



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

### Secretary & Correspondent with Criteria Conveners Meeting

Day: Monday

Date: 05.09.2022

Time: 12.30 pm

Venue: Management Committee Room

#### Agenda:

- ❖ IIQA
- ❖ NAAC - Re-accreditation Cycle III

#### Members Present:

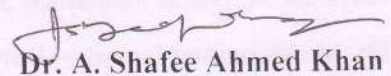
- Alijanab M. Nazar Mohamed Sahib – Secretary & Correspondent
- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed - Vice – Principal (Academic)
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. K.H. Kaleemullah – Former Principal i/c & Convener of Criterion I
- Dr. R. Jothilakshmi – Criterion – II
- Dr. N. Fathima Thabassum – Criterion – III
- Mr. J. Premkumar – Criterion – IV
- Mr. A. Zakiuddin – Criterion – V
- Mr. S. Niyaz Ahmed – Criterion – VI
- Mr. P. Saleem Basha – Criterion – VII
- Mr. I. Aslam Sheriff – Special Invitee
- Mr. G. Mohammed Afzal – LDC
- Mr. S.M. Mohammed Yaseen - LDC

#### Members Absent:

- ❖ Leave of Absence : NIL

The meeting started with the prayer, recitation of verses from the Holy Quran by the secretary & Correspondent Aalijanb M. Naza Mohamed sahib. Dr. A. Shafee Ahmed Khan, Coordinator delivered the welcome address.

Secretary & Correspondent Alijanab M. Nazar Mohamed Sahib, presided over the meeting. He took up the agendas for discussion. He asked the reasons in delay of submitting the AQAR and the preparation of SSR. The Coordinator said some time were sought and granted by the management in this regard. He said to prepare the SSR quickly and other works to be completed quickly. He said from the management he will take care the work. The meeting ended with the vote of Thanks by Dr. B. Asadullah, Asst. Coordinator.



**Dr. A. Shafee Ahmed Khan**

Coordinator



# INTERNAL QUALITY ASSURANCE CELL

## CIRCULAR - SHIFT I & II



Date: 05.09.2022

There will be IQAC Meeting at 12.30 pm on 05.09.2022 at management committee room. Our Secretary & Correspondent Alijanb M. Nazar Mohamed Sahib will preside over the meeting. All the seven criteria conveners are asked to attend the meeting.

### Agenda:

1. SSR
2. IIQA

Name of the Staff	Signature
Dr. BA	
Dr. KHK	
Dr. RJL	
Dr. NFT	
Mr. JP	
Mr. AZ	
Mr. SNA	
Dr.PSB	

IQAC Coordinator 5/9/22

Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### ATTENDANCE SHEET

Venue: Management Committee Room

Time: 12:30pm

Date: 05.09.2022

S.NO	NAME	DESIGNATION	SIGNATURE
1	Alijanab M. Nazar Mohamed Sahib	Secretary & Correspondent	
2	Dr. M. Mohamed Ismail	Principal	
3	Dr. A. Shafee Ahmed Khan	Vice – Principal (Administration) & IQAC Coordinator	
4	Dr. P. Rizwan Ahmed	Vice - Principal (Academics)	
5	Dr. B. Asadullah	Asst. Coordinator - IQAC	
6	Dr. K. H. Kaleemullah	Criterion - I	
7	Dr. R. Jothilakshmi	Criterion - II	
8	Dr. N. Fathima Thabassum	Criterion - III	
9	Mr. J. Premkumar	Criterion - IV	
10	Mr. A. Zakiuddin	Criterion - V	
11	Mr. S. Niyaz Ahmed	Criterion - VI	
12	Dr. P. Saleem Basha	Criterion - VII	
13	Mr. I. Aslam Sheriff	Special Invitees	
14	Mr. G. Mohammed Afzal	LDC	
15	Mr. S.M. Mohammed Yaseen	LDC	

Coordinator

Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR



SHIFT I & SHIFT II

## CIRCULAR

19.09.2022


There will be IQAC Coordinator, Asst. Coordinator, Office Superintendent, Conveners of criterion IV, VI, VII at 12.10 pm on Tuesday.


on 20.09.2022


The conveners of criterion IV, VI, VII are asked to attend the meeting requirement from office for SSR preparation.


**Agenda: SSR preparation**

  
Mr. JP

  
Mr. SNA

  
Dr. PSB

  
Mr. IAS

  
IQAC Coordinator

19/9/22

  
Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## SHIFT I & SHIFT II

### Attendance Sheet

Venue: NAAC Workstation

Time: 12:10pm

Date: 20.09.2022

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. M. Mohammed Ismail	Principal	—
2.	Dr. A. Shafee Ahmed Khan	Vice – Principal (Administration) & IQAC Coordinator	
3.	Dr. P. Rizwan Ahmed	Vice – Principal (Academic)	
4.	I. Aslam Sheikh	Office Supt	
5.	J. PRAMKUMAR	Associate Prof of Maths	
6.	S. Afreen Ahmed	Asst. Prof. of Com	
7.	M.A. Uzifa Rashida	Asst. Prof. of English	
8.	Dr. B. Asadullah	Librarian	
9.	Dr. P. Saleem Buh	III Coordinator	
10.	G. Mohammed Afzal	Librarian	

Coordinator 21/9/22

20/9/22  
Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

### IQAC Coordinator with Criteria Conveners Meeting

Day: Tuesday

Date: 20.09.2022

Time: 12.10 pm

Venue: IQAC Workstation

#### Agenda:

- ❖ SSR Preparation

#### Members Present:

- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed - Vice – Principal (Academic)
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. K. H. Kaleemullah– Criterion - I
- Dr. A. Meeramaitheen – Head & Asst. Professor of Tamil
- Mrs. P. J. SadiaParveen– Asst. Prof. of English
- Mr. J. Premkumar– Criterion – IV
- Mr. S. Niyaz Ahmed – Criterion – VI
- Mrs. M. A. UzefaRashida– VI
- Dr.P. Saleem Basha – Criterion – VII
- Mr. I. Aslam Sheriff – Office Superintendent
- Mrs. P. Ruwaida– Junior Assitant
- Mr. S.M. Mohammed Yaseen - LDC

#### Members Absent:

- ❖ OD : NIL
- ❖ Leave of Absence : NIL

The meeting started with the recitation of versus from the Holy Quran by Dr. B. Asadullah. Dr. A. Shafee Ahmed Khan, Coordinator – IQAC presided over the meeting. Dr. P. Rizwan Ahmed, Vice-Principal (Academic) delivered the welcome address. He asked all the conveners to complete the task

within the stipulated time and submit their reports on or before 19 October 2022. The meeting ended with the Vote of Thanks by

**Coordinator**

**Principal / Chairman**



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR



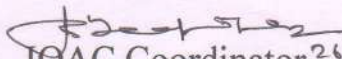
Date: 26-09-2022


There will be Secretary & Correspondent, IQAC Coordinator and Criteria Conveners meeting at 12.15 pm on Tuesday, 27.09.2022 at Management Committee Room. Our Secretary & Correspondent will preside over the meeting.

The last date of submission of SSR - Criterion reports with documents to IQAC is 03.10.2022

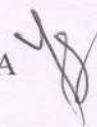
All the Conveners of 7 criteria are asked to attend the meeting by adjusting their classes.


Agenda: SSR – Cycle III – NAAC Reaccreditation

  
IQAC Coordinator 26/9/22


  
Principal


Dr. PRA 

Dr. BA 

Dr. KHK 


Dr. RJL


Dr. NFT 


Mr. JP 


Mr. AZ 

Mr. SNA 

Dr. PSB 

Mr. IAS 

Mr. GMA 

Mr. SMY 





# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### ATTENDANCE SHEET

Venue: Management Committee Room

Time: 12:15 pm

Date: 27.09.2022

S.NO	NAME	DESIGNATION	SIGNATURE
1	Alijanab M. Nazar Mohamed Sahib	Secretary & Correspondent	<i>Amir Shaukat</i> 27/09/22
2	Dr. P. M. Aadil Ahmed	Former Principal – External Expert	Leave of Absence
3	Alijanab. Firdaus K. Ahmed Sahib	Management Representative of IQAC	<i>Alijanab</i>
4	Alijanab U. Thammed Ahmed Sahib	Industrialist Representative of IQAC	Leave of Absence
5	Dr. M. Mohamed Ismail	Principal	op
6	Dr. A. Shafee Ahmed Khan	Vice – Principal (Administration) & IQAC Coordinator	<i>Dr. A. Shafee</i>
4.	Dr. P. Rizwan Ahmed	Vice - Principal (Academics)	<i>Dr. P. Rizwan</i>
5.	Dr. B. Asadullah	Asst. Coordinator - IQAC	<i>Dr. B. Asadullah</i>
6.	Dr. K. H. Kaleemullah	Criterion - I	<i>Dr. K. H. Kaleemullah</i>
7.	Dr. R. Jothilakshmi / Mr. A. Md. Nayeemullah Khan	Criterion - II	<i>Dr. R. Jothilakshmi</i>
8.	Dr. N. Fathima Thabassum	Criterion - III	<i>Dr. N. Fathima</i>
9.	Mr. J. Premkumar	Criterion - IV	<i>Mr. J. Premkumar</i> 27/9/22
10.	Mr. A. Zakiuddin	Criterion - V	<i>Mr. A. Zakiuddin</i>
11.	Mr. S. Niyaz Ahmed	Criterion - VI	<i>Mr. S. Niyaz</i>
12.	Mrs. M. A. Uzefa Rashida	Criterion - VI	<i>Mrs. M. A. Uzefa</i>
13.	Dr. P. Saleem Basha	Criterion - VII	<i>Dr. P. Saleem</i>
14.	Mrs. P. J. Sadia Parveen	Criterion - VII	<i>Mrs. P. J. Sadia</i>
15.	Mr. I. Aslam Sheriff	Office Superintendent	<i>Mr. I. Aslam</i>
16.	Mr. G. Mohammed Afzal	LDC	<i>Mr. G. Mohammed</i>
17.	Mr. S.M. Mohammed Yaseen	LDC	<i>Mr. S.M. Mohammed</i>
18.			

*Dr. A. Shafee*  
Coordinator

*Dr. M. Mohamed Ismail*  
Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

### Secretary & Correspondent with Criteria Conveners Meeting

Day: Tuesday

Date: 27.09.2022

Time: 12.15 pm

Venue: Management Committee Room

#### Agenda:

- ❖ SSR – Cycle III – NAAC Reaccreditation

#### Members Present:

- Alijanab M. Nazar Mohamed Sahib – Secretary & Correspondent
- Dr. P. M. Aadil Ahmed – Former Principal – External Expert
- Alijanab. Firdaus K. Ahmed Sahib – Management Representative of IQAC
- Alijanab U. Thameem Ahmed Sahib – Industrialist Representative of IQAC
- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed - Vice – Principal (Academic)
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. K.H. Kaleemullah – Former Principal i/c & Convener of Criterion I
- Dr. R. Jothilakshmi / Mr. A. Md. Nayeemullah Khan – Criterion – II
- Dr. N. Fathima Thabassum – Criterion – III
- Mr. J. Premkumar – Criterion – IV
- Mr. A. Zakiuddin – Criterion – V
- Mr. S. Niyaz Ahmed – Criterion – VI
- Mrs. M. A. Uzefa Rashida – VI
- Mr.P. Saleem Basha – Criterion – VII
- Mrs. P. J. Sadia Parveen – VII
- Mr. I. Aslam Sheriff – Office Superintendent
- Mr. G. Mohammed Afzal – LDC
- Mr. S.M. Mohammed Yaseen - LDC

**Members Absent:**

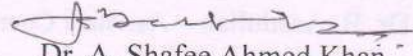
- ❖ **OD** : Dr. M. Mohamed Ismail
- ❖ **Leave of Absence** : Dr. P. M. Aadil Ahmed, Mr. U. Thameem Ahmed

The meeting started with the recitation of verses from the Holy Quran. Our Secretary & Correspondent Mr. M. Nazar Mohamed presided over the meeting. Dr. P. Rizwan Ahmed, Vice-Principal (Academic) delivered the welcome address. Mr. Firdaus K Ahmed, Management Representative attended the meeting.

