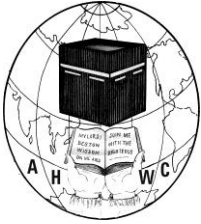


**Annai Hajira Women's College**  
**Melapalayam, Tirunelveli - 05**  
(A Unit of As-Sathiq Educational Society)  
(Affiliated to Manonmaniam Sundaranar University)



**Academic Audit and Administrative Audit**  
**2022-2023**



**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 – 2022-2023**

The Internal Quality Assurance Cell conducted an External Academic and Administrative Audit (AAA) of our college for the academic year 2022-2023. 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**  
**2022-2023**

**Date of Audit: 08.06.2023**

**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

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## Internal Quality Assurance Cell

External Academic Audit 2022-2023

Department: **ENGLISH**

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

Date: **08.06.2023**

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table/	✓			
3.	Curricular 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 course			✓	
12.	Faculty Participation in FDP/ Refresher course	✓			
13.	Publications 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.	Students Grievances	✓			
22.	Experiential learning/Participative learning/Problem solving	✓			
23.	MOU and collaboration		✓		
24.	Department Minutes Book	✓			
25.	Feedback file and Action Taken Report(ATR)	✓			
26.	Industrial Visit		✓		
27.	Project/ Fieldwork / Internship	✓			
28.	Students Scholarship/ Free ship	✓			
29.	Students Grievance file	✓			

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



# Annai Hajira Women's College

Helapalayam, Tirunelveli-05

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## Internal Quality Assurance Cell

External Academic Audit 2022-2023



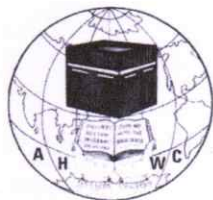
Department: **COMMERCE**

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

Date: **08.06.2023**

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table/	✓			
3.	Curricular planning and Execution	✓			
4.	ICT enabled teaching/E-content		✓		
5.	Students Profile		✓		
6.	Mentoring system		✓		
7.	Continuous Internal Assessment	✓			
8.	Result galley/ Result analysis	✓			
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11.	Add on skills & Certificate course			✓	
12.	Faculty Participation in FDP/ Refresher course		✓		
13.	Publications 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	✓			
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21.	Students Grievances			✓	
22.	Experiential learning/Participative learning/Problem solving	✓			
23.	MOU and collaboration	✓			
24.	Department Minutes Book		✓		
25.	Feedback file and Action Taken Report(ATR)			✓	
26.	Industrial Visit		✓		
27.	Project/ Fieldwork / Internship	✓			
28.	Students Scholarship/ Free ship			✓	
29.	Students Grievance file			✓	

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## Internal Quality Assurance Cell

External Academic Audit 2022-2023



Department: CHEMISTRY

Name of the Auditors: Dr. A. Syed Mohamed

Date: 08.06.2023

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table/	✓			
3.	Curricular 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 course		✓		
12.	Faculty Participation in FDP/ Refresher course	✓			
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20.	Placement		✓		
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22.	Experiential learning/Participative learning/Problem solving		✓		
23.	MOU and collaboration		✓		
24.	Department Minutes Book		✓		
25.	Feedback file and Action Taken Report(ATR)		✓		
26.	Industrial Visit		✓		
27.	Project/ Fieldwork / Internship		✓		
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## Internal Quality Assurance Cell

External Academic Audit 2022-2023



Department: **COMPUTER SCIENCE**

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

Date: **08.06.2023**

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table/	✓			
3.	Curricular 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 course		✓		
12.	Faculty Participation in FDP/ Refresher course			✓	
13.	Publications 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.	Students Grievances	✓			
22.	Experiential learning/Participative learning/Problem solving	✓			
23.	MOU and collaboration			✓	
24.	Department Minutes Book		✓		
25.	Feedback file and Action Taken Report(ATR)		✓		
26.	Industrial Visit		✓		
27.	Project/ Fieldwork / Internship	✓			
28.	Students Scholarship/ Free ship	✓			
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## Internal Quality Assurance Cell

External Academic Audit 2022-2023

Department:

MATHEMATICS

Name of the Auditors:

Dr. A. Syed Mohamed

Date:

08.06.2023

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table/	✓			
3.	Curricular planning and Execution	✓			
4.	ICT enabled teaching/E-content			✓	
5.	Students Profile	✓			
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## Internal Quality Assurance Cell

External Academic Audit 2022-2023

Department:

PHYSICS

Name of the Auditors:

Dr. A. Syed Mohamed

Date:

