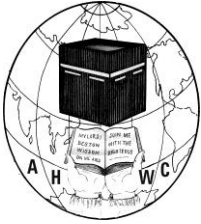


Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
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Academic Audit and Administrative Audit
2019-2020



Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
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INTERNAL QUALITY ASSURANCE CELL

EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT – 2019-2020

The Internal Quality Assurance Cell conducted an External Academic and Administrative Audit (AAA) of our college for the academic year 2019-2020. 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.

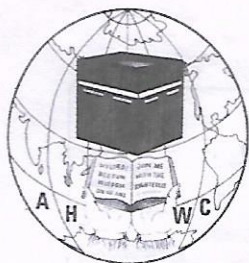
EXTERNAL ACADEMIC AUDIT

2019-2020

Date of Audit: 13.08.2020

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

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



Annai Hajira Women's College

Melapalayam, Tirunelveli-05

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Internal Quality Assurance Cell

External Academic Audit 2019-2020

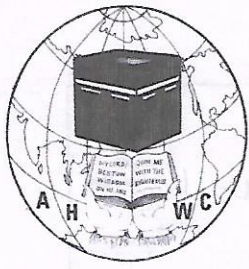
Department: *English*

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

Date: *13.08.2020*

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.	MoU and collaboration/Linkage				✓
20.	Department minutes book	✓			
21.	Feedback file and action taken report (ATR)			✓	
22.	Industrial visit				✓
23.	Project/Field work				✓
24.	Students scholarship/Free ship			✓	
25.	Students Grievances File			✓	

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



Annai Hajira Women's College

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Internal Quality Assurance Cell

External Academic Audit 2019-2020

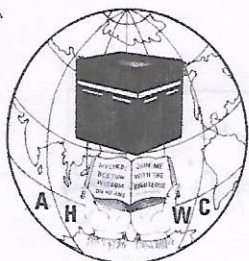
Department: COMMERCE

Name of the Auditors: Dr. A. Syed Mohamed

Date: 13.08.2020

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.	MoU and collaboration/Linkage				✓
20.	Department minutes book		✓		
21.	Feedback file and action taken report (ATR)				✓
22.	Industrial visit			✓	
23.	Project/Field work		✓		
24.	Students scholarship/Free ship			✓	
25.	Students Grievances File			✓	

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



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Internal Quality Assurance Cell

External Academic Audit 2019-2020

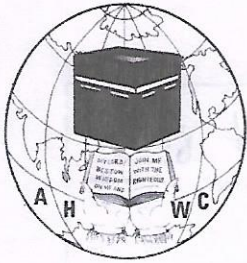
Department: CHEMISTRY

Name of the Auditors: Dr. A. Syed Mohamed

Date: 13.08.2020

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.	MoU and collaboration/Linkage				✓
20.	Department minutes book			✓	
21.	Feedback file and action taken report (ATR)			✓	
22.	Industrial visit		✓		
23.	Project/Field work		✓		
24.	Students scholarship/Free ship				✓
25.	Students Grievances File				✓

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



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IQAC AHWC

Internal Quality Assurance Cell

External Academic Audit 2019-2020

Department:

Computer Science.

Name of the Auditors:

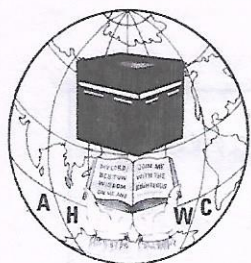
Dr. A. Syed Mohamed

Date:

13.08.2020

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.	MoU and collaboration/Linkage				✓
20.	Department minutes book		✓		
21.	Feedback file and action taken report (ATR)				✓
22.	Industrial visit				✓
23.	Project/Field work		✓		
24.	Students scholarship/Free ship		✓		
25.	Students Grievances File			✓	

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



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Internal Quality Assurance Cell

External Academic Audit 2019-2020

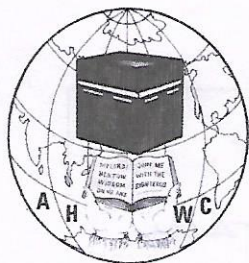
Department: Department of Mathematics

Name of the Auditors: Dr. A. Syed Mohamed

Date: 13.8.2020

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.	MoU and collaboration/Linkage				✓
20.	Department minutes book			✓	
21.	Feedback file and action taken report (ATR)				✓
22.	Industrial visit				✓
23.	Project/Field work				✓
24.	Students scholarship/Free ship			✓	
25.	Students Grievances File				✓

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



Annai Hajira Women's College

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Internal Quality Assurance Cell

External Academic Audit 2019-2020

Department: **PHYSICS**

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

Date: **13.08.2020**

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.	MoU and collaboration/Linkage		✓		✓
20.	Department minutes book		✓		
21.	Feedback file and action taken report (ATR)				✓
22.	Industrial visit		✓		
23.	Project/Field work				✓
24.	Students scholarship/Free ship			✓	
25.	Students Grievances File			✓	

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

Remarks : Department of English

Curricular Planning and Development	Faculty profile is impeccable.
Teaching – Learning Process	The graphical representation of result gally & result analysis are in order
Research Development Activities	Staff members are motivated to actively engage in future FDPs & refresher courses
Infrastructure facilities	The infrastructure & classrooms ,staff rooms are aesthetic apealling.
Suggestions and Recommendations	Encourages students to seek higher education & explore job opportunities.

