

Sadakathullah Appa College (Autonomous)

Rahmath Nagar, Tirunelveli - 627 011



CRITERION I

CURRICULAR ASPECTS

1.4.1 Structured feedback for design and review of syllabus

Action Take Report of The Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management

Action Take Report	
2016-2017	
2017-2018	
2018-2019	
2019-2020	
2020-2021	



Sadakathullah Appa College

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

Discussion of Feedback on the IQAC Steering Committee Meeting, Academic Council and Governing Board

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022



Sadakathullah Appa College

(Autonomous)

(Reaccredited by NAAC with 'A' Grade with CGPA 3.40 out of 4.00 in the III Cycle.

An ISO 9001:2015 Certified Institution)

Rahmath Nagar, Tirunelveli – 627 011.

TAMILNADU



IQAC Steering Committee Meeting



26th February 2019

The IQAC Steering Committee Meeting

Venue : e-Conference Hall

Date : 26.02.2019

Time : 11.00 A.M.

AGENDA

1. Invocation : **Mr. J. Ubaiyathulla**
Assistant Professor & Head
Department of Arabic
2. Welcome Address : **Dr. M. Mohamed Sathik**
Principal & IQAC Chairperson
3. Presidential Address : **Alhaj. T.E.S. Fathu Rabbani,**
Secretary & Correspondent
Sadakathullah Appa College,
Tirunelveli – 11.

AGENDA 1

4. Minutes of the last IQAC Steering Committee meeting & Quality Initiatives taken by the IQAC : **Dr. A. Syed Mohamed**
IQAC Coordinator

AGENDA 2

5. Report on the follow-up of students' feedback on staff (April 2018) : **Mr. K. Rabi Ahamed**
Associate Professor & Head
Department of Physics
6. Report on the follow-up of students' feedback on other facilities : **Dr. M. Kamalutheen**
Associate Professor & Head
Department of Chemistry

AGENDA 3

7. Strategies for the next 5 years : **Dr. M. Mohamed Sathik**
Principal & IQAC Chairperson

AGENDA 4

8. Report on the Criterion-wise Conveners : **Dr. A. Syed Mohamed**
IQAC Coordinator

AGENDA 5

9. Future plans for the academic year 2019-20 : **Dr. A. Syed Mohamed**
IQAC Coordinator
10. Vote of Thanks : **Mr. S. Khaleel Ahamed**
IQAC Assistant Coordinator

Report on the follow-up of the Students' feedback on staff (April 2018)

The students are electronically administered a questionnaire containing 25 questions focusing on the performance of a particular teacher who have taught them a specific subject and their feedback is collected confidentially. The students are to provide the feedback on a four point scale where 4 being very good and 1 being poor. The feedback is consolidated in a secure server and an overall percentage is given for a particular teacher. Then the teachers are ranked according to the percentage received. The individual teacher's feedback is shared with them confidentially.

Moreover, a Feedback Analysis Committee comprising two members – Prof. K. Rabi Ahamed and Dr. M. Kamalutheen analyse the feedback further and based on the ranking the teachers who are in the last three positions are given personal counselling to improve their teaching and other relevant areas so that they can improve their overall feedback score.



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AGENDA AND REPORTS FOR THE MEETING OF THE GOVERNING BOARD

16th of March, 2019

The Programmes Organized by the IQAC:

A One-day faculty orientation programme on “Effective Communication in English” was held on 05.01.2019. Dr. A. Nihamathullah, Former Head of the Department of English, Sadakathullah Appa College & Dr. J. John Sekar, Associate Professor & Head of the Department of English, The American College, Madurai, were the Resource Persons. One hundred and twenty-eight faculty members attended and benefitted from the programme.

