ANNUAL QUALITY ASSURANCE REPORT

2012 - 2013

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
Bangalore - -560072.

Muqyyath Sha Sirguro Wakf Board College
Madurai - 625020

CONTENTS

Sl. No.	CONTENTS	Page No.
1.	**Part – A**	
	1. **Details of the Institution**	**2**
	2. **IQAC Composition and Activities**	**5**
2.	**Part – B**	
	Criterion – I : Curricular Aspects	**7**
	Criterion – II : Teaching, Learning and Evaluation	**8**
	Criterion – III : Research, Consultancy and Extention	**11**
	Criterion – IV : Infrastructure and Learning Resources	**15**
	Criterion – V : Student Support and Progression	**17**
	Criterion – VI : Governance, Leadership and Management	**20**
	Criterion – VII : Innovations and Best Practices	**24**
3.	**Annexure**	
	i) **Academic Calendar**	**26**
	ii) **Feedback**	**27**
	iii) **Best Practices**	**28**

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

| 2012 -13 |

1. Details of the Institution

1.1 Name of the Institution

| **Muqyyath Sha Sirguro Wakf Board College** |

1.2 Address Line 1

| 80 Feet Road |

Address Line 2

| K.K. Nagar |

City/Town

| MADURAI |

State

| TAMIL NADU |

Pin Code

| 625020 |

Institution e-mail address

| msswbcollege@gmail.com |

Contact Nos.

| 0452- 2528898, 2524747 |

Name of the Head of the Institution:
*Retired from Service on May 2014

| **Dr. S. KAMARDEEN*** |

Tel. No. with STD Code:

| 0452-2524747 |

Mobile:

| +919443406134 |

Name of the IQAC Co-ordinator:

| **Dr. A. Soundararajan** |

Mobile:

| +918144495690 |

IQAC e-mail address:

| iqacwbc@gmail.com |

1.3 **NAAC Track ID**:

| -- |

OR

1.4 **NAAC Executive Committee No. & Date:**

| -- |

1.5 Website address:

| www.msswbc.com |

Web-link of the AQAR:

| www.msswbc.com/AQAR |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	77.05	2003	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

| 16/07/2004 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

  i.   **AQAR 2004 - 2005: Submitted to NAAC on 30/12/2005**
 ii.   **AQAR 2005 - 2006: Submitted to NAAC on 15/12/2006**
iii.   **AQAR 2006 - 2007: Submitted to NAAC on 22/12/2007**
 iv.   **AQAR 2007 - 2008: Submitted to NAAC on 25/11/2008**
  v.   **AQAR 2010 - 2011: Submitted to NAAC on 16/12/2015**
 vi.   **AQAR 2011 - 2012: Submitted to NAAC on 16/12/2015**
vii.   **AQAR 2012 - 2013: Submitted to NAAC on 16/12/2015**

1.9 Institutional Status

University   State ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☑   No ☐

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

               Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12(b) ☑

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

1.10 Type of Faculty/Programme

     Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys.Edu.) ☐

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

     Others   (Specify)   .Nil

1.11 Name of the Affiliating University *(for the Colleges)*   **MADURAI KAMARAJ UNIVERSITY MADURAI**

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

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

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

DST Star Scheme   ----   UGC-CE   ---

UGC-Special Assistance Programme   ---   DST-FIST   ----

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

UGC-COP Programmes   ---

2. IQAC Composition and Activities

2.1 No. of Teachers   4

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6   No. of any other stakeholder and   1

    Community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8   No. of other External Experts   1

2.9 Total No. of members   12

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: No.   4   Faculty   2

        Non-Teaching Staff Students   1   Alumni   1   Others   0

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

    If yes, mention the amount   ---

2.13 Seminars and Conferences (only quality related)

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

    Total Nos .   1   International   --   National   --   State   --   Institution Level   1

    (ii) Themes   Women Empowerment

2.14 Significant Activities and contributions made by IQAC

- The new comers are given orientation to face the challenges in higher education.
- Faculty members are motivated towards research activity.
- Internal academic auditing is done in every semester.
- Remedial coaching given to weak students.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
➢ To renovate entire college buildings. ➢ To Motivate the Faculty Members to pursue research in their respective fields. ➢ To plant more trees in the campus to make green campus.	➢ Proposals sent to DRDA. ➢ Two permanent Faculty Members have submitted their Ph.D., thesis and got awarded. ➢ NSS and NCC volunteers planted trees in the campus.

