

ANNUAL QUALITY ASSURANCE REPORT

2011 - 2012

Submitted to



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
Bangalore - -560072.**



Muqyyath Sha Sirguro Wakf Board College

Madurai - 625020

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2011 -12

1. Details of the Institution

1.1 Name of the Institution

Muqyyath Sha Sirguro Wakf Board College

1.2 Address Line 1

80 Feet Road

Address Line 2

K.K. Nagar

City/Town

MADURAI

State

TAMIL NADU

Pin Code

625020

Institution e-mail address

msswbcollege@gmail.com

Contact Nos.

0452- 2528898, 2524747

Name of the Head of the Institution:

Dr. S. Kamardeen*

*Retired from Service on May 2014.

Tel. No. with STD Code:

0452-2524747

Mobile:

+919443406134

Name of the IQAC Co-ordinator:

Dr. A. Soundararajan

Mobile:

+918144495690

IQAC e-mail address:

iqacwbc@gmail.com

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	77.05	2003	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

- i. **AQAR 2004 - 2005: Submitted to NAAC on 30/12/2005**
- ii. **AQAR 2005 - 2006: Submitted to NAAC on 15/12/2006**
- iii. **AQAR 2006 - 2007: Submitted to NAAC on 22/12/2007**
- iv. **AQAR 2007 - 2008: Submitted to NAAC on 25/11/2008**
- v. **AQAR 2010 - 2011: Submitted to NAAC on 16/12/2015**
- vi. **AQAR 2011 - 2012: Submitted to NAAC on 16/12/2015**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

**MADURAI KAMARAJ UNIVERSITY
MADURAI**

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/> <input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="5"/> Faculty <input type="text" value="3"/> Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="0"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos .	<input type="text" value="1"/> International <input type="text" value="--"/> National <input type="text" value="--"/> State <input type="text" value="--"/> Institution Level <input type="text" value="1"/>
(ii) Themes	<input type="text" value="Students Empowerment"/>

2.14 Significant Activities and contributions made by IQAC

- Freshers are given orientation to face the challenges in higher education.
- Faculty members are motivated to apply for research grants.
- Internal academic auditing is done in every semester.
- Remedial classes are conducted for weak students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> ➤ To introduce B.A., English Literature degree course. ➤ Faculty Members are to be encouraged to pursue research in their respective fields. ➤ The faculty members are encouraged to participate in seminars and conferences to get exposure on emerging trends in their respective subjects. 	<ul style="list-style-type: none"> ➤ B.A., English Literature degree course was started from this academic year in the Self-Financed Stream. ➤ One of the permanent Faculty Member has been awarded Ph.D., degree. ➤ Staff members attended various national and international conferences.

* Academic Calendar of the year is attached in the Annexure-I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The suggestions of IQAC are discussed in the meetings of staff council and College Governing body for appropriate action.
- It was decided to strengthen the Placement cell.
- The faculties were asked to apply for projects to various funding agencies.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	--	--
PG	6	--	4	--
UG	13	1	4	--
PG Diploma	1	--	--	--
Advanced Diploma		--	--	--
Diploma	1	--	2	--
Certificate		--	--	--
Others (M.Phil.)	1	--	1	--
Total	22	1	11	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	--
Annual	2

1.3 Feedback from stakeholders* Alumni Parent Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Following the syllabi recommended by the Board of Studies of Madurai Kamaraj University as our college is affiliated to Madurai Kamaraj

1.5 Any new Department/Centre introduced during the year. If yes, give details.

B.A., Degree Course (English Literature)
--

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
99	40	36	--	23

2.2 No. of permanent faculty with Ph.D.

21

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	9	--	--	--	--	10		10	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	10	2
Presented	5	52	5
Resource Persons	--	--	--

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

- Model based teaching adopted.
- Power point presentation for teaching.
- Remedial coaching is provided for weak students
- Bridge courses are conducted to first year students to make them accustom to higher education.

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

180

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

- Being an affiliated college, we follow the rules and regulations designed by the Madurai Kamaraj University in conducting the semester examinations.
- We regularly conduct centralized Internal Assessment in every semester.
- The Internal Assessment includes Multiple Choice Questions, seminars, group discussion and quiz programmes.

