



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MUQYYATH SHA SIRGURO WAKF BOARD COLLEGE
• Name of the Head of the institution	Dr. A. Mohamed Aslam
• Designation	Principal ( Incharge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04522528898
• Mobile No:	9442404294
• Registered e-mail	msswbcollege@gmail.com
• Alternate e-mail	adamaslam19@gmail.com
• Address	100 Feet Road, K. K. Nagar, Madurai - 625020
• City/Town	Madurai
• State/UT	Tamil Nadu
• Pin Code	625020
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Madurai Kamaraj University				
• Name of the IQAC Coordinator	Dr. R. Vaheedha Banu				
• Phone No.	04522528898				
• Alternate phone No.	04522524747				
• Mobile	9842473110				
• IQAC e-mail address	iqacwbc@gmail.com				
• Alternate e-mail address	rajathiaariz@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://msswbc.org/workarea/kcfinder/upload/files/Yearly%20Status%20Report%20-%202020-2021.pdf">https://msswbc.org/workarea/kcfinder/upload/files/Yearly%20Status%20Report%20-%202020-2021.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.msswbc.org/workarea/kcfinder/upload/files/2021-2022.pdf">http://www.msswbc.org/workarea/kcfinder/upload/files/2021-2022.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.05	2003	16/09/2003	15/09/2008
Cycle 2	B	2.30	2016	25/05/2016	24/05/2021
<b>6.Date of Establishment of IQAC</b>			16/07/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	0	Nil	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Students discipline maintained in the campus. Number of research guides increased. Encouraged the students for 100% attendance. Discussed with Head of the Departments to conduct programmes such as career counselling, club establishment, Skill Development programmes. Faculties participation in FDP increased.</p>		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
To get feedback from students and alumni	Collected and analysed the feedback from students and alumni	
To complete and upload AQAR for the academic year 2021-22 in the month of December	Submitted AQAR in the month of December	
To monitor our campus as green and plastic free environment	Maintained as green campus, separate workers allotted for gardening and maintained plastic free environment in our campus.	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	12/12/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019	07/02/2019

#### 15. Multidisciplinary / interdisciplinary

(a) As an affiliated college of Madurai Kamaraj University, our institution offers various programmes and strives towards the vision and mission of uplifting the economically and socially backward sections of the society in general and Islamic community in particular. Our college also strives to offer them the best type of education possible and make them responsible and reliable citizens of the future. Thus our institution as stated in our mission aims at making the student physically strong, intellectually alert, morally courageous, spiritually fortified and religiously tolerant along with imparting sound knowledge thereby transforming itself into a holistic multidisciplinary institution.

(c) Being an affiliated college of Madurai Kamaraj University, our institution follows the curricula framed by the university which is CBCS (Choice Based Credit System). The university has framed flexible and innovative curricula that includes Environmental Education and Value Education for all the first year UG students. Moreover classes under the auspices of Majlis - E- Deeniyath have also been conducted on a regular basis to provide religious and moral instructions to all the Muslim students to acquaint them to the practical methods of Islamic culture, all of which equip the students for the attainment of a holistic multidisciplinary education.

#### 16. Academic bank of credits (ABC):

(d) Our institution follows the curricula designed by Madurai Kamaraj University. Faculties are encouraged to follow their own pedagogical approaches within the approved framework. Faculties have been using various ICT tools for teaching, reliable net resources and text books of recommended reading suggested by the university. Assignments, seminars peer teaching, internal assessment tests and quizzes have also been conducted as stipulated by the university, to

assess the academic progress of the learners.

#### 17.Skill development:

(c) The institution is imparting value based education to inculcate positivity amongst the learners include the development of humanistic , ethical constitutional and universal human values through NSS, NCC, YRC and RRC. Moreover our institution is also a member of Tamil Nadu ICT Academy which trains the students on various life skills and computer language skills ( data science, cloud computing, python etc.,).

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

Our institution has been offering only offline courses except during the Covid pandemic period and almost all the courses are taught bilingually (English and Tamil. Our institution also offers Under Graduate degree in Economics both in the medium of Tamil as well as English.

