

Internal Quality Assurance Cell (IQAC)

Of

C. Abdul Hakeem College (Autonomous)

Hakeem Nagar, Melvisharam - 632 509.



Enter to Learn, Leave to Serve

Annual Quality Assurance Report

For the Year 2014 to 2015

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2014 – 2015

1. Details of the Institution

| | |
|--------------------------------------|--|
| 1.1 Name of the Institution | C. ABDUL HAKEEM COLLEGE, MELVISHARAM – 632 509. |
| 1.2 Address Line 1 | HAKEEM NAGAR |
| Address Line 2 | Melvisharam |
| City/Town | Vellore |
| State | TAMIL NADU |
| Pin Code | 632 509. |
| Institution e-mail address | hakeemcollege@rediffmail.com |
| Contact Nos. | 04172 - 266187 |
| Name of the Head of the Institution: | Dr. K. Masood Ahmed, Ph.D., |
| Tel. No. with STD Code: | 04172 – 266187 |
| Mobile: | 94424 16730 |
| Name of the IQAC Co-ordinator | Dr. A. Abdul Rahuman, Ph.D., |
| Mobile: | 94423 10155 |
| IQAC e-mail address: | hakeemiqac@gmail.com |

1.3 **NAAC Track ID** (For ex. MHC0GN 18879)

OR

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

EC/58/RAR/072, Dt.10.03.2012

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom of
your institution's Accreditation Certificate

1.5 Website address

hakeemcollege.com

Web-link of the AQAR:

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B++ | --- | 3/2005 | 3/2010 |
| 2 | 2 nd Cycle | A | 3.14 | 2/2012 | 2/2017 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

05/01/2006

1.8 AQAR for the year (for example 2010-11)

2014-15

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

- AQAR 2012 – 2013 on 03.09.2016
- AQAR 2013 – 2014 on 27.10.2016
-
-

1.9 Institutional Status

University ☐ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous College of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☐ Men ☒ Women ☐

Urban ☐ Rural ☒ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

Certificate & Diploma Courses in Arabic & Urdu.

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

THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE

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

| | | | | |
|--|-------------------------------------|-------------------------------------|------------------------------|-------------------------------------|
| Autonomy by State/Central Govt. / University | <input checked="" type="checkbox"/> | <input type="text" value="---"/> | | |
| University with Potential for Excellence | | <input type="text" value="---"/> | UGC-CPE | <input type="text" value="---"/> |
| DST Star Scheme | | <input type="text" value="---"/> | UGC-CE | <input type="text" value="---"/> |
| UGC-Special Assistance Programme | | <input checked="" type="checkbox"/> | DST-FIST | <input checked="" type="checkbox"/> |
| UGC-Innovative PG programmes | <input checked="" type="checkbox"/> | | Any other (<i>Specify</i>) | 1. ICMR 2. DBT 3. DST |
| UGC-COP Programmes | | <input type="text" value="---"/> | | |

2. IQAC Composition and Activities

| | |
|--|---------------------------------|
| 2.1 No. of Teachers | <input type="text" value="8"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="1"/> |
| 2.3 No. of students | <input type="text" value="2"/> |
| 2.4 No. of Management representatives | <input type="text" value="1"/> |
| 2.5 No. of Alumni | <input type="text" value="2"/> |
| 2. 6 No. of any other stakeholder and community representatives | <input type="text" value="1"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="1"/> |
| 2.8 No. of other External Experts | <input type="text" value="1"/> |
| 2.9 Total No. of members | <input type="text" value="17"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="30"/> |
| 2.11 No. of meetings with various stakeholders: | |
| Faculty | <input type="text" value="7"/> |
| Non-Teaching Staff | <input type="text" value="3"/> |
| Students | <input type="text" value="2"/> |
| Others | <input type="text" value="18"/> |

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. International National ☒ State Institution Level


(ii) Themes

2.14 Significant Activities and contributions made by IQAC

 The IQAC had the distinction of motivating more students through the co-ordinated efforts of teachers to give more weightage to computer-oriented learning by facilitating maximum Internet accessibility.

 The slow learners were rendered maximum help by giving effective coaching in special classes in the subjects concerned to strengthen their knowledge of the texts and also by organizing Periodical Tests and by assigning Assignments.

 Students who failed to secure the Passing Minimum in the University Exams were trained in Remedial Classes by repeating their textual-schedule.


 Proper channels were created for the departments to procure more number of Texts, Dictionaries, Reference Volumes, G.K. Books and Journals to meet the academic and research needs to accelerate the process of learning and investigation.


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 depute more number of Teaching Staff to Refresher and Orientation Courses at the Academic Staff Colleges of different Universities.

 To procure financial aid for promotion of Urdu and Arabic Languages

 Five Assistant Professors in different faculties had been the beneficiaries.

 Sum of Rs.4,62,200/- had been sanctioned by the NCPUL, Govt. of India, New Delhi to help 96 Non-Urdu knowing students to be eligible for the Diploma in Urdu

- and 286 Non-Arabic and Less-Arabic knowing students to qualify for the Certificate and Diploma in Arabic Language.
-  To give a boost to service activities through Service-Oriented Units in the college for the benefit of the people in nearby villages.
-  The service-oriented Units rendered maximum service by organizing Blood Donation Camps on ‘The World Blood Donors Day’, ‘The Sadbhavana Diwas’ to promote communal harmony, ‘The Voters Day’ to create vote awareness; ‘The Aids Awareness Programme’ for a healthy living; and several other Programmes. Saplings had been planted on the campus and campuses of offices, schools and hospitals to maintain greenery and to create environmental awareness.
-  Intense training and consistent encouragement to students to shine in co-curricular and Extra-Curricular competitions and in Sports & Games
-  The college secured scores of prizes in the form of Gold and Silver Medals; Shields and Trophies, Cash Awards and Sterling Recognitions in various District, State and National-Level Competitions. The list is long and rejoicing.
-  To initiate more facilities in research departments to take collegiate research to National and International heights.
-  The college had been able to generate huge sums of money as financial assistance to accentuate and accelerate research in almost all the departments. Some of the existing Research Projects had been completed and great care had been taken for the successful completion of some of the on-going Projects that were going ahead.

** Attach the Academic Calendar of the year as Annexure.*

Please see Annexure – VIII

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐
 Management ☒ Syndicate ☐ Any other body IQAC ☒

Provide the details of the action taken

Approved to submit the AQAR 2014-2015

Part – B
Criterion – I

I. 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 |
|------------------------|-------------------------------|--|-------------------------------------|--|
| Ph.D. | 5 | 0 | 0 | 0 |
| PG | 5 | 0 | 2 | 0 |
| UG | 7 | 0 | 7 | 0 |
| PG Diploma | 0 | 0 | 0 | 0 |
| Advanced Diploma | 0 | 0 | 0 | 0 |
| Diploma | 2 | 0 | 0 | 0 |
| Certificate | 2 | 0 | 0 | 0 |
| Hardware & Tally | 3 | 0 | 2 | 4 |
| Total | 24 | 0 | 11 | 4 |

| | | | | |
|-------------------|----|---|---|---|
| Interdisciplinary | 12 | 0 | 0 | 0 |
| Innovative | 0 | 0 | 0 | 0 |

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

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 25 |
| Trimester | - |
| Annual | 7 |




- 1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

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

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

Please see Annexure - VII

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

-  The College adopted the Syllabi designed by Thiruvalluvar University as it was an affiliated Institution.
-  Though the Autonomy was conferred on the college, all the U.G. & P.G. courses and the M.Phil., Programmes followed the curriculum set by the university as the contents were found to be more need based and much more Valuable.
-  The Boards of Studies of different courses resolved to adopt the study framework structured by university for the Academic year under review as the college had been affiliated to the university since 2002 and also as the portions worked out by the university in all discipline were respected as the best of the very best.

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 | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 74 | 35 | 38 | --- | 1 |

2.2 No. of permanent faculty with Ph.D.

43

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| --- | 7 | --- | | --- | | --- | | --- | 7 |











2.4 No. of Guest and Visiting faculty and Temporary faculty

7

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 15 | 57 | 55 |
| Presented papers | 8 | 43 | 41 |
| Resource Persons | 2 | 5 | 6 |

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

-  In high appreciation of its solid and sound infrastructure, academic output and research advancement, the UGC had conferred the Fresh Autonomous Status on the college. This had facilitated more the opportunities to effectuate the teaching-learning process.
-  Two Assistant Professors had the privileged honour of obtaining the Ph.D., Degree from Thiruvalluvar University.
-  With this number of teachers with Ph.D., qualification had risen to 45 out of a total figure of 74 in regular vacancies approved by the Government.
-  One more Assistant professor in Mathematics had been appointed by the State Govt. of Tamil Nadu to engage classes regularly with students as beneficiaries.
-  43 Papers had been presented by teachers of various departments at National and International Seminars organized by ICSSR, VIT University, IQAR, Mahatma Gandhi University, Indo American College and so on.
-  Students of Final Year UG Courses for whom practical training was a mandate as per the University Curriculum, were deputed to undergo Institutional training at four Centres.
-  Unit Tests, regular Assignments, Intra-Class Textual Seminars, Oral Tests and an ordent attention on students' attendance coupled with Collegiate Seminars strengthened the teaching-learning process.
-  Senior Teaching Staff had contributed their academic mite in the process of streamlining the University Syllabi as Members of different Boards and even as Chairman.
-  Free access to Internet had been facilitated for Staff and Students to update their knowledge of the subject, tapping electronic resources.
-  Tally Classes had been a set of regular academic exercises programmed for students' academic and career prosperity.





| | | | |
|--|---------------------------------------|-----|-----|
| 2.7 Total No. of actual teaching days during this academic year | 182 | | |
| 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-Choice Questions) | Double valuation including Photo copy | | |
| 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 81 | --- | --- |
| 2.10 Average percentage of attendance of students | 83% | | |


2.11 Course/Programme wise distribution of pass percentage year 2014 - 2015:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| UG | 511 | 20% | 40% | 30% | 10% | 68% |
| PG | 96 | 15% | 70% | 15% | --- | 66% |
| M.Phil. | 31 | 15% | 65% | 20% | --- | 100% |

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

The IQAC had kept busy round the Academic year with its plans and schemes to develop almost all the Academic and Research compartments of the college:

-  It helped in promotion of the spirit of students to be more computerate by facilitating the Departments of Computer Science and Computer Applications to provide Computer training to students who were non-computerate but exhibited an earnest desire to learn computers.
-  The IQAC was largely responsible in students' winning Prizes in scores of competitions by identifying and strengthening their skills with the kind cooperation extended by the Teaching Staff and the Teachers in-charge of classes.
-  Even the Sports & Games segments of the college had been thoroughly encouraged by IQAC to expose student athletes to intense practice on the playfields to shine in Outdoor games and inside the Department of Physical Education to excel in Chess, Table Tennis, Carrom and so on.
-  It helped in boosting the graph of success in various Tournaments with students' winning more Medals, Shields, Trophies and overall Championships.

-  The IQAC successfully convinced the management and the principal to release more funds to enrich the Central Library and the Departmental Libraries to strengthen the study habits of students.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 4 |
| UGC – Faculty Improvement Programme | --- |
| HRD programmes | --- |
| Orientation programmes | 2 |
| Faculty exchange programme | --- |
| Staff training conducted by the university | --- |
| Staff training conducted by other institutions | --- |
| Summer / Winter schools, Workshops , etc. | 4 |
| Others | --- |




2.14 Details of Administrative and Technical staff











| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 18 | 12 | 2 | 35 |
| Technical Staff | 7 | 0 | 1 | 2 |

Criterion – III

3. Research, Consultancy and Extension

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

-  The IQAC had been a verbal research accelerator speeding up the mechanism of research to convert the campus into an investigating factory of known and the unknown.
-  The outstanding contribution of the Aquaculture Animal Health Laboratory had been a roll call of exalted honour in the annals of scientific research.
-  This Lab's contribution of 27 Research articles for publication had been a record in the history of Research Publications.

-  13 Research Papers drafted by the Unit of Nanotechnology and Bioactive Natural Products had the distinguished credit of getting published in the Research Journals of National and International reputation.
-  9 Papers contributed by the Polymer Nanocomposite Division of the College had the coveted exaltation of publication in the Journals committed to the progress of science.
-  Articles authored by the College Researchers had an exemplary honour of getting published in scores of Journals such as the International Journal of Environmental Radioactivity; International Journal of Advanced Engineering Research & Technology; International Journal of Engineering and Management Research, Volume-IV etc.
-  Some of the Ph.D., Scholars had the honourable fortune of attending one-week training programme at the National Institute Malaria Research, New Delhi and also at the Tata Institute of Fundamental Research, Mumbai.
-  Scores of students on the wings of research had the proud opportunities of participating in National Conferences, State-Level Conferences, Inter-Collegiate Paper Presentations; National-Level Workshop on Medical Sciences; State-Level IT Meet; Workshop organized by B.S. Abdur Rahuman University; International Multidisciplinary Conference and so on.
-  8 Scholars working under the effulgent guidance of Ph.D., Guides in the college had been awarded the Ph.D., Degree by Thiruvalluvar University during the year under review, 2014-2015.
-  Teacher-participation in the Refresher or Orientation Courses had picked up rapid momentum with a sizeable number of teachers attending the Programme at the Academic Staff College of the University of Madras.
-  The Dept. of Urdu had been granted permission by Thiruvalluvar University to start the Ph.D., Part-Time Programme in Urdu, the first of its kind in the whole University.
-  The intellectual experts on the campus had been invited by colleges and organizations to officiate as Chairpersons at various sessions of the Seminars sponsored by UGC and so on.
-  Major and Language Departments had the privilege of hosting One-Day Seminars as part of the activities of their Associations to draw the attention of students to develop interest in participating and presenting Papers at the Seminars.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 2 | 6 | 4 | 1 |
| Outlay in Rs. Lakhs | --- | --- | 60.99 | --- |

3.3 Details regarding minor projects

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

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 55 | 8 | 2 |
| Non-Peer Review Journals | | 1 | |
| e-Journals | 2 | | |
| Conference proceedings | 3 | 10 | |

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 | 1 | DBT, UGC, TNCST | 60,99,680 | 32,66,760 |
| Minor Projects | --- | --- | --- | --- |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | 2 | ICMR | 2,81,821 | 2,81,821 |
| Any other(Specify) | | | | |
| Total | | | 63,81,501 | 35,48,581 |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

DBT Star Scheme ☒

Any Other (ICMR) ☒
TNSST

| Level | International | National | State | University | College |
|---------------------|---------------|----------|---------------|------------|---------|
| Number | --- | 01 | 05 | --- | 08 |
| Sponsoring agencies | --- | UGC | College & UGC | --- | College |

15

| | |
|-----------|-----|
| Any other | --- |
|-----------|-----|

5

0.92 L

64.7 L

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

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

155

5

Any other

| |
|--|
| |
|--|

3.21 No. of students Participated in NSS events:

| | | | |
|------------------|-----|---------------------|-----|
| University level | 52 | State level | --- |
| National level | --- | International level | --- |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|----|---------------------|-----|
| University level | 40 | State level | --- |
| National level | 2 | International level | --- |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|----|---------------------|-----|
| University level | 40 | State level | --- |
| National level | 2 | International level | --- |






3.24 No. of Awards won in NCC:



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

3.25 No. of Extension activities organized

| | | | | |
|------------------|--|---------------|---|-----------|
| University forum | | College forum | 4 | |
| NCC | | NSS | 8 | Any other |

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

-  All the centralized Functions had been gala spectacular events winning the admiration and appreciation of the Guests and the distinguished Management.
-  The sixth and seventh Diploma Distribution Functions witnessed an amazing congregation of 398 qualified candidates to receive the Diploma in Functional Urdu and the Certificate and the Diploma in Functional Arabic.
-  Hon'ble Secretary & Correspondent of the College had been honoured with the Quaid-e-Millath Mohammed Ismail Award by the Dept. of Urdu, University of Madras, in high appreciation of his remarkable service to higher education.
-  The All India Mushaira had been a literary extravaganza that delighted the hearts of thousands Urdu levels in and around Melvisharam.
-  The Twelfth State-Level Literary Competitions organized by the college drew to its magnetic fold students from 50 different colleges in the state to compete for the Trophies and Cash Awards.

-  Classes in Spoken English exposed students to academic exercise that sharpened their Communication Skills to shine in the job market and to compete in Skill-Oriented literary riddles.
-  The Inter-Group Thalsaink Camp had the pride of the representation of our college and so had been the RDC Inter-Group Competition Camp in which the College Cadets bagged several Prizes.
-  One Cadet had the unique chance of attending the Republic Day Camp in New Delhi.
-  The College had its distinguished distinction in Sports & Games. In the State-Level Sub-Junior Weight-Lifting Tournament, the College Sports Stars won the Gold Medals.
-  In the District-Level Athletic Meet, the College athletes pocketed two Gold Medals and one Silver Medal.
-  In the District-Level Tournament for the Chief Minister's Trophy, the college secured First Place in Triple Jump.
-  In the University Inter-Divisional Tournament, the College Weight-Lifting, power-Lifting and Best-Physique Teams won the Overall Championship.
-  18 college athletes had been selected as 'University Blues' as a befitting reward for their matchless talent.
-  The college online Newsletter, 'Hakeem Times', zoomed to greater heights of popularity by creating avenues for publication of latest happenings in academic, research and sports sectors on the campus.
-  A student of Final Year B.Sc., Biochemistry bagged the First Rank in the Examinations conducted by Thiruvalluvar University.
-  One student of III B.Sc., Mathematics had the privileged chance of getting selected for the Mathematics Training and Talent Search Programme sponsored by the National Board of Higher Mathematics.
-  The Govt. of Tamil Nadu had been magnanimous enough to sanction community wise Scholarships to the tune of Rs.26,13,699/-.
-  The College Central Library had been fully automated and the web Opac Facility had been introduced.
-  The UGC Inflibnet on line package had been renewed and a new Internet connection had been activated.