2.9 No. of faculty members involved in curriculum

12

3

3

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Economics	103	--	16	41	4	61
B.A History	24	--	--	54	17	71
B.Sc Maths	29	--	48	04	--	52
B.Sc Physics	23	--	53	--	--	53
B.Sc Chemistry	26	--	46	--	--	46
B.Sc Zoology	18	--	33	--	--	33
B.Com	54	--	06	30	11	47
M.Com	17	--	59	06	--	65
M.A English	09	--	66	22	--	88
B.Com (S.F)	37	--	16	62	03	81
B.Com (C.A)	47	--	72	19	--	91
B.Sc (Comp Sci)	47	--	40	12	--	52
B.B.A	50	--	02	36	12	50
M.Sc (Comp Sci)	11	--	90	--	--	90
Tamil (Part I)	159	--	26	19	19	64
M.Sc., (IT)	8	--	100	--	--	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Internal academic audit by The Secretary and Correspondent.
- Review meetings are conducted at regular intervals.
- A Quality Check Team was organized with Principal as Convener to check the new teaching and learning methods introduced in this academic year.
- To enhance quality education at all levels.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	4	0	4
Technical Staff	8	0	0	3

Criterion – III

3. Research, Consultancy and Extension

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

- Experts from diverse fields are invited to introduce the research topics and recent trends.
- Conducting seminars to motivate and promote research activities.
- Enhancing research facilities by providing free internet, research journals and also by subscribing to the National and International research journals.
- IQAC meets regularly to discuss various plans to promote research work.
- Faculty members are encouraged to publish research papers in peer reviewed, national and international journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other Organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	-	-	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level
 International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level National level
International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities, Institutional and Social responsibility.

- 15 Students have participated road safety seminar organised University.
- One-day eye camp conducted on 27/09/2011 in our college campus.
- 10 Students have participated in “Walkthan” rally organised by Dhan Foundation to create awareness about conserving water resources.
 - 70 Students have participated in the event organised by SOCO TRUST at Gandhi Museum.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28 acres (113312 sq.mts)	-	Govt and Management	28 acres (113312 sq.mts)
Class rooms	20	8	M.P. Fund and Management funds	28
Laboratories	8	--	UGC funds & Management Funds	8
Seminar Halls	2	-	Management Funds	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

- A complete review of books and stocks were taken. Our college management takes steps to computerise the Library.
- Smart Class Room facility is made available.
- A New Data Centre is established in the campus.
- Computer, Printer and Internet connection are provided to Office as well as many departments.
- Resource sharing network/ consortium (INFLIBNET).
- Infrastructure was renovated with adequate furniture.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8044	337036	160	9600	8204	346636
Reference Books	18688	775435	509	109198	19197	884633
e-Books	--	--				
Journals	21	11742	15	17597	36	29339
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	94	3	2	1	1	1	17	--
Added	4	--	13	--	--	1	--	--
Total	98	3	15	1	1	2	17	--

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

- Advance training was imparted to staff members to effectively use the visual media in teaching.
- Each and every department are provided with Wi-Fi connectivity.
- Special Programme for internet access was conducted for the students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.5
ii) Campus Infrastructure and facilities	3.0
iii) Equipments	0
iv) Others	--
Total:	4.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college prospectus and calendar containing all the necessary information are updated annually and supplied to the students.
- During the orientation class conducted for fresher at the beginning of the academic year the IQAC Co-ordinator explains the salient aspects of the various facilities available to the students.
- Mock Interviews were conducted at the departmental level.

5.2 Efforts made by the institution for tracking the progression

- Training programmes were conducted by the Placement Cell for the benefit of students.
- Every department monitors the progress of students by CIA

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1700	156	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	1449	78		407	22

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
20	309	9	1561	0	1899	40	306	12	1498	--	1856

Demand ratio 1.99

Dropout % - 23.78%

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

At present, informal coaching is given to students regarding communication skill, numerical ability, reasoning etc...

No. of students beneficiaries

54

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The Placement Cell is taking efforts and motivates the students to appear in various competitive examinations conducted by recruitment agencies like UPSC, SSC, BRB and TNPSC.
- It is very pleasing to record that many of our students got selected in police department, army after the completion of their studies on their own efforts.

No. of students benefitted

47

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	80

5.8 Details of gender sensitization programmes

- Welfare of women students are effectively taken care of for gender sensitization.
- Counsellors are invited to conduct programmes for women staff and women students to address their problems.
- Women Local Body representatives are invited to share their experiences.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs.
Financial support from institution	0	0
Financial support from government	481	12,39,609-00
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 1. Rest Room facilities for women were improved.
2. Fans were fitted in class rooms.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To uplift the economically, socially and educationally backward communities, in general and Islamic community in particular.

