

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2012-13

#### I. Details of the Institution

1.1 Name of the Institution

MAZHARUL ULOOM COLLEGE

1.2 Address Line 1

REDDY THOPPU

Address Line 2

TALUK: AMBUR, DISTRICT: VELLORE

City/Town

AMBUR

State

TAMIL NADU

Pin Code

635802

Institution e-mail address

[principalmuc@gmail.com](mailto:principalmuc@gmail.com)  
principal@mucollege.ac.in

Contact Nos.

+914174242644

Name of the Head of the Institution:

Dr. P.M.AADIL AHMED

+914174242644

Tel. No. with STD Code:

Mobile:

9894060634

Name of the IQAC Co-ordinator:

Dr. A.S.Mohamed Rafee

Mobile:

9994767681

IQAC e-mail address:

iqacmuc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

TNCOGN13395

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/A&A/323 dated 31.03.2007

1.5 Website address:

www.mucollege.ac.in

Web-link of the AQAR:

www.mucollege.ac.in/AQAR2012-13.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	76.20	2007	Five Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

22/07/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2007-08 Submitted to NAAC on (26/12/2008)
- ii. AQAR2008-09 Submitted to NAAC on (08/11/2013)
- iii. AQAR2009-10 Submitted to NAAC on (08/11/2013)
- iv. AQAR2010-11 Submitted to NAAC on (08/11/2013)
- v. AQAR2011-12 Submitted to NAAC on (08/11/2013)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-

1.11 Name of the Affiliating University (*for the Colleges*)

Thiruvalluvar University,  
Serkkadu, Vellore

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

--

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

06

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Mentoring System for each Class and Anonymous Student Feedback, TLT Teaching Technique of the English Dept

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Smart Room Usage	Done Daily as per the Day Order
Campus Interviews through CGPC	Many Students got employed in reputed companies

\* Attach the Academic Calendar of the year as Annexure I.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The Management reminded that it is time to go for reaccreditation so the reaccreditation process was initiated.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	2	-
PG	-	-	4	-
UG	5	-	7	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others /M.Phil	-	2	-	-
<b>Total</b>	5	2	13	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16
Trimester	-
Annual	2

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure II.*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Affiliated to Thiruvalluvar University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

None

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	10	10	NA	NIL

2.2 No. of permanent faculty with Ph.D.

04
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	11	-	-	NA	NA	-	-	NIL	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	52
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	00	02
Presented papers	02	03	05
Resource Persons	01	01	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

<p>1. Usage of ICT like Seminar Hall, Smart Room according to the Day Order</p> <p>2. TLT (Translate Your Life Technique)</p>
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2.7 Total No. of actual teaching days during this academic year

182
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

-
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

09	-	-
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2.10 Average percentage of attendance of students

75%
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2.11 Course/Program-wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (CE)	23	-	56%	22%	-	78%
B. Sc (M)	31	3%	23%	03%	-	29%
B.Com (G)	46	-	63%	15%	-	78%
B.Com (CS)	38	26%	48%	08%	-	82%
B.Sc. (CS)	30	-	37%	10%	-	47%
B.A. (FE)	18	-	05%	45%	-	50%
BBA	35	-	46%	34%	-	80%
B.Com (CA)	24	-	17%	04%	-	21%
BCA	14	-	43%	-	-	43%
B.Sc. (CS)	11	9%	-	9%	-	18%
B.Sc. (MB)	05	-	40%	-	-	40%
M.Com.	09	-	78%	-	-	78%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC encourages the faculty to update their knowledge by attending Orientation and Refresher Courses and inspires the Departments to become innovating in the teaching-learning process. Following the guidelines of the IQAC, the English Dept has framed the Anonymous Student Feedback form. The IQAC does its best to see that all the departments make use of ICT facility in the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-



Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	-

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	13	-	23
Technical Staff	-	-	-	-

