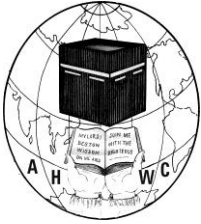




**Annai Hajira Women's College**  
**Melapalayam, Tirunelveli - 05**  
(A Unit of As-Sathiq Educational Society)  
(Affiliated to Manonmaniam Sundaranar University)



**Academic Audit and Administrative Audit**  
**2021-2022**



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



**INTERNAL QUALITY ASSURANCE CELL**

**EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT – 2021-2022**

The Internal Quality Assurance Cell conducted an External Academic and Administrative Audit (AAA) of our college for the academic year 2021-2022. 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.

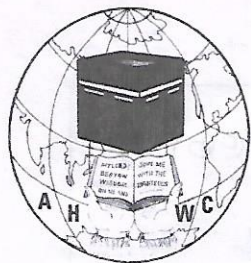
**EXTERNAL ACADEMIC AUDIT**

**2021-2022**

**Date of Audit: 16.05.2022**

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

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



# Annai Hajira Women's College

Melapalayam, Tirumelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



## Internal Quality Assurance Cell

### External Academic Audit 2021-2022

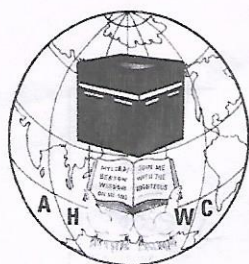
Department: *English*

Name of the Auditors: *Dr. Syed Mohamed*

Date: *16.05.2022*

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

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



# Annai Hajira Women's College

Melapalayam, Tirumelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



## Internal Quality Assurance Cell

### External Academic Audit 2021-2022

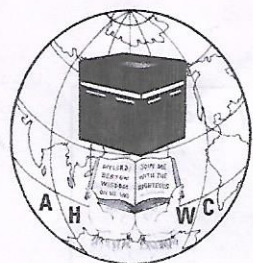
Department: **COMMERCE**

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

Date: **16.05.2022**

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

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



# Annai Hajira Women's College

Melapalayam, Tirumelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



## Internal Quality Assurance Cell

### External Academic Audit 2021-2022

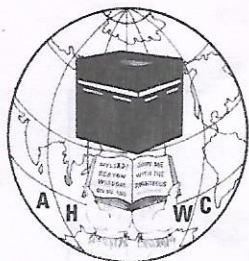
Department: CHEMISTRY

Name of the Auditors: Dr. A. Syed Mohamed

Date: 16.05.2022

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

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



# Annai Hajira Women's College

Melapalayam, Tirumelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



## Internal Quality Assurance Cell

### External Academic Audit 2021-2022

Department:

Computer Science

Name of the Auditors:

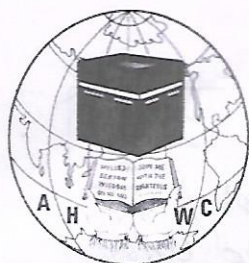
Dr.A.Syed Mohamed

Date:

16.05.2022

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

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



# Annai Hajira Women's College

Melapalayam, Tirumelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



## Internal Quality Assurance Cell

### External Academic Audit 2021-2022

Department: *Department of Mathematics*  
Name of the Auditors: *Dr. A. Syed Mohamed*  
Date: *16.05.2022*

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

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



# Annai Hajira Women's College

Melapalayam, Tirunelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



## Internal Quality Assurance Cell

### External Academic Audit 2021-2022

Department: PHYSICS

Name of the Auditors: Dr. A. Syed Mohamed

Date: 16.05.2022

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

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

**Remarks : Department of English**

Curricular Planning and Development	Curriculum Planning & Class work record files are managed efficiently.
Teaching – Learning Process	Arranging an industrial visit for students in near future.
Research Development Activities	Publications in UGC Care list journals can be improved.
Infrastructure facilities	Stock register for furniture is well maintained.
Suggestions and Recommendations	The Management of files for students Freeship/ scholarship could benefit from improvements.

**Remarks : Department of Commerce**

Curricular Planning and Development	The documentation for the mentoring system is kept with great attention to detail.
Teaching – Learning Process	Faculty members are encouraged to develop e-content thoroughly.
Research Development Activities	The Departments are advised to organize Seminars and Webinars in the near future.
Infrastructure facilities	Stock registers and record of furniture should be maintained.
Suggestions and Recommendations	The Management of files for students Freeship and scholarship could benefit from improvements. Advised to organize more programmes on entrepreneurship and start-ups.

**Remarks : Department of Chemistry**

Curricular Planning and Development	The Staff Profile looks appealing.
Teaching – Learning Process	There is an opportunity for improvement in experiential learning, problem solving and participative learning methods.
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 laboratory stock register is in an excellent manner.
Suggestions and Recommendations	Motivate the faculty members to enhance their publications and teaching learning process. Career oriented Certificate courses can be enhanced.