The institution promotes the study of Indian classical language Tamil by offering Under Graduate degree in Tamil, a language which dates back to 3000 years, and acquaints the learners about ancient Tamil culture, tradition and literature of that age.

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

(i) Our institution, being affiliated to Madurai Kamaraj University has already been following a curricula framed by the university which focuses on OBE.

(ii) The institution encourages the faculties to use various ICT tools as teaching aids and the skill gained by the learners are assessed through assignments, Seminars, peer teaching and internal tests conducted at the college level and external examination conducted by the affiliating university. Records of the assessments are maintained each semester for future perusal. Google Classrooms have been created by the PG & Research Department of English to capture the outcome based education in eaching and learning practices.

#### 20.Distance education/online education:

### Extended Profile

#### 1.Programme

1.1	519
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	2177
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	958
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	750
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	100
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	66
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	30
4.2 Total expenditure excluding salary during the year (INR in lakhs)	300013
4.3 Total number of computers on campus for academic purposes	98

### **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

The Institution ensures effective curriculum delivery through a well planned and documented process. Our institution is an affiliated College of Madurai Kamaraj University. Hence, we follow the curriculum framed by the University. The University has revised the curriculum in the academic year 2018 - 2019.

- The newly framed curriculum will bring out the good result and which in turn will help the nation to have a very good human capital.
- Students will be able to exhibit their knowledge in relation to the fundamental and technical concepts of their core subjects and subject electives.
- Students will apply the basic theories of core subjects in critical thinking and problem solving processes.
- Students will demonstrate an awareness of their role in the environment.
- Students will be able to develop a sense of social responsibility and capacity for social service.
- Students will demonstrate an understanding of their personal interests, abilities, Strengths and weakness as they pertain to professional career fields.

- The Course syllabus are designed in such a way that each Course syllabus contains five units only with equal weightage of mark.
- Aalima Course has been introduced in the academic year 2018-2019. It is offered to the minority girl students free of cost. It is a job oriented courses which equips them to be employed as teachers of Islamic Schools and Madarasas.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE) The academic calendar is well designed by the Madurai Kamaraj University. Equal distribution and weightage has been given to each Course. The Total Mark for each Course is 100 in which the maximum mark internal assessment is 25 and for the external Examination the maximum mark is 75. In internal assessment, 15 marks is separated and out of 15, 5 marks for peer group teaching, 5marks for assignment and 5 marks for seminar. Two internal tests has been conducted and evaluated and the students absent to write any one or both the tests were given a chance to write the third test. In this way the continuous internal assessment has been done as per the guidelines of the Madurai Kamaraj University.

For laboratory evaluation of undergraduate students the institution conducts two lab internal tests which is divided into 20 marks for the written test and 10 marks for the practical Record Note and 10 marks for day to day performance in the laboratory. External lab examination is conducted for 60 marks by the University with two examiners internal and external examiners. The internal lab is for 40 marks.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil



<p><b>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.</b>  <b>Academic council/BoS of Affiliating University</b>  <b>Setting of question papers for UG/PG programs</b>  <b>Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</b>  <b>Assessment /evaluation process of the affiliating University</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

17

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

0

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

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

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

### 1.3 - Curriculum Enrichment

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

As our Institution is affiliated to Madurai Kamaraj University, As per the syllabus there are two common Course such as environmental studies and value education. Environmental Studies covers the topics of Ecology, Forest Conservation and Environmental Pollution and issues. Different types of pollution, controlling measures and environmental conservation. Students can learn the consequences such as Global Warming Acid Rain and Ozone depletion. They can also understand the ways to protect our environment and their responsibility. Another common course, value education impart the knowledge about values of individuals and religions. Further it inculcates the role of family, society, their fundamental rights and duties.

