YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Mazharul Uloom College, Ambur
• Name of the Head of the institution	Dr. M. Mohamed Ismail
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04174242644
• Mobile no	9443097329
• Registered e-mail	principalmuc@gmail.com
• Alternate e-mail	principal@mucollege.ac.in
• Address	MAZHARUL ULOOM COLLEGE, REDDY THOUPPU,GANDHI NAGAR, AMBUR. TIRUPATTUR DISTRICT.
• City/Town	Ambur
• State/UT	Tamil Nadu
• Pin Code	635 802
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Men
• Location	Semi-Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Thiruvalluvar University, Vellore**
• Name of the IQAC Coordinator	**Mrs. M. A. Uzefa Rashida**
• Phone No.	**04174242644**
• Alternate phone No.	**9790134132**
• Mobile	**9442413170**
• IQAC e-mail address	**iqacmuc16@gmail.com**
• Alternate Email address	**iqac2023@mucollege.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mucollege.ac.in/download/downloads/1606231128081892.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mucollege.ac.in/download/downloads/1412231556287143.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76.20**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B+**	**2.60**	**2016**	**29/03/2016**	**31/12/2022**
Cycle 3	**A**	**3.23**	**2023**	**12/08/2023**	**11/08/2028**

6.Date of Establishment of IQAC	**22/07/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**-**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	`15`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`1. 12 Value added Certificate courses were conducted under the initiatives of IQAC. 639 students completed the courses. successfully. 2. 10 Social Immersion projects were undertaken by the students under the initiatives of IQAC. 113 mandatory projects were done by the students. 3. A FDP, a Workshop for Non-teaching staff on "Google workspace", a Workshop for student and a special program on Quality Maintenance for Supporting Staff were organized through IQAC to hone the skills of the faculties. 4. Rs. 8608 was collected from the staff and students as a College Social Responsibility Scheme. The amount was spent on 5 Beneficiary organizations - Educational Institutions, Old Age Home and Orphanages 5. IQAC introduced paperless and green initiatives in the campus.4 External and Internal Audits were conducted, and recommendations were implemented.`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To Conduct department wise certificate courses	Every department conducted certificate courses to benefit students.
Charity Day to be observed every month.	Rs. 8608 was collected from the staff and students as a College Social Responsibility Scheme.The amount was spent on 5 Beneficiary organizations - Educational Institutions, Old Age Home and Orphanages
To keep the campus environmental friendly the parking facility to be created near the gate.	parking facility was provided near the college main gate.
To collect and analyze stakeholders' feedback	Feedbacks collected and analyzed .Based on feedback relevant action was taken for improvement
To admit Girl Students in all the PG programs from this academic year.	Girl students were encouraged to enroll in PG Programes
To bring new UG programs in Shift II	Received approval for B.Com (Computer Application) and B. Sc. (Data Science)
To establish institutional website for e-content	e-uloom was established to make access of e-content by students. The e-content for e-uloom is developed by faculty members from various departments.
To cultivate Herbal Garden	2916 sq.ft. Area of Land was converted into Herbal Garden with cultivation of 35 rare herbs.
To cultivate Flower Garden	120 Flowers plants were cultivated to create a flower garden in the campus.
To seek approval, for establishing of Multimedia Room.	A state of art Dr. Allama Iqbal Multimedia Room was established..

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Management Committee	25/03/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	24/01/2023

15.Multidisciplinary / interdisciplinary

Mazhrul Uloom college affiliated to Thiruvalluvar University, Vellore, follows the curriculum offered by the University under CBCS. The college follows the guidelines of the University with regard to the implementation of multidisciplinary and interdisciplinary courses in various programs. However we strive to enrich the curriculum with skill based certificate courses to groom industry ready graduates. Job oriented ValueAdded Courses are offered for better employability. As the college is preparing itself to have multidisciplinary / interdisciplinary courses and redesigns the curriculum in accordance with the university regulation and our staff who are members of board of studies represent the same to the University.

16.Academic bank of credits (ABC):

Our College is affiliated to Thiruvalluvar University. Our University is registered with UGC- Academic bank of credits. Since we are not authorised to issuie degree / diploma and marksheet, we are not eligible to join the UGC- Academic bank of credits.

17.Skill development:

Industry Linked Job-oriented Certificate courses are conducted to enhance employability skills in association with industries. As per the University course work, all the students of the UG programs are studying Soft Skills for Inter-personal Communication and Skill based Subjects which is mandatory to get degree. Our college offered Skill Development Certificate Courses in Tally, Web Technology. Five MoUs were signed in this regard to develop the skills of the students. We have conducted 18 Skill development courses (6 from

Career Guidance and Placement Cell. we have conducted 12 certificate courses 5 from major departments and 2 from Mazharul Uloom College Centre for Spoken English) and 5 under Naan Mudhalvan Scheme for Skill enhancement of the students. Mentoring and counselling about these courses enables students to explore future employment pathways after graduation and help them to get good placements. We trained the students in vocational skills like Herbal hair oil preparation. Giving them awareness of the regional tradition and culture. Software development skill training was given to the students as part of entrepreneurial development skill using recent trends in Computer Science one patent was published by the faculty member. Students are motivated to pursue online courses via SWAYAM-NPTEL and other MOOC platforms.These Skill development training programes are in accordance to NEP 2020 initiatives.

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

Our college has three Language departments which work in applying traditional knowledge to real-life situations. In addition, the Fine Arts association has worked towards the revitalisation of cultural resources for communicating positive messages in the society. We conduct regular poetry recitation programs, moral instruction programs and value based programs. Our University has mandatory course in Value Education for all UG programs and Human Rights for all PG programs. Tamil is a classical language which reflects the tradition and culture of Tamil Nadu. The students of Tamil language learn Dramas, Poetries and Tamil Grammar. The Urdu language that acquires its existence in the abundant heritage of Indian composite culture is another language studied in our college. Yoga classes are also conducted in the college. Faculties of our institution have engaged in publishing literary works. Students are motivated to pursue online courses via SWAYAM-NPTEL and other MOOC platforms that integrate the Indian knowledge system, art, culture, history and languages.

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

Our college offers programmes across Humanities, Social Science, Science and Technology. All these programmes are offered as Outcome Based Education (OBE) by the University. Our college is prepared to fulfill the objective and achieve the targets as per the structural curriculum provided by the affiliating university. Program Outcome and Course Outcome are clearly given in the website of our college to educate the students regarding OBE. The attainments of the OBE are also informed to the students. in accordance to NEP 2020 initiatives.

20.Distance education/online education:

Our College is an aided institution. We do have future plans to provide online education for the public in the form of short term courses or cretificate courses. At present, we are a Learning Resource centre for the Institute of Distance Education,University of Madras, Chennai. The Faculty of our college serve as guest lecturers for these distance education programs. Our college faciltates the enrollment and registration of the students in the various programs and courses offered by the University of Madras through the distance education mode. We serve as the examination centre facilitating Practical classes as well as examinations to fulfill the required eligilbilty for learning in distance education mode.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**905**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**208**

File Description	Documents
Data Template	[View File](#)

2.3	**249**

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**48**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**48**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**22**
Total number of Classrooms and Seminar halls	
4.2	**67.23**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**160**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Our college ensures effective curriculum planning and delivery through a well-documented process. We follow Thiruvalluvar University's academic calendar, incorporating it into our detailed college calendar each year. This calendar includes important dates,

dates of Continious Internal Assessment tests, and holidays. To ensure smooth delivery, we create a master timetable, allowing departments to plan their activities and allocate workload accordingly. We employ diverse teaching methods like lectures, ICT, Powepoint presentation ,group discussions, and experiential learning.we conduct Bridge courses for the freshers in the first semester.Faculty members develop e-contents for e-Uloom (Our Instituties' E-Content Database) to enhance the teaching-learning process. We conduct three internal assessment tests, providing feedback for self-improvement. We support slow learners through remedial classes and encourage advanced learners to pursue MOOC courses. Our ultimate goal is to motivate all students to excel and create a nurturing environment for their success. Regular PTA ,meetings are organized to keep the parents/Guardians well informed about their wards progress.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-1/1.1.1-Additional/CurricularAspects.pdf](#)

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

The Institution has an effective mechanism for well-planned curriculum and documentation at the variouslevels

. 1. College Level: To execute the curriculum completion on time, the college prepares an Academic calendar very meticulously every year. The effective mechanism which sets the goal of curriculum completion in the teaching and learning system is scheduledin the academic year covering all the co-curricular, extra-curricular activities, important days and meetings. It is followed properly for the delivery of course content to the students.One final centralised internal assessment is carried out for each semester to evaluate the students' academic performance.

