



منظہر العلوم کالج، آمبور

MAZHARUL ULOOM COLLEGE

(Established & Managed by the Ambur Muslim Educational Society)
Accredited by NAAC with Grade A CGPA 3.23 in Cycle 3
Affiliated to Thiruvalluvar University, Vellore
AMBUR - 635 802 (Tirupattur District)

Dr. A. SHAFEE AHMED KHAN M.A., M.Phil., Ph.D., NET
VICE - PRINCIPAL (ADMINISTRATION)

Phone : 04174 - 242644
Mobile : 99946 17857
E-mail : asak@mucollege.ac.in
shaf2004@rediffmail.com
Web : www.mucollege.ac.in
Date :

NAAC Re-accreditation Cycle - III

Day: Friday
Date: 23.06.2023
Time: 11.00 am

Venue: Management Committee Room

Agenda:

1. NAAC Re-accreditation Cycle - III
2. Any other matter with the permission of the chairman, IQAC.

Members Present:

Attendance is enclosed with Report

Members Absent:

- ❖ **On OD** : Attendance is enclosed with Report
- ❖ **Leave of Absence** : Attendance is enclosed with Report

Minutes of the IQAC Meeting

The meeting started with the prayer, recitation of verses from the Holy Quran by Dr. B. Asadullah. Dr. M. Mohamed Ismail, Principal presided over the meeting. Dr. A. Shafee Ahmed Khan, Coordinator & Vice - Principal (Administration) initiated the discussion. He said that to get ready for the NAAC Re-accreditation Cycle - III. And go through the Documents and verify it. He said that the NAAC Peer Team will be visit very soon. We must have all supporting scanned documents in PDF to make presentation easy before the peer team. The meeting ended with the Vote of Thanks by Dr. P. Rizwan Ahmed Vice - Principal (Academics)


Coordinator - IQAC



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Date :

NAAC Re-accreditation – Cycle III – Onsite Visit

Day: Monday

Date: 03.07.2023

Time: 12.00 noon

Venue: Management Committee Room

Agenda:

1. NAAC Re-accreditation – Cycle III – Onsite Visit
2. Any other matter with the permission of the chairman, IQAC.

Members Present:

Attendance is enclosed with Report

Members Absent:

❖ **On OD** : Attendance is enclosed with Report

❖ **Leave of Absence** : Attendance is enclosed with Report

Minutes of the IQAC Meeting:

The IQAC Meeting was held at 12.00 noon on 03.07.2023 at Sir Syed Convention Hall of the College. The meeting started with the recitation of the verses from the Holy Quran.

The principal chaired the meeting. Dr. ASAK explained that the 2 mock peer team visits will be conducted before the NAAC Peer Team Visit. 1 Orientation Program for Staff, Students, Alumni and Parents will be conducted. It was resolved in the meeting to conduct the above said programs to face the NAAC Peer team Visit.


Coordinator - IQAC



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Date :

Mock Peer Team Visit

Day: Tuesday

Date: 4.07.2023

Time: 10.30 am

Venue: IQAC Cell

Agenda:

1. Mock Peer Team Visit
2. Any other matter with the permission of the chairman, IQAC.

Members Present:

Attendance is enclosed with Report

Members Absent:

- ❖ **On OD** : Attendance is enclosed with Report
- ❖ **Leave of Absence** : Attendance is enclosed with Report

Minutes of the IQAC Meeting:

The meeting started with the prayer, recitation of verses from the Holy Quran by Mr. A. Aqeel Ahmed. Dr. M. Mohamed Ismail, Principal presided over the meeting Dr. A. Shafee Ahmed Khan, Coordinator & Vice - Principal (Administration) initiated the discussion. He said that the documents keep ready for the 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. He thanked the management for conducting the Mock Peer Team Visit. The meeting ended with the Vote of Thanks by Dr. P. Rizwan Ahmed Vice - Principal (Academics)


Coordinator - IQAC



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Date :

Preparation for NAAC Peer Team Onsite Visit

Day: Saturday

Date: 22.07.2023

Time: 06.00 pm

Venue: IQAC Cell

Agenda:

1. Preparation for NAAC Peer Team Onsite Visit.
2. Discussion about the Peer Team Schedule
3. Any other matter with the permission of the chairman, IQAC.

Members Present:

Attendance is enclosed with Report

Members Absent:

- ❖ **On OD** : Attendance is enclosed with Report
- ❖ **Leave of Absence** : Attendance is enclosed with Report

Minutes of the IQAC Meeting:

The IQAC & all staff meeting started with the prayer, recitation of verses from the Holy Quran by Mr. A. Aqeel Ahmed. Dr. M. Mohamed Ismail, Principal presided over the meeting. Dr. A. Shafee Ahmed Khan, Coordinator & Vice - Principal (Administration) initiated the discussion. He shared the Peer team schedule with the staff members and deputation of duties to make the PTV smooth. He said that the NAAC Peer Team will be visit on 26.07.2023 and 27.07.2023 thus we must be ready with the supporting scanned documents. The meeting ended with the Vote of Thanks by Dr. P. Rizwan Ahmed Vice - Principal (Academics).


