

**Internal Quality Assurance Cell
(IQAC)**

Annual Quality Assurance Report

2016 - 2017

Of

C. Abdul Hakeem College
(Autonomous)



Enter to Learn, Leave to Serve

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore 560 072 India

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The Annual Quality Assurance Report (AQAR) of the IQAC

For the Period 1st July 2016 to 30th June 2017

C. ABDUL HAKEEM COLLEGE (AUTONOMOUS),

Hakeem Nagar, Melvisharam -632 509

Part – A

AQAR for the year *(for example 2013-14)*

2016 – 2017

1. Details of the Institution

1.1 Name of the Institution	C. ABDUL HAKEEM COLLEGE
1.2 Address Line 1	Hakeem Nagar, Melvisharam – 632 509
Address Line 2	Melvisharam
City/Town	Vellore
State	TAMIL NADU
Pin Code	632 509.
Institution e-mail address	principal@cahc.edu.in hakeemcollege@rediffmail.com
Contact Nos.	04172 – 266187
Name of the Head of the Institution:	Dr. S.A. Sajid, Ph.D.,
Tel. No. with STD Code:	04172 – 266187
Mobile:	94424 16730
Name of the IQAC Co-ordinator	Dr. A. K. Ibrahim Sheriff, Ph.D.,
Mobile:	9360372799
IQAC e-mail address:	principal@cahc.edu.in

1.3 NAAC Track ID *(For ex. MHCogn 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

www.cahc.edu.in

Web-link of the AQAR:

<http://cahc.edu.in/en/wp-content/uploads/2018/01/AQAR2016-2017.pdf>

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)

2016-17

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))

- i. AQAR 2012 – 2013 on 03.09.2016
- ii. AQAR 2013 – 2014 on 27.10.2016
- iii. AQAR 2014 – 2015 on 11.12.2017
- iv. AQAR 2015 – 2016 on 20.02.2018

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)

1. Diploma in Urdu Language
2. Diploma in Functional Arabic
3. Certificate in Arabic Language
4. Certificate in Persian Language
5. Diploma in Computer Application, Business Accounting & Multilingual DTP

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 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>) <div style="border: 1px solid black; padding: 2px;">1. ICAR 2. DBT 3. DST</div>
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	<div style="border: 1px solid black; padding: 2px; display: inline-block;">34</div>

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

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


- 1) International Seminar on Science of Teaching and Learning
- 2) State Level Workshop on Orientation Programme

2.14 Significant Activities and contributions made by IQAC






The IQAC, in addition to its routine academic and research schedule, had focused its ardent attention towards the development of other segments that won laurels to the college.

 The IQAC had superbly monitored the works in selecting Scholars of National repute for Nawab C. Abdul Hakeem Saheb Excellence Award, instituted by the college in fond and reverential memory of Hakeem Saheb, an Educationist and Philanthropist whose heart had been a reservoir of charity and compassion. The Award was presented, for 2016-2017, to Prof. M.N. Sayeed, former Chairmen, Karnataka Urdu Academy, Bengaluru and Prof. Zafar Ahmed Siddique, Prof. Department of Urdu, Aligarh Muslim University, Aligarh.

 The tireless efforts of IQAC had materialized in the college winning the Silver Zone Award in solid recognition of its outstanding commitment to the empowerment of persons with visual challenges.

 The strenuous research labour that the IQAC had borne during the Academic Year and its enthusiastic encouragement had helped one Associate Professor in History and one


Associate Professor in Tamil to qualify for the Ph.D., Degree awarded by Thiruvalluvar University.