He asked all the conveners to tell about their grievances regarding the submission of the SSR Criteria-wise report. All the conveners said that they will complete the task within the stipulated time and submit their reports on or before 03 October 2022. He asked

He took up the next agenda for discussion and presented the proposed Vision and Mission in PPT. He asked all the members of the IQAC to give their input regarding the Vision and Mission. Mr. Firdaus K Ahmed, Management Representative also spoke in the meeting.

The meeting ended with the Vote of Thanks by Dr. A. Shafee Ahmed Khan, Coordinator – IQAC.



Dr. A. Shafee Ahmed Khan

**Coordinator**



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR



Date: 13.10.2022

There will be the Documentation Committee of NAAC Reaccreditation Cycle III meeting at 10.45 am on 13.10.2022 at IQAC Workstation of our college.

All the members Documentation committee are asked to attend the meeting.

- Agenda: 1. Checking of Documents for SSR  
2. Executive Summary of the College  
3. Institutional Preparedness for NEP

#### Documentation Committee

Dr. A.Shafee Ahmed Khan

Mrs. P.J.Sadia Parveen

Dr. T. Aasif Ahmed

Mrs. M.A.Uzefa Rashida

Mrs. M. Parveen Banu

Mr.G. Mohammed Afzal

#### Special Invitees

Dr. P. Rizwan Ahmed Vice-Principal (Academic)

Dr. B. Asadullah – Asst Coordinator - IQAC

  
IQAC Coordinator 13/10/22

  
Principal 13/10/22



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL



### Attendance Sheet

Date: 13.10.2022

S.No	Name	Designation	Signature
01	Dr.M.Mohamed Ismail	Principal	
02	Dr. A.Shafee Ahmed Khan	Coordinator	
03	Dr. P. Rizwan Ahmed	Vice-Principal (Academic)	
04	Dr. B. Asadullah	Asst Coordinator - IQAC	
05	Mrs. P.J.Sadia Parveen	Member of Document Committee	
06	Dr. T. Aasif Ahmed	Member of Document Committee	
07	Mrs. M.A.Uzefa Rashida	Member of Document Committee	
08	Mrs. M. Parveen Banu	Member of Document Committee	
09	Mr.G. Mohammed Afzal	Member of Document Committee	

IQAC Coordinator

Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### Attendance Sheet

Date: 13.10.2022

S.No	Name	Designation	Signature
01	Dr. A.Shafee Ahmed Khan	Coordinator	
02	Dr. P. Rizwan Ahmed	Vice-Principal (Academic)	
03	Dr. B. Asadullah	Asst Coordinator - IQAC	
04	Mrs. P.J.Sadia Parveen	Member of Document Committee	
05	Dr. T. Aasif Ahmed	Member of Document Committee	
06	Mrs. M.A.Uzefa Rashida	Member of Document Committee	
07	Mrs. M. Parveen Banu	Member of Document Committee	
08	Mr.G. Mohammed Afzal	Member of Document Committee	

IQAC Coordinator



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

### Documentation Committee Meeting

Day: Thursday

Date: 13.10.2022

Time: 10.45 am

Venue: IQAC Workstation

#### Agenda:

- ❖ Checking of Documents for SSR
- ❖ Executive Summary of the College
- ❖ Institutional Preparedness for NEP

#### Members Present:

- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed - Vice – Principal (Academic)
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. T. Aasif Ahmed – Member Documentation
- Mrs. M. A. Uzefa Rashida – Member Documentation
- Mrs. P. J. Sadia Parveen – Member Documentation
- Mrs. M. Parveen Banu – Member Documentation
- Mr. G. Mohammed Afzal – Member Documentation

#### Members Absent:

- ❖ OD : Nil
- ❖ Leave of Absence : Nil

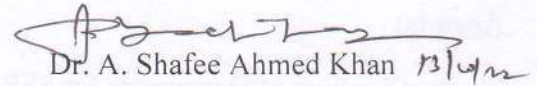
The meeting started with the recitation of the verses from the Holy Quran and followed by its translation by Dr. TAA. Principal Dr. MMI presided over the meeting. Dr. ASAK informed in the meeting the documents checking work was started on 12.10.2022 as all the 7 Criteria Conveners have submitted the report on 10.10.2022 to IQAC. Dr. BA and Dr. TAA have carried out the work with the Coordinator of the Steering Committee of NAAC, Dr. ASAK.

The Next agenda was taken by Dr. ASAK was related to the preparation of the Executive Summary of 5000 words. Dr. TAA said in the meeting to consult the previous AQARs to prepare the summary. He asked to consult all the Criteria Conveners in this regard. After discussion it was unanimously decided to assign the work of collecting and documenting the summary to Mrs. PJS. She will work along with Mrs. MAUR and Mrs.

MPB to prepare the summary. All the 7 Criteria Conveners are also asked to submit their Criterion Summary to Mrs. PJS. Mrs. PJS was asked to submit the Summary on 19.10.2022.

The next agenda, Preparedness of Institution for NEP was taken by Dr. ASAK and it was decided unanimously to discuss this in the next meeting. All the members were asked to prepare for NEP to discuss in the next meeting. It was decided in the meeting that again the committee will meet on 19.10.2022 at 10.45 am.

The meeting ended with the Vote of Thanks by Dr. TAA.

  
Dr. A. Shafee Ahmed Khan 13/10/22

Coordinator

**The Coordinator**  
**IQAC**  
**Mazharul Uloom College**  
**Ambur-635 802.**  
**iqacmuc@gmail.com**





# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL



### CIRCULAR

Date: 19.10.2022

There will be the Internal Academic and Administrative Audit Committee meeting at 12.30 pm on 19.10.2022 at IQAC Workstation of our college.

All the members of the Committee are asked to attend the meeting.

Agenda: 1. Internal Audit – 2021-22

2. Review of Policy Document

#### Internal Academic and Administrative Audit Committee

Dr. A. Shafee Ahmed Khan	-	VP (Admin) & Coordinator - IQAC	<i>[Signature]</i>
Dr. P. Rizwan Ahmed	-	Vice - Principal (Academic)	<i>[Signature]</i>
Dr. B. Asadullah	-	Asst Coordinator – IQAC	<i>[Signature]</i>
Mr. S. Joseph Gabriel	-	Coordinator	<i>[Signature]</i> 19/10/22
Mr. J. Premkumar	-	Member	<i>[Signature]</i> 19/10/22
Dr. P. Saleem Basha	-	Member	<i>[Signature]</i> 19/10/22
Mr. A. Noorul Ameen	-	Member	
Dr. T. Aasif Ahmed	-	Member	<i>[Signature]</i> 19/10/2022

*[Signature]*  
IQAC Coordinator 19/10/22

*[Signature]*  
Principal 19/10/22



# MAZHARUL ULOOM COLLEGE, AMBUR

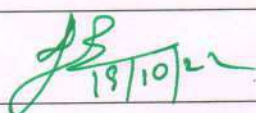
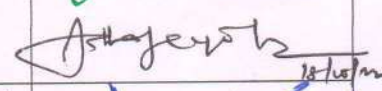
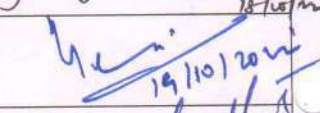
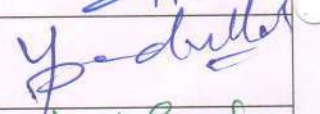
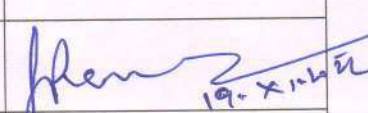
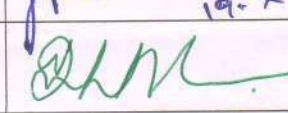



## INTERNAL QUALITY ASSURANCE CELL

### Attendance Sheet

Internal Academic and Administrative Audit Committee

Date: 19.10.2022

S.No	Name	Designation	Signature
01	Dr.M.Mohamed Ismail	Principal	
02	Dr. A.Shafee Ahmed Khan	Coordinator	
03	Dr. P. Rizwan Ahmed	Vice-Principal (Academic)	
04	Dr. B. Asadullah	Asst Coordinator - IQAC	
05	Mr. S. Joseph Gabriel	Coordinator	
06	Mr. J. Premkumar	Member	
07	Dr. P. Saleem Basha	Member	
08	Mr. A. Noorul Ameen	Member	on CL
09	Dr. T. Aasif Ahmed	Member	

  
IQAC Coordinator 19/10/22

  
Principal 19/10/22



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

### Administrative Audit Committee Meeting

**Day: Wednesday**

**Date: 19.10.2022**

**Time: 12.30 pm**

**Venue: IQAC Workstation**

#### Agenda:

- ❖ Internal Audit – 2021 - 22
- ❖ Review of Policy Document

#### Members Present:

- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed - Vice – Principal (Academic)
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Mr. S. Joseph Gabriel – Coordinator
- Mr. J. Premkumar – Member
- Dr. P. Saleem Basha – Member
- Mr. A. Noorul Ameen – Member
- Dr. T. Aasif Ahmed – Member

#### Members Absent:

- ❖ OD : Nil
- ❖ Leave of Absence : Nil

The meeting started with the recitation of the verses from the Holy Quran by Dr. B. Asadullah. Principal Dr. M. Mohamed Ismail presided over the meeting.

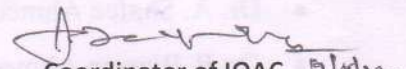
Dr. A. Shafee Ahmed Khan informed in the meeting that all the previous five years internal academic and administrative audit were done very successfully. He thanked and appreciated Mr. S. Joseph Gabriel for the role he played as the coordinator in the audit committee. He also thanked Mr. J. Premkumar, Dr. P. Saleem Basha for conducting the previous audits successfully. He appreciated the role of Former IQAC Member Dr. T. Aasif Ahmed in the audit of NAAC Re-accreditation Cycle II.

He advised all the members to be strict in the audit as NAAC Peer Team will visit the college soon. Mr. S. Joseph Gabriel suggested that every week we must conduct the audit till the Peer team Visit. Dr. A. Shafee Ahmed Khan agreed that the audit would be conducted as per the suggestions of the committee to face the Peer Team confidently. He announced as per the direction of the Secretary Sahib External Audit would be conducted on 05.11.2022 but the date is yet to be confirmed. Dr. T. Aasif Ahmed suggested that the department HoDs may be informed clearly about good scan of documents so that Conveners can upload the documents easily.

The Next agenda was taken by Dr. T. Aasif Ahmed was related to the preparation of the Policy Document of the committee for that Dr. T. Aasif Ahmed was entrusted the task. He thanked the coordinator and accepted the task and said within two days he would submit the Policy Document.

Principal also asked the Coordinator of IQAC to be very strict in the audit as this year is the Re-accreditation year of our college by NAAC.

The meeting ended with the Vote of Thanks by Dr. P. Rizwan Ahmed.