Coordinator - IQAC



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Date :

Introductory Meeting to the New IQAC-team

Minutes of the IQAC Meeting

Day: Wednesday
Date: 23.08.2023
Time: 10.45 am

Venue: Management Committee Room

Agenda: -

1. Introductory Meeting to the New IQAC-team
2. Hand-over of the IQAC to the new IQAC Director.

Minutes of the Meeting

- The principal chaired the session
- The meeting started with an invocation by Mr. A. Aqeel Ahmed.
- The principal welcomed the attendees.
- Dr. A Shafee Ahmed Khan IQAC- Coordinator welcomed & congratulated the new IQAC – Director, Mrs. M. A. Uzefa Rashida and the new team of Criterion Conveners.
- The IQAC – Director, Mrs. M. A. Uzefa Rashida, delivered the acceptance speech and took over office.
- The Vice Principal (Academic), Dr. P.Rizwan Ahmed congratulated the IQAC director and her team and delivered the vote of thanks.


23.08.2023
Director – IQAC



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Date :

IQAC and HoDs Meeting

Minutes of the Meeting

Date: 25th August 2023

Time: 10:45 a.m.

Location: Committee Room, Mazharul Uloom College

Presentees: Dr. MMI, Dr. ASAK, Dr.PRA, MAUR, Dr.BA, Mr. AAA, Mr. SMY, Mr. SNA, Mr.PM, Mr.AZ, Mr. ANA, Dr.PSB, Dr.VSA,Dr.NFT,MR.GJ Mr. PM represented for Dr.RJL & Mr. AZ for Mr. SJG

Agenda:

Invocation: The meeting commenced with a Qirath by Mr. A.Aqeel Ahmed.

Welcome Address by IQAC Director: The Principal chaired the meeting. He welcomed the audience and briefed the agenda. The Director-IQAC gave a detailed explanation of the purpose of the meeting. Planning of 2 certificate courses by each department per semester was proposed by the IQAC. Timely submission of the AQAR was the aim.

Submission of Action Taken Report (AY 2022-23): The Director- IQAC asked the Department Heads to submit their respective action taken report for the Academic Year 2022-23. All reports and records to be submitted with perfection by 31.08.2023.

Submission of Action Plan (AY 2023-24): Department Heads were asked to submit their action plans for the Academic Year 2023-24. They were asked to include the certificate courses too in the action plan.



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Date :

Report on Certificate Courses (AY 2022-23): Departments were asked to provide the reports on certificate courses conducted during the Academic Year 2022-23 at the earliest.

Discussion on Time-frame for Certificate Courses (AY 2023-24): Participants discussed setting a timeframe for conducting certificate courses in the Academic Year 2023-24. Every Head had a different opinion that was discussed. The Principal finalized that Every department has to conduct 2 certificate courses per semester excluding the NMSDC certificate course. The duration should be a minimum of 30 hours with proper syllabus. It was to be a course with minimal fee. The proposals have to be made soon.

Submission of Semester-wise Annual Planner: Department Heads were asked to share their semester-wise annual planners. They were asked to submit the Planner along with tentative dates to help make the organizing of the events and planning effectively.

Action Items:

Department Heads to take necessary actions based on the discussion.


31/08/2023
Director - IQAC



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Date :

IQAC - Criterion I - Meeting Minutes of the meeting

Meeting Date: 04.09.2023

Meeting Time: 11.15 am

Meeting Location: IQAC, MUC

Attendees: [MAUR, Dr. BA, AAA, NK]

Agenda:

1. Submission of AQAR 2022-2023
2. Documents to be prepared
3. Last Date for Submission to be fixed

Minutes:

1. Invocation: The meeting commenced with a Qirath by Mr. A.Aqeel Ahmed.

2. Welcome address: The Director- IQAC welcomed and congratulated the new Convener Mr. A. Md. Nayeemullah Khan for the new appointment.

3. Submission of AQAR 2022-2023: -Being the First meeting the director briefed about the importance of the timely submission of the AQAR 2022-23. The convener was asked to submit a checklist for the required documents from the departments.

3. Documents to be Prepared: The scanned copies to be uploaded in the criterion drive. The members need to verify if all reports are duly signed. The completion of feedback analysis.

4. Last Date for submission: 30.09.2023

5. Action Items: The checklist and other requirements to be mailed by 11.09.2023.

6. Other: Each Criterion file would be maintained by the IQAC. The documents submitted by the departments would be in the respective file that would be verified by the concerned criterion conveners & members.


19/9/2023
Director - IQAC



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Web : www.mucollege.ac.in

Date :

IQAC - Criterion VI - Meeting Minutes of meeting

Meeting Date: 04.09.2023

Meeting Time: 11.05 am

Meeting Location: IQAC, MUC

Attendees: [MAUR, Dr. BA, AAA, SAA, SAK, KNA]

Agenda:

1. Submission of AQAR 2022-2023
2. Documents to be prepared
3. Last Date for Submission to be fixed

Minutes:

1. Invocation: The meeting commenced with a Qirath by Mr. A. Aqeel Ahmed.

2. Welcome address:

The Director- IQAC welcomed and congratulated the new Convener Dr. S. Afsar Ahmed for the new appointment.

