

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 2014-15)

2014-15

1. 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
principal@mucollege.ac.in

Contact Nos.

+914174242644

Name of the Head of the Institution:

Dr. P.M.AADIL AHMED

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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 st Cycle	B+	76.20	2007	Five Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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)
- vi. AQAR2012-13 Submitted to NAAC on (08/07/2015)
- vii. AQAR2013-14 Submitted to NAAC on (08/07/2015)

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

Other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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, IAT to enhance thinking ability and TLT Techniques to improve communication skills of the students designed by the English Department

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 outcomes 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
Establishment of Moulana Abul Kalam Azad Central library	All the students will be benefited due to this expansion with open access system

** 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 directed to go for reaccreditation and the reaccreditation process was taken up and LOI was submitted on 19.05.2015.

Part – B

Criterion – I

1. 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	-
Total	5	-	15	-
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	02

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.

NA- 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
26	15	11	NA	-

2.2 No. of permanent faculty with Ph.D.

08

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
-	4	-	-	NA	NA	-	-	-	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

53

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	--
Presented papers	06	10	01
Resource Persons	01	--	--

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

1. Extensive usage of ICT in Seminar Hall, Smart Room according to the Day Order and class rooms whenever possible.

2. TLT(Translate Your Life Technique) and IAT (Implicit Association Technique) by the English Dept

2.7 Total No. of actual teaching days during this academic year 187

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 09 - -

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme-wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (CE)	35	-	34%	43%	-	77%
B.Sc. (M)	21	-	48%	-	-	48%
B.Sc. (CS)	46	4%	65%	2%	-	72%
B.Com	51	-	67%	10%	-	76%
B.Com (CS)	48	-	54%	29%	-	83%
B.A. (E)	7	-	-	-	-	0%
BBA	52	-	50%	35%	-	85%
BCA	35	-	43%	9%	-	51%
B.Sc. (CS)	27	-	37%	-	-	37%
B.Sc (MB)	13	-	85%	15%	-	100%
B.Sc (ISM)	15	-	53%	-	-	53%
B.Com (CA)	22	-	36%	5%	-	41%
M.A. (E)	3	-	100%	-	-	100%
M.Sc. (M)	-	-	-	-	-	
M.Com.	13	-	92%	-	-	92%
M.Sc. (IT)	4	-	50%	-	-	50%
M. Phil (Commerce)	-	-	-	-	-	-
M.Phil. (CS)	-	-	-	-	-	-

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 innovative in the teaching-learning process. Following the guidelines of the IQAC, all departments have started using the Smart Room on a daily basis and a record is also kept. The IQAC does its best to see that all the departments sustain and enhance quality 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	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
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	7	14	-	36
Technical Staff	-	-	-	01

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	9.32 Lakhs	-	-

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-Reviewed Journals	14	02	--
Non-Peer Review Journals			
e-Journals	12		
Conference proceedings	03		

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	2013-15	UGC	9,32,100	8,78,500
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	-	-	-	-

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

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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 From Management of University/College
 Total

3.16 No. of patents received this year: NA

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
-	-	-	-	-	-	-

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

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 Camps -- ✓
- AIDS Awareness Program -- ✓
- NSS -- ✓
- NCC -- ✓

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	20.5 acres	-	-	20.5 acres
Class rooms	18			
Laboratories	04			04
Seminar Halls	01			01
No. of important equipments purchased (≥ 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	26114	-	432	-	26546	-
Reference Books	6544	-	110	-	6654	-
e-Books	97000+	-	-	-	97000+	-
Journals	30	-	26	-	56	-
e-Journals	6000+	-	-	-	6000+	-
Digital Database	-	-	-	-	-	-
CD & Video	251	-	20	-	271	-
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	0.21
iii) Equipments	0.57
iv) Others	0.75
Total :	1.53

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

Nil

No. of students beneficiaries

--

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.