### Criterion – III

## 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Encourages Research ambience in the campus
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#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	01	
Outlay in Rs.(Lakhs)		9,32,100		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs.(Lakhs)	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 Years	UGC	9,32,100	6,64,100
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total			9,32,100	6,64,100

6,64,100

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University / Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Affiliated to the University

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	-	02	-	-	-
Sponsoring agencies	-	Management and NCPUL	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="9,32,100"/>	From Management of University/College	<input type="text" value="-"/>
Total	<input type="text" value="9,32,100"/>		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	01	-	-	-	-

**Note:** Prof. T. Aasif Ahmed won 'Best Research paper presentation Award' in the UGC sponsored National Seminar on PERPS & ED held at JMC, Tiruchirappalli on 22.01.2013.

3.18 No. of faculty from the Institution  
who are PhD. Guides and students  
registered under them

<input type="text" value="02"/>
<input type="text" value="-"/>

3.19 No. of Ph.D. awarded by faculty from the Institution

<input type="text" value="-"/>
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	<input type="text" value="-"/>	SRF	<input type="text" value="-"/>	Project Fellows	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="50"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="02"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No.of Awards won in NSS:

University level  State level   
National level  International level

3.24 No.of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- IAS Coaching -- ✓
- Blood Donation -- ✓
- Medical Campus -- ✓
- Net Coaching -- ✓
- Research Workshop -- ✓
- Staff Orientation -- -- ✓
- AIDS Awareness Program -- ✓

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25.5 acres	-	-	25.5 acres
Class rooms	18			
Laboratories	04			04

Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	01	-		-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Yes the Central Library is computerized for most of its activities.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22983	-	2312	-	25295	-
Reference Books	6269	-	143	-	6412	-
e-Books	97000+ NLIST	-	-	-	97000+	-
Journals	21	-	3	-	24	-
e-Journals	6000+ NLIST	-	-	-	6000+	-
Digital Database	-	-	-	-	-	-
CD & Video	198	-	23	-	221	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	114	2	1	1	-	1	18	-
Added	-	-	6	-	-	-	-	-
Total	114	2	7	-	-	1	18	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Yes, Networking

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	1, 45, 550
iii) Equipments	-
iv) Others	-
<b>Total :</b>	<b>1, 45, 550</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Awareness program about ISS (Indian Statistical Service) Exam.
2. Orientation program on “Hardware & Networking”.
3. Orientation Program on TALLY ERP.

5.2 Efforts made by the institution for tracking the progression

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5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1046	26	4	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men 

No	%
Nil	%

 Women

No	%
Nil	%

Last Year							This Year					
General	SC	ST	OBC	Physically Challenged	OC	Total	General	SC	ST	OB C	Physically Challenged	Total
DC-459	105	6	0	1	6	577	DC-536	66	2	3	2	609
EC-313	115	2	0	-	6	436	EC-430	130	11	4	-	575

Demand ratio 1:1

Dropout 0.02%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

NIL

#### 5.5 No. of students qualified in these examinations

NET 

-
---

 SET/SLET 

-
---

 GATE 

-
---

 CAT 

-
---

  
IAS/IPS etc 

-
---

 State PSC 

-
---

 UPSC 

-
---

 Others 

-
---

#### 5.6 Details of student counselling and career guidance

The CGPC is doing marvellous work in training the students in getting employment and arranging campus interviews.

No. of students benefited

30

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	101	30	--

5.8 Details of gender sensitization programmes

NA
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5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events: 4

State/ University level  National level  International level

No. of students participated in cultural events: NIL

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events: 1

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level



### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	597	12,48,983
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

## **Criterion – VI 2012-2013**

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

- To bring out the hidden Potentials of individuals through comprehensive higher learning
- To open the doors of opportunities through updating and modernizing course we content
- To Provide secular education in conformity with global needs

#### 6.2 Does the Institution has a management Information System

YES

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

ICT facility

IQAC plays a major role in conducting seminars, workshops, and orientation programs.

The Smart Room is used by all departments on Day order basis to ensure effective teaching and learning.