  
Coordinator of IQAC

**The Coordinator**  
**IQAC**  
Mazharul Uloom College  
Ambur-635 802.  
iqacmuc@gmail.com



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL



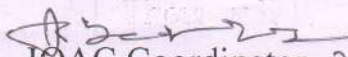
### CIRCULAR

Date: 22-11-2022


There will be Secretary & Correspondent, IQAC Coordinator and Head of the Departments meeting at 12.30 pm on Tuesday, 22.11.2022 at Management Committee Room. Our Secretary & Correspondent will preside over the meeting.


All the Conveners of 7 criteria and Head of the Departments are asked to attend the meeting by adjusting their classes.


Agenda: Expert Review of SSR - Analysis


  
IQAC Coordinator 22/11/22


  
Principal 22/11/22

Dr. KHK 

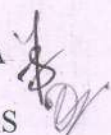
Mr. AZ 

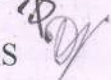
Mr. SNA 


Mr. SNA 

Mr. ANA 


Dr. PRA


Dr. BA 

Mr. IAS 

Dr. RJL 


Mr. JP 

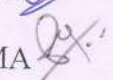
Dr. PSB 


Dr. RJL 

Dr. PSB


Mr. GJ 


Dr. SDM 

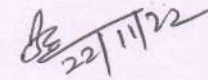
Mr. GMA 

Dr. NFT 

A.M.M. 

Dr. PJS 

Mr. SJG 

Dr. VSA 

Mr. SMY



# MAZHARUL ULOOM COLLEGE, AMBUR.



## SHIFT I & SHIFT II

### Attendance Sheet

Venue: Management Committee Room

Time: 12:30 pm

Date: 22.11.2022

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Alijanab M. Nazar Mohamed Sahib	Secretary & Correspondent	<i>[Signature]</i> 22/11/22
2.	Dr. M. Mohamed Ismail	Principal	<i>[Signature]</i> 22/11/22
3.	Dr. A. Shafee Ahmed Khan	Vice - Principal (Administration) & IQAC Coordinator	<i>[Signature]</i>
4.	Dr. P. Rizwan Ahmed	Vice - Principal (Academics)	On OD
5.	Dr. P. Saleem Basir	Head, Commene. VII Criterion Convener	<i>[Signature]</i>
6.	Dr. H. H. Kaleemullah	Head, Dept. of Urdu I criterion convener	<i>[Signature]</i>
7.	A. ZAKI UDDIN AHMED	Criterion - V Convener - SSP.	<i>[Signature]</i>
8.	Dr. V. S. Suhail Ahmed	Head, Dept of BBA	Submit Ahmed
9.	Dr. S. Diwan Mohdum	Director of PMU & col Education	<i>[Signature]</i>
10.	Dr. A. MEERAMATHI THEEN	ASST. PROF HOD TAMIL	<i>[Signature]</i>
11.	G. Janarthanan	Asst. Prof PHOD Microbiology	<i>[Signature]</i>
12.	A. NOORUL AMEEN	Asst professor & Head Dept of Computer Science	<i>[Signature]</i>
13.	S. NIYAZ AHMED	Asst prof. of commerce	<i>[Signature]</i>
14.	Dr. B. As-dullah	Librarian	<i>[Signature]</i>
15.	J. PREM KUMAR	Associate Prof of Maths.	<i>[Signature]</i>

*[Signature]*  
Coordinator

*[Signature]*  
23/11/22  
Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR.


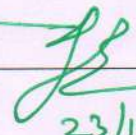


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4.	Dr. P. Rizwan Ahmed	Vice - Principal (Academics)	on c L
5.			 23/11/22
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# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

**Day: Tuesday**

**Date: 22.11.2022**

**Time: 12.30 pm**

**Venue: Management Committee Room**

### Agenda:

- ❖ Expert Review of SSR – Analysis

### Members Present:

- Alijanab M. Nazar Mohamed Sahib – Secretary & Correspondent
- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. P. Saleem Basha – Head, Assistant Professor of Commerce & Criterion VII Convener
- Mr. S. Niyaz Ahmed - Head, Assistant Professor of Economics & Criterion VI Convener
- Mr. A. Zakiuddin Ahmed - Assistant Professor of Computer Science & Criterion V Convener
- Mr. J. Premkumar – Associate Professor of Mathematics & Criterion IV Convener
- Dr. N. Fathima Thabassum – Assistant Professor of Commerce & Criterion III Convener
- Dr. R. Jothilakshmi – Head, Assistant Professor of Mathematics & Criterion II Convener
- Dr. K. H. Kaleemullah – Head, Assistant Professor of Urdu & Criterion I Convener
- Dr. P. J. Sadia Parveen - Head, Assistant Professor of English (UG) & Criterion VII Member
- Mr. A. Noorul Ameen – Head, Assistant Professor of Corporate Secretaryship
- Dr. V. S. Suhail Ahmed – Head, Assistant Professor of Business Administration
- Dr. S. Diwan Modum – Director of Physical Education
- Dr. A. Meeramaitheen - Head, Assistant Professor of Tamil
- Mr. G. Janarthanan - Head, Assistant Professor of Microbiology
- Mr. I. Aslam Sheriff – Office Superintendent
- Mr. G. Mohammed Afzal – LDC
- Mr. S.M. Mohammed Yaseen – LDC

### Members Absent:

- **OD** : Dr. P. Rizwan Ahmed - Vice – Principal (Academic)
- **Leave of Absence** : Mr. S. Joseph Gabriel – Coordinator

The meeting started with the recitation of the verses from the Holy Quran by Dr. A. Noorul Ameen. Alijanab M. Nazar Mohamed Sahib Secretary & Correspondent presided over the meeting. Dr. A. Shafee Ahmed Khan delivered the Welcome Address. Dr. A. Shafee Ahmed Khan Spoke about the external Audit outcomes and then told the modification needed in SSR as per the direction of the SSR Expert review Committee. He said that the following changes required in the SSR.

#### **General observations and suggestions by the Mock NAAC Peer Team**

1. Every page should have a college name and logo. Watermark can also be inserted for each page.
2. All the documents should be counter signed by the Principal.
3. Uniformity of all the documents should be maintained.
4. Template to be created with college name and logo.
5. Original document have to be uploaded with colour scanning
6. All the documents should have proper heading, the main points which are crucial should be highlighted with the highlighter.
7. All the photos should have a caption with name of the programme and the name of the resource person addressing the gathering.
8. Pictures of all the events conducted should be put up in the website with the captions of the event
9. 20%- 25% of variations are acceptable by NAAC which has to be substantiated with valid proof.
10. Self assessment should be done by criterion heads. Cross checking of the documents
11. All the documents have to be aligned properly
12. It is not the number of programmes we conduct in our college; it is number of beneficiaries and the outcome of the programme that is seen by the NAAC. So include more number of beneficiaries in the programmes. Support Services visit

#### **NSS**

1. Uniform template should be there for all the programmes conducted with the number of participants and programme outcome
2. All the pictures have to be uploaded in the website.
3. NSS Volunteer list is to be given
4. Co-ordinators signature with name should be included in every report.

#### **RRC**

1. Upload all the awards received by the students in the website
2. Event name and venue has to be mentioned below the photo

#### **Career Guidance and Placement Cell**

1. Placement room should be filled with the pictures of recent opportunities and should look lively and attractive.
2. If a student is placed in an organisation after two years of leaving the institution, he can be taken as off-campus placement
3. All the pages of the event reports have to be signed by the placement director. The main report of all the events should be counter signed by the Principal
4. Student Achievement on Placement should be displayed in the website.
5. Student placement should be substantiated with the Offer letters /ID cards and Salary slips. Letter should state that job is offered / Shortlisted candidate are not taken into consideration.

6. If Student is an entrepreneur, shop registration number has to be taken as a proof. If the registration is in his parent's name, parent should give a letter stating that the ward is taking care of the shop with the annual income.

### Sports

1. All the equipments in the sports room/gym room are to be arranged properly and logically.
2. University players should be displayed in the board
3. Separate log book can be maintained by the Physical director
4. Breakfast can be provided to the sports students practicing if they are practicing for event.
5. Fee concession to the sports persons during admission can be given.
6. Reports of every player along with the credit given should be maintained by the physical director.
7. Trees are to be numbered with name. log book has to be maintained in small booklet having the details.

### Department visits

Department plan is to be charted out clearly either at the beginning of the semester or at the end of the semester, plan should be chalked out for the next semester. The dates for conducting the seminar, conferences, workshops are to be decided in the beginning of the year.

Slow learners and Advance learners have to be identified and appropriate training is to be given to slow learners. Progress in result before and after completing each test was seen by the members

Principal Dr. M. Mohamed Ismail said that all the relevant documents to be prepared and submitted to the IQAC based on the SSR Expert Review Report.

Alijanab M. Nazar Mohamed Sahib Secretary & Correspondent also insisted that everyone must work to get good grade. So that we can apply for autonomous.

The meeting ended with the Vote of Thanks by Dr. B. Asadullah.

*JB*  
28/11/22

*A. B. S.*  
Coordinator of IQAC  
The Coordinator  
IQAC  
Mazharul Uloom College  
Ambur-635 802.  
iqacmuc@gmail.com



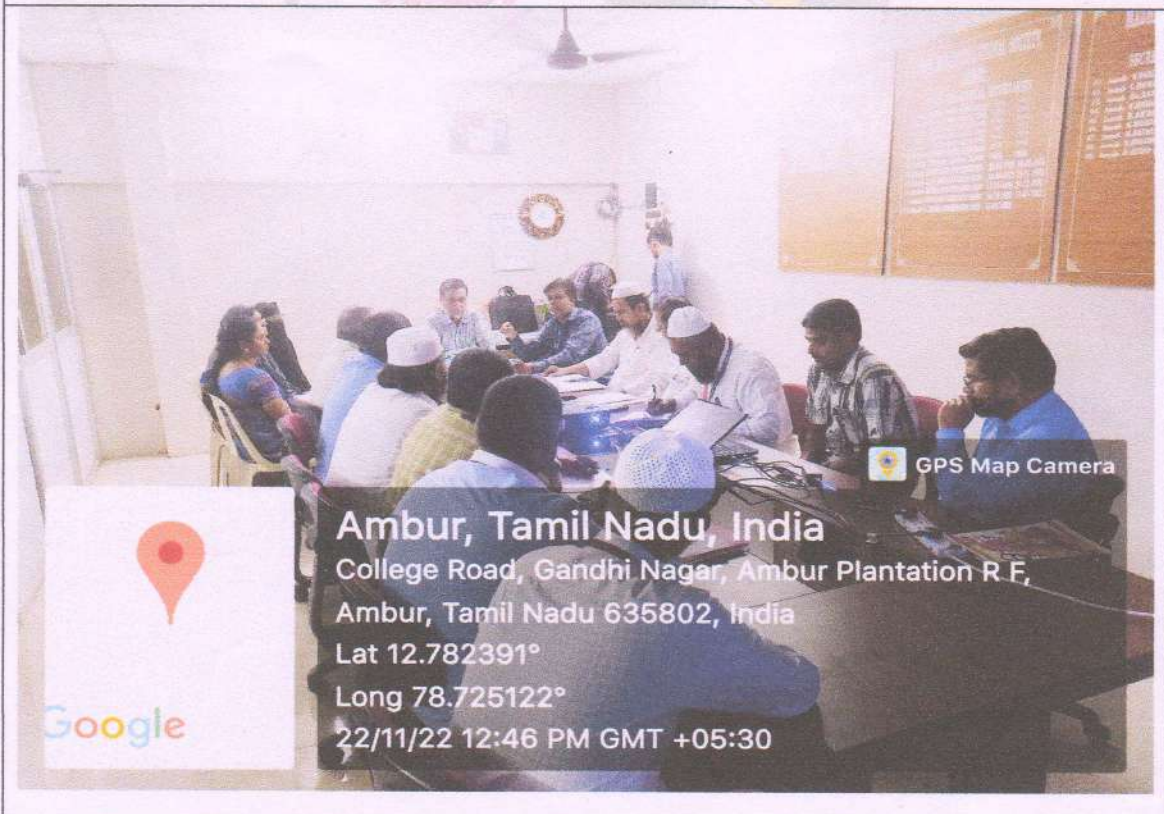
# MAZHARUL ULOOM COLLEGE, AMBUR

(Affiliated to Thiruvalluvar University, Vellore, Recognized by UGC under section 2f and 12B)

## INTERNAL QUALITY ASSURANCE CELL



Expert Review of SSR - Analysis on 22.11.2022



  
IQAC Coordinator

  
Principal



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL



### CIRCULAR

Date: 29-11-2022


There will be Secretary & Correspondent, IQAC Coordinator and Head of the Departments meeting at 12.00 Noon on Tuesday, 29.11.2022 at Management Committee Room. Our Secretary & Correspondent will preside over the meeting.