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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
4	136	38	2

5.8 Details of gender sensitization programmes

NA

5.9 Students Activities

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

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: NIL

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 (Rs.)
Financial support from institution		
Financial support from government	555	2172309
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 2014-2015

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 content
- To Provide secular education in conformity with global

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

6.3.3 As per the University Norms

6.3.4 Research and Development

- MPhil and PhD programs 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

- ICT facility is widely used
- IQAC plays a major role in conducting seminars, workshops, orientation programs.
- The Smart Room is used by all departments on Day order basis to ensure effective teaching and learning.
- The College has a mechanism for analyzing the students' feedback. The feedbacks are presented to IQAC and its suggestions are informed to the staff members concerned and steps are taken for improvement.
- All the departments were given Internet Connections.
- A massive ground cleaning work was undertaken in the campus.
- An old well near the auditorium was given new life and water was brought to the campus by laying pipes and cables from the far end well to the tank.

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.
- Trusting the staff, tapping their strengths and understanding their weaknesses.
- Addressing the staff's problems directly without following any bureaucratic methods.
- Encouraging the staff for voluntary participation in every program organized by the College.
- Picking the smart people and allow them to have their own area of expertise.
- Obtaining feedbacks from students and staff for performance analysis.
- Highlighting the importance of quality bench mark in teaching and research.

6.3.7 Faculty and Staff Recruitment

Advertising of faculty requirement through National and Local Newspapers

- Sorting of applications as per the guidelines of the UGC
- 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
- Eight new appointments made during this academic year for the posts in the Departments of Urdu, English, Economics, Mathematics, Commerce and Corporate Secretaryship were sanctioned by the Directorate of Collegiate Education, Chennai.

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.

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 80% of the staff members have availed various benefits under the above schemes.

6.5 Total corpus fund generated

Rs. 927/-

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	YES	GOVT*	YES	GOVT*

*Only Government Audit

6.8 Does the University/ Autonomous College declares 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?

As per the University Norms

6.11 Activities and support from the Alumni Association

Annual Meetings Organized
Gifts and donations accepted towards college welfare.

6.12 Activities and support from the Parent – Teacher Association

One – Parent – Teacher’s meeting per semester conducted

6.13 Development programmes for support staff

Automation training for Non- Teaching staff
To enhance the professional development of non-teaching staff, the members are encouraged to take up departmental tests. The College regularly organizes orientation programmes for e-governance like Tally, Smart Campus, Examination Software etc. Computer literacy

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

Water Harvesting Green Campus
E-waste Management
Hazardous- waste Management
Energy- conservation Management
Tobacco-Free Zone

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) and IAT (Implicit Association Test) methods were introduced by the Department of English to improve English language of the students.
- IAT was specially introduced to identify mental calibre of the individual students whereby the students were taken care of individually. This helped to improve the overall performance of the students.
- Faculties are motivated to use ICT enabled teaching according to the needs of the topic.
- Special computer programs are designed to teach subjects using power points slide with the aid of LCD.
- 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 facilities are encouraged in the campus to make the slow learners to understand and learn the subject
- Smart room is used on day order basis by all the departments.

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

As planned in the beginning of academic year, the audio-visual learning facilities were improved in the campus. Special PPT slides and AV clips were used to make the Teaching Learning Process more effective. The Department of English conducted the TLT and IAT programs successfully. Many events were conducted to improve the Communication and Numerical skills of the students.

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

1. Students Mentoring System
2. Career Guidance and Placement System

****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, and 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, Wifi Connection to all Departments, Women's Cell

Name : Dr. A. S. Mohamed Rafee

Name : Dr. P. M. Aadil Ahmed

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure - I – Academic Year 2013-14 Calendar is attached as a pdf file.

Annexure – II - Feedback Analysis and Report for the academic year 2014-2015

Preamble

The IQAC, from the date of its inception, has formed and given us a system for evaluating teaching, learning process and course quality to be followed seriously. As Moore Kuol (2005, p.147) rightly pointed out regarding SET (Students Evaluation of Teaching), an anonymous feedback system has been made by which students could express with freedom their views and assessment of the teaching faculty but with no fear of any peril involved therein.

Feedback Analysis and Report

Every year, the IQAC of our college collects feedback from the students, alumni, and parents through questionnaires. 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 and mentor system 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 remedial classes conducted for the slow pick up students. 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 4 and 5 out of 5.