The Meetings Organized by the IQAC with various Administrative Heads

- i. An Academic Audit was conducted on 08.10.2018 and 09.10.2018. Mr. K. Rabi Ahamed; Dr. M.Kamalutheen and Dr. Nazeer Ahamed were the chief auditors.
- ii. In connection with the Administrative Audit to be held on 27.12.2018, the preparatory meeting was held on 20.12.2018 at the e-Conference Hall at 12.30 p.m. Eighteen faculty members attended and benefitted from the programme.
- iii. The meeting in connection with to the quality initiatives to be taken for the even semester was held on 08.01.2019 at the e-Conference Hall. The objectives of the Sadakath Outreach Programme and the activities of the programme were discussed. The audit report and the year plan was also presented. Forty-one faculty members attended the meeting.

Report on the follow-up of the Students' feedback on staff (April 2018)

The students are to respond to an electronically administered questionnaire containing 25 questions focussing on the performance of teachers who teach them. The students are to provide the feedback on a four point scale. The feedback on the respective teacher is consolidated in a secured server and an overall percentage is calculated. Then teachers are ranked according to the percentage obtained. The individual teacher's feedback is shared only with him/her. The entire process is a confidential one.

Moreover, a Feedback Analysis Committee comprising two senior faculty members – Mr. K. Rabi Ahamed and Dr. M. Kamalutheen - analyse the feedback. The teachers who are in the last three positions are given personal counselling to improve their teaching so that they can increase their overall feedback score.

The feedback for odd semester was obtained from all students on 25th, 26th and 27th of October, 2018.



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12th of October, 2019

S. No.	Title	Date & Venue	Members Attended
22.	Second level meeting with the members of Criterion VII	19.09.2019 / e-Conference Hall	14
23.	Interface with the staff of the Department of Commerce who applied for Minor Research Projects.	19.09.2019 / e-Conference Hall	10
24.	Interface with the staff of the Department of Commerce who applied for Minor Research Projects.	19.09.2019 / e-Conference Hall	4
25.	Interface with the staff of the Department of Chemistry who applied for Minor Research Projects.	19.09.2019 / e-Conference Hall	7
26.	Interface with the staff of the Department of Microbiology who applied for Minor Research Projects.	20.09.2019 / e-Conference Hall	8
27.	Interface with the staff of the Department of Computer Science who applied for Minor Research Projects.	20.09.2019 / e-Conference Hall	3
28.	Interface with the staff of the Department of Physics who applied for Minor Research Projects.	20.09.2019 / e-Conference Hall	9
29.	5 'S' Inauguration	21.09.2019 / Seminar Hall	41
30.	Interface with the staff of the Department of English who applied for Minor Research Projects.	23.09.2019 / e-Conference Hall	8
31.	Interface with the staff of the Department of Arabic who applied for Minor Research Projects.	23.09.2019 / e-Conference Hall	5
32.	Interface with the staff of the Department of Arabic who applied for Minor Research Projects.	23.09.2019 / e-Conference Hall	6
33.	Interface with the staff of the Department of Zoology who applied for Minor Research Projects.	23.09.2019 / e-Conference Hall	6
34.	A meeting on Outcome Based Education with all the Committee Members (Mr. R. Risheth, Business Development Head, Mykclassroom was the Resource Person.)	24.09.2019 / Committee Hall	
35.	Third level meeting with the members of Criterion VI	25.09.2019 / e-Conference Hall	13
36.	Second level meeting with the members of Criterion II	26.09.2019 / e-Conference Hall	22
37.	A meeting with all the Heads of the Department and Administrative Heads with the Secretary of our College Management and the Management Executive Committee members	01.10.2019 / Seminar Hall	48
38.	Second level meeting with the members of Criterion IV	03.10.2019 / e-Conference Hall	16

15. The Academic Audit

- i. The Academic audit was conducted on 04.04.2019 and 05.04.2019. Prof. K. Rabi Ahamed, Dr. M. Kamalutheen and Dr. Nazeer Ahamed were the chief auditors. Dr. Rama, Autonomy Coordinator, Associate Professor and Head, Department of Chemistry, Sarah Tucker College was the external auditor.

16. Report on the feedback

- i. The feedback for Even Semester was obtained from all students on 08.04.2019 to 12.04.2019.