Academic Calendar of the year is attached in the Annexure-I

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

Management ✓   Syndicate ---   Any other body ---

Provide the details of the action taken

- The suggestions received from IQAC are placed in the meetings of staff council and College Governing body for necessary action.
- It was decided to strengthen the Placement cell.
- The faculties were asked to apply for projects to various funding agencies.

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	--	--
PG	5	--	3	--
UG	13	--	6	--
PG Diploma	1	--	1	--
Advanced Diploma		--	--	--
Diploma	1	--	1	--
Certificate		--	--	--
Others (M.Phil.,)	1	--	1	--
Total	**21**	**--**	**12**	**--**

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	19
Trimester	--
Annual	2

1.3 Feedback from stakeholders* Alumni ✓ Parent ✓ Employer ✓ Students ✓
   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

> Following the syllabi recommended by the Board of Studies of Madurai Kamaraj University as our college is affiliated to Madurai Kamaraj University.

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
99	49	34	--	16

2.2 No. of permanent faculty with Ph.D. | 23 |

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	9	--	--	--	--	10		10	9

2.4 No. of Guest and Visiting faculty and Temporary faculty | 0 | | 0 | | 0 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	5	2
Presented	6	38	6
Resource Persons	--	1	--

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

> ➢ Special coaching is provided for weak students
> ➢ Model based teaching adopted.
> ➢ Language lab facilities are provided.
> ➢ Bridge courses are conducted to first year students to make them accustom to higher education.

2.7 Total No. of actual teaching days during this academic year | 180 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and Online Multiple Choice Questions)

> ➢ Being an affiliated college, we follow the rules and regulations designed by the Madurai Kamaraj University in conducting the semester examinations.
> ➢ We regularly conduct centralized Internal Assessment in every semester.
> ➢ The Internal Assessment includes Multiple Choice Questions, seminars, group discussion and quiz programmes.

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

13	6	6

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Economics	65	-	12	63	--	75
B.A History	31	-	3	32	6	41
B.Sc Maths	26	-	50	15	-	65
B.Sc Physics	23	-	52	-	-	52
B.Sc Chemistry	31	-	68	-	-	68
B.Sc Zoology	23	-	0	0	0	0
B.Com	49	-	4	25	4	33
M.Com	25	-	36	0	-	44
M.A English	14	-	43	28	-	71
B.Com (S.F)	23	-	04	22	9	35
B.Com (C.A)	41	-	61	20	-	81
B.Sc (Comp Sci)	54	-	39	02	-	41
B.B.A	29	-	06	41	27	75
M.Sc (Comp Sci)	21	-	86	-	-	86
Tamil (Part I)	138	-	39	22	20	81

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

> ➢ Conduct of academic audit at each department.
> ➢ Review meetings are conducted at regular intervals.
> ➢ A Quality Check Team was organized with Principal as Convener to check the new teaching and learning methods introduced in this academic year.
> ➢ To enhance quality education at all levels.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	3
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	0	0	0
Technical Staff	9	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ Organizing seminars to motivate and promote research activities.
> ➢ Subject experts are invited to introduce the research topics of latest trends and significant importance.
> ➢ IQAC meets regularly to discuss various plans to promote research work.
> ➢ IQAC is keen in promoting research acumen among staff and quality in research activities.
> ➢ Promoting research activities by providing free internet, research journals and also by subscribing to the National and International research journals.
> ➢ Faculty members are encouraged to publish research papers in peer reviewed,

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	4	0
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

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

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

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

3.7 No. of books published   i) With ISBN No. [--]   Chapters in Edited Books [2]

ii) Without ISBN No. [4]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [0]

3.11 No. of conferences   organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons [1]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs:

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

Total | - |

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
   who are Ph. D. Guides | 2 |
   and students registered under them | 12 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 1 |

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

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

3.21 No. of students Participated in NSS events:

University level | 218 | State level | 0 | National level | 0 |

International level | 0 |

3.22 No. of students participated in NCC events:

University level | 7 | State level | 2 |

National level | 5 | International level | -- |

3.23 No. of Awards won in NSS:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.24 No. of Awards won in NCC:

University level [7]   State level [2]   National level [--]