All the Conveners of 7 criteria and Head of the Departments are asked to attend the meeting by adjusting their classes. If the conveners of criteria are on CL/ OD, the next man has to attend.

#### Agenda:

1. Expert Review Report of SSR – Analysis
2. IIQA

  
IQAC Coordinator


  
Principal


Dr. BA 


Dr. KHK

Dr. RJL

Dr. NFT

Mr. AZ 

Mr. JP 


Mr. SNA 


Dr. PSB

Mr. ANM

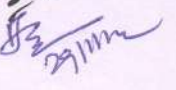
Mr. SNA


Dr. RJL 

Mr. SJG 

Mr. ANA 

Dr. PSB

Dr. VSA 

Dr. PRA 


Mr. GJ

Dr. PJS

Dr. SDM

Mr. IAS

Mr. GMA

Mr. SMY 



# MAZHARUL ULOOM COLLEGE, AMBUR.



## Attendance Sheet

Venue: Management Committee Room

Time: 12:00 Noon

Date: 29.11.2022

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Alijanab M. Nazar Mohamed Sahib	Secretary & Correspondent	
2.	Dr. M. Mohamed Ismail	Principal	
3.	Dr. A. Shafee Ahmed Khan	Vice – Principal (Administration) & IQAC Coordinator	
4.	Dr. P. Rizwan Ahmed	Vice - Principal (Academics)	
5.	A. NOORUL AMBEN	Asst Professor & Head Dept of Cap su	
6.	Dr. A. MEERAMAITHEEN.	ASST. Prof & Co HOD Dep. of TAMIL	
7.	Dr. N. FATHIMA THABASSUM	ASST. Prof. & Head Ph & Research Dept of Commerce	
8.	Dr. P. Saleem Basha.	Asst. Prof. & Head. Commerce dept.	
9.	Dr. T. Asif Ahmed	Asst. Prof in Economics	
10.	A. Zakinddin Ahmed	Asst. Prof. of CS	
11.	S. JOSEPH GABRIEL	Asso. Prof. of Comp. Sci	
12.	Dr. K. H. Kaleemullah	Asst. Prof & Head of Urdu	
13.	Dr. S. Diwan Mohdum	Director of Phy. Edn	
14.	Dr. B. Asadullah	Librarian	
15.	J. Premkumar	Associate Professor, Maths	



# MAZHARUL ULOOM COLLEGE, AMBUR.

SHIFT I & SHIFT II

## Attendance Sheet



Venue: Management Committee Room

Time: 12:00 Noon

Date: 29.11.2022

S.NO	NAME	DESIGNATION	SIGNATURE
16	G. Janarthanan	Asst. Prof / Head microbiology	
17	M. A. Uzeer Rashide	Asst. Prof of English	
18	S. Afzan Ahmed.	Asst. Prof of Commerce	
19	MD. NAYEERULLAH KHAN A	Asst. Prof. of Commerce	
20	Dr. V. S. Suhail Ahmed.	Asst Prof & Head BBA	
21	G. Mohammed Akbar	LDC - IQAC	
22	I. Aslam Sheikh	Superintendent	
23	Mohammed Yaseen	IQAC - LDC	

Coordinator

Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

**Day: Tuesday**

**Date: 29.11.2022**

**Time: 12.00 Noon**

**Venue: Management Committee Room**

### Agenda:

- ❖ Expert Review Report of SSR – Analysis
- ❖ IIQA

### Members Present:

- Alijanab M. Nazar Mohamed Sahib – Secretary & Correspondent
- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed – Vice – Principal (Academic)
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. P. Saleem Basha – Head, Assistant Professor of Commerce & Criterion VII Convener
- Mr. A. Zakiuddin Ahmed -Assistant Professor of Computer Science & Criterion V Convener
- Mr. J. Premkumar – Associate Professor of Mathematics & Criterion IV Convener
- Dr. N. FathimaThabassum – Assistant Professor of Commerce & Criterion III Convener
- Dr. K. H. Kaleemullah– Head, Assistant Professor of Urdu & Criterion I Convener
- Mr. S. Joseph Gabriel – Head, Associate Professor of Computer Science
- Mr. A. NoorulAmeen – Head, Assistant Professor of Corporate Secretaryship
- Dr. T. Aasif Ahmed – Assistant Professor of Corporate Economics
- Dr. V. S. Suhail Ahmed – Head, Assistant Professor of Business Administration
- Dr. S. DiwanModum – Director of Physical Education
- Dr. A. Meeramaitheen - Head, Assistant Professor of Tamil
- Mr. G. Janarthanan - Head, Assistant Professor of Microbiology
- Mrs. M. UzefaRashida, Assistant professor of English
- Mr. S. Afsar Ahmed – Assistant Professor of Commerce
- Mr. A. Md. Nayeemullah Khan – Assistant Professor of Commerce
- Mr. I. Aslam Sheriff – Office Superintendent
- Mr. G. Mohammed Afzal – LDC

- Mr. S.M. Mohammed Yaseen – LDC

### Members Absent:

- **OD** : Nil
- **Leave of Absence** : Mr. S. Niyaz Ahmed - Head, Assistant Professor of Economics & Criterion VI Convener  
Dr. R. Jothilakshmi – Head, Assistant Professor of Mathematics & Criterion II Convener  
Dr. P. J. SadiaParveen- Head, Assistant Professor of English (UG) & Criterion VII Member

The meeting started with the recitation of the verses from the Holy Quran by Dr. A. Noorul Ameen. Alijanab M. Nazar Mohamed Sahib Secretary & Correspondent presided over the meeting. Dr. A. Shafee Ahmed Khan delivered the Welcome Address. Dr. A. Shafee Ahmed Khan Spoke about the external Audit outcomes and then told the modification needed in the SSR as per the direction of the SSR Expert review Committee which they have given in the report. He said that the following changes required in the SSR. The report is attached.

Principal Dr. M. Mohamed Ismail said that all the relevant documents to be prepared and submitted to the IQAC based on the SSR Expert Review Report.

Alijanab M. Nazar Mohamed Sahib Secretary & Correspondent also insisted that everyone must work to get good grade, so that we can apply for autonomous status to our college. We have missed in 2014 to apply for autonomy. In 2017 the rules have changed. He said that the last date to submit all the relevant documents in hard and soft copy will be 06.12.2022. so that we can submit the IIQA as early as possible but before 31.12.2022. We have already received a letter from the NAAC that our extension period will expire on 31.12.2022. So we have to submit the IIQA soon.

The meeting ended with the Vote of Thanks by Dr. B. Asadullah.

*JS*  
29/11/22

*[Signature]*  
Coordinator of IQAC  
The Coordinator of  
IQAC  
Mazharul Uloom College  
Ambur-635 802.  
iqacmuc@gmail.com

# Mazharul Uloom College, Ambur

Date: 19.11.2022

## Self Study Report - Preparatory Analysis

*Ww*  
*20/11/22*

### Suggestions to improve the Self Study Report (SSR)

The capacity of the website cloud has to be enhanced to upload all possible documents, so as to maintain transparency by allowing access to all stakeholders.

#### Criterion I

- Teaching plan and Work diaries of all departments of all faculties are to be scanned and uploaded (in the college website).
- A separate tab has to be created to upload the E-content of all the departments in the college website
- 30 Hours certificate course/ Value Added course are to be substantiated through attendance and brochure.
- Students' curriculum feedback is to be maintained by the department. A copy of the Action Taken Report of all the departments is to be filed by the Internal Quality Assurance Cell (IQAC).

#### Criterion II

- Latest Sanction letter from the affiliating university regarding sanctioned intake for each programme has to be procured.
- A copy of the letter mentioning the sanctioned faculty members for each programme by the collegiate of education for aided stream and the sanctioned faculty members for each programme by the management for

the self financing stream, duly attested by the Principal has to be maintained.

- An Examination Grievance handling committee should be formed. Grievance redressal procedure should be clearly stated. Grievances relating to the conduct of examinations are to be re-dressed on time. Grievance in regional language has to be translated into English.
- The programme outcomes and course outcomes should be communicated clearly to the students through a website, by display on notice boards.

### Criterion III

- Improve research activities.
- Soaps prepared by the students under the guidance of the incubation centre, can be made available for sale in schools and common places at affordable price as a promotional activity.
- All the documents related to any event/ programme should contain the name of the event, objective of the event, signature of the attendees, photographs of the activity, number of beneficiaries and the outcome of the event/ programme. In case of media news in vernacular language, English translation of the content should be given.
- Functional MoUs should be signed on stamp paper.
- Involve all the stakeholders for Extension activities according to the expertise to support the neighbourhood.

### Criterion IV

- The classrooms need to be numbered.
- Enhance the ICT tools. Minimum 50% rooms are to be equipped with ICT facilities.

- Proof of every purchased items is to be maintained
- Stock register to be updated from time to time.
- Issue register consisting of the date of issue, purpose, name of the user, etc., is to be maintained.
- Sports infrastructure needs to be strengthened

#### Criterion V

- Identify the number of scholarships/freeships available to benefit a larger number of needy students .
- Capability Enhancement Scheme/Programmes need to be strengthened. The Capacity building programmes should be designed with specific objectives and with expected outcome.
- Information related to student support services should be made available on the website.
- Identify the proofs like circular, certificate, participation list, attendance list, invite, report of the event of student participation and student activities.
- The certificates/ awards related to inter–university competitions are to be given top priority in the submission sequence.
- The methodology of receiving grievance letters by the Principal or Secretary, correspondent (whether in person, or through call or email or online portal or suggestion box is to be specified). The number of days taken to redress from the date of collecting the grievances especially regarding ragging, sexual harassment etc, should be mentioned. In fact, a policy/ procedure can be made by the institution. Minutes of the meeting to be maintained by the student redressal committee and anti-ragging committee, on a monthly basis.
- Alumni activities/ contributions should be strengthened.

#### **Criterion VI**

- Organogram to be prepared as effective to the institution. Proper care to be taken in the use of designation.
- Identify the ways to mobilise funds for the faculty development activities.
- The institution should strategies methods to empower the faculty members.
- Faculty Development Programmes conducted and participated for minimum of five days are taken into consideration
- Proof for the conduct/ participation of the Faculty Development Programmes by all the faculty members is to be uploaded.

#### **Criteria VII**

- Gender Equity programs to be extended to all stakeholders.
- Energy conservation methods adopted in the institution could be improved and highlighted.
- Energy audit is mandatory to implement and strengthen the green practices.
- Best practices are appreciable if they address the local community and social needs.

#### **General Observations and Suggestions to the Departments**

- Every department to have a perspective/strategic plan.
- Self appraisal system- to be standardized.
- Every page of the proof should have the name of the institution and logo as header. Watermarks can also be inserted for each page.