-  Similarly, the IQAC had left an indelible impression in promoting the will of Three Assistant Professors to qualify in the State Eligibility Test in Commerce, Chemistry and Computer Applications.
-  The Seerath-un-Nabi Celebration, the First Centralized Function of the college during 2016-2017, had been a spiritual splendour with the good offices and hearty co-operation extended by the Members of IQAC.
-  The consistent efforts of IQAC in association with the Department of Urdu had helped 445 Students to register for the Certificate and Diploma Courses patronized by the National Council for Promotion of Urdu Language, Government of India, New Delhi.
-  Distinguished Members of IQAC had collaborated with the Inmates of the Department of Tamil in organizing State-Level Competitions in Oratory, Essay, Poetry and Short-Story to give away to the Best Participants the Rolling Trophy as a respectable homage to Alijanab S.M. Abdul Jameel Saheb, a Paragon of nobility who strove all his life for the ennobled cause of education.
-  The fruit-yielding and continuous efforts of IQAC had succeeded in getting the Scholarship amount to the tune of Rs.47,000 for Twenty-Two Top Sports Personalities of the college who excelled in All India Inter-University Level and South Zone Inter-University Level Tournaments. The Scholarship was sanctioned by the Sports Development Authority of Tamil Nadu.


2.15 Plan of Action by IQAC/Outcome

As Ingenuous Planning is the healthy seed of growth of any Institution, the college assigns its prospective plans with a strong will to execute them for activating the wings of academic and research sectors to take their flight high above in the sky of overall progress. The Year, 2016-2017, had also been a Year of marked progress as the proposed plans were activated to mesmerize better and the best results.


Plans and their Execution


 To obtain to the college the permanent status of a Minority Educational Institution


 To forward Proposals for recognition of qualified teachers as Research Guides for the Ph.D., Programmes in Commerce and Chemistry.

 To initiate Certificate Courses on the campus to cater the Professional needs of students.

Results


 The National Commission for Minority Educational Institutions, New Delhi, had officially declared the college as a Minority Educational Institution covered under 2(g) of the National Commission for Minority Educational Institution Act of 2004.


 One Assistant Professor in Commerce and one Assistant Professor in Chemistry were recognized by Thiruvalluvar University to guide Scholars of the Full-Time and Part-Time Ph.D., Programmes in Commerce and Chemistry. With the recognition of these two Assistant Professor, the number of Guide Supervisors in various disciplines had gone upto.


 The plan yielded a harvest of five Certificate Courses as listed below:


- 1) The Department of English had initiated a Certificate Course in Spoken English to train students in Communication Skills.
- 2) The Department of Tamil had started a Certificate Course in 'Mass Communications' to promote the writing skills of students.
- 3) The P.G. and Research Department of Commerce had commenced a Certificate Course in 'Direct Taxes'.
- 4) The Department of Physics had made provision for the NDT Certificate Course to promote chances of employment for students in Fabrication Industry.

5) The Department of Computer Science had channelized avenues for the Certificate Course in Multimedia for the benefit of Non-Computer knowing students.

 To extend the privilege to more teachers to attend Orientation or Refresher Course to amplify their subject expertise and to expose them to modern methods of teaching to make the learning process a much more effective and beneficial academic exercise.

 As many as Nine Assistant Professor that include 2 from English, 2 from Chemistry, 2 from Zoology and 3 from Commerce, were deputed to attend the Orientation or Refresher Course at the Academic Staff Colleges affiliated to Shri Venkateswara University, Tirupathi or the University of Madras, Chennai.

 To increase the number of Scholars qualifying for the Ph.D. Degree in the respective discipline

 The Department of Tamil had established a record by producing 10 Ph.D.s in the Academic Year under review. In addition to this, 5 Scholars in History, 3 Scholars in Chemistry, One Scholar in Commerce and One scholar in Corporate Secretaryship had obtained their Ph.D; Degree

** 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 2016-2017

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	8	0	8	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	2	0	0	0
Certificate	3	0	0	0
Hardware & Tally	3	0	2	4
Total	26	0	12	4

Interdisciplinary	12	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	27
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, being an Autonomous Institution of higher learning, had the privilege of revising Syllabi for students of Second the Third year U.G. Courses and Second Year P.G. Programmes to update their textual and practical knowledge.

-  The Major and Allied Papers were given a chance of undergoing a serious academic postmortem by incorporating Components of thematic relevance and practical importance.
-  Language Papers, Classified as Foundation Course of study, were also modified by including lessons of classical times and modern days to provide a literary survey of all that is worthy and useful.
-  Portions governing Practical Study and Practical Examinations were given top priority to create interest and to foster the spirit of research among students.

