sheet for the year 2014-15 and 2015-16 (7.5.1)						
2	Absence of "office order" for the allotment / appointment of student under EWLS - Ms. Susila Bsc (Maths) (7.5.1)						
3	Absence of record for the issue of 3 nos. of 272 notebooks to office (7.5.1)						
4	Actual stock of 140 page record note found 14 nos., but computer shows stock of 3 nos. (7.5.5)						
5	Locations are not earmarked for storing stationaries and books (7.5.5)						

- Rules and regulations for the book store could be displayed
- 2. Book store services could be included in the college calendar in detail
- 3. Eligibility criteria and stipend details for EWLS could be documented in the College Calendar
- 4. Unwanted scrap at store could be removed

Internal Audit Report (Administration) - February 2017							
1	Audit No.	3 / 2017	Audit Date (s)		2017, 1st, 2nd, 3rd, 7th, 21st, 24th and	d 28th Feb 2017	
SI. No.	Nonconform	ance & ISO Clause Number	Auditee	Auditar	Action planned by HOD	Terget date to close NC	
			Canteen (bo	ıys & girls)			
1		pesta-flash / flies catching rls canteen (6.1)					
2	Boys canteer (6.4)	ı surroundings found unclean					

- 1. Temperature indicator could be provided for the fridge and deep freezer
- 2. Sufficient power backup could be provided to the centeen
- 3. Appropriate firefighting equipment could be provided in the boy's canteen. Example: Sand Bucket near to gas cylinders
- Records could be maintained for monitoring expiry of packed foods
- 5. Appropriate training could be conducted to improve canteen staff hygiene practices
- 6. Space constraint observed during the break and lunch time and hence canteen need suitable expansion (or) two more counter is recommended to serve present crowd
- 7. Fssai certificate could be obtained for the production food stuff

	/	Internal Audi	t Renort (Admi	nistration) – Fe	ehruary 2017	
-	Audit No.	3 / 2017	Audit Date (s)		2017, 1st, 2nd, 3nd, 7th, 21st, 24th and	28 <sup>th</sup> Feb 2017
SI. No.		ince & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
			Par	t V		
1		eeting found not evident for conducted on 30-06-2016 at nber (7.5.1)				
2		oles and responsibilities for ordinator (5.5.2)				

- MOU / Guideline for the operation of all 7 Part V programmes could be maintained (Physical Education, Youth Welfare, RRC, NCC, SOP, YRC and NSS)
- 2. List of coordinators for all 7 Part V progammes could be maintained
- 3. Nominal list of Part V students (programme / unit wise) could be maintained (authorized by programme coordinator & Principal)
- 4. Programme wise year plan could be maintained, authorized by programme coordinator
- Consolidated feedback report for all the 7 Part V programmes could be maintained

	/	Internal Audi	t Report (Admi	nistration) – Fr	ebruary 2017	
TA	Audit No.	3 / 2017	Audit Date (s)		2017, 1st, 2nd, 3rd, 7th, 21st , 24th and	1 28th Feb 2017
SI. No.	Nonconformance & ISO Clause Number		Auditee	Auditor	Action planned by HOD	Target date to close NC
			NS	S		
1	(7.5.1)	rk diary for all the NSS units ial Camp – Pottal Nagar from				

- Speaker could be provided in Attendance / NSS room
- Separate NSS office with notice board could be provided
- Unit wise approved programme plan could be maintained
- 4. Attendance for the conduct of NSS programmes could be maintained, unit wise
- Work diary for regular and special camp could be maintained
- Students feedback for the special camp could be maintained
- 7. NSS programme officers report could be maintained for all the regular and special programmes

		Internal Audit	t Report (Admi	nistration) – Fe	ebruary 2017		
1	Audit Na.	3 / 2017	Audit Date (s)				
SI. No.		ance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC	
_			YF	lC			
1	Absence of gr YRC (7.1)	uideline for the operation of					
2	Absence of m (7.5.1)	inutes of meeting for the YRC					
3	Absence of Y year 2016-17	RC plan and work diary for the (7.1)					
4	Absence of p	orogramme officers report for grammes conducted (7.5.1)					
5		attendance record for the YRC participations (7.5.1)					

