



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		MAZHARUL ULOOM COLLEGE, AMBUR
• Name of the Head of the institution		Dr. K.H. KALEEMULLAH (upto 09.03.2022), Dr. M. Mohamed Ismail (from 10.03.2022)
• Designation		PRINCIPAL (IN-CHARGE), PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		04174242644
• Mobile no		9952189295 / 9443097329
• Registered e-mail		principalmuc@gmail.com
• Alternate e-mail		principal@mucollege.ac.in
• Address		MAZHARUL ULOOM COLLEGE, REDDY THOUPPU, GANDHI NAGAR, AMBUR. TIRUPATTUR DISTRICT.
• City/Town		AMBUR
• State/UT		TAMIL NADU
• Pin Code		635802
2.Institutional status		
• Affiliated /Constituent		AFFILIATED
• Type of Institution		Men
• Location		Semi-Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	THIRUVALLUVAR UNIVERSITY, VELLORE				
• Name of the IQAC Coordinator	Dr. A. SHAFEE AHMED KHAN				
• Phone No.	04174242644				
• Alternate phone No.	04174242644				
• Mobile	9994617857				
• IQAC e-mail address	iqacmuc16@gmail.com				
• Alternate Email address	iqac@mucollege.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mucollege.ac.in/download/downloads/1105220852104418.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mucollege.ac.in/download/downloads/2809220851465636.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.20	2007	31/03/2007	30/03/2012
Cycle 2	B+	2.60	2016	29/03/2016	31/12/2022
6.Date of Establishment of IQAC	22/07/2007				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	-	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	08	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. 48 Value added Certificate courses were conducted under the initiatives of IQAC. 1928 students completed the courses successfully. 2. 244 Social Immersion projects were undertaken by the students under the initiatives of IQAC. 90 mandatory projects were done by the students. 3. 3 FDPs , 1 Workshop on Entrepreneur Skill Development and 2 Workshops on IPR were organized through IQAC to hone the skills of the faculties. 4. 33 Extension activities and outreach programs were organized as an initiative of IQAC. 5. IQAC introduced paperless and green initiatives in the campus. 4 Audits were conducted in this regard on 22.02.2022 and recommendations were implemented.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
<p>Charity Day to be observed in the campus on first Monday of every month under initiative of Institutional Social Responsibility Scheme. The collected amount to be spent on</p>	<p>Rs.13,250 was collected from the staff and students as a College Social Responsibility Scheme. The amount was spent on 5 Beneficiary organizations - Educational Institutions, Old</p>	

the Needy and Poor Students.	Age Home and Orphanages
As an initiative to keep the campus environmental friendly the parking facility to be created near the gate.	The work related to the shifting of parking near the college gate was started. Bikes and cars are not allowed inside the campus.
Employers Feedback to be collected and analysed to develop the students' skill.	The Feedbacks from employers were designed, collected, analysed and action taken reports were prepared and uploaded in the college website. On the basis of feedback analysis, skill upgrade of the students were made by offering relevant certificate courses meeting industrial expectations.
PTA to be made proactive by conducting regular meetings to involve the parents and guardians in the process of College Development.	3 PTA Meetings were conducted. Parents and guardians participated and the suggestions were welcomed for the development of the college.
More emphasize to the departments to organize one state/national level workshop/seminar/conference in this academic year.	15 events in all were conducted by all the departments. Management has contributed fund to organize workshops and seminars.
Entrepreneurial Development Bazaar to be organised by the ED Cell of our College.	MUC Incubation Centre in association with Khidmathun Nisa organized ED Bazaar on 26.03.2022 and 27.03.2022
Plan to conduct Communicative English Course for +2 students.	A committee was formed with school teachers to discuss the type of training to be given to the students. The syllabus has been framed and this program will be held in the next academic year 2022 initiatives.
Cycle Day to be observed every Saturday in our campus as an intuitive to reduce the environmental pollution.	Every Saturday Cycle day was observed in the campus as an Green campus initiatives. The students who in come in cycles were appreciated by the

	Principal and Vice-Principals.
All the departments to conduct certificate / short term courses of 30 hours duration.	48 Certificate Courses of 30 hours and more than 30 hours duration were conducted successfully by all the departments.
The Department of Commerce to be upgraded as Full Time Research Department by introducing full time Ph.D.	Thiruvalluvar University, Vellore has given affiliation to a research course Ph.D in Commerce. Full time Ph.D. in Commerce is introduced.
Girl Students to be admitted in all the PG programs from this academic year.	Management granted permission to admit girls in PG Courses
Initiatives to be taken up with the University to start courses in Artificial Intelligence & Machine Learning and Data Science (UG).	Fresh Affiliation for B.Sc. Data Science Course and B.Com (CA) courses was applied to the Thiruvalluvar University, Vellore, and waiting for affiliation.
A certificate course in Yoga to be conducted this year by the department of Physical Education.	As a preliminary step, a workshop performing Yogasanas was conducted by the Department of Physical Education to create interest and awareness. Initiatives will be taken to conduct the course next year.
A certificate course in Personality development to be conducted by the Planning Forum.	Certificate course in Personality Development was conducted by the Dept of Economics in collaboration with Planning Forum from 1 November to 10 November 2021.
Plans are afoot to upload E - Content in the form of Video Lectures in our college website.	E- Content is created in the form of Subject Notes Previous Question Papers etc. which are uploaded in the E - Content Management called E - Uloom. 2 Videos of Mathematics are uploaded in the college website

