The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

2013-14

1. Details of the Institution

1.1 Name of the Institution

MAZHARUL ULOOM COLLEGE

1.2 Address Line 1

REDDY THOPPU

Address Line 2

TALUK: AMBUR , DISTRICT : VELLORE

City/Town

AMBUR

State

TAMIL NADU

Pin Code

635802

Institution e-mail address

principalmuc@gmail.com principal@mucollege.ac.in

Contact Nos.

+914174242644

Name of the Head of the Institution:

Dr. P.M.AADIL AHMED

Tel. No. with STD Code: +914174242644

Mobile: 9894060634

Name of the IQAC Co-ordinator: Dr. A.S.Mohamed Rafee

Mobile: 9994767681

IQAC e-mail address: iqacmuc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   TNCOGN 13395

OR

1.4 **NAAC Executive Committee No. & Date:**   EC/A&A/323 dated 31.03.2007
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address: www.mucollege.ac.in

Web-link of the AQAR: www.mucollege.ac.in/AQAR2013-14.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.20	2007	Five Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

| 22/07/2007 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

- i.   AQAR 2007-08 Submitted to NAAC on (26/12/2008)
- ii. AQAR2008-09 Submitted to NAAC on (08/11/2013)
- iii. AQAR2009-10 Submitted to NAAC on (08/11/2013)
- iv. AQAR2010-11 Submitted to NAAC on (08/11/2013)
- v.   AQAR2011-12 Submitted to NAAC on (08/11/2013)
- vi. AQAR2012-13 Submitted to NAAC on (08/07/2015)

1.9 Institutional Status

University   State ✓ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐ No ✓

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

Type of Institution   Co-education ☐   Men ✓ Women ☐

Urban ☐ Rural ✓ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ✓ Science ✓ Commerce ✓ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☑

Others (Specify) [-]

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

| Thiruvalluvar University, Serkkadu, Vellore |

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

Autonomy by State/Central Govt. / University [-]

University with Potential for Excellence [-]   UGC-CPE [-]

DST Star Scheme [-]   UGC-CE [-]

UGC-Special Assistance Programme [-]   DST-FIST [-]

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

UGC-COP Programmes [-]

2. IQAC Composition and Activities

2.1 No. of Teachers [07]

2.2 No. of Administrative/Technical staff [02]

2.3 No. of students [06]

2.4 No. of Management representatives [01]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and [01]

community representatives

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   20

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No.   06   Faculty   02

Non-Teaching Staff Students   02   Alumni   01   Others   01

2.12 Has IQAC received any funding from UGC during the year?   Yes   ✓   No   ☐

If yes, mention the amount   3 lakhs

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.   -   International   -   National   -   State   -   Institution Level   -

(ii) Themes   -

2.14 Significant Activities and contributions made by IQAC

Mentoring System for each Class and Anonymous Student Feedback , IAT and TLT Techniques for the English Department

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Smart Room Usage	Done Daily as per the Day Order
Campus Interviews through CGPC	Many Students got employed in reputed companies

Attach the Academic Calendar of the year as Annexure I.

2.15 Whether the AQAR was placed in statutory body   Yes   ✓   No   ☐

Management   ✓   Syndicate   ☐   Any other body   ☐

Provide the details of the action taken

The Management directed to go for reaccreditation and the reaccreditation process was taken up seriously.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	2	-
PG	-	-	4	-
UG	5	-	7	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others /M.Phil	-	-	2	-
Total	5	-	15	-

Interdisciplinary	-	-	-	-
Innovative	-		-	-

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

Pattern	Number of programmes
Semester	16
Trimester	-
Annual	02

1.3 Feedback from stakeholders*   Alumni [✓]   Parents [✓]   Employers [ ]   Students [✓]
    (On all aspects)

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

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

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

   NA- Affiliated to Thiruvalluvar University

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	16	11	NA	-

2.2 No. of permanent faculty with Ph.D.

05

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	4	-	-	NA	NA	-	-	7	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	51

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	08	08
Presented papers	04	03	07
Resource Persons	01	01	02