2. Department Level: The departmental timetable is prepared and care is taken to see to it that it is getting executed properly. Care is taken to complete the curriculum in a stipulated time. The Head of the department checks the department activities from time to time. Two Continious internal assessment is carried out department wise.

The departments analyze the results at the end of the examinations.

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

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-1/1.1.1-Supporting/Calendar/CollegeCalendar-22-23.pdf

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

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

12

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

639

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our institution, affiliated with Thiruvalluvar University, prioritizes the integration of crosscutting issues into our curriculum. This includes professional ethics, gender equity, environmental sustainability, and human values. We have dedicated faculty members serving as Board of Studies members to recommend relevant courses. Specific courses are incorporated in our

undergraduate and postgraduate programs to address these issues. Extension activities are integrated throughout the undergraduate curriculum, and internships and project work focus on professional ethics. We have a cell empowering women and organize gender-equity programs. Initiatives like Charity Day and environmental awareness promote human values and sustainability. Our campus strictly adheres to Green Protocol and observes "Cycle Day" for sustainable transportation.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

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

9

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

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

264

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.mucollege.ac.in/iqac/stakeholder_feedback_analysis_atr/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.mucollege.ac.in/iqac/stakeholder_feedback_analysis_atr/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

322

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

209

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

2.2 - Catering to Student Diversity

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

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

Advanced Learners:

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

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

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

They are encouraged to do Projects and Internships.

They are given special endowments' awards and medals.

Slow Learners:

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

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

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

Career Guidance and Placement Cell provides training in interview skills and communication skills, Personality Development programs to enhance employability of the advanced learners. It also provides special required training to slow learners.

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

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
905	48

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

All the departments conductinnovative programs which stimulate the creative ability of students. Faculty members also put efforts in making the learning activity more interactive by adopting the below-

mentioned student-centric methods.

Experiential Learning

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

Participative Learning

Students are encouraged to inculcate the skills through Participative Learning.

- Every department provides learners with opportunities to directly meet professional connoisseurs thereby providing a platform to improve their learning quotient. Students are encouraged to attend and present papers in the Seminars/Webinars/Workshops and Conferences. They also participate in the academic events at inter collegiate and intra-college competitions.

- They are constantly encouraged to participate in the various career guidance programs

- They are encouraged to enrol inMOOC courses offered by SWAYAM, NPTEL etc.

- They participatein Quizzes, Discussion, Presentations and Debates.

Problem Solving

As part of the problem solving methodologies adopted in our college, ourstudents are asked to analyze the annual balancesheets of the reputed companies as assignments. The science students are introducedto theory and program based applications in industry.

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

File Description	Documents
Upload any additional information	View File
Link for additional information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.3.1.pdf

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

Student centric methods with ICT tools like LCD Projectors, are constantly made use of in the teaching learning process. Every department conducts innovative programs which stimulate the creative ability of students. E-Contents are available on the college website.

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

Faculty members also make efforts in making the learning activity more interactive by adopting student-centric methods like Google classroom is used to share the course content - learning material for both theory and laboratory, submission of assignments and test papers, etc.

The college Library is equipped with ICT facility which includes ebook, ejournals, etc. for Students and Faculty. Most of the communication is by using Email, WhatsApp, Telegram, etc. Faculty members are sharing lecture notes and videos through active whatsapp groups.

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

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

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

completed academic year)

2.3.3.1 - Number of mentors

45

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

2.4 - Teacher Profile and Quality

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

48

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data

for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

625

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

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

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

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

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

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.5.1.pdf

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

All the faculty members inform the students well in advance about various components in the assessment process during the semester.

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

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

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

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

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

Thiruvalluvar University has implemented the Choice Based Credit System. The Choice Based Credit System gives an opportunity for the students to choose courses consisting of core, elective & skill based courses. The Syllabus is updated from time to time by the University as per the requirement of the current market scenario.

The students get the required skills for the existing job environment. They get an opportunity to develop their potential, credentials and competitive edge.

Our College is affiliated to Thiruvalluvar University, Vellore. The curriculum prescribed by the University is followed for all the courses.

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.6.1-PO-CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

Programme outcomes and course outcomes are evaluated in the following methods.

Direct Method:

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

Level of Attainment:

All the CO's are interlinked with PO and PSO and the correlation levels are entered in PO/PSO/CO matrix to obtain PO attainment values as per Thiruvalluvar University.

Feedback on the attainment of PSOs and POs are specifically adjudged and the drawbacks and difficulties are periodically informed to the Thiruvalluar University through members /representatives in the Board of Studies.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.6.2-attainment.pdf

2.6.3 - Pass percentage of Students during the year

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

102

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.mucollege.ac.in/download/downloads/2107231534186804.pdf

2.7 - Student Satisfaction Survey

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

https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.7-SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1.5

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

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

3.1.2.1 - Number of teachers recognized as research guides

6

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

0

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

3.2 - Innovation Ecosystem

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

Software development skill training was given to the students as part of entrepreneurial development skill using recent trends in Computer Science and two patents were published by faculty members. Faculties delivered innovative information to the students after publishingthe patents.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-3/3.2.1.pdf

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

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

5

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

6

File Description	Documents
URL to the research page on HEI website	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-3/3.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

2

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

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

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

7

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

3.4 - Extension Activities

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

Our College has taken up several social welfare projects through extension service clubs, to inculcate students about commitment and

devotion that helps them to follow ethics in their personal and professional life.

- Trees are planted in Omarabad this year
- Blood was donated by our college students in the Blood donation camp organized by Lions Club and Government Hospital, Ambur
- Students participated in the camp where Campus and street Cleaning drive, Plastic free zone drive, Tree plantation Programme , Rally for water conservation , Solid waste management, Electricity Conservation in adopted villages of Omerabad, Panagatur and Nariyambut.

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

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-3/3.4.4.1ExtAct/ExtActvt.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

15

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

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

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

1142

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

3.5 - Collaboration

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

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

2

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	[View File](#)
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

13

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **22 spacious and well-ventilated classrooms with LCD projector facilities, wooden furniture, fans, lighting, and writing boards ,2 smart classrooms and one multimedia room.**
- **The air conditioned major lab features 50 Intel Core i3 computers connected to a Lenovo Xeon2224 Server with licensed MS-Windows Server 2019 OS.The lab is providedand powered by a 15 KVA UPS.**
- **The air conditioned allied lab has30 Intel Core i5 computers with MS-Windows 10 connected to a 10 KVA UPS.**
- **The air conditioned languagelab features 25 Intel Core i5 computers with MS-Windows 10 connected to a server and equipped with Orell iTell English Language Software. It is also 55" provided by a Smart TV.**

- **An air conditioned Sir Syed Ahmed Convention Hall with seating for 60 persons with Audio Visual facility.**
- **A state of art Dr. Allama Iqbal Multimedia Roomwith a high-end computerand a Benq 65" interactive smart boardwith a seating capacity of 80person with table and chairs.**
- **N. M. Zackriah Auditorium accommodates 400 person and is equipped with a state-of-the-art audio system and an LCD projector.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mucollege.ac.in/facilities/infrastructure/

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

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

Our College has a Sports Committee consisting of 4 faculty members . Institution has the following facility for the Sports and Games,

S.No.

