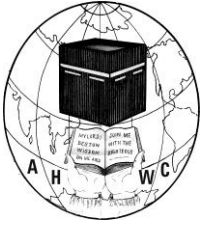


Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
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Academic Audit and Administrative Audit
2020-2021



Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
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INTERNAL QUALITY ASSURANCE CELL

EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT – 2020-2021

The Internal Quality Assurance Cell conducted an External Academic and Administrative Audit (AAA) of our college for the academic year 2020-2021. 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.

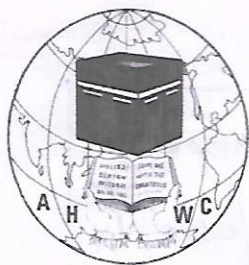
EXTERNAL ACADEMIC AUDIT

2020-2021

Date of Audit: 07.09.2021

**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, Tirumelbeli-05

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Internal Quality Assurance Cell

External Academic Audit 2020-2021

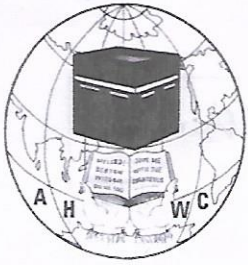
Department: *BNALESH*

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

Date: *07.09.2021*

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

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



Annai Hajira Women's College

Melapalayam, Tirunelveli-05

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Internal Quality Assurance Cell

External Academic Audit 2020-2021

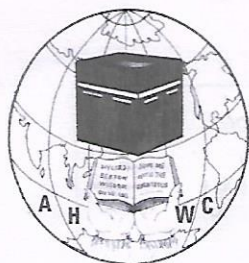
Department: **COMMERCE**

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

Date: **07-09-2021**

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

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



Annai Hajira Women's College

Melkupalayam, Tirumelveli-05

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Internal Quality Assurance Cell

External Academic Audit 2020-2021

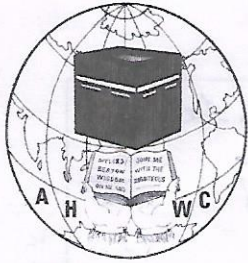
Department: CHEMISTRY

Name of the Auditors: Dr. A-Syed Mohamed

Date: 07.09.2021

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table	✓			
3.	Curriculum Planning and Execution	✓			
4.	E Content			✓	
5.	Students Profile			✓	
6.	Mentoring system		✓		
7.	Continuous Internal Assessment		✓		
8.	Result galley/ Result analysis			✓	
9.	Seminars				✓
10.	Faculty Participation in FDP/ Refresher course		✓		
11.	Publication in UGC CARE list journals			✓	
12.	Students Participation in Curricular and Extra-curricular activities		✓		
13.	Stock Register (Laboratory/Furniture)		✓		
14.	Infrastructure (Classrooms, Laboratories, Staff room)		✓		
15.	Department library			✓	
16.	Department events	✓			
17.	Higher education			✓	
18.	Placement				✓
19.	Experiential learning/Participative learning/Problem Solving	✓			
20.	MoU and collaboration/Linkage			✓	
21.	Department minutes book			✓	
22.	Feedback file and action taken report (ATR)				✓
23.	Industrial visit			✓	
24.	Project/Field work				✓
25.	Students scholarship/Free ship			✓	
26.	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 2020-2021

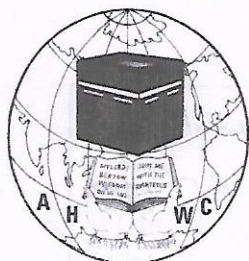
Department: *Computer Science*

Name of the Auditors: *Dr. A-syed mohamed*

Date: *07.09.2021*

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table	✓			
3.	Curriculum Planning and Execution	✓			
4.	E Content		✓		
5.	Students Profile	✓			
6.	Mentoring system		✓		
7.	Continuous Internal Assessment	✓			
8.	Result galley/ Result analysis	✓			
9.	Seminars			✓	
10.	Faculty Participation in FDP/ Refresher course				✓
11.	Publication in UGC CARE list journals				✓
12.	Students Participation in Curricular and Extra-curricular activities			✓	
13.	Stock Register (Laboratory/Furniture)	✓			
14.	Infrastructure (Classrooms, Laboratories, Staff room)			✓	
15.	Department library		✓		
16.	Department events		✓		
17.	Higher education			✓	
18.	Placement				✓
19.	Experiential learning/Participative learning/Problem Solving		✓		
20.	MoU and collaboration/Linkage			✓	
21.	Department minutes book	✓			
22.	Feedback file and action taken report (ATR)				✓
23.	Industrial visit		✓		
24.	Project/Field work	✓			
25.	Students scholarship/Free ship		✓		
26.	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 2020-2021

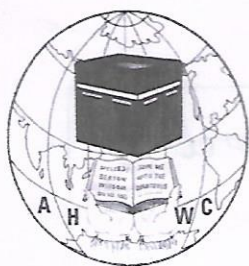
Department: *Department of Mathematics*

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

Date: *07.09.2021*

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table	✓			
3.	Curriculum Planning and Execution	✓			
4.	E Content				✓
5.	Students Profile	✓			
6.	Mentoring system		✓		
7.	Continuous Internal Assessment	✓			
8.	Result galley/ Result analysis	✓			
9.	Seminars				✓
10.	Faculty Participation in FDP/ Refresher course			✓	
11.	Publication in UGC CARE list journals			✓	
12.	Students Participation in Curricular and Extra-curricular activities		✓		
13.	Stock Register (Laboratory/Furniture)			✓	
14.	Infrastructure (Classrooms, Laboratories, Staff room)		✓		
15.	Department library		✓		
16.	Department events	✓			
17.	Higher education			✓	
18.	Placement			✓	
19.	Experiential learning/Participative learning/Problem Solving		✓		
20.	MoU and collaboration/Linkage				✓
21.	Department minutes book			✓	
22.	Feedback file and action taken report (ATR)				✓
23.	Industrial visit				✓
24.	Project/Field work				✓
25.	Students scholarship/Free ship		✓		
26.	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 2020-2021