Students to be taken for Industrial visits.	51 students from Department of Micro Biology were taken to CIBA, Muttukadu, Chennai on 27.05.2022. Students were given hands on training and demonstration on various methods in aqua culture. 90 students went to industrial visits and also took the project work.
Propose to give hospital based Laboratory training for B.Sc. (Micro Biology) students in this academic year.	Initiatives will be taken to conduct the training in Rafeeqe Hospital, Ambur in the next academic year.
The management to provide incentives to faculties who publish papers in UGC recognized reputed journals.	10 Faculties were given incentives by the management to attend the programs.
The management to provide seed money for the research projects which help in the development of our institution.	Research Policy for funding the seed money to the Faculty and Student Projects has been formulated. The Circular is sent through Principal Office and Projects are received but yet to be evaluated by the Research Committee.
Plan to organize workshop, seminar under the Criterion III	1 Workshop on Entrepreneur Skill Development and 2 Workshops in IPR were organized through IQAC.
Extension activities and outreach programmes to be organized.	26 Programs were conducted.
An Incubation Centre to be established by the Khidmanthun - Nisa.	MUC Incubation Centre was established on 25.03.2022 Rewa Soap was made and sold in ED bazaars.
Multi Media centre to be constructed.	The proposal for Multi Media room is submitted to the management and the management has given consent for the establishment of Multi Media Centre and have allotted a

	separate room for the same. The implementation of the work will be started soon.
A court for indoor game to be constructed.	The proposal for indoor game court has been given. The work will be started soon by the management.
Students to be encouraged to participate in the district /state/ national level Extra-Curricular Activities.	Students participated in many extra-curricular activities
Registering of the Alumni Association process to be started..	Mazharul Uloom College Alumni Association was formed on 01.04.2022 and the registration work was started. The registration application No is TPSRG / 6733552/Dec/2022
Regular Alumni meet to be conducted.	Mazharul Uloom College Alumni Association conducted 1 General Body and 3 Executive Committee Meetings apart from other events and meetings.
Professional Ethics and code of conduct program for teaching staff and students to be conducted.	Four Programs were conducted for (Governing Body, Teaching Staff, Non- Teaching Staff & Students)
Communal Harmony programs to be conducted.	3 Communal Harmony programs were conducted by the NSS to inculcate communal and ethical values in the Students.
Plan to create paperless work in administration and office level.	All the official communication are disseminated to the administration and office level through e-mail and Whatsapp
Plan to create herbal gardens and fruit garden in the campus by Alumni Associations.	Proposal for Herbal Garden and Organic Garden was presented to the Alumni Association in General Body Meeting and the the association has promised to contribute. The work has started and it will be created soon.

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>IQAC, Management</td> <td>22/12/2022</td> </tr> </table>		Name	Date of meeting(s)	IQAC, Management	22/12/2022
Name	Date of meeting(s)				
IQAC, Management	22/12/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>yes, 2020-2021</td> <td>19/12/2022</td> </tr> </table>		Year	Date of Submission	yes, 2020-2021	19/12/2022
Year	Date of Submission				
yes, 2020-2021	19/12/2022				
15. Multidisciplinary / interdisciplinary					
<p>Our college is an affiliated college of the Thiruvalluvar University, Vellore which is a state University established by the Government of Tamil Nadu. The college follows the guidelines of the University with regard to the implementation of multidisciplinary and interdisciplinary courses in various programs.</p> <p>Our college has "Academic Committee" with Principal as Chairperson, Vice-Principals (Academic and Administration), Coordinator of the IQAC and all Heads of the departments as members of the Committee. The Committee discussed the pros and cons of New Education Policy (NEP) in the meetings. As the college is preparing itself to have multidisciplinary / interdisciplinary courses it tries to redesign the curriculum in accordance with the university regulation and our board of studies members will represent the same to the University.</p>					
16. Academic bank of credits (ABC):					
<p>Our college follows a Choice-Based Credit System for all programmes as per the University regulation. The University has been making every effort for Globalisation of education and credit transfer prior to the notification of the NEP. The university has already introduced innovative ideas to earn career prospective for students and to deposit their learnt entrepreneurial skills later through National Schemes like SWAYAM, NPTEL. Our college abides by the curriculum and course work structure prepared by the Affiliated University in this regard. PG students have to clear atleast one MOOC or NPTEL course during their degree programs. This credit is added to them.</p>					

17.Skill development:

Our college does not prepare and implement its own curriculum since it is an affiliating college of Thiruvalluvar University. As per the University course work, all the students of the UG programs are studying Soft Skills for Inter-personal Communication and Skill based Subjects which is mandatory to get degree.

Our college offered Skill Development Certificate Courses in Tally, Foreign Language (Arabic) and Web Technology. Five MoUs were signed in this regard to develop the skills of the students. We have conducted 13 Skill development courses (6 from Career Guidance and Placement Cell, 5 from major departments and 2 from Mazharul Uloom College Centre for Spoken English) for Skill enhancement of the students. Mentoring and counselling about these courses enables students to explore future employment pathways after graduation and help them to get good placements.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our college has three Language departments which work in applying traditional knowledge to real-life situations. In addition, the Fine Arts association has worked towards the revitalisation of cultural resources for communicating positive messages in the society. We conduct regular poetry recitation programs, moral instruction programs and value based programs. Our University has mandatory course in Value Education for all UG programs and Human Rights for all PG programs. Tamil is a classical language which reflects the tradition and culture of Tamil Nadu. The students of Tamil language learn them through Dramas, Poetries and Tamil Grammar. The Urdu language that acquires its existence in the abundant heritage of Indian composite culture is another language studied in our college.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our college offers programmes across Humanities, Social Science, Science and Technology. All these programmes are offered as Outcomes Based Education (OBE) by the University. Our college is prepared to fulfil the objective and achieve the targets as per the structural curriculum provided by the affiliating university. Program Outcomes and Course Outcomes are clearly given in the website of our college to educate the students regarding OBE. The attainments of the OBE are also informed to the students.

20.Distance education/online education:

Due to Covid-19 Pandemic, Online Classes were conducted very

effectively by all faculties in all programs. Keeping aside the benefits of face to face learning, online lecture sessions have broken the geographical barriers creating interaction of experts and students from distant geographies. Students and staff are encouraged to do the MOOC and SWAYAM courses. Online faculty exchange programs were also organized. More MoUs will be signed in this regard.

At present our college has a distance learning study centre of the University of Madras, Chennai which offers 16 UG courses, 16 PG courses, 19 Diploma courses, 16 Certificate courses and 2 Professional courses. Many students have benefited from this facility, particularly girl students who desire to pursue higher education while being employed simultaneously.

