

## 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*)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

MAZHARUL ULOOM COLLEGE

1.2 Address Line 1

REDDY THOPPU

Address Line 2

TALUK: AMBUR , DISTRICT : VELLORE

City/Town

AMBUR

State

TAMIL NADU

Pin Code

635802

Institution e-mail address

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

Contact Nos.

+91 4174242644

Name of the Head of the Institution:

DR. P.M.AADIL AHMED

Tel. No. with STD Code:

+914174 242644

Mobile:

9894060634

Name of the IQAC Co-ordinator:

Dr. A.S.Mohamed Rafee

Mobile:

9994767681

IQAC e-mail address:

[iqac@mucollege.ac.in](mailto:iqac@mucollege.ac.in)  
iqacmuc16@gmail.com

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

TNCOGN 13395

**OR**

**1.4 NAAC Executive Committee No. & Date:**

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

EC/A&A/323 dated 31.03.2007

**1.5 Website address:**

[www.mucollege.ac.in](http://www.mucollege.ac.in)

Web-link of the AQAR:

[www.mucollege.ac.in/AQAR2015-16.doc](http://www.mucollege.ac.in/AQAR2015-16.doc)

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

## 1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	76.20	2007	Five Years
2	2 <sup>nd</sup> Cycle	B	2.60	2016	Five Years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

22/07/2007

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

- i. AQAR 2007-08 Submitted to NAAC on (26/12/2008)
- ii. AQAR2008-09 Submitted to NAAC on (08/11/2013)
- iii. AQAR2009-10 Submitted to NAAC on (08/11/2013)
- iv. AQAR2010-11 Submitted to NAAC on (08/11/2013)
- v. AQAR2011-12 Submitted to NAAC on (08/11/2013)
- vi. AQAR2012-13 Submitted to NAAC on (08/07/2015)
- vii. AQAR2013-14 Submitted to NAAC on (08/07/2015)
- viii. AQAR 2014-15 Submitted to NAAC on (10/09/2016)

## 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

**Type of Institution** Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-

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

Thiruvalluvar University,  
Serkkadu, Vellore

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

Autonomy by State/Central Govt. / University  -

University with Potential for Excellence  - UGC-CPE  -

DST Star Scheme  - UGC-CE  -

UGC-Special Assistance Programme  - DST-FIST  -

UGC-Innovative PG programmes  - Any other (*Specify*)  -

UGC-COP Programmes  -

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

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="06"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="06"/> Faculty <input type="text" value="02"/> Non-Teaching Staff <input type="text" value="02"/> Students <input type="text" value="02"/> Alumni <input type="text" value="01"/> Others <input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="3 Lacks"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="-"/> International <input type="text" value="-"/> National <input type="text" value="-"/> State <input type="text" value="-"/> Institution Level <input type="text" value="-"/>
(ii) Themes	<input type="text" value="-"/>

## 2.14 Significant Activities and contributions made by IQAC

Mentoring System for each Class and Anonymous Student Feedback, IAT and TLT Techniques for 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 outcome achieved by the end of the year \*

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

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

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

The Management 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	-	2	-
PG	4	-	4	-
UG	5+7=12	-	7	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	1	1	1
Others /M.Phil	3	-	3	-
<b>Total</b>	22	1	17	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12UG+ 4PG=16
Trimester	-
Annual	05( 2Ph.d, 3M.phil)

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.

YES, MUC Centre for Spoken English

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	18	11	-	-

2.2 No. of permanent faculty with Ph.D.

10

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
3	2	-	-	-	-	-	-	3	2

2.4 No. of Guest and Visiting faculty and Temporary faculty  
 MALE –17  
 FEMALE --7  
 TOTAL-- 24

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. Usage of ICT like Seminar Hall, Smart Room according to the Day Order
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)

Examination and Evaluation procedure goes as per Thiruvalluvar University norms.