- ii. Follow-up activities on the feedback collected from the students were undertaken by senior staff members. They met the staff members with dismal performance and suggested various methods for improvement.

17. Report on the follow-up of Students' feedback on staff (April 2019)

- The students give feedback in an electronically administered questionnaire containing 25 questions focusing on the performance of the teachers who have taught them specific subjects. The feedback is collected confidentially. The students are to provide the feedback on a four point scale where 7 being excellent and 1 being very poor. The feedback is consolidated in a secured server and overall percentage is given to all teachers. Then they are ranked according to the percentage received. The students' feedback on that individual teacher is shared with him / her confidentially.
- Moreover, a Feedback Analysis Committee comprising four members – Dr. M. Mohamed Sathik, Dr. A. Abdul Kader, Dr. A. Shakul Hamid and Dr. M. Nazeer Ahamed analyse the feedback further and based on the ranking the teachers who got less than 4 are given personal counselling to improve their teaching and other relevant areas so that they can get good overall feedback score.
- The teachers were called for a formal interaction to discuss the feedback obtained from students on their academic performance. It was a very transparent interaction between a team of senior professors comprising the Principal, the Director (Unaided Courses), Dr. A. Shakul Hamid, Department of Computer Science and Dr. Janet Rani, Department of Microbiology.
- The teachers were politely asked to give explanation on their respective feedback scores. The team was, to a greater extent, satisfied with their explanations. In addition, they were given suggestions for further improvement in this regard.

18. Quality Measures to be implemented

Consultancy Policy

Introduction

Consultancy is well recognised as an effective way for institutions to disseminate knowledge and make an early and direct impact on society. This



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9th of December, 2020

S. No.	Date	Title		No. of Participants
3.	04.03.2020	A Sensitization meeting regarding Students' Satisfaction Survey	All the I Year UG Students from the aided department of department of Nutrition & Dietetics, Commerce Finance and Microbiology	

NAAC Preparative Initiatives

S. No.	Date	Title	No. of Participants
1.	19.10.2019	A second meeting with the members of Criterion I	9
2.	11.12.2019	A meeting with the HoDs regarding the submission of AQAR – Criterion I through the online mode	31
3.	18.12.2019	A meeting with the HoDs regarding the submission of AQAR through the online mode	17
4.	23.12.2019	A meeting the Staff members in connection with the upload of the AQAR for the Academic year 2018-2019.	15
5.	24.12.2019	A meeting with the HoDs in connection with the submission of AQAR 2018-2019.	22
6.	03.01.2020	A meeting with the members of Criterion III (Research and Innovation)	18
7.	08.01.2020	A meeting with the HoDs in connection with the preparation of SSR for the NAAC IV Cycle.	28
8.	09.01.2020	A meeting with the members of Criterion V (Student Support and Progression)	17
9.	13.02.2020	A meeting with the Part V Programme Officers	22

Training / Motivation Programmes organized for Non-Teaching / Supporting Staff

S. No.	Date	Theme / Title	Topic	Resource Person	No. of Participants
1.	01.11.2019	Training / Motivation Programme	<i>Munaiyile Muhathu Nil</i>	Dr. Shyamala Ramesh Babu, Motivational Speaker, Chisel & Evolve, Chennai, Tamil Nadu	19
2.	11.01.2020	Training Programme	How to fill the Profile and Extended Profile in NAAC Self Study Report	Dr. A. Syed Mohamed, IQAC Coordinator, Sadakathullah Appa College, Tirunelveli, Tamil Nadu	17

Students Satisfaction Survey (Annexure - II enclosed)

S. No.	Date	Participants
1.	12.12.2019, 13.12.2019	All Second Year Students

S. No.	Date	Theme	Participants
1.	29.10.2019, 31.10.2019	Feedback – Odd Semester (2019-2020)	All the final year students
2.	22.01.2020 to 10.02.2020	About the Curriculum	Students
3.	22.02.2020	About the College	Alumni
4.	24.02.2020	About the Curriculum and the College	Alumni