Games

Area/Size in

Sq. meter / feet

1

Ball Badminton

24 x 12 mtr

2

Basket Ball

28 x 15 mtr

3

Cricket

70 (Diametre)

4

Football

80 x 50 mtr

5

Kabaddi

13 x 12.5 mtr

6

Volleyball

18 x 9 mtr

7

Badminton

13.41 x 6.1 mtr

8

200 meter Track

120 x 40 mtr

9

Long Jump Pit

10 x 3 mtr

10

High Jump Pit

6 x 2 mtr

11

Triple Jump pit

3 x 6 mtr

12

Shot put

10 x 5 mtr

13

Discus Throw

5 x 50 mtr

The College has also the Multi GYM facility which is fully equipped with essential fitness equipment like 120KG weight plates and rods, Training bench, Dumbbell Set and Treadmill. College has 2 Cricket Practice NET.

Cultural Activities are organized by the Fine Arts Club of the college, it organizes events named "Melodies of MUC" and "Talent Expo" every year to promote Students' creativity and secularism among the students. College Auditorium and an Open Auditorium are utilized for conducting the Cultural Activities.

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mucollege.ac.in/facilities/physical_education/

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

25

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mucollege.ac.in/facilities/class_room/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

13.61

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

4.2 - Library as a Learning Resource

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

- **Name of ILMS software**

INFLIBNET's SOUL

- **Nature of automation (fully or partially)**

Partially automated

- **Version**

3.0

- **Year of Automation**

2021

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.mucollege.ac.in/facilities/central_library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

0.45

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

103

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

College believes in student's enrichment through abiding new skills and self growth which make them self-dependent, competitive. Hence, it frequently updates IT facilities in the campus. The college allocates, in its budgets, a considerable sum of money for acquiring and developing IT infrastructure facilities.

The college has 160computers for academic and administrative activities and it has high speed internet facility with new Solid State Drive was added for the existing Hard Disk Drive. RAM is also increased in most of the Computers. High speed Wi-Fi facilities are available across the campus.

For safety and security of the students and faculty members, college has installed 18 more CCTV Cameras across the campus for safety and security.

The college library is well equipped with various facilities such as INFLIBNET service etc. There is a UGC-Sponsored resource centre located in library for staff and students support.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://www.mucollege.ac.in/facilities/college_facilities/</u>

4.3.2 - Number of Computers

160

File Description	Documents
Upload any additional information	<u>View File</u>
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

53.62

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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

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

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

Library: New books are purchased according to the recommendation of the departments and accession number is stamped and then placed in the library Scientific System. Binding works are carried out to prevent damage of books. Annual stock verification and weeding of unwanted materials are undertaken to ensure proper safeguard of the resources in the library.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

590

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

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

35

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.mucollege.ac.in/support_services/capacity_building_and_skill_enhancement/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

391

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

391

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

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

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

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

25

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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

The College Union has Student Chairman, ViceChairman and Secretary and its affiliated associations have Student Secretary and Assistant Secretary. They are nominated by the Principal on basis of merit-cum-good conduct.The students' secretaries of the affiliated association functionunder the guidance and the supervision of staff Vice-President of their association.The student Secretaries of each affiliated association organize various programmes and competitions under the guidance of Staff Vice Presidents.The students represent college as competitor in various intercollegiate, university, state and national level competitions.The students also contribute their services in social welfare and health awareness activities and programmes by 10 extension activities clubs like NCC, NSS, YRC, RRC, Enviro club volunteers.The student representatives are selected as members of various committees and bodies that require student representation as per the UGC regulations.

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

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

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

12

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Our college has a registered alumni association as Mazharul Uloom College Alumni Association (MUCAA) which contributes for the sustainable development of our institution and provides a variety of benefits and services to the institution and fellow graduates. The MUCAA made all the passed-out students as members by default as per the By-laws of MUCAA. MUCAA Get Together Meeting held on 16-07-22 at College Campus 40 members attended the meeting. MUCAA Executive Committee Meeting was held on 10-08-22, 16 EC Members attended the meeting among other members and approved By Laws and Income and Expenditure for the year 2022. MUCAA Executive Committee Meeting was held on 30-10-22, during the meeting Event Planer were discussed to conduct different program for the benefit of the college students.

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

Non-Financial Contribution: The members of MUCAA act as a Resource person in various Seminars, Workshops and Training programs organized by the departments and Career Guidance and Placement Cell of our College. MUCAA conducted a Doubles Badminton Tournament on 04-09-22. Different players of 9 teams participated in the tournament, winners and participant were honoured. Alumni Talk on Career Guidance conducted on 05-09-22. All the Final year students of both shifts were benefited from the program. A General body meeting held on 18-09-22 to approve Income and Expenditure and to discuss Annual Plan of Action 2022-23.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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College is to provide an environment that fosters the development of
students in all aspect of life. Institution aims to encourage and
improve secular and moral education of youth by providing them with
a comprehensive higher education that includes not only academic
subjects but also character development, leadership skills and
social responsibility. Institution strives to create an atmosphere
where students can learn to think critically, communicate
effectively and work collaboratively with others. It also aims to
instill in students a sense of respect for diversity and an
appreciation for different cultures.

Institution empowers the Principal and staffto participate in the
governance of the institution. The governance is of two fold,
Academic and Administrative.