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	<a href="#">View File</a>

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

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

217

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	D. Any 1 of the above
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**from the following stakeholders Students  
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## 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 sanctioned seats during the year

**958**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

**776**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Different learning strategies have been set up by the staff members to inspire students. For slow learners, their inferiority complex has been alleviated by ice breaking sessions. Students are asked to improve their communicative skills through interaction in class room. Simplified study material has been given to the slow learners. In the beginning stage, the slow learners are prone to bilingual teaching. As for as advanced learners are concerned, interest and awareness were created among the students to compete in the fast going world. At the same time their individuality is being discovered to assert their identities. NET / SET tips are given for P. G students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2177	100

File Description	Documents
Any additional information	No File Uploaded

## 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

In our institution, students' learning is carried out through both experimental activities such as lab work and field visits and participative learning in the form of seminar, quiz and peer

teaching. Through projects (M.A. English), students come to understand the problems like Male chauvinism, Social discrimination that exist in the society. Students are encouraged to select topics on banking, marketing programming and the like through projects mentioned in curriculum (B.B.A.), Computer programming (B.C.A. B.Sc ((C.S.) and B.Com (C.A.))

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Teachers use ICT tools such as LCD projectors to have visual edutainment to the students. Latest innovation in power point presentations like Canva ,Insert learning, Pear deck, Quizziz has been used to develop interest among the students. Students were engaged in Google classroom.. Whatsapp groups were created and used to communicate, make announcements, address queries and share information to the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**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**

77

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

100

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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

49

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

### 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

1247

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

The performance of the students is assessed on a continuous basis by conducting two cycle tests per semester based on University norms through Chief Superintendent of Examination in our college. The average of both the cycle tests is taken into consideration. In addition to the tests, assignments seminars are also part of the CIE (Continuous Evaluation System). In 2018-19 a revised syllabus was introduced. Peer team teaching is added newly as a part of CIE. For undergraduate and post graduate programmes our Institution conducts 2 internal examinations is conducted for each semester.

In addition to the two Internal tests submission of assignment, seminar and Peer teaching taken into account to award 25 marks and the External semester examination is for 75 marks, which is conducted by the University. For laboratory evaluation of undergraduate students, the Institution conducts two lab internal tests which is divided into 20 marks for the written exam and 10 marks for the practical note and 10 marks for day to day performance in the laboratory, External lab examination is conducted for 60 marks by the university with two examiners internal and external examiners. The Internal lab is for 40 marks.

In our institution the internal assessment test is conducted in the centralized manner to the entire programs for one hour with printed question papers. Two Sections are conducted in the forenoon for the regular streams and two sections in the afternoon for the self-finance programme.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil



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

In our Institution both the internal examination and valuation is done in crystal clear and transparent manner. The concerned faculty will evaluate the internal papers and distribute it to the students for discussing answers and also get it signature from the students too, and later will be entered in the Internal register. Then we get finalized from the Head of the Department and submit (online mode) to Affiliated University (Madurai Kamaraj University) through Controller of Examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The importance of the learning Programme and course outcomes has been communicated to the teachers in the department meetings in the opening of every semester. The students are made aware about the programme outcome through induction programme at the department level. At the beginning of a course along with the syllabus, students are made aware of the outcome of the course by the respective course teachers. The important concepts of each course including allied, skilled and non major elective papers is uniformly distributed in five units and properly required hours to teach are allotted

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The faculty records the performance of each student with the help of the specified course outcomesthrough a continuous evaluation

process. The faculty provides home assignments to students, conducts unit tests and internal tests in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

1. End Semester University Examination: Being an Affiliated college of Madurai Kamaraj University, the students are required to take examinations as per the semester pattern set by the university, through which the institution measures programme outcomes based on the course attainment level fixed by the programme.

2. Internal Assessment: The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The students are given assignments, seminars and peer teaching which are designed in alignment with programme outcomes of the respective subject. Additionally, class tests, are conducted in a semester to assess the performance of students on a regular basis.

3. Practical Assessment/ External Assessment: It is evaluated by conducting Practical examinations and taking Viva-Voce by external experts appointed by the university to evaluate each student.

The above mentioned techniques used to evaluate POs, PSOs and COs as specified by the university.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 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

644

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 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)**

<http://msswbc.org/igac/Students%20Satisfaction%20Survey%202021-22.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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

**3.1.2.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

29

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

13

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

In our Institution extension activities are carried out in the local community, sensitizing students to social issues through N.S.S., N.C.C.R.R.C. and Y.R.C.

