

Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
(Affiliated to Manonmaniam Sundaranar University)



Academic Audit and Administrative Audit
2018-2019



Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

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INTERNAL QUALITY ASSURANCE CELL

EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT – 2018-2019

The Internal Quality Assurance Cell conducted an External Academic and Administrative Audit (AAA) of our college for the academic year 2018-2019. The purpose of Academic & Administrative Audit is to examine and assess the institution's academic and administrative procedures.

The academic audit aimed to assess departmental performance, propose improvements in Curriculum planning, teaching and learning, research quality and development, infrastructure facilities in the departments. The Administrative audit aims towards building and assessing policies, operations and functions of the institution.

To facilitate this process, Dr.A.Syed Mohamed, IQAC Coordinator, Sadakathullah Appa College served as external auditor. Coordinated by the core members of the IQAC, the external auditor conducted visits to various departments and office.

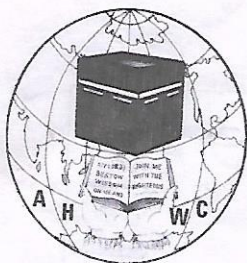
EXTERNAL ACADEMIC AUDIT

2018-2019

Date of Audit: 18.04.2019

**Name of the auditor: Dr.A.Syed Mohamed,
IQAC Coordinator,
Sadakathullah Appa College,
Rahmath Nagar, Tirunelveli**

Timing	Departments
10.00 am to 11.00 am	Meeting with Principal & Management
11.00 am to 11.30 am	Department of Computer Science
11.30 am to 12.00 pm	Department of Chemistry
12.00 am to 12.30 pm	Department of Commerce
12.30 pm to 1.00 pm	Department of English
2.00 pm to 2.30 pm	Department of Physics
2.30 pm to 3.00 pm	Department of Mathematics
3.00 pm to 3.30 pm	Report preparation and Submission
3.30 pm to 4.00 pm	Exit Meeting



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External Academic Audit 2018-2019

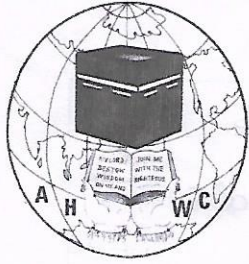
Department: ENGLISH

Name of the Auditors: Dr. Syed Mohamed

Date: 18.04.2019

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile				
2.	Workload/ Time table			✓	
3.	Curriculum Planning and Execution		✓		
4.	Students Profile			✓	
5.	Mentoring system		✓		
6.	Continuous Internal Assessment				✓
7.	Result galley/ Result analysis	✓			
8.	Seminars	✓			
9.	Faculty Participation in FDP/ Refresher course			✓	
10.	Publication in UGC CARE list journals			✓	
11.	Students Participation in Curricular and Extra-curricular activities		✓		
12.	Stock Register (Laboratory/Furniture)		✓		
13.	Infrastructure (Classrooms, Laboratories, Staff room)				✓
14.	Department library			✓	
15.	Department events			✓	
16.	Higher education			✓	
17.	Placement		✓		
18.	Experiential learning/Participative learning/Problem Solving	✓			
19.	Department minutes book			✓	
20.	Feedback file and action taken report (ATR)	✓			
21.	Industrial visit				✓
22.	Project/Field work				✓
23.	Students scholarship/Free ship				✓
24.	Students Grievances File	✓			

*4 - Very good 3 - Good 2 - Average 1 - Need to improve



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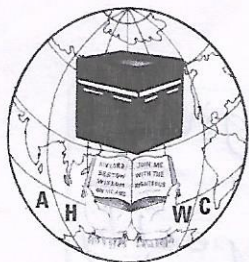
Department: **COMMERCE**

Name of the Auditors: **Dr. A. Syed Mohamed**

Date: **18.04.2019**

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table	✓			
3.	Curriculum Planning and Execution			✓	
4.	Students Profile	✓			
5.	Mentoring system		✓		
6.	Continuous Internal Assessment	✓			
7.	Result galley/ Result analysis	✓			
8.	Seminars				✓
9.	Faculty Participation in FDP/ Refresher course			✓	
10.	Publication in UGC CARE list journals		✓		
11.	Students Participation in Curricular and Extra-curricular activities		✓		
12.	Stock Register (Laboratory/Furniture)		✓		
13.	Infrastructure (Classrooms, Laboratories, Staff room)		✓		
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15.	Department events			✓	
16.	Higher education		✓		
17.	Placement			✓	
18.	Experiential learning/Participative learning/Problem Solving				✓
19.	Department minutes book		✓		
20.	Feedback file and action taken report (ATR)				✓
21.	Industrial visit			✓	
22.	Project/Field work		✓		
23.	Students scholarship/Free ship			✓	
24.	Students Grievances File				✓

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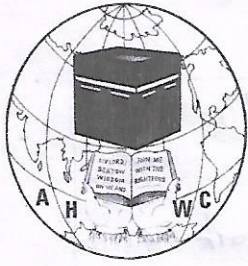
Department: CHEMISTRY

Name of the Auditors: Dr. A. Syed Mohamed

Date: 18.04.2019

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile		✓		
2.	Workload/ Time table	✓			
3.	Curriculum Planning and Execution	✓			
4.	Students Profile		✓		
5.	Mentoring system		✓		
6.	Continuous Internal Assessment	✓			
7.	Result galley/ Result analysis	✓			
8.	Seminars			✓	
9.	Faculty Participation in FDP/ Refresher course		✓		
10.	Publication in UGC CARE list journals		✓		
11.	Students Participation in Curricular and Extra-curricular activities		✓		
12.	Stock Register (Laboratory/Furniture)			✓	
13.	Infrastructure (Classrooms, Laboratories, Staff room)			✓	
14.	Department library			✓	
15.	Department events			✓	
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17.	Placement				✓
18.	Experiential learning/Participative learning/Problem Solving	✓			
19.	Department minutes book	✓			
20.	Feedback file and action taken report (ATR)			✓	
21.	Industrial visit		✓		
22.	Project/Field work		✓		
23.	Students scholarship/Free ship				✓
24.	Students Grievances File				✓

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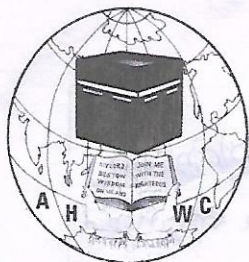
Department: *Computer Science*

Name of the Auditors: *Dr. A. Syed Mohamed*

Date: *18.04.2019*

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table		✓		
3.	Curriculum Planning and Execution	✓			
4.	Students Profile		✓		
5.	Mentoring system			✓	
6.	Continuous Internal Assessment	✓			
7.	Result galley/ Result analysis	✓			
8.	Seminars		✓		
9.	Faculty Participation in FDP/ Refresher course		✓		
10.	Publication in UGC CARE list journals				✓
11.	Students Participation in Curricular and Extra-curricular activities		✓		
12.	Stock Register (Laboratory/Furniture)	✓			
13.	Infrastructure (Classrooms, Laboratories, Staff room)	✓			
14.	Department library		✓		
15.	Department events		✓		
16.	Higher education			✓	
17.	Placement				✓
18.	Experiential learning/Participative learning/Problem Solving	✓			
19.	Department minutes book		✓		
20.	Feedback file and action taken report (ATR)			✓	
21.	Industrial visit	✓			
22.	Project/Field work	✓			
23.	Students scholarship/Free ship		✓		
24.	Students Grievances File			✓	

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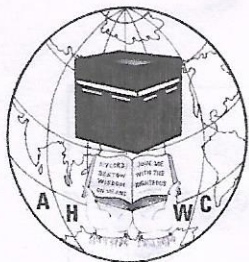
Department: *Department of Mathematics*

Name of the Auditors: *Dr. A. Syed Mohamed*

Date: *18.04.2019.*

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table	✓			
3.	Curriculum Planning and Execution	✓			
4.	Students Profile	✓			
5.	Mentoring system		✓		
6.	Continuous Internal Assessment	✓			
7.	Result galley/ Result analysis	✓			
8.	Seminars				✓
9.	Faculty Participation in FDP/ Refresher course				✓
10.	Publication in UGC CARE list journals			✓	
11.	Students Participation in Curricular and Extra-curricular activities		✓		
12.	Stock Register (Laboratory/Furniture)			✓	
13.	Infrastructure (Classrooms, Laboratories, Staff room)		✓		
14.	Department library		✓		
15.	Department events	✓			
16.	Higher education			✓	
17.	Placement			✓	
18.	Experiential learning/Participative learning/Problem Solving		✓		
19.	Department minutes book			✓	
20.	Feedback file and action taken report (ATR)				✓
21.	Industrial visit				✓
22.	Project/Field work				✓
23.	Students scholarship/Free ship		✓		
24.	Students Grievances File	✓			

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Internal Quality Assurance Cell