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

09	-	-
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2.10 Average percentage of attendance of students

93%
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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)	24	-	17%	38%	-	54%
B.SC(M)	21	-	43%	-	-	43%
B.SC(CS)	42	-	69%	-	-	69%
B.COM	44	-	64%	11%	-	75%
B.COM(CS)	47	-	23%	30%	-	53%
B.A(E)	-	-	-	-	-	-
BBA	46	-	46%	30%	-	76%
BCA	26	-	12%	-	-	12%
B.SC(CS)	31	-	23%	-	-	23%
B.SC(MB)	20	-	95%	5%	-	100%
B.SC(ISM)	21	-	33%	10%	-	43%
B.COM(CA)	40	-	20%	8%	-	28%
M.A(E)	1	-	100%	-	-	100%
M.SC(M)	5	-	-	-	-	-
M.COM	1	-	-	-	-	-
M.SC(IT)	1	-	100%	-	-	100%
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	06
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	04	03	01	06
Technical Staff	-	-	-	03

## Criterion – III

### 3. Research, Consultancy and Extension

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

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

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	01
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 Review Journals	-	11	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
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

Level	International	National	State	University	College
3.11 No. of conferences organized by the Institution	-	01	-	-	-
Sponsoring agencies	-	NCPUL Ministry of HRD, New Delhi	-	-	-

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

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 -- Nil
- Blood Donation -- ✓
- Medical Camp -- ✓
- 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			18
Laboratories	04			04
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	01			01
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-
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	23740	-	1510	-	25250	-
Reference Books	6312	-	-	-	6312	-
e-Books	97000+	-	-	-	97000+	-
Journals	24	-	-	-	24	-
e-Journals	6000+	-	-	-	6000+	-

Digital Database	-	-	-	-	-	-
CD & Video	221	-	-	-	221	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

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

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

Yes, Networking
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#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	0.20
iii) Equipments	0.50
iv) Others	0.60
<b>Total :</b>	<b>1.30</b>

### Criterion – V

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Parent Teacher Meetings
2. Support for slow learners
3. Motivated students to participate in Bank Test Coaching, Civil Service Coaching and Net Coaching
4. Through Suggestion Box
5. Through public Address System.

5.2 Efforts made by the institution for tracking the progression

1. Continuous Evaluation
2. PTA Meeting
3. Student progressions are tracked through scrutiny of their performance records by class mentors.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1030	29	-	15(M.Phil)

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

No	%
974	95%

Men

No	%
56	5%

Women

Last Year						This Year					
General	SC	ST	O B C	Physically Challenged	Total	General	SC	ST	O B C	Physically Challenged	Total
DC-492	102	1	4	2	<b>600</b>	566	42	03	1	0	<b>612</b>
EC-348	115	5	0	0	<b>468</b>	357	92	09	3	01	<b>462</b>

Demand ratio 1.1

Dropout 0.06%

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

CGPC Conducted awareness programme on IAS and TNPSC Examinations



No. of students beneficiaries

355

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

1. As per MoU signed between college and Farida Social Service, One week Personality Development Programme was conducted for First year students of both Shift-I and Shift-II.
2. Soft Skill Training Programme for Final year Students was conducted as per the MoU signed with TIET.

No. of students benefited

I year – 380

II year - 45

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
02	83	23	04

5.8 Details of gender sensitization programmes

1. Display boards are arranged in the campus about problems and punishment to prevent ragging in the campus.
2. Discipline Committee will monitor the campus regularly to prevent such incidents.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	257	911585
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

### **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 needs

#### **6.2 Does the Institution has a Management Information System**

YES

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

##### **6.3.1 Curriculum Development**

NA

##### **6.3.2 Teaching and Learning**

IQAC plays a major role in keeping a check of the activities of the college with complete involvement to bring excellence in academics and extra- curricular activities of all the departments.

It also helps to enhance, and upgrades the knowledge of students by conducting seminars, workshops, orientation programs at regular intervals.