Remarks : Department of Commerce

Curricular Planning and Development	The Department minutes is well maintained.
Teaching – Learning Process	Regular maintenance of continuous internal assessment files is observed.
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 laboratories stock is in good order.
Suggestions and Recommendations	Motivate students to pursue higher education and explore job prospects to boost their enthusiasm.

Remarks : Department of Chemistry

Curricular Planning and Development	The curricular planning and class work record files are managed efficiently.
Teaching – Learning Process	The departmental events file is being managed appropriately.
Research Development Activities	There is room for additional improvement in fostering collaboration and establishing linkages through MOUs.
Infrastructure facilities	The department library registers could benefit from improvements.
Suggestions and Recommendations	In the future it is advisable to consistently maintain the action taken reports for students grievances.

Remarks : Department of Computer Science

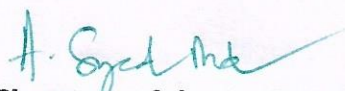
Curricular Planning and Development	Curriculum Planning and class work record files are managed efficiently.
Teaching – Learning Process	The graphical representation of result gally and result analysis is meticulously maintained
Research Development Activities	There is a room for additional improvement in fostering collaboration and establishing linkage through MOU.
Infrastructure facilities	Classroom, laboratory and staff room infrastructure aesthetically pleasing.
Suggestions and Recommendations	In the future it is advisable to consistently maintain the action taken report for student grievances.

Remarks : Department of Mathematics

Curricular Planning and Development	There is a need for enhancement in the mentoring system
Teaching – Learning Process	The result galley and result analysis are meticulously maintained, Faculty membership create e-content n a comprehensive manner.
Research Development Activities	Faculty members are recommended to undergo refresher courses
Infrastructure facilities	The infrastructure of the classroom, laboratory and staff room appears pleasing.
Suggestions and Recommendations	It is suggested to conduct seminars.

Remarks: Department of Physics

Curricular Planning and Development	Completing the curricular plan is done on time.
Teaching – Learning Process	Staff members are encouraged to use integrated ICT enabled methods.
Research Development Activities	Seminars, Webinars and workshops should be organized regularly
Infrastructure facilities	Laboratory stock register is well maintained.
Suggestions and Recommendations	Summary report for remedial classes are required.



Signature of the Auditors:

Dr. A. SYED MOHAMED

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

IQAC Coordinator

SADAKATHULLAH APPA COLLEGE

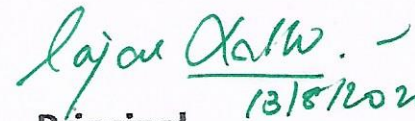
Bahmath Nagar, Tirunelveli - 627 011.

Exit Meeting:

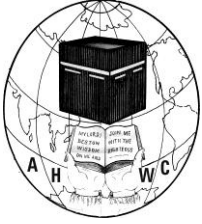
After successful completion of the visits, the External auditor had an exit meeting with a select audience comprising of the members of the college Management, Principal, HODs and members of the IQAC. At the end of meeting, Dr.A. Syed Mohamed, handed over the report to the Principal.

 /13/8/2020

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

 -
13/8/2020

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



Annai Hajira Women's College
Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)
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EXTERNAL ADMINISTRATIVE AUDIT
2019-2020

Date of Audit : 18.08.2020

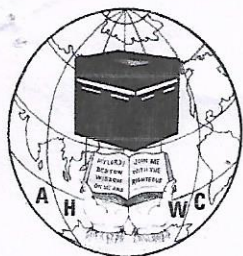
Name of the auditor : Dr.A.Syed Mohamed

IQAC Coordinator

Sadakathullah Appa College

Rahmath Nagar

Tirunelveli.



Annai Hajira Women's College

Melapalayam, Tirumelveli-05

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Internal Quality Assurance Cell

CHECKLIST FOR ADMINISTRATIVE AUDIT FOR 2019-2020

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:

Availability and maintenance of files are appreciable.

Distribution of Scholarship is good.

Availability for record room to keep old records should be expanded.

collection, storage and effective use of faculty and other staff details is good.

Reception area for student is inadequate

Availability of Internet facilities should be expanded

Implementation of E-Governance should be concentrated

A. Syed Mohamed

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.

 18/8/2020

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

 -
18/8/2020

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