Mission: The College offers quality education of highest standard to students belonging to socially and economically backward urban and rural areas in and around Madurai and encourage them to excel in their chosen fields, both academically and professionally.

6.2 Does the Institution has a management Information System

Yes, the College has management information system in

- Student admissions
- Examination section
- Student attendance
- administrative procedures

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

6.3.1 Curriculum Development

- As the College is affiliated to Madurai Kamaraj University we follow the curriculum designed and recommended by the university.
- Many of our senior faculty members play a key role in the Board of studies, as Chairman or Members, and give valuable inputs during the board meetings for the improvement of curriculum
- The College encourages participation of faculty members in the training programmes like seminars and conferences conducted by the university and other institutions regarding curriculum development.

6.3.2 Teaching and Learning

- The college has adequate number of qualified and competent faculty to handle all the courses.
- Creating opportunities for resourcefulness and temper among the learners through various academic activities.
- Remedial coaching classes are conducted for slow learners for improving their performance in examinations.

6.3.3 Examination and Evaluation

- Semester system with Continuous Internal Assessment (CIA) is followed
- 25% marks (Internal Assessment) and 75% marks is evaluated by the external assessment
- In every semester, three internal assessment tests are conducted to evaluate the performance of students.
- The performance of students is analyzed in department meetings with the Principal and The Secretary and correspondent

6.3.4 Taking Initiatives in Promoting Research Climate

- Motivating the faculty members to register for M.Phil / Ph.D
- Providing facilities like free Internet, research journals for promoting research.
- Work adjustment with staff members in the department to attend and participate in seminars/workshops/conferences etc at the regional /state level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Principal of the college meets the faculty members at the beginning of every academic year and enquire about existing infrastructure and the requirements for improving the quality and informs the same to the management. Accordingly funds were allocated for various departments for purchasing books, equipments, chemicals, laptops, computers etc. To promote teaching-learning, evaluation and research Broadband internet connectivity and Wi-Fi facility is provided to all the departments along with computers.

6.3.6 Human Resource Management

- Human resource planning is done based on the workload in the departments.
- HoDs discuss with The Principal plans for the faculty requirement.
- If there is any vacancy in the aided category it is informed to the The Secretary and Correspondent and he will initiate steps for recruitment of the teachers as per the norms prescribed by the Government of Tamilnadu.
- The college creates favourable atmosphere for higher studies of the staff members.
- Teachers are assigned with additional charges for various extra-curricular and co-curricular activities

6.3.7 Faculty and Staff recruitment

- The existing vacancies are advertised in leading regional and English newspapers. (Eligibility as per the University norms).
- The notification is also put up on the college website.
- All the applications are screened and the short listed eligible candidates are informed to attend interview along with original certificates.
- The short listed eligible candidates are interviewed by selection committee comprising subject experts nominated by the University, The Secretary and Correspondent, Principal, Head of the Department and members of the college governing body.

6.3.8 Industry Interaction / Collaboration

- The College encourages the various departments to identify areas to collaborate with industry for Projects, internships, field trips, industrial visits, guest lectures, workshops, seminars, placements, career guidance etc...
- The college is taking earnest efforts to bring Recruiters to our institution to conduct campus interviews in the college.
- The placement officer informs the students about the off campus interviews conducted by the industries.

6.3.9 Admission of Students

- The Principal constitute an Admission Committee comprising the Heads of the Departments and senior faculty to ensure transparent and effective admission process.
- The applicants are counselled by the faculty regarding Courses offered, career prospects, campus culture, rules and regulations.
- Criteria for Admissions: Marks secured in the qualifying examination and following the quota system

6.4 Welfare schemes for Teaching staff & Non-Teaching Staff and students:

Teaching staff Non-Teaching Staff	All the Government schemes like ACPF,SPF, GI, FHF, Medical Claim
Students	Tamilnadu government Scholarship Student Aid fund Remedial Coaching Career guidance Other schemes implemented by the Government

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES		YES	
Administrative	YES	JDCE MADURAI, AG OFFICE CHENNAI	YES	

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

For UG Programmes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
For PG Programmes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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

Not Applicable

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

The university gives all the necessary support to the college .It encouraged and gave feedback at every stage to the college to take up activities to enhance quality in all the aspects – admissions, curriculum design, teaching- learning, research, student support activities, etc., - during academic Council meeting, Governing Body meeting, personal interactions with the management.