#### **Criterion VI**

- Organogram to be prepared as effective to the institution. Proper care to be taken in the use of designation.
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#### **General Observations and Suggestions to the Departments**

- Every department to have a perspective/strategic plan.
- Self appraisal system- to be standardized.
- Every page of the proof should have the name of the institution and logo as header. Watermarks can also be inserted for each page.

- Measures extended to upgrade the identified Slow learners and Advance learners are to be recorded.
- All the documents maintained in the department are to be counter signed by the Principal.
- Best practices of all the departments to be highlighted.
- Original documents have to be uploaded with proper scanning format.
- Photographs of the events should have a caption with the name of the programme and the name of the resource person.
- Photographs of all the events conducted should be put up in the website with the captions of the event.
- The schemes and programmes should be focused on the maximum number of beneficiaries and the outcome.

**The following documents are to be maintained by the departments-**

- Faculty profile
- Research publications
- Research project
- Patent applied and received
- Students and faculty achievements/ honours/ awards
- Copies of all the Memorandum of Understanding
- Minutes of the meeting
- Activities of the department with supporting documents
- Registers related to academics and non-academics.
- Syllabus copies and Course templates
- Add On / Certificate/ Value added courses
- Bridge Course Content/ module
- Academic Calendar for the assessment period
- Students Progression details

Mazharul Uloom College, Ambur

Academic Audit Report

Date: 19.11.2022

*MM*  
*28/11/22*

**Audit Members :**

1. **Dr. N.Sujatha,**  
Coordinator, IQAC,  
Justice Basheer Ahmed Sayeed College for Women, Chennai
2. **Mrs. Jayanthi Sivagami,**  
Member, IQAC,  
Justice Basheer Ahmed Sayeed College for Women, Chennai

**Introduction**

The meeting of the Academic Audit was fixed on 19th November 2022. The members had a formal meeting in the office of the Principal. Dr. M. Mohammed Ismail, the Principal presented the overall developments and the progress made in the academic year. Members of the Committee discussed the procedural issues and began their exercise as per the programme schedule prepared by the Coordinator, IQAC. The Report covers the summarized observations and recommendations.

The IQAC members made a PPT presentation on the institutional academic activities and co-curricular activities. After the presentation the members visited the departments, facilities for Sports and Games, NCC office, NSS office and other students related committees. The presentations about institutional research, utilisation of infrastructure facilities and support systems were viewed by the members. After a short lunch break again, best practices were looked at. Recommendations were offered at points where it was required.

## **Observations by the auditors**

### **Curriculum**

The Institution is an affiliated college and adheres to Tiruvallur University syllabus and offers 11 UG, 2 PG, 4 M.Phil. and 1 Ph.D. programmes in two shifts. Certificate / Value added courses for 30 hours are offered to update the students with trendy knowledge. Well-designed Teaching Plan and work diaries are in place. The teachers are serving as members in the Board of Studies of University and Autonomous Colleges. Curriculum feedback is collected from stakeholders and is analysed.

### **Teaching – Learning**

The institution has made ample scope to enhance students' learning experience by incorporating field trips, study tours, industrial visits, training, guest lectures, workshops and lectures providing training for students aspiring for higher studies. Many students and faculty members have undertaken major and minor research projects.

Using the ICT tools, the teachers have developed e-content and embedded it in the teaching plan for students. Students participate in Seminars, Workshops and Conferences organised by the college and also by other colleges.

- Slow learners are appropriately guided by Remedial teaching methods.

- Advanced learners are given opportunities to exhibit their potential.

## **Research**

There are research guides from four departments offering part-time research, recognised by the Tiruvallur University and University of Madras.

In the last three academic years 33 papers have been published by the faculty in UGC Care listed journal and 22 articles have been published as chapters in books and papers in the journals. The institution organises Conferences and Seminars at State and National level. 10 functional MoUs are signed by the college for the purpose of research and other activities.

The institution has initiated "MUC Incubation Centre" as part of encouragement to promote and inculcate the concept of self-employment and internal entrepreneurship.

Seminar/ Awareness Programs on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship have been conducted.

The institution has extended community services by conducting awareness programmes, blood donation camps, vaccination camps, health check ups, tree and sapling planting and awareness rallies through NSS, NCC to the neighbouring villages.

## **Infrastructure**

The institution has adequate classrooms and labs.

Computers interlinked via LAN Network and Internet connection are provided in every department.

Library is a consortia member of INFLIBNET's NLIST, through which online e-journals, e-books are available to the user. Library is automated using the SOUL 3.0

### **Students Support and Progression**

The institution is providing scholarships for first generation learners. Aptitude training is provided. The institution is organising competitions, cultural events and sports events for the students. Life skills, computing skills and Entrepreneurial skills are taught. On campus interviews are arranged. The institution has an alumni association as Mazharul Uloom College Alumni Association (MUCAA)

### **Governance, Leadership and Management**

The institution has a well stated vision and mission. Participative management is adopted. The institution has effective welfare measures for teaching and non-teaching staff like leave policy, financial support like festival advance; Interest Free loan and Staff Insurance Scheme. The institution has encouraged the teaching and the non-teaching staff to attend professional development programs. The quality initiatives like academic and administrative audit, financial audit, quality audit is taken up by the Internal Quality Assurance Cell annually.

### **Best Practices**

The institution is taking measures, promoting and implementing best practices to inculcate values, social skills and empowerment of the stakeholders.

### **Recommendations**

1. Job oriented and need-based Value Added courses has to be increased in number on top priority.

2. More emphasis to be given to Experiential Learning methodology
3. ICT facilities and Infrastructure facilities of support systems need to be augmented.
4. Sports facilities needs more attention
5. Techniques to maintain Records and documents need to be ameliorated.
6. More Faculty Empowerment Strategies should be introduced.
7. Increase Students' Enrollment by promotional activities
8. More funds may be mobilised for organizing workshops, seminars, FDP etc.
9. Proposals may be sent to the UGC to start a few Add-On courses.
10. Computer science department may take the lead in creating readily available open education resources and to create support for MOOC courses. The department may encourage the students to undertake in-house projects leading to innovation under Unnath Bharath Abhijnan.
11. Provision for "Media Room" may be made to enhance the proper use of "Open Educational Resources" available through Internet, YouTube, etc.
12. The institution can conduct computer literacy programmes as an extension activity.
13. Gender sensitisation programs and Environment awareness programmes can be organised for the neighboring community.
14. The institution needs to have a well-set placement policy and Research policy.

*Dr. N. Sujatha*  
**Dr. N. Sujatha**  
Coordinator, IQAC,  
Justice Basheer Ahmed Sayeed  
College for Women, Chennai-18

*Jeyanthi Sivagami*  
**Mrs. Jayanthi Sivagami**  
Member, IQAC,  
Justice Basheer Ahmed Sayeed  
College for Women, Chennai-18



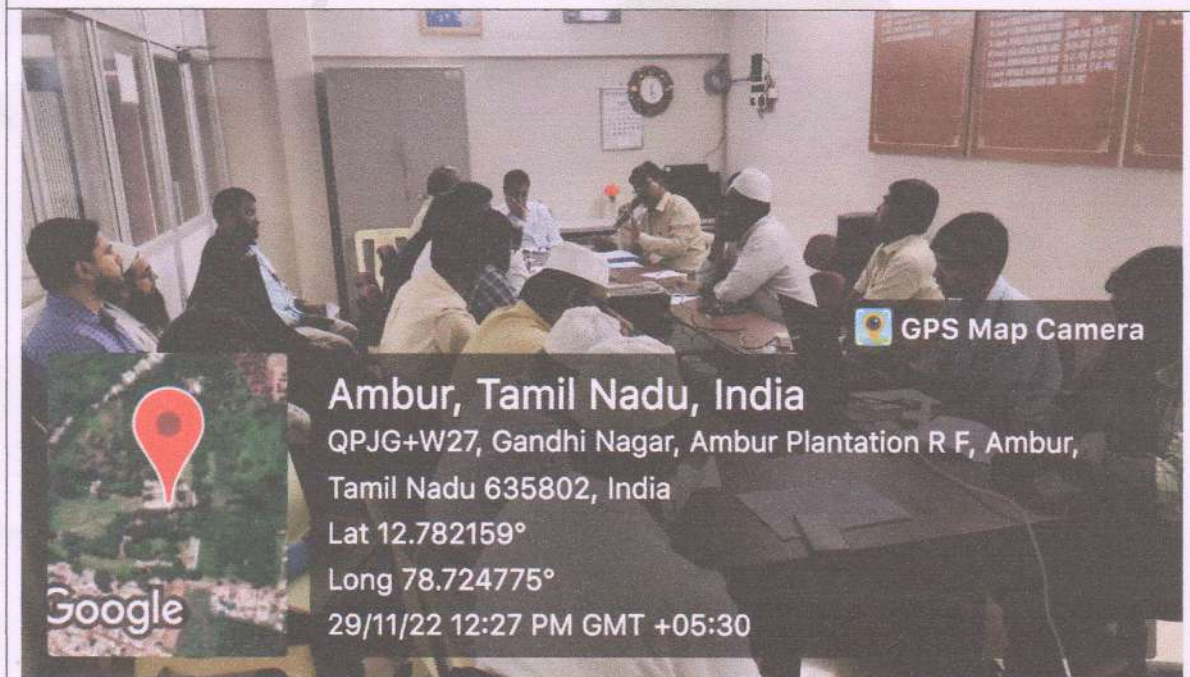
# MAZHARUL ULOOM COLLEGE, AMBUR

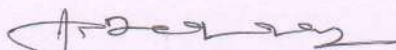
(Recognized by UGC under section 2f and 12B, Affiliated to Thiruvalluvar University, Vellore)

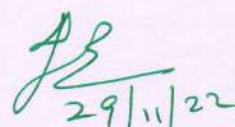
## INTERNAL QUALITY ASSURANCE CELL



- Expert Review Report of SSR - Analysis on 29.11.2022
- IIQA



  
IQAC Coordinator

  
29/11/22  
Principal



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL



### CIRCULAR

Date: 05-12-2022

There will be Secretary & Correspondent, Principal and all staff (Teaching & Non-Teaching) meeting at 12.30 AN on Monday, 05.12.2022 at Sir Syed Ahmed Khan Convention Hall. Our Secretary & Correspondent will preside over the meeting.

All the Staff (Teaching & Non-Teaching) are asked to attend the meeting without fail.

#### Agenda:

1. NAAC Re-accreditation Cycle III
2. IIQA & SSR
3. AQAR 2021-22

  
IQAC Coordinator  
The Coordinator  
IQAC  
Mazharul Uloom College  
Ambur-635 802.  
iqacmuc@gmail.com

  
Principal

REF: Secretary with Principal & All staff meeting  
SHIFT I TEACHING STAFFS:

URDU	TAMIL	ENG.	ECONO	MATHS	COM. SCI	COR.SEC	COM	PHY.EDN	LIB
KHK	AMM	ASAK	SNA	RJL	SJG	ANA	PSB	SDM	BAG
PMJ	RGM	PJS	TAA	JP	AZ	SK	VM		
	MAUR	AAB	PM	PRA	NA	NFT			
		MMA	ISAT	AKH	VSA	SAA			
		SAK	MPB	UT		NK			
			PMR						

SHIFT II TEACHING STAFFS:

B.B.A	B.C.A & IT	MIC.BIO	MATHS	ENG	PHY.ED N	LIB	TAMIL
VSA	PRA	GJ	SJR	ASAK	BJB	BA	PKG
AKH	AKH	BS		PJS		SAB	
KMB	JAA	APP		UT			
MA	SN	GRG					
TKM							

Circular Completed:

1. Circular person:
2. Circular verified:

REF: Secretary, Principal & All staff Meeting.

