



## ACADEMIC YEAR 2023-2024

### IQAC Summary

The IQAC of our college, under the leadership of Mrs. M. A. Uzefa Rashida, IQAC Director carried out the activities as under:

#### Planning & Execution of plans:

The IQAC planned a number of initiatives as under:

1. To apply for autonomy.

The institution applied for Autonomous status at UGC.

2. To centralize the Continuous Internal Assessment Tests.

The end semester results were not remarkable, probing into which the IQAC found that the students lacked the writings skills. To enhance the writing skills and academic performance the IQAC planned and implemented centralized the Continuous Internal Assessment Tests. This initiative proved to achieve the goal of an improvised result

3. To conduct interdisciplinary/ multidisciplinary short-term courses.

Two short-term certificate courses were conducted for students in the even semester. Short Term Course on “MODERN BANKING” for Non - Commerce Students and “Foundation of computer system design and office automation”.

4. To organize inter- collegiate competitions.

On October 18, 2023, the inter-collegiate meet "Maz Manager 2023" was conducted through an MoU between our department and BBA Islamiah College (Autonomous), Vaniyambadi. A total of 162 students participated, and the winners were awarded trophies and certificates. Overall feedback collected through a Google form showed satisfaction.

5. To conduct international conferences

Department of Commerce, Mazharul Uloom College, Ambur organized One day International Seminar (Blended Mode) on “Demystifying Investment Options- Exploring Different Investment Vehicles” on 23.2.24 at 8.30am in Sir Syed Ahmed



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Khan Convention Hall. Dr. Sharan Kumar Shetty, Deputy Vice Chancellor/Consultant (Quality Research, Innovation & COE), Texila American University –Zambia was the resource person for Technical Session I. He delivered a talk on the topic “Unleashing the Potential for Personal Finance”. The resource person for the technical session II was Dr. S. Mohamed Rafique, Assistant Professor, PG and Research Department of Commerce C. Abdul Hakeem College (Autonomous), Melvisharam. He delivered a talk on “Mastering Mutual Funds: Strategies for Successful Investing”. 123 students participated in the event

## **A one Day International Conference:**

A one Day International Virtual Conference on Data Science, Artificial Intelligence and Machine Learning (ICDSAIML-24) was conducted by the Department of Computer Applications and PG & Research Department of Computer Science on 21-03-2024. The conference preparations started with the call for abstracts; 107 abstracts were received out of which 101 were accepted. The next step was the call for papers, and out of 98 papers submitted by authors, 94 were accepted for oral presentations and 92 made its way to the Conference Proceedings. Selected research papers have been compiled and edited in the form of Conference Proceedings with ISBN Number and published by AN Publications, Chennai.

One international guest speaker and one Indian speaker addressed two plenary sessions of the conference. Keynote Speakers for the Conference were **Dr. Preethi Ananthachari**, Professor, and Department of AI & Big Data, Endicott College of International Studies, Woosong University, Daejeon, South Korea and **Dr. M. Charles Arockiaraj**, Associate Professor, Department of MCA, AMC Engineering College, Bangalore, Karnataka. Dr. P.Rizwan Ahmed was the convener of the International Virtual Conference.

## 6. *To organize job fairs for students & public.*

A mega Job drive was organised in collaboration with Samarthanam trust for physically challenged people. Nearly 18 companies visited our college campus for recruitment during the Job fair on 23.09.23. Nearly 160 candidates participated and 24 got short listed in various companies.



7. To conduct department- wise extension activities.

- Third B. Sc Microbiology students went for an industrial visit to Common effluent treatment plant, Periyavarrikkam on 26.09.23.
- The UG, PG and Research Department of Commerce went on a Industrial visit to Aston Shoes Private limited with the permission of The Chairman, Farida Group of Companies, on 7th March 2024 led by Dr. S. Afsar Ahmed. The entire team of college students were warmly greeted and exposed to the complete industrial set-up and had made them aware of technology used at different levels, required work skills - managerial skills, strategies adopted for human resource management, the workplace environment and employment opportunities. The visit turned to be a rich experience for all the 62 participants.