External Academic Audit 2018-2019

Department: **PHYSICS.**

Name of the Auditors: **Dr. A. Syed Mohamed**

Date: **18.04.2019.**

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table	✓			
3.	Curriculum Planning and Execution	✓			
4.	Students Profile		✓		
5.	Mentoring system		✓		
6.	Continuous Internal Assessment	✓			
7.	Result galley/ Result analysis	✓			
8.	Seminars				✓
9.	Faculty Participation in FDP/ Refresher course			✓	
10.	Publication in UGC CARE list journals			✓	
11.	Students Participation in Curricular and Extra-curricular activities			✓	
12.	Stock Register (Laboratory/Furniture)	✓			
13.	Infrastructure (Classrooms, Laboratories, Staff room)	✓			
14.	Department library		✓		
15.	Department events		✓		
16.	Higher education			✓	
17.	Placement			✓	
18.	Experiential learning/Participative learning/Problem Solving		✓		
19.	Department minutes book		✓		
20.	Feedback file and action taken report (ATR)			✓	
21.	Industrial visit	✓			
22.	Project/Field work				✓
23.	Students scholarship/Free ship			✓	
24.	Students Grievances File		✓		

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Remarks: Department of English

Curricular Planning and Development	The faculty profile is appealing.
Teaching – Learning Process	The graphical representation of result gally and result analysis are in excellent manner.
Research Development Activities	The faculty members are encouraged to enhance their publications
Infrastructure facilities	The classroom, staff room are visually appealing.
Suggestions and Recommendations	Students are encouraged for their higher education and placement in future.

Remarks: Department of Commerce

Curricular Planning and Development	Faculty profile appears flaw less, Workload and master time table files are effectively managed. Competing the curriculum plan & recording classroom on time should be prioritized.
Teaching – Learning Process	There is a room for enhancement in experiential learning , participative learning and problem solving.
Research Development Activities	There is a possibility to increase the frequency of conducting the seminars, MOUs , Collaborations and linkages could be increased .
Infrastructure facilities	The record of furniture and laboratory stock is in good order.
Suggestions and Recommendations	It is recommended to ensure the regular upkeep of action taken reports for student grievances in future.

Remarks: Department of Chemistry

Curricular Planning and Development	The departmental minutes book of an impression of feeling efficiently structured and expertly upheld.
Teaching – Learning Process	The graphical representation of result gally and result analysis is meticulously maintained.
Research Development Activities	Considered enhancing the regularity of organizing seminars.
Infrastructure facilities	The classroom , laboratory, staff room is visually appealing.
Suggestions and Recommendations	Motivate students to pursue higher education and explore job prospects to boost their enthusiasm.

Remarks: Department of Computer Science

Curricular Planning and Development	The faculty profile seems impeccable. The curricular planning and classroom files appear well organized.
Teaching – Learning Process	The maintenance of the departmental events file is being handled in a suitable manner.
Research Development Activities	There is an opportunity for faculty members to elevate their publications in UGC care list Journals.
Infrastructure facilities	The record of furniture and lab stock is in good order.
Suggestions and Recommendations	The organization of files concerning scholarships can be maintained.

Remarks : Department of Mathematics

Curricular Planning and Development	The maintenance of curricular planning and class work record files are arranged efficiently.
Teaching – Learning Process	The departmental events file is being appropriately managed.
Research Development Activities	Faculty members have the potential to enhance their publication in UGC care list journals
Infrastructure facilities	Stock register for furniture and laboratory is well maintained.
Suggestions and Recommendations	Encourage students to seek higher education and explore job opportunities to enhance their motivation.

Remarks : Department of Physics

Curricular Planning and Development	Curricular planning and implementation is well done.
Teaching – Learning Process	Student centered learning is expected.
Research Development Activities	Papers that cater to the need of the society is recommended
Infrastructure facilities	The lab and classroom satisfies the need of the students
Suggestions and Recommendations	Students should be encouraged to participate in seminars

A. Syed Md

Signature of the Auditors:

Dr. A. SYED MOHAMED

M.Sc. (Chem.), M.Sc. (Env.Sci.);-M.Tech., Ph.D.

IQAC Coordinator

SADAKATHULLAH APPA COLLEGE

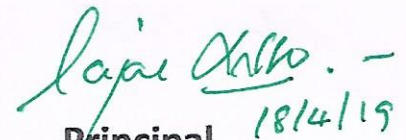
Rahmath Nagar, Tirunelveli - 627 011.

Exit Meeting:

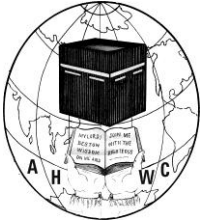
After successful completion of the visits, the External auditor had an exit meeting with a select audience comprising of the members of the college Management, Principal, HODs and members of the IQAC. At the end of meeting, Dr.A. Syed Mohamed, handed over the report to the Principal.