Criterion – IV













4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|-------------|---------------|----------------|----------|
| Campus area | 20.92 acres | --- | Management | 15 Lakhs |
| Class rooms | 37 | 4 | | |
| Laboratories | 12 | --- | --- | --- |
| Seminar Halls | 3 | --- | --- | --- |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 20 | 2 | UGC & DBT | 22 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 25 Lakhs | 4 Lakhs | Management | 29 Lakhs |
| Others | --- | --- | --- | --- |

4.2 Computerization of administration and library

The Automated functioning of the College Office had been much more streamlined by attending to the technical needs of the electronic apparatus by experts and trained mechanics. The absorbing interest of the college in proper maintenance of Computers in the office contributes:

-  To gear up the works related to administration
-  To speed up the mechanism of getting different bills ready in time.
-  To store all relevant details pertaining to the Staff and Students.
-  To expedite the process of working out community wise Scholarships.
-  To take copies of Government Orders and other official notifications.
-  To update information on the College Website.
-  To send online applications to the University.
-  To download the Hall-Tickets of the students.
-  To publish the College Monthly online Newsletter, “Hakeem Times”.
-  The College Central Library had the praiseworthy privilege of getting the web opac facility in 2014.
-  The UGC Inflibnet online package had been renewed for the year 2014-2015.
-  A new Internet Connection had been activated to cater more to the academic and research needs of Staff and Students.



The Islamic Library, annexed to the Central Library, had been enriched by procuring more and latest Titles to strengthen the spiritual and ethical atmosphere prevailing the campus.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------------------|----------|---------|-------------|--------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books & Reference Books | 40960 | 2853832 | 706 | 166825 | 41666 | 3020657 |
| e-Books | 51746 | 20000 | --- | 5000 | | |
| Journals | 78 | 123693 | 2 | 39411 | 80 | 163104 |
| e-Journals | 2154 | --- | --- | --- | 2154 | --- |
| Digital Database | --- | --- | --- | --- | --- | --- |
| CD & Video | 105 | 1575 | --- | --- | 105 | 1575 |
| Others (specify) | --- | --- | --- | --- | --- | --- |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 150 | 4 | Yes | 1 | --- | 11 | 12 | 4 |
| Added | 10 | --- | Yes | --- | --- | 2 | 2 | --- |
| Total | 160 | 4 | Yes | 1 | --- | 13 | 14 | 4 |

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



Ample facilities were generated for the benefit of non-computer knowing students to learn computers by organizing weekend classes on Hardware and Networking.



Classes to train students in Tally were conducted to expose students of commerce and corporate secretaryship and students of some other courses to more computer-oriented learning and to procure an additional qualification in computers for promoting their classes in the job and respective career avenues.



The Non-Teaching Staff who did not have computeracy were given training in Computers and Internet to be beneficial in their official correspondence and the regular official routine.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|------------|
| i) ICT | 1.50 Lakhs |
| ii) Campus Infrastructure and facilities | 17 Lakhs |
| iii) Equipment's | 9 Lakhs |
| iv) Others | --- |
| Total: | 27.5 Lakhs |












Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services










The Student Support Systems existing in the college as an important segment of scores of facilities for students' progress are one of the concerns of IQAC. These Systems are given wide publicity by publishing them in the College Calendar issued to all students; by introducing them to students in the classroom; by circulating necessary information about them as and when the needs arises and by displaying them in the College Portico.

The student Support Systems that are functioning for the welfare of students include:

-  Book Bank in the Central Library
-  Departmental Libraries for Texts and Journals.
-  Students' Safety Insurance Scheme.
-  Scholarships of different categories
-  Free education to meritorious students
-  Managements financial aid to poor students.
-  Students' Grievance Redressal Cell
-  Career & Guidance Cell
-  NSS, NCC, Rangers, VIDES & Rotaract
-  Scholarships from private service-oriented Units like Islamiah Welfare Association.
-  Parent-Teachers Association

5.2 Efforts made by the institution for tracking the progression

The degree of progress is always an academic acid test examined by the data obtained through the ways and means listed below:

-  Student Feedback on the Support Systems
-  College Online newsletter, 'Hakeem Times'.
-  Annual Report of the college presented by the Principal at the College Day Function
-  Quarterly Edition of 'Hakeem Times'.
-  Number of Scholarships sanctioned by the State Government
-  Amount of Community Wise Scholarships
-  Financial Aid to students who are the sons of Ex-Servicemen
-  Number of students selected in the Campus Interviews
-  Students' Grievances redressed during the Academic Year.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1062 | 196 | 15 | 23 |

(b) No. of students outside the state

| |
|-----|
| --- |
|-----|

(c) No. of international students

| |
|-----|
| --- |
|-----|

| Men | No | % | Women | No | % |
|-----|-----|-----|-------|-----|-----|
| | --- | --- | | --- | --- |






| Last Year (2013-14) | | | | | | This Year (2014-15) | | | | | |
|---------------------|-----|----|-----|-----------------------|-------|---------------------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 352 | 301 | 3 | 563 | 9 | 1228 | 384 | 276 | 4 | 607 | 10 | 1281 |

Demand ratio 1:3.5 Dropout %: Nil –

Discontinued 5% due to selection in the Army and Police services.

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

As students' progress is one of the Chief missions of the college, they were exposed to:




-  Regular coaching in Tally & Hardware
-  Weekend training in Spoken and Written English to qualify for better jobs.
-  Intense instruction to excel in Competitive Examinations for decent Placements.
-  Mind-broadening guest lectures at the meetings of the Associations of various Departments
-  Effective classroom teaching coupled with qualify practical training.

No. of students beneficiaries 15

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|--|-----------|--|------|--|--------|--|
| NET | 5 | SET/SLET | --- | GATE | --- | CAT | --- |
| IAS/IPS etc | --- | State PSC | --- | UPSC | --- | Others | --- |

5.6 Details of student counselling and career guidance

-  Students had counselling sessions to develop the values embedded in them for societal progress and for strengthening fraternal and cordial ties.
-  Scholarly deliberations at 'Seerathun Nabi' function were like healthy seeds planted in the young hearts with a hold that they would grow up into trees of compassion, charity, brotherhood, integrity and other values.
-  Students had the privileged chance of preparing and succeeding in the Job Interviews with the solid cooperation and valuable guidance extended by the teaching faculty of almost all Major and Language Departments.

No. of students benefitted 382

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 6 | 142 | 52 | 60 |

5.8 Details of gender sensitization programmes

--NIL--

5.9 Students Activities

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

State/ University level 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 |
|--|----------------------|-----|-----------|
| Financial support from institution | 36 | | 22,380 |
| Financial support from government | SC-255 | 822 | 14,67,304 |
| | BC-567 | | 11,46,395 |
| Financial support from other sources | Minority Scholarship | | |
| Number of students who received International/ National recognitions | --- | | --- |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students




5.13 Major grievances of students (if any) redressed: No Grievances

Criterion – VI




6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution





VISION OF THE COLLEGE

-  To achieve academic excellence through the holistic approach.
-  To provide world class teaching in higher education and research for the upliftment of rural community.
-  To offer need-based, Job - oriented Courses of study relevant to the society.





MISSION OF THE COLLEGE







-  To strengthen youthful exuberance for contextualizing academic issues and career concerns.
-  To sensitize students' awareness to venerate quality as the defining element.
-  To foster the exultant spirit of Universal harmony by making education powerful and pervasive.

GOALS

-  To provide an ideal system of higher education to all, in general, and Muslims, in particular.
-  To train the youth in need - based Job - oriented Courses.
-  To inculcate in the minds of the youth a sense of discipline and creative thinking.
-  To bring about a complete and harmonious development of all factors that contribute to the formation of human personality.





6.2 Does the Institution has a management Information System

-  Yes.
-  The Management Information System in the College is on par with any automatic mechanism that picks up and continues the work till it is completed.
-  The process of switching on the work rests with the exalted Management and the Principal, the Chief Administrators
-  The instructions and guidelines given to the Principal by the distinguished College Committee are brought to the august notice of the heads of Departments by the Principal with necessary cautions and precautions.


-  The Heads of Departments feed the information to their colleagues in the Departments who implement what is instructed to be implemented in the best interests of students and research scholars.
-  Computing systems functioning in almost all the Departments do accelerate information depending on the emergent need of circulating the fed communication.
-  The Intercom connects the Principal with all the Departments of Major Subjects facilitate the passage of information effectively.
-  The college office also has links to pass on information to every counter by the Superintendent as every counter in the office is fitted with an individual computing system.
-  The Class Representatives are like academic bridges to carry on the information to the students.
-  The circulars and notifications are mooted through the college office to every class.