8. To train and provide students on Entrepreneurial skills

Incubation an Entrepreneurship Centre of our college organised “MAZ Bazaar-2024” on 2nd March 2024 for the students to hone the entrepreneurial skills through experiential learning. 24 stalls were put up in different categories like organic vegetables, rural and traditional drink (koozh), hot and cold beverages made by students, shoes, belts, mobile accessories, homemade products, t-shirts, perfumes, hand- made accessories, mehendi, fun games, food and snacks etc.

9. To provide best canteen facility to students and staff.

The canteen infrastructure was upgraded. Healthy Breakfast, snack items and refreshments at affordable cost are available for the students and staff.



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The IQAC organized workshops, and orientation programs to benefit the Staff members and students.

The following overall activities of the IQAC is summarized as under:

## ➤ IQAC ORGANISED PROGRAMMES

S. No	Date	Topic	No. of Beneficiaries	Outcome
01	31.10.2023	Workshop on "Reclaiming Pedagogical Creativity through Multimedia Resources" for shift I staff	34	It was highly informative and hands on session where the staff members handled the interactive board to experience its features.
02	31.10.2023	Workshop on "Embracing Technological Advancements for Effective Teaching" for shift II staff	22	It was extremely informative and hands on session where the staff members handled the interactive board to experience its features.
03	12.02.2024	Orientation Program on "Education 4.0"	36	The Teaching staff members were given awareness on the features of the EMBASE PRO SUITE for Outcome Based Education.
04	12.02.2024	Orientation Program on " Enterprise Resource Planning" for Non-Teaching Staff	10	The non-teaching staff were trained for the ERP Solution provided by EMBASE PRO SUITE
05	11.03.2024	Workshop On "Women Empowerment and Entrepreneur Skills"	59	In observance of the International Women's Day, 6 women entrepreneurs from the adopted village of Nariyambut were felicitated with cash prize of Rs.500/-. 4 Girl students entrepreneurs were also awarded Rs.500/- cash prize for their unique entrepreneurial skills.
06	22-04-2024 to 26-04-2024	Five Days Faculty Development Program On "Transformative Techniques: Refining Pedagogical Practices"	40	This FDP enriched the faculty members on significant and efficient teaching approaches such as "Learning Outcome-based Curriculum Framework", "Understanding Intellectual Property Rights: Protection Practices and Impact", "Dynamic Pedagogies: Crafting



				Engaging and Inclusive Learning Experiences”, “Mastering Research Methodology: Techniques and Tools for Effective Inquiry” and “Sustainable Future: Empowering Educators in Environmental Science” to enhance their career
07	31.05.2024	Workshop On “Techniques of Stress Management” for supporting Staff	8	The supporting staff of our college were given an exclusive session on stress management to overcome their stress and fatigue during work hours.
08	03 Feb to 09 Mar 2024	IQAC & DEPARTMENT OF BCOM (CA) JOINTLY ORGANIZES Short Term Course on “MODERN BANKING” for Non - Commerce Students	49	The course was structured to provide the Microbiology students gain knowledge about Banking system, theories, law and practices necessary for effectiveness in varied banking settings, including private, public and foreign banking. The course was delivered through review of reference material including, Use of Smart board, media including feature short videos, Power point presentation etc. Tests were conducted regularly to examine student’s comprehension and learning based on which students were issued the Certificates in the valedictory session.
09	19.02.2024 to 01.03.2024	IQAC & DEPARTMENT OF BCA JOINTLY ORGANIZED Short Term Course “Foundation of computer system design and office automation”	45	The course was structured to provide the Computer Science and Computer Application students to have hands on session about computer fundamentals and office automation. The students learnt various input, output devices and designing posters, certificates, vouchers, invitation, visiting cards, brochures, preparing employee pay bill, invoice and inventory.