N.S.S. organised the awareness programmes such as webinar on Yoga - A vital in an individual life, Fit India Freedom Run 2.0, Two days COVID 19 Vaccination door to door campaign and data entry work, Awareness programme on Drug De addiction, Nutrition and hygiene for women, seminar on empowerment of girl child and rally against liquor consumption

Our college N.C.C. organised awareness programme on eye camp in collaboration with Dr.Agarwals eye hospital Madurai, Corona disease awareness seminar for the benefit of local community in Ediyapatii, Madurai, Polythene garbage disposal and awareness programme and de addiction awareness rally.

Y.R.C. and R.R.C. of our college jointly Celebrated world water day and world forest day to create awareness regarding the importance of water and forest conservation on 22.03.2021. Y.R.C., R.R.C. conducted an awareness programme on Tuberculosis in collaboration with Department of Zoology on 01.04.2022. the causes and consequences of tuberculosis were highlighted among the students

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - 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

#### 3.3.3.1 - 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

32

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

**NCC/ Red Cross/ YRC etc., during the year**

876

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

4

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**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.

**Our institution has 73 rooms including various departments, class rooms, laboratories and library, oneseinar hall and one rest room with prayer hall.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>

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

**In our institution, seminar hall has been usedfor conducting cultural activities, equipped volley ball court, cricket practicing ground and kabaddi.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>

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

**7**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

**7**



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

300013

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is partially automated called customised LMS from 20.06.2018 onwards.

The version is 2.0.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-

C. Any 2 of the above

### ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

80290

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

#### 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

30

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Two broadband brands (Airtel and BSNL Broad band net ) connection are available in our institution. The Department of Computer Science

**purchased 12 computers for academic purposes.**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

#### **4.3.2 - Number of Computers**

**98**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Student – computer ratio	<a href="#">View File</a>

#### **4.3.3 - Bandwidth of internet connection in the Institution**

**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### **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)**

**300013**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Our college has a lab facility for basic sciences like physics, chemistry and zoology. It has separate well spacious labs and the required materials. The experiments are just as important as theoretical study: therefore we make sure that we provide our students with the best infrastructure and state-of-the-art laboratories that are well-stocked and well equipped, to offer the most apt environment for learning.

The Library is an integral part of intellectual power of our college. At present our college library houses a collection of over 10000 books, previous question papers, magazines from various reputed journals. The students of our college are very much empowered by our library.

The sports must be a part of extracurricular activity. Therefore our college provides various sports activities for students like cricket, kabaddi, football etc.,. The students are well trained in all the sports frequently over the time. Our college has well equipped computer laboratories with all infrastructure facilities. It is well equipped with the requisite and latest version of software's and hardware's. All the computing resources are interconnected with the high speed internet connectivity. The college has maintained constant and smooth functioning of physical, academic and support service facilities to accomplish the high degree of excellence imbuing human values in all endeavors.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>383</b>	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
<b>43</b>	
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>D. 1 of the above</b>

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

215

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

215

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

75

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**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.**

12

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

Students actively participate in administrative, co-curricular and extracurricular activities. Student representation is according to the norms and directives of the government and universities. One student is selected as class representative. Students were involved in administration and other committees. They assist the teachers in planning, organising and executing in various student oriented activities.

They act as mediators between students and teachers to share, discuss and solve their problems. NSS is one of the active units in



our college that enhances the social and interpersonal skills of the students. The students receive a proper exposure to rural life and develop a rapport. with the villagers to understand and resolve some of their social problems such as habit of cleanliness and hygiene, drug De-Addiction, smoking, prevention of alcohol consumption. In addition to that, importance of literacy and providing awareness programme on various diseases like COVID-19 , dengue fever and tuberculosis were given. Students work as conscious citizen by promoting environmental awareness in environmental related activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