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

1. Usage of ICT like Seminar Hall, Smart Room according to the Day Order 2. TLT(Translate Your Life Technique) and IAT (Implicit Association Technique) by the English Dept

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

184

2.8 Examination/ Evaluation Reforms initiated by

-

the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

09	-	-

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (CE)	22	-	41%	23%	-	64%
B.Sc. (M)	30	03%	20%	14%	-	37%
B.Sc. (CS)	26	-	23%	73%	-	96%
B.Com (G)	52	-	62%	19%	-	81%
B.Com (CS)	41	10%	53%	-	-	63%
B.A. (English)	28	-	18%	7%	-	25%
BBA	24	-	63%	29%	-	92%
B.Com (CA)	22	-	22%	05%	-	27%
BCA	24	-	25%	13%	-	38%
B.Sc. (CS)	20	5%	50%	-	-	55%
B.Sc. (ISM)	02	-	-	-	-	0%
M.A. (English)	02	-	50%	-	-	50%
M.Com.	07	-	71%	-	-	71%
M.Sc. (M)	06	17%	16%	-	-	33%
M.Sc. (IT)	01	-	100%	-	-	100%
M. Phil (Commerce)	04	-	100%	-	-	100%
M.Phil. (CS)	06	-	100%	-	-	100%

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

IQAC encourages the faculty to update their knowledge by attending Orientation and Refresher Courses
and inspires the Departments to become innovative in the teaching-learning process. Following the
guidelines of the IQAC, all departments have started using the Smart Room on a daily basis and a record

is also kept. The IQAC does its best to see that all the departments sustain and enhance quality in the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	14	-	24
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Encourages Research ambience in the campus

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	9.32 Lakhs	-	-

3.3   Details regarding minor projects

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

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range | - | Average | - | h-index | - | Nos. in SCOPUS | - |

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

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

3.7 No. of books published   i) With ISBN No. | 08 | Chapters in Edited Books | - |

| - |

ii) Without ISBN No. | 04 |

3.8 No. of University Departments receiving funds from

UGC-SAP | ✓ | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Affiliated to the University | ✓ |

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons | 04 |

3.13 No. of collaborations International | - | National | - | Any other | - |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | - |

Total | - |

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
   who are Ph. D. Guides | 01 |
   and students registered under them | - |

3.19 No. of Ph.D. awarded by faculty from the Institution | 01 |

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level	50	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	02	State level	-
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	✓
NCC	✓	NSS	✓	Any other	01

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- IAS Coaching -- ✓

- Blood Donation -- ✓

- Medical Campus -- ✓

- Net Coaching on 16.10.2014 -- ✓

- Research Workshop -- ✓

- Staff Orientation -- ✓

- AIDS Awareness Program -- ✓

- Two Day Book fair (24 &25.10.2013) by the English & Tamil Departments -- ✓

- NSS -- ✓

- NCC -- ✓

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20.5 acres	-	-	20.5 acres
Class rooms	18			
Laboratories	04			04
Seminar Halls	01			01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	01	-		-
Others	-	-	-	-

4.2 Computerization of administration and library

Yes the Central Library is computerized for most of its activities.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25295	-	819	-	26114	-
Reference Books	6412	-	132	-	6544	-
e-Books	97000+	-	-	-	97000+	-

Journals	24	-	6	-	30	-
e-Journals	6000+	-	-	-	6000+	-
Digital Database	-	-	-	-	-	-
CD & Video	221	-	30	-	251	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	114	2	1	1	-	1	18	-
Added	-	-	6	-	-	-	-	-
Total	114	2	7	-	-	1	18	-

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

Yes, Networking

4.6 Amount spent on maintenance in lakhs :

i) ICT | - |

ii) Campus Infrastructure and facilities | 1.32.600 |

iii) Equipments | - |

iv) Others | - |

Total : | 1,32,600 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1.Soft skill and Leadership Quality

2. Orientation Program on "BPO-Medical Industries"

3.Working on SEBE'S Financial Education

5.2 Efforts made by the institution for tracking the progression

> NIL

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil)
1148	43	2	15

(b) No. of students outside the state

> NIL

(c) No. of international students

> NIL

Men

No	%
96	%

Women

No	%
4	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
DC-536	66	2	3	2	609	492	102	1	4	2	600
EC-430	130	11	4	-	575	348	115	5	0	-	472

Demand ratio 1:1   Dropout 0.05%

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

> NO

No. of students beneficiaries

> --

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | -

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | -

5.6 Details of student counselling and career guidance

The CGPC is doing marvellous work in training the students in getting employment and arranging campus interviews.

No. of students benefited | 77

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	308	77	1

5.8 Details of gender sensitization programmes

NA

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events : 5

State/ University level | ✓ | National level | | International level |

No. of students participated in cultural events: NIL

State/ University level | | National level | | International level |

5.9.2 No. of medals /awards won by students in Sports, Games and other events : 1

Sports : State/ University level [✓] National level [ ] International level [ ]

Cultural: State/ University level [ ] National level [ ] International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution		
Financial support from government	575	20,52,148
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level [-] National level [-] International level [-]

Exhibition: State/ University level [-] National level [-] International level [-]

5.12 No. of social initiatives undertaken by the students [-]

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI 2013-2014

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To bring out the hidden Potentials of individuals through comprehensive higher learning
- To open the doors of opportunities through updating and modernizi ng course we content
- To Provide secular education in conformity with global

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

6.3.3 As per the University Norms

6.3.4 Research and Development

MPhil and PhD programs introduced

- Encourages budding researchers both staff and students to tap funds available from the UGC / Central Government / State Government and utilize the same by doing Minor / Major Projects.
- Motivates the faculty members to actively involve and increase the number of research publications and paper presentations.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ICT facility is widely used
- IQAC plays a major role in conducting seminars, workshops, orientation programs.
- The Smart Room is used by all departments on Day order basis to ensure effective teaching and learning.
- The College has a mechanism for analyzing the students' feedback. The feedbacks are presented to IQAC and its suggestions are informed to the staff members concerned and steps are taken for improvement.
- College website under the domain **www.mucollege.ac.in** was launched by Dr. P. Gunasekaran, Vice-Chancellor of the Thriuvalluvar University, Vellore on 24.10.2013. It has all the requisite features which one quality institution should have.
- The refurbishing work of the Allied Computer Lab was completed in addition to the Major Lab.
- The refurbishing work was completed in the office
- Ten new computers were added to the existing forty computers to the major Computer Lab making it full-fledged.
- All the departments were given Internet Connections.
- Foundation stone was laid for the construction of 4 class-rooms adjacent to the auditorium and 5 class-rooms in the first floor of the office block with lift facility on 14.03.2014.
- A massive ground cleaning work was undertaken in the campus.
- An old well near the auditorium was given new life and water was brought to the campus by laying pipes and cables from the far end well to the tank.

6.3.6 Human Resource Management

- A clear communication of the Institution's vision in every action and decision.
- Regular informal meetings with members of the staff to understand their comfort levels.
- Trusting the staff, tapping their strengths and understanding their weaknesses.
- Addressing the staff's problems directly without following any bureaucratic methods.
- Encouraging the staff for voluntary participation in every program organized by the College.
- Picking the smart people and allow them to have their own area of expertise.
- Obtaining feedbacks from students and staff for performance analysis.
- Highlighting the importance of quality bench mark in teaching and research.

6.3.7 Faculty and Staff Recruitment

Advertising of faculty requirement through National and Local Newspapers

- Sorting of applications as per the guidelines of the UGC

- Eligible candidates are called for interview

- Interview committee comprises of the Principal, the Management representatives and

Subject experts

- Ranking the candidates as per the interview performance

- Issue of appointment orders

- Confirmation of the faculty is based on the performance

- Eight new appointments made during this academic year for the posts in the Departments of Urdu, English, Economics, Mathematics, Commerce and Corporate Secretaryship were sanctioned by the Directorate of Collegiate Education, Chennai.

6.3.8 Industry Interaction / Collaboration

The leather industries in and around Ambur take active interest in the betterment and welfare of the students and the institution.

They also provide a platform for the final year students in carrying out surveys for their curricular projects.

6.3.9. Admission of Students

Merit Based

6.4 Welfare schemes

Teaching	Interest free loans for personal purposes Arrangement with banks for vehicle loans, home loans etc
Non teaching	Interest free loans for personal purposes Arrangement with banks for vehicle loans, home loans etc
Students	Management contribution

Nearly 75% of the staff members have availed various benefits under the above schemes.

6.5 Total corpus fund generated

Rs.2195

6.6 Whether annual financial audit has been done   Yes   ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NA		YES	IQAC
Administrative	YES	GOVT*	YES	GOVT*

*Only Government Audit

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

For UG Programmes   Yes [ ] No [✓]

For PG Programmes   Yes [ ] No [✓]

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

> CBCS Pattern followed

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

> N/A

6.11 Activities and support from the Alumni Association

> Annual Meeting Organized
>
> Gifts and donation towards college welfare.

6.12 Activities and support from the Parent – Teacher Association

> One – Parent – Teacher's meeting per semester conducted

6.13 Development programmes for support staff

> Automation training for Non- Teaching staff
>
> To enhance the professional development of non-teaching staff, the members are encouraged to take up departmental tests. The College regularly organizes orientation programmes for e-governance like Tally, Smart Campus, Examination Software etc. Computer literacy programme are regularly conducted by the Department of Computer Science.

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

Water Harvesting Green Campus
E-waste Management
Hazardous- waste Management
Energy- conservation Management
Tobacco-Free Zone

Criterion – VII

7. Innovations and Best Practices

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

- TLT (Translate Your Life Technique) and IAT (Implicit Association Test) methods were introduced by the Department of English to improve English language of the students.
- IAT was specially introduced to identify mental calibre of the individual students whereby the students were taken care of individually. This helped to improve the overall performance of the students.
- Faculties are motivated to use ICT enabled teaching according to the needs of the topic.
- Special computer programs are designed to teach subjects using power points slide with the aid of LCD.
- To promote self learning, the college library is well-equipped with text-books, reference books, journals, e-journals, magazines and internet facilities.
- Audio-visual learning facilities are encouraged in the campus to make the slow learners to understand and learn the subject
- Smart room is used on day order basis by all the departments.

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

As planned in the beginning of academic year, the audio-visual learning facilities were improved in the campus. Special PPT slides and AV clips were used to make the Teaching Learning Process more effective. The Department of English conducted the TLT and IAT programs successfully. Many events were conducted to improve the Communication and Numerical skills of the students.

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

1. Students Mentoring System
2. Innovative Teaching

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

7.4 Contribution to environmental awareness / protection

> Rain Water Harvesting, Green Campus, Plantation, and Hazardous Waste Management, E-Waste Management systems are available in the campus. World Environmental Day is celebrated every year to bring environmental awareness among our students

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> - All the important events like Independance Day, Republic Day, Martyrs Day, Satbhavana Day, World Environmental Day, National Integration Day and Teachers Day etc. were conducted.
> - Personlaity Developmental Programs were conducted.
> - As most of the students are from villages, they feel difficulty in learning English language and thus bridge courses were conducted.
> - Spoken English classes were conducted.
> - The IQAC monitored the academic and administrative progress of the institution and also suggested the required standards for quality sustenance.

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

> Construction of New Class Rooms, more Smart Rooms, Baby Care Centre, New Library Building (Green Building) , English Language Lab, Internet Connection to all Departments, Students Mentoring System

Name : Dr. A. S. Mohamed Rafee   Name : Dr. P. M. Aadil Ahmed

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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Annexure - I – Academic Year 2013-14 Calendar is attached as a pdf file.

Annexure – II - Feedback Analysis and Report for the academic year 2013-2014

Preamble

System for evaluating teaching and course quality has long been established in our college with the help of IQAC. AS Moore and Kuol (2005, p.147) rightly pointed out that "Too often SET (Students Evaluation of Teaching) systems have been compulsory, publicly displayed, uncontextualised, unsupported, simplistic and interpreted in isolated ways, features which render SET's punitive bureaucratic tools rather than supporting mechanism through which enhanced learning environments can be created and sustained. Furthermore these characteristics are particularly inappropriate in academic environments, the very contexts in which people are encouraged to adopt critical stances to one-dimensional to data gathering.

Feedback Analysis and Report

Every year, the IQAC of our college collects feedback from the students, alumni, and parents through questionnaire. The feedback data is analyzed and appropriately used as expected to form an important input for quality enhancement of the institution.

The main findings of the analyzed feedback data is as follows:

Feedback from alumni:

Alumni of our college are our support system. Our college involves alumni in all the activities of our college. They are well placed now and are satisfied with the teaching methodology and quality of education and mentor system of our college. With regard to the infrastructure, they are always ready to extend their helping hand.

Feedback from the parents:

Every department conducts parents' meeting every now and then to discuss about the students' academic performance. Parents are satisfied with the remedial classes conducted for the slow pick up students. Parents' valuable suggestions are taken into account and implemented whenever and wherever necessary

Feedback from the students

Anonymous feedback is collected from all the students at the end of every academic year. Every faculty member is judged with regard to course content, their teaching and evaluation process. A higher score indicates a stronger agreement with the statement put forth in the questionnaire.

- To the questions which are asked with regard to course content, the students are satisfied and have awarded highest score between 4 and 5 out of 5.

- To the questions which are asked with regard to teaching process, the students are satisfied and have awarded highest score between 4 and 5 out of 5.
- To the questions which are asked with regard to evaluation process, the students are satisfied and have awarded highest score between 4 and 5 out of 5.
- To the questions which are asked with regard to the college, the students are satisfied and have awarded highest score between 4 and 5 out of 5.

This feedback definitely helps to improve the quality of course content, teaching methodology and evaluation system of our institution.

BEST PRACTICES

Annexure: i

1. Title of the Practice

   Student Mentoring System

2. Goal

   The goal of the mentoring system is to improve the thinking power of the students and also guiding them in all aspects of their academic life and train them to grab all the opportunities available in their college life for their bright future. The students are encouraged to participate in the extra and co curricular activities through out their course of study. The mentors give them advice in their personal problems if any and guide them properly to recover from such problems. This is the best practice followed by the college that is much helpful to the students not only in pursuing the education, but also to overcome their stress. The main goal of this practice is to give students good education and also prepare them to face the challenges of the life.

3. The Context

   In the beginning it is found much difficult to the mentors to handle students as they are grown up and are heedless to the words of the mentors but slowly the mentors over come this problem and the system has brought the students and teachers very close and thus they in due course of time they are free to speak with the teachers and clear their doubts. Thus a positive impact has been created in this practice. The mentors have the binding duty to take care of their students and guide them properly to make them shine in their lives. They create platform for the students to shine in their life by making them to get lucrative jobs. They counsel the students to get proper jobs based on their talents and knowledge but it is very difficult for the mentors to identify the talents of the students. Through experience the mentors can identify their talents and help them

in getting good jobs for their better future. They make them aware of the competitions in getting jobs. It is also a challenge to take care and guide a grown up student but by the proper guidance from the senior staff of the college, the mentors solve the problem and thus guide them properly. One mentor is assigned a class of students for complete three years of his course of study so that the mentor understands the student well and guides that particular student properly.

4. The Practice

The mentors guide the students properly to select proper course of study and prepare themselves to get good marks in the examination and thus succeed in his academic life. They have many duties to take care of the students. The mentors are assigned from students of one class in the I year of his study and thus the mentor is also promoted to II and III year with the students of the same class and thus a student is under one mentor for all the three years till the completion of his course and thus the mentor can understand the student properly in all aspects.

The mentors have the duties like maintaining the students' profile, maintaining the nominal role, maintaining the student's attendance record, giving details regarding the subject codes to the students, guiding the students in choosing the non major papers, preparing the list and submitting it to the office, counseling the students, meeting with parents, keeping track of the student's behavior, character, attitude and discipline inside the campus, representing the students to the principal of any matter relating to his study, examination etc., recognizing the talents and giving proper guidance, issue of calendars, magazines and ID cards, checking that the students wear ID cards all the time in the campus, attendance position and eligibility for appearing for the examination, condonation, detainment, fee defaulters if any and representing the matter to the principal along with the students requisition, awarding of CIA internal marks , helping the students in filling up the examination forms, issue of hall tickets, keeping track of his examination results – his passed papers and arrears if any, interacting with the students with regard to their poor performance if any.

The mentor guides the students who are poor in their studies to develop themselves in the studies and also try to find out any problem which they face. They identify the skills of the students continuously and encourage them to get the best results by using the proper skills. The mentors give proper advice to the students in choosing their higher studies based on the job opportunities.

The mentors monitor the students in a proper and divide them in various categories. They select the brilliant students and monitor those students of the class and prepare them to get maximum marks in the examinations and encourage them to get the universities rank also. Our students are bringing university ranks every year. They monitor the average students to attain good marks and students who are below

average to attain the good results. The mentors try to concentrate more on students who are poor in their studies.

The mentors encourage the students who have the potentials of participating oratorical, essay and quiz competition and our students have brought lot of laurels to our institution by winning various competitions.

The mentors are meeting the parents at regular intervals to appraise the progress of the students to the parents and especially those students' parents are called, who are average in their studies to guide them properly.

The system helps the students to know the strength and weakness of the students and based on that proper guidance can be given to the students for better results. This practice has brought lucrative results in our institution.

5. Evidence of Success

The mentoring system has yielded many positive results as students have become more accountable as their parents are called frequently to apprise them their progress and thus students concentrate more on the studies and produce good results.

The mentor who leads the student for all the three years can understand the student very well and guidance can be given to them properly in a more fitting way. Due to this system we can reduce failures in the third year as a mentor finds a student below average in the first year then he takes extra care and would guide him to pass and get degree in the third year.

The relationship between the parents and teachers and also with the institution has developed and as a result the parents can concentrate more on the sons and daughters and guide them properly. Even the parents are aware of the progress of the students and thus monitoring them properly in houses also.

The mentor system has made the students to involve in many activities of the college and helps the student to develop their over all personality which would help them to good jobs. The mentors encourage the students to join NCC; NSS also join many clubs to develop them.

Due to the proper functioning of this best practice the results of the college has been enhanced in the last five years and also absentees from the college are also reduced. Leadership qualities are developed in the students and students are also encouraged to participate in the out campus activities. The mentors develop the creativity and over all abilities of the students by building their confidence in a proper way.

We get very positive results due to the mentoring system functioning excellently in our campus.

6. Problem Encountered and Resources Required

This practice does not give any financial burden to the college as the same teachers who are working in the college have been doing this service voluntarily as a service to the students community. As the mentors have much experience of life and education and thus guide the young students in a fitting way to enable them to pursue good quality higher education and also help to become good citizens of our country. Some time the students' behaviour with the mentors may not be up to the expectation but the mentors through their positive attitude can help the students to over come that type behaviour and correct them. Mentors may be busy with their academic work some times and that may affect the monitoring of the mentors but this type of problems can be solved discussing with the HODs as they come forward to monitor the students. Mentors should also be trained in a proper way to deal with the problems of the students and thus HODs have the task to guide the mentors. Apart from these minor problems there are no any big problems in this practice.

7. Notes (Optional)

The Mentoring system is working well in the campus as we can see and observe the positive results of the practice. Parents appreciate this practice and thus they too help the mentors to carry out their duties effectively. Even this practice helps to make the students concentrate more on studies and thus restrains the students in indulging any mischievous activities like strike, agitation etc. The students have the freedom to speak the mentors freely and they would represent their problems to HODs and principal and thus amicable solution would be found for all problems.

The concept of mentor has ensured smooth functioning of classroom activities. This concept provides the students with an opportunity to open up their views and opinions with regard to their academic, social and even individualistic concerns. While this is a step to strengthen student-teacher bond, it primarily aims at integrating students and staff with the class, class with the college and college with the country.

8. Contact Details

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Annexture : ii

1. Title of the Practice

   Innovative Teaching

2. Goal

   The education which we impart to our youths must be excellent, superior and worth to make them talented enough to face the challenges of the world. New technology must be used in imparting quality education to our youths. It is the need of the hour to have quality higher education to compete with the world and indeed it is an herculean task but we must try heart and soul to improve and maintain the quality as per the changing scenario of the world. To fulfill these challenges in the higher education of the world, our college brings many innovative teaching methods apart from teaching with the help the traditional methods. These methods are very help to both the teacher and the taught.

3. The Context

   The innovative methods differ from the subject to subject and all the teachers in their subject concerned have brought many new methods to make teaching enjoyable and easy to learn. Thus, many departments have brought innovative methods to make the students learn the subjects very easily and also to open doors for further research and development in the field. Innovative teaching method encourages the students to overcome their difficulties in learning. Apart from using chalk and talk method in the teaching, our teachers are using smart boards and LCD projectors to teach the students. Our teachers have made many power point presentations to attract the students to learn easily. This method helps the students to interact with the teachers.

4. The Practice
   Innovation is defined as "the process of making changes to something established by introducing something new". It applies to radical or increment changes to products,

processes or services. Technology is a significant driver behind change and innovation plays a constructive role in improving educational opportunities for billion of people who remain under served in a rapidly developing world. The students are encouraged to take seminars in the college as the teachers are continuously encouraging the students to learn by themselves and also to come over their shyness. The seminars also help them to develop their language skills. By taking Seminars the students prepare themselves and thus doing well in the learning. The students are also encouraged to do group discussion as it gives an opportunity even to the students who are poor in their studies can also learn well.

Our teachers understand that methodology of imparting education has been changing rapidly. We must make knowledge easily accessible to all by introducing more technology in the systems of imparting higher education. We have modern equipments like LCD, OHP, Slide Project, Digital Camera, Computers in our campus which our staffs are using to teach their subjects.

Every department has designed special methods to teach their subjects. The department of English of the college has designed an innovative technique of teaching English to students. It has been aptly named IET (Integrated English Teaching). The IET tests are designed to combine spoken and written skills in English from the texts prescribed. The students will be given the grammatical format and asked to write sentences in the format from the texts prescribed. Oral explanation and tests precede the IET written tests.

By this effective method, the students become capable of producing grammatically error free sentences of their own which will take away from them the burden of learning by cramming and make them grow more confident and creative.

Subject based educational tours and field trips are arranged to make the students to understand recent development in their respective fields. Subject-based educational tours are arranged and the faculty members as escorts help the students understand the significance of various specialties and higher educational opportunities available to them.

The teachers are giving feed back to the students by conducting CIA tests.

5. Evidence of Success

Students have understood clearly and have got clear idea about the subject as these methods have more audio and visual method of teaching than the traditional chalk and talk method. The students are able to learn clearly and clarify their doubts properly in the seminars. The students refer more sources to prepare for the seminars apart from studying the text books and thus they develop their knowledge well. They study widely apart from their syllabus. The group discussion also helps the students to interact well in the class rooms and thus the slow learners also get the opportunity to develop their subjects. This method helps the students to learn effectively as the audio-visual classes are much helpful to remember the subjects. Teachers and students access information through virtual libraries and the World Wide Web, and use software to master technical as well as academic skills and thus the students feel interested in learning the subject.

6. Problem Encountered and Resources Required

Innovative teaching finds difficult for the students to follow in the beginning as the students come from the village background but the students over come this problem and later they develop an interest for this kind of learning. It needs some financial burden on the management and the management is contributing generously to purchase various innovative teaching equipments for the college. Apart from these problems, the innovative teaching methods are much useful for the quick learning and teaching process.

7. Notes (Optional)

Our college concentrates more on the development of the innovative teaching methods and staffs are attending many seminars and workshop to equip themselves to use this method effectively in the college. The college management encourages the staff to equip themselves with new techniques of teaching and also helping the college to equip with more new equipments.

8. Contact Details

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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