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

Principal, Heads and faculty membersconduct regular meetings and
plans, activities of the college on regular basis. Department
submits Action Plan at the beginning of the year and action taken
report at the end of the year to the IQAC. Department has term plan.
Thus, the principal and faculty membersensures effective functioning
of the college and participative management successfully.
```

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

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

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

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution sets perspective plan based on mission and vision. Strategic planning is executing to growth of Institution, Faculties and Students.

Every department under the leadership of the head chalks out an annual plan based on the plans (short, mid, long terms) of the department. The departments work with those plans and aim at achieving the maximum goals in the prescribed time. The action taken

report is submitted to the IQAC which in turn checks the successful deployment of the plans. The plans are student –centric, serve welfare initiatives to benefit the student community at large which include the conduct of certificate courses, seminars, webinars, faculty exchange programs, guest lectures, participation competitions, Projects, social immersion projects, peer learning, experiential learning and e-content development. Planning to introduce courses like B.Sc. (Data Science) and to renew the affiliation for B.Com (CA) courses from the academic year 2023-2024.

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

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

Our college is managed by the Ambur Muslim Educational Society under the leadership of the President and the Honorary General Secretary who hold authority over the Secretary and Correspondent of the Collegein the administration of the institution. Administration of the institution involves active participation of the college management committee, Principal, Vice Principal Academic and Vice principal Administration and heads of the departments, teaching and non teaching staffs. The college management formulates policy decisions on admission, recruitment of staff, resource mobilization, infrastructure, learning, and financial management. The Principal, as an ex-officio member of the Management Committee, acts as a liaison between the Management and the staff. The Principal, in consultation with the IQAC, the Heads, and Coordinators takes administrative decisions necessary for the effective functioning of the college, subject to the ratification of the Management Committee.

Vice Principal (Academic) is the immediate head authority next to the principal.

Department Level: Heads of the various Departments lead their respective departments of the teaching Staff - the mentors of the

students, the last in the beneficiaries.

Vice Principal (Administration) who has power over the Office Superintendent. Office Superintendent has power over the other Non-teaching staff and the Supporting staff.

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

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Welfare Measures such as: Research Support: Financial Support to Aided and self financing staff for attending seminars, workshops,

conferences and paper publications.

Health Aid:

- Family Medical Card
- Yoga and Meditation Programme
- Emergency First Aid facility
- Gymnasium

Financial Benefits

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

Facilities

Free Wifi Facilities

Felicitation

Honoring Retired staff for their services

Grievance Redressal Mechanism

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

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

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

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

12

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

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

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System: In order to ensure the maintenance of quality, our college has performance appraisal mechanisms for staff members. College administration realizes that performance review needs to be collected from stakeholders and hence a comprehensive performance appraisal system is followed. IQAC collects and consolidates the Performance Based Appraisal System for the entire teaching faculty. It designs a special form for this purpose. Yearly Academic Audit is carried out meticulously as a part of appraisal. Any negligence is rectified immediately. Feedbacks are collected and analyzed from students on teachers, help improvise the performance and boosts the morale. HoDs submit an Action Taken Reports to the IQAC. Based on that IQAC prepares an ATR and submitsto Management. Periodic reports if any on Faculties intervention in the Teaching-Learning process are collected by HoDs and Submitted to the IQAC. Career Advancement Scheme of the UGC is done bythe IQAC as it forwards the eligible CAS candidates to the Management for further processing. Vice-Principal (Administration) discusses work progress and the status of pending files in regular reviews with the management and utmost care is taken to clear the files at earliest.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and external financial audits are carried out every year. Since the External Financial Audit is mandatory, it is conducted by the Joint Directorate of Collegiate Education, Vellore Region, Vellore as per the schedule. Our college duly carries out internal financial audit regularly. Internal Financial Audit is conducted by the auditor appointed by the management to scrutinize the financial transactions and review them periodically. The budget proposals submitted by the department heads, associations and support services through the Principal are approved by the Secretary and Correspondent. On approval, the sanctioned amount is spent and the expenditure incurred is submitted in the form of vouchers, original bills to the Office Superintendent, administration department for perusal. This internal audit procedure is carried out for all academic and non-academic departments according to the nature and the requirement. External Audit: College is dependent on the Joint Directorate office for the External Audit every year. We have requested theJoint Directorate office to conduct the external audit for academic year 2022-2023.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.6436

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

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

Management Contribution:

Management makes provisions to appoint and pay salary to unaided staffs in vacant approved posts until the post is filled. In the year 2022-2023, Management renewed college infrastructure.

Scholarships:

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

Scholarship from NGOs:

College extends its platform to mobilize funds for scholarship from various local NGOs.

Alumni Contribution:

College sources its funds for some of its infrastructure from alumni association.

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

6.5 - Internal Quality Assurance System

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

- **Orientation Program on "Google Drive and Preparation of Digital Notes" for all staff was held on 26 July 2022.**
- **Special workshop for Non – Teaching Staff on "Google Workspace for Office" was held on 25 August 2022 .**
- **Seven Days Faculty Development Program on " Industry Academia Collaboration" was held from21 November 2022 to 29 November 2022.**
- **One day workshop on "save life" on the Eve of National CPR (Cardio Pulmonary Resuscitation) Awareness month was held on 24 Nov 2022.**

Apart from this, Staff members are also deputed to UGC HRDCs across the country to attend Orientation, Refresher and short term Courses. This is mandatory for CAS.

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

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

Active Pedagogy to attain Effective Outcome:

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

Student Oriented Initiatives:

- **Encouraging students for MOOCs and Certificate courses.**
- **Value added certificate courses.**

- **Guest Lectures by other college faculties as FEP.**
- **Projects and Social Immersion Projects.**
- **Incubation Centre 'Earn While You Learn'.**
- **Students' feedback helps to resolve the lagging in teaching and learning process.**
- **Mentor – Mentee Concept**
- **Charity day - Every First Monday of the month, we observe charity day. We collected and disbursed to orphanages, Old Age Home and Schools from college stakeholders in this year.**
- **Free Breakfast - Department of Economics provides free breakfast and pay fees to the needy and poor students. The amount is contributed by the department faculties. The amount spent was Rs. 33450/= in the year 2022-2023.**

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mucollege.ac.in/iqac/annual_report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college emphasizes Gender equity by providing fairness and justice regarding educational benefits and needs for women and men equally. Equal opportunities are given to both the genders. All the courses offered are for men, and only in B.Sc. Microbiology girls are admitted

- The college celebrated"International Women's Day" on 8 March 2022 with the tag "Our Women Our Strength".

- NSS observed the" International Day for Elimination of Violence against Women" on 25 November 2022.

Facilities for women.

- Separate rest rooms, common rooms are provided for ladies and gents.

- Counseling is given to the students periodically.

- Day Care Center with a separate female caretaker is appointed for lady faculties inside the campus.

a. Safety and security

- 48 CCTV Cameras installed inside the college campus to ensure the safety of both the genders.

b. Counseling

- Counseling is given to the students periodically by the teachers and Mentors

- Internal Complaints Cell & GrievanceRedressal Committee is very keen in counseling students and the grievances are sorted out immediately.

c. Common Rooms

Separate rest rooms, common rooms are provided for ladies and gents.

d. Day care center for young children

- **Day Care Center with a separate female caretaker is appointed for lady faculties inside the campus.**

File Description	Documents
Annual gender sensitization action plan	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/ATR-Women.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/7.1-Specific-Facilities.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

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

Solid waste management

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

Liquid waste management

Liquid waste is used for watering the plants.

Biomedical waste management

Biomedical wastes are Sterilized by Autoclaving method beneath the sod, called as Land Disposal Method and Acids and Reagents are carefully mixed with 2 to 5 gallons of water and diluted solution poured slowly down the sink followed by flushing with large quantum of water without splashes

E-waste management

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

Hazardous chemicals and radioactive waste management

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

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

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

B. Any 3 of the above

of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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   **A. Any 4 or all of the above**

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

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

irrespective of their differences mingle together as one unit called Mazharul Uloomians.

- Students together work for various associations, organize programmes and through these associations learn the sense of unity and oneness and togetherness.

- To cater to the students from different linguistic backgrounds, the institution offer choice in languages such as Tamil, Urdu, Hindi in part I, underthe choice-based credit system.