Under the auspices of the IQAC, One-day Orientation Program was organized, under the banner of the Career Guidance and Placement Cell to all the Management Staff of both Day and Evening College to enhance their teaching skills on 22 February 2013.

The Department of English sent the proposal to conduct a UGC sponsored National Level Seminar Pegasus 2013 on "Literature as Panacea" in March 2013.

A new UGC Network Resource Centre was made available where ten thin client computers for browsing facility.

An Orientation on "Hardware & Networking" was conducted to all Final year students (Day/Evening) by JetKing, Shivaji Nagar, Bangalore on 14.02.2013.

6.3.3 Examination and Evaluation

As per the University Norms

6.3.4 Research and Development

Encourages research and thus MPhil and PhD programs are introduced

Encourages budding researchers both staff and students to tap funds available from the UGC / Central Government / State Government and utilize the same by doing Minor / Major Projects.

Motivates the faculty members to actively involve and increase the number of research publications and paper presentations.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is being computerized using KOHA Software and digitalization of important documents is in progress. Staff members and Students are enrolled in INFLIBNET N-LIST programme.

- Existing Computer Lab was refurbished into a state-of-the-art Lab. It was face-lifted with new Falls Ceilings with POP work, new CFL lightings, three Cassette ACs, LCD facility, two separate glass partitions, one for Server and the other for UPS.

- Forty new computers and furniture were purchased.
- The Existing Library and Examination Section was renovated with falls ceilings.
- A new UGC Network Resource Centre was made available where ten thin client computers for browsing facility.
- EPBX box was installed for better communication purpose.
- Inverters have been installed connecting the college office, Principal's room and the committee room.
- A new small generator was also purchased to cope with emergency power problems.
- The refurbishing work of the Allied Computer Lab was done to showcase a new state-of-the-art facility. This Lab is in addition to the Major Lab.
- A separate office for the Superintendent, 2 offices for the assistants, 5 Work Stations and a separate cabin for the Evening College were made.

#### 6.3.6 Human Resource Management

- A clear communication of the Institution's vision in every action and decision.
- Regular informal meetings with members of the staff to understand their comfort levels.
- Trust the staff, tap their strengths and understand their weaknesses.
- Address the staff's problems directly without following any bureaucratic methods.
- Encourage the staff for voluntary participation in every program organized by the College.
- Pick the smart people and allow them to have their own area of expertise.
- Obtain feedbacks from students and staff for performance analysis.
- Convince the importance of quality bench mark in teaching and research.

#### 6.3.7. Faculty and Staff Recruitment

Advertising of faculty recruitment through national and local newspapers

Sorting out of applications as per the UGC guidelines

Eligible candidates are called for interview

Interview committee comprises of the Principal, the Management representatives and Subject experts

Ranking the candidates as per the interview performance

Issue of appointment orders

Confirmation of the faculty is based on the performance

### 6.3.8 Industry Interaction / Collaboration

The leather industries in and around Ambur, take active interest in the betterment and welfare of the students and the institution.

They also provide a platform for the final year students in carrying out surveys for their curricular projects.

The Farida Group Industry in collaboration with the Career- Guidance and Placement Cell of the college conducts various programs to enhance the inner potentials of our students.

### 6.3.9. Admission of Students

Merit Based

### 6.4 Welfare schemes

Teaching	Interest free loans for personal purposes Arrangement with banks for vehicle loans, home loans etc
Non teaching	Interest free loans for personal purposes Arrangement with banks for vehicle loans, home loans etc
Students	Management contribution

Nearly 75% of the staff members have availed various benefits under the above schemes.

6.5 Total corpus fund generated

Rs.3170

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NA		YES	IQAC
Administrative	NO	GOVT*	NO	GOVT*

\*Only Govt Audit

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

CBCS Pattern followed

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11 Activities and support from the Alumni Association

Annual Meeting Organized  
Gifts and donation towards college welfare.