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

6.3.1 Curriculum Development






-  The autonomy conferred on the college facilitated the means to modify the curriculum by the Boards of Studies in different disciplines.
-  In the first year of its Autonomy, 2014-2015, the college decided to continue the Syllabi designed by the affiliating University namely Thiruvalluvar University for students of I UG & II UG Classes.
-  The new Syllabi in Major, Allied and Languages for students of II UG and I PG 2015-2016 had been drafted as per the University pattern in sections and mark allocation in the Question Paper.
-  Members of the Boards of Studies that included Representatives from the University, Alumni and other colleges extended wholehearted cooperation in the process of modification of Syllabi to expose students to updated contents of thematic significance.

6.3.2 Teaching and Learning


-  Emphasis has been laid on computer-based learning for students to help them to understand more in the subject and on the subject convened.







-  Seminars organized by different Associations had been like academic ladders for students to the possible maximum to go up higher and still higher in the major of their choice.
-  Weekend Remedial Classes had been academic boons to such of those students who failed in the End Semester Examinations as the Classes fostered their study and provided ample information to get through the papers much higher than their minimum expectations.
-  Five teachers had the privileged distinction of attending the Refresher course at the Academic staff college of the University of Madras to put into practice in the classroom what they had been taught and in what they had been trained for the benefit of students.

6.3.3 Examination and Evaluation







-  Being an Autonomous Institution, the College had for the first time Chalked out plans for the CIA Tests I & II and executed the plans as per the programmed schedule.
-  The office of the Controller of Examinations arranged for Question – Paper setting by the Externals, preparation of Hall-Tickets, Paper-valuation by the Externals, Practical Examinations monitored by the Externals and for publication of End Semester Results in time.
-  Teachers had the goodwill of officiating as Invigilators and the Departments had been gracious enough to distribute Hall-Tickets to students of their Major subjects.
-  The principal had played an instrumental role from the date of conduction of Examinations to the date of publication of results by Hon'ble General Secretary of MMES.
-  The college Autonomy had paned way for streamlining and strengthening students' zeal to prepare thoroughly for the unit Tests, oral Examinations, CIA Tests and End Semester Examinations.

6.3.4 Research and Development


-  Teachers in almost all the Departments had the distinguished honour of presenting as many as 42 Papers at various state, National and International Level Seminars and Symposia.





-  As many as 60 Research Papers authored by our teachers and Research-Guides had the privileged popularity of getting in top Journals such as Journal Indian Historical Studies; International Research Journal of Management, Science & Technology etc.
-  The Aquatic Animal Health Laboratory in the College had successfully accomplished an Indo-Norwegian Collaborative Research Project worth sum of Rs. 361.16 Lakhs.
-  The DBT had the goodwill of sanctioning sum of Rs. 13.87 Lakhs to yet another Project undertaken by the same lab.
-  The other 9 ongoing projects on Indian Medicinal Plants, Aquatic Animal Health management, white spot syndrome virus and so on were funded by different Agencies to the tune of Rs. 572 Lakhs.
-  8 Ph.D., Scholars Working under the sterling guidance of college Guide Supervisors were awarded the Ph.D., Degree by Thiruvalluvar University during the year 2014-2015.
-  The Grants released by prominent funding Agencies had fuelled the momentum of the ongoing Projects in various Labs and Departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation




-  The beautiful garden in the college quadrangle had been given a colourful boost by planting saplings of variegated beauty to enrich the pied beauty of the campus.
-  Each counter in the college office had been given a useful electronic touch by installing computers to expedite and empower all the official routine concerned.
-  The College Central Library had procured more Volumes and subscribed to many more Journals to cater to the educational and research needs.
-  A new computer Lab for students of B.Sc., M.Sc., Mathematics had been constituted.
-  A centralized R.O. Plant had been installed to provide pure drinking water.
-  The New Autonomous Block had been fitted with 20 KV Generator to provide continuous power supply.

6.3.6 Human Resource Management




-  Sizeable number of students are regularly recruited by different Companies in the Interviews conducted by Various Recruiting Agencies.

-  The College Placement Cell had catered most efficiently to the employment needs of qualified students of U.G. final year classes of various Courses.
-  The Guest lecturers organized by the College career guidance Cell had been Manna to students as they were exposed to bask in the warmth of more employment opportunities listed out by the Exerts during their lectures.
-  Top students of final year B.Com., Commerce were selected in the Interview conducted by M/S K.H. Arind Pvt. Ltd.; a wing of Internationally well reputed K.H. Shoes Company.
-  Eligible students of final year B.Sc. Computer Science & Computer Applications had the favourable chance of getting recruited as computer programmers in the Interviews conducted by software Companies such as Elite Software, Def electuaries and so on.







6.3.7 Faculty and Staff recruitment

-  Management Teachings Staff were appointed by the College Committee in the Vacancies that were not filled by the Government to strengthen the teaching – learning process.
-  Management Non-Teaching Staff were also appointed in the college office and laboratories for proper disposal of official and academic responsibilities in the office and in the Labs.
-  The distinguished Management of the college is always ready to help the Departments and the office whenever a genuine need arises for want of qualified teachers in the Departments and qualified staff in the college office and Labs.


6.3.8 Industry Interaction / Collaboration

-  The cordial links with some of the Major Concerns had enabled the Departments to depute their students for the In-Service Training to fulfil the norms of the University to enable them to be eligible for the Degree.
-  Students of Final Year B.Com., (Corporate Secretaryship) had their in-service training at Aavin Dairy, Sathuvachari, Tamil Nadu Explosives Ltd., Katpadi, Subee Motors, Vellore and sso on.
-  Their In-Service training had been a compulsory component of their curriculum designed by Thiruvalluvar University.

6.3.9 Admission of Students

-  Being one of the most reputed Institutions right from its year of inception in 1965, a lot of demand for seats arises. But, no rule is violated or opposed while admitting students.
-  Admission's made in all the First year UG and PG Courses strictly based on the Reservation Norms of the State Government of Tamil Nadu as the College is a Govt. Aided Institution.
-  During the Academic year 2014-2015, 710 students had the privilege of getting admission into I UG and I PG Aided and Un-aided Courses.
-  M.Phil., Scholars had the proud academic distinction of getting admission into the course in various disciplines during 2014-2015.
-  Students were provided accommodation in different PG courses put together during 2014-2015.
-  As demand for more seats arose in almost all the Courses, the college had obtained due permission from the Government and the University.

6.4 Welfare Schemes

-  The Welfare Schemes initiated by the State Government of Tamil Nadu had been implemented for the well being of the Teaching and Non-Teaching Staff and also for the welfare of students.

A) Teachers: Govt. of Tamil Nadu New Health Insurance Scheme 2012.

Rs. 150 per Month: Insurance amount, 4,00,000: Period covered: 4 Years.

B) Non-Teaching Staff: Govt. of Tamil Nadu New Health Insurance Scheme 2012.

Rs. 150 per Month: Insurance amount, 4,00,000. Period covered: 4 Years.

C) Students: Students' Safety Insurance Policy.

UG (3 Years): One-time Payment of Rs. 36.05 at the time of admission.

PG (2 Years): One-time Payment of Rs. 24.05 at the time of admission.

M.Phil. (1 Year): One-time Payment of Rs. 12.05 at the time of admission.

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 | No | --- | Yes | --- |
| Administrative | No | --- | Yes | --- |

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

For UG Programmes Yes ☒ No ☐
For PG Programmes Yes ☒ No ☐





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




-  As the Autonomy was conferred on the college only in the first half of the Academic year, 2014-2015, the college did not have the privilege of contributing its mite or maximum to reform the Examination System.
-  Teachers in the capacity as Examiners, Chief Examiners and Chairmen of different Boards of Examiners rendered considerable service in improving the Exam and Evaluation mechanisms pertaining to the University.

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







Not Applicable

6.11 Activities and support from the Alumni Association



-  The Alumni of the college had their Annual Meet on 26th January, 2015, as a usual get together and to work out their service-oriented schedule for the next Academic Year.
-  The New Graduates had the good luck of receiving Folders, as mementoes of high appreciation and as tokens of goodwill, presented by the Alumni.
-  The college evinces keen interest in continuing its cordial links with the Alumni by inviting them to all the Centralized Functions on the campus namely, Meelad Day, College Day, Graduation Day and so on.
-  The Alumni Association had its representation in the Boards of Studies of the College as Autonomy had been conferred in 2014.





-  Some of the Alumni had been nominated as Members of different Boards of Studies to design the curriculum for UG & PG classes of the Autonomous Stream.
-  Some of the Alumni had the distinction of getting nominated in the Boards of Studies as representatives from the industry as they were Industrialists in real life.
-  The healthy and useful suggestion put forth by Alumni had been implemented in updating the Syllabi to match the growing needs and shifting employment scenario.