- To the questions which are asked with regard to evaluation process, 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 the college, the students are satisfied and have awarded highest score between 4 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

Student Mentoring System

2. Goal

The goal of the mentoring system is to improve the thinking power of the students and also guiding them in all aspects of their academic life and train them to grab all the opportunities available in their college life for their bright future. The students are encouraged to participate in the extra and co curricular activities through out their course of study. The mentors give them advice in their personal problems if any and guide them properly to recover from such problems. This is the best practice followed by the college that is much helpful to the students not only in pursuing the education, but also to overcome their stress. The main goal of this practice is to give students good education and also prepare them to face the challenges of the life.

3. The Context

In the beginning it is found much difficult to the mentors to handle students as they are grown up and are heedless to the words of the mentors but slowly the mentors overcome this problem and the system has brought the students and teachers very close and thus they in due course of time they are free to speak with the teachers and clear their doubts. Thus a positive impact has been created in this practice. The mentors have the binding duty to take care of their students and guide them properly to make them shine in their lives. They create platform for the students to shine in their life by making them to get lucrative jobs. They counsel the students to get proper jobs based on their talents and knowledge but it is very difficult for the mentors to identify the talents of the students. Through experience the mentors can identify their talents and help them in getting good jobs for their better future. They make them aware of the competitions in getting jobs. It is also a challenge to take care and guide a grown up student but by the proper guidance from the senior staff of the college, the mentors solve the problem and thus guide them properly. One mentor is assigned a class of students for complete

three years of his course of study so that the mentor understands the student well and guides that particular student properly.

4. The Practice

The mentors guide the students properly to select proper course of study and prepare themselves to get good marks in the examination and thus succeed in his academic life. They have many duties to take care of the students. The mentors are assigned from students of one class in the I year of his study and thus the mentor is also promoted to II and III year with the students of the same class and thus a student is under one mentor for all the three years till the completion of his course and thus the mentor can understand the student properly in all aspects.

The mentors have the duties like maintaining the students' profile, maintaining the nominal role, maintaining the student's attendance record, giving details regarding the subject codes to the students, guiding the students in choosing the non major papers, preparing the list and submitting it to the office, counseling the students, meeting with parents, keeping track of the student's behavior, character, attitude and discipline inside the campus, representing the students to the principal of any matter relating to his study, examination etc., recognizing the talents and giving proper guidance, issue of calendars, magazines and ID cards, checking that the students wear ID cards all the time in the campus, attendance position and eligibility for appearing for the examination, condonation, detainment, fee defaulters if any and representing the matter to the principal along with the students requisition, awarding of CIA internal marks , helping the students in filling up the examination forms, issue of hall tickets, keeping track of his examination results – his passed papers and arrears if any, interacting with the students with regard to their poor performance if any.

The mentor guides the students who are poor in their studies to develop themselves in the studies and also try to find out any problem which they face. They identify the skills of the students continuously and encourage them to get the best results by using the proper skills. The mentors give proper advice to the students in choosing their higher studies based on the job opportunities.

The mentors monitor the students in a proper and divide them in various categories. They select the brilliant students and monitor those students of the class and prepare them to get maximum marks in the examinations and encourage them to get the universities rank also. Our students are bringing university ranks every year. They monitor the average students to attain good marks and students who are below average to attain the good results. The mentors try to concentrate more on students who are poor in their studies.

The mentors encourage the students who have the potentials of participating oratorical, essay and quiz competition and our students have brought lot of laurels to our institution by winning various competitions.

The mentors are meeting the parents at regular intervals to appraise the progress of the students to the parents and especially those students' parents are called, who are average in their studies to guide them properly.

The system helps the students to know the strength and weakness of the students and based on that proper guidance can be given to the students for better results. This practice has brought lucrative results in our institution.

5. Evidence of Success

The mentoring system has yielded many positive results as students have become more accountable as their parents are called frequently to apprise them their progress and thus students concentrate more on the studies and produce good results.

The mentor who leads the student for all the three years can understand the student very well and guidance can be given to them properly in a more fitting way. Due to this system we can reduce failures in the third year as a mentor finds a student below average in the first year then he takes extra care and would guide him to pass and get degree in the third year.

The relationship between the parents and teachers and also with the institution has developed and as a result the parents can concentrate more on the sons and daughters and guide them properly. Even the parents are aware of the progress of the students and thus monitoring them properly in houses also.