3. Submission of AQAR 2022-2023: -

- Being the First meeting, the director briefed about the importance of the timely submission of the AQAR 2022-23.
- Dr. SAA said 70% of the AQAR 2022-2023 has been done. Collecting of relevant documents was to be done. Mrs. MAUR asked to rework and make the AQAR better than the previous year. All the shortcomings have to be rectified to maintain the grade. The convener was asked to submit a checklist for the required documents from the departments.
- FDP reports conducted by the IQAC to be submitted to Criterion VI.
- New Mission to be set for 5 years.
- MAUR requested the convener to provide a proposal in collaboration with Criterion III convener for the fund allocation to staff for paper publications.



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Date :

- To design and plan the strategies for the present year. Same to see that the plan and deployment be the best to be mentioned in the AQAR
- Dr. B. Asadullah instructed Criterion Passwords to be reset by new conveners and all data to be stored in the drive.

3. Documents to be Prepared:

The scanned copies are to be uploaded in the criterion drive. The members need to verify if all reports are duly signed. The completion of feedback analysis.

4. Last Date for submission: 30.09.2023

5. Action Items:

The checklist and other requirements to be mailed by 11.09.2023.

6. Other:

Each Criterion file would be maintained by the IQAC. The documents submitted by the departments would be in the respective file that would be verified by the concerned criterion conveners & members.


19/9/2023
Director - IQAC



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Date :

IQAC - Criterion V - Meeting Minutes of meeting

Meeting Date: 05.09.2023

Meeting Time: 11.00 am

Meeting Location: IQAC, MUC

Attendees: [MAUR, Dr. BA, AAA, AZ, Dr. SK, Mr. PMMR]

Agenda:

1. Submission of AQAR 2022-2023
2. Documents to be prepared
3. Last Date for Submission to be fixed

Minutes:

1. Invocation: The meeting commenced with a Qirath by Mr. A. Aqeel Ahmed.

2. Welcome address:

The Director- IQAC welcomed the Criterion Convener Mr. A. Zakiuddin Ahmed and his team for the first meeting after the appointment of the new Director -IQAC.

3. Submission of AQAR 2022-2023:-Being the First meeting the director briefed about the importance of the timely submission of the AQAR 2022-23. The convener was asked to submit a checklist for the required documents from the departments.

3. Documents to be Prepared: The scanned copies to be uploaded in the criterion drive. The members need to verify if all reports are duly signed. The completion of feedback analysis. The Certificate Courses reports to be verified completely before scanning.



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Web : www.mucollege.ac.in

Date :

Mr. A . Zakiuddin Ahmed requested that the soft skills programs need to be conducted with a large number of beneficiaries to make students benefit from these essential skills.

The Director- IQAC suggested that the Convener could just give a proposal to the required departments to conduct the required capacity building and skill enhancement programs.

Mr. A. Zakiuddin Ahmed suggested that Cultural program and competition participation of students be at University, state or National level.

4. Last Date for submission: 30.09.2023

5. Action Items:

The checklist and other requirements to be mailed by 11.09.2023.

6. Other:

Each Criterion file would be maintained by the IQAC. The documents submitted by the departments would be in the respective file that would be verified by the concerned criterion conveners & members.


19/09/2023
Director - IQAC



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Date :

IQAC - Criterion II - Meeting Minutes of meeting

Meeting Date: 05.09.2023

Meeting Time: 11.30 am

Meeting Location: IQAC, MUC

Attendees: [MAUR, Dr. BA, AAA, Dr. R.JL, Dr. NA, Mr. SJR, Mrs. MPB]

Agenda:

1. Submission of AQAR 2022-2023
2. Documents to be prepared
3. Last Date for Submission to be fixed

Minutes:

1. Invocation: The meeting commenced with a Qirath by Mr. A. Aqeel Ahmed.

2. Welcome address:

The Director- IQAC welcomed the Criterion Convener Dr. R. Jothilakshmi and her team for the first meeting after the appointment of the new Director -IQAC.

3. Submission of AQAR 2022-2023:-

Being the First meeting the director briefed about the importance of the timely submission of the AQAR 2022-23. The convener was asked to submit a checklist for the required documents from the departments. The convener Dr. R.JL classified the documents required under the following categories:-

- Department- wise- Documents to be prepared. ICT class, peer learning, experiential learning, group discussion photos and reports & records to be maintained.
- E content to be prepared
- Certificate courses to be conducted
- Mentor file to be maintained by each faculty.
- Student Performance profile 1 booklet per student to be maintained., (Format to be given by Criterion Convener)



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Date :

- Preparation of POs & COs record.
- MoUs should be out-come based.
- Administration -
- Examinations Section:- All circulars to be recorded and filed.
- Retest records for absentees in case of CIA tests to be maintained.
- Extension Activities:- Outreach programs should contribute to society.
- Incubation center and EDC to be made active with innovative initiatives.
- Skill Development training to be given to students. Based on Campus/social Survey analysis marketing or sales to be carried out by students.
- 3. Documents to be Prepared: The scanned copies to be uploaded in the criterion drive. The members need to verify if all reports are duly signed. The completion of feedback analysis. The Certificate Courses reports to be verified completely before scanning.
- The Director- IQAC suggested that the Convener could just give a proposal to the required departments.