9. Academic & Administrative Audit – Internal & External

Academic Audit – Internal (Annexure - IV enclosed)

S. No.	Date	Type	Internal Auditors
1.	29.10.2019 & 30.10.2019	Internal Academic Audit	Dr. A. Shakul Hamid, Associate Professor & Head, Dept. of Computer Science
			Dr. S.M. Abdul Kader, Dean of Sciences and Associate Professor, Dept. of Physics
			Dr. R. Janet Rani, Assistant Professor & Head, Dept. of Microbiology
			Dr. M. Nazeer Ahamed, Associate Professor & Head, Dept. of History
			Dr. S. Mahadevan, Dean of Arts and Associate Professor & Head, Dept. of Tamil
			Dr. S.M.A. Syed Mohamed Khaja, Assistant Professor & Head, Dept. of Commerce 'B'

Academic Audit – External (Annexure - V enclosed)

S. No.	Date	Type	External Auditors	Internal Auditors
2.	18.03.2020 19.03.2020 020.03.2020	External Academic Audit	Dr. V. Bala Murugan, Professor, Department of Computer Science, Director IQAC, Manonmaniam Sundaranar University, Tirunelveli – 627 012. Tamil Nadu	Dr. S. Mahadevan, Dean of Arts and Associate Professor & Head, Dept. of Tamil
				Dr. M. Sithi Jameela – Deputy Controller of Examinations and Associate Professor & Head, Dept. of Zoology
			Dr. P. Arockia Jansi Rani, Associate Professor, Department of Computer Science & Engineering,	Dr. A. Syed Mohamed – IQAC Coordinator and Assistant Professor & Head, Dept. of Chemistry
				Mr. S. Khaleel Ahamed – Assistant IQAC Coordinator, Assistant

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27TH OF MARCH, 2021

Sl. No.	Date	Title	No. of Participants
21.	05.02.2021	The Progress review meeting concerning the IIQA, Basic Profile & Extended Profile	7
22.	11.02.2021	The meeting concerning the presentation of Criterion-wise QnM (IV, V), IIQA, Basic Profile, Extended Profile	19
23.	22.02.2021	The meeting concerning the presentation of Criterion-wise QnM (I, II, VI)	13
24.	02.03.2021	To finalize the Qualitative Metrics (Q _i M)	9
25.	03.03.2021	To finalize the Qualitative Metrics (Q _i M)	12
26.	05.03.2021	To finalize the Qualitative Metrics (Q _i M)	9
27.	08.03.2021	To review the Qualitative Metrics (Q _i M)	16
28.	08.03.2021	A meeting in connection with the finance related NAAC Metrics	8
29.	25.03.2021	To review the Qualitative Metrics (Q _i M)	17

10. Feedback

Feedback for the Even Semester elicited from the III Year Students

The Feedback for the Even Semester was obtained through online mode when the outgoing students came to collect their Transfer Certificates. The feedback was obtained from the students about the facilities available at the college (Annexure I) and about the staff. The feedback was conducted from 05.10.2020 to 17.10.2020 and the report has been submitted to the Principal.

Mr. S. Mohamed Adam, Ms. A. Ameenah, and Mrs. S. Fathimathu Joharah ably assisted the IQAC in the conduct of the same.

11. Academic Audit

The Internal Quality Assurance Cell (IQAC) has conducted External Academic Audits with the view to encouraging the departments to evaluate their overall quality of the Education Process. The audits aim at regularly improving the quality of Teaching and Learning. The following are the details:

Sl. No.	Date	Type	External Auditors	Internal Auditors
1.	16.06.2020	External Academic Audit – College Office	Dr. V. Bala Murugan, Professor, Department of Computer Science, Director IQAC, Manonmaniam Sundaranar University, Tirunelveli – 627 012. Tamil Nadu	Dr. S. Mahadevan, Dean of Arts and Associate Professor & Head, Dept. of Tamil Dr. A. Syed Mohamed – IQAC Coordinator and Assistant Professor & Head, Dept. of Chemistry



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27th OF NOVEMBER, 2021

third-day session ended with a thankful note by Ms. Ed. Priyadharsini Assistant Coordinator, Placement Cell.