The mentor system has made the students to involve in many activities of the college and helps the student to develop their over all personality which would help them to good jobs. The mentors encourage the students to join NCC; NSS also join many clubs to develop them.

Due to the proper functioning of this best practice the results of the college has been enhanced in the last five years and also absentees from the college are also reduced. Leadership qualities are developed in the students and students are also encouraged to participate in the out campus activities. The mentors develop the creativity and over all abilities of the students by building their confidence in a proper way.

We get very positive results due to the mentoring system functioning excellently in our campus.

6. Problem Encountered and Resources Required

This practice does not give any financial burden to the college as the same teachers who are working in the college have been doing this service voluntarily as a service to the students community. As the mentors have much experience of life and education and thus guide the young students in a fitting way to enable them to pursue good quality higher education and also help to become good citizens of our country. Some time the students' behaviour with the mentors may not be up to the expectation but the mentors through their positive attitude can help the students to over come that type behaviour and correct them. Mentors may be busy with their academic work some times and that may affect the monitoring of the mentors but this type of problems can be solved discussing with the HODs as they come forward to monitor the students. Mentors should also be trained in a proper way to deal with the problems of the students and thus HODs have the task to guide the mentors. Apart from these minor problems there are no any big problems in this practice.

7. Notes (Optional)

The Mentoring system is working well in the campus as we can see and observe the positive results of the practice. Parents appreciate this practice and thus they too help the mentors to carry out their duties effectively. Even this practice helps to make the students concentrate more on studies and thus restrains the students in indulging any mischievous activities like strike, agitation etc. The students have the freedom to speak the mentors freely and they would represent their problems to HODs and principal and thus amicable solution would be found for all problems.

The concept of mentor has ensured smooth functioning of classroom activities. This concept provides the students with an opportunity to open up their views and opinions with regard to their academic, social and even individualistic concerns. While this is a step to strengthen student-teacher bond, it primarily aims at integrating students and staff with the class, class with the college and college with the country.

8. Contact Details

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Annexure : ii

1. Title of the Practice

Career Guidance and Placement Cell (CGPC)

2. Goal

The CGP Cell primarily aims at obtaining the best possible placements to the final year students, and, equally, making them aware of the higher education options available to them in various subjects. It is established to provide guidance and assistance in getting proper jobs to our college students. The objective of the Cell is to identify the talents available among the students of this college and nurture and harness them further and offer guidance to choose a bright and right career.

This cell also gives training to students throughout their period of study to attend interviews and get good jobs after completing their studies. The cell believes that facilitating the recruitment process is as significant as opening the door to the students into the college. Training Cell, Placement Cell and Entrepreneurship Cell are functioning under CGPC in our college. Students are adequately trained in preparing resumes, handling group discussions and attending personal interviews.

3. The Context

Our college is situated in the middle of the two state Capitals – Chennai and Bangaluru. We have started Placement Cell to provide and facilitate placement opportunities in the neighboring two capital cities and also better opportunities in and around Ambur for the benefits of our students.

The candidates are facing troubles in hunting jobs after their studies. The cell guides the students in getting proper jobs in our state and outside. Many interviews are to be arranged in our campus. We invite many reputed companies to come and select the best candidates from the campus for suitable jobs. Many students are not aware of the job opportunities available in many reputed companies. Hence, the Cell provides an awareness and opportunity with regard to getting suitable jobs for the candidates.

The college has provided complete infrastructure for effective functioning of the Cell. Training activities are organized throughout the year in an effort towards preparing the prospective students for the campus selection programmes. The Cell invites various industries and reputed firms for campus recruitment. The Cell sensitized to function all through the year towards generating placement and training opportunities for the students.

Apart from the campus recruitment programme in our college, the students are also encouraged to participate in on-line registration firms and to attend job fairs and off-campus programmes conducted at various institutions in and around our town.

4. The Practice

The Cell is committed to provide all possible support to its students in their efforts to find employment. The activity of the Cell starts with the preparation of the data bank of fifth semester students which will be updated thereafter. The main objective of the practice is to conduct Campus interviews in the college premises.