4. Last Date for submission: 30.09.2023

5. Action Items:

The checklist and other requirements to be mailed by 13.09.2023.

6. Other:

Each Criterion file would be maintained by the IQAC. The documents submitted by the departments would be in the respective file that would be verified by the concerned criterion conveners & members.


19/9/2023
Director - IQAC



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Date :

IQAC - Criterion VII - Meeting Minutes of meeting

Meeting Date: 05.09.2023

Meeting Time: 1.30 Pm

Meeting Location: IQAC, MUC

Attendees: [MAUR, Dr. BA, AAA, Dr. NFT, Dr. VSA, Mr. GJ]

Agenda:

1. Submission of AQAR 2022-2023
2. Documents to be prepared
3. Last Date for Submission to be fixed

Minutes:

1. Invocation: The meeting commenced with a Qirath by Mr. A. Aqeel Ahmed.

2. Welcome address:

The Director- IQAC welcomed the Criterion Convener Dr. N. Fathima Tabassum and her team for the first meeting after the appointment of the new Director -IQAC.

3. Submission of AQAR 2022-2023:- Being the First meeting the director briefed about the importance of the timely submission of the AQAR 2022-23. The convener was asked to submit a checklist for the required documents from the departments.

The convener Dr. NFT gave the following suggestions

1. Gender Equity programs for both boys & girls.
2. Counseling cell to be active by inviting and appointing a guest psychologist.
3. Energy Conservation records and initiatives to be implemented.



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Date :

4. Records for all Extension activities to follow common format.

The Director- IQAC suggested that the Convener could just give a proposal to the required departments specifying a clear format for all the records to be maintained.

4. Last Date for submission: 30.09.2023

5. Action Items:

- The checklist and other requirements to be mailed by 13.09.2023.

6. Other:

- Each Criterion file would be maintained by the IQAC. The documents submitted by the departments would be in the respective file that would be verified by the concerned criterion conveners & members.


19/9/2023
Director - IQAC



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Date :

IQAC - Criterion IV - Meeting Minutes of meeting

Date: 08.09.2023

Meeting Time: 11.00 am

Meeting Location: IQAC, MUC

Attendees: [MAUR, Dr. BA, AAA, ANA, Dr. SDM, Dr. MMA]

Agenda:

1. Submission of AQAR 2022-2023
2. Documents to be prepared
3. Last Date for Submission to be fixed

Minutes:

1. Invocation: The meeting commenced with a Qirath by Mr. A. Aqeel Ahmed.

2. Welcome address:

The Director- IQAC welcomed the new Criterion Convener Mr. A. Noorul Ameen and her team for the first meeting after the appointment. The Director- IQAC congratulated the team and welcomed them.

- Submission of AQAR 2022-2023: - Being the First meeting the director briefed about the importance of the timely submission of the AQAR 2022-23. The convener was asked to submit a checklist for the required documents from the departments.
- The convener Mr. A. Noorul Ameen was asked to prepare a list of the physical facilities to be brought within the campus along with a proposal. Suggestions were given and invited from the IQAC.
- The convener requested for another member.
- Records for all Extension activities to follow common format.

3. Last Date for submission: 30.09.2023



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AMBUR - 635 802 (Tirupattur District)

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DIRECTOR - IQAC

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Mobile : 97901 34132

E-mail : maur@mucollege.ac.in

iqac2023@mucollege.ac.in

Web : www.mucollege.ac.in

Date :

Action Items:

The checklist and other requirements to be mailed by 13.09.2023.

4. Other:

Each Criterion file would be maintained by the IQAC. The documents submitted by the departments would be in the respective file that would be verified by the concerned criterion conveners & members.


19/9/2023
Director - IQAC



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Web : www.mucollege.ac.in

Date :

IQAC - Criterion III - Meeting Minutes of meeting

Meeting Date: 08.09.2023

Meeting Time: 11.30 am

Meeting Location: IQAC, MUC

Attendees: [MAUR, Dr. BA, AAA, Dr. PRA, Dr. AK]

Agenda:

1. Submission of AQAR 2022-2023
2. Documents to be prepared
3. Last Date for Submission to be fixed

Minutes:

1. Invocation: The meeting commenced with a Qirath by Mr. A.Aqeel Ahmed.

2. Welcome address:

The Director- IQAC welcomed and congratulated the new Convener Dr. P. Rizwan Ahmed for the new appointment and leadership.

3. Submission of AQAR 2022-2023:-Being the First meeting the director briefed about the importance of the timely submission of the AQAR 2022-23. The convener was asked to submit a checklist for the required documents from the departments.

The Convener Dr. P. Rizwan Ahmed was prepared with the checklist too. He said that Every faculty member should at least publish 2 research papers in a UGC Care listed journal or in international or national conference proceedings, book chapters with ISBN no..

The Number of out -reach programs per extension activities (11 EAs available) should be 4 per year to achieve the benchmark required.