23

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

In our institution, there is a registered Alumni Association named as Muqyyath Sha Sirguro Wakf Board College Alumni Association. Alumni association meeting is arranged at the department level. Most of the alumni are engaged as part time workers , full time workers

and pursuing higher education. The contribution of alumni during the academic year 2021-2022 was Rs. 62,800/-

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

#### Institutional Vision

1. To uplift the economically, socially and educationally backward community, in general, and Islamic community in particular.
2. The college is ceaselessly engaged in spreading the light of knowledge to eradicate illiteracy in the society.
3. The college has "Enter to learn and Leave to Serve" as its motto focusing on personal enlightenment and social service.
4. To offer best type of education to the economically and socially backward students possible at the affordable cost and make them responsible and reliable citizens of the country in future.

#### Mission

1. To offer quality education of highest standard to students belonging to socially and economically backward urban and rural areas in and around Madurai.
2. To impart sound knowledge to all irrespective of religion, caste, language, creed and sex .
3. To inculcate the spirit of selfless service, spiritual enlightenment with religious tolerance and create a society , free from ills of illiteracy

4. To encourage the students to excel in their chosen field, both academically and professionally.
5. In short we aim at making the students physically strong, intellectually alert, morally courageous, spiritually fortified and religiously tolerant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Our college practises decentralization in all the activities. in resultant of this practice

can be seen in the extensive delegation of authority to the Heads of the various Departments in the college. The Heads of the Department supervise the teaching Plans of their departmental faculties. Heads of the departments is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties. They convening departmental meetings. where the programmes for the entire academic year are decided. They plan academic activities such as career counselling sessions for students and remedial measures. They organize alumn meeting at the department level. The quality of the institution is determined by its stakeholders as they play a vital role and extend their complete co-operation in planning, implementing and evaluating the academic programmes

#### Case Study

Complete Academic freedom has been given to the department. HoDs are given powers to take independent decisions regarding Teaching - Learning and evaluation processes.

Introduce new teaching methodologies and have their own teaching set up, design

and set up laboratory experiments and equipment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has extensive potential for development, paucity of funds has been a major constraint in the development of the college. The perspective plan includes introduction of new courses, introducing PG courses, establishing Research Centers, improving the facilities and amenities offered to the students, office automation and augmenting use of renewable energy.

Describe one activity successfully implemented based on the strategic plan

Since the establishment in 1968, the institution has always had a Strategic Plan to achieve the vision and mission and guide it in the path of growth and development.

In 2018 the Post Graduate Department of English of our college is recognised as one of the Research Centres in Madurai Kamaraj University, Madurai.

Research Supervisors approved by the Madurai Kamaraj University, Madurai.

This institution is an intellectual destination that challenges conventional thinking and stimulates passion to redefine learning. The distinctive teaching at this institution makes the students and scholars to compete themselves and each other. The institution aimed at academic excellence and encouraged the faculty members to take up research activities enthusiastically.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The policy of the college is based on its vision and mission. Policies are designed and implemented as per the inputs from Governing Body from time to time

The Organogram of the Institution

1. The Institution has a well-organized structure to carry out administration. The

Organogram of this institution is given in the Annexure 6.2.2.

1. On policy matters decisions are taken at the top level with due consultations and are

communicated throughout the organization.

The Secretary and Correspondent meet faculty members periodically and encourage them to take up initiatives for research and academic excellence. The faculty members were permitted to attend Seminars, Workshops and Conferences held in other institutions. The Principal in consultation with the staff council constitutes several committees such as Anti-ragging committee, Discipline Committee, UGC Committee, Repair and Renovation Committee, Research Committee, Admission Committee and that like for the effective Management and smart functioning of the college. In addition as, admission, time table, examinations, cultural activities, Sports, NSS, NCC, YRC are also performed. Students are provided with opportunities to organize several programmes in the college. Teachers were assigned with specific duties and responsibilities to complement curricular, co-curricular and extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The faculty members are participating in programmes such as Refresher Courses, Orientation Programme, workshops organized by various University and other institutions. Study leave is granted as per the guidelines of UGC for doing Ph.D. under FDP successive plan. Teachers are permitted to attend National, International Seminars to develop their profession skills and updating their knowledge in respective areas. IQAC also organizes various staff development programmes. Experts in diverse fields were invited by IQAC to motivate both teaching and non-teaching staff. Both teaching and non-teaching staff are encouraged to enrich their soft skills by joining part-time courses like Post Graduate diploma in Computer applications offered by the college. Non-teaching staff appear in accountancy tests conducted by Government of Tamil Nadu for getting promotions. Health checkup camps were conducted for the students, staff and non -teaching staff through NSS.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 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