International level [--]

3.25 No. of Extension activities organized

University forum [--]   College forum [3]

NCC [7]   NSS [2]   Any other [--]

3.26 Major Activities during the year in the sphere of extension activities, Institutional and Social responsibility.

- Free eye camp in collaboration with Vasan Eye Hospital on 6/12/2012.
- Voter awareness programme was organised 25/01/2013
- Womens Day Celebrated 11/03/2013
- The faculty and students are encouraged to take up social and extension activities.
- Many of the faculty members actively participated in NSS, NCC, YRC, RRC Programmes.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28 acres (113312 sq.mts)	-	Govt and Management	28 acres (113312 sq.mts)
Class rooms	28	--	M.P. Fund and Management funds	28
Laboratories	8	--	UGC funds & Management Funds	8
Seminar Halls	2	-	Management Funds	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

- A complete review of books and stocks were taken. Our college management takes steps to computerise the Library.
- Automation of office is under progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8204	346636	37	4070	8241	350706
Reference Books	2377	884633	140	13665	19337	898298
e-Books	--	--	--	--	--	--
Journals	36	11742	--	--	36	11742
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	98	3	2	1	1	1	17	--
Added	--	--	13	--	--	1	--	--
Total	98	3	15	1	1	2	17	--

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

- Each and every department are provided with Computer and internet facility.
- Administrative Staff and Technical Staff are given training to handle computer and other peripherals every year.
- Special Programme for internet access was conducted for the staff members.

4.6 Amount spent on maintenance in lakhs:

i) ICT   0.65

ii) Campus Infrastructure and facilities   2.0

iii) Equipments   10.0

iv) Others   --

Total: 12.65

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student centred teaching strategies are adopted.
- Financial assistance offered to poor students.
- Students motivated to secure high marks in university exams.
- Personal counselling is offered to minimize to students problems.

5.2 Efforts made by the institution for tracking the progression

- Programmes organized by the Placement Cell for the benefit of students.
- Every department check the progress of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1649	182	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	1414	77

Women	No	%
	417	23

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
40	306	12	1498	0	1856	27	253	8	1543	0	1831

Demand ratio   1.9s6   Dropout % - 25.13%

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

- Informal coaching is given to students regarding
- communication skill
- numerical ability, reasoning etc...

No. of students beneficiaries   45

5.5 No. of students qualified in these examinations

NET `--`   SET/SLET `--`   GATE `--`   CAT `--`

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

5.6 Details of student counselling and career guidance

- Career guidance given by Placement Cell.
- Students are motivated to appear in various competitive examinations.
- It is very pleasing to record that many of our students got selected in police department, army after the completion of their studies on their own efforts.

No. of students benefitted `87`

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	110

5.8 Details of gender sensitization programmes

- Women welfare is given top most priority through gender sensitization.
- Counsellors are invited to conduct programmes for women staff and women student to find solutions to their grievances.
- Women Academicians are invited to give their experiences in overcoming hurdles faced by women generally.

5.9 Students Activities

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

State/ University level `44`   National level `--`   International level `--`

No. of students participated in cultural events

State/ University level `--`   National level `--`   International level `--`

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

Sports: State/ University level | -- | National level | -- | International level | -- |

Cultural: State/ University level | -- | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs
Financial support from institution	0	0
Financial support from government	605	10,66,215-00
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | -- | National level | -- | International level | -- |

Exhibition: State/ University level | -- | National level | -- | International level | -- |

5.12   No. of social initiatives undertaken by the students | -- |

5.13 Major grievances of students (if any) redressed: 1. Regular update of website with latest informations
2. Quality of food in the canteen improved.

_____

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To uplift the economically, socially and educationally backward communities, in general and Islamic community in particular.

Mission: The College offers quality education of highest standard to students belonging to socially and economically backward urban and rural areas in and around Madurai and encourage them to excel in their chosen fields, both academically and professionally.

6.2 Does the Institution has a management Information System

Yes, the College has management information system in

- Student admissions
- Examination section
- Student attendance
- administrative procedures

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

6.3.1 Curriculum Development

> - Curriculum development by affiliated university.
> - Our faculty members give valuable inputs in the designing of curriculum based on social requirement.
> - Our college is affiliated to Madurai Kamaraj University, Madurai.