**Remarks : Department of Computer Science**

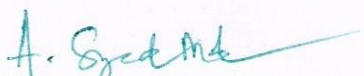
<b>Curricular Planning and Development</b>	The Staff Profile looks appealing.
<b>Teaching – Learning Process</b>	There is an opportunity for improvement in experiential learning, problem solving and participative learning methods.
<b>Research Development Activities</b>	There is an opportunity for staff members to elevate their publications in UGC care list journals.
<b>Infrastructure facilities</b>	The management of furniture & lab stock records is in excellent condition. Enhancements can be made to the departmental library registers.
<b>Suggestions and Recommendations</b>	A summary report for remedial classes targeting slow learners needs to be generated. Industry based certificate course can be enhanced.

**Remarks : Department of Mathematics**

<b>Curricular Planning and Development</b>	Considerable improvements are needed in Project work/Field work.
<b>Teaching – Learning Process</b>	Staff members are urged to regularly integrate ICT enabled teaching methods to improve their instructional approaches.
<b>Research Development Activities</b>	It is suggested to sign MOUs and Linkages with appropriate institutions.
<b>Infrastructure facilities</b>	Proper maintenance of library books details is observed.
<b>Suggestions and Recommendations</b>	It is suggested to conduct periodic mentoring meeting and maintain the grievances file.

**Remarks: Department of Physics**

<b>Curricular Planning and Development</b>	Master time table and proper maintenance of workload files are maintained.
<b>Teaching – Learning Process</b>	E-Content for each unit should be created.
<b>Research Development Activities</b>	It is advised to publish papers in UGC Care listed Journals.
<b>Infrastructure facilities</b>	Classrooms and laboratory are visually appealing.
<b>Suggestions and Recommendations</b>	It is suggested to arrange field work and project work and project work for the students.



**Signature of the Auditors:**

**Dr. A. SYED MOHAMED**

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

**IQAC Coordinator**

**SADAKATHULLAH APPA COLLEGE**

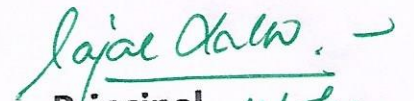
Rahmath Nagar, Tirunelveli - 627 011.

**Exit Meeting:**

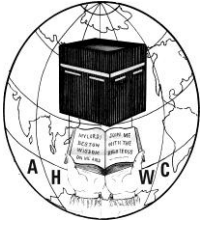
After successful completion of the visits, the External auditor had an exit meeting with a select audience comprising of the members of the college Management, Principal, HODs and members of the IQAC. At the end of meeting, Dr.A. Syed Mohamed, handed over the report to the Principal.

 | 16/5/2022

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



**Principal 16/5/22  
PRINCIPAL  
ANNAI HAJIRA WOMEN'S COLLEGE  
MELAPALAYAM - 627 005.**



**Annai Hajira Women's College**  
**Melapalayam, Tirunelveli - 05**

(A Unit of As-Sathiq Educational Society)  
(Affiliated to Manonmaniam Sundaranar University)



**EXTERNAL ADMINISTRATIVE AUDIT**  
**2021-2022**

**Date of Audit : 18.05.2022**

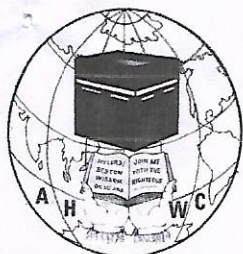
**Name of the auditor : Dr.A.Syed Mohamed**

**IQAC Coordinator**

**Sadakathullah Appa College**

**Rahmath Nagar**

**Tirunelveli.**



# Anni Hajira Women's College

Melapalayam, Tirunelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



## Internal Quality Assurance Cell

CHECKLIST FOR ADMINISTRATIVE AUDIT FOR 2021-2022

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

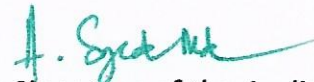
Suggestions:

vision and mission statement is clear  
Seating Arrangement for staff in office should be changed.

Scholarships are distributed on time and institution scholarship is distributed for the students in need

vision and mission statements should be placed in the entrance of the college.

Financial transactions like payment of fees should be automated.



Signature of the Auditor

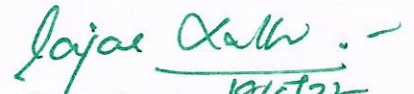
**Dr. A. SYED MOHAMED**  
M.Sc. (Chem.) M.Sc. (Env.Sci.), M.Tech., Ph.D.  
IQAC Coordinator  
SADAKATHULLAH APPA COLLEGE  
Rahmath Nagar, Tirunelveli - 627 011.

**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.

 18/5/2022

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

 18/5/22

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