There are Smart Rooms provided to each department to ensure effective teaching and learning.

The IQAC follows a strategy to maintain effective teaching among the staff members by getting students' feedback at regular intervals. The feedbacks are analysed by the IQAC and its suggestions are informed to the staff members concerned and steps are taken for improvement.

- Final year students of BBA & B.Com(G) participated in an International Conference on “Prolific Management Crafts for Global Eminence” held at Maruthur Kesari Jain College for Women, Vaniyambadi on 13 August 2015.

- State Level One Day Placement Oriented Workshop on “Medical Coding and Transcription” for Microbiology Students was conducted in collaboration with the Career Guidance & Placement Cell of our college on 3 Oct 2015.
- Inter-departmental seminars were conducted under the guidance of IQAC from 8 Dec 2015 to 11 Jan 2016. Staff members presented research papers and also delivered special lectures on different innovative topics during the sessions.
- A special programme was conducted on 25<sup>th</sup> February 2016. Prof. Khaja Mohideen, Head, Department of Computer Science was the chief guest and spoke on “Advanced JAVA Technology”.
- A special function Corpo -2016 was conducted in our college on 14<sup>th</sup> March 2016. Dr. S. Mohamed Rafique, Assistant Professor & Research Supervisor, Department of Commerce, C. Abdul Hakeem College, Melvisharam was the chief guest and spoke on “Importance of Corporate World”.
- A special function was conducted in our college on 29<sup>th</sup> March 2016. Dr. S. Shamshudeen, Associate Professor & Research Supervisor, Department of Commerce, C. Abdul Hakeem College, Melvisharam was the chief guest and spoke on “Stress Management”.

### **6.3.3 Examination and Evaluation**

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**

- The Moulana Abul Kalam Azad Central Library Building in 6092 square feet with the Mezzanine Floor was inaugurated on 9 Oct 2015 by Alhaj Alijanab N. Mohamed Zackriah Sahib, President, Ambur Muslim Educational Society with an estimated cost of Rs 58,80,000, with the UGC assistance of only Rs 8 lakhs.
- Renovation of Admin building – Principal Office, Offices for Prof – In-charges Day & Evening, Reception, Visitors Lounge, Examinations Section were done.
- An air-conditioned convention hall named after Sir Syed Ahmed Khan with 100 seating capacity with electronic gadgets,
- Reshuffling of Staff rooms with internet facilities,
- Reshuffling of classes and making provisions for 5 Smart Classes - UGC Assistance
- Air- conditioned English Language Lab with 25 systems - UGC Assistance
- Ladies Rest Room - UGC Assistance
- Ladies Toilet - UGC Assistance
- Separate Cells for every support services by renovating the old hostel building,
- Open Auditorium
- Installation of vision and mission Memorial at two places
- Painting of the whole campus
- Public Addressing System (PAS) – UGC Assistance
- Additional 7 CCTV cameras were installed in Central Library of our College – UGC Assistance
- 4 Fire Extinguishers in the campus
- The library with the Wifi facility
- Warehouse
- Health Care Centre
- Day Care Centre – UGC Assistance
- Multigym, Treadmill and 6 pairs of Dumbbells - Alumni assistance
- Sign boards, Campus map, direction and facility maps in the campus
- Staff (Gents) toilet renovated
- 3 new Water coolers in vintage points – UGC Assistance and
- 2 Slimline A/cs in the N.M.Zackriah Auditorium -- UGC Assistance

### **6.3.6 Human Resource Management**

- A clear communication of the Institution's vision in every action and decision.
- Regular informal meetings with members of the staff to understand their comfort levels.
- Trust the staff, tap their strengths and understand their weaknesses.
- Address the staff's problems directly without following any bureaucratic methods.
- Encourage the staff for voluntary participation in every program organized by the College.
- Pick the smart people and allow them to have their own area of expertise.
- Obtain feedbacks from students and staff for performance analysis.
- Convince the importance of quality bench mark in teaching and research.
- As per the direction from the Ministry of Human Resource Development our college data on several parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure is been regularly uploaded in the annual web-based All India Survey on Higher Education (AISHE) since 2010-11 to portray the status of our institution. We have also received the certificates for 2011 to 2015 from the Ministry of Human Resource Development