Extended Profile

1.Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	927
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	540
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	279
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	**48**
Number of full time teachers during the year	
File Description	Documents
Data Template	[View File](#)
3.2	**48**
Number of sanctioned posts during the year	
File Description	Documents
Data Template	[View File](#)
4.Institution	
4.1	**22**
Total number of Classrooms and Seminar halls	
4.2	**43.38**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**151**
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
Being an affiliated college of State University, Our college follows the curriculum and syllabus as prescribed by the Thiruvalluvar University, Vellore. Our college has three-fold mechanism as follows:	

1. College level

Our college prepares an Academic calendar that covers all the academic activities and also CIA tests. Meetings are conducted to discuss the various aspects of curriculum delivery process and necessary follow up is made on the basis of stakeholders' feedback.

2. Department Level

Before the commencement of the academic year every department allocates the subject allotment to faculty members. Every department prepares the department workload and individual work load. The modes of curriculum delivery in the form of ICT, lectures, seminars, discussions, quizzes, test papers, assignments and key notes are clearly discussed with students. Every department plans and conducts CIA test and upload test marks in the University portal.

3. Individual level

Individual curriculum plan is developed according to which faculty members prepare a teaching plan on how they intend to deliver the curriculum and communicate the course outcomes to the students. Individual teacher maintains the teaching work diary with a view to track the curriculum delivery. Every teacher develops the e-contents related to their course work.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-1/1.1.1/1.1.1-Institution-Ensures-effectives.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution has an effective mechanism for well-planned curriculum and documentation at the college level.

1. College Level: To execute the curriculum completion on time, the college prepares an Academic calendar very meticulously every year. The effective mechanism which sets the goal of curriculum completion

in the teaching and learning system is given clearly in the academic year covering all the co-curricular, extra-curricular activities, important days and meetings. It is followed properly for the delivery of course content to the students.

2. Department Level: The departmental timetable is prepared and care is taken to see to it that it is getting executed properly. Care is taken to complete the curriculum in a stipulated time. The Head of the department checks the department activities from time to time. The departments analyze the results at the end of the examinations.

3. Individual level: The implementation of curriculum is smoothly administered by the teachers. Teaching plan is prepared by the individual teacher in advance. Teachers complete the curriculum enjoys the freedom to follow any innovative idea of teaching they wish. They prepare e-contents based on their course wise lecture Details are given in the link.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-1/1.1.2/1.1.2-CIE.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****14**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****48**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**1981**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College integrates cross-cutting issues into the curriculum for enriching students to develop their moral, social, professional, ethical, gender equality and sustainability skills. The University prescribed the following mandatory courses for all UG and PG Programs to integrate the crosscutting issues.

UG Program

- Environmental Studies - I Semester
- Professional English - I and II Semester
- Value Education - II Semester
- Soft Skills - II Semester
- Students of BBA and B.Com (CS) have to undergo mandatory Institutional Training for 15 days and 30 Days respectively in Industries. 90 students have undergone the training and have prepared project reports.
- Extension Activities are mandatory for all UG program.
- 10 Certificates Courses each of 30 hours duration were conducted.
- Religious and Moral Instructions forum conducted 11 programs in order to cultivate human values among youths of the society.
- 5 Guest Lectures by experts in the cross cutting issues were conducted. 7 Field studies were conducted.

PG Program

- Human Rights Education - I Semester
- M.Com students have mandatory Projects Work for the award of Degree for 30 Days in Industries.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

07

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

334

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

A. All of the above

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	https://www.mucollege.ac.in/igac/stakeholder_feedback_analysis_atr/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.mucollege.ac.in/igac/stakeholder_feedback_analysis_atr/
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
328	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	

326

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Advanced learners and slow learners are identified based on the marks obtained in qualifying examinations, performance in Continuous Internal Assessment tests, End Semester Examinations, mentors' feedback and also continuously observing the students by the course teacher and HoD.

Advanced Learners:

They are encouraged to develop leadership qualities by giving responsibilities relating to the courses and to help slow learners through creating groups.

They are included as members of various committees and association activities.

They are encouraged to participate in seminars, conferences and workshops to gain knowledge.

They are encouraged to do Projects and Internships.

They are given special endowments' awards and medals.

Slow Learners:

The HoD and mentors monitor the slow learners' progress in every test.

They are provided with remedial classes and special coaching apart from the college working hours.

They are motivated by the Advanced learners in peer to peer mode.

Career Guidance and Placement Cell provides training in interview

skills and communication skills, Personality Development programs to enhance employability of the advanced learners. It also provides required training to slow learners. it

Online resources and library books are available to strengthen the knowledge-base of both.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-2/2.2.1-College-Day-Merit-Lists.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
927	48

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Every department conducts innovative programs which stimulate the creative ability of students. Faculty members also put efforts in making the learning activity more interactive by adopting the below-mentioned student-centric methods.

- Certificate / Value Added/ Add-on courses are offered (48 Courses) in the campus matching to the current trends of the industries like Tally, Python, Web designing, Digital Marketing and Business start ups.

Experiential Learning

Students are taken for Industrial visit from the Micro Biology

department. B.Com (CS), BBA and M.Com students have industrial training..

Participative Learning

- Every department provides learners with opportunities to directly meet professional connoisseurs thereby providing a platform to improve their learning quotient. Students are encouraged to attend and present papers in Seminars/Webinars/Workshops and Conferences. They also participate in academic events at inter collegiate and intra-college competitions.
- They are constantly encouraged to participate in various programs including MOOC courses.
- They participated in Quizzes, Discussion, Presentations and Debates.

Problem Solving

As part of the problem solving methodologies adopted in our college, for B.Com., BBA and B.Com(CS) students are asked to analyze the annual reports of reputed companies as assignments.

They are assigned the academic tasks to acquire and develop problem-solving skills. They are encouraged to do projects and Internships.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-2/2.3.1-Centric-Methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Student centric methods with ICT tools like LCD Projectors, are constantly used in the teaching learning process. Every department conducted 15 innovative programs which stimulates the creative ability of students. Faculty members also make efforts in making the learning activity more interactive by adopting student-centric

methods like Google classroom to share the course content - learning material for both theory and laboratory, submission of assignments and test papers, etc.

To teach mathematical subjects and conceptual subjects through online mode, teachers use various online tools like- Jamboard in Google meet, etc.

E-Contents are available on the college website.

Lab manuals are shared with students well in advance before the experiment is performed.

Animated PPTs are prepared to improve the effectiveness of the teaching- learning process. Video lectures are uploaded in YouTube for future reference.