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Date :

3. Documents to be Prepared: The scanned copies to be uploaded in the criterion drive. The members need to verify if all reports are duly signed. It was decided that before publishing the papers, the journal authenticity and credibility should be verified from Dr. P. Rizwan Ahmed by all faculty for being accepted at the NAAC.

1. The convener asked for system software for research activities . The IQAC asked to make use of the system provided in the research center.

2. More no. of endowments to be brought in.

3. Budget allotment for research, funds for publishing to be allotted.

4. Last Date for submission: 30.09.2023

5. Action Items:

- The checklist and other requirements to be mailed by 11.09.2023.

6. Other :

- Each Criterion file would be maintained by the IQAC. The documents submitted by the departments would be in the respective file that would be verified by the concerned criterion conveners & members.

M. A. Uzeefa Rashida
19/09/2023
Director - IQAC



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Date :

IQAC Students Interaction meeting

Minutes of Meeting

Meeting Date: 19.09.2023 to 22.09.2023

Meeting Time: SHIFT I- 10.30 am

SHIFT II-3.15 pm

Meeting Location: N.M.Z Auditorium

Attendees: [MAUR, Dr. BA, AAA, and Students of various departments]

Agenda:

1. Qirath
2. Welcome address
3. Director address
4. Students' representation
5. Students' grievances year wise
6. Quality Initiative recommendation
7. Curricular activities
8. Co-Curricular activities
9. Extra-Curricular activities
10. Extension activities
11. Infrastructure

Minutes:

1. **Qirath:** recited verses from holy Quran
2. **Welcome address:** Dr. B. Asadullah, Coordinator - IQAC delivered the welcome address
3. **Director address:** The Director - IQAC addressed the students defining the purpose of the meeting and made the students confident to share their grievances, recommendations and innovative ideas and suggestions to make the college a center of excellence in education.



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Date :

Under Quality Initiative recommendation – Students' representatives from all departments requested for the following:

4. Curricular Activities: Multidisciplinary subjects to be taught, communication Skills, Basic Computer skills, foreign language learning through certificate courses
5. 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
6. Co-Curricular activities: i) more number of participation in out campus activities organised by other colleges ii) Conduct and organise more seminars iii) No favouritism 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.
7. Extra-Curricular activities: To allow maximum participation in intercollegiate competitions, sports meet, tournaments. Sports Coaching to be provided for all students
8. Sports hour and library hours for girls.
9. 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; only a few students have the privilege. 6) Indoor Shuttle/ tennis Court.


27/09/2023
Director – IQAC



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Date :

Secretary & Correspondent & Department All Faculty Meeting Minutes of Meeting

Meeting Date: 03.10.2023

Meeting Time: SHIFT I- 11.00 am to 01.15pm

SHIFT II-2.35 pm to 06.00pm

Meeting Location: Management Committee Room

Attendees: [Secretary & Correspondent, Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB,Dr, PRA MAUR,Dr. BA, AAA,]

Agenda:

1. University Results
2. Action Plan
3. Review of IQAC Students Interaction meeting

Minutes:

- ❖ **Qirath:** Dr.K.H.Kaleemullah recited verses from holy Quran
- ❖ **Welcome address:** M.A.Uzeefa Rashida delivered the welcome address

Department of Microbiology: 11.10 am to 12.20 pm

Attendees: [Secretary & Correspondent, Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB,Dr, PRA, MAUR,Dr. BA,AAA, GJ, BS, GRG, BM,ABF]

Secretary Address:

- Mr.M.Nazar Mohamed sahib, Secretary & Correspondent briefed the agenda.
- He conveyed the future plan to conduct one department meeting per semester
- He suggested NCC for Girls
- He suggested to improve admission and fulfil the sanctioned strength for the microbiology department



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Date :

- Make incubation centre active for girls
- He was disappointed with the Microbiology result

Faculty Feedback

- Mrs.B.Sridevi said that students found bus timing and college timing less compatible.
- Mr.G.Janarthanam,HOD assured 100% result
- He requested RO water facility for department

IQAC – Students interaction Report

- Mrs.M.A.Uzeefa Rashida gave the report as follows
- No library hours
- No sports hours
- Internships and campus placement for girls
- Religious moral class once a week
- Department out campus participation for all students
- Research center visits to be conducted
- Certificate course in basic communicative English and basic computer skills
- Library has no reference book for current syllabus

Suggestions

- Book bank to be made functional
- To have Department library
- Out campus activities to women's college
- To plan research center visit
- Give list instrument and chemical required
- One cooler for microbiology department to be allotted
- ATR to be submitted by 06.10.2023



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Date :

Department of BCA: 12.25 Pm to 12.50 pm

Attendees: [Secretary & Correspondent, Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB, Dr, PRA, MAUR,Dr. BA AAA, Dr. AK]

➤ Secretary Address:

- Mr .M. Nazar Mohamed sahib, Secretary & Correspondent briefed the agenda.
- He conveyed the future plan to conduct one department meeting per semester
- He said that the results being poor is an issue to be addressed by conducting remedial classes.