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## ➤ IQAC Meetings

S. No	Date	Agenda	Action Taken
01	23.06.2023	NAAC Re- accreditation Cycle - III	All supporting scanned documents in PDF were made to make presentation easy before the peer team.
02	03.07.2023	NAAC Re- accreditation – Cycle III – Onsite Visit	For the 2 mock peer team visits it was decided to conduct the Orientation Program for Staff, Students, Alumni and Parents. They were informed and called for the mock peer team visit.
03	04.07.2023	Mock Peer Team Visit	All the suggestions and responses on questions that could be asked by the peer team were guided by them to the HOD's and faculty members. Orientation was given to for Staff, Students, Alumni and Parents by the mock peer team.
04	22.07.2023	Preparation For NAAC Peer Team Onsite Visit.	The Peer team schedule was shared with the staff members and deputation of duties was made to make the PTV smooth. Peer team visit was on 26.07.2023 and 27.06.2023.
05	23.08.2023	<ul style="list-style-type: none"> <li>• Introductory Meeting to the New IQAC-team</li> <li>• Hand-over of the IQAC to the new IQAC-Director</li> </ul>	The new IQAC – Director, M. A. Uzefa Rashida took over.
06	25.08.2023	<ul style="list-style-type: none"> <li>• Submission of Action Taken Report (AY 2022-23)</li> <li>• Submission of Action Plan (AY 2023-24)</li> <li>• Report on Certificate Courses (AY 2022-23)</li> <li>• Discussion on Timeframe for Certificate Courses (AY 2023-24)</li> <li>• Submission of Semester-wise Annual Planner</li> </ul>	<ul style="list-style-type: none"> <li>• All the departments submitted the action taken report for the AY-2022-2023 by 31.08.2023.</li> <li>• All the departments submitted the action plan within the stipulated time.</li> <li>• 12 Certificate Courses were conducted in AY 2022-2023</li> <li>• A timeframe for conducting certificate courses in the Academic Year 2023-24 was set. Every department has to conduct 2 certificate courses per semester including the NMSDC certificate course.</li> <li>• The duration should be a minimum of 30 hours with proper syllabus. It was to be a course with minimal fee. The proposals were made and submitted</li> </ul>
07	04.09.2023 05.09.2023 08.09.2023	<ul style="list-style-type: none"> <li>• Submission of AQAR 2022-2023</li> <li>• Documents to be prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Criterion I</li> </ul> <p>The Convener Mr. A. Md. Nayeemullah Khan submitted a list of the documents required in the prescribed format which was circulated to all the departments through mail</p>



		<ul style="list-style-type: none"><li>• Last Date for Submission to be fixed</li></ul>	<p>The feedback Analysis was also carried out.</p> <ul style="list-style-type: none"><li>• Criterion II</li></ul> <p>The Convener Dr. R. Jothilakshmi submitted a list of the documents under three categories. The list of documents was circulated to the departments, exam section and the office for the requisition for AQAR 22-23 submission.</p> <ul style="list-style-type: none"><li>• Criterion III</li></ul> <p>The Convener Dr. P. Rizwan Ahmed submitted a proposal that all staff should publish two research papers that they can claim the reimbursement from the management.</p> <ul style="list-style-type: none"><li>• Criterion IV</li></ul> <p>The Convener Dr. A. Noorul Ameen was asked to carry out the Income and Expenditure Statement financial Audit.</p> <ul style="list-style-type: none"><li>• Criterion V</li></ul> <p>The Convener Mr. A. Md. Nayeemullah Khan submitted a list of the documents required in the prescribed format which was circulated to all the departments through mail.</p> <p>Soft Skills program as requested by Criterion Convener was organized by the Department of English.</p> <ul style="list-style-type: none"><li>• Criterion VI</li></ul> <p>A proposal for fund allotment for faculty to attend FDP or Refresher Course was provided by the Convener Dr. S. Afsar Ahmed. He requested for setting a new Mission for the College.</p> <ul style="list-style-type: none"><li>• Criterion VII</li></ul> <p>A circular was sent to various associations and clubs for the conduct of Programs and commemorative days. All such programs were carried out during the Academic Year.</p>
08	03.10.2023	<ul style="list-style-type: none"><li>• University Results</li><li>• Action Plan</li><li>• Review of IQAC Students Interaction meeting</li></ul>	<ul style="list-style-type: none"><li>• A department- wise report of the IQAC- Student meeting was prepared and presented to the Principal and Management.</li><li>• A detailed Secretary &amp; Correspondent, IQAC &amp; department meeting was carried out on 03.10.2023 with each department to discuss the highs and lows based on the report.</li><li>• Strategies to improve teaching and learning, providing adequate facilities to the students were discussed and implemented to satisfy the students requirements.</li></ul>