Mazharul Uloom College -> Support Services -> ICT Enabled Tools (mucollege.ac.in)

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

48

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

17

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

48

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode.

Write description within 200 words.

Our college is affiliated to the Thiruvalluvar University, Vellore. It follows all the rules related to assessment as prescribed by the University.

Assessment of each course has two components namely Continuous Internal Assessment (CIA) and End Semester Examinations.

C I A is transparent and time bound. Internal Assessment is done by the course faculty. As per the schedule in the college calendar three CIA tests are conducted and marks are uploaded in the university portal.

Each course and practicals are evaluated for a maximum of 100 marks of which CIA component carries 25 marks and end semester examination carries 75 marks. The internal marks are based on the Continuous Internal Assessments Tests, Model examinations and assignments. Our college conducts the Model Examination in a centralized manner..

The valued answer scripts are given to the students and the students' grievances (if any) forwarded to the examination cell which are resolved by appropriate authorities. The internal assessment tests marks and student's attendance are uploaded periodically on the University website.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.mucollege.ac.in/download/NAAC/AOAR/AOAR21-22/CRITERION-2/2.5.1-Evaluation-Process-Reforms.docx

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with examination related grievances is transparent, time bound and efficient:

At College Level:

At the beginning of the semester itself, all the faculty members inform the students about the various components in the assessment process during the semester.

The internal assessment test schedules are prepared as per the university norms and are mentioned in the college calendar and the same is communicated to the students well in advance.

The corrected answer papers of the students are distributed to the students for verification and any grievance is redressed immediately.

The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.

For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record.

Redressal of grievances at University level:

The queries related to results, corrections in mark sheets and other certificates issued by university are handled at Thiruvalluvar University examination section after forwarding such queries through the college examination section.

Students are allowed to apply for revaluation, re-totalling by paying necessary processing fees to the university.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-2/2.5.2-Exam-Comm.docx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Thiruvalluvar University has implemented the Choice Based Credit System. The Choice Based Credit System gives an opportunity for the students to choose courses consisting of core, elective & skill based courses.

The Syllabus is updated from time to time by University as per the

requirement of the current trend and to meet industrial expectation..

The students get the required skills for the existing job environment. They get an opportunity to develop their potential, credentials and competitive edge. Course outcomes and programme outcomes are communicated to the students as well as parents during the first year students inaugural programme. During the Student Induction Programme and in the classes are shared the course outcomes and programmes in depth.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.mucollege.ac.in/download/NAAC/AOAR/AOAR21-22/CRITERION-2/2.6.1-PO-CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our College is affiliated to Thiruvalluvar University, Vellore. The curriculum prescribed by the University is followed for all the courses. Based on the University credit system COs and POs are calculated.

Direct Method:

Continuous Internal Assessment and End Semester Examination marks are taken into consideration to measure COs. The CIA evaluation includes marks of 3 CIA tests & Assignments for UG and PG Programs. To measure the attainment level of Course objective, 75% weightage is given to End Semester Examination and 25% weightage is given to CIA marks.

Level of Attainment:

All the COs are interlinked with POs and PSOs and the correlation levels are entered in the POs/PSOs/COs matrix to obtain POs attained values as per Thiruvalluvar University procedure. The programme and course outcomes is available in the link below:

<https://www.tvu.edu.in/links/regulations-and-syllabus/>

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-2/2.6.2-ATTAINMENT-PO-CO.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

279

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.mucollege.ac.in/download/downloads/2506220900372111.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-2/2.7-SSS.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.50

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

6

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The ED Cell organised 5 ED programmes and 2 IPR workshops to inculcate the value of entrepreneurship among the interested

students and faculty members. 8 patents are published by the faculty members. ED workshops focused on required skills for novice entrepreneurs, Business plan formulation, financing, marketing policies and government schemes.

The college has also initiated "MUC Incubation Centre" to promote and inculcate the concept of self employment. Two projects are introduced- One manufacturing of Soaps named with the brand name "REWA" and another computer software project named "e-Uloom"

A pilot project of "Soap Making" was started with the B.Sc(Microbiology) girl students . The students were trained to procure raw material and manufacture soap using "Melt and Pour Method". The students designed wrapper for the soap packaging, came up with brand name and logo. 346 soaps were manufactured by the students. The students put up soap stalls during MUC Nisa Fest' 22 and sold 250 soaps.

Software development skill training was also given to the students as part of entrepreneurial development skill using open source development tools and L.A.M.P stack development .A team of students were trained to upload the notes and question papers. This tool is labeled as "e-Uloom".

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-3/3.2.1/REWASoapProject.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

15

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.mucollege.ac.in/accreditation/research_policy/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

9

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our College has taken up several social welfare projects through extension service clubs to inculcate in students the values of commitment and devotion that helps them to follow ethics in their personal and social life.

75 trees were planted in Omerabad this year.

35 units of blood was donated by our college students in the Blood donation camp organized by the NSS and the RRC in collaboration with Lions Club and Government Hospital, Ambur

150 students participated in the NSS Specialcamp where School Campus and street Cleaning drive, Plastic free zone drive, Tree plantation Programme , Rally for water conservation , Solid waste management, Electricity Conservation in adopted villages of Omerabad, Panagatur and Nariyambut

NCC students visited the schools and demonstrated the Yoga sessions to the school students on International Yoga day.

203 people were benefited from the TB awareness and Swab screening organised by NSS team of our college in association with Ambur Government Hospital

20 Students participated in the Flag day rally and collected Rs. 1810/- from the general public of Ambur and was sent to the Assistant Director, Directorate of Ex-Servicemen's Welfare at Chennai by Demand Draft.

MUC from time to time involves in such outreach programmes to indulge the students with socially useful activities in addition to their Academic commitments.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AOAR/AOAR21-22/CRITERION-3/3.4.3.1/Outreach.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

19

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

26

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2448

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

16

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

College Campus is situated on its own grounds of 20.5 acres, eco-friendly buildings comprising of Administrative Block, Academic Block, Library, Auditorium, Support service buildings, Air-conditioned Sir Syed Ahmed Khan Convention hall. To control pollution in the campus vehicles entry are restricted.