The Cell gives training to the students who seek jobs after their studies. Aptitude Tests and Group Discussions are conducted at regular intervals to enable the students to improve their performance in competitive examinations. Personality Development Programs and Soft Skills Training Programs are also conducted at regular intervals. Seminars on job opportunities offered by various industries like IT, Banking, Insurance, Medical Transcription, etc. are conducted for the benefit of our students.

The Cell conducted the following programmes in the last four years, 2014 to 2015.

S.No	Date	Name of the Programme	Resource Persons / Company
1.	13.2.2014	Special Lecture on H/W & Networking	Jetking Bangalore
2.	24.7.2014	Orientation about MCA and MBA	MEASI Institute of Information Technology Chennai
3.	05.8.2014	One day World-record Programme "SHINE"	JCI, Ambur
4.	7.12.2014	IAS Awareness Program	Moulvi Shamsuddin Qasimi, Azhagia Khadan IAS Academy, Chennai AIWA, Ambur
5.	3.1.2015	"TNPSC Awareness & Coaching"	TIET, Pernambut

We contact best companies of our area and also from hi-tech cities like Chennai, Hyderabad and Bengaluru. Thus we help not only the students to get suitable jobs but also the companies to get suitable persons. We invite many reputed companies to visit our premises and conduct interviews. The selected students get good packages in India and abroad. We guide the talented and qualified students to get better opportunities. Many students are benefitted by this interview and thus selected and placed in good jobs in India and abroad.

The following companies conducted In-campus interviews in our premises.

1. Euraka Forbs
2. Allzone, Chennai
3. Jetking, Bangaluru
4. NextGen Computer, Ambur
5. Globacon, Vellore
6. NMZ & Co., Ambur
7. Bonaventure Shoes, Ambur
8. SSC Shoes, Ambur
9. Farida Group of Companies, Ambur

The following companies conducted interviews in our neighbouring colleges for which we have sent our students.

1. Wipro
2. HCL
3. CTS
4. Tech Mahindra

The Cell also facilitates the economically weaker sections of the students of first and second year undergraduate courses to find suitable part time jobs to supplement the family income without affecting the academic pursuit.

5. Evidence of Success

This project has generated good impact in the college, as our area is only a semi-urban area. Our college students are getting well-placed jobs in and around India. This practice has helped our students to shed their shyness and become more deserving. As they may

not have the chances or resources to go to the cities to hunt for better jobs, this practice becomes a boon for them.

Through this practice and placement cell

- Students got jobs in various International Call Centers and BPOs in Bengaluru and Chennai
- Best placement for talented students in and around India in software related jobs
- Students are given the chance to get jobs in Government Sectors also
- Guided the students regarding Railway Recruitment Board and Bank Service Recruitment Board Examinations.

In the last four academic years, the Cell performed well in providing good jobs opportunities to our students.

Rack of Placement Record - 2014 – 2015 - Off Campus and On Campus

S.No	Year	Name of the Company	No.of Students attended	No. of Students Selected	Percentage of students selected
1.	2014-15	K.M.Hospital, Ambur	10	5	50%
2.	2014-15	2014-15	100	30	30%
3.	2014-15	Cognizant Technology, Chennai.	11	2	18%
4	2014-15	Tech Mahindra, Chennai	15	1	6%

6. Problem Encountered and Resources Required

We have faced some problems due to poor communication and interview skills of our students who hail mostly from rural areas. We are providing them with adequate training to eliminate their negative attitude and build confidence through Personality Development Programmes. Students lack communication skills due to which they fail in the interview. Their English proficiency is very low due to which most of the companies from the cities do not prefer to take students from rural areas. We need to alter the attitude of the companies also. It is an uphill task in deed.

We require:

- Information regarding the jobs in the companies to guide the students better
- Development of unique placement cell to address national and international job opportunities
- Human Resources to monitor the required record of this project
- Good faculties to guide our students to develop good communication skill, interview skill and soft skill

7. Notes (optional)

The Cell believes in combining the three facets that together spell success, Ability, Motivation and Attitude. Today's dynamic corporate scenarios seek recruits who have both these skills in equal measures. The Cell aims to match the requirements of recruiters and the aspirations of students.

Our college is taking initiatives to improve English language proficiency among the students and also create awareness about job opportunities in India and abroad.

The Cell maintains Alumni record so as to get in touch with them to know about job opportunities in the fields.

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