6.12 Activities and support from the Parent – Teacher Association

1 Parent – Teacher’s meeting per semester conducted

6.13 Development programmes for support staff

Automation training for Non- Teaching staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

Water Harvesting Green Campus  
E-waste Management  
Hazardous- waste Management

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- TLT (Translate Your Life Technique) method was introduced by the Department of English to improve English language of the students.
- Faculties are motivated to use ICT enabled teaching according to the needs of the topic.
- Research Programs have been introduced in this academic year.
- M.Phil. Computer Science and Commerce (PT & FT) were introduced and more such research programs have been introduced in future.
- The department of Urdu got one UGC sponsored Major project.
- Communication and Numerical skills are developed among the students by conducting various competitions, quiz and other such programs.
- Special computer programs have been designed to create more interest among student participants.
- To promote self learning, the college library is well-equipped with text-books, reference books, journals, e-journals, magazines and internet facilities.
- Audio-visual learning is encouraged in the campus to make the slow learners to understand and learn the subject faster.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As planned the the audio-visual leaning facilities were improved in the campus. Special computer programs were desinged to teach subject in a simpla way. The Department of English designed a special program called TLT (Translate Your Life Technique) to make English learning life-oriented. Many competitions were conducted to improve the Communication and Numerical skills of the students. New Research Programs M.Phil. in Computer Science and Commerce were introduced.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Special Activities and Programs
2. Easy and Effective Learning Systems

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Rain Water Harvesting, Green Campus, Plantation, Hazardous Waste Management, E-Waste Management systems are available in the campus. World Environmental Day is celebrated every year to bring environmental awareness among our students.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- All the important events like Independence Day, Republic Day, Martyrs Day, Satbhavana Day, World Environmental Day, National Integration Day and Teachers Day etc. were conducted.
- Personality Developmental Programs were conducted.
- As most of the students are from villages, they feel difficulty in learning English language and thus bridge courses were conducted.
- Spoken English classes were conducted.
- The IQAC monitored the academic and administrative progress of the institution and also suggested the required standards for quality sustenance.

**8. Plans of institution for next year**

Construction of New Class Rooms, more Smart Rooms, Baby Care Centre, New Library Building (Green Building) , English Language Lab, Internet Connection to all Departments, Students Mentoring System

Name : Dr. A. S. Mohamed Rafee

Name : Dr. P. M. Aadil Ahmed

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**Annexure – I** – Academic Year 2012- 2013 Calendar is attached as a pdf file

**Annexure – II** - Feedback Analysis and Report for the academic year 2012-2013

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### **Preamble**

System for evaluating teaching and course quality has long been established in our college with the help of IQAC. AS Moore and Kuol (2005, p.147) rightly pointed out that “Too often SET (Students Evaluation of Teaching) systems have been compulsory, publicly displayed, uncontextualized, unsupported, simplistic and interpreted in isolated ways, features which render SET’s punitive bureaucratic tools rather than supporting mechanism through which enhanced learning environments can be created and sustained. Furthermore these characteristics are particularly inappropriate in academic environments, the very contexts in which people are encouraged to adopt critical stances to one-dimensional to data gathering.

### **Feedback Analysis and Report**

Every year, the IQAC of our college collects feedback from the students, alumni, and parents through questionnaire. The feedback data is analyzed and appropriately used as expected to form an important input for quality enhancement of the institution.

The main findings of the analyzed feedback data is as follows:

#### **Feedback from alumni:**

Alumni of our college are our support system. Our college involves alumni in all the activities of our college. They are well placed now and are satisfied with the teaching methodology and quality of education of our college. With regard to the infrastructure, they are always ready to extend their helping hand.

#### **Feedback from the parents:**

Every department conducts parents’ meeting every now and then to discuss about the students’ academic performance. Parents are satisfied with the mentor system through which a mentor has a close check on the students’ academic performances and behavior. Parents’ valuable suggestions are taken into account and implemented whenever and wherever necessary.