The Academic block consists of 22 Wi-Fi enabled, well-furnished ventilated class rooms among them 6 class rooms are with ICT facilities, Department wise staff rooms with LAN and Wi-Fi enabled Computers, fully equipped state-of-the-art two Computer labs with 80 computers and server, one Microbiology lab and Orell Tell English Language Software installed English Language Lab with 25 computers and a server.

The Central library is a Green Building which is spacious with ground floor and mezzanine floor to stack the reading materials, has 30495 books and a consortia member of INFLIBNET's NLIST through which online e-journals, e-books are availed. It has aUGC Network Resource Centre for assessing E-Resources.

Separate rooms are provided for Extension activities and Support Services. We have a canteen and a centre for Institute of Distance Education, University of Madras, Chennai. All the basic amenities like water facility, multiple rest rooms, roads and ramps are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has well equipped Physical Education Centre with a Physical Director and a proactive Sports Committee consists 1 Coordinator and 3 members for training the students. Institution has the following facility for the Sports and Games.

S.No.

Games

Area/Size in

Sq. meter / feet

1

Ball Badminton

40 x 80 ft

2

BasketBall

28 x 15 mtr

3

Cricket

70 mtr (Diameter)

4

Football

50 x 80 mtr

5

Kabaddi

12.5 x 13 mtr

6

Volleyball

18 x 9 mtr

7

Badminton

20 x 40 ft

8

200 meter Track

200 mtr

9

Long Jump Pit with Runway

3 x 6 mtr

10

High Jump Pit

3 x 6 mtr

11

Triple Jump pit with Runway

3 x 6 mtr

12

Shot put

10 x 5 mtr

13

Discus Throw

5 x 50 mtr

The College has also the Multi GYM facility which is fully equipped with essential fitness equipment like 120 KG weight plates and rods, Training bench, Dumbbell Set and Treadmill.

College Auditorium with ICT facilities and an Open Auditorium are utilized for conducting the Cultural Activities and Competitions. Mats for Yoga, Electronic and Musical equipments are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**5.56**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****• Name of ILMS software**

INFLIBNET's SOUL

• Nature of automation (fully or partially)

Partially automated

• Version 3.0**• Year of Automation 2021**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.724

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- On 16th September 2021, UGC Network Resource Center in library was upgraded with RX300 model and QR scanner is added for recording the patron footfall in the library.
- On 11th December 2021, in the Major Computer Lab, a new Computer Server was added with the configuration of Lenovo

ST50 Xeon 2224 with 32 GB DDR4 RAM and 1 TB HDD and a licensed MS-Windows Server 2019 and all the computers of Major Computer Lab are inter-connected with the Server.

- For safety and security college has installed 25CCTV Cameras at vintage points across the campus for surveillance.
- The college has 151 computers for academic and 17 for administrative activities with fiber optic internet facility. SSD hard disks and RAM are added for the existing desktop to speed up the old Computers. High speed Wi-Fi facilities are available across the campus.
- Computers in all the departments are upgraded and are interlinked via LAN Network and Internet Connection and a WiFi connectivity using Orbi WiFi Satellite of NETGEAR.
- On 1st February 2022, Tripods with Camera Stands and Multimedia Speaker Headset were provided to each department to facilitate online learning and learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

168

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****37.82**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Secretary & Correspondent along with the Principal of the college is responsible for ensuring the procedures and policies of the college. As per the rules and policies of the institution, all the stakeholders have fair opportunity to access and use the facilities.

Clean Campus : To create a zero-garbage campus and to maintain its garden, the campus is cleaned and sanitized daily. The electrical and electronics fittings are checked and if found not working, are replaced immediately by the electrician. The plumbing work is also monitored regularly and repaired items are replaced immediately to ensure uninterrupted supply of water.

Laboratory: Safety measures such as fire extinguishers, evacuation and control, First aid kits, safety gloves with SOP have been managed periodically. Computers are regularly checked by lab technician, major repair work if any, replacement of equipment is made based on the report of the experts.

Library: New books are purchased according to the recommendation of the departments and are accession no. is stamped and then placed library Scientific System. Binding works are carried out to prevent damage of books. Annual stock verification and weeding of unwanted materials are undertaken to ensure proper safeguard of the resources in the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year**

726

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

27

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Link to Institutional website</td><td>https://www.mucollege.ac.in</td></tr> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of capability building and skills enhancement initiatives (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Link to Institutional website	https://www.mucollege.ac.in	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to Institutional website	https://www.mucollege.ac.in								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
730									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
730									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

81

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

37

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Representation of Students in the institution is to its maximum extent. The Institution has College Union and 21 Affiliated Associations with student representatives from various departments.

The College Union has Student Chairman, Vice-Chairman and Secretary and its affiliated associations have Student Secretary and Assistant Secretary. They are nominated by the Principal on basis of merit-cum-good conduct. The students' secretaries of the affiliated association functions under the guidance and the supervision of staff Vice-President of their association. The student Secretaries of each affiliated association organize various programmes and competitions under the guidance of Staff Vice Presidents.

The students represent college as competitor in various inter-collegiate, university, state and national level competitions. The students also contribute their services in social welfare and health awareness activities and programmes by 10 extension activities clubs like NCC, NSS, YRC, RRC, Enviro club volunteers.

The student representatives are selected as members of various committees and bodies that require student representation as per the UGC regulations.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-5/5.3.2-Student-representation.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Our college has a registered alumni association as Mazharul Uloom College Alumni Association (MUCAA) which contributes for the sustainable development of our institution and provides a variety of benefits and services to the institution and fellow graduates. The MUCAA made all the passedout students as members by default. As per By-laws of MUCAA, In every 2 months executive committee meetings and a annual General body meeting were conducted.

9 alumni are serving in our college as Teaching faculty and 5 alumni are serving as Non-Teaching staff.

Financial Contribution:

MUCAA financially contributes for conducting sport events, functions and various programmes in the campus. It also helps to maintain a green campus by planting trees.

Non-Financial Contribution:

The members of MUCAA act as a Resource person in various Seminars, Workshops and Training programs organized by the departments and CGPC of our College.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-5/5.4.1-Alumini.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

- The institution aims at encouraging and improving secular and moral education of youth.

MISSION

- To bring out the hidden potentials of the 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.