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
71	42	28	---	1

2.2 No. of permanent faculty with Ph.D.

46

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
---	10	---	---	---	---	---	---	---	10

2.4 No. of Guest and Visiting faculty and Temporary faculty






---	---	35
-----	-----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	1	1
Presented papers	8	5	1
Resource Persons	1	4	3

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

The already streamlined process of Teaching and Learning had been strengthened by the refined mechanism adopted by teachers to make classroom and lab work-assignments more interesting and more beneficial.

-  The regular teaching-learning work had been transformed into a smart work by encouraging students to download relevant material at the Net-Centre instituted by the college with the luxury of operating the system free of cost.
-  Students were counselled well in advance to shine in CIA Tests I & II by establishing cordial links with their parents to keep them aware of their wards progress in studies and to check their movements off the campus to harness more hours of study at home.
-  Similarly, the College Office switched on the system of posting information to the parents or the guardians of students who were absent for the whole day or in some periods of absence. It worked out a wonder as even the chronic absentees started turning up in the classes and prevented habit-formed students from abstaining from classes in the last two hours.
-  Assistant Professor numbering Nine were deputed to sharpen their ingenuity by attending the Orientation or the Refresher Course at the Academic Staff Colleges to impart classroom instruction more effectively.
-  The Toppers among students were given brilliant guidance and personal Case by teachers to help those students to be the Toppers even in the University Examinations. This ardent attention yielded rich dividends with Seven students securing University Ranks in Chemistry, Corporate Secretaryship and History. These Examinations were conducted by Thiruvalluvar University. Mr. P. Purushothaman of Final Year B.Sc., Chemistry and Mr. R. Mohan of Final B.Com., C.S; secured the First Rank. Mr. Gowtham of Final B.Com.C.S., pocketed the Fourth Rank., Mr.K. Deepak Kumar of

Final B.A.History, obtained the Seventh Rank where as Mr.D. Diwakar of Final B.Com.,C.S; secured the Eighth Rank and Mr. M. Prasanth of Final B.Sc., Chemistry bagged the Ninth Rank.

- 🏆 Well-planned and well-executed academic mechanism had paved way for the success of 500 Final Year students to receive their Diplomas at the Graduation Day Function as a fitting Insignia of their hard efforts coupled with the effective teaching in the classroom and periodical Unit Tests and CIA Tests I & II.

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 Photocopy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

87	---	---
----	-----	-----

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage year 2016 - 2017:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	546	3	27	20	2.5	52.5
PG	77	9	77	4	0	90
M.Phil.	31	27	69	0	0	96

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

The IQAC which is reverentially addressed as the ‘Academic and Research Anchor’ had contributed its mite and maximum, as in the years gone by, for strengthening the Teaching and Learning Process to make collegiate education an elevated staircase to reach the set heights in Academics, Research and in Placements.

- 🏛️ IQAC requested the HODs' to contact the parents of those students who have failed in two or more papers in CIA Tests and Semester Exam.
- 🏛️ The IQAC in association with the Office of the Controller of Examinations had worked out the schedule of the meetings of various Boards of Studies to finalize an updated Syllabi for students of Second and Third Year U.G. Courses and Final year P.G. Courses as Curriculum is the solid base of the Teaching and Learning process.
- 🏛️ Similarly, the IQAC and the Controller, as a joint venture, planned and executed the dates for conducting CIA Tests I & II and the End Semester Examinations to evaluate students' efficacy and progress in these Tests and Examinations.
- 🏛️ The co-ordinated efforts of the Members of IQAC and the Research Labs had enlarged the canvas of research on the campus by generating financial assistance to the tune of One Crore and Six Lakhs from the Funding Agencies of National and International recognition for the ongoing Research Projects, namely the Indo-UK Project, the Immunostimulant Project, the Diagnostic Project, the Industrial Collaborative Project and for the Disease Surveillance Project. All these Projects were undertaken by the Aquatic Animal Health Laboratory headed by Dr. A. Sait Sahul Hameed.
- 🏛️ The IQAC had popularized the teaching and learning process by encouraging teachers and students to tap electronic resources, freely available on the campus, to make learning more updated and more useful.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	---
HRD programmes	25
Orientation programmes	6
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops , etc.	---
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	16	13	---	---
Technical Staff	8	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

The prevailing Research climate harnessed by scores of Researchers in the college had been promoted most remarkably and most efficiently by the Members of IQAC. The result was amazing with maximum number of Scholars and maximum number of Guide Supervisors enriching the brilliance of the torch of Research in the whole of Thiruvalluvar University.