6.11 Activities and support from the Alumni Association

- Alumni promised to construct a smart class room and a two wheeler stand.
- Alumni support the management in mobilising funds for the development of the college infrastructure.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meetings are held to communicate to parents the progress made by their wards in academics as well as non-academic works. They are also called upon to discipline committee meetings if required. During these meetings the management seeks feedback and suggestions– on various developmental aspects of the college from the parents.

6.13 Development programmes for support staff

- Computer training on MS Office was given.
- Encouraged to appear in accounts tests.

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

- Tree plantation with the help of NSS volunteers
- Creating awareness about the hazards of using plastic
- plastic tea cups banned inside the campus

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Innovative teaching methods like e-learning, use of visual media are adopted.
- The improve the communication skill of students, group discussion method is used

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

- Internal Academic audit was conducted by The Secretary and correspondent.

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

- To promote communal harmony, Value Education is imparted.
- Empowerment students by identifying their hidden talent and grooming them accordingly.

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

7.4 Contribution to environmental awareness / protection

- NSS and NCC students take up awareness rallies regarding environmental protection.
- The students study environmental studies as a skill based paper.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

Strength

- Dedicated and competent faculty members.
- Adequate infrastructure facilities such as internet, Library and Xerox etc.
- Potential for improvement with vast area available in the campus for future construction of new building.
- Intensive coaching to the students in Sports and Games by efficient coaches.

Weakness

- Paucity of funds.
- As the students come from under privileged sections of the society lack academic and communication skills.
- Lack of research facilities for science courses, as the college runs only UG courses in science.

Opportunities

- Establishing Students quality assurance cell.
- Getting autonomous status for the college.
- Placement and Training of students for competitive examinations.

Challenges

- The challenges from professional colleges which attract meritorious students and science courses have to content with below average students.
- The easy availability of electronic gadgets which divert the attention of students from studies.

8. **Plans of institution for next year**

- Construction of new building, Eco Park, Auditorium, Indoor Stadium and RO Water Plant for drinking water.

Name: **Dr. A. Soundararajan**


Signature of the Coordinator, IQAC

Name: **Dr. S. Kamardeen**


Signature of the Chairperson, IQAC

Annexure I

ACADEMIC CALENDER FOR THE YEAR 2011-2012

Name of the Programme	Date
College Re-opens for the odd semester	15/06/2011
World Population Day	11/07/2011
Independence Day Function	15/08/2011
Eid Milan Celebration	05/09/2011
International Day of Peace	18/07/2011
Commencement of First Internal Test for odd Semester	21/09/2011
Blood donation camp	03/10/2011
Commencement of Second Internal Test for odd Semester	19/10/2011
Tree Plantation	21/10/2011
College Reopening Day for Even Semester	01/12/2011
Observation of Road safety week	01/01/2012- 06/01/2012
Republic Day Celebration	26/01/2012
Commencement of First Internal Assessment Test for even semester	21/02/2012
International Women's Day	08/03/2012
World Forest Day	21/03/2012
Commencement of Second Internal Test for even Semester	22/03/2012
Last working day for the academic year	11/04/2012

Annexure - II

Feedback from stakeholders

The college values the feedback received from various stakeholders and initiate steps to address their concerns. Feedback is collected through:

- Questionnaires
- Suggestions and Complaint boxes
- Through interaction with Students, Staff, Parents and Alumni

The feedback obtained from the stakeholders is discussed in Staff Council and suitable recommendations are conveyed to the Management for appropriate action.

Recommendations given by Alumni are taken for consideration and steps are initiated for implementation.

We also collect feedback from Parents through interaction and take appropriate action.

Annexure - III

Best Practices

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The primary objective of establishing this college is to serve and uplift socially, economically and educationally backward Muslim community in particular and other deprived communities in general. Though the institution bears the minority tag it is 100% secular in character as is evident from the admission given to students belonging to all communities. Therefore from the inception of the college we give top most priority to impart the young and nascent student community the virtues of working towards establishing communal harmony in the society. Therefore, the best practice promoted with full zest in the institution is to impart value education and making the students the leaders of the future generation. The students understand our intention and come forward to maintain the best practices evolved through value education.