The institution clearly empowers the Principal and the faculties to participate in the governance of the institution. The governance is of two fold, Academic and Administrative in the institution.

Principal authorizes the powers to the Heads. HODs carry on the administration of the department in association with their faculty members in all activities like allotment of work, organizing seminars, conferences, workshops, extension activities, competitions, Industrial visits, internship, educational tours, purchase of library books, equipments and chemicals required for the department.

Principal, Heads and faculties conduct regular meetings and plan activities of the college on regular basis. Every department submits Action Plan at the beginning of the year and action taken report at the end of the year to the IQAC. Every department has short term, mid term and long term plan. Thus, the principal and faculties ensures effective functioning of the college and participative management successfully.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/about_us/vision_mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization is seen as a means of improving the efficiency of education system in our college. The college grooms the leadership as follows:

1. At the Academic Level:

Secretary & Correspondent, Principal, Vice-Principals (Academic), Coordinator of IQAC, Heads of the various Departments, Mentors, Teaching Staff, Office Superintendent, Non-Teaching Staff, Supporting Staff, Students Union, Student Representatives, Stakeholders, Alumni, Parents and various committee heads are jointly empowered to propose, design, formulate and execute the plans related to the functioning of the college such as admissions, departmental plans, Mentoring, examinations, discipline, grievances, support services, organizing various functions within the framework of the governance.

2. At the Administrative Level:

Secretary & Correspondent, College Committee Members, Principal and Vice Principal (Administration) and IQAC jointly take the decisions regarding new courses, developing infrastructure facilities and decision making to govern the institution successfully.

3. 48 Committees are formed to explore the possibilities for the deployment of strategies planned by the college at both levels. Their recommendations are efficiently implemented.

4. The college has participative management in all its plans and strategies. IQAC conducts regular meetings with College Development Council and Academic Committee and decisions for the implementations of plans and strategies are implemented effectively.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/about_us/college_management_committee/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every department under the leadership of the head chalks out an annual plan based on the plans (short, mid, long terms) of the department. The departments work with those plans and aim at achieving the maximum goals in the prescribed time. The action taken report is submitted to the IQAC which in turn checks the successful deployment of the plans. The plans are student -centric, serve welfare initiatives to benefit the student community at large which include the conduct of certificate courses, seminars, webinars, faculty exchange programs, guest lectures, participation competitions, Projects, social immersion projects, peer learning, experiential learning and e-content development.

One plan implemented successfully by all the departments is the conducting of certificate courses which was decided at the beginning of the academic year. 48 value added certificate courses were conducted on modern topics like Office Automation, Tally, Personality Development, SPSS, GST, Urdu for Beginners, Advanced Excel, Python. 1928 students have successfully completed the courses in this year. Examinations were conducted and certificates were awarded to the successful students. The outcomes of the courses were marvelous.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mucollege.ac.in/download/downloads/0406221113179809.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our college is managed by the Ambur Muslim Educational Society under the leadership of the President and the Honorary General Secretary who hold authority over the Secretary and Correspondent of the College who takes charge of the substantial management of the college at both Academic as well as administrative levels followed by the Principal at the college level.

1. At the Academic Level: Vice Principal (Academic) is the immediate head authority next to the principal.

Department Level: Heads of the various Departments lead their respective departments of the teaching Staff - the mentors of the students, the last in the beneficiaries.

Extension activities: NSS, NCC, RRC, YRC, BDC, CCC, LLC, MUCCSE, Khidmathun-nisa, Literary and Quiz Club

Support Service: Students Achieving academic excellence through library, e- uloom, CGPC, Sports, Counseling Cell.

2. At the Administrative Level: Principal is the authoritative head to the Vice Principal (Administration) who has power over the Office Superintendent. Office Superintendent has power over the other Non-teaching staff and the Supporting staff.

3. IQAC- Coordinator stands as an intermediary body who holds controls and is answerable to the stakeholders - Parents, Alumni, Government, NGOs, the corporate sectors which in turn benefit the student community at large.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/home/
Link to Organogram of the institution webpage	https://www.mucollege.ac.in/about_us/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution and the Management make sure that the teaching and non-teaching staffs avail all the welfare measures provided by the central and state Governments for staffs of Aided institutions. In addition to these, Management also provides welfare measure for Aided and self financing staffs.

Welfare Measures such as:

Research Support:

- Financial Support for Aided and self financing staff for attending seminars, workshops, conferences and paper publications. 23 staff received the financial assistance.

Health Aid:

- Family Medical Card
- Yoga and Meditation Programme
- First Aid Appliances
- Gymnasium

Financial Benefits

- Staff Insurance Scheme
- PF Schemes & CPS Schemes
- Festival Advance
- Festival Ex gratia for Self financing Staffs
- Financial Assistance for needy staffs without interest

Facilities

- Free Wifi Facilities

Felicitation

- Retired staff Honoring for their services

Grievance Redressal Mechanism

- Staff members having any grievance approach the Management through the Principal. The grievance is addressed immediately as per the requirement. Our institution believes in a specified degree of flexibility to assure smooth and efficient teaching and learning process. Allotments of work-load and leave, grants, insurances schemes and health insurance schemes, loans as per the requirements of the staff is taken into consideration and granted by the management and Principal to provide a comfortable workspace.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

23

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

56

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal System such as:

In order to ensure the maintenance of quality, our college has performance appraisal mechanisms for staff members. College administration realizes that performance review needs to be collected from stakeholders and hence a comprehensive performance appraisal system is followed.

- IQAC collects and consolidates the Performance Based Appraisal System for the entire teaching faculty. It designs a special form for this purpose.
- Yearly Academic Audit is carried out meticulously as a part of appraisal. Any negligence is rectified immediately.
- Feedbacks are collected and analyzed from students on teachers, help improvise the performance and boosts the morale. HoDs submit an Action Taken Reports to the IQAC. Based on that IQAC prepares an ATR and submit to Management.
- Periodic reports if any on Faculties intervention in the Teaching-Learning process are collected by HoDs and Submitted to the IQAC.
- Career Advancement Scheme of the UGC is done with the IQAC as it forwards the eligible CAS candidates to the Management for further processing.
- Vice-Principal (Administration) discusses work progress and the status of pending files in regular reviews with the management and at most care is taken to clear the files at the earliest.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/downloads/0609221238264489.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and external financial audits are carried out every year. Since the External Financial Audit is mandatory, it is conducted by the Joint Directorate of Collegiate Education, Vellore Region, Vellore as per the schedule.