1. Students feedback could be obtained for YRC programmes

		Internal Audit	Report (Admi	nistration) – Fe	bruary 2017	
1	Audit No.	3 / 2017	Audit Date (s)		017, 1st, 2nd, 3rd, 7th, 21st, 24th and	1 28 <sup>th</sup> Feb 2017
SI No.	Nonconform	ance & ISO Clause Number	Auditee	Auditar	Action planned by HOD	Target date to close NC
_			Youth \	Velfare		
1	Absence of ye	ar plan for 2016-17 (7.5.1)				
2	Absence of student DD & consent record for the external participation (7.2.1) Example: R. Kamal Raj attended media quiz on 19.8.16 at JP college of arts & science					
3	Absence o	f record for monitoring e and evaluation / award of				
4		attendance record for the n in Republic day celebrations				

(7.5.1)

- 1. Students feedback could be obtained for Youth Welfare activities
- 2. List of "Youth Welfare" regular programmes and optional programmes could be maintained

		Internal Audi	t Report (Admi	nistration) – Fi	ebruary 2017	
Au	dit No.	3 / 2017	Audit Date (s)		2017, 1st, 2nd, 3rd, 7th, 21st, 24th and	28th Feb 2017
SI. No.	Nonconforma	ance & ISO Clause Number	Auditee	Auditar	Action planned by HOD	Target date to close NC
			32	]P		
- 1	student, coor of marks, a delivery of " course Bharkitmana Transport for for Villa		e d			
3	Absence o	i, Chandapettai) (6.1) If minutes of meeting for th				
		of "Adopted Villages" (7.5.1) of bills for the expenditure a	nd			

accounts ledger (7.5.1)

- 1. Criteria for the selection of village adoption could be documented
- 2. Survey Form / Check list could be introduced for the evaluation of "Adopted Villages" (to identify public needs & facilities)
- 3. List of "Social Help Groups" could be maintained (Like Rotary Club) and MOU could be established to fulfill the social needs
- Visit reports and feedback could be maintained for the activities

		Internal Audit	Report (Admi	nistration) – Fo	ebruary 2017	
1	udit No.	3 / 2017	Audit Date (s)	30th & 31st Jan 2	2017, 1st, 2nd, 3rd . 7th, 21st , 24th and	28th Feb 2017
SI. No.		ance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
			Placem	ent Cell		
1		minutes of meeting for the crvices (7.5.1)				
2	Absence of services (7.5	year plan for the placement i.l)				
3	Absence of services (8	feedback for the placement 2.1)				
4	Absence o	f report by placement officer recruitment (7.5.1)				

- Outgone student database could be maintained, after identification of placement requirements and higher studies 1.
- Eligibility criteria for attending the interviews through placement cell could be documented and communicated to the students 2.
- Recruiting companies database could be maintained, 3.
- Employer feedback on SA college student, could be obtained after joining the duty 4.

	micernal Audit	Report (Admi	nistration) – Fo	ebruary 2017	
1	Audit No. 3 / 2017	Audit Date (s)		2017, 1st, 2nd, 3rd, 7th, 21st, 24th and	28 <sup>th</sup> Feb 2017
SI. No.	Nonconformance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
	Ditte	D.C:	Mr. S. Kamaludee		
_	Absence of procedure or reference	ce – o section –	Mr. 5. Kamaiudee	in 	
Ĺ	document / template for the preparation of Pay bill proposal, tax statement proposal, bank deduction proposal, arrear bill proposal (7.5.1)  At present it is prepared in UGC Computer Laboratory. Only 2 staff is trained in the preparation of above proposals				
	Offic	e – C Section – M	lr. Sheik Mohamed	d Ali	
_	Absence of procedure or reference				
2	document for the preparation of various proposal (7.5.1)				
	Offic	e – D Section – M	r. A. Sheik Moham	med	
-	Absence of "sign board" for scholarship section (7.1)				
-	To the second se	Office – E Sect	ion – Mr. Ismail		
	Absence of letter reference number for some of the college letters sent outside				
-	(7.5.1) Office	e – I Section – M	r. S. Mohammed S	hafik	
-	5 Absence of approved "accounts head" list (7.5.1)				
+	Office	– J Section – Mr.	Mustafa / O.S. (2º	nd Shift)	
	Absence of leave rules and regulations for the unaided and management staff (7.5.1)				
+		ffice – L Section -	- Mr. Hassan Myde	еп	
Ī	7 Absence of roles and responsibilities for the L section clerk (5.5.3)				
	Offic	e – Hastel Section	n – Mr. Basheer Al	named	_
	Accounts not maintained for the sale of gunny bags, empty tins, coconut scrap and other hostel scrap (7.5.1)  Buotation and comparative statement found not evident from the contractor Mr. Syel Ali, but scrap sold for Rs.6790 on 22.12.11 and also absence of bursar approval	d d d			