-  The IQAC had explored the regions of research in relevant fields by working in close touch with the Research Labs, particularly with the expertise of the Research Guides in all the Research Departments and unlocked the doors to pursue investigation for societal and national progress.
-  The IQAC had mobilized student participation in the Seminars and Workshops to boost their enthusiasm in preparing and presenting Papers. Students of II M.Sc., Chemistry; II M.Com., II M.Sc. Mathematics and I M.Sc., Zoology carved a niche in presenting papers by winning Prizes in the competitions organized as part of the seminars by colleges of exceptional excellence.
-  Scores of Papers penned and contributed by teachers had been published in Journals of National and International Scientific Agencies and in the Proceedings of National and International Seminars such as the Journal of Historical Studies, Journal of Environmental Radioactivity and so on. The unstinted efforts of IQAC in encouraging teachers had been fruited in the Publications listed above.
-  The Research Hub existing in the college had been more activated by the perspiring efforts of IQAC in sensitizing and promoting Research climate in the College.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	8	2	1
Outlay in Rs. Lakhs	80.0 L	408.06 L	227.84 L	57

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			1.2 L	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	58	23	
Non-Peer Review Journals			
e-Journals	2		
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	19	DBT	40,30,000	7,84,000
Minor Projects	2	UGC-SERO	1,20,000	65,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2015-16	ICAR		2,11,600
Any other(Specify)				
Total			41,50,000	10,60,600

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

2

ii) Without ISBN No.

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 ☐

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	3	2	9	---	12
	Sponsoring agencies	HRD, NCPUL	HRD	College	---	College

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

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	<input type="text" value="10.60"/>	From Management of University/College	<input type="text" value="1.50 L"/>
Total	<input type="text" value="12.10"/>		

3.16 No. of patents received this year

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

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
---	---	---	---	---	---	---

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

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

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	14	State level	---
National level	---	International level	---

3.22 No. of students participated in NCC events:

University level	4	State level	7
National level	9	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	---	State level	---
National level	---	International level	---


3.25 No. of Extension activities organized


University forum	---	College forum	7	
NCC	1	NSS	9	Any other


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

The Institution is a beehive of activities related to Academic, Research, Sports & Games and Social responsibility. Various service-oriented Units existing in the college are well known for their well defined activities aimed at the welfare of the society as a social commitment.


 The Academic Year, 2016-2017, had witnessed these Units keeping busy with activities closely associated with 'World Blood Donors Day'; the 'Sadbhavana Diwas', the 'World Suicide Prevention Day', and the 'Voters' Day'.


 The NSS Volunteers, numbering 105, were in the forefront to donate blood for the sake of sick, ailing in the Christian Medical College Hospital, Vellore; Government Headquarters Hospital, Walajapet and hospitals in and around Melvisharam.


 Students took out rallies, with teachers concerned in the lead, to accelerate the emergent awareness of dire needs such as National Integration, Communal Harmony, Adult Literacy, Eradication of Social Evils, Environmental Protection, Maintenance of Clean Surroundings, Unity in Diversity and the Means to harness a harmonious living.

 The Rashtriya Ekta Diwas commemorating the Birth Anniversary of Shri Vallabhbhai Patel had been a day of hectic schedule with the Staff and Students taking the Pledge to

strengthen the spirit of communal integration. As a distinguished part of ‘Azadi 70’ Celebrations, the NSS Programme Officers and Staff and Students took the National Integration Pledge, in all sincerity.

 As prompt response to the clarion call of Hon’ble Prime Minister, the college evinced keen interest in observing the ‘Swachh Pakhwara’ by launching service-oriented Programmes to propagate the message of cleanliness for a healthy living. A massive youth band consisting of 150 NCC Cadets and 150 NSS Volunteers and other students had a gallant march to involve the natives of near by Colonies in the mission of maintaining ‘Clean India’.