DATE: 05-12-2022

NON - TEACHING STAFFS:

M/S

IAS

KMS

KNA

KAA

AAA

NAA

GMA

AF

SAB

LMA

PR

BJB

SMY

DOA

AI

Circular Completed:

1. Circular person:
2. Circular verified:



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

Day: Tuesday

Date: 05.12.2022

Time: 12.30 pm

Venue: Management Committee Room

### Agenda:

- ❖ NAAC Re-accreditation Cycle III
- ❖ IIQA & SSR
- ❖ AQAR 2021-22

### Members Present:attendance is attached

- Alijanab M. Nazar Mohamed Sahib – Secretary & Correspondent
- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed – Vice – Principal (Academic)
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. P. Saleem Basha – Head, Assistant Professor of Commerce & Criterion VII Convener
- Mr. A. Zakiuddin Ahmed -Assistant Professor of Computer Science & Criterion V Convener
- Mr. J. Premkumar – Associate Professor of Mathematics& Criterion IV Convener
- Dr. N. FathimaThabassum – Assistant Professor of Commerce & Criterion III Convener
- Dr. K. H. Kaleemullah– Head, Assistant Professor of Urdu & Criterion I Convener
- Mr. S. Joseph Gabriel – Head, Associate Professor of Computer Science
- Mr. A. NoorulAmeen – Head, Assistant Professor of Corporate Secretaryship
- Dr. T. Aasif Ahmed – Assistant Professor of Corporate Economics
- Dr. V. S. Suhail Ahmed – Head, Assistant Professor of Business Administration
- Dr. S. DiwanModum – Director of Physical Education
- Dr. A. Meeramaitheen - Head, Assistant Professor of Tamil
- Mr. G. Janarthanan - Head, Assistant Professor of Microbiology
- Mrs. M. UzefaRashida, Assistant professor of English
- Mr. S. Afsar Ahmed – Assistant Professor of Commerce
- Mr. A. Md. Nayeemullah Khan – Assistant Professor of Commerce

- Dr. T. Aasif Ahmed – Assistant Professor of Corporate Economics
- Mr. A. Snajeev Kumar - Assistant Professor of Corporate Secretaryship
- Dr. M. Mohammed Abubakkar - Assistant Professor of Corporate Economics
- Dr. A. Niyaz Ahmed - Assistant Professor of Corporate Secretaryship
- Mr. P. Markandan- Associate Professor of Mathematics
- Mr. I. Syed Abuthahir – Assistant Professor of Mathematics
- Mr. V. Muthu - Assistant Professor of Commerce
- Dr. A. Meeramaitheen- Assistant Professor & Head Dept. of Tamil
- Mr. P.M. MudassirurRahman- Assistant Professor of Mathematics
- Mr. Mohamed Jafar – Asst. Prof. of Urdu
- Mr. I. Aslam Sheriff – Office Superintendent
- Mr. K. Mohammed Sadiq–Assitant
- Mr. K. Naveed Ahmed – Typist
- N. Abu Athar– Office Assistant
- Mr. B. Jameel – Junior Assistant
- Mr. S. J. Rafeeq Ahmed – Asst. Prof. of Mathematics
- Mr. A. Kaleemullah – Asst. Prof. of BCA
- Mr. J. AamirAzeed – Asst. Prof of BCA
- Mr. L. MuhamedAlam – Lab – Instructor
- Dr. P. K. Govindaraj – Asst. Prof of Tamil
- Mr. U. Thiagarajan – Asst. Prof. of English
- Mr. S. Azeem Ahmed – Asst. Prof. of BBA
- Mr. K. Mohamed Basha – Asst. Prof. of BBA
- Mr. K. Abrar Ahmed – Junior Assistant
- Ms. P. Ruwida – Junior Asst.
- Mrs. B. Sridevi –Asst. Prof. of Microbiology
- Mrs. G. Gayathri –Asst. Prof. of Microbiology
- Mrs. A. Pinkypriya –Asst. Prof. of Microbiology
- Mrs. P.J. SadiaParveen – Asst. Prof. Englsih
- Mrs. R. Gandhimathi – Asst. Prof. of Tamil
- Mrs. M. ParveenBanu – Asst. Prof. of Mathematics

- Dr. A. Arifa Begum – Asst. Prof. of Economics
- Mr. G. Mohammed Afzal – Administrative Staff
- Mr. S.M. Mohammed Yaseen – LDC

**Members Absent:**

- OD : Nil
- Leave of Absence : Nil

The meeting started with the recitation of the verses from the Holy Quran by Mr. A. Noorul Ameen. Alijanab M. Nazar Mohamed Sahib Secretary & Correspondent presided over the meeting. Dr. A. Shafee Ahmed Khan delivered the Welcome Address. Dr. A. Shafee Ahmed Khan Spoke about the external Audit outcomes and then told the modification needed in the SSR as per the direction of the SSR Expert review Committee which they have given in the report. He said that the following changes required as per the report in the SSR. The report is attached.

Principal Dr. M. Mohamed Ismail said that all the relevant documents to be prepared and submitted to the IQAC based on the SSR Expert Review Report.

Alijanab M. Nazar Mohamed Sahib Secretary & Correspondent also insisted that everyone must work to get good grade, so that we can apply for autonomous status to our college. We have missed in 2014 to apply for autonomy. in 2017 the rules have changed. He said that the last date to submit all the relevant documents in hard and soft copy will be 06.12.2022. so that we can submit the IIQA as early as possible but before 31.12.2022. We have already received a letter from the NAAC that our extension period will expire on 31.12.2022. So we have to submit the IIQA soon.

The meeting ended with the Vote of Thanks by Dr. B. Asadullah.

  
 Coordinator of IQAC  
**The Coordinator**  
 IQAC  
 Mazharul Uloom College  
 Ambur-635 802.  
 iqacmuc@gmail.com



# MAZHARUL ULOOM COLLEGE, AMBUR.



## Attendance Sheet

Venue: Sir Syed Ahmed Khan Convention Hall

Time: 12:30 PM

Date: 05.12.2022

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Alijanab M. Nazar Mohamed Sahib	Secretary & Correspondent	<i>[Signature]</i> 5/12/22
2.	Dr. M. Mohamed Ismail	Principal	<i>[Signature]</i> 5/12/22
3.	Dr. A. Shafee Ahmed Khan	Vice - Principal (Administration) & IQAC Coordinator	<i>[Signature]</i> 5/12/22
4.	Dr. P. Rizwan Ahmed	Vice - Principal (Academics)	<i>[Signature]</i> 5/12/22
5.	Dr. B. Asadulles	Librarian	<i>[Signature]</i>
6.	Dr. K. H. Kaleemullah	Asst. Prof. & Head Dept. of Urdu	<i>[Signature]</i> 5/12/22
7.	Dr. T. Asif Ahmed	Asst. Professor	<i>[Signature]</i> 5/12/22
8.	Dr. P. Saleem Basha	Asst. Professor & Head	<i>[Signature]</i>
9.	A. Sanjeev Kumar	Asst. Prof of Computer	<i>[Signature]</i>
10.	J. Prem Kumar	Associate Professor Dept of Maths	<i>[Signature]</i> 5/12/2022
11.	A. NOORUL AMREEN	Asst professor & Head Dept of Computer Science	<i>[Signature]</i> 5/12/22
12.	Dr. S. Dwan Mohdym	Director of Phy. Edn	<i>[Signature]</i> 08/12/22
13.	A. Aqeel Ahmed	Office Assistant	<i>[Signature]</i>
14.	K. Mohamud Sadiq	Assistant	<i>[Signature]</i>
15.	T. SYED ABUTHAMIR.	Asst Prof of Mathematics	<i>[Signature]</i> 5/12/22



# MAZHARUL ULOOM COLLEGE, AMBUR.



## SHIFT I & SHIFT II

### Attendance Sheet

Venue: Sir Syed Ahmed Khan Convention Hall

Time: 12:30 PM

Date: 05.12.2022

S.NO	NAME	DESIGNATION	SIGNATURE
16	Dr. M. MOHAMED ABUBAK KAR	ASST. Prof. of Economics	M. M. Abubak
17	S. Afzar Ahmed	Asst. Prof. of Commerce	S. Afzar
18	Dr. V. S. Subail Ahmed.	Asst. Prof. of Corporate Sec. ship	Subail Ahmed
19	MD. NAYEEM ULLAH KHAN A	ASST. PROF. OF COMMERCE	MD. Nayeem
20	Dr. A. Niyaz Ahmed	ASST. Prof. of Corporate Sec. ship	A. Niyaz
21	P. MARKANDAN	ASSOCIATE PROFESSOR OF MATHEMATICS	P. Markandan
22	V. MUTHU	Commerce	V. Muthu
23	K. Naveed Ahmed	<del>Asst. Prof.</del> TYPIST	K. Naveed
24	Dr. A. MEERA MAITHEEN	Asst. Prof. of Tamil	A. Meera
25	S. Joseph Gabriel	Associate Prof. & Head Dept. of Comp. Sci	S. Joseph
26	S. NIYAZ AHMED	Assistant Prof. of Commerce	S. Niyaz
27	P. M. Mudassir Rahman	Asst Prof of Mathematics	P. M. Rahman
28	A. Zakiuddin Ahmed.	Asst. Prof. of Comp. Sci.	A. Zakiuddin
29	MOHAMED JAFAR P	Asst. Prof. of Urdu	M. Jafar
30	N. Abu Atman	Office Assistant	N. Abu Atman



# MAZHARUL ULOOM COLLEGE, AMBUR.



SHIFT I & SHIFT II

## Attendance Sheet

Venue: Sir Syed Ahmed Khan Convention Hall

Time: 12:30 PM

Date: 05.12.2022

S.NO	NAME	DESIGNATION	SIGNATURE
31	B. Farman	Junior Asst office	B. Farman
32	S. J. RAFFED AHMED	Asst. in Math	S. J. Raffed Ahmed
33	A. Kakeemullah	BCA Assistant Professor	A. Kakeemullah
34	J. AMIR AZEEZ	Asst. Prof in BCA	J. Amir
35	L. Muhamad Alam	Lab - Instructor	L. Muhamad Alam
36	Dr. P.K Govindaraj	Asst. Prof. of Tamil	Dr. P.K Govindaraj
37	U. Thiyagarajan	Asst. Prof of English	U. Thiyagarajan
38	AZEEM AHMED. S	Assistant professor of Business Administration	AZEEM AHMED. S
39	Muzammil. A	Assistant Professor of Business Administration	Muzammil. A
40	K. Mohammed Bashe	Assistant professor of Business Administration	K. Mohammed Bashe
41	K. Abrar Ahmed	Junior Asst	K. Abrar Ahmed
42	Mohammed Yaseen	BCA	Mohammed Yaseen
43	P. Ruwaida	Junior Assistant	P. Ruwaida
44	B. Sridevi	Assistant Professor Dept. of Microbiology	B. Sridevi
45	G.R. Gayathri	Assistant professor. Dept. of Microbiology	G.R. Gayathri

The Coordinator  
IQAC  
Mazharul Uloom College  
Ambur-635 802.

Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR.