	Internal Audit Report (Administration) - February 2017						
1	udit No.	3 / 2017	Audit Date (s)	30th & 31st Jan 2	2017, 1st, 2nd, 3rd, 7th, 21st, 24th and	28th Feb 2017	
SI. No.	Nonconformance & ISO Clause Number		Auditee	Auditar	Action planned by HOD	Terget dete to close NC	
9	2016 for the f Ayisha Sithika	ness bill for the month Dec ollowing student (7.5.1) a (Admn. No. 251384) attended out of 16 days during the month					
		Offic	e – Unaided Secti	on – Mr. Kader Hu	ssain	T -	
10		nd comparative statement found for the sale of scrap (7.5.1)					

- 1. Record room should have sufficient space to store all the old records. Present record room is found to be very poor
- All the office staff could be trained in the preparation of proposals for pay bill, tax deduction, bank statement, arrear bill etc.,
   and maintain reference document and templates.
- 3. Eligibility criteria and required documents for the application of various scholarships could be documented and circulated to student
- Eligibility criteria and required documents for the application of "student aid fund" (for non-scholarships student) could be documented and circulated to student
- Absence of documented procedure for the application of various online scholarships
- 6. Too many heads (total head is 123) in maintaining various accounts could be reduced suitably
- "Card Swipe Machine" could be provided for easy cash transaction at Office / Hostel / Controller of Examinations
- 8. Hostel attendance could be computerized
- SMS could be sent to long absentees (hostlers)
- 10. Requisition slip / indent could be introduced for the stationary transaction
- 11. Stationary stock and transaction could be accounted with the help of software
- 12. Certificate serial number and admission number could be introduced in the "Course and Conduct certificate"
- 13. All the office correspondence could be counter signed by respective section in-charge and OS
- 14. Separate toilet for "transgender" could be provided as a part of legal requirement
- 15. Office staff could submit "Visit Report" to Principal after the JD office visit
- 16. Office staff could submit "Weekly Report" on pending files with JD office

Internal Audit Report (Administration) - February 2017								
	1	Audit No.	3 / 2017		30th & 31st Jan 2017, 1st, 2nd, 3rd - 7th, 21st , 24th and 28th			
31	SI. No.	Nonconform	ance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC	

- 17. Lead time for the preparation and processing various proposals could be documented and displayed
- 18. Preparation of fixations, increments, pay bills etc., could be computerized
- 19. JD affice return files and corrections identified by JD affice could be recorded
- 20. Guideline for the verification of eligibility for attending refresher course could be maintained
- 21. All the incoming materials could be verified for quality, quantity, weight and recorded in the inspection report at the hostel store and payment should be made only when "inspection report" is enclosed with the bill

	Internal Audit Report (Administration) – February 2017								
1	Audit No.	3 / 2017	Audit Date (s)	30th & 31st Jan	2017, 1st, 2nd, 3nd, 7th, 21st, 24th and	1 28th Feb 2017			
SI. No.		rmance & ISO Clause Number	Auditee	Auditar	Action planned by HOO	Target date to close NC			
_			Libr	ary					
1		oftware doesn't have option for ervation" by student (7.1)							
2	visitors ( & UG & PI	of monthly report on library teaching staff, non-teaching staff 3 student) (7.5.1)							
3	of librar teaching	of record for the communication y rules and regulations to the and non-teaching staff (7.5.1)							
4	"Animal issued o	Form" author "George orwell" book in 21-02-2008, but not renewed or d for last 9 years (7.5.1)							
	Separat provide Total co (CCTV - Return	e computers for boys and girls not d to view library books (6.1) Imputers at present in library – 8 - 1, Server – 1, Librarian – 1, Issue 6 – 1, E-gate – 1, OPAC – 1, Purchase							
	6 amoun	ce of cash receipts for the paic at towards the use of Internet atory (7.4.1)							
	/ numbi	uters are not identified by unique ers in the internet laboratory (7.5.5)							
	8 use o	ice of rules and regulations for thi of internet laboratory for staff an nt (7.1)	e d						
	9 Abser	nce of rules and regulations for th fe-library (7.1)	е						
	10 Abser	nce of e-gate registration for th net laboratory and e-library (7.5.1)	е						
	11 Abse	nce of record for the issue of book nased from "Chennai Book Fair" (7.5.1)	22						
	12 Abse (7.1)	nce of separate "Reference section	1"						
	13 Pres boys	ent reading area provided for stat and girls found to be insufficient (G.I)	ff,						