 18/4/2019

Coordinator- IQAC
Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam

 -
18/4/19

Principal
PRINCIPAL
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



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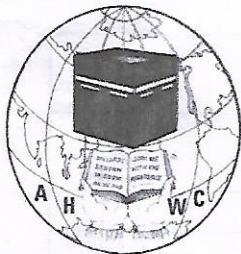


EXTERNAL ADMINISTRATIVE AUDIT

2018-2019

Date of Audit : 22.04.2019

Name of the auditor : Dr.A.Syed Mohamed
IQAC Coordinator
Sadakathullah Appa College
Rahmath Nagar
Tirunelveli.



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Internal Quality Assurance Cell

CHECKLIST FOR ADMINISTRATIVE AUDIT FOR 2018 - 2019

S.NO	Particulars	Key Aspects	Status
1	Register Maintenance	Teaching Staff Attendance Register	Yes/No ✓
		Non-Teaching Staff Attendance Register	Yes/No ✓
		Acquaintance Register	Yes/No ✓
		Students' Attendance Register	Yes ✓
2	Appointment of Teachers and Non-teaching Staff	Proper Interview is conducted as per University Norms	Yes/No ✓
		Appointment letter is given to the staff	Yes/No ✓
		Joining letter is received from the candidate	Yes/No ✓
		Appointment is mentioned in Governing Council minutes	Yes/No ✓
3	Appointment of Non-teaching Staff	Proper Interview is conducted	Yes/No ✓
		Appointment letter is given.	Yes/No ✓
		Joining letter is received from the non-teaching staff	Yes/No ✓
4	Continuation of Affiliation/Extension	Affiliation fees are properly paid	Yes/No ✓
		Documentation of necessary documents are kept both in soft copy & hard copy	Yes/No ✓
5	Functions and Role	Is Organogram available?	Yes/No ✓
		Roles and responsibilities are clearly defined.	Yes/No ✓

6	Maintenance of records (For Teaching and Non-Teaching Staff)	Service Registers are properly maintained.	✓ Yes/No
		Leave Records are properly maintained	✓ Yes/No
		On duty details	✓ Yes/No
7	Automation in Admission procedure	Online Application	✓ Yes/No
		Online Selection List	✓ Yes/No
		Online Fees Payment	✓ Yes/No
8	Scholarships/ Freeship	Circulars	✓ Yes/No
		Scholarship Register	✓ Yes/No
9	Inward and Outward registers are maintained	Letters received were properly checked by the Principal	✓ Yes/No
		Letters received were properly stamped	✓ Yes/No
		Outwards register is properly maintained	✓ Yes/No
10	Records of Minutes of meetings	Administrative Department meetings are conducted periodically	✓ Yes/No
		Minutes of those Meetings are properly recorded	✓ Yes/No
11	Welfare measures provided to teaching and non-teaching staff such as PF,ESI, Festival Advance, Staff Tour	Proper list and documentation.	✓ Yes/No
		Documentary Evidence	✓ Yes/No
		Proper Documentation	✓ Yes/ No
12	Accounts and Records	Cash book, Ledger, Salary Register, Salary Bills, Fees Receipt book etc.,	✓ Yes/No
		Properly Signed by the authorities	✓ Yes/No
13	Budget Allocation	Department-wise	✓ Yes/No
		Expenditure -wise	✓ Yes/No
		College Budget	✓ Yes/No
14	Availability of Documents in the office related to Curricular activities	Teacher's Workload & Master Time Table Exam Time Table Question papers	✓ Yes/No
15	Documents relating to participation of non-teaching staff in MDP, Orientation programmes and Administrative Training programs	Inside the college	✓ Yes/No
		Outside the college	✓ Yes/No

16	Report of financial Audit	Internal Financial audit	✓ Yes/No
		External Financial Audit	✓ Yes/No

Suggestions:

Staff competence to office tools is good.

Availability of a system for faculty recruitment is good.

Regularity in conducting Governing Council meetings.
Academic Council meeting exists

Financial audit is under process

Suggested to concentrate on infrastructure expansion.

A. Syed M

Signature of the Auditor

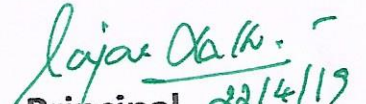
Dr. A. SYED MOHAMED
M.Sc. (Chem.), M.Sc. (Env.Sci.), M.Tech., Ph.D.
IQAC Coordinator
SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, Tirunelveli - 627 011.

Exit Meeting:

After successful completion of the audit, the External auditor had an exit meeting with the members of the Management, Principal, Office Superintendent, administrative staff and members of the IQAC. At the end of meeting, Dr.A.Syed Mohamed, handed over the report to the Principal.

 22/4/2019

Coordinator- IQAC
Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam

 22/4/19

Principal
PRINCIPAL
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.