SHIFT I & SHIFT II

## Attendance Sheet

Venue: Sir Syed Ahmed Khan Convention Hall

Time: 12:30 PM

Date: 05.12.2022

S.NO	NAME	DESIGNATION	SIGNATURE
46	A. PINKYPRIYA	Assistant Professor Dept. of Microbiology	A. PinkyPriya
47	M.A. Uzefa Rashida	Asst. Prof of English	M. Rashida
48	P.J. SADIA PARVEEN	Asst. prof of English	P. Sadia
49	R. GRANDHIMATHI	Asst. Prof of Tamil	R. Grandhi
50	Dr. A. ARIFA BEAUM	Asst. Prof. of Economics	A. Arif
51	M. Parveen Banu	Asst. Prof of Mathematics	M. Parveen
52	Dr. N. FATHIMA THABASUM	Asst. Prof of Commerce	N. Fathima
53	I. Aslam Sheriff	Office superintendent	I. Aslam
54	G. Mohammed Afzal	Record clerk	G. Mohammed
55			
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The Coordinator  
IQAC  
Mazharul Uloom College  
Ambur-635 802.

Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR

(Recognized by UGC under section 2f and 12B, Affiliated to Thiruvalluvar University, Vellore)

INTERNAL QUALITY ASSURANCE CELL



**Secretary & Correspondent Meeting with Teaching & Non-Teaching Staff on 05.12.2022**



The Coordinator  
IOAC Coordinator  
Mazharul Uloom College  
Ambur-635 802.

Principal



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR - SHIFT I & II



Date: 21.12.2022

There will be a IQAC Meeting on 22.12.2022 (Thursday) at 12.15 pm. Our Secretary & Correspondent Alijanb Alhaj M. Nazar Mohamed Sahib will preside over the meeting.

External Expert of IQAC, Management, Industry, Parent and Alumni representative members, Seven Criteria Conveners, Special Invitees and Student Representatives whose names given below are asked to attend the meeting without ~~file~~ *file*.

#### Agenda:

1. Confirmation of Annual Quality Assurance Report 2021-2022 (AQAR) to be submitted online.
2. IIQA
3. Comprehensive discussion on NAAC Re-accreditation 2022 (Cycle III).
4. Any other matter with the permission of the chairman, IQAC.

Name	Designation	Signature
Alijanb Alhaj M. Nazar Mohamed Sahib	Secretary & Correspondent	
Dr. M. Mohamed Ismail	Principal Chiarman	
Dr. A. Shafee Ahmed Khan	Vice - Principal(Admin),Coordinator IQAC	
Dr. P. Rizwan Ahmed	Vice - Principal, (Academic)	
Dr. B. Asadullah	Asst. Coordinator	
Dr. P. M. Aadil Ahmed	Former Principal - External Expert	heave of absence
Mr. Firduas K. Ahmed	Management Representative	
Mr. U. Thameem Ahmed	Industrialist Representative	
Mr. P. Taha Mohammed	Alumni Representative	
Mr. Abubakkar Siddique	Parent representative	
Mr. J. Premkumar	Member	
Mr. A. Zakiuddin Ahmed	Member	
Mr. S. Niyaz Ahmed	Member	

Dr. K. H. Kaleemullah	Member	<i>K.H.K.</i>
Dr. P. Saleem Basha	Member	<i>PSB</i>
Dr. N. Fathima Tabussum	Member	<i>NFT</i>
Dr. R. Jothilakshmi	Member	<i>R. Jothilakshmi</i>
Mr. I. Aslam Sheriff	Member	<i>I. Aslam Sheriff</i>
Mr. G. Mohammed Afzal	Administrative Staff	<i>G. Mohammed Afzal</i>
Mr. S.M. Mohamed yaseen	LDC	<i>S.M. Mohamed yaseen</i>

### Student Representative

#### Shift - I

Name of the Student	Office Bearers	Class	Signature	Phone No.
Mudassir V.M	Chairman	III B.Sc. (CS)	<i>Mudassir V.M</i>	9861929290
Manjunathan. S	Vice-Chairman	III B.Com	<i>S. Manjunathan</i>	8489107898
Mohammed Zaheer. K.A	Secretary	III B.Com (CS)	<i>Mohammed Zaheer</i>	7708221442

#### Shift - II

Name of the Student	Office Bearers	Class	Signature	Phone No.
Mohammed Faizal A. P	Chairman	III BCA	<i>Mohammed Faizal</i>	7010131288
RasafunNisha. M	Deputy Chairperson	III B.Sc. (MB)	<i>RasafunNisha</i>	9344966249
Kavinesh . V	Vice-Chairman	III BCA	<i>Kavinesh</i>	6374545611
Arifullah. K	Secretary	III BBA	<i>Arifullah</i>	7904772143

  
**IQAC Coordinator**  
**The Coordinator**  
**IQAC**  
 Mazharul Uloom College  
 Ambur-635 802.  
 iqacmuc@gmail.com

  
**Principal**



# MAZHARUL ULOOM COLLEGE, AMBUR



## Minutes of the Meeting

### SSR and the Reaccreditation process of NAAC cycle III

Day: Thursday

Date: 22.12.2022

Time: 12.15 pm

Venue: Sir Syed Ahmed Khan Convention Hall

#### Agenda:

- ❖ Confirmation of Annual Quality Assurance Report 2021-2022 (AQAR) to be submitted online.
- ❖ IIQA
- ❖ Comprehensive discussion on NAAC Re-accreditation 2022 (Cycle III).
- ❖ Any other matter with the permission of the chairman, IQAC.

#### Members Present:

- AlijanabAlhajM.Nazar Mohamed Sahib– Secretary & Correspondent
- AlijanabFirdaus K Ahmed – Management Representative of IQAC
- AlijanabU. Thameem Ahmed – Industrialist Representative of IQAC
- Dr. M. Mohamed Ismail – Principal
- Dr. A. Shafee Ahmed Khan – Vice – Principal (Administration) & Coordinator of IQAC
- Dr. P. Rizwan Ahmed– Vice – Principal (Academic)
- Mr. F. Taha Mohammed– Alumni Representative
- Mr. AbubakkarSiddique–Parent representative
- Dr. B. Asadullah – Assistant Coordinator of IQAC
- Dr. K.H. Kaleemullah – Convener of Criterion I
- Dr. R. Jothilakshmi– Convener of Criterion II
- Dr. N. FathimaTabussum– Convener of Criterion III
- Mr. J. Premkumar– Convener of Criterion IV
- Mr. A. Zakiuddin Ahmed – Convener of Criterion V
- Mr. S. Niyaz Ahmed– Convener of Criterion VI
- Dr. P. Saleem Basha– Convener of Criterion VII
- Mr. I. Aslam Sheriff– Office Superintendent
- Mr. G. Mohammed Afzal– Administrative Staff
- Mr. S.M. Mohamed yaseen– LDC

### Members Absent:

#### ❖ Leave of Absence :

Dr. P. M. Aadil Ahmed – Former Principal – External Expert

The meeting started with the prayer, recitation of verses from the Holy Quran by Dr. K.H. Kaleemullah, HoD of Urdu. Dr. M. Mohamed Ismail, Principal delivered the welcome address. Dr. A. Shafee Ahmed Khan, Coordinator presented the AQAR 2021 - 2022.

Secretary & Correspondent Alijanab M. Nazar Mohamed Sahib, presided over the meeting. He took up the agendas for discussion. Alijanab Firdaus K Ahmed, Management Representative of IQAC, Alijanab. U. Thameem Ahmed – Industrialist Representative of IQAC, Mr. F. Taha Mohammed – Alumni Representative and Mr. Abubakkar Siddique – Parent representative were present.

Dr. A. Shafee Ahmed Khan presented the AQAR 2021-22. He gave clarification and satisfactory answers to the questions raised by the members in the meeting. Our Secretary & Correspondent Alijanab M. Nazar Ahmed Sahib said that IIQA will be submitted on 24.12.2022 after submitting the AQAR.

The meeting ended with the Vote of Thanks by Dr. P.izwan Ahmed and dua supplication by Dr. K.H. Kaleemullah.

  
**Dr. A. Shafee Ahmed Khan**  
**The Coordinator**  
**IQAC**  
 Mazharul Uloom College  
 Ambur-635 802.  
 iqacmuc@gmail.com



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL

### IQAC Meeting



Venue: Sir Syed Ahmed Khan Convention Hall

Time: 12:15 pm

Date: 22.12.2022

S.NO	NAME	DESIGNATION	SIGNATURE
1.	AlijanabAlhajM.Nazar Mohamed Sahib	Secretary and Correspondent	
2.	AlijanabFirdaus K Ahmed Sahib	Management Representative – IQAC Assistant Secretary & <del>Executive</del> <del>Committee Member</del> – AMES College Committee Member	
3.	Alijanab U. Thameem Ahmed Sahib	Industrialist Representative, Executive Committee Member (AMES) College Committee Member	
4.	Dr.P.M.Aadil Ahmed Sahib	Former Principal, External Expert- IQAC Executive Committee Member (AMES) College Committee Member	Leave of absence
5.	Dr. M. Mohamed Ismail	Principal	
6.	Dr. A. Shafee Ahmed Khan	Vice – Principal ( Administration) IQAC - Coordinator	
7.	Dr. P. Rizwan Ahmed	Vice – Principal (Academic)	
8.	Mr. PathekhanTaha Mohammed	Alumni Representative – IQAC	
9.	Alijanab. AbubakkarSiddique Sahib	Parent Representative - IQAC	
10.	Dr. B. Asadullah	Asst. IQAC - Coordinator	
11.	Mr. J. Premkumar	Member	
12.	Mr. A. Zakiuddin Ahmed	Member	
13.	Mr. S. Niyaz Ahmed	Member	
14.	Dr. K. H. Kaleemullah	Member	
15.	Dr. P. Saleem Basha	Member	
16.	Dr. N. FathimaTabussum	Member	
17.	Dr. R. Jothilakshmi	Member	
18.	Mr. I. Aslam Sheriff	Member	
19.	Mr. G. Mohammed Afzal	Administrative Staff	
20.	Mr. S.M. Mohamed yaseen	LDC	

The Coordinator

IQAC

Mazharul Uloom College

Ambur-635 802.

iqacmuc@gmail.com



Principal & Chairman

  
Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL

### IQAC Meeting

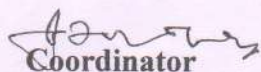


Venue: Sir Syed Ahmed Khan Convention Hall

Time: 12:15 pm

Date: 22.12.2022

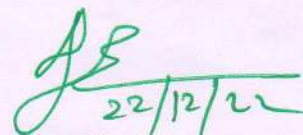
S.NO	Name of the Student	Office Bearers	Class	Signature
1.	Mudassir V.M	Chairman	III B.Sc. (CS)	V.M. Mudassir
2.	Manjunathan. S	Vice-Chairman	III B.Com	S. Manjunathan
3.	Mohammed Zaheer. K.A	Secretary	III B.Com (CS)	K.A. Mohammed Zaheer
4.	Mohammed Faizal A. P	Chairman	III BCA	faizal
5.	RasafunNisha. M	Deputy Chairperson	III B.Sc. (MB)	M. Rasafun Nisha
6.	Kavinessh . V	Vice-Chairman	III BCA	Kavinessh
7.	Arifullah. K	Secretary	III BBA	Arifullah

  
Coordinator

The Coordinator  
IQAC

Mazharul Uloom College  
Ambur-635 802.

iqacmuc@gmail.com

  
22/12/22

Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR

(Recognized by UGC under section 2f and 12B, Affiliated to Thiruvalluvar University, Vellore)

## INTERNAL QUALITY ASSURANCE CELL



**Conformation of AQAR 2021-2022 , IQA on 22.12.2022**





# MAZHARUL ULOOM COLLEGE, AMBU

## INTERNAL QUALITY ASSURANCE CELL






### CIRCULAR







Date: 10.01.2023

There will be an IQAC Coordinator and Members meeting at 12.00 noon on 11.01.2023 at College Management Committee Room. All the Seven Criteria Conveners are asked to attend the meeting.

