



# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \* ISO 9001: 2015 Certified \*

## REPORT ON ACADEMIC AND ADMINISTRATIVE AUDIT

The Academic and Administrative Audit for the Academic Year 2017–2018 was held on 10.01.2018. The Auditors were

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|-------------------------|---|----------|
| 1. Dr. B.A. Abdul Karim | - | Convener |
| 2. Prof. K. Rabi Ahamed | - | Member   |
| 3. Dr. M. Kamalutheen   | - | Member   |

The team of Auditors visited the Library and the following observations were made during the audit:

1. The details of the Library staff members, their qualification and their working hours are verified and the copy of the same is enclosed.
2. The particulars of the books purchased from the UGC fund under various categories should be maintained separately.
3. A Record of subject wise reference books is yet to be prepared.
4. List of College Publications is yet to be prepared.
5. The Library Advisory Committee meeting for the year 2017 was not conducted.
6. Stock Verification Report should be submitted to the Principal for his perusal.
7. The details of the books not returned by the Staff members relieved from the service shall be submitted to the Principal for further action.



8. It is identified from the Stock Report that some of the Departments are not maintaining their stock registers in an appropriate manner. Steps shall be taken to identify such Departments and to channelize them to maintain the Stock Register.
9. The followings are found to be the requirements of the Library:
  - i. Xerox Machine (Repair and Maintenance Work)
  - ii. Internet Systems are to be updated with new version
  - iii. A Television to telecast the UGC Programmes
  - iv. A Hard disk of capacity 1 DB
  - v. Armless plastic chairs shall be used to replace the armed chairs to accommodate more number of students
  - vi. A Display Board stating the number of Books and other details
  - vii. A Whiteboard for the purpose of Notification
  - viii. A Rack for maintaining files
  - ix. A Rack with sides to display Journal

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| 1. Dr. S.H. Mohamed Ameen | - | Convener |
| 2. Dr. M. Nazeer Ahamed   | - | Member   |
| 3. Dr. M.I. Zahir Hussain | - | Member   |

The team of Auditors visited the Department of Physical Education and the following observations were made during the audit:

1. The Department of Physical Education shall be furnished with a Desktop Computer along with internet facility, a Printer, 6 equipment racks, 3 tables and 10 chairs.

2. Restrooms shall be constructed for Boys/Girls near Athletics Track.
3. Janitors may be assigned for cleaning purposes.
4. One of the Halls from the Gallery shall be partitioned into Gym and Storeroom.
5. The Physical Education Department shall be furnished with a Grass-cutter and 2 Honour Borads.
6. The facility for drinking water shall also be provided.

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The team of Auditors visited the Part V facilities and the following observations were made during the audit:

1. More Programmes pertaining to Voluntary Blood Donation and Awareness on Aids may be arranged on behalf of the RRC.
2. Two Programmes focusing on Awareness on Social Responsibility at least a semester shall be conducted by the YRC.
3. NSS Volunteers shall be encouraged to become voluntary blood donors. They may be motivated to participate in the upcoming camps with full involvement. Awards/Recognitions may be given to Best NSS Volunteers to encourage other Volunteers.
4. It may be ensured that a cultural performance is done at the Students' Council Valediction every year by the students of the Youth Welfare Department.





5. Surveys may be conducted at the adopted villages and the follow-up of the surveys shall be strengthened by the Programme Officers of the SOP. Awareness Programmes on Education and Health may be conducted at the adopted villages.
6. The NCC Cadets shall be motivated to involve in more humanitarian initiatives such as Blood Donation, Cleaning Drives apart from Camps/Rallies.

**Principal**

**PRINCIPAL**  
**SADAKATHULLAH APPA COLLEGE**  
Rahmath Nagar, TIRUNELVELI - 627 011.