6.12 Activities and support from the Parent – Teacher Association




-  The Parent-Teacher Association is a well established idea-generating Unit and a running brook of academic guidance and inspiration.
-  Interaction of parent with teachers had been helpful in addressing some of the genuine grievances of students pertaining to their attendance, irregularity in lab work, lost property like texts, mobiles, science records and so on during 2014-2015.
-  The Association also had the distinguished credit of introducing some more palatable and hygienic eatables and others in the College Canteen related to bakery products, Cool soft drinks, hot energizing milk varieties and so on.
-  The college sought the wholehearted cooperation of the parents in training and deputing students coming from their families to outshine competitors from other college in Literary Contests and in Tournaments at the District, University, Divisional and State-Levels. This paved way for the students to win scores of Medals and Cash Awards to the tune of thousands of rupees during 2014-2015.
-  The Association is always a Problem-Solving Forum and one of the Cordial and Valuable ladders for the College to touch greater heights.
-  Parents are bestowed with the freedom of expressing their views on the functioning of the college, its infrastructure, students' code of conduct, students' participation in academic exercises and so on. Even in 2014-2015, as in every year, the Association rendered a memorable service in the interest of students.

6.13 Development programmes for support staff

-  The support Staff were like propellers to the plane of administration. Their solid cooperation during 2014-2015 helped the college in obtaining its Autonomy.
-  Some more Management Staff were appointed in 2014-2015 for efficient functioning of all the segments in the college office.

-  As the office was fully automated, the staff who were not exposed to computeracy were imparted training in computers to be on par with the other office staff in fulfilling their official routine.
-  The Govt. of Tamil Nadu Health Insurance Scheme was extended to the Non-Teaching Staff in the office and the labs as a means to cover their health by contributing a monthly premium of Rs.150 to be eligible to the tune of sum of Rs.4 Lakhs to meet the Medical Expenses of themselves and their families.
-  The gardeners, the watchman, the sweepers and all other Ministerial Staff employed by the Management were extended financial assistance and Cash gifts for happy celebrations of festivals and for happy marriages of their children.
-  The support staff were like the Teaching Staff given due privileges to make use of the Central Library, to compete in Sports, Games, to attend the centralized functions on the campus.


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






-  NSS Volunteers, NCC Cadets and the student-members of the College Enviro Club rendered maximum service in maintaining an Enviro-Healthy and an Enviro-friendly Campus, 2014-2015.
-  Sweepers and other ministerial staff played a pivotal role in the upkeep of the college premises throughout the Academic year.
-  The R.O. Plants that provide pure drinking water to the Staff and Students had been given due and the most proper attention for their proper maintenance by mending the components that went wrong or that were found to be the breeders of ill health.

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.

-  As a fitting recognition of the solid infrastructure, academic output, research advancement and excellence in sports and games and other extra-curricular activities, the UGC had conferred Fresh Autonomous Status on the college. All the I U.G. I P.G. and M.Phil., Programmes were brought under Autonomy for further progress in the academic and research regiments of the college.

-  A well furnished lab equipped with computing systems and constituted with the financial assistance extended by FIST had been declared open for the benefit of students of Mathematics and also to help them to be trained in quickening the process of obtaining Mathematical results.
-  The New Autonomous Block that houses the Office of the Controller of Examinations of the Autonomous Stream, the Conference Room to organize the Meetings of Boards of Studies, the Exam Hall to value the answer-scripts and the Seminar Hall to conduct Ph.D., Public Viva-Voce Examinations had been fitted with a 20KV Generator to provide uninterrupted power supply.
-  The Conference Hall that prides in its elegant furniture, spacious wooden fitting silhouetted by cushioned chairs, mikes and hand mikes to facilitate the proceedings of the meetings of the Managing Committee, meetings of the Executive Committee of the Autonomous Stream, meetings of the NAAC Peer Team, meetings of the Academic Council and so on had been given a boost by streamlining and amplifying the Public Address System.
-  A centralized R.O. Plant costing sum of Rs.2 Lakhs had been installed to provide pure drinking water to the Staff, Students and Visitors. The college had fixed R.O. Plants in the canteen and in the college main building and also in the hostel to cater to the water needs.
-  The Web Opac facility had been provided in the college Central Library to promote the chances of students learning more and more by tapping electronic resources.

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

-  As planned earlier to help more teachers to update their knowledge in the subjects concerned, Five teachers of different departments had been deputed to attend to the Refresher Course organized by the Academic Staff College of the University of Madras.
-  As planned to admit more no. of Students in Certificate and Diploma Courses, as many as 242 students were admitted in the certificate and Diploma Courses in Urdu and Arabic offered by the National Council for Promotion of Urdu Language, Govt. of India, New Delhi.
-  Students were trained as per the plans drawn by Language Departments, to win more Prizes in the Literary Competitions at the Inter-Collegiate and State-Levels. The efforts resulted in students winning a record of 50 Prizes including one Rolling Cup, 5 Shields, 2 Medals and several cash Awards.
-  Students were largely benefited from attending classes in spoken English, Hardware & Net Working and Tally which were conducted on Saturdays. The plans to motivate students to develop their communication and cybernetic skills had been executed most successfully.

-  Intense and continuous training to the sports personalities on the campus had paved way for more athletes to bag Gold and Silver Medals and Overall Championships in the Divisional, University, State and National-Level Tournaments held in different cities and at different Universities.
-  Plans to enhance the No. of New Graduates and New Post-Graduates every year and the consistent efforts resulted in 600 New Graduates and Post-Graduates obtain their Diplomas at the Graduation Day Function in 2015.
-  The pages of the College Newsletter, *Hakeem Times*, increased simultaneously and in proportion with the achievements of staff and students in various spheres. This online Monthly, the Voice of the college, had expanded its size to a mini volume.
-  Scores of Papers had been presented at the Seminars sponsored by UGC and other Agencies and Institutions in different parts of the country as per the plans chalked out by the Internal Quality Assurance Cell in the beginning of the academic year.
-  Several Papers had been published in the Journals of National and International reputation as verbal testimonial to the worthy efforts of research on the campus.
-  Efficient guidance and sweating academic labour in the labs and departments had prompted 8 Scholars receive their Ph.D., Degree in the year under review under the sterling stewardship of Guide-Supervisors on the campus.
-  Plans of the college to help more students to get Community Wise Scholarships had fulfilled in generating Scholarships to the tune of Rs.26,13,699/-.
-  The Aquatic Animal Health Laboratory had succeeded in obtaining a Research Project worth sum of Rs.361 lakhs which had been yet another feather of distinguished privilege on its cap of International reputation.
-  The same Lab had received one more Project funded by DBT to the tune of rs.13.87 Lakhs. The lab had metamorphosed itself into a research-reservoir of global renown with sizeable number of Research Projects on hand.

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

1. Best Practice

The Blazing Torch of Research & Academic Excellence.

2. Goal

Please see Annexure - I

3.The Context

Please see Annexure - II

4. The Practice

Please see Annexure - III

5. Evidence of Success

Please see Annexure - IV

6. Problems encountered and Resources required








Please see Annexure - V



7. Notes (Optional)

Please see Annexure - VI

7.4 Contribution to environmental awareness / protection

The Enviro Club functioning on the campus had the pleasurable distinction of rendering maximum service in contributing its mite to environmental protection. Student-Members of the Club evinced utmost interest in scores of activities to maintain a dust-free and lush-green campus.











-  The NSS Units organized student get-togethers to help students learn from the lectures delivered by eminent personalities on the upkeep of the environment.
-  The college gardeners planted hundreds of saplings all over the campus and particulars transformed the college quadrangle into a garden of greenery and flowers of breathing wonders.
-  Plants and trees were given a special attention by watering them at regular and specified intervals to make them to grow up still further to amplify the beauty of the campus and to strengthen the healthy environment.
-  Unwanted plants, small stone arresting the growth of saplings and paper bits were removed as per the schedule and as some of the activities connected with a vigilant eye focused on the environment.
-  R.O. Plants installed in the college and in the canteen, were given the weekly proper check to provide pure drinking water to Staff, Students and the visitors.
-  The eco-friendly spirit that had gained momentum among the Volunteers of NSS; Members of the Red Ribbon Club and Students on rolls in the Youth Red Cross paved way for taking more care of the environment not only on the campus but also in the villages where the camps were organized to promote environmental awareness.
-  Essay and Oratorical Competitions on the upkeep of the environment accelerated the zeal of students to learn more and more about the environment and to chalk out the ways and means for its promotion and preservation.