6.3.2 Teaching and Learning

- The college has qualified and competent teachers to handle all the courses.
- Creating opportunities for resourcefulness and temper among the learners through various academic activities.
- Remedial coaching classes are conducted for slow learners for improving their performance in examinations

6.3.3 Examination and Evaluation

- Semester system with Continuous Internal Assessment (CIA) is followed
- 25% marks (Internal Assessment) and 70% marks is evaluated by the external assessment
- In every semester, three internal assessment tests are conducted to evaluate the performance of students.
- The performance of students is analyzed in department meetings with the Principal and The Secretary and correspondent

6.3.4 Taking Initiatives in Promoting Research Climate

- Motivating the faculty members to register for M.Phil / Ph.D
- Providing facilities like free Internet, research journals for promoting research.
- Work adjustment with staff members in the department to attend and participate in seminars/workshops/conferences etc at the regional /state level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Principal of the college meets the faculty members at the beginning of every academic year and enquire about existing infrastructure and the requirements for improving the quality and informs the same to the management. Accordingly funds were allocated for various departments for purchasing books, equipments, chemicals, laptops, computers etc. To promote teaching-learning, evaluation and research Broadband internet connectivity and Wi-Fi facility is provided to all the departments along with computers.

6.3.6 Human Resource Management

- Human resource planning is done based on the workload in the departments.
- HoDs discuss with The Principal plans for the faculty requirement.
- If there is any vacancy in the aided category it is informed to the The Secretary and Correspondent and he will initiate steps for recruitment of the teachers as per the norms prescribed by the Government of Tamilnadu.
- The college creates favourable atmosphere for higher studies of the staff members.
- Teachers are assigned with additional charges for various extra-curricular and co-curricular activities

6.3.7 Faculty and Staff recruitment

- The existing vacancies are advertised in leading regional and English newspapers. (Eligibility as per the University norms).
- The notification is also put up on the college website.
- All the applications are screened and the short listed eligible candidates are informed to attend interview along with original certificates.
- The short listed eligible candidates are interviewed by selection committee comprising subject experts nominated by the University, The Secretary and Correspondent, Principal, Head of the Department and members of the college governing body.

6.3.8 Industry Interaction / Collaboration

- The College encourages the various departments to identify areas to collaborate with industry for Projects, internships, field trips, industrial visits, guest lectures, workshops, seminars, placements, career guidance etc…
- The college is taking earnest efforts to bring Recruiters to our institution to conduct campus interviews in the college.
- The placement officer informs the students about the off campus interviews conducted by the industries.

6.3.9 Admission of Students

- The Principal constitute an Admission Committee comprising the Heads of the Departments and senior faculty to ensure transparent and effective admission process.
- The applicants are counselled by the faculty regarding Courses offered, career prospects, campus culture, rules and regulations.
- Criteria for Admissions: Marks secured in the qualifying examination and following the quota system

6.4 Welfare schemes for Teaching staff & Non-Teaching Staff and students:

Teaching staff Non-Teaching Staff	All the Government schemes like ACPF,SPF, GI, FHF, Medical Claim
Students	Tamilnadu government Scholarship Student Aid fund Remedial Coaching Career guidance Other schemes implemented by the Government

6.5 Total corpus fund generated | NIL |

6.6 Whether annual financial audit has been done | √ | Yes | | No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES		YES	
Administrative	YES	JDCE MADURAI, AG OFFICE CHENNAI	YES	

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

For UG Programmes   Yes [✓] No [ ]

For PG Programmes   Yes [✓] No [ ]

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

Not Applicable

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

The university gives all the necessary support to the college .It encouraged and gave feedback at every stage to the college to take up activities to enhance quality in all the aspects – admissions, curriculum design, teaching- learning, research, student support activities, etc., - during academic Council meeting, Governing Body meeting, personal interactions with the management.

6.11 Activities and support from the Alumni Association

- Alumni association supports students going to higher studies.
- Alumni give valuable feedback for enhancing the quality of education offered in the institution.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meetings are held to communicate to parents the progress made by their wards in academics as well as non-academic works. They are also called upon to discipline committee meetings if required. During these meetings the management seeks feedback and suggestions¬ on various developmental aspects of the college from the parents.

6.13 Development programmes for support staff

- Computer training on MS Office was given.
- Encouraged to appear in accounts tests.