#### **Feedback from the students**

Anonymous feedback is collected from all the students at the end of every academic year. Every faculty member is judged with regard to course content, their teaching and evaluation process. A higher score indicates a stronger agreement with the statement put forth in the questionnaire.

- To the questions which are asked with regard to course content, the students are satisfied and have awarded highest score between 4 and 5 out of 5.



- To the questions which are asked with regard to teaching process, the students are satisfied and have awarded highest score between 3 and 4 out of 5.
- To the questions which are asked with regard to evaluation process, the students are satisfied and have awarded highest score between 3 and 4 out of 5.
- To the questions which are asked with regard to the college, the students are satisfied and have awarded highest score between 3 and 5 out of 5.

This feedback definitely helps to improve the quality of course content, teaching methodology and evaluation system of our institution.

### **BEST PRACTICES**

#### **Annexure: i**

1. Title of the Practice

#### **Special Activities and Programs**

2. Goal

The students are pursuing higher education in a competitive world and thus getting good job has become an herculean task. The very important thing needed to the students in this competitive world is to develop their overall personality and become fit to face the competitive world. To develop the personality of the students various programs have been conducted through out the academic year. The students are taught body and mind relaxation techniques which will help them improve memory power, concentration and develop other positive mental attitudes to become successful in examination and life. The college conducts various camps and programs to develop the overall personality of the students to make them good citizens of the country.

3. The Context

Various programs were designed and implemented to develop the overall personality of the students. It was challenging in the beginning as students apart from studying their major subjects, they had to allot time separately for the programs. As these programs also guided them to study fast and smart and also by these program their overall personality developed and thus they showed keen interest in these programs in this academic year. College Union and its affiliated associations are also providing a platform to the students to develop their personality. Student representatives to the college union and its affiliated associations are nominated by the principal on good conduct cum merit basis. Election to these posts is not conducted in our college. The college has NSS and conducts regular camps under the various schemes and thus students get an opportunity to develop themselves. The College has Planning Forum, Literary & Quiz Club, Urdu, Tamil and English Associations and thus Oratorical and Essay Writing Competitions were conducted in this academic year also to develop the Spoken and Written skills of the students. Spoken English Classes were also conducted to the students who come from

villages with poor English background. Computer Awareness Programs were arranged for Non-Computer Students. College magazine gives opportunities to the young students to write general and research articles.

#### 4. The Practice

This practice helps the students to develop their personality which would be much helpful to them when they would be searching good employment after their studies. Their skills would help them to get good employment. This practice gives them good command over the language, particularly English and also the events of the college union and its affiliation associations give them training to become good leader and also help them to learn to work in a team. Students are much encouraged to conduct various events to train themselves in various skills. Spoken skills are very much needed to face the challenges of the world and also to get through in various interviews. Educational picnics and excursion are also arranged. Every department conducts its own function to develop the personality of the students.

#### 5. Evidence of Success

This practice provides a platform to our students to develop their personality. Such students who are very active in these activities conducted by the college are getting good and lucrative jobs after their education. They feel easy to attend interviews as they communicate well. As they are bold in their communication and possess other skills by attending extra curricular activities in the college they are easily selected in good and attractive jobs.

#### 6. Problem Encountered and Resources Required

As various programs are conducted by the college union and affiliated associations, the classes get affected. The time of teaching hours may be utilised for these programs as students are not interested to attend the programs in their free hours or after the college hours. The resource persons are also needed to conduct such programs which are also difficult to find. They management bears the expenses of the programs as the financial burden of these programs can not be put on the students.

#### 7. Notes (Optional)

These programs are very helpful to our students to develop the overall personality that help them to get good jobs in future. The students are also very active and interested to take part in these programs and thus they become good in their studies also.