Our college duly carries out internal financial audit regularly.

Internal Financial Audit is conducted by the auditor appointed by the management to scrutinize the financial transactions and review them periodically. The budget proposals submitted by the department heads, associations and support services through the Principal are approved by the Secretary and Correspondent. On approval, the sanctioned amount is spent and the expenditure incurred is submitted in the form of vouchers, original bills to the Office Superintendent, administration department for perusal. This internal audit procedure is carried out for all academic and non-academic departments according to the nature and the requirement.

External Audit: College is dependent on the Joint Directorate office for the External Audit every year. So we wrote a letter to the office to conduct the external audit for academic year 2021-2022, which will be uploaded in the college website as soon as we receive the audit report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****2.43**

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**Salaries:**

The Regional Joint Director of Collegiate Education, Vellore disburses the salaries allotted by the Government of Tamil Nadu to the aided staff, as our college is a Government Aided Minority Institution.

The salary of self financing staff working in Shift - II is remunerated through the fees collected from the students of Shift-II.

Management Contribution:

Management makes provisions to appoint and pay salary to unaided staffs in vacant approved posts until the post is filled. In the year 2021-2021, Management laid the Pavers Block road and constructed compound wall of the college.

Scholarships:

Government and Non Government Scholarships are made available for the needy students who are financially backward with financial assistance to pursue their studies successfully. Scholarships such as BC/SC/ST/Minority/Post-Metric Scholarship are available. In the a separate section is functioning with a LDC for this purpose who guides students to apply and get various scholarships. Rs. 15,41,619

was disbursed in this year.

Scholarship from NGOs:

College extends its platform to mobilize funds for scholarship from various local NGOs. The amount received during 2021-2022 was Rs.2,43,051/=.

Alumni Contribution:

College sources its funds for some of its infrastructure from alumni association. During the year 2021-2022 Alumni's Contribution was Rs. 62,600.

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/support_services/scholarships/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has the one of the best practices of organizing Programs for its Teaching and non-teaching staff. 7 Programs are organized in this academic year.

- Orientation Program on "Quality Maintenance in the College" for Supporting Staff on 9th September 2021
- A Special workshop on "Gmail Essential" for the Non- Teaching staff on 9th Sept 2021.
- 7 days FDP on "Research Methodology" from 9th Sept 2021 to 17th Sept 2021
- 7 days FDP on "Personality Development & Leadership Skill for Teachers" from 18th November 2021 to 26th November 2021
- One day FDP on "Introduction to Mutual Funds" on 29th Nov 2021
- One day Special Program on "Challenges Ahead for our Institution in NAAC Reaccreditation- Cycle III" on 7th Dec 2021.
- Orientation Program on "Waste Management" on 1st April 2022

Apart from this, Staff members are also deputed to UGC HRDCs across the country to attend Orientation, Refresher and Short term Courses.

This is mandatory for CAS.

Another practice of this academic year is the Incubation Centre 'Earn While You Learn' is functioning. Soap "REVA" was made by the Microbiology department students in collaboration with Khidmathun-nisa as Women Empowerment under the Entrepreneurial Development Cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Active Pedagogy to attain Effective Outcome:

- Conducts regular FDPs and Orientation programs.
- Our institution does the CAS through IQAC and have a special appraisal system for staffs' for career advancement and promotion.
- Encouraged to attend HRDC sponsored FIP and Refreshers Courses and UGC Sponsored MOOCs and SWAYAM courses.
- Encouraged to publish papers and follow research work.
- Effective usage of ICT and smart classrooms by the faculties
- Student's Feedback to upgrade their pedagogy.

Student Oriented Initiatives:

- New Microbiology block with full-fledged necessitated lab equipment.
- Encouraging students for MOOCs and Certificate courses.
- Value added certificate courses.
- Guest Lectures by other college faculties as FEP.
- Projects and Social Immersion Projects
- Incubation Centre 'Earn While You Learn'.
- Students' feedback helps to resolve the lagging in teaching and learning process.
- Mentor - Mentee Concept
- Charity day - Every First Monday of the month, we observe charity day. We collected and disbursed Rs. 13,280/= to

orphanages, Old Age Home and Schools from college stakeholders in this year.

- **Free Breakfast** - The department of Economics provides free breakfast and pay fees to the needy and poor students. The amount is contributed by the department faculties. The amount spent was Rs. 16,500/= in the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mucollege.ac.in/iqac/annual_report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college emphasizes on Gender equity by providing fairness and justice regarding educational benefits and needs for women and men equally. Equal opportunities are given to both the genders. All the

courses offered are for men, and only in B.Sc. Microbiology girls are admitted

.The college celebrates "International Women's Day" on 8 March 2022 with the tag "Our Women Our Strength". Students from other colleges are invited to participate in the event.

- Awareness Programme on "Female Education and Gender-equity" was organized by the Women Empowerment Cell (KhidmathunNisa) on 27.03.2022.
- MUC NISA FEST - A State Level Inter-Collegiate Competition for girls was organized on 26.03.22 in which students from other colleges were invited to participate. Various competitions were conducted and judges were called from other colleges and winners were given prizes.
- MUC Incubation center was installed and the girls of our college manufactured Soaps REWA. Five fragrance of soap - Aloe Vera, Rose, Sandalwood, Lemon and Lavender were launched. The profit earned through this product-REWA soap is utilized for paying fees of the under privileged girls of our college.
- NSS celebrated the "National Girl Child Day" virtually on 24 January 2022.

File Description	Documents
Annual gender sensitization action plan	https://mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-7/7.1.1/7.1.1a-Annual-Gender-Sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-7/7.1.1/7.1.1b-Facilities-Provided-for-Women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

College's key operation has very less impact on the environment as the college is very conscious of generating less waste and also enables the used materials to be reused ensuring that less natural resources are consumed. The college is situated in serene place away from the polluted area.