- Under the auspices of Seethakkathi Tamil Ilakkiya Mandram and Bazme Adbe Urdu, Our college organizes programmes, conducts competitions to celebrate the regional language Tamil and Urdu.

- On 19 November 2022, Celebrations of World Urdu Day, Mushaira was organised.

- Bazm-e-Adab-e-Urdu, and Department of Urdu organized one Day National Seminar on "Children'sLiterature in South India" and Mehfil-e-Mushaira on 02 May 2023.

- A special National Symposium was organized on "Urdu Poetry and its Specialty" on 24 May 2022 in collaboration with the Library of our college.

- Tamil Department and Seethakadi of Tamil Literary Forum conducted a special symposium on 18 March 2023.

- Seerat Un Nabi Celebrations is celebrated on 21.03.2023 to impart moral and ethical values.

- NSS Units carried out a rally to observe the Communal Harmony and Flag Day on 7 December 2021.

- Important National and International days are observed in the campus.

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

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

Our college sensitizes constitutional commitments through various activities. The college regularly conducts events like Independence Day and Republic Day evinces immense interest in celebrating historically important days in line with national festivals to imbibe national spirit among the staff members & studentsand also to refresh the role of teachers and students in constitutional obligations.

The students at UG level are taught 'Value Education' as a part of their curriculum to inculcate the values and ethics on the aspects of Human Rights and Constitution of India besides others.

Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

NSS units carried out a rally to observe the Armed Forces Flag Day Rally on 22nd November 2022. An amount of Rs. 3975/- was collected from the local people.

Apart from these days, Voters' Awareness Day and Constitution Day are also organised to sensitize the students about the constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/7.1.9-Student-SensitizationReports.pdf
Any other relevant information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/7.1.9.docx

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

A. All of the above

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

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

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

- **Our management, staff and students take pride in celebrating Independence Day and Republic Day, every year in a very grand manner. Our Principal hoists the national flag and gives a special talk about the past, present and future of India and**

motivates our students to be the responsible citizens of our nation. NCC organizesthese important events.

- All the important days like International day on Elimination of Violence against Women, World Aids day, International Yoga day,World Science day, National Education Day, etc. are celebrated in our campus every year enthusiastically to inculcate the importance of these historical days.

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

7.2 - Best Practices

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

Best Practice I

1.Fostering Blended Learning Environment for Skill enhancement and personality development

2.Blended learning aims to improve teaching quality, enhance skills, and make students competent in holistic development.

3.The college provides various courses, workshops, seminars, and webinars to align with industry requirements collaborates with Edureka, VIS learning Academy, and TIPS academy, 21 classrooms are equipped with projectorsand there is one multimedia room with smart board facility.

4.The college conducts certificate courses, workshops, and webinars to align with industry requirements.

5.Blended learning programs, including 12 certificate courses, have benefited 639 students, including 67 completions of TCS IoN Remote Internship and 7 clearings of NPTEL MOOC.

6.The college faces connectivity issues, 4G restrictions, and lack of online platform skills, requiring improved interaction with industry institutes to enhance quality education.

Best Practice II

1.Empowering Students as Entrepreneurs in Herbal Hair Oil Trade as a Start up Venture.

2.The program aims to equip students with technical skills for oil extraction, foster market understanding and cultivate an entrepreneurial mindset.

3.Educating students about sustainable business ventures and entrepreneurship shapes the next generation of socially responsible entrepreneurs.

4.Skill Development Outreach Programme in Nariyambattu educatied 35 students about herbal oil production, industry trends, technologies, challenges, MSME concepts, licensing, and branding.

5. Students learned oil making, entrepreneurial skills and kiosk setups.

6.Funding for social and community initiatives is limited due to students' time constraints. Limited access to modern oil extraction and refining equipment and volatility in the oil market can hinder practical learning experiences.

File Description	Documents
Best practices in the Institutional website	https://www.mucollege.ac.in/iqac/best_practices/
Any other relevant information	https://www.mucollege.ac.in/iqac/best_practices/

7.3 - Institutional Distinctiveness

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

The college aims to cater to learners from diverse backgrounds, promoting secular social harmony and inclusivity. Admission is open to all students, with a low fee structure. Many Students from nearby

villages get admissions in the college and also to get the benefits by joining NCC. Students also enrol themselves in Earn while you learn scheme.

The College, implements ThiruvalluvarUniversity curriculum through well planned and effective teaching learning activities, blended with ethical values. The college arranges the bridge course for first year students, add on courses, skill enhancement programs and domain related knowledge improvement workshops for second and final year students.

The students are exposed to the diverse social structure and their issues, particularly in the neighbouring areas, through the National Service Scheme. Medical camps ,blood donation, health check up are conducted from time to time.

Government and non-government scholarships are available to support students' studies. Philanthropists and faculty members also help the students in need. Circulars remind students to apply and renew their scholarships.

Morning breakfast provided by departments, to help students learn better and also have improved educational outcomes.

The college has a Parent-Teachers Association (PTA) to keep parents informed about students' academic performance and career up gradation.

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

Our college ensures effective curriculum planning and delivery through a well-documented process. We follow Thiruvalluvar University's academic calendar, incorporating it into our detailed college calendar each year. This calendar includes important dates, dates of Continious Internal Assessment tests, and holidays. To ensure smooth delivery, we create a master timetable, allowing departments to plan their activities and allocate workload accordingly. We employ diverse teaching methods like lectures, ICT, Powepoint presentation ,group discussions, and experiential learning.we conduct Bridge courses for the freshers in the first semester.Faculty members develop e-contents for e-Uloom (Our Instituties' E-Content Database) to enhance the teaching-learning process. We conduct three internal assessment tests, providing feedback for self-improvement. We support slow learners through remedial classes and encourage advanced learners to pursue MOOC courses. Our ultimate goal is to motivate all students to excel and create a nurturing environment for their success. Regular PTA ,meetings are organized to keep the parents/Guardians well informed about their wards progress.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-1/1.1.1-Additional/CurricularAspects.pdf]()

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

The Institution has an effective mechanism for well-planned curriculum and documentation at the variouslevels

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

completion in the teaching and learning system is scheduledin the academic year covering all the co-curricular, extra-curricular activities, important days and meetings. It is followed properly for the delivery of course content to the students.One final centralised internal assessment is carried out for each semester to evaluate the students' academic performance.

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

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

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-1/1.1.1-Supporting/Calendar/CollegeCalendar-22-23.pdf

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

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

12

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

639

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our institution, affiliated with Thiruvalluvar University, prioritizes the integration of crosscutting issues into our curriculum. This includes professional ethics, gender equity, environmental sustainability, and human values. We have dedicated faculty members serving as Board of Studies members to recommend relevant courses. Specific courses are incorporated in our undergraduate and postgraduate programs to address these issues. Extension activities are integrated throughout the undergraduate curriculum, and internships and project work focus on professional ethics. We have a cell empowering women and organize gender-equity programs. Initiatives like Charity Day and environmental awareness promote human values and sustainability. Our campus strictly adheres to Green Protocol and observes "Cycle Day" for sustainable transportation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

264

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.mucollege.ac.in/iqac/stakeholder_feedback_analysis_atr/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.mucollege.ac.in/iqac/stakeholder_feedback_analysis_atr/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

322

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

209

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

2.2 - Catering to Student Diversity

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

Advanced learners and slow learners are identified based on the marks obtained in qualifying examinations, performance in

Continuous Internal Assessment tests, End Semester Examinations, mentors' feedback and also continuously observing the students by the course teacher and HoD.

Advanced Learners:

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

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

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

They are encouraged to do Projects and Internships.

They are given special endowments' awards and medals.

Slow Learners:

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

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

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

Career Guidance and Placement Cell provides training in interview skills and communication skills, Personality Development programs to enhance employability of the advanced learners. It also provides special required training to slow learners.

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

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
905	48

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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

Experiential Learning

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

Participative Learning

Students are encouraged to inculcate the skills through Participative Learning.

- Every department provides learners with opportunities to directly meet professional connoisseurs thereby providing a platform to improve their learning quotient. Students are encouraged to attend and present papers in the Seminars/Webinars/Workshops and Conferences. They also participate in the academic events at inter collegiate and intra-college competitions.