2

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

106

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

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

1. Significant achievements of members of the faculty are acknowledged in the annual report. Computer training is imparted to the teaching and non-teaching staff. Efforts are taken to develop an atmosphere of co-operation, sharing of knowledge, innovation and empowerment of the staff.
2. Regular meetings are conducted by the Principal for administrative staff to improve the efficiency and contribution to the development of the college.
3. The staffs are required to fill self-assessment proforma during career advancement. The proforma is properly evaluated and deficiencies if any, is informed to the faculty member as per the rules.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

**Yes, the Institute carries out the Internal & External Audit regularly**

1. Internal auditing is done at the office level and approved by the principal.
2. Funds received from the government are audited by the office of Joint Director of Collegiate Education and Account General Office, Chennai. During the month of November 2015 both the teams have audited the accounts up to the financial year 2012-13 and no major objections were raised.
3. The Management accounts were audited annually by Khan &Co, K.K.Nagar, Madurai.
4. Admission - Verification of Application process, short listing of candidates, fee fixation, scholar ship details and students admission.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### **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

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

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1. The following procedures were adopted by the college for effective and efficient use of available financial resources:
2. The bills and vouchers are scrutinized at different level by the Head of the department, office assistant, Office Superintendent and the Principal.
3. Quotations are called for and decisions are taken on the basis of quality, price and orders are placed.
4. Stock verification carried out at the end of every academic year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

Our college has institutionalized the college students feedback system as the quality initiative of IQAC. IQAC has developed an online proforma of student feedback to collect information from the students about the syllabus, completion of syllabus, infrastructure, teaching methodology and so on. The online feedback system has been implemented from the academic year 2021-2022 onwards. This year collected from feedback department wise.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The IQAC takes steps to improve the quality of the teaching-learning process. . Feedback from students is collected and analysed by the respective departments through IQAC. Based on the analysis of the Students feed back regarding teaching-learning, appropriate suggestions were given to the respective Heads of the departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**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)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

The institution has initiated several measures for the promotion of gender equity and sensitization one of which can be seen in the curriculum of the courses offered by the institution. For example the ,Department of English has included an elective course on Women's Writing (TENJI22) which focuses on a range of feminist

perspectives and critical approaches to gender issues and women's writing. The institution also promotes gender sensitization through seminars, Counseling etc. Awareness programmes regarding importance of human rights, Right of women, were also conducted. The institute has also constituted committees as per norms laid by university / UGC. Grievance Redressal Cell, Anti Ragging, Anti Sexual Harassment Cell, and Students Discipline Committee. The institution ensures safety and security of the staff and students throughout the campus through proper security personnel and surveillance camera as installed at various points inside the campus. There are separate washroom facilities and parking facility for both male and female students. Furthermore International Women's Day was observed with great fervor conducting various competitions with the theme of women empowerment.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

**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**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

Our institution does the following measures for the management of degradable and non degradable wastes

1. Sewage water is sent out to corporation drainage line.
2. Dust bins are placed at various points in the campus.
  
3. Solid waste are daily collected and disposed out of the campus with the help of man power
4. Plastic waste like pet bottles are collected separately and sent for recycling.
  
5. Septic tanks are periodically cleaned.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">yes.</a>
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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

B. Any 3 of the above

**4. Ban on use of Plastic**  
**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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 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**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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).