-  As the college is functioning far away from the factories and industrial establishments, the campus is almost eco-neat and eco-favourable to harness a healthy environment for imparting instructions in a pollution-free educational environment.
-  The Management's keen interest in the wellbeing of students, staff and all others in the college had been a felicitable attitude that strengthened the desire to keep the campus hale and healthy by launching ample and adequate measures such as minimum use of refrigerators in the departments, avoiding wastage of chemicals in the labs, encouraging the usage of dust-free chalk crayons and so on.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

The College established in 1965, has grown bigger over the years by winning a golden niche in the hearts of its students and their parents. It commands the same demand as it enjoyed in its initial years even to-day in spite of the mushroom growth of Arts & Science Colleges in and around Melvisharam. The only reason is its absolute commitment to shape the academic ability of its students to excel in Exams and in every other field of activity for societal progress.

-  Though the college is a Muslim Minority Institution, students of all castes and communities are admitted to promote the secular spirit in the larger interest of the doctrine that human race is one.
-  Maximum teachers in regular vacancies possess Ph.D., qualification in different disciplines to expose students to quality education.
-  Well furnished classrooms fitted with all academic amenities.
-  Well instrumented labs with sophisticated and latest instruments.
-  The college Central Library with more than 45,000 volumes and more than 52,000 e-books.
-  Spacious Research Labs with sensitive instruments.
-  Maximum number of Ph.D., Scholars in the whole of Thiruvalluvar University.
-  Ph.D., Programme in almost all the Departments.
-  Scope for teachers to attend the Orientation and Refresher Courses at the Academic Staff Colleges of different Universities.
-  Huge sums of money by way of Research Grants from the prestigious Funding Agencies such as UGC, DBT, FIST etc.

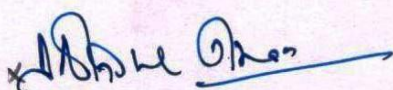
-  National and International Research Collaborations.
-  Shields & Trophies, Medals & Overall Championships every year in State and National-Level Tournaments.
-  First Prizes and Cash Awards in scores of Inter-Collegiate District and State-Level Literary Competitions.
-  Sterling efforts by NCC Cadets and NSS Volunteers.
-  Maximum Paper-Presentations at National and International Seminars, Workshops and Symposia.
-  Maximum Publications in Journals of National and International standing.

8. Plans of institution for next year

The College always believes in proper planning as planning is the heart and soul of the Institution's progress. Erudite plans have saved way for the development of almost all Academic, Research and Physical Education Segments on the campus. As in the previous years, the college has plans for the next Academic Year (2015-2016) also to grow still faster in all established sectors. These plans include:

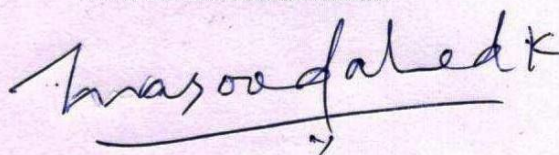
- To celebrate the Golden Jubilee of the college marking the completion of 50 years of its Solid and Successful functioning.
- To Start B.Sc. Chemistry course as an unaided course as prompt response to overwhelming demand for seats in Chemistry as it is a need based course.
- To Obtain affiliation to the certificate course in Persian Language by sending proposals to the National Council for Promotion of Urdu Language, Government of India, New Delhi.
- To initiate a Diploma Course in Computer Application, Business Accounting and Multimedia DTP by applying to the National Council for Promotion of Urdu Language and to the National Institute of Electronic and Information Technology, Government of India, New Delhi.
- To finalize and forward Proposals to the State Government of Tamil Nadu to fill up the existing regular vacancies of Assistant Professors in the Department of Corporate Secretaryship, Zoology, Mathematics and Commerce.
- To depute more number of teachers to attend the Refresher or the Orientation Course at the UGC Academic Staff Colleges of different Universities to promote the teaching efficiency of teachers and to help them to update their knowledge in the relevant field.
- To organize an All India Mushaira for the benefit of ardent votaries of urdu in the towns nearly.
- To Conduct more number of One-Day Seminars to help Students to acquire more knowledge and to create Academic Platforms for the Staff of different college to present papers on different themes of topical significance.
- To increase the existing facilities for students' progress.
- To mobilize and encourage more number of College Athletes to win medals and shields in Tournaments at different levels as in the years that are gone by.

Name Dr. A. Abdul Rahuman



Signature of the Coordinator, IQAC

Name Dr. K. Masood Ahmed



Signature of the Chairperson, IQAC

7.3 Best Practices (Contd...)

2. Goal:

The Prime concern of the college is to provide secular education to students of all communities and categories to pump out a solid and talented work force for the welfare of the society, for the betterment of the state and to contribute what all they can to the prosperity of the country. The vision of the college is even its mission and the Goal which aims at redefining the purpose of Higher Education to meet the challenges and to march on the road to achieve what is beneficial to mankind, careerwise, characterwise and policywise. The academic target that the college has fixed is to turn the mechanism of teaching and learning into rare recognitions that trumpet in louder volumes, the ardent commitment of the college to education research and extension activities. This will harness an everlasting trust of parents, striking goodwill of the stakeholders and towering heights of gratitude of students which, in turn, will transform into a golden measuring rod to assess the standards adopted and attained on the campus. Effective deliberations on values and universal harmony will foster a keen sense of discipline by coupling academic achievements with societal needs and career concerns. The zeal to trigger the blazing sparks of intellect will surely work out a massive mansion of higher education built on the gaudy pillars of sagacity and sincerity, humility and honourability, integrity and ingenuity and feasibility and fraternity.









3. The Context










The pressing needs of times do compel the Institutions of higher learning to be more competitive, more equipped, more sound in infrastructure, more challenging in the Sphere of research and to be more and more sensible to feel and strike a change to match the speeding ideas and racing ideologies to be stabilized in the art of imparting lessons, in the advancement of scientific research and in contextualizing the necessities by silhouetting the availabilities on the campus. The Shifting scenario displaying the changes in Academics does bring pressure on the carpet of learning to cope with the times by modifying their sources and resources to touch gargantuan heights to provide the best and the utmost best to excel in the blazing realms of education and in equipping students with what is more needed to be eligible to join and shine in placements that are a flowery bed of privileges and professional etiquette. This prevailing situation is not at all speed breaker nor a ‘sleeping police’ on the highway of the progress of the college with all the encouraging enthusiasm provided by the distinguished management; with all the co-operation extended by the higher-ups in the Academic circles; with all the rain of coordination so magnificently showered by the Staff, both Teaching and Non-Teaching; with all the goodwill lavished by the Alumni and with all the good popularity the college is exercising over the years.

4. The Practice

As ‘Academic Excellence’ and ‘Research’ are the anchors with the support of which stands the imposing buildings of the College, more emphasis is laid on quality education propelled by qualified and more knowledgeable faculty to soar to reach and perch on the towers of Academic exuberance by winning Distinctions and Ranks in the University Examinations. This Academic Excellence is gilded with fine leaves of gold of laurels won by students in co-curricular and extra-curricular activities as the college believes the maxim, ‘you can, if you can’. Students are exposed to scholarly lectures, knowledge-oriented practicals in the labs, Unit Tests and CIA Tests, literary Competitions at the District and State Levels, Sports & games at the Divisional, University, State and National Levels to win Gold and Silver medals, Shields and Trophies and Individual prizes and over all championship. The Research segment of the college is a marvellous niche priding in its multifarious minor and major Projects; over flowing financial assistance from Funding Agencies within the country and abroad; Scores of papers getting published in leading journals of National and International Standing; Collaborative ties with scientific bodies in India and in countries namely France, Vietnam, Malaysia and so on. The Labs furnished with latest and sensitive and expensive instruments and with scores of scholars pursuing research on fellowships sanctioned by the Government and the Sparkling guidance so beneficially extended by the supervisors on the campus are but the effulgent ornaments that adorn the Princess of search and research going ahead on the campus

5. Evidence of Success

-  As a fitting reward to the college in light of its massive infrastructure, academic output, research advancement and scores of students' welfare measures the UGC had conferred the fresh Autonomous Status on the College
-  Five Assistant Professors had the privilege of attending the refresher or the Orientation course at the Academic Staff College, University of Madras.
-  The Department of Urdu had been sanctioned sum of Rs. 4,62,200/- by the National Council for Promotion of Urdu Language among 96 Non-Urdu knowing students and 286 Non-Arabic knowing Students to qualify for the certificate and the Diploma in Arabic
-  In literary competitions, Students had won 50 Prizes including one Rolling cup, 5 shields, 2 medals and Cash Awards.
-  NCC Cadets had the privilege of representing the college in the Army Attachment camp at Secunderabad in the RDC-cum-TSC-cum-Sports camp in Chennai; in the Inter-Group Thalsainik camp at karaikudi and 44 Cadets had the distinction of qualifying in the Certificate 'B' Examination.
-  One Cadet had the unique honour of attending the Republic Day camp in New Delhi.
-  The NSS Volunteers had the goodwill of donating 50 units of blood to the needy patients in nearby hospitals apart from observing in all ecstasy the 'World Blood Donor's Day', the 'Sadbhavana Diwas', the 'suicide prevention Day', the 'Voters Day', the 'AIDS' Awareness Programme and several other programmes in the larger interest of the society.
-  College Athletes won Gold medals in the State-Level Senior weight-lifting Tournament; in the 56kg category; in long Jump and Triple Jump in the District-Level Athletic meet and Silver medals in the State-Level Senior Weight-Lifting Tournament and in the 62kg category.