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

- Tree plantation with the help of NSS volunteers
- Creating awareness about the hazards of using plastic
- plastic tea cups banned inside the campus

Criterion – VII

7. Innovations and Best Practices

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

- Innovative teaching methods like e-learning, use of visual media are adopted.
- The improve the communication skill of students, group discussion method is used

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

- State level seminars were conducted by various departments.
- Internal Academic audit was conducted by The Secretary and correspondent.

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

- To promote communal harmony, Value Education is imparted.
- Empowerment students by identifying their hidden talent and grooming them accordingly.

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

7.4 Contribution to environmental awareness / protection

- NSS and NCC students take up awareness rallies regarding environmental protection.
- The students study environmental studies as a skill based paper.

7.5 Whether environmental audit was conducted? Yes ✓ No ☐

7.6 Any other relevant information the institution wishes to add.

Strength

- Dedicated and competent faculty members.
- Adequate infrastructure facilities such as internet, Library and Xerox etc.
- Potential for improvement with vast area available in the campus for future construction of new building.
- Intensive coaching to the students in Sports and Games by efficient coachers.

Weakness

- Fund mobilisation is difficult.
- As the students come from under privileged sections of the society lack academic and communication skills.
- Lack of collaborative and interdisciplinary research.

Opportunities

- Establishing Students quality assurance cell.
- Getting autonomous status for the college.
- Placement and Training of students for competitive examinations.

Challenges

- The challenges from professional colleges which attract meritorious students and science courses have to content with below average students.
- The easy availability of electronic gadgets which divert the attention of students from studies.
- Foreign university bill .

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

- Renovation of entire college building.
- Transport facility to girl students.
- Modernisation of girls rest room.

Name: **Dr. A. Soundararajan**

Signature of the Coordinator, IQAC

Name: **Dr. S. Kamardeen**

Signature of the Chairperson, IQAC

ACADEMIC CALENDER FOR THE YEAR 2012-2013

Name of the Programme	Date
College Re-opens for the odd semester	18/06/2012
World Population Day	17/07/2012
Independence Day Function	15/08/2012
Eid Milan Celebration	23/08/2012
Commencement of First Internal Test for odd Semester	12/09/2012
International Peace Day	18/07/2012
Commencement of Second Internal Test for odd Semester	17/10/2012
World Aids Day	01/12/2012
Republic Day Celebration	26/01/2013
Commencement of First Internal Test for even Semester	30/01/2013
Women's Day celebration	08/03/2013
Commencement of Second Internal Test for even Semester	12/03/2013
World Forest Day	21/03/2013
Last working for the academic year	13/04/2013

Annexure - II

Feedback from stakeholders

The college values the feedback received from various stakeholders and initiate steps to address their concerns. Feedback is collected through:

- Questionnaires
- Suggestions and Complaint boxes
- Through interaction with Students, Staff and Alumni

The feedback obtained from the stakeholders is discussed in Staff Council and suitable recommendations are conveyed to the Management for appropriate action.

Recommendations given by Alumni are taken for consideration and steps are initiated for implementation.

We also collect feedback from Parents through interaction and take appropriate action.

Best Practices

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The primary objective of establishing this college is to serve and uplift socially, economically and educationally backward Muslim community in particular and other deprived communities in general. Though the institution bears the minority tag it is 100% secular in character as is evident from the admission given to students belonging to all communities. Therefore from the inception of the college we give top most priority to impart the young and nascent student community the virtues of working towards establishing communal harmony in the society. Therefore, the best practice promoted with full zest in the institution is to impart value education and making the students the leaders of the future generation. The students understand our intention and come forward to maintain the best practices evolved through value education.

1. Title of the Practice: **Amity in diversity**

2. Goal: The foremost objective of the college is to transform the students into responsible citizens by involving them in curricular, co-curricular and extracurricular activities. The college aims to give confidence to the students to understand their responsibility toward society and helping them contribute their might towards peace and tranquility in the society by emphasizing the importance of core values and harmony. We create awareness about social concerns, human rights, gender related issues and the importance of environmental issues.