### **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
  - The Directorate of Collegiate Education, Chennai sanctioned 4 postings, in the Departments of Economics, Mathematics, Corporate Secretaryship and Tamil, one in each department. The postings in three departments were filled as;

1. Dr. Jothilakshmi in the Department of Mathematics,
  2. Mr. A. Sanjeev Kumar in the Department of Corporate Secretaryship
  3. And Mrs. R. Gandhimathi in the Department of Tamil
- The Directorate of Collegiate Education, Chennai sanctioned 4 Non –Teaching postings, One - Typist, one - Record Clerk and Two - Office Assistants. They are filled as detailed below:

1. Mr. K. Abrar Ahmed - Record Clerk
2. Mr. A. Aqueel Ahmed – Office Assistant, and
3. Mr. N. Abuathar – Office Assistant.

#### **6.3.8 Industry Interaction / Collaboration**

- The leather industries in and around Ambur, take active interest in the betterment and welfare of the students and the institution.
- They also provide a platform for the final year students in carrying out surveys for their curricular projects.
- The Farida Group Industry in collaboration with the Career- Guidance and Placement Cell of the college conducts various programs to enhance the inner potentials of our students.

#### **6.3.9 Admission of Students**

The Admission particulars for the I Year students for the Academic Year 2015-16 are as follows:

## ADMISSION PARTICULARS - 2015-2016

Day College	Total	Evening College	Total
B.A.(Corp. Economics)	47	B.A. (English)	7
B.Sc. (Mathematics)	35	B.B.A	38
B.Sc. (Computer Science)	50	B.C.A	23
B.Com (Corp. Sec.)	59	B.Sc. (Comp. Sc.)	20
B.Com (General)	60	B.Sc. (ISM)	7
<b>Total</b>	<b>251</b>	B.Sc. (Microbiology)	19
		B.Com (Comp. App.)	10
		<b>Total</b>	<b>124</b>
		M.A. (English)	5
		M.Sc. (Mathematics)	6
		M.Sc. (Info. Tech.)	5
		M.Com (General)	2
		<b>Total</b>	<b>18</b>
		M.Phil (Commerce) FT/PT	<b>5</b>
		M.Phil (Computer Science) FT/PT	<b>10</b>
		<b>Total</b>	<b>15</b>

### 6.4 Welfare schemes

Teaching -- Interest free loans for personal purposes, arrangement with banks for vehicle loans, home loans etc.

Non teaching -- Interest free loans for personal purposes, arrangement with banks for vehicle loans, home loans etc.

Students -- Management Contribution

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



### 6.5 Total corpus fund generated

SHIFT I- Rs. 1260

SHIFT II- Rs. 700

Total Corpus fund generated : Rs. 1960

### 6.6 Whether annual financial audit has been done

No

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

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

\*Only Government Audit

The Financial Audit of our college for the year 2013-14 and 2014 -15 was completed by the Joint Director of Collegiate Education, Vellore Region, Vellore during 7<sup>th</sup> March to 15<sup>th</sup> March 2016.

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

- CBCS Pattern followed

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

- N/A

### **6.11 Activities and support from the Alumni Association**

- Annual Meeting Organized
- Gifts and donation towards college welfare.
- Multygym, Treadmill and 6 pairs of Dumbbells were provided by Alumni assistance.

### **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, and Examination Software etc.
- Computer literacy programme are regularly conducted by the Department of Computer Science.

### **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
- Prof. P. Markandan and Dr. Lt. Diwan Mohdum attended a high Level Consultative Meeting on “Sanitation Awareness” at Collectorate, Vellore on 12 Sep 2015.
- Our Volunteers cleaned our Campus on 8 Oct 2015 to keep the campus litter and plastic free.