The valedictory session (14.09.2021) of the Students' Induction Programme set off with a mesmerizing Virtual Tour displaying the facilities and ambience of the college. Dr. S.M. Abdul Kader, Controller of Examinations progressed the session with his clear-cut account on the conduct of examinations and the details regarding it to the students. Dr. M. Mohamed Roshan, Dean of Sciences delivered a speech on the Rules and Regulations to be followed within the college campus. Mr. Alrufian, Music Director, Dr. Soosai Muthu, Scientist, DRDO, Dr. Kasthuri K. Uma, IBM, Bangalore, Dr. Fathima, Assistant Professor, Justice Basheer Ahmed Sayeed College for Women, Chennai, Mr. Anandarajan, Manager, South Indian Bank, Coimbatore, Mr. Jaffer Ali, Assistant Professor, Department of Statistics, Madras Christian college, Chennai, and Mrs. Gomathi, Deputy Tahsildar, Revenue Department, Tirunelveli represented as the Best Alumni of the college and reminiscences his experiences as a former student of Sadakathullah Appa College. Miss Ferra, Former Vice chairman, Student Council being the representative shared his thoughts and activities of the Students Council and addressed the student community with their ideas on future goals and also highlighted the career opportunities that are awaiting in the upcoming days. Dr. S.M.A. Syed Mohamed Khaja, Vice-Principal, Unaided Programmes summed up the sessions conducted during the past four days. Dr. M. Mohamed Siddik, Deputy Coordinator instructed the students regarding online feedback of the Students' Induction Programme and wrapped up the session with his vote of thanks.

The fifth day (15.09.2021) of the Students' Induction Programme was organized by the respective departments.

IV. Feedback

About the Faculty

The Feedback on faculty for November 2020 was obtained through the respective Student's Whatsapp Groups with the help of the respective Heads of the Departments. The feedback on faculty for April 2021 was obtained from the passed-out students who came to collect their Transfer

Certificates. The IT Department Lab was utilized for the purpose. It is observed that all the faculty members have scored more than 4.30 out of 7.

About the Curriculum - Annexure I

Student's Satisfaction Survey - Annexure II

V. Academic and Administrative Audit

The Academic and Administrative Audit was held for the Administrative Office, Library, IQAC and Part V activities on 08.11.2021 and for all the Departments on 13.11.2021. Dr. V. Balamurugan, Director IQAC, Manonmaniam Sundaranar University, Tirunelveli and Dr. William Dharma Raja, Dean, Faculty of Education, Manonmaniam Sundaranar University, Tirunelveli served as External Auditors. The following is the Schedule:

Administrative Audit held on 08.11.2021

S.No	Facility Audited	External Auditor	Internal Auditors
1.	Administrative Office	Dr. V. Balamurugan, Director IQAC, Manonmaniam Sundaranar University, Tirunelveli – 627 012.	Dr. Dr. S. Mohamed Haneef,
2.	Part V		Dr. M. Mohamed Roshan
3.	Library		Dr. S.M. Abdul Kader
4.	IQAC		Dr. A. Shakul Hameed
			Dr. S.H. Mohamed Ameen

Academic Audit held on 13.11.2021

S.No	Departments Audited	External Auditors	Internal Auditors
A.	1. Zoology UG/PG 2. Chemistry UG/PG 3. Mathematics UG Aided 4. Mathematics UG/PG Unaided 5. Computer Science Aided 6. Computer Science PG 7. Microbiology (UG/PG)	Dr. V. Balamurugan, Director IQAC, Manonmaniam Sundaranar University, Tirunelveli – 627 012.	1. Dr. S.M. Abdul Kader 2. Dr. M. Mohamed Roshan 3. Mr. S. Khaleel Ahamed