Department:

Physics

Name of the Auditors:

Dr. A. Syeed Mohamed

Date:

07.09.2021

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

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

Remarks : Department of English

Curricular Planning and Development	The departmental minutes book appears to be well organized and professionally maintained.
Teaching – Learning Process	Experiential learning , participative learning have to be enhanced.
Research Development Activities	Collaboration and linkages through MOUs could be further enhanced.
Infrastructure facilities	Departmental Library has to maintain with utmost care. Proper maintenance of stock register is expected.
Suggestions and Recommendations	Suggested to incorporate more ICT enabled teaching. Skill Development Programmes can be enhanced.

Remarks : Department of Commerce

Curricular Planning and Development	The presentation of curriculum planning and execution is praise worthy.
Teaching – Learning Process	The presentation of result analysis in the graphical form is carefully maintained.
Research Development Activities	Faculty members are encouraged to increase the number of research publications.
Infrastructure facilities	Department library should be used for the benefits of students also.
Suggestions and Recommendations	A written action report for the feedback needs to be prepared.

Remarks: Department of Chemistry

Curricular Planning and Development	The Curriculum planning and execution are commendably well –presented.
Teaching – Learning Process	The maintenance of the departmental events file is being handled in a suitable manner.
Research Development Activities	Faculty members are advised to enhance their publication output
Infrastructure facilities	The classroom, laboratory and staff room is aesthetically pleasing.
Suggestions and Recommendations	The Management of files for institutional scholarship could benefit from improvements.

Remarks : Department of Computer Science

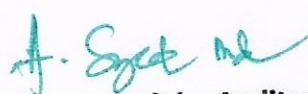
Curricular Planning and Development	The Department minutes book seems to be in excellent order, reflecting a high level of organization and professional upkeep.
Teaching – Learning Process	The Presentation of the result gally& result analysis in graphical form is carefully maintained. Faculty members are used to create e-content with thorough approach.
Research Development Activities	Faculty members are recommended to actively engage in future FDP's & Refresher Courses.
Infrastructure facilities	Regular maintenance of Department Library is observed.
Suggestions and Recommendations	Freeship should be provided for the students.

Remarks : Department of Mathematics

Curricular Planning and Development	It is needed to maintain a feedback file with action taken report
Teaching – Learning Process	Problem solving methodologies have to be increased. ICT enabled teaching should be enhanced.
Research Development Activities	Faculty members are advised to attend more FDPs.
Infrastructure facilities	The classrooms are visually appealing.
Suggestions and Recommendations	Motivation should be given to the students to participate more extra-curricular activities.

Remarks : Department of Physics

Curricular Planning and Development	The emphasis on project work and field work should be elevated.
Teaching – Learning Process	The proper maintenance of result gally and result analysis is observed.
Research Development Activities	Faculties are advised to attend more no: of FDPs/ Refresher Courses.
Infrastructure facilities	Regular Maintenance of Departmental library is observed.
Suggestions and Recommendations	Institutional scholarship should be enhanced.



Signature of the Auditors:

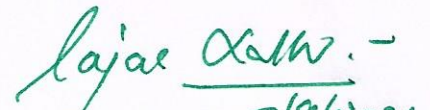
Dr. A. SYED MOHAMED
 M.Sc. (Chem.), M.Sc. (Env.Sci.), M.Tech., Ph.D.
 IQAC Coordinator
 SADAKATHULLAH APPA COLLEGE
 Rahmath Nagar, Tirunelveli - 627 011.

Exit Meeting:

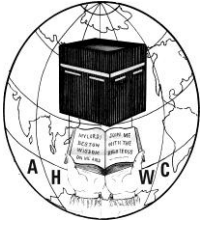
After successful completion of the visits, the External auditor had an exit meeting with a select audience comprising of the members of the college Management, Principal, HODs and members of the IQAC. At the end of meeting, Dr.A. Syed Mohamed, handed over the report to the Principal.

 7/9/2021

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

 7/9/2021

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



Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
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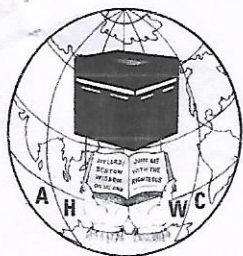


EXTERNAL ADMINISTRATIVE AUDIT

2020-2021

Date of Audit : 08.09.2021

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



Annai Hajira Women's College

Melapalayam, Tirunelveli-05

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Internal Quality Assurance Cell

CHECKLIST FOR ADMINISTRATIVE AUDIT FOR 2020-2021

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:

Non-teaching ^{staff} competence to use office tools and administrative work is good

Availability of record room to keep record is good.

Timely release of Scholarships

Regularity in administrative meeting exists

Feed back system is good

Full Automation in Administration, Finance and Library should be undertaken.

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

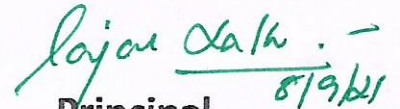
Rahmath Nagar, Tirunelveli - 627 011.

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.

 / 8/9/2021

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

 -
8/9/21

Principal
PRINCIPAL
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 095.