- They are constantly encouraged to participate in the various career guidance programs

- They are encouraged to enrol inMOOC courses offered by SWAYAM, NPTEL etc.

- They participatein Quizzes, Discussion, Presentations and Debates.

Problem Solving

As part of the problem solving methodologies adopted in our college, ourstudents are asked to analyze the annual balancesheets of the reputed companies as assignments. The science students are introducedto theory and program based applications in industry.

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

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.3.1.pdf

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

Student centric methods with ICT tools like LCD Projectors, are constantly made use of in the teaching learning process. Every department conducts innovative programs which stimulate the creative ability of students. E-Contents are available on the college website.

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

Faculty members also make efforts in making the learning activity more interactive by adopting student-centric methods like Google classroom is used to share the course content - learning material for both theory and laboratory, submission of assignments and test papers, etc.

The college Library is equipped with ICT facility which includes ebook, ejournals, etc. for Students and Faculty. Most of the communication is by using Email, WhatsApp, Telegram, etc. Faculty members are sharing lecture notes and videos through active

whatsapp groups.

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

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

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

2.3.3.1 - Number of mentors

45

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

2.4 - Teacher Profile and Quality

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

48

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

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

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

2.4.3.1 - Total experience of full-time teachers

625

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

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

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

the college portal.

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

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

File Description	Documents
Any additional information	View File
Link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.5.1.pdf

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

All the faculty members inform the students well in advance about various components in the assessment process during the semester.

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

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

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

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

File Description	Documents
Any additional information	[View File]
Link for additional information	https://mucollege.ac.in/download/NAAC/AQAR /AQAR-22-23/CRITERION-2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

Thiruvalluvar University has implemented the Choice Based Credit System. The Choice Based Credit System gives an opportunity for the students to choose courses consisting of core, elective & skill based courses. The Syllabus is updated from time to time by the University as per the requirement of the current market scenario. The students get the required skills for the existing job environment. They get an opportunity to develop their potential, credentials and competitive edge.

Our College is affiliated to Thiruvalluvar University, Vellore. The curriculum prescribed by the University is followed for all the courses.

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

File Description	Documents
Upload any additional information	[View File]
Paste link for Additional information	https://www.mucollege.ac.in/download/NAAC/ AQAR/AQAR-22-23/CRITERION-2/2.6.1-PO- CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File]

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

Programme outcomes and course outcomes are evaluated in the following methods.

Direct Method:

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

Level of Attainment:

All the CO's are interlinked with PO and PSO and the correlation levels are entered in PO/PSO/CO matrix to obtain PO attainment values as per Thiruvalluvar University.

Feedback on the attainment of PSOs and POs are specifically adjudged and the drawbacks and difficulties are periodically informed to the Thiruvalluar University through members /representatives in the Board of Studies.

File Description	Documents
Upload any additional information	[View File](View_File)
Paste link for Additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.6.2-attainment.pdf

2.6.3 - Pass percentage of Students during the year

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

102

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.mucollege.ac.in/download/downloads/2107231534186804.pdf

2.7 - Student Satisfaction Survey

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

https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-2/2.7-SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1.5

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

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

3.1.2.1 - Number of teachers recognized as research guides

6

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

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

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

0

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

3.2 - Innovation Ecosystem

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

Software development skill training was given to the students as part of entrepreneurial development skill using recent trends in Computer Science and two patents were published by faculty members. Faculties delivered innovative information to the students after publishingthe patents.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-3/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship during the year

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

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

6

File Description	Documents
URL to the research page on HEI website	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-3/3.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

2

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

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

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

7

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

3.4 - Extension Activities

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

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

- **Trees are planted in Omarabad this year**
- **Blood was donated by our college students in the Blood donation camp organized by Lions Club and Government Hospital, Ambur**
- **Students participated in the camp where Campus and street Cleaning drive, Plastic free zone drive, Tree plantation Programme , Rally for water conservation , Solid waste management, Electricity Conservation in adopted villages of Omerabad, Panagatur and Nariyambut.**

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

File Description	Documents
Paste link for additional information	https://www.mucollege.ac.in/download/NAAC/AQAR/AQAR21-22/CRITERION-3/3.4.4.1ExtAct/ExtActvt.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

15

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

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

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

1142

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

3.5 - Collaboration

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

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

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

13

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **22 spacious and well-ventilated classrooms with LCD projector facilities, wooden furniture, fans, lighting, and writing boards ,2 smart classrooms and one multimedia room.**
- **The air conditioned major lab features 50 Intel Core i3 computers connected to a Lenovo Xeon2224 Server with licensed MS-Windows Server 2019 OS.The lab is providedand powered by a 15 KVA UPS.**
- **The air conditioned allied lab has30 Intel Core i5 computers with MS-Windows 10 connected to a 10 KVA UPS.**
- **The air conditioned languagelab features 25 Intel Core i5 computers with MS-Windows 10 connected to a server and equipped with Orell iTell English Language Software. It is also 55" provided by a Smart TV.**
- **An air conditioned Sir Syed Ahmed Convention Hall with seating for 60 persons with Audio Visual facility.**
- **A state of art Dr. Allama Iqbal Multimedia Roomwith a high-end computerand a Benq 65" interactive smart boardwith a seating capacity of 80person with table and chairs.**
- **N. M. Zackriah Auditorium accommodates 400 person and is equipped with a state-of-the-art audio system and an LCD projector.**

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

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

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

Our College has a Sports Committee consisting of 4 faculty members . Institution has the following facility for the Sports and Games,

S.No.

Games

Area/Size in

Sq. meter / feet

1

Ball Badminton

24 x 12 mtr

2

Basket Ball

28 x 15 mtr

3

Cricket

70 (Diametre)

4

Football

80 x 50 mtr

5

Kabaddi

13 x 12.5 mtr

6

Volleyball

18 x 9 mtr

7

Badminton

13.41 x 6.1 mtr

8

200 meter Track

120 x 40 mtr

9

Long Jump Pit

10 x 3 mtr

10

High Jump Pit

6 x 2 mtr

11

Triple Jump pit

3 x 6 mtr

12

Shot put

10 x 5 mtr

13

Discus Throw

5 x 50 mtr

The College has also the Multi GYM facility which is fully equipped with essential fitness equipment like 120KG weight plates and rods, Training bench, Dumbbell Set and Treadmill. College has 2 Cricket Practice NET.

Cultural Activities are organized by the Fine Arts Club of the college, it organizes events named "Melodies of MUC" and "Talent Expo" every year to promote Students' creativity and secularism among the students. College Auditorium and an Open Auditorium are utilized for conducting the Cultural Activities.

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mucollege.ac.in/facilities/physical_education/

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

25

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mucollege.ac.in/facilities/class_room/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

in Lakhs)

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

13.61

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

4.2 - Library as a Learning Resource

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

- **Name of ILMS software**

INFLIBNET's SOUL

- **Nature of automation (fully or partially)**

Partially automated

- **Version**

3.0

- **Year of Automation**

2021

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.mucollege.ac.in/facilities/central_library/

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

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

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

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

0.45

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

103

File Description	Documents
Any additional information	[View File]()
Details of library usage by teachers and students	[View File]()

4.3 - IT Infrastructure

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

College believes in student's enrichment through abiding new skills and self growth which make them self-dependent, competitive. Hence, it frequently updates IT facilities in the campus. The college allocates, in its budgets, a considerable sum of money for acquiring and developing IT infrastructure facilities.

The college has 160computers for academic and administrative activities and it has high speed internet facility with new Solid State Drive was added for the existing Hard Disk Drive. RAM is also increased in most of the Computers. High speed Wi-Fi facilities are available across the campus.