1		Internal Audi	t Report (Admi	nistration) – Fr	ebruary 2017	
1	Audit No.	3 / 2017	Audit Date (s)	30th & 31st Jan 2	2017, 1 <sup>st</sup> , 2 <sup>rd</sup> , 3 <sup>rd</sup> , 7 <sup>th</sup> , 21 <sup>st</sup> , 24 <sup>th</sup> and	1 28th Feb 2017
SI. No.		ance & ISO Clause Number	Auditee	Auditor	Action planned by HOO	Terget date to close NC
14	numbering	are not identified by unique system and the present esn't show the book location				
15	Absence of p	roject corner in library (7.1)				
16	Racks are numbering s poor housek	not identified by unique system in old record room and ceeping observed (6.4)				

- Library working time display board should be updated suitably, since working till 6.25 PM. 1.
- Library rules and regulations for student could be included in the college calendar 2.
- Library rules and regulations for teaching and non-teaching staff could be documented and displayed
- Higher version of software could be purchased for library, as the present software has data limitations (installed during the 3. 4. year 2012)
- Library bulletin boards could be provided 5.

1		Internal Audi	t Report (Admi	nistration) – Fe	ebruary 2017	
TA	Audit No.	3 / 2017	Audit Date (s)		2017, 1st, 2nd, 3rd . 7th, 21st , 24th and	1 28th Feb 2017
SI. No.	Nonconforma	ince & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Target date to close NC
			Controller of	Examinations		
1		ecord for the verification and P setters competency (7.5.1)				

- 1. Supplementary examination results could be considered for the preparation of rank list
- 2. Certificate section could be provided for student services
- 3. Separate room could be provided for storing old papers and paper valuation
- 4. Swipe machine could be provided for easy exam fees transaction

Internal Audit Report (Administration) – February 2017

1	Internal Adult Report (Administration) - February 2017							
A	udit No.	3 / 2017	Audit Date (s)	30th & 31st Jan 2	2017, 1st, 2nd, 3rd · 7th, 21st , 24th and	1 28th Feb 2017		
SI. No.	Management manage a ran money Manifelt.		Auditee	Auditor	Action planned by HOD	Target date to close NC		
		In	ternal Quality Ass	urance Cell (IQAC	:)			
1	1st and 2nd y	dback found not evident for the year students, M.Phil students feedback (8.2.1)						
2	1	objectives / quality bench the academic and admin s (5.4.1)						
3	AQAR for th date (7.5.1)	ne year 2015 not submitted as or						
4	faculty fo (8.2.1)	eedback found not disclosed to or initiating corrective actions	2					
	as per 1 (formats Ex: Fac	used in IQAC found not controlle ISO 9001 standard requiremen are not numbered) (4.2.4) ulty profile, data sheet fo er, feedback form etc.,	t					

- 1. Quality circles could be formed to meet NAAC requirements
- SWOC analysis could have sufficient supporting documents (Ref: AQAR 2014-15)
- ISBN number could be obtained for IQAC news letter

		Internal Audit	Report (Admi	nistration) – Fe	bruary 2017	
TA	udit No.	3 / 2017	Audit Data (s)		017, 1st, 2sd, 3rd, 7th, 21st , 24th and	d 28th Feb 2017
SI. No.	Nonconform	ance & ISO Clause Number	Auditee	Auditor	Action planned by HOD	Taryet date to close NC
_			NC	C		
1	Absence of parade plan (7.1)		7			
2	Absence of N	ICC abjectives (5.4.1)				
			nı ı	r.lation		
			1	Education		T
1	Absence o	f record for monitoring quality				

abjectives (5.4.1)

- Separate room could be provided for indoor games
- Separate store could be provided for physical education department

Internal Audit Report (Administration) - February 2017

	Audit No.	3 / 2017	Audit Date (s)		017, 1st, 2nd, 3nd, 7th, 21st, 24th and	1 28th Feb 2017
SI. No.		ance & ISO Clause Number	Auditee	Auditar	Action planned by HOD	Target date to close NC

	Continuou	Internal Assessment (CIA)
1	Absence of record for the issued for question paper for the conduct of GIA (7.5.1)	
2	Absence of record for the acceptance of CIA invigilators (7.5.1)	
3	Absence of record for the conduct of retest (QP setting, hall arrangement, invigilator assigned, QP issue etc.,) (7.5.1)	

## Recommendations

Result analysis could be done for the conduct of CIA



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