08.06.2023

S.No.	Activities	Assessment*			
		4	3	2	1
1.	Faculty Profile	✓			
2.	Workload/ Time table/	✓			
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\*4 – Very good 3 - Good 2 – Average 1 – Need to improve

**Remarks: Department of English**

Curricular Planning and Development	The Presentation of curriculum planning and class work record files is handled effectively.
Teaching – Learning Process	There is an opportunity for improvement in experiential learning, problem solving and participative learning methods.
Research Development Activities	Faculty members have the potential to enhance their publications in UGC Care List Journals.
Infrastructure facilities	The Stock register for furniture is well maintained.
Suggestions and Recommendations	Encourage students to seek higher education and explore job opportunities to explore to enhance their motivation.

**Remarks: Department of Commerce**

Curricular Planning and Development	Curriculum Planning and Class work record files are managed efficiently.
Teaching – Learning Process	Staff members are urged to regularly integrate ICT enabled teaching methods to improve.
Research Development Activities	MOUs, Collaborations and Linkages could be increased . More research advisors should be needed.
Infrastructure facilities	The infrastructure of the classroom, laboratory and staffroom is visually appealing.
Suggestions and Recommendations	There is a requirement to produce a summary report for remedial classes designed for slow-learners.

**Remarks: Department of Chemistry**

Curricular Planning and Development	The proper maintenance of workload and master timetable file is evident.
Teaching – Learning Process	Faculty members are urged to create e-content with a thorough approach.
Research Development Activities	Faculty members are recommended to actively participate in future FDPs and Refresher Courses.
Infrastructure facilities	The record of furniture and good laboratory stocks is in a good order.
Suggestions and Recommendations	A summary report for remedial classes targeting slow learners needs to be generated.

**Remarks: Department of Computer Science**

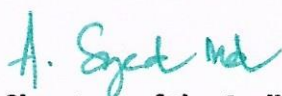
<b>Curricular Planning and Development</b>	The proper maintenance of workload and master timetable file is evident.
<b>Teaching – Learning Process</b>	Faculty members are urged to create e-content with a thorough approach.
<b>Research Development Activities</b>	Faculty members are recommended to actively participate in future FDPs and Refresher Courses.
<b>Infrastructure facilities</b>	The record of furniture and good laboratory stocks is in a good order.
<b>Suggestions and Recommendations</b>	A summary report for remedial classes targeting slow learners needs to be generated.

**Remarks : Department of Mathematics**

<b>Curricular Planning and Development</b>	Proper maintenance of workload and timetable is observed.
<b>Teaching – Learning Process</b>	It is compulsory to create e-content for each subject.
<b>Research Development Activities</b>	It is advised to publish papers in UGC care listed Journals.
<b>Infrastructure facilities</b>	Stock Register for furniture should be maintained properly.
<b>Suggestions and Recommendations</b>	It is suggested to arrange an industrial visit /field visit for the students.

**Remarks : Department of Physics**

<b>Curricular Planning and Development</b>	The faculty Profile is impeccable.
<b>Teaching – Learning Process</b>	Faculty members are motivated to improve their e-content.
<b>Research Development Activities</b>	The staff members are motivated to enhance their UGC care list publications.
<b>Infrastructure facilities</b>	The infrastructure & classroom, Lab are visually appealing.
<b>Suggestions and Recommendations</b>	Students are encouraged for their higher education & Placement in Future



**Signature of the Auditors:**

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

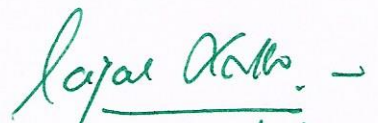
External auditor

**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.

 8/6/2023

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



**Principal 8/6/23  
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**

## **2022-2023**

**Date of Audit : 09.06.2023**

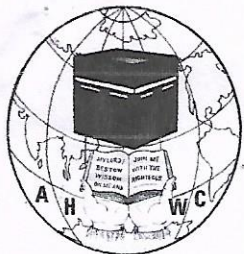
**Name of the auditor : Dr.A.Syed Mohamed**

**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 2022-2023

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:

Appointment of teaching staff is according to the norms prescribed by the university.

Service records for teaching and non-teaching staff are properly maintained

Scholarships are properly given to the students

Inward and outward registers are properly maintained.

Attendance, Results, 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.

 19/6/2023

**Coordinator- IQAC  
Co-ordinator, IQAC**

**Annai Hajira Women's College  
Melapalayam**

  
Principal 19/6/23  
PRINCIPAL

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