For safety and security of the students and faculty members, college has installed 18 more CCTV Cameras across the campus for safety and security.

The college library is well equipped with various facilities such as INFLIBNET service etc. There is a UGC-Sponsored resource centre located in library for staff and students support.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.mucollege.ac.in/facilities/college_facilities/

4.3.2 - Number of Computers

160

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

53.62

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

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

Clean Campus : To create a zero-garbage campus and to maintain

its garden, the campus is cleaned and sanitized daily. The electrical and electronicfittings are checked and if found not working, are replaced immediately by the electrician. The plumbing work is also monitored regularly and repaired items are replaced immediately to ensure uninterrupted supply of water.

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

Library: New books are purchased according to the recommendation of the departments and accession number is stamped and then placed in the library Scientific System. Binding works are carried out to prevent damage of books. Annual stock verification and weeding of unwanted materials are undertaken to ensure proper safeguard of the resources in the library.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mucollege.ac.in/facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

590

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

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

35

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	https://www.mucollege.ac.in/support_services/capacity_building_and_skill_enhancement/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

391

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

391

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

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

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

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

25

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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

departments. The College Union has Student Chairman, ViceChairman and Secretary and its affiliated associations have Student Secretary and Assistant Secretary. They are nominated by the Principal on basis of merit-cum-good conduct.The students' secretaries of the affiliated association functionunder the guidance and the supervision of staff Vice-President of their association.The student Secretaries of each affiliated association organize various programmes and competitions under the guidance of Staff Vice Presidents.The students represent college as competitor in various intercollegiate, university, state and national level competitions.The students also contribute their services in social welfare and health awareness activities and programmes by 10 extension activities clubs like NCC, NSS, YRC, RRC, Enviro club volunteers.The student representatives are selected as members of various committees and bodies that require student representation as per the UGC regulations.

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

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

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

12

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Our college has a registered alumni association as Mazharul Uloom College Alumni Association (MUCAA) which contributes for the sustainable development of our institution and provides a variety of benefits and services to the institution and fellow graduates. The MUCAA made all the passed-out students as members by default as per the By-laws of MUCAA. MUCAA Get Together Meeting held on 16-07-22 at College Campus 40 members attended the meeting. MUCAA Executive Committee Meeting was held on 10-08-22, 16 EC Members attended the meeting among other members and approved By Laws and Income and Expenditure for the year 2022. MUCAA Executive Committee Meeting was held on 30-10-22, during the meeting Event Planer were discussed to conduct different program for the benefit of the college students.

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

Non-Financial Contribution: The members of MUCAA act as a Resource person in various Seminars, Workshops and Training programs organized by the departments and Career Guidance and Placement Cell of our College. MUCAA conducted a Doubles Badminton Tournament on 04-09-22. Different players of 9 teams participated in the tournament, winners and participant were honoured. Alumni Talk on Career Guidance conducted on 05-09-22. All the Final year students of both shifts were benefited from the program. A General body meeting held on 18-09-22 to approve Income and Expenditure and to discuss Annual Plan of Action 2022-23.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

College is to provide an environment that fosters the development of students in all aspect of life. Institution aims to encourage and improve secular and moral education of youth by providing them with a comprehensive higher education that includes not only academic subjects but also character development, leadership skills and social responsibility. Institution strives to create an atmosphere where students can learn to think critically, communicate effectively and work collaboratively with others. It also aims to instill in students a sense of respect for diversity and an appreciation for different cultures.

Institution empowers the Principal and staffto participate in the governance of the institution. The governance is of two fold, Academic and Administrative.

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

Principal, Heads and faculty membersconduct regular meetings and plans, activities of the college on regular basis. Department submits Action Plan at the beginning of the year and action taken report at the end of the year to the IQAC. Department has term plan. Thus, the principal and faculty membersensures effective functioning of the college and participative management successfully.

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

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

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

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution sets perspective plan based on mission and vision. Strategic planning is executing to growth of Institution, Faculties and Students.

Every department under the leadership of the head chalks out an annual plan based on the plans (short, mid, long terms) of the department. The departments work with those plans and aim at achieving the maximum goals in the prescribed time. The action taken report is submitted to the IQAC which in turn checks the successful deployment of the plans. The plans are student -centric, serve welfare initiatives to benefit the student community at large which include the conduct of certificate courses, seminars, webinars, faculty exchange programs, guest lectures, participation competitions, Projects, social immersion projects, peer learning, experiential learning and e-content development. Planning to introduce courses like B.Sc. (Data Science) and to renew the affiliation for B.Com (CA) courses from the academic year 2023- 2024.

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

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

Our college is managed by the Ambur Muslim Educational Society under the leadership of the President and the Honorary General Secretary who hold authority over the Secretary and Correspondent of the Collegein the administration of the institution. Administration of the institution involves active participation of the college management committee, Principal, Vice Principal Academic and Vice principal Administration and heads of the departments, teaching and non teaching staffs. The college management formulates policy decisions on admission, recruitment of staff, resource mobilization, infrastructure, learning, and

financial management. The Principal, as an ex-officio member of the Management Committee, acts as a liaison between the Management and the staff. The Principal, in consultation with the IQAC, the Heads, and Coordinators takes administrative decisions necessary for the effective functioning of the college, subject to the ratification of the Management Committee.

Vice Principal (Academic) is the immediate head authority next to the principal.

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

Vice Principal (Administration) who has power over the Office Superintendent. Office Superintendent has power over the other Non-teaching staff and the Supporting staff.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Welfare Measures such as: Research Support: Financial Support to Aided and self financing staff for attending seminars, workshops, conferences and paper publications.

Health Aid:

- Family Medical Card
- Yoga and Meditation Programme
- Emergency First Aid facility
- Gymnasium

Financial Benefits

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

Facilities

Free Wifi Facilities

Felicitation

Honoring Retired staff for their services

Grievance Redressal Mechanism

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

by the management and Principal to provide a comfortable workspace.

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

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

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

12

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

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

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

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

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

6.4 - Financial Management and Resource Mobilization

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

Internal and external financial audits are carried out every year. Since the External Financial Audit is mandatory, it is conducted by the Joint Directorate of Collegiate Education, Vellore Region, Vellore as per the schedule. Our college duly carries out internal financial audit regularly. Internal Financial Audit is conducted by the auditor appointed by the management to scrutinize the financial transactions and review them periodically. The budget proposals submitted by the department heads, associations and support services through the Principal are approved by the Secretary and Correspondent. On approval, the sanctioned amount is spent and the expenditure incurred is submitted in the form of vouchers, original bills to the Office Superintendent, administration department for perusal. This internal audit procedure is carried out for all academic and non-academic departments according to the nature and the requirement. External Audit: College is dependent on the Joint

Directorate office for the External Audit every year. We have requested theJoint Directorate office to conduct the external audit for academic year 2022-2023.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.6436

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

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

Management Contribution:

Management makes provisions to appoint and pay salary to unaided staffs in vacant approved posts until the post is filled. In the year 2022-2023, Management renewed college infrastructure.

Scholarships:

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

Scholarship from NGOs:

College extends its platform to mobilize funds for scholarship from various local NGOs.

Alumni Contribution:

College sources its funds for some of its infrastructure from alumni association.

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

6.5 - Internal Quality Assurance System

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

- **Orientation Program on "Google Drive and Preparation of Digital Notes" for all staff was held on 26 July 2022.**
- **Special workshop for Non – Teaching Staff on "Google Workspace for Office" was held on 25 August 2022 .**
