



MAZHARUL ULOOM COLLEGE, AMBUR

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR



Date: 02.02.17

The HoDs who have not submitted their departments' details asked by the IQAC to prepare the Autonomous status proposal of our college are requested to submit the same on or before Friday, 03.02.17.


As the deadline of the preparation of the manuscript for Autonomous is on or before Wednesday, 15.02.2017, all the HoDs are asked to sincerely co-operate.


Prof A. Shafec Ahmed Khan

Coordinator

Circular Completed:

1. Completed by :
2. Verified by :


Dr. P. M. Aadil Ahmed
Principal & Chairman

REF:





DATE: 02-02-2017

HEAD OF THE DEPARTMENTS (SHIFT I & SHIFT II)








LANGUAGE DEPARTMENTS:

LAA  KHKA  AMM  ASAK 

DAY COLLEGE MAJOR DEPARTMENTS:

SNA  MMY  SJG NRH  MMB 

EVENING COLLEGE MAJOR DEPARTMENTS:

NFT  PRA  PSD  AK  JAAL  GJ  PJS 

DIRECTOR OF PHYSICAL EDUCATION:

SDM 

LIBRARIAN:

BA 

OFFICE SUPERINTENDENT

IAS 

Circular Completed:

1. Circular person:
2. Circular verified:



MAZHARUL ULOOM COLLEGE, AMBUR

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR



Date: 01.11.2017


All the HODs are asked to submit the department Work Diary, Staff Work Diaries and Lesson Plans of the Odd Semester 2017-18 to the IQAC on or before 09.11.2017.

No Work Diary or Lesson Plan will be signed in the next semester.

The HODs are also asked to maintain the files (the list enclosed) of the records and reports of the semester as per the NAAC requirements.


Prof A.Shafee Ahmed Khan

Coordinator


Dr.P.M.Aadil Ahmed 01/11/2017
Principal & Chairman

Circular Completed:

1. Completed by :


2. Verified by :

The HoD's are asked to keep the following documents ready for the audit.

1. Consolidated Mark Register
2. Placement register(the CGPC may maintain the register and give copies to each dept)
3. Alumni Register
4. Student Profile
5. Student Feedback
6. Test File
7. Work Diary
8. Teaching Plan
9. Remedial Coaching Register
10. Minutes of Department Meeting (Preferably month meeting to be held and register to be maintained)
11. Dept Library Register
12. Admission Register
13. Association Meetings Register
14. Parent-Teacher Meetings Register
15. Chief Guests/Resource Persons Visit Register
16. Extra-Curricular Activities Register
17. Staff Profile (with updates Educational Qualifications, Publication of Articles, Books, Seminars/Workshops/ Orientation /Refresher, Research activities etc. Each staff member is requested to publish at least two Research Articles with ISSN number in reputed National / International Journals before the peer Team visit expected in 2016-2017.

Looking for your Co-operation.


Prof A. Shafee Ahmed Khan
Coordinator


Dr. P. M. Aadil Ahmed
Principal & Chairman

Circular Completed:

1. Completed by :
2. Verified by :

REF:

DATE: 01-11-2017

HEAD OF THE DEPARTMENTS (SHIFT I & SHIFT II)

LANGUAGE DEPARTMENTS:

KHK

AMM

ASAK

DAY COLLEGE MAJOR DEPARTMENTS:

SNA

MMY

SJG

PSB

PMA

EVENING COLLEGE MAJOR DEPARTMENTS:

VSA

PRA

NA

AK

JAAD

GJ

PJS

MMI

DIRECTOR OF PHYSICAL EDUCATION:

SDM

LIBRABRIAN:

BA

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MAZHARUL ULOOM COLLEGE, AMBUR
INTERNAL QUALITY ASSURANCE CELL
CIRCULAR - SHIFT I & II



Date: 02.11.2017

FOR STAFF EYES ONLY

Allumdulliah, AQAR 2016 – 2017 was submitted to NAAC successfully. We thank all the seven Criteria – Coordinators, Members, staff both Teaching and Non Teaching for their excellent performance in submitting the relevant data and reports to the IQAC on time.

Now it is time to get ready to prepare the AQAR 2017 – 18. We expect the same cooperation from all the faculty for the successful submission of AQAR 2017 – 18, as submission of every year is a prerequisite to get NAAC Reaccreditation.

The principal is pleased to nominate the convener and the members of the staff for seven sub committees to assist the IQAC in preparation of the reports related to seven criteria.

I- Curricular Aspects

100

Convener: Prof Mr. S. Joseph Gabriel

Members: Dr. M. Mohamed Ismail and Prof. I. Syed Abuthahir and Dr. Abu Bakker

II- Teaching Learning Evaluation

350

Convener: Dr. M. Mohamad Yunus

Members: Prof. Markandan, Prof Parveen Banu and Prof S.J. Rafeeq

III- Research, Consultancy and Extension

120

Convener: Dr.K.H.Kaleemullah

Members: Dr. T. Aasif Ahmed, Dr. N. Fathima Thabassum and Dr. Jothilakshmi

IV- Infrastructure and Learning Resources

100

Convener: Prof J. Premkumar

Members: Dr. Lt. S. Diwan Mohdum, Dr. B. Asadullah and Prof. A.Noorul Ameen

V- Student Support and Progression 130

Convener: Prof A.Zakiuddin Ahmed ✓

Members: Prof.V.Muthu, Prof. R. Gandhi Mathi and Prof. P.Rizwan Ahmed ✓

VI- Governances, Leadership and Management 100

Convener: Prof S.Niyaz Ahmed ✓

Members: Prof. A. Meeramaitheen, Prof M.A Uzefa Rashida and Prof S.Afsar Ahmed ✓

VII- Innovations and Best Practices 100

Convener: Prof. P. Saleem Basha ✓

Members: Prof P.J. Sadia Parveen, Dr. A. Arifa Begum and Prof K. Suganthi ✓

Looking for your committed cooperation.


Prof A. Shafee Ahmed Khan

Coordinator


Dr. P. M. Aadil Ahmed

Principal & Chairman

Circular Completed:

1. Completed by :
2. Verified by :

NAAC Report

REF:

02-11-2017

SHIFT I TEACHING STAFFS:

URDU	TAMIL	ENG.	ECONO	MATHS	COM. SCI	COR.SEC	COM	PHY.EDN	LIB
KHK	AMM	ASAK	SNA	MMY	SJG	ANA	PS	SDM	BA
PMJ	RGM	PJS	TAA	JP	MMI	SK	VM	BJB	
	MAUR	AAB	PM	AZ	SAA	NFT			
	TIA	MMA	ISAT		KTA	NA			
		VSA	MPB						
			RJL						

REF:

TEACHING STAFFS:

B.B.A	B.C.A & IT	COM(CA)	COM.SC I	ISM	MIC.BIO	MATHS	ENG
VSA	PRA	NA	AK	JAA	GJ	SJR	PJS
KTA	GMA	SAA	BR	AVR	SNR	SAH	UT
JC	SN	PHT	PRT		SV		KS
MPPA					PJ		KP
							ST

1r Completed:

ular person:

ular verified: