

**NAAC PEER TEAM REPORT**

**ON**

**INSTITUTIONAL ACCREDITATION**

**OF**

**MAZHARUL ULOOM COLLEGE**

**AMBUR, VELLORE**

**TAMIL NADU**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**MARCH 27-28, 2007**

## Assessment Report for Institutional Accreditation

Mazharul Uloom College, Ambur (Tamil Nadu)

### *Section 1: Preface*

The Mazharul Uloom College, Ambur, Tamilnadu was founded in 1969 by Ambur Muslim Educational Society, Ambur. The College started with preuniversity classes was housed temporarily in the heart of the town. It was upgraded as a Degree College with affiliation for University of Madras and offered B.A. (Economics) and B.Sc. (Mathematics) from the academic year 1971-72. Later, the College added B.A. (Corporate Secretaryship) course in 1975-76 and B.Sc. (Computer Science) course in 1987-88. The College got shifted to its new premises in January 1972. Subsequently, with effect from the academic year 2002-03, B.A. (Economics) course was redesigned as B.A. (Corporate Economics with Computer Applications) and the B.A.(Corporate Secretaryship) course also got redesigned as B.Com.(Corporate Secretaryship). From the academic year 1995-96, Evening College started functioning with B.Sc.(Computer Science) course and in 1996-97 the BBA and MBM courses were added and in the following year B.Sc. (Microbiology) was also added. In the year 2000-01, two new courses named, B.C.A. and M.Sc. (Computer Science) were added. The M.B.M. course was converted to M.Com (Bank Management) from 2005-06 onwards.

The motto of the College "Striver Secures Success" motivates the students and teachers to work hard and attain their goals.

The College is now affiliated to Thiruvalluvar University, Vellore. Over the years, the College grew stage by stage and has been constantly striving to make the course content of the academic programmes "socially relevant, need based, job oriented and innovative".

The vision of its founders, the zeal and commitment of the management, the dedication of the faculty and the supporting staff, interdisciplinary and diversified courses of study, good

infrastructure and study-minded students have all contributed to the steady growth of the Institution.

The day College is a Grant-in Aid one whereas the evening College is self-financed. It got UGC recognition under 2(f) and 12B during December 1975. It is located in a sprawling campus of area 24.5 acres in a semi urban environment.

The Unit cost of education with reference to the academic year 2005-06, including salary component is 21,960/- and that without salary component is Rs.3424/-.

The College has both annual system and semester system for its academic programmes. It has 5 regular programmes in the day college and 7 self-financed programmes in the evening college; and one add on course;

The College had filled up 23 faculty positions as against a sanctioned number of 32 positions. On the non-teaching side it filled up 16 positions against the sanctioned number of 20. Besides these permanent faculty, the management appointed 20 full time and 3 part time teachers and to teach various courses – Amongst the faculty, more than 50% possess research degrees - Ph.D./M.Phil.

The College desired to be assessed and accredited by the National Assessment and Accreditation Council (NAAC) and prepared a Self-Study Report (SSR) and submitted the same in January 2007. NAAC constituted Peer Team with **Prof. P.V. Arunachalam**, Former Vice-Chancellor, Dravidian University, Kuppam, Andhra Pradesh as Chairman, **Prof.K. Mohanan Pillai**, Principal, Devaswom Board Pama College, Parumala, Pathanamthitta, Kerala, as Member and **Prof.B.P.R. Narasimha Rao**, Director, Centre for Outreach Programme, University of Mysore, Mysore, Karnataka as Member-Coordinator to visit the College and validate the SSR. Accordingly, the Peer Team visited the Institution for two days, March 27<sup>th</sup> and 28<sup>th</sup>, 2007 and held discussions with the Principal, Managing Committee, Faculty and Supporting Staff. The team also interacted with Parents, Alumni and students to ascertain their perceptions and expectations about their Institute. **Dr. Latha Pillai**, Advisor, NAAC ably co-ordinated the visit of the Peer

Team. The following report is the outcome of the two day visit and intensive study and observations of the functioning of the Institution.

## *Section-II Criterion-wise Analysis*

### **CRITERION I: CURRICULAR ASPECTS**

The mission of the institution is to impart secular and moral education to the young men of the locality. At present the institution has a student strength of 876. Number of working days in the academic year 2005-06 were 237 and teaching days 180. The college offers 5 UG programmes, one in arts, two in science and two in commerce faculty in the aided system. In the self financing system there are 4 UG courses (three in science and one in management) and 2 PG courses (one in science and one in commerce) and one diploma course.

The UG courses in the aided system are

- i. BA – Corporate Economics
- ii. B.Sc. – Mathematics
- iii. B.Sc. – Computer Science
- iv. B.Com.
- v. B.Com (Corporate secretaryship)

The UG courses in the self financing system are

- i. BBA
- ii. BCA
- iii. B.Sc. Computer Science
- iv. B.Sc. Micro Biology

M.Com. (Bank Management) and M.Sc. Computer Science are the PG Courses in the self financing system.

Advanced diploma in computer application is a course offered to students of non computer courses, with UGC assistance. The cut of percent for admission at the entry level is 35% for all UG courses and 40% for all PG courses.

The curricula of the various courses are framed by the affiliating university through competent teachers and peers in the subjects. BA Economics course is converted as BA Corporate Economics with computer application from 2002-03. Bachelor of Corporate Secretaryship (BCS) course is converted as B.Com. (Corporate Secretaryship) from the academic year 2005-06. Nine aided college staff members and one staff member under unaided courses of the college discharge their duties as members of the Board of studies of the university. They play an important role in designing the curricula in tune with global needs and the mission of the college to the extent possible.

Annual system is followed for the UG courses and semester system for PG courses UGC sponsored diploma course (Advanced diploma in computer application, ADCA) have been introduced from 2002-03. The syllabi for these add on courses are framed by the college and approved by the Board of studies and Academic council of the university. The certificate course of one year duration is conducted through the institute of correspondence education, University of Madras. The college is yet to apply for autonomy eventhough the university act provides.

## CRITERION II: TEACHING, LEARNING AND EVALUATION

The college has 23 permanent teachers, in addition to the principal, as against 32 sanctioned posts. In addition 20 full time lecturers and 3 part time are appointed by the Management making it a total of 46 teachers. Admissions are made on the basis of the norms specified by the Government of Tamil Nadu based on the marks in the qualifying examination and interview. The College is a minority institution, but admits other students mostly from the weaker sections belonging to SC/ST/BC and OBC. The ratio of application to the admissions (Demand ratio) is 1:1 in self financing undergraduate courses, 3:2 in aided undergraduate courses and 1:1 in self-financing post graduate courses. The College conducts a bridge course in English for the Educationally disadvantage students before the commencement of regular classes. Remedial classes are conducted by the individual departments besides the class hours , to the weak and slow

learners without charging any extra fee. The English Department of the college has developed a technique to teach English language which is named as Integrated English teaching(IET). Each teacher prepares his / her own teaching plan for the whole year and maintains daily work schedule. The department heads monitor the teaching schedule as and when necessary and the principal also counter checks.

Besides the lecture method faculty use various learner centered teaching methods like home assignments, seminar presentations, group discussions, industrial visits, charts, albums, literary administration, exhibitions, guest lectures, field visits and library work. Tutorials are conducted by assigning a batch of students to each faculty. The class tests are conducted twice in a month. Free coaching classes were conducted for +2 students appearing for Tamil Nadu professional college entrance examinations. Madras University Ph.D. viva voce is conducted in the college. The college is organizing the distance education courses of TNOU and IDE, University of Madras in B.C.om and B.A. These courses are taken mostly by girls.

The practice of students assessing individual staff members is introduced from the academic year 2004-05. All departments conduct academic audit every year. Self appraisal submitted by teachers are used for their career advancement.

Each department conducts monthly tests and assignments. The college conducts terminal, midterm and model examination before the commencement university examinations. The progress report of the students are regularly sent to the parents. Tutorial system is very active in the college.

### Criterion - III RESEARCH, CONSULTANCY AND EXTENSION.

The college is an approved research centre of Thiruvalluvar University. Out of the 46 faculty members 4(8.7%) teachers are Ph.D. holders and 21 (45.7%) M.Phil degree holders. 9 staff members pursuing research leading to Ph.D. Degree (4 Nos.) and M.Phil degree (5 nos.) A research committee headed by a convenor and two scholar members (from other two colleges) facilitate and monitor research activities. 9 students have registered for Ph.D. (part time) and 8

students for M.Phil (part time). Certain faculty members have published research papers in National journals and presented papers in National and regional conferences and seminars. The head of the department of corporate secretaryship has produced 2 Ph.Ds and 14 M.Phil degrees. Head of the department of English has successfully guided 3 M.Phil. scholars and authored 17 books.

The expertise available in the college for consultancy services is yet to be extended to the public. Competent teachers and departments need be encouraged to offer consultancy services, professionals. This exposure will not only enrich the faculty but also be of immense help to the students.

The extension activities of the college are mainly carried out by various organizations like NSS, NCC, Red ribbon club, Consumer club, departmental associations, etc. NSS unit has 300 volunteers and NCC has 155 cadets. They organize programmes like awareness camp on TB, HIV, Diabetes, Chickun kunia, personality development, total sanitation, leadership, seminars and cultural activities. One NCC cadet is selected for republic day parade. NSS unit of the college has adopted 5 villages.

Many faculty members are approved M.Phil. research guides of various universities like Madurai Kamaraj, Periyar, Annamali, Mother theressa women's and Alagappa. Department of Corporate secretaryship has collaboration with 14 companies. Some faculty members also serve as question paper setters and external examiners of other universities. Certain faculty members also discharge their duty as subject expert in the FIP Selection Committee, resource persons for seminars, chairman / member of PG and UG Board of studies of the University, member of academic council.

Microbiology department conducted district level science exhibition. Two departments of the college conducted state level and district level seminar and conference. A workshop for school teachers was conducted in the college.

#### Criterion- IV: INFRASTRUCTURE AND LEARNING RESOURCES

The campus area of the college is 24.5 acres with a built up area of 4800 sq.mts . There Are 15 classrooms, a computer lab and microbiology lab. The college office functions in a separate room adjacent to principal's chamber. The college utilizes its infrastructure well as they have evening college and also study centre for Institute of Distance Education (IDE) of University of Madras and Tamil Nadu Open University (TNOU).

The college has central library with a built up area of 2000 sq. feet with a seating capacity of 40. There is a Library Advisory committee to advise and guide the librarian in the purchase of books. The college library works from 8 A.M. to 7.30 P.M. and remains closed on all the holidays. Recently computer and internet facilities are provided in the library and staff and students can make use of this facility. The library services are partially computerized. There are 19,399 books in the library. The college subscribes to 40 journals and magazines. There are 5816 titles, 1528 text books and 1256 reference books in the library. Average annual expenditure for books and journals is 30,895. The library has Reprography, limited video library , computer and internet facilities.

The college has a computer lab having 52 computers with LAN. The college has hostel facilities but only 3 students are using the facility at present. The college health centre provides medical help for all the first year students, first aid and primary level treatment. Emergency cases are referred to Bethesda Hospital or Government General Hospital. The college has good infrastructure facilities for games and sports with several provisions for games like football/hockey ground, Cricket ground, Volleyball/Ball Badminton ground, Indoor game facilities, pole vault pit, Discuss and Hammer throw etc., The college does not have a regular placement cell or placement officer. But the college support conduct of campus interview for students for getting employment. The college however has career guidance and counseling centre for the benefit of the students.



### Criterion -V: STUDENT SUPPORT AND PROGRESSION

During the current year the college has 803 students on the rolls. Out of this 489 students are in the aided system. 314 students are in the self financing system. 73 non computer science students are undergoing ADCA course. The dropout rate is 7% and 3% in the last two batches. The percentage of students appearing for the final university examinations (last two batches) is 93% and 97%. Success rate is 57% and 56% for UG. But there is 100% pass for PG in the last two years. 3 students got university ranks.

The prospectus published by the college contains details about the history of the college, courses offered, fee structure, admission rules, scholarships and concessions, tutorial system, hostel, NCC and NSS.

Financial aid is provided to SC, ST, MBC, BC and ADC students in the form of scholarships from the District backward class and minorities welfare office and Adi Dravidian welfare office, Vellore. About 2/3<sup>rd</sup> of the students are recipients of various scholarships from Government or private agencies. During the last academic year 355 students (SC-98, MBC-36, BC-219, ADC-2) were benefited. Amount of Rs. 2,98,730/-, Rs.44,419/-, Rs. 2,92,095/- and Rs. 2,840/- were distributed to these categories. In addition to this, 67 students were also benefited by other scholarships amounting to a total of Rs. 1,20,895/- instituted by various trusts and foundations. The counselling cell provides necessary services to the students. Last year about 100 final year students attended the entrance test for call centre jobs organized in the college campus. The Grievance Redressal Cell attends to the grievance, if any of the students. Its functioning is based on certain guidelines.

The Alumni association of the college having 175 members plays active role in providing financial assistance and necessary services for the overall development of the institution. The association has plans to provide scholarships for the poor and deserving students.

The institution provides certificates, medals, and shields to those students who excel in sports and games. Some of the students have bagged district, university, state and national level awards and certificates in various sports and games. Feed backs are collected from students to improve the students support services. Students can participate in various co-curricular and extra curricular activities through NCC, NSS, Red Ribbon Club, Friends of police, Consumer club, English debating club, Quiz club, Fine arts and many other associations. Four students of the college participated in the All India Interuniversity Tournament.

#### Criterion- VI : ORGANIZATION AND MANAGEMENT

There are three committees which helps the college in its organization and management. College Committee which is constituted by the executive committee of the Ambur Muslim Educational Society is responsible for formulating the policies and programmes of the college. The college council is an academic body dealing with academic matters and monitors curricular, co-curricular and extra-curricular activities. Academic committee is constituted to assess the functioning of the college and to suggest measures to improve the system. The principal is the president and all HODs are members of the council. Various committees like steering committee, admission committee, examination committee, recruitment committee, affiliation committee, research committee, library committee, calendar committee, scholarship committee, students aid fund committee, building committee, students attendance committee, discipline committee, hostel and sports committee are constituted by the principal every academic year to co-ordinate different activities of the college. The principal convenes meetings of all HODs periodically to discuss academic and administrative matters. Students are nominated as secretaries and assistant secretaries to various associations on merit cum conduct basis. All HODs are nominated as vice presidents of various associations.

The college has always a deficit budget which is taken care by the management. Internal audit mechanism is in place for the evening college. There is a grievance redressal cell for staff and students. Management pays tuition and special fees for the poor and deserving candidates.

Teacher performance is evaluated through feed back mechanism from students. The institution appraises the performance of the teaching staff after the publication of the results. Also the performance of the non teaching staff is appraised once in a year. Non teaching staff of the college attended one day seminar on maintenance of office records. All the staff were given basic training for computer operation by the computer science department.

The finances of the college are acquired in the form of grants from UGC, grant-in-aid from state government, support from the management and fees from the students . The tuition fees varies for the self financing courses and aided courses. It may vary between 1600 to 5000 for self financing courses and between Rs.250 to 500 for government supported courses. UGC has sanctioned a total of Rs.9,71,040/- for Tenth Plan out of which the college has received 3,95,031. The college has been sanctioned a separate grant of Rs.60,000/- from UGC for developing Net Work Resource Center. The salary component for teaching Staff is Rs. 6,61,882 and for non-teaching staff Rs.1,34,340/-

The institution is adopting the method of self appraisal of faculty and student assessment of the faculty . To improve the administrative skills of the non-teaching staff, the college has organized two professional development programmes and a seminar on maintenance of office records. The ratio of teachers to non-teaching staff is 46:20 (2.3 :1). The performance of the college office is subjected to undergo external and internal audit mechanism. The external of audit is conducted by staff from the office of Director of Collegiate Education for day college and internal, audit by the management appointed auditor for evening college.

The college offers various welfare programems to the students and staff. Financial assistance is given to poor and deserving students. Retiring persons are honoured with a 'purse' by the management. Khidamathil Muslimeen Trust offers financial help to staff free of interest. Permanent staff are helped to avail bank loan. The management arranges tours for teaching and non-teaching staff.

#### CRITERION VII: HEALTHY PRACTICES

The peer team has identified a few unique features which enhance the academic ambience of the institution. They are as follows:

- Self-financing courses are offered to the students mainly through the evening college making optimum use of the available facilities.
- Good leadership along with excellent inter personal relationships among teaching and non teaching staff helps in the smooth functioning of the college.
- Students are helped in their studies through assignments, tests, tutorials, remedial classes one month before exams for slow learners, keeping in touch with parents about the progress of their wards, guest lectures etc.
- Add-on course in computers is offered free of cost/nominal fee to all students of non-computer science
- Mobilising financial support to the poor students and minority students
- Distance education courses run for the benefit of women students of the region
- Special efforts in making English teaching innovative to suit the background of the students
- Under the personality development programme the college students are given theoretical orientation as well as training in relaxation techniques, alpha state of mind, visualization techniques, breathing practices like Vipasana, memory power and concentration techniques and positive approach to problems.
- Moral instruction classes are regularly conducted involving eminent scholars belonging to various religions to emphasize the importance of peaceful living together and religious harmony.
- Staff developing departmental libraries through their personal collection of books
- Formation of subject wise associations is commendable.

### *Section-III OVERALL ANALYSIS*

Starting as a preuniversity College, Mazharul Uloom College has grown steadily by stages during the period of 37 years since 1969. The Ambur Muslim Educational Society with great vision and thoughtfulness has been doing yeoman service in the field of education. The Society has been providing study opportunities to number of young men and women who would be otherwise, denied access to education, employment and empowerment. Good number of first generation learners gone the College, acquire degrees and they are prospering in different walks of their lives. The College indeed provides job oriented and regional industry-cum-society need bases courses and electives to the students of the area. Its Alumni, constituting of Academics, Ministers, Bureaucrats, Advocates, Business magnates, Chartered Accountants, Software Engineers and Sports Personality, speak volumes about the record of service rendered by the College during the past three and a half decades.

The Peer team commends the College on several aspects. A few of them are presented.

#### COMMENDATIONS:

1. The College is providing qualitative and need based education to the weaker sections of the Society at large and is striving to bring out the hidden potential of the learners.
2. Considering the background of the learners of the college, the results obtained are very impressive
3. Enabling staff and students to get authorized licence to drive is a unique feature in the campus.
4. Integrated English teaching, personality development programmes and programmes to guide students in positive thinking, overcoming examination fears, relaxation facilities and vipasana meditation, merit commendation.

5. ADCA is introduced for the benefit of non computer science students. Environmental classes are conducted to all second year UG students. Moral instruction classes are periodically conducted
6. The College has established linkages with neighbouring industries and business houses.
7. Though the college is mainly undergraduate college, many teachers are associated with curriculum development and examination board of Thiruvalluvar University and contribute in syllabus framing.
8. The college is a recognized centre for M.Phil and Ph.D. registration and some of the staff are research guides
9. The college management supports financially in running self financing courses keeping the fees for self financing courses as minimum as possible.
10. Some faculty has done commendable job in publishing books and articles
11. The work done by N.S.S. wing of the College is commendable.

#### RECOMMENDATIONS:-

The College has developed over years as an important centre of learning in Ambur region and its vicinity. To bring out the hidden potential of students and the faculty and to bridge the gap between theoretical learning and practice and also help students to face boldly the market forces and challenges, the Peer Team makes the following recommendations for the consideration of the management of the college.

- ❖ New Academic programmes, in consonance with the job potential in the local industries may be planned and added.

- ② ❖ The Department of English and the Department of Corporate Secretaryship have some publications. There is need to focus on this aspect as the college is already recognized for registering candidates for M.Phil and Ph.D programmes.
- ③ ❖ The College has good number of faculty members with research background. But no research Projects have been obtained or applied for except in one department. The faculty is to be motivated for presenting conference/symposium papers. The College may look into this aspect and motivate the faculty to apply for research projects.
- ④ ❖ Consultancy, Extension activities, Sports programmes and cultural activities need to be strengthened.
- ⑤ ❖ It is noted that the students are not attracted towards competitive examinations. The College may create a special cell to motivate and train them to prepare for these examinations.
- ⑥ ❖ The College may plan to publish a monthly newsletter for the benefit of campus community.
- ⑦ ❖ The Departments may be encouraged and supported so as to enable them to organize workshop/seminars/symposia and conferences. Experts invited from Centres of Excellence with rich research and consultancy background, will certainly enhance the College faculty to take up research, consultancy and extension activities with zeal and concern.
- ⑧ ❖ The faculty may try to get funds from different Government agencies. The management may make a separate allocation of funds to promote research climate in the campus.
- ⑨ ❖ Taking into account the strategic location of the college the Institution-Industry linkages need to be strengthened. Add-on courses relevant to industries like leather technology, water pollution, marketing, consumer protection laws, labour laws etc., may be started.
- ⑩ ❖ More courses need to be started particularly in science subjects

- 11) ❖ Some of the practices which are in vogue may be systematized through the establishment of separate cells to counsel the students and to offer training on various issues faced by the students like emotional problems, healthy living, study habits, facing and writing the examinations well, preparing for competitive examinations / higher studies, imparting value and ethics, dealing with the slow learners etc.
- 12) ❖ The associations formed by each department with student representatives may be more proactive to chalk out a systematic plan of activities for the whole year. The associations can go beyond organizing only lectures and conduct some outreach programmes to benefit the society and to participate in some kind of social work relevant to the subject.
- 13) ❖ The college is having their alumni in good positions in various fields and the College management may tap this invaluable resource for the development of the College. The Alumni association should be registered immediately with appropriate by-laws.
- 14) ❖ The central library need to be fully computerised with internet facility and adequate infrastructure facilities. Number of books in the library need to be increased. Text book bank facility may be introduced taking into consideration the students economic background
- 15) ❖ The staff may be encouraged to use the internet as they can update their subject through internet and as they can use this resource in planning their research
- 16) ❖ Separate computer centre with Internet facility may be exclusively provided for the benefit of students.
- 17) ❖ The library can acquire some of the study material prepared by open universities like TNOU and IGNOU for the benefit of students as well as faculty
- 18) ❖ There is need for creating multimedia facilities at the college. The college can think of putting up a dish for getting gyan darshan or approach local cable operator who has to compulsorily telecast gyandarshan channel which is exclusive educational channel



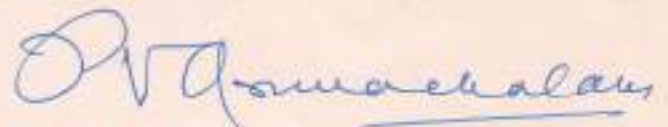
- 14 ❖ The faculty should be asked to use modern communication and educational technologies in the teaching-learning transaction. This is more relevant taking into the educational background of the students and their ability to learn fast.
- 15 ❖ The college is good in sports, NCC,NSS activities. There is need for emphasis on cultural activities.
- 16 ❖ The space provided for each department is bare minimum and there is urgent need to provide more space and infrastructure to the departments. The departments also may be equipped with computer.
- 17 ❖ Microbiology laboratory facilities to be strengthened
- 18 ❖ A separate student room may be provided for reading news papers, some indoor games, dining etc...
- 19 ❖ Canteen facilities are to be upgraded. Safe drinking water facility to be created for students
- 20 ❖ The college can think of parent-teacher meetings and also formation of a parent-teacher association:

In spite of the backwardness of the area, the College is striving hard to motivate and educate the young boys belonging to the socially and economically weaker sections of the society in this region. In the near future the institution may attain academic excellence by following best practices in quality assurance.

The Peer team sincerely appreciates and acknowledges the co-operation and support provided by the Management, The Principal, The Coordinator, The members of Teaching and Non Teaching Staff, The Parents, The Alumni and the Students in the successful completion of this exercise of Assessment of the college.

**NAME AND SIGNATURE OF PEER TEAM MEMBERS**

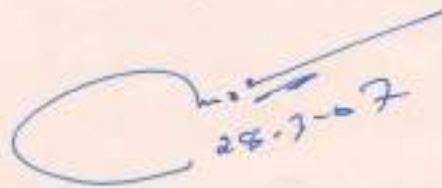
1. Dr. P. V. Arunachalam  
Chair person

  
28/3/7

2. Prof. B.P.R. Narasimha Rao  
Member co-ordinator




3. Dr. K. Mohanan Pillai  
Member

  
28-3-07

I have carefully gone through the report and agree with the same.

Place : Ambur  
Date : 28<sup>th</sup> March 2007.

  
Prof. D. Nisar Ahmed  
Principal  
Mazharul Uloom College  
Ambur