-  The weight Lifting Team, the power-lifting Team and the Best Physique Team bagged the overall championship in the Thiruvalluvar University Inter-Divisional Tournament.
-  18 students were decorated with the most coveted Title, 'University Blue'.
-  In Academics, 600 New Graduates and Post-Graduates received their Diplomas.
-  As many as 36 Papers were presented by teachers of different departments at the State, National and International Seminars organized by different College and Universities.
-  Dr. A. Sait Sahul Hameed secured the first Rank with 22 publications among the Indian Research contributors to the Aquaculture Journal.'
-  His outstanding contribution had helped the State, Tamil Nadu, to secure the first position in the country.
-  He had successfully accomplished an Indo-Norwegian Collaborative Research Project worth Sum of Rs.361 Lakhs and another Research Project funded by DBT to the tune of Rs.13.89 Lakhs
-  As many as 822 students had received communitywise scholarships to the tune of Rs.26,13,699/- during the Academic year, 2014-15.
-  Some more welfare measures were planned and executed in the larger interest of Staff and Students.







6. Problems encountered and Resources required

The College did not encounter any major Problem during the Academic year, 2014-15, as in almost all the Academic years. Problems, if at all any, found their own solution with the kind co-operation of the distinguished members of the managing committee. They were gracious enough in releasing the funds to meet the emergent needs in the Savannah of research till the Grants were sanctioned by the funding agencies like DBT, FIST etc. To avert the problem of disturbed power supply, the management facilitated the use of generator till the power supply was restored. Staff and Students were provided pure drinking water by activating the R.O. Plants installed in the wings of the main block and in the College canteen. And thus, the problem of supplying purified water was tackled by the management successfully. The Labs had the convenience of pumping out the waste through the alternatives made by the management. The College took steps to the Scholarships sanctioned in time for the benefit of students. The Text Book Library was able to cater most efficiently to the reading needs of Students by providing books of their choice and the central library had the avenues open for downloading material to strengthen students' knowledge of the Texts. Students grievances were readily attended by the Principal and Head of the Department concerned.

7. Notes (Optional)









The College being one of the oldest and the biggest colleges affiliated to Thiruvalluvar University had grown over the years on its solid foundation of scores of good Practices and on its healthy tradition. As one light lighting several other lamps, the college has been a beacon lamp of guidance to several Self-financing colleges in the near by vicinity. They have been given proper guidance in establishing their centers of education, in planning their infrastructure, in taking steps to organize the labs and the library, in drafting plans for the classrooms, in selecting qualified staff, in the mechanism of admitting Students and so on and so forth. Even the motto of the college is a strong advice to the learners as it reads, 'Enter to Learn, Leave to Serve'. The College does its best in keeping true to its slogan of educating students to emerge as the sane workers of society with different designations. The Best Practices are always like academic cranes to lift what is good or better of best in students. Such Practices of the college are very many like the petals of a sweet-scented rose and a few are listed below not to trumpet the glory of the college but to make other campuses formulate their own Best-Practices for their own progress and prosperity:

-  Academic Expertise
-  Research Grandeur
-  Spirit of Secularism
-  Eagle eye on student discipline
-  Computer knowledge for non-computer knowing students.
-  Financial Aid to students of underprivileged section
-  Spoken English Class on weekends
-  Training in Hardware
-  Grooming students in Networking
-  Harnessing scientific temper

-  Promoting inborn skills
-  Streamlining classroom work
-  Accelerating interest in Sports & Games
-  Admission in need based courses
-  Triggering creativity as an asset
-  Importing instruction in Humane Values.

8. Analysis of the Feedback

As the college adopts policy of remaining transparent or maintaining transparency in almost all the official, Academic, Administrative, Research and all other activities, it lays more emphasis on the feedback to assess the degree of its transparency. The obtained feedback from Students, Alumni and Stakeholders was given a thorough check of the Principal, Heads of Departments and other Senior Faculty heading various Committees such as Admission committee, Scholarship committee and so on. It was decided in one voice to implement all the good suggestions for overall improvement. Some of the suggestions in the feedback are listed below for ready reference:

-  Almost all the students felt happy with the introduction of Autonomy and wishes that the Academic freedom should help students to scale greater heights in Academics.
-  Majority of the parents were delighted with the fact that the college was conferred Autonomy which they considered to be a great recognition of the successful stories of the college in almost all the fields of activity.
-  Some expressed the need for redesigning of the curriculum to make what would be learnt in the classroom suitable to what would be expected in the job avenues.
-  Some of the Alumni desired for the introduction of more number of certificate courses, for example, a certificate course in communication skills or Mass communication or Hardware and Networking which would serve as an additional and the most desired qualification of students in their search for better placements.
-  Most of the feedback was a means of encouragement to go ahead and to march onward to achieve more and more goals that were set with all the available infrastructure and academic expertise on the campus.
-  Few Students wished that the door should be kept open for more students to enroll as NSS volunteers and NCC cadets.
-  Much of the feedback dealt with the activation of service-oriented units functioning in the college to render more service in the villages that were close by for the welfare and wellbeing of the natives educationwise, healthwise and sanitarywise.
-  The Stakeholders that included the Industrialist wanted the College to provide scope for number of students to undergo Institutional training in the well established companies and factories to further their practical knowledge.

THE COLLEGE ALMANAC 2014 - 2015**Saturdays & Sundays are Weekly Holidays****Any unexpected Holiday will be compensated on the following Saturday****JUNE 2014**

| | | |
|----|-----|---------------------------------------|
| 4 | Wed | |
| 5 | Thu | World Environment Day |
| 6 | Fri | |
| 7 | Sat | |
| 8 | Sun | |
| 9 | Mon | |
| 10 | Tue | |
| 11 | Wed | |
| 12 | Thu | |
| 13 | Fri | |
| 14 | Sat | Shab-e-Barath – Holiday |
| 15 | Sun | |
| 16 | Mon | |
| 17 | Tue | |
| 18 | Wed | College reopens after summer vacation |
| 19 | Thu | |
| 20 | Fri | |
| 21 | Sat | |
| 22 | Sun | |
| 23 | Mon | |
| 24 | Tue | |
| 25 | Wed | |
| 26 | Thu | |
| 27 | Fri | |
| 28 | Sat | |
| 29 | Sun | |
| 30 | Mon | |

No. of Working Days in June – 09

JULY 2014

| | | |
|----|-----|-------------------------------|
| 1 | Tue | |
| 2 | Wed | |
| 3 | Thu | |
| 4 | Fri | |
| 5 | Sat | |
| 6 | Sun | |
| 7 | Mon | |
| 8 | Tue | |
| 9 | Wed | |
| 10 | Thu | |
| 11 | Fri | World Population Day |
| 12 | Sat | |
| 13 | Sun | |
| 14 | Mon | |
| 15 | Tue | |
| 16 | Wed | |
| 17 | Thu | |
| 18 | Fri | |
| 19 | Sat | |
| 20 | Sun | |
| 21 | Mon | |
| 22 | Tue | |
| 23 | Wed | |
| 24 | Thu | |
| 25 | Fri | Ramazan Holidays Begins |
| 26 | Sat | |
| 27 | Sun | |
| 28 | Mon | |
| 29 | Tue | Ed-ul-Fitr (Ramzan) – Holiday |
| 30 | Wed | |
| 31 | Thu | |

No. of Working Days in July - 18

AUGUST 2014

| | | |
|----|-----|-------------------------------|
| 1 | Fri | Holiday |
| 2 | Sat | Adi- Krithigai – Holiday |
| 3 | Sun | International Friendship Day |
| 4 | Mon | College reopens |
| 5 | Tue | |
| 6 | Wed | |
| 7 | Thu | |
| 8 | Fri | World Senior Citizens' Day |
| 9 | Sat | Working Day |
| 10 | Sun | |
| 11 | Mon | |
| 12 | Tue | |
| 13 | Wed | |
| 14 | Thu | |
| 15 | Fri | Independence Day Holiday |
| 16 | Sat | |
| 17 | Sun | Krishna Jayanthi – Holiday |
| 18 | Mon | |
| 19 | Tue | |
| 20 | Wed | |
| 21 | Thu | |
| 22 | Fri | |
| 23 | Sat | |
| 24 | Sun | |
| 25 | Mon | |
| 26 | Tue | |
| 27 | Wed | |
| 28 | Thu | |
| 29 | Fri | Vinayaka Chathurthi – Holiday |
| 30 | Sat | |
| 31 | Sun | |