 As many as 180 NSS Volunteers were trained in the Annual Training camp, extended over seven Days, in the Village, Annanthangal. The theme of the Camp had been ‘Swachh Bharath’ and ‘Digital India’. Apart from the Programme Officers, the Camp had registered the gracious presence of hon’ble Secretary & Correspondent of the College; the Block Development Officer, Village Administrative Officer, Panchayat Secretary, Headmaster and the natives of the village. The Volunteers were trained to popularize Eye & Blood Donation, Sapling Plantation and so on.

 The College Red Ribbon Club, Youth Red Cross, Rotaract, VIDES, Rangers and CCC had the credit of spearheading welfare programmes in places adjacent to the College.









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	---	Management	20.92 acres
Class rooms	45	---		45
Laboratories	12	---	-Do-	12
Seminar Halls	4	---	---	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	25	15	DBT, DST, BIRAC NBFGR, ICAR	40
Value of the equipment purchased during the year (Rs. in Lakhs)	35	107	-Do-	142
Others	---	---	---	---

4.2 Computerization of administration and library

-  The Office Administrative mechanism is automated falling in line with the directive given by the Higher-ups to speed up works related to Staff and Students.
-  Salary and other Bills, during 2016-2017, as in the other earlier years that witnessed the advent of Computers in the college, had been prepared and forwarded to the office of the Joint Director of the Collegiate Education, Vellore Region, Vellore, for an expedited clearance.
-  Scholarships of students were activated Online to maintain transparency and also to make the applications error-free for getting them sanctioned as early as possible.
-  All works that were within the framework of Examinations; day-to-day Circulars, College Day Report, Sports Day Report, Hostel Day Report, Unit Tests, CIA Tests I & II, Schedules for the Meetings of Boards of studies, Governing Body and Academic Council and Several others were computerized.
-  The Central Library was fully automated to accelerate works connected with the issue of any of 42391 Volumes in different subjects.
-  The electronic mode enabled students to locate the book of their choice with no strain.
-  An Online Public Access Classification System had been introduced in 2016 in the Library for the benefit of Staff, Researchers and Students.
-  Provision had also been made to help Staff and Students by subscribing to the UGC INFLIBNET Online Journal Package.





4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	42199	3078993	259	62306	42458	3141299
e-Books	51746	30000	---	5750	51746	35750
Journals	80	193902	5	36814	85	230716
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	162	4	Yes	1	---	13	12	4
Added	22	---	---	---	---	7	15	7
Total	184	4	Yes	1	---	20	27	11

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

-  To answer the pressing needs of the changing technological scenario, the college had transformed the campus into a computer haven. The engine of administrative mechanism that expedites all official works is e-governance that takes the college on the wheels of day-to-day progress and day-to-day official routine.
-  The free Internet access to Staff and Students had been an academic boon to update and strengthen their subject know-how and to make them aware of the latest innovations in the field concerned.
-  The Principal's Office had been linked with the College Office and the Departments by installing Wi-Fi to pass on emergent official information and to speed up all official routine.
-  Interested students were extended the privilege of obtaining the Diploma in Computer Applications and Multilingual DTP by enrolling themselves in the Course by paying a nominal fee.









4.6 Amount spent on maintenance in lakhs:






i) ICT	2.20 Lakhs
ii) Campus Infrastructure and facilities	5.0 Lakhs
iii) Equipment's	2.5 Lakhs
iv) Others	4.0 Lakhs
Total	13.70 Lakhs