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## **Annexure: ii**

### 1. Title of the Practice

#### **Easy and Effective Learning Systems**

### 2. Goal

The education which we impart to our youths must be excellent, superior and worth to make them talented enough to face the challenges of the world. New technology must be used in imparting quality education to our youths. It is the need of the hour to have quality higher education to compete with the world and indeed it is an herculean task but we must try heart and soul to improve and maintain the quality as per the changing scenario of the world. To fulfill these challenges in the higher education of the world, our college brings many innovative teaching methods apart from teaching through traditional methods. These methods are very helpful to both the teacher and the taught.

### 3. The Context

The innovative methods differ from subject to subject and all the teachers in their subject concerned have brought many new methods to make teaching enjoyable and easy to learn. Thus, many departments have brought innovative methods to make the students learn the subjects very easily and also to open doors for further research and development in the field. Innovative teaching method encourages the students to overcome their difficulties in learning. Apart from using chalk and talk method in the teaching, our teachers are using smart boards and LCD projectors to teach the students. Our teachers have made many power point presentation slides to attract the students to learn easily. This method helps the students to interact with the teachers.

### 4. The Practice

Innovation is defined as “the process of making changes to something established by introducing something new”. It applies to radical or increment changes to products, processes or services. Technology is a significant driver behind change, and innovation

plays a constructive role in improving educational opportunities for billion of people who remain under served in a rapidly developing world. The students are encouraged to take seminars in the college as the teachers are continuously encouraging the students to learn by themselves and also to come over their shyness. The seminars also help them to develop their language skills. By taking Seminars the students prepare themselves and thus doing well in learning the subject. The students are also encouraged to do group discussion as it gives an opportunity even to the students who are poor in their studies to learn well.

Our teachers understand that methodology of imparting education has been changing rapidly. We must make knowledge easily accessible to all by introducing more technology in the systems of imparting higher education. We have modern equipments like LCD, OHP, Slide Projectors, Digital Camera, Computers in our campus which our staffs are using to teach their subjects.

Every department has designed special methods to teach their subjects. The department of English of the college has designed an innovative technique of teaching English to students. It has been aptly named IET (Integrated English Teaching). The IET tests are designed to combine spoken and written skills in English from the texts prescribed. The students will be given the grammatical format and asked to write sentences in the format from the texts prescribed. Oral explanation and tests precede the IET written tests.

By this effective method, the students become capable of producing grammatically error free sentences of their own which will take away from them the burden of learning by cramming and make them grow more confident and creative.

Subject based educational tours and field trips are arranged to make the students to understand recent development in their respective fields. Subject-based educational tours are arranged and the faculty members as escorts help the students understand the significance of various specialties and higher educational opportunities available to them. The teachers are giving feed back to the students by conducting CIA tests.

## 5. Evidence of Success

Students have understood clearly and have got clear idea about the subject as these methods have more audio and visual method of teaching than the traditional chalk and talk method. The students are able to learn clearly and clarify their doubts properly in the seminars. The students refer more sources to prepare for the seminars apart from studying the text books and thus they develop their knowledge. They study widely apart from their syllabus. The group discussion also helps the students to interact well in the class rooms and thus the slow learners also get the opportunity to develop their subjects. This method helps the students to learn effectively as the audio-visual classes are much helpful to remember the subjects. Teachers and students can easily access information through virtual libraries and the World Wide Web, and use software to master technical as well as academic skills and thus the students feel interested in learning the subject.

## 6. Problem Encountered and Resources Required

Innovative teaching finds difficult for the students to follow in the beginning as the students come from the village background but the students over come this problem and later they develop interest for this kind of learning. It needs some financial burden on the management and the management is contributing generously to purchase various innovative teaching equipments. Apart from these problems, the innovative teaching methods are much useful for the quick, effective and easy learning and teaching process.

## 7. Notes (Optional)

Our college is specially concentrating more on the development of the innovative teaching methods and staffs are attending many seminars and workshop to equip themselves to use this method effectively in the college. The college management encourages the staff to equip themselves with new techniques of teaching and also helping the college to equip with more new equipments to provide quality higher education easily and effectively to our students.

## 8. Contact Details

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### **Annexure I**

#### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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