			<ul style="list-style-type: none"> <li>• Access to library, sports facility and proper canteen facility was provided to the students.</li> <li>• Industrial Visits were also carried out.</li> </ul>
09	04.10.2023	<ul style="list-style-type: none"> <li>• Dates of meeting with MUCAA.</li> <li>• Account auditing.</li> <li>• Action taken report -22-23</li> <li>• Action Plan- 23-24</li> </ul>	<ul style="list-style-type: none"> <li>• The MUCAA was called for a meeting and an Annual General Meeting was held on 05.11.2023.</li> <li>• The requirement to renew the registration was discussed.</li> </ul>
10	19.09.2024	<ul style="list-style-type: none"> <li>• Students interactive meeting</li> </ul>	<p>Under Quality Initiative recommendation - Students requested for</p> <ul style="list-style-type: none"> <li>• Curricular Activities: Multidisciplinary subjects to be taught, communication Skills, Basic Computer skills, foreign language learning through certificate courses</li> <li>• Teaching and Learning Activities: i) more ICT enabled classes. ii) more research-oriented projects and assignments iii) Introduction and basic concepts to be explained before teaching new lesson, iv) More practical training v) Theory subjects to be explained through virtual sessions or AV aids or practical or hands on sessions vi) Faculty from other institutes to be invited for Guest lectures or Classes vii) Student Exchange programs</li> <li>• Co-Curricular activities: i) more number of participations in out campus activities organized by other colleges ii) Conduct and organize more seminars iii) No favoritism to be shown and every student be allowed to participate iv) More industrial visits v) Call companies from cities for Campus interviews. vi) Microbiology students asked for internships and campus placement.</li> <li>• Extra-Curricular activities: To allow maximum participation in intercollegiate competitions, sports meet, tournaments. Sports Coaching to be provided for all students</li> <li>• Sports hours and library hours for girls.</li> <li>• Infrastructure: 1) Canteen to provide breakfast from 7.30 am. More seating capacity 2) Bike stand flooring required. 3) Window screens in classroom for ICT classes. 4) RO water facility for the Department of Microbiology 5) Sports equipment is not provided to all students;</li> </ul>






			only a few students have the privilege. 6) Indoor Shuttle/ tennis Court.
11	18.10.2023	<ul style="list-style-type: none"><li>• AQAR progress and requirement AY 22-23</li><li>• Action Plan for AQAR 23-24</li><li>• Final date for submission of AQAR</li></ul>	<ul style="list-style-type: none"><li>• Remedial Classes were conducted centralised from 3<sup>rd</sup> Nov to 18 Nov 2023.</li><li>• All AQAR Data was verified for input for the submission.</li><li>• IQAC organised a 5-day FDP on “Transformative Techniques: Refining Pedagogical Practices”</li><li>• Collaborative Activities were organised in few departments as per the MoUs.</li><li>• Since the Thiruvalluvar University under Tamil Nadu Skill Development Scheme has brought Certificate and Add on courses in the curriculum, the number of certificate courses were brought down to ensure Academic fulfilments.</li></ul>
12	22.12.2023	All aides meeting	All the records were scanned and uploaded in Department Drives in softcopy for reference and audit.
13	04.05.2024	<ul style="list-style-type: none"><li>• Review of the Even Semester AY 2023-2024.</li><li>• Action plan for AY 2024-2025 (Odd &amp; Even Semester) and fix a date for its submission.</li><li>• Admissions AY 2024-2025</li><li>• To spell out Institution’s Innovation Council (IIC) programs by Dr. R. Jothilakshmi</li></ul>	<ul style="list-style-type: none"><li>• The Annual plan for the forthcoming academic year 2024-2025 was discussed and subsequent department-wise meetings were conducted to confirm the planner.</li><li>• The Institution’s Innovation Council was formed with Dr. R. Jothilakshmi as president, Mrs M. Parveen Banu as vice president and Dr. P. J. Sadia Parveen as the convener. Coordinators were nominated for the different criteria under the ICC. Student members were also enrolled, and the details were provided in the AICTE portal. Events and programs were planned for the forthcoming academic year 2024-2025.</li></ul>

## ➤ External Administrative and Academic Audit:

An external Academic and Administrative audit was conducted on 29<sup>th</sup> October 2024. Dr. Sagaya Mary T, IQAC Coordinator & Assistant Professor, Department of Commerce as the chairperson and the Assistant Coordinator, Dr. Scholastica Mary Vithiya B, Assistant Professor, Department of Chemistry from Auxilium College (Autonomous), Vellore were the external audit experts.

  
8/11/2024  
IQAC- Director

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