➤ IQAC – Students interaction Report

- The IQAC- Director presented the IQAC- Student interaction report as follows
- More practical hours to be engaged
- More programming independency

➤ Suggestions

- Increase the number of practical classes
- To appoint fully qualified programmer in lab
- To appoint more number of qualified staff
- ATR to be submitted by 06.10.2023

Department of BBA :12.50 pm to 01.25 pm

Attendees: [Secretary & Correspondent , Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB, Dr, PRA, MAUR,Dr. BA, AAA, Dr. VSA, AAS, HMF]

➤ Secretary Address:

- Mr.M.Nazar Mohamed sahib, Secretary & Correspondent briefed the agenda
- Admissions are falling. Need to improve
- Faculty should prepared for the class and make class interesting
- Invite online guest lecturers
- Invite resource persons from industry to handle HRM



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Date :

- He said that the results being poor is an issue to be addressed by conducting remedial classes.
- **IQAC – Students interaction Report**
 - The IQAC- Director presented the IQAC- Student interaction report as follows
 - Request for qualified & Experienced faculty
 - Request for extra classes for arrear paper
 - To organise Skill development & Communicative skill programmes
 - More number of ICT lecture hours to explain the concept
- **Faculty Feedback**
 - Dr. V. Suhail Ahmed asked to appoint two qualified staff
- **Suggestions**
 - Increase the number of ICT classes
 - To appoint fully qualified staff for managerial economics Mr.S.Abdul Kareem
 - To appoint more number of qualified staff
 - Remedial class to be conducted
 - ATR to be submitted by 06.10.2023
- **Department of B .COM : 02.35 pm to 03.20 pm**

Department of B.Com:

Attendees: [Secretary & Correspondent , Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB, Dr, PRA, MAUR,Dr. BA, AAA, Dr.PSB, Dr. NFT, VM, Dr.SAA, NK]

- **Secretary Address:**
 - Mr.M.Nazar Mohamed sahib, Secretary & Correspondent briefed the agenda
 - Photo copy of results weren't received from university
 - CIA II test results should be displayed on the notice board
 - Attendance to be supervised
 - Communication skills of staff to be improved



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Date :

- Class should be instructed in English to improve students communication skills
- To make students employable
- **IQAC – Students interaction Report**
 - Assignment and projects given are worthless project should be research oriented
 - Practical auditing to be taught
 - ED to be taught with AV
- **Suggestions**
 - Increase the number of ICT classes
 - Remedial class to be conducted
 - Classes to be made more interactive
 - CIA II test results should be displayed on the notice board
 - Class should be instructed in English to improve students communication skills
 - ATR to be submitted by 06.10.2023

Department of B .COM (CS) :03.45 pm to 04.15 pm

Attendees: [Secretary & Correspondent, Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB,

Dr, PRA, MAUR,Dr. BA, AAA,ANA,Dr.SK,Dr.NA,Dr.VSA]

➤ **Secretary Address:**

- Mr.M.Nazar Mohamed sahib, Secretary & Correspondent briefed the agenda
- Photo copy of results not received from university
- CIA II test results were not up to the mark
- Attendance to be supervised
- Communication skills of staff to be improved
- To make students employable



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Date :

➤ **IQAC – Students interaction Report**

- Class instruction in vernacular language
- Assignment submission time not sufficient for students doing part time job

➤ **Suggestions**

- Increase the number of ICT classes
- Remedial class to be conducted
- Classes to be made more interactive
- CIA II test results should be displayed on the notice board
- Class should be instructed in English to improve students communication skills
- ATR to be submitted by 06.10.2023

Department of B .Sc (Mathematics) :04.15 pm to 04.35 pm

Attendees: [Secretary & Correspondent, Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB,

Dr. PRA, MAUR,Dr. BA, AAA, Dr.RJL,PM,ISAT,MPB,PMR]

➤ **Secretary Address:**

- Mr.M.Nazar Mohamed sahib, Secretary & Correspondent briefed the agenda
- Admissions to be improved by canvassing in schools
- Students prefer applied maths
- Students should get centum

➤ **IQAC – Students interaction Report**

- Definition of concept / explanation to be elaborated before solving the problem/theory.

➤ **Suggestions**

- Increase the number of ICT classes
- Remedial class to be conducted
- Focus on better results and more admissions
- ATR to be submitted by 06.10.2023



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Date :

Department of B .Sc (Computer Science):04.35 pm to 05.15 pm

Attendees: [Secretary & Correspondent, Dr.MMI, Dr.ASAK, Dr.KHK,Dr.AAB,Dr, PRA, MAUR,Dr. BA, AAA, SJG,AZ,AK]

➤ Secretary Address:

- Mr.M.Nazar Mohamed Sahib, Secretary & Correspondent briefed the agenda
- 2022-23 results were poor
- CIA II result also poor

➤ IQAC – Students interaction Report

- Computer Lab Systems should be upgraded

➤ Suggestions

- Focus on better results and more admissions
- Make the students competent, skillful and employable
- Conduct more lab hours
- ATR to be submitted by 06.10.2023