3. The Context

The institution in it's nearly six decades of service to the society carved a niche for itself in the academic, extra-curricular and sports fields. Though the college is proud of its achievements, there are certain challenges which were of paramount importance. The major challenge is the attitude of students towards society. The present generation is obsessed with electronic gadgets like smart phones, tablets, laptops and over indulges in social net works wasting their precious time and energy, ignoring their responsibility towards their parents and society. Therefore it is imperative on the part of college to educate the young learners about the evil and to make them responsible citizens of this great country.

4. The Practice & the Evidence of the Success

The under graduate students of all disciplines, have to appear in an exclusive paper on Value education, in their final semester. The paper covers:

- ❖ All the positive aspects of various religions like Hinduism, Islam, Christianity, Sikhism, Buddhism and enlightens the students with moral values
- ❖ Helps them solve the problems faced in life with spiritual guidance
- ❖ To make them quit bad habits, if any, like smoking, alcohol, drugs etc.

Apart from this the college conducts moral classes for all its students under the name Majlis-e-Deeniyath on every Thursdays after class hours by inviting eminent Islamic scholars. They give talks about the social responsibility, moral values, and religious teachings.

A number of students of our college are greatly motivated and stand as evidence for success of by this best practice. The achievements of our students in sports, N.C.C, N.S.S and R.R.C are due to the positive impact of this best practice

5. Problems Encountered and Resources Required.

One of the major problems in sustaining this best practice is indifference of students towards such topics and their poor attendance. However, the students are bound to give seminars, participate in group discussions and quiz programmes in Value education as part of the curriculum as it carries two credits in choice based credit system which is followed.

Best Practice -2

1. Title of the practice: Shelter to under privileged sections of the society and their empowerment.

2. Goal: Most of the students seeking admission in our institution are first time learners with very poor social and economic status. Their parents could not support them financially to continue their studies and hence a large number of students take up part-time jobs and earn while learn. They lack communication skills, leadership qualities and most of them are from Tamil medium schools. Therefore the institution takes up the responsibility of shaping their future and personality by giving exposure to them by using its resources.

3. The context: As per the vision of our former President A. P. J. Abdul Kalam:

❖ Educationists should build the capacities of the spirit of inquiry, creativity, entrepreneurial and moral leadership among students and become their role model.
❖ My message, especially to young people is to have courage to think differently, courage to invent, to travel the unexplored path, courage to discover the impossible and to conquer the problems and succeed. These are great qualities that they must work towards.
Under this context we observed that some of our students who struggle in their academic activities are bestowed with tremendous physical ability and can prosper in the field of sports, arts and craft if properly guided.

4. The Practice & the Evidence of the Success

   ❖ To explore the hidden potential in the students and to train them accordingly to make them employable
   ❖ To inculcate self confidence among the students and make them self employed.
   ❖ To create opportunities through sports and find employment in Police, Army
   ❖ To look at new avenues of employment such as visual media
   ❖ The class room teaching is complimented with co-curricular activities

The practice involves encouraging the students to appear in competitive examinations conducted by various recruiting agencies like Tamilnadu public service examination, Staff selection Commission, Banking examination etc. They were given appropriate training to improve their numerical ability, communication skill, qualitative aptitude and reasoning skills. Those who excel academically are advised to join higher studies. In some cases, teachers of our college sponsored their higher education by paying the college fees from their pocket. The students with excellent physique are encouraged and trained in athletics and various sporting activities. These students not only brought so many laurels to the college but also shaped their career through this practice.

- ❖ In the past M. Venkatramana of our college went on to represent the country in cricket.
- ❖ Renowned Tamil film director Ameer is a product of our college
- ❖ Several of our students are working as police officers. Every year nearly twenty to thirty students got selected in police.
- ❖ Large number of our students have become entrepreneurs
- ❖ Some of our students joined research in premier research institutions like IIT.

5. Problems Encountered and Resources Required.

The lack of adequate infrastructure and funds are the major impediments in the implementation of this practice. As the students are coming from very poor families fulfilling the requirements becomes obligatory on the part of institution like providing food, sports costumes, equipments, hiring the professionals for giving training are quite expensive.

Contact details:

Name of the Principal	:	Dr. S. Kamardeen
Name of the College	:	Muqayath Sha Sirguro Wakf Board College
City	:	Madurai, Tamilnadu
Pin code	:	625020
Accredited status	:	B+
Work Phone	:	0452-2528898
Website	:	www.msswbc.com
E-mail	:	wbcnaac@gmail.com