- **Seven Days Faculty Development Program on " Industry Academia Collaboration" was held from21 November 2022 to 29 November 2022.**
- **One day workshop on "save life" on the Eve of National CPR (Cardio Pulmonary Resuscitation) Awareness month was held on 24 Nov 2022.**

Apart from this, Staff members are also deputed to UGC HRDCs across the country to attend Orientation, Refresher and short term Courses. This is mandatory for CAS.

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

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

Active Pedagogy to attain Effective Outcome:

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

Student Oriented Initiatives:

- Encouraging students for MOOCs and Certificate courses.
- Value added certificate courses.
- Guest Lectures by other college faculties as FEP.
- Projects and Social Immersion Projects.
- Incubation Centre 'Earn While You Learn'.
- Students' feedback helps to resolve the lagging in teaching and learning process.
- Mentor – Mentee Concept
- Charity day - Every First Monday of the month, we observe charity day. We collected and disbursed to orphanages, Old Age Home and Schools from college stakeholders in this year.
- Free Breakfast - Department of Economics provides free breakfast and pay fees to the needy and poor students. The amount is contributed by the department faculties. The amount spent was Rs. 33450/= in the year 2022-2023.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mucollege.ac.in/iqac/annual_report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college emphasizes Gender equity by providing fairness and justice regarding educational benefits and needs for women and men equally. Equal opportunities are given to both the genders. All the courses offered are for men, and only in B.Sc. Microbiology girls are admitted

- **The college celebrated "International Women's Day" on 8 March 2022 with the tag "Our Women Our Strength".**

- NSS observed the" International Day for Elimination of Violence against Women" on 25 November 2022.

Facilities for women.

- Separate rest rooms, common rooms are provided for ladies and gents.

- Counseling is given to the students periodically.

- Day Care Center with a separate female caretaker is appointed for lady faculties inside the campus.

a. Safety and security

- 48 CCTV Cameras installed inside the college campus to ensure the safety of both the genders.

b. Counseling

- Counseling is given to the students periodically by the teachers and Mentors

- Internal Complaints Cell & GrievanceRedressal Committee is very keen in counseling students and the grievances are sorted out immediately.

c. Common Rooms

Separate rest rooms, common rooms are provided for ladies and gents.

d. Day care center for young children

- Day Care Center with a separate female caretaker is appointed for lady faculties inside the campus.

File Description	Documents
Annual gender sensitization action plan	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/ATR-Women.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/7.1-Specific-Facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

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

Solid waste management

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

Liquid waste management

Liquid waste is used for watering the plants.

Biomedical waste management

Biomedical wastes are Sterilized by Autoclaving method beneath the sod, called as Land Disposal Method and Acids and Reagents are carefully mixed with 2 to 5 gallons of water and diluted solution poured slowly down the sink followed by flushing with large quantum of water without splashes

E-waste management

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

Hazardous chemicals and radioactive waste management

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

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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	A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms	A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

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

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

- **Students together work for various associations, organize programmes and through these associations learn the sense of unity and oneness and togetherness.**

- **To cater to the students from different linguistic backgrounds, the institution offer choice in languages such as Tamil, Urdu, Hindi in part I, underthe choice-based credit system.**

- **Under the auspices of Seethakkathi Tamil Ilakkiya Mandram and Bazme Adbe Urdu, Our college organizes programmes, conducts competitions to celebrate the regional language Tamil and Urdu.**

- **On 19 November 2022, Celebrations of World Urdu Day, Mushaira was organised.**

- **Bazm-e-Adab-e-Urdu, and Department of Urdu organized one Day National Seminar on "Children'sLiterature in South India" and Mehfil-e-Mushaira on 02 May 2023.**

- **A special National Symposium was organized on "Urdu Poetry and its Specialty" on 24 May 2022 in collaboration with the Library of our college.**

- **Tamil Department and Seethakadi of Tamil Literary Forum conducted a special symposium on 18 March 2023.**

- **Seerat Un Nabi Celebrations is celebrated on 21.03.2023 to impart moral and ethical values.**

- **NSS Units carried out a rally to observe the Communal Harmony and Flag Day on 7 December 2021.**

- **Important National and International days are observed in the campus.**

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

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

Our college sensitizes constitutional commitments through various activities. The college regularly conducts events like Independence Day and Republic Day evinces immense interest in celebrating historically important days in line with national festivals to imbibe national spirit among the staff members & studentsand also to refresh the role of teachers and students in constitutional obligations.

The students at UG level are taught 'Value Education' as a part of their curriculum to inculcate the values and ethics on the

aspects of Human Rights and Constitution of India besides others.

Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

NSS units carried out a rally to observe the Armed Forces Flag Day Rally on 22nd November 2022. An amount of Rs. 3975/- was collected from the local people.

Apart from these days, Voters' Awareness Day and Constitution Day are also organised to sensitize the students about the constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/7.1.9-Student-SensitizationReports.pdf
Any other relevant information	https://mucollege.ac.in/download/NAAC/AQAR/AQAR-22-23/CRITERION-7/7.1.9.docx

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

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

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

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

- **Our management, staff and students take pride in celebrating Independence Day and Republic Day, every year in a very grand manner. Our Principal hoists the national flag and gives a special talk about the past, present and future of India and motivates our students to be the responsible citizens of our nation. NCC organizesthese important events.**

- **All the important days like International day on Elimination of Violence against Women, World Aids day, International Yoga day,World Science day, National Education Day, etc. are celebrated in our campus every year enthusiastically to inculcate the importance of these historical days.**

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

7.2 - Best Practices

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

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Best Practice I

1.Fostering Blended Learning Environment for Skill enhancement
and personality development

2.Blended learning aims to improve teaching quality, enhance
skills, and make students competent in holistic development.

3.The college provides various courses, workshops, seminars, and
webinars to align with industry requirements collaborates with
Edureka, VIS learning Academy, and TIPS academy, 21 classrooms
are equipped with projectorsand there is one multimedia room with
smart board facility.

4.The college conducts certificate courses, workshops, and
webinars to align with industry requirements.

5.Blended learning programs, including 12 certificate courses,
have benefited 639 students, including 67 completions of TCS IoN
Remote Internship and 7 clearings of NPTEL MOOC.

6.The college faces connectivity issues, 4G restrictions, and
lack of online platform skills, requiring improved interaction
with industry institutes to enhance quality education.

Best Practice II

1.Empowering Students as Entrepreneurs in Herbal Hair Oil Trade
as a Start up Venture.

2.The program aims to equip students with technical skills for
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oil extraction, foster market understanding and cultivate an entrepreneurial mindset.

3.Educating students about sustainable business ventures and entrepreneurship shapes the next generation of socially responsible entrepreneurs.

4.Skill Development Outreach Programme in Nariyambattu educatied 35 students about herbal oil production, industry trends, technologies, challenges, MSME concepts, licensing, and branding.

5. Students learned oil making, entrepreneurial skills and kiosk setups.

6.Funding for social and community initiatives is limited due to students' time constraints. Limited access to modern oil extraction and refining equipment and volatility in the oil market can hinder practical learning experiences.

File Description	Documents
Best practices in the Institutional website	https://www.mucollege.ac.in/iqac/best_practices/
Any other relevant information	https://www.mucollege.ac.in/iqac/best_practices/

7.3 - Institutional Distinctiveness

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

The college aims to cater to learners from diverse backgrounds, promoting secular social harmony and inclusivity. Admission is open to all students, with a low fee structure. Many Students from nearby villages get admissions in the college and also to get the benefits by joining NCC. Students also enrol themselves in Earn while you learn scheme.

The College, implements ThiruvalluvarUniversity curriculum through well planned and effective teaching learning activities, blended with ethical values. The college arranges the bridge course for first year students, add on courses, skill enhancement programs and domain related knowledge improvement workshops for second and final year students.

The students are exposed to the diverse social structure and their issues, particularly in the neighbouring areas, through the National Service Scheme. Medical camps ,blood donation, health check up are conducted from time to time.

Government and non-government scholarships are available to support students' studies. Philanthropists and faculty members also help the students in need. Circulars remind students to apply and renew their scholarships.

Morning breakfast provided by departments, to help students learn better and also have improved educational outcomes.

The college has a Parent-Teachers Association (PTA) to keep parents informed about students' academic performance and career up gradation.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

The Plan of Action – AY 2023-2024

1. To apply for autonomy.
2. To centralise the Continuous Internal Assessment Tests.
3. To conduct interdisciplinary/ multidisciplinary short-term courses.
4. To organise inter- collegiate competitions.
5. To conduct international conferences
6. To organise job fair for students & public.
7. To conduct department- wise extension activities.
8. To enrol students in MOOCs course.
9. To carry out more out-reach activities.
10. To appoint a psychologist for counselling.
11. To update e-content in e-uloom.
12. To train and provide students on Entrepreneurial skills.
13. To provide vocational training to students.
14. To provide best canteen facility to students and staff.
15. To encourage students to participate in university and district level sports tournaments.

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