Department of B A. (Corporate Economics) :05.15 pm to 05.35 pm

Attendees: [Secretary & Correspondent, Dr. MMI, Dr. ASAK, Dr. KHK, Dr. AAB, Dr, PRA, MAUR, Dr. BA, AAA, SNA, Dr. TAA, Dr. AAB, Dr. MMA, SAK]

➤ Secretary Address:

- Mr .M. Nazar Mohamed sahib, Secretary & Correspondent briefed the agenda
- CIA II result were better

➤ IQAC – Students interaction Report

- Class instruction in vernacular language



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Date :

➤ **Suggestions**

- To conduct remedial classes
- Adopt interactive classes and promote critical thinking
- Classes to be instructed in English
- ATR to be submitted by 06.10.2023

Department of languages: 05.35 pm to 06.00 pm

Attendees: [Secretary & Correspondent, Dr. MMI, Dr. ASAK, Dr. KHK, Dr. AAB,
Dr, PRA, MAUR, Dr. BA, AAA, Dr. KHK, PMJ, Dr, AMM, Dr, PKG, Dr. PJS, JD]

➤ **Secretary Address:**


- Mr. M. Nazar Mohamed Sahib, Secretary & Correspondent briefed the agenda
- Students' communication skills to be improved in all languages

➤ **Faculty feedback**

- One part time Tamil faculty to be appointed in Shift II
- Inter School competitions to be organized
- To introduced B.A(Urdu) in Shift II

➤ **Suggestions**

- To conduct remedial classes
- Adopt interactive classes and inculcate communication skills
- ATR to be submitted by 06.10.2023.


12/10/2023
Director - IQAC



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Date :

IQAC & Alumni Association Meeting Minutes

Meeting Date: 04.10.2023 **Meeting time:** 1.30pm **Meeting location:** IQAC-MUC

Attendees: (MAUR, Dr, BA, AAA, Dr. PSB, AZ, Dr.SK, Dr. SDM, SMY)

Agenda: 1. Dates of meeting with MUCAA.

2. Account auditing.

3. Action taken report -22-23

4. Action Plan- 23-24

Minutes:

Qirath: Dr. B. Asadullah recited the holy verses of Quran.

Welcome address: Mrs. M.A. Uzeefa Rashida welcomed the gathering and handed over the session to Alumni Association Coordinator & IQAC Coordinator, Dr. B. Asadullah, briefed the agenda and explained the importance of the meeting.

1. Dates of meetings of MUCAA: They are required to fix the MUCAA meeting dates. General body meeting and Annual General body Meeting.
2. Account auditing for the year had to be undertaken for the renewal of the MUCAA registration. As well as the conduct of the AGM by at the earliest was necessary for the renewal of the registration.
3. An Action taken report -22-23 was requested.
4. Action Plan- 23-24 with dates was asked to be submitted for the rescheduling of the IQAC Annual Planner.

Action items: To immediately call an AGM, seek realization from the alumni Registration office for the Annual renewal to avoid penalty.

Other: To do the follow up.

Rashida
6/10/2023
Director - IQAC



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Date :

IQAC & Criterion Meeting Meeting Minutes

Meeting Date : 18.10.2023

Meeting time: Cr- II 11.00 am to 12.00 pm

Cr- VI 12.00 pm to 01.00 pm

Cr- I 03.00 pm to 04.00 pm

Meeting location: IQAC MUC

Attendees: RJL, [MPB.NA](#), SAA.KNA, PMJ, NK, SAK, JAA,

Special Invitees: SNA

Agenda: 1. AQAR progress and requirement AY 22-23

2.. Action Plan for AQAR 23-24

3, Final date for submission of AQAR

Minutes:

Invocation: The meeting commenced with a Qirath by Mr. A.Aqeel Ahmed.

Welcome address: The Director- IQAC welcomed the team and briefed about the agenda.

Cr2:Minutes

AQAR progress and requirement AY 22-23

1. AQAR 50% work has been accomplished. Due to discrepancy in the results the pass percentage may be affected.

2. for attainment we should upload the university prescribed description 2.6.2

Action Plan for AQAR 23-24



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Date :

1. Remedial classes to be conducted from 3rd Nov to 18 Nov 2023 including final tests. Timing for shift I 9 AM TO 1 PM for Shift II 2. PM TO 6 PM. 4 hours per day
2. Remedial class Schedule has been prepared and will be mailed by IQAC to HODs
- 3..Prof S.Niyaz Ahmed was invited as remedial class coordinator and Mr.K.Naveed Ahamed as remedial class office assistant for AY 2023 2024. These classes are conducted for the arrears of April-May 2023 results

Final date for submission of AQAR. 31.10.2023

Action items to follow up the remedial classes procedure maintain the records AQAR required records and documents to be intimated to the departments that have to maintained.

Other

Next Meeting: **31.10.2023**

Adjournment: The meeting was adjourned at 12.00 pm by Mrs.M.A. Uzefa Rashida.

Cr6: Minutes

AQAR progress and requirement AY 22-23

1. AQAR 70% work has been accomplished. Documents have to be scanned. Data to be verified

Action Plan for AQAR 23-24

- 1 NIRF has been applied this year.
2. Funds should be allocated for at least 50% teaching staff to attend seminar and workshops
3. IQAC sponsored programs to be conducted.