No. of Working Days in August – 19

SEPTEMBER 2014

| | | |
|----|-----|---------------------------------------|
| 1 | Mon | |
| 2 | Tue | |
| 3 | Wed | |
| 4 | Thu | |
| 5 | Fri | Teachers' Day |
| 6 | Sat | |
| 7 | Sun | |
| 8 | Mon | World Literacy Day |
| 9 | Tue | |
| 10 | Wed | |
| 11 | Thu | |
| 12 | Fri | |
| 13 | Sat | |
| 14 | Sun | |
| 15 | Mon | |
| 16 | Tue | |
| 17 | Wed | |
| 18 | Thu | |
| 19 | Fri | |
| 20 | Sat | |
| 21 | Sun | |
| 22 | Mon | Rose Day (Welfare of Cancer Patients) |
| 23 | Tue | |
| 24 | Wed | |
| 25 | Thu | |
| 26 | Fri | |
| 27 | Sat | |
| 28 | Sun | |
| 29 | Mon | |
| 30 | Tue | |

No. of Working Days in September – 22

OCTOBER 2014

| | | |
|----|-----|--------------------------------|
| 1 | Wed | |
| 2 | Thu | Gandhi Jayanthi - Holiday |
| 3 | Fri | Vijayadasami - Holiday |
| 4 | Sat | Arafath – Holiday |
| 5 | Sun | Eid-ul-Azha (Bakrid) – Holiday |
| 6 | Mon | Holiday |
| 7 | Tue | Holiday |
| 8 | Wed | |
| 9 | Thu | |
| 10 | Fri | |
| 11 | Sat | |
| 12 | Sun | |
| 13 | Mon | |
| 14 | Tue | |
| 15 | Wed | |
| 16 | Thu | |
| 17 | Fri | |
| 18 | Sat | |
| 19 | Sun | |
| 20 | Mon | |
| 21 | Tue | |
| 22 | Wed | Deepavali – Holiday |
| 23 | Thu | |
| 24 | Fri | |
| 25 | Sat | |
| 26 | Sun | |
| 27 | Mon | |
| 28 | Tue | |
| 29 | Wed | |
| 30 | Thu | World Thrift Day |
| 31 | Fri | National Integration Day |

No. of Working Days in October - 18

NOVEMBER 2014

| | | |
|----|-----|-------------------------------------|
| 1 | Sat | |
| 2 | Sun | |
| 3 | Mon | |
| 4 | Tue | 10 th Muharram – Holiday |
| 5 | Wed | |
| 6 | Thu | |
| 7 | Fri | |
| 8 | Sat | Working Day |
| 9 | Sun | |
| 10 | Mon | |
| 11 | Tue | Terminal Holidays begin |
| 12 | Wed | |
| 13 | Thu | |
| 14 | Fri | |
| 15 | Sat | |
| 16 | Sun | |
| 17 | Mon | |
| 18 | Tue | |
| 19 | Wed | |
| 20 | Thu | |
| 21 | Fri | |
| 22 | Sat | |
| 23 | Sun | |
| 24 | Mon | |
| 25 | Tue | |
| 26 | Wed | |
| 27 | Thu | |
| 28 | Fri | |
| 29 | Sat | |
| 30 | Sun | |

No. of Working Days in November - 06

DECEMBER 2014

| | | |
|----|-----|--|
| 1 | Mon | World AIDS Day / College reopens after Terminal Holidays |
| 2 | Tue | |
| 3 | Wed | |
| 4 | Thu | |
| 5 | Fri | |
| 6 | Sat | |
| 7 | Sun | |
| 8 | Mon | |
| 9 | Tue | |
| 10 | Wed | Human Rights Day |
| 11 | Thu | |
| 12 | Fri | |
| 13 | Sat | |
| 14 | Sun | |
| 15 | Mon | |
| 16 | Tue | |
| 17 | Wed | |
| 18 | Thu | |
| 19 | Fri | |
| 20 | Sat | |
| 21 | Sun | |
| 22 | Mon | |
| 23 | Tue | |
| 24 | Wed | |
| 25 | Thu | Christmas - Holiday |
| 26 | Fri | |
| 27 | Sat | Working Day |
| 28 | Sun | |
| 29 | Mon | |
| 30 | Tue | |
| 31 | Wed | |

No. of Working Days in December – 23

JANUARY 2015

| | | |
|----|-----|-----------------------------|
| 1 | Thu | New Year Day - Holiday |
| 2 | Fri | |
| 3 | Sat | |
| 4 | Sun | Meelad-Un-Nabi – Holiday |
| 5 | Mon | |
| 6 | Tue | |
| 7 | Wed | |
| 8 | Thu | |
| 9 | Fri | |
| 10 | Sat | |
| 11 | Sun | |
| 12 | Mon | National Youth Day |
| 13 | Tue | Bhogi – Holiday |
| 14 | Wed | Pongal - Holiday |
| 15 | Thu | Thiruvalluvar Day - Holiday |
| 16 | Fri | Ulavar Day - Holiday |
| 17 | Sat | |
| 18 | Sun | |
| 19 | Mon | |
| 20 | Tue | |
| 21 | Wed | |
| 22 | Thu | |
| 23 | Fri | |
| 24 | Sat | Working Day |
| 25 | Sun | |
| 26 | Mon | Republic Day – Holiday |
| 27 | Tue | |
| 28 | Wed | Founder's Day – Working Day |
| 29 | Thu | |
| 30 | Fri | Martyrs' Day |
| 31 | Sat | |

No. of Working Days in January - 19

FEBRUARY 2015

| | | |
|----|-----|----------------------|
| 1 | Sun | |
| 2 | Mon | |
| 3 | Tue | |
| 4 | Wed | |
| 5 | Thu | |
| 6 | Fri | |
| 7 | Sat | |
| 8 | Sun | |
| 9 | Mon | |
| 10 | Tue | |
| 11 | Wed | |
| 12 | Thu | |
| 13 | Fri | |
| 14 | Sat | |
| 15 | Sun | |
| 16 | Mon | |
| 17 | Tue | |
| 18 | Wed | |
| 19 | Thu | |
| 20 | Fri | |
| 21 | Sat | |
| 22 | Sun | |
| 23 | Mon | |
| 24 | Tue | |
| 25 | Wed | |
| 26 | Thu | |
| 27 | Fri | |
| 28 | Sat | National Science Day |

No. of Working Days in February – 20

MARCH 2015

| | | |
|----|-----|---------------------------|
| 1 | Sun | |
| 2 | Mon | |
| 3 | Tue | |
| 4 | Wed | |
| 5 | Thu | |
| 6 | Fri | |
| 7 | Sat | |
| 8 | Sun | International Women's Day |
| 9 | Mon | |
| 10 | Tue | |
| 11 | Wed | |
| 12 | Thu | |
| 13 | Fri | |
| 14 | Sat | |
| 15 | Sun | World Consumer Rights Day |
| 16 | Mon | |
| 17 | Tue | |
| 18 | Wed | |
| 19 | Thu | |
| 20 | Fri | |
| 21 | Sat | Telugu New Year – Holiday |
| 22 | Sun | World Day for Water |
| 23 | Mon | World T.B. Day |
| 24 | Tue | |
| 25 | Wed | |
| 26 | Thu | |
| 27 | Fri | |
| 28 | Sat | |
| 29 | Sun | |
| 30 | Mon | |
| 31 | Tue | |

No. of Working Days in March – 22

APRIL 2015

| | | |
|----|-----|---|
| 1 | Wed | |
| 2 | Thu | |
| 3 | Fri | Mahaveer Jayanthi / Good Friday - Holiday |
| 4 | Sat | |
| 5 | Sun | |
| 6 | Mon | |
| 7 | Tue | World Health Day |
| 8 | Wed | |
| 9 | Thu | |
| 10 | Fri | |
| 11 | Sat | |
| 12 | Sun | |
| 13 | Mon | |
| 14 | Tue | Tamil New Year / Ambedkar's Birth Day – Holiday |
| 15 | Wed | |
| 16 | Thu | |
| 17 | Fri | |
| 18 | Sat | |
| 19 | Sun | |
| 20 | Mon | |
| 21 | Tue | |
| 22 | Wed | |
| 23 | Thu | |
| 24 | Fri | |
| 25 | Sat | |
| 26 | Sun | |
| 27 | Mon | |
| 28 | Tue | |
| 29 | Wed | |
| 30 | Thu | |

No. of Working Days in April – 08

| ODD SEMESTER | | EVEN SEMESTER | |
|--------------|---------------------|----------------|---------------------|
| Month | No. of Working Days | Month | No. of Working Days |
| June – 2014 | 09 | December | 23 |
| July | 18 | January – 2015 | 19 |
| August | 19 | February | 20 |
| September | 22 | March | 22 |
| October | 18 | April | 08 |
| November | 06 | | |