1. Title of the Practice: Amity in diversity

2. Goal: The foremost objective of the college is to transform the students into responsible citizens by involving them in curricular, co-curricular and extracurricular activities. The college aims to give confidence to the students to understand their responsibility toward society and helping them contribute their might towards peace and tranquility in the society by emphasizing the importance of core values and harmony. We create awareness about social concerns, human rights, gender related issues and the importance of environmental issues.

3. The Context

The institution in its nearly six decades of service to the society carved a niche for itself in the academic, extra-curricular and sports fields. Though the college is proud of its achievements, there are certain challenges which were of paramount importance. The major challenge is the attitude of students towards society. The present generation is obsessed with electronic gadgets like smart phones, tablets, laptops and over indulges in social net works wasting their precious time and energy, ignoring their responsibility towards their parents and society. Therefore it is imperative on the part of college to educate the young learners about the evil and to make them responsible citizens of this great country.

4. The Practice & the Evidence of the Success

The under graduate students of all disciplines, have to appear in an exclusive paper on Value education, in their final semester. The paper covers:

- ❖ All the positive aspects of various religions like Hinduism, Islam, Christianity, Sikhism, Buddhism and enlightens the students with moral values
- ❖ Helps them solve the problems faced in life with spiritual guidance
- ❖ To make them quit bad habits, if any, like smoking, alcohol, drugs etc.

Apart from this the college conducts moral classes for all its students under the name Majlis-e-Deeniyyath on every Thursdays after class hours by inviting eminent Islamic scholars. They give talks about the social responsibility, moral values, and religious teachings.

A number of students of our college are greatly motivated and stand as evidence for success of by this best practice. The achievements of our students in sports, N.C.C, N.S.S and R.R.C are due to the positive impact of this best practice

5. Problems Encountered and Resources Required.

One of the major problems in sustaining this best practice is indifference of students towards such topics and their poor attendance. However, the students are bound to give seminars, participate in group discussions and quiz programmes in Value education as part of the curriculum as it carries two credits in choice based credit system which is followed.

Best Practice -2

1. Title of the practice: Shelter to under privileged sections of the society and their empowerment.

2. Goal: Most of the students seeking admission in our institution are first time learners with very poor social and economic status. Their parents could not support them financially to continue their studies and hence a large number of students take up part-time jobs and earn while learn. They lack communication skills, leadership qualities and most of them are from Tamil medium schools. Therefore the institution takes up the responsibility of shaping their future and personality by giving exposure to them by using its resources.

3. The context: As per the vision of our former President A. P. J. Abdul Kalam:

-
- ❖ Educationists should build the capacities of the spirit of inquiry, creativity, entrepreneurial and moral leadership among students and become their role model.
 - ❖ My message, especially to young people is to have courage to think differently, courage to invent, to travel the unexplored path, courage to discover the impossible and to conquer the problems and succeed. These are great qualities that they must work towards. Under this context we observed that some of our students who struggle in their academic activities are bestowed with tremendous physical ability and can prosper in the field of sports, arts and craft if properly guided.

4. The Practice & the Evidence of the Success

- ❖ To explore the hidden potential in the students and to train them accordingly to make them employable
- ❖ To inculcate self confidence among the students and make them self employed.
- ❖ To create opportunities through sports and find employment in Police, Army
- ❖ To look at new avenues of employment such as visual media
- ❖ The class room teaching is complimented with co-curricular activities

The practice involves encouraging the students to appear in competitive examinations conducted by various recruiting agencies like Tamilnadu public service examination, Staff selection Commission, Banking examination etc. They were given appropriate training to improve their numerical ability, communication skill, qualitative aptitude and reasoning skills. Those who excel academically are advised to join higher studies. In some cases, teachers of our college sponsored their higher education by paying the college fees from their pocket. The students with excellent physique are encouraged and trained in athletics and various sporting activities. These students not only brought so many laurels to the college but also shaped their career through this practice.

- ❖ In the past M. Venkatramana of our college went on to represent the country in cricket.
- ❖ Renowned Tamil film director Ameer is a product of our college
- ❖ Several of our students are working as police officers. Every year nearly twenty to thirty students got selected in police.
- ❖ Large number of our students have become entrepreneurs
- ❖ Some of our students joined research in premier research institutions like IIT.

5. Problems Encountered and Resources Required.

The lack of adequate infrastructure and funds are the major impediments in the implementation of this practice. As the students are coming from very poor families fulfilling the requirements becomes obligatory on the part of institution like providing food, sports costumes, equipments, hiring the professionals for giving training are quite expensive.

Contact details:

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