## 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.

- Induction program organize by NCC, NSS, YRC, RRC, consumer citizen club, Enviro club, to first year students.
- Students are requested to join compulsory in any one of the extension activities.
- Career guidance and counselling cell of our college organizing a special coaching program for civil services examination.
- 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 rooms are used periodically by the various department staff
- Faculties are motivated to take their students to attend National seminar/International seminar organized by neighboring colleges.
- Students are motivated to involve cultural activities, quiz competition, Just a minute, role playing, interview skill and soft skill.
- Faculties are motivated to involve research activities, writing articles and publish books and papers.

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

As per the plans the audio-visual leaning facilities were improved in the campus. Special computer programs were designed to teach subject in a simple way. 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 counselling cell.

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

#### 7.4 Contribution to environmental awareness / protection

Rain Water Harvesting, voter's day, Health awareness camp, Aids program, rally program for dengue awareness , fire protection, Green Campus, Plantation, Hazardous Waste Management, E-Waste Management, World Environmental Day, Red cross day, Geneva convention day, is celebrated every year to bring environmental awareness among our students.

7.5 Whether environmental audit was conducted? Yes  No

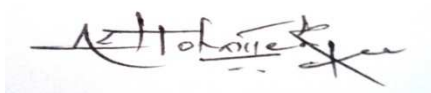
#### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Majority of the students are studying in the arts group, Tally accounting software should engage to the students.
- Counselling to the poor students coming from villages regarding hand-writing, financial crisis, not to discontinue the course and help them to come out from the stress.
- 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**

- To establish entrepreneurship cell to create employment opportunities to the students.
- To create awareness programme to the existing students for further studies.
- Tally program for commerce students.

Name: Dr. A. S. Mohamed Rafee



Signature of the Coordinator, IQAC

Name: Dr. P. M. Aadil Ahmed



Signature of the Chairperson, IQAC

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**Annexure - I – Academic Year 2015-16 Calendar is attached as a PDF file.**

**Annexure – II - Feedback Analysis and Report for the academic year 2015-2016**

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**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 analysed and appropriately used as expected to form an important input for quality enhancement of the institution.

The main findings of the analysed 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 throughout 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, counselling the students, meeting with parents, keeping track of the student's behaviour, 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**

Name of the Principal: **Dr. P. M. Aadil Ahmed**

Name of the Institution: Mazharul Uloom College

City: Ambur

Pin Code: 635 802

Accredited Status: B+

Work Place: Ambur

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Mobile: 9894060634

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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 Bangalore. We have started Placement Cell to provide and facilitate placement opportunities in the neighbouring 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 for the year, 2015 - 2016.

S.No	Date	Name of the Programme	Resource Persons / Company
1.	01.07.2015	Off campus recruitment	Accenture Private limited, Chennai
2.	24.07.2015	Orientation program and campus interviews	LIC Ambur
3.	27.07.2015	Personality development program	M/S Farida social service, Ambur
4.	09.09.2015	Campus interview	Eureka Forbes private limited, Chennai
5.	03.10.2015	Workshop on medical coding	----
6.	12.01.2016	Soft skill training program	JCI Ambur
7.	10.03.2016	Memorandum of understanding(MOU)	Footwear design and development institute, Chennai.

We contact best companies of our area and also from hi-tech cities like Chennai, Hyderabad and Bangalore. 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 benefited 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. Accenture private limited
2. Eureka Forbes private limited
3. TATA consultancy services, Chennai
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 Centres 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 - 2015 – 2016 - 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.	2015-16	Accenture private limited	1	1	100%
2.	2015-16	LIC	10	5	50%
3.	2015-16	Eureka Forbes private limited	25	18	72%
4	2015-16	TATA consultancy services	4	1	25%
5	2015-16	Online for TCS ignite	10	2	20%

### **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

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