#### Agenda: NAAC Accreditation – Cycle III

Dr. ASAK  Dr. PRA  Dr. BA  Dr. KHK  Dr. RJL  Dr. NFT

Mr. JP  Mr. AZ  Mr. SNA  Dr. PSB 

  
IQAC-Coordinator 10/1/23

  
Principal



# MAZHARUL ULOOM COLLEGE, AMBU

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR



#### Minutes of the Meeting

Date: 11.01.2023

Day: Tuesday

Time: 12.00 noon

Venue : College Management Committee Room

Agenda: NAAC Accreditation – Cycle III

Members Present: Attendance is enclosed with Report

Members Absent: Attendance is enclosed with Report

IQAC Meeting was held at 12.00 noon on 11.01.2023 at Management Committee Room of the College. The meeting started with the recitation of the verses from the Holy Quran. Principal chaired the meeting. Dr. ASAK explained that the SSR should be ready within a week as already IIQA was submitted on 24.12.2022. all the Conveners agreed in the meeting to complete the work on time and submit the SSR manuscript with supporting documents to IQAC on 20.01.2023. It was resolved in the meeting that the IQAC will function on holidays.

  
IQAC-Coordinator 11/1/23

  
Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### IQAC Meeting – Attendance Sheet

Venue: College Management Committee Room Time: 12:00 Noon

Date: 11.01.2023

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. A. Shafee Ahmed Khan	Vice – Principal (Administration) IQAC - Coordinator	
2.	Dr. P. Rizwan Ahmed	Vice – Principal ( Academics)	
3.	Dr. B. Asadullah	Asst. Coordinator IQAC	
4.	Dr. K. H. Kaleemullah	Convener – Criterion I	
5.	Dr. R. Jothilakshmi	Convener – Criterion II	
6.	Dr. N. Fathima Thabassum	Convener – Criterion III	
7.	Mr. J. Premkumar	Convener – Criterion IV	
8.	Mr. A. Zakiuddin	Convener – Criterion V	
9.	Mr. S. Niyaz Ahmed	Convener – Criterion VI	
10.	Dr. P. Saleem Basha	Convener – Criterion VII	

Coordinator 11/1/23

Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL

### IQAC Meeting



Venue: Sir Syed Ahmed Khan Convention Hall

Time: 09:30am

Date: 11.01.2023

S.NO	NAME	DESIGNATION	SIGNATURE
1.	A. Shafee Ahmed Khan	Coordinator - IQAC	
2.	A. Zakiuddin	Convenor - <u>III</u> Criterion <u>V</u>	
3.	P.M. MUDASSIR	Assistant professor	
4.	Dr. S. Dwivedi	Director of Physical Education	
5.	Dr. V. S. Subair Ahmed	Assistant Professor	
6.	J. Premkumar	Associate Professor / Maths	
7.	A. Noorul Ameen	Assistant Professor & Head of Campus Security	
8.	Dr. B. Asadullah	Librarian	
9.	M. A. Uzeer Rashid	Asst Prof of English	
10.	P. Saleem Basha	Convenor <u>VII</u>	
11.	Dr. N. Fathema Thabassum	Criterion <u>III</u>	
12.	Dr. Jothilalashmi R	Criterion - <u>II</u>	
13.	Dr. P. J. Sadia Parveen	Criterion - <u>VII</u>	

P.T.O

Coordinator

Principal & Chairman







# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR




Date: 09.01.2023


There will be an IQAC Coordinator and Criterion VII meeting at 12.30 pm on 12.01.2023 at IQAC Chamber. All the Criterion VII Convener and Members are asked to attend the meeting.


**Agenda: Best Practices of five years**


Dr. ASAK 

Dr. PRA 

Dr. BA 

Dr. PSB 

Dr. PJS 

Mr. SAK 

  
IQAC-Coordinator

  
Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

#### Minutes of the Meeting

Date: 12.01.2023

Day: Monday

Time: 12.00 noon

Venue : IQAC Chamber

#### Agenda: Best Practices of five years

Members Present: Dr. ASAK, Dr. PRA, Dr. BA, Dr. PSB, Dr. PJS, Mr. SAK

Members Absent: Nil

IQAC Meeting was held at 12.30 pm on 12.01.2023 at IQAC Chamber. The meeting started with the recitation of the verses from the Holy Quran.

Principal chaired the meeting. Dr. ASAK explained that the two best practices are needed to submit in the SSR which we have done for the last five years successfully. All the participants said about their views. Dr. ASAK said that we have lot of best practices for the college and departments. He said that we have to select one for our students and one as Institutional Social Responsibility

Dr. PSB suggested to have PACE as one of the best practices and Dr. PJS suggested that the SRSP be one of the best practices. It was resolved in the meeting that PACE and SRSP should be our best practices as all the last five years we implemented it successfully.

  
IQAC-Coordinator

12/1/22



Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

Date: 20.01.2023

Day: Friday

Time: 12.00 noon

Venue: College Management Committee Room

Agenda: IIQA Clarifications

Members Present: Attendance is enclosed with Report

Members Absent: Attendance is enclosed with Report

IQAC Meeting was held at 12.00 noon on 20.01.2023 at Management Committee Room of the College. The meeting started with the recitation of the verses from the Holy Quran.

Principal chaired the meeting. Dr. ASAK explained that the NAAC has asked certain clarifications on IIQA and asked all the members to work on it and submit the details. He said that the IIQA submission last date is 31.01.2023. All the members agreed to do the work on clarification so that we can submit the IIQA on 31.01.2023.

  
IQAC-Coordinator

  
Principal

# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL



### IQAC Meeting – Attendance Sheet

College Management Committee Room Time: 12:00 Noon

Date: 02.02.2023

NAME	DESIGNATION	SIGNATURE
Mr. A. Shafie Ahmed Khan	Vice – Principal (Administration) IQAC - Coordinator	
Mr. P. Rizwan Ahmed	Vice – Principal (Academics)	
Mr. B. Asadullah	Asst. Coordinator IQAC	
Mr. T. Aasif Ahmed	Asst. Prof. of Economics	
Mr. P. J. Sadia Parveen	Head & Assist Professor of English (UG)	
Ms. M.A. Uzefa Rashida	Assist Professor of English	
Ms. M. Parveen Banu	Asst. Prof. of Mathematics	

Principal & Chairman

itor



# MAZHARUL ULOOM COLLEGE, AMBUR

## INTERNAL QUALITY ASSURANCE CELL










### CIRCULAR



Date: 16.01.2023

There will be an IQAC Coordinator and Members meeting at 12.00 noon on 20.01.2023 at Sir Syed Convention Hall. All the Seven Criteria Conveners are asked to attend the meeting.

#### Agenda: IQA Clarifications

Dr. ASAK  Dr. PRA  Dr. BA  Dr. KHK  Dr. RJL  Dr. NFT  
Mr. JP  Mr. AZ  Mr. SNA  Dr. PSB 

  
IQAC-Coordinator

  
Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### IQAC Meeting – Attendance Sheet

Venue: College Management Committee Room Time: 12:00 Noon

Date: 28.03.2023

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. A. Shafce Ahmed Khan	Vice - Principal(Admin),Coordinator IQAC	
2.	Dr. P. Rizwan Ahmed	Vice – Principal, (Academic)	
3.	Dr. B. Asadullah	Asst. Coordinator	
4.	Dr. K. H. Kaleemullah	Convener – Criterion I	
5.	Dr. R. Jothilakshmi	Convener – Criterion II	
6.	Dr. N. Fathima Thabassum	Convener – Criterion III	
7.	Mr. J. Premkumar	Convener – Criterion IV	
8.	Mr. A. Zakiuddin Ahmed	Convener – Criterion V	
9.	Mr. S. Niyaz Ahmed	Convener – Criterion VI	
10.	Dr. P. Saleem Basha	Convener – Criterion VII	
11.	Dr. T. Aasif Ahmed	Member	
12.	Dr. P. J. Sadia Parveen	Member	
13.	Mrs. M .A. Uzefa Rashida	Member	
14.	Mr. M. Paveen Banu	Member	
15.	Mr. G. Mohammed Afzal	Member	

Coordinator

Principal & Chairman





# MAZHARUL ULOOM COLLEGE, AMBU

## INTERNAL QUALITY ASSURANCE CELL















### CIRCULAR



Date: 24.04.2023

There will be an IQAC Coordinator and Members and Steering Committee Documentation Committee meeting at 12.00 noon on **28.04.2023** at Sir Syed Convention Hall. All the Seven Criteria Conveners are asked to attend the meeting.

#### Agenda: NAAC Re-accreditation – Cycle III – Files

Dr. ASAK 	Dr. PRA 	Dr. BA 	Dr. KHK 	Dr. RJL 	Dr. NFT
Mr. JP 	Mr. AZ 	Mr. SNA 	Dr. PSB 	Dr. TAA 	Dr. PJS 
Mrs. MAUR 	Mrs. MPB 	Mr. GMA 			

  
IQAC-Coordinator

  
Principal



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### IQAC Meeting – Attendance Sheet

Venue: College Management Committee Room Time: 12:00 Noon

Date: 28.04.2023

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. A. Shafee Ahmed Khan	Vice - Principal(Admin),Coordinator IQAC	
2.	Dr. P. Rizwan Ahmed	Vice – Principal, (Academic)	
3.	Dr. B. Asadullah	Asst. Coordinator	
4.	Dr. K. H. Kaleemullah	Convener – Criterion I	
5.	Dr. R. Jothilakshmi	Convener – Criterion II	
6.	Dr. N. Fathima Thabassum	Convener – Criterion III	
7.	Mr. J. Premkumar	Convener – Criterion IV	
8.	Mr. A. Zakiuddin Ahmed	Convener – Criterion V	
9.	Mr. S. Niyaz Ahmed	Convener – Criterion VI	
10.	Dr. P. Saleem Basha	Convener – Criterion VII	
11.	Dr. T. Aasif Ahmed	Member	
12.	Dr. P. J. Sadia Parveen	Member	
13.	Mrs. M .A. Uzefa Rashida	Member	
14.	Mr. M. Paveen Banu	Member	
15.	Mr. G. Mohammed Afzal	Member	

Coordinator

Principal & Chairman



# MAZHARUL ULOOM COLLEGE, AMBUR



## INTERNAL QUALITY ASSURANCE CELL

### IQAC Meeting – Attendance Sheet

venue: College Management Committee Room Time: 12:00 Noon

Date: 28.04.2023

Sl. No.	NAME	DESIGNATION	SIGNATURE
1	Dr. A. Shafee Ahmed Khan	Vice - Principal(Admin),Coordinator IQAC	
2	Dr. P. Rizwan Ahmed	Vice – Principal, (Academic)	
3	Dr. B. Asadullah	Asst. Coordinator	
4	Dr. K. H. Kaleemullah	Convener – Criterion I	
5	Dr. R. Jothilakshmi	Convener – Criterion II	
6	Dr. N. Fathima Thabassum	Convener – Criterion III	
7	Mr. J. Premkumar	Convener – Criterion IV	
8	Mr. A. Zakiuddin Ahmed	Convener – Criterion V	
9	Mr. S. Niyaz Ahmed	Convener – Criterion VI	
10	Dr. P. Saleem Basha	Convener – Criterion VII	
11	Dr. T. Aasif Ahmed	Member	
12	Dr. P. J. Sadia Parveen	Member	
13	Mrs. M .A. Uzefa Rashida	Member	
14	Mr. M. Paveen Banu	Member	
15	Mr. G. Mohammed Afzal	Member	

Principal & Chairman

Coordinator