Though a minority institution it believes in the equality of all cultures and tradition and students of all communities are admitted irrespective of their caste, creed, religion, region, socio-economic status and other diversities. This is evident from the student profile of the institution. Under the government admission policy reservation of seats apply to SC, ST, OBC and differently able category, thus enabling student diversity. The institution also celebrates various festivals like Pongal and Deepavali, which is usually coordinated by NSS and NCC, to promote communal harmony and equality.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

As stated in the vision and mission of our institution it facilitates to mould one to become responsible citizens who are committed to their society. Various awareness programmes and activities organized by the NSS ,YRC, RRC, NCC units of the college inculcate a feeling of responsibility all through their life. Taking a pledge of the right to vote on Voters Day makes them responsible voters as well as dutiful citizens. Blood donation camps organized too makes them cognizant of their duties towards their fellow

citizens who play a vital part in saving a life. The institution also ensures the participation of faculties in duties assigned by the Election Commission and the TNPSC. The students are also sensitized to protect our environment by planting saplings with the help of NSS and YRC units of the college

Republic day and Independence Day are celebrated every year on January 26, August 15 respectively. Students, Teaching Faculties and Non-teaching Staff and Guests and Invitees participated in the celebration. Flag Hoisting with National Anthem and Oath of National Integrity, parade by NCC, NSS also become the part of the celebration.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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



Our institution observes national and international commemorative days, events and festivals with great enthusiasm every year to instil a sense of awareness. Various cells of the institution like the NSS, NCC & Women Empowerment Cell etc. co-ordinates the celebration of these events. Republic Day is celebrated on Jan.26th in remembrance of the adoption of Indian Constitution and Independence day is celebrated to commemorate the sacrifice done by the freedom fighters to liberate our country, marked by various formal events of flag hoisting, march past by both NCC, NSS students of our institution. This is followed by the showcasing of the talents of the differently able students of our institution, as a mark of encouragement. International Women's day is celebrated on 8th March every year with great fervour, conducting various competitions on the theme of women empowerment and awareness programmes on women's rights. Festivals like Pongal, with the co-ordination of NSS & NCC is also celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 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 Practice -1

#### Title of the Best Practice

Dheeniyyath classes or Faith instilling sessions and Aalima Programme

#### Objectives

To instil religious values to bring about holistic development of the students

To ensure continuous religious education among the students to inculcate human values.

To encourage the students to know better about their religion.

**Best Practice - 2****Title of the best practice**

**Assistance to the underprivileged and the needy**

**Objective**

To support those who are in need of financial assistance

To promote and provide educational support to the financially deprived students

To provide nutritious meal to the impoverished and the needy

To help the underprivileged affected by natural calamity and emergencies

To acknowledge and encourage the differently able

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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 institution effectuates towards the fulfillment of its vision and mission by providing inclusive and integrated education irrespective of caste creed, religion and economic status which is one of our institutional distinctiveness. As our institution is a government aided one it has nominal fee structure in addition to government and private scholarships which enable socially and economically challenged students to pursue their education in our institution. Ever since the modification of our institution to coeducation institution we have facilitated educational empowerment of women students, especially from socially and economically challenged background. Enrollment of women students in higher education has also been made possible which is evident from the student statistics of female PG students and overall UG & PG female students. Another distinctiveness of the institution is that it motivates and supports students to participate in various social activities through the National service Scheme of the college in

collaboration with the Rotary Club of Madurai Blossom.

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

### 7.3.2 - Plan of action for the next academic year

#### Future Plan of action for the next academic year

- Implementation of formal academic audit of every department by the Internal Quality Assurance Cell (IQAC) to improve the quality development of the students, teachers and institution
- Conducting programmes to enhance the expertise of the students in research methodology and entrepreneurship
- Conducting programmes related to career counseling for students for the pursuance of higher education, competitive exam and employment opportunities
- Conducting training programmes for students, teachers and non teaching staff to train and enhance their skills in using ICT tools
- Instigate faculty members to publish research papers in nationally and internationally reputed journals and undertake research projects funded by government and non governmental agencies
- Equipping classrooms with ICT facilities
- Providing hostel facilities for students in the college campus
- Refurbish the infrastructure of the institution
- Construction of more classrooms and individual libraries for the Research Departments
- Automation of the college central library.