Final date for submission of AQAR. 31.10.2023



منظہر العلوم کالج، آمبور

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AMBUR - 635 802 (Tirupattur District)

M. A. UZEFA RASHIDA M.A., B.Ed., SET
DIRECTOR - IQAC

Phone : 04174 - 242644
Mobile : 97901 34132
E-mail : maur@mucollege.ac.in
iqac2023@mucollege.ac.in
Web : www.mucollege.ac.in
Date :

Action items: To collect Collaborative activities report from every department

Cr1: Minutes


AQAR progress and requirement AY 22-23

1. AQAR 50% work has been accomplished. Documents have to be scanned. Data to be verified
feedback analysis of stakeholders to be verified

Action Plan for AQAR 23-24

1. Certificate courses/ Add on courses to be conducted in odd semester
2. MOOCS /NPTEL Courses to be enrolled in even semester

Action items: To conduct multidisciplinary certificate courses as collaborative activities by every department.


25/11/2023
Director - IQAC



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Date :

MINUTES OF THE IQAC- DEPARTMENT AIDES MEETING HELD ON 22.12.2023 AT 10.00 AM AT THE IQAC.

Members Present: PMJ,RGM,JD,MMA.PMR,AZ,NA,SAA,AAS,JAA,BS,AAR

Leave of Absence: Dr. P .J. Sadia Parveen

Minutes:

Agenda:

Invocation: Hafiz. A. Aqeel Ahmed recited the verses from Holy Quran.

Welcome Address:

IQAC – Director welcomed the gathering and brought the meeting to an order.

1. IQAC folder record maintenance

IQAC Director informed the department Aides through presentation that every department has an official email id with an IQAC -folder in the drive with 26 or more files.

2. Usage of Department drive

- The department aides have to keep a check that all department file are scanned and uploaded in the respective folders.
- The IQAC would approach the department aides for the documents as per requirements

3. Department Semester Reports

- The aides should check that all the records are maintained semester wise.
- The respective file in charge should maintain the records scan them and upload in the drive.

4. Vote of Thanks:

Dr. B. Asadullah Coordinator of IQAC thanked the members present.


26/12/2023
Director - IQAC



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Date :

MINUTES OF THE IQAC- SECRETARY & CORRESPONDENT AND ALL HODS MEETING HELD ON 04.05.2024 AT 10.30 AM AT THE MANAGEMENT COMMITTEE ROOM.

Members Present:

MNM,MMI,KHK,ASAK,MAUR,AMM,PJS,SNA,PM,SJG,ANA,PSB,NFT,PRA,VSA,NA,GJ,BA,RJ
L, AZ,SAA.

Leave of Absence: NIL

Minutes:

Agenda:

1. **Invocation:** Dr. K. H. Kaleemullah recited the verses from Holy Quran.

2. **Welcome Address:**

Hon'y Secretary & Correspondent M.Nazar Mohamed welcomed the members and defined the purpose of the meeting.

3. **Confirmation of the minutes of the meeting on 10.01.2024.**

The minutes of the meeting confirmed by the Secretary & Correspondent.

4. **Review of the Even Semester AY 2023-2024.**

Every department presented the review of the even semester for the AY 2023-24 Principal conformed that the attendance the EMBASE app was successful and the internal assessment marks were also uploaded in the EMBASE for future reference. Dr. A. Shafee Ahmed Khan Head department of English presented a review of the department of English as engaging MOU organized activities, Dr. K. H. Kaleemullah Head department of Urdu presented a review of the department of Urdu as organizing collaborative activities, Dr.V.Suhail Ahmed head department of BBA had organize inter collegiate competition and project based workshop in collaboration with other institute, the UG , PG. & Research department of Commerce visited Aston Shoe Limited for industrial exposure under the supervision of Dr. S. Afsar Ahmed,



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Date :

5. Action plan for AY 2024-2025 (Odd & Even Semester) and fix a date for its submission.

The IQAC – Director presented an outline of the action plan for the AY -2024-25 briefing all the heads of the departments to come out with curricular activities focusing in upgrading the students 'academic and practical experience to make them future prepared.

6. Admissions AY 2024-2025

The secretary and correspondent regretted at the low admissions this year. He advised the Head to come up strategic plans to upgrade the department performance and provide a reach platform for students' learning which would speak itself for the institution. He asked the members present to frame plans and proposals to attract students for admissions

To spell out Institution's Innovation Council (IIC) programs by Dr. R. Jothilakshmi

Dr. R. Jothilakshmi, President Institution's Innovation Council (IIC) presented a brief introduction to the IIC, She highlighted the benefits the IIC could provide the students community.

Any Other subject to be discussed with the Permission of the Chairman.

The secretary and correspondent in the conclusory agenda pointed out to the members the emergency of making the students corporate – ready to seek employment at the earliest. Students should be trained with the skills and qualifications required to be absorbed in the corporate world easily.

Vote of Thanks:

Hon'y Secretary & Correspondent thanked the members present.


31/5/2023
Director – IQAC