Solid waste management

The college is spread across 20.5 acres of land. The wastes generated by all sorts of routine activities carried out in the college are collected at various levels at regular intervals of time. Sweepers and cleaners are deployed for this purpose to clean, collect and segregate in dustbins and then brought to the dumping place in the campus. Solid waste in the open area like grass and fallen leaves are collected and piled up and then it is used as manure for trees of our own campus.

Liquid waste management

Liquid waste is used for watering the plants.

Biomedical waste management

Biomedical wastes are buried beneath the soil, called as Land Disposal Method.

E-waste management

E-waste such as computers and its peripherals are upgraded regularly to continue usage and to avoid its wastage.

Hazardous chemicals and radioactive waste management

Hazardous chemical and radioactive elements are not used in our college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

A. Any 4 or all of the above

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our college provides an inclusive environment in a very secular and impartial manner which is clearly stated in the vision. It admits students from diverse sections beyond the barriers of caste, colour, community, religion and language which is the trademark of our institution. An amicable ambience is created where all the students irrespective of their differences mingle together as one unit called Mazharul Uloomians.

- Students together work for various associations, organize programmes and through these associations learn the sense of unity and oneness and togetherness.
- To cater to the students from different linguistic backgrounds, the institution offer choice in languages such as Tamil, Urdu, Hindi in part I. with the choice-based credit system.
- Under the auspices of Seethakkathi Tamil IlakkiyaMandram and Bazme Adbe Urdu, Our college organizes programmes, conducts competitions to celebrate the regional language Tamil and Urdu.
- Seerat Un Nabi Celebrations is celebrated on 23.03.2022 to impart moral and ethical values.
- NSS Units carried out a rally to observe the Communal Harmony and Flag Day on 7 December 2021. An amount of Rs. 1695/- was collected from the local people.
- Important National and International days are observed in the campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- Our college sensitizes constitutional commitments through various activities. The college regularly conducts events like Independence Day and Republic Day evinces immense interest in celebrating historically important days in line with national festivals to imbibe national spirit among us and also to

refresh the role of teachers and students in constitutional obligations.

- Seerat Un Nabi Celebration is celebrated on 23.03.2022 to impart moral and ethical values.
- NSS units carried out a rally to observe the Armed Forces Flag Day Rally on 07 December 2021. An amount of Rs. 1810/- was collected from the local people.
- NSS Units along with the Election Commission, Ambur Municipal Office organized Voters' Awareness Program on 20 December 2021.
- NSS Units along with the Election Commission, Ambur Municipal Office organized Voters' Awareness Program on 20 December 2021.
- NSS Units organized programmes like Social Justice Day on 17 September 2021, Sadhbhavana Diwas on 19 August 2021, National Voters' Day on 25 January 2022, Bonded Labour System (Abolition) Act Pledge on 09 February 2022, Vigilance Awareness Week - Anti Corruption Campaign from 26 October 2021 to 01 November 2021.
- The students at UG level are taught 'Value Education' as a part of their curriculum to inculcate the values and ethics on the aspects of Human Rights and Constitution of India besides others.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-7/7.1.9/7.1.9-Constitutional-Obligations.pdf
Any other relevant information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-7/7.1.9/7.1.9b-Institutional-Efforts-2021-2022.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4.
Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college, which is more than five decades old has a tradition of organizing and celebrating national and international commemorative days, events and festivals since its inception in 1969. Important events, days and festivals celebrated are mentioned below:

- Our management, staff and students take pride in celebrating Independence Day and Republic Day, every year in a very grand manner. Our Principal hoists the national flag and gives a special talk about the past, present and future of India and motivates our students to be responsible citizens of our nation. NCC organized these important events.
- All the important days like Gandhi Jayanthi, International Women's Day, National Girl Child Day, World Human Rights Day, World Bicycle Day, Youth Awakening day, NSS Day, Social Justice Day, World Population Day, Teachers Day, Sadhbhavana Day, etc. are celebrated in our campus every year enthusiastically to inculcate the importance historical days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices I**1.Title of the Practice: CAKE****CAREER ADVANCEMENT AND KNOWLEDGE ENRICHMENT PROGRAMMES****Best Practices II****1. Title of the Practice: PACE****PERSONALITY, APTITUDE AND COMPETENCY ENHANCEMENT PROGRAMMES**

File Description	Documents
Best practices in the Institutional website	https://mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-7/7.2.1/7.2.1-Best-Practices-Docs-21-22.pdf
Any other relevant information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-7/7.2.1/7.2.1-Best-Practices-21-22.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college, true to its vision of its founders, caters to learners at large transcending the limits of caste, colour and creed. The college is the epitome of secular harmony. It was started with the objective of uplifting all communities.

Admission is given to all the students without any partiality. As the fee structure of our college is very less, students find easy to get admission in our college.

The strength of the college is 927, in which SC, ST, MBC and BC students are admitted which proves the secular credentials of the college. Government and Non Government scholarships are made available to the students so that the students' study is not hindered or disturbed at any point of time. Apart from our management scholarships, many Philanthropists and our own faculty

members extend their helping hand to the needy and the poor students of our college by paying their fees and buying books and other things.

College has Parent-Teachers Association (PTA) which conducts meetings periodically to keep the parents aware of students' academic performances and other related issues. The parents of the advance learners and slow learners are separately given relevant suggestions for the career up gradation.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To motivate the staff members to publish more papers in national and international journals
- To encourage the staff members to apply for minor and major research projects
- To offer more job oriented and skill-based certificate courses for students.
- To organize coaching classes for the competitive examinations.
- To organize workshops, seminars and guest lectures to equip the students to learn to face the challenges of the job market
- To encourage students to do more social immersion projects.
- To sign more MoUs with industries and departments of other colleges.
- To create a herbal and organic garden in the campus as a green campus initiative.
- To automate all the processes of office.
- To introduce new courses B.Sc. Data Science and B.Com Computer Application in the college.
- To introduce B.A. English course exclusively for women in the next academic year.
- To organize more useful extension activities in the college.
- IQAC would organize 4 FDPs and 2 Staff Induction Programs.
- IQAC would introduce new appraisal system for staff both Teaching and Non-Teaching.
- More sports activities to be carried in the campus by the DPE. infrastructural facilities for sports will be increased in the campus.
- More cultural programs to be organised in the next academic year 2022-23.