Criterion – V







5. Student Support and Progression


5.1 Contribution of IQAC in enhancing awareness about Student Support Services

-  The IQAC had been in the lead in popularizing Student Support Services available on the campus. These Service-Units had been assisted and encouraged by IQAC to cater to the genuine needs of maximum number of students.
-  The IQAC's persistent efforts in close association with College office had resulted in 776 students getting their Scholarship amount to the tune of Rs.16,68,452.
-  Students of First year U.G. Courses were guided by IQAC to join the National Service Scheme as volunteers to render possible service to the society. The four NSS units in the college were strong with a total number of 400 volunteers during the Academic year, 2016-2017.
-  The IQAC's close links with the College National Cadet Corps had materialized in 55 Students of First Year U.G. Courses to enrol as the fresh Cadets. The NCC Unit on the campus had been vibrant with a total number of 155 Cadets during 2016-2017. One of the best and the biggest NCC Units in the Batallion 10, the College NCC had been the fabulous Pride of the entire Batallion with 77 cadets participating in the Combined Annual Training Camp; 4 Cadets getting selected to attend the Inter-Group Competitions at Trichy; 5 Cadets representing the college at the National Integration Camps at Nagapattinam and one in Orissa; 3 Cadets shining in the All India Trekking Camp; One Cadet attending the Special National Integration Camp in Nagaland and securing Hundred Percent Passes in Certificate 'B' and Certificate 'C' Examinations.
-  Members of the IQAC had the honour of counselling students to enroll in the college Red Ribbon club, Youth Red Cross, Rangers, VIDES, Media club and the Rotaract.
-  Notices were displayed by IQAC about the Student Support System and their utility and importance to encourage more and more students to be the beneficiaries.
-  Circulars were sent to all classes by the Principal and IQAC regarding various Scholarships to which students could apply.
-  Applications received were Scrutinized by the Office Staff concerned on advice by the IQAC and all the details were sent On line to the Directorate of Social Welfare, Government of Tamil Nadu, to get them sanctioned at the earliest possible.

-  To prevent the evil practice of Ragging, the College and the IQAC displayed Boards of caution in all the important places on the campus.
-  An Anti-Ragging Committee had been constituted with Seniors and Two Members of IQAC to receive complaints about ragging and to initiate proper action. The effective functioning of this Cell had made the college a Ragging-Free campus by promoting the spirit of fraternity.
-  Similarly, students were given the option to lodge genuine complaints by dropping such letters of complaints in a box installed in the college Portico. The Principal along with the Members of IQAC and Senior Staff had analyzed the complaints and launched reasonable steps.
-  The IQAC, on instructions from the Principal, had monitored the Student Grievance Redressal Cell to solve any genuine grievance brought to the notice by students.
-  The IQAC had been instrumental in making the college a Ragging-free, Complaint-free and any Disturbance-free campus.

5.2 Efforts made by the institution for tracking the progression

-  Good deeds will end up yielding good results. The good efforts of the College do always bear good fruits.
-  The College had formed Committees to track and analyze the progress made in relevant segments.
-  Student Feedback had been yet another measuring rod to assess the progress.
-  The periodical meetings of Heads of Departments with Principal to analyze the degree of progress had been one more effort.
-  Student Performance in Unit Tests and CIA Tests I & II had been analyzed by the Departments. Parents of students who secured below the Passing Minimum and who failed to take up the Tests were informed about their wards' performance and absence. They were requested to call on the concerned Head of the Department to get proper guidance. They were asked to submit a declaration that they would look after the studies and attendance of their wards.
-  The College Office posted messages every day to the parents informing them about their wards' absence.

-  Such students were counselled properly by the Departments and Remedial Classes were conducted for the benefit of those who failed in the End Semester Examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1142	162	77	38

(b) No. of students outside the state

5

(c) No. of international students


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


Last Year 2015-2016						This Year 2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
405	224	1	706	6	1342	403	223	1	708	---	1335






Demand ratio Dropout %: Nil –

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

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

-  One of the Goals of the college is to train students to be sane workers of the human society. Thousands of Graduates and Post-Graduates and hundreds of M.Philians and Ph.D.'s had been rolled out of the portals of the college. Some of them had excelled in the Competitive Exams conducted by the Tamil Nadu Public Service Commission, Union Public Service Commission and several other Examining Bodies. For examples, Mr. Sampath, IAS, former Chief Election Commissioner of India, had been an old student of the college. Two more students were qualified for the Indian Administrative Service and scores of students had the coveted distinction of getting recruited in the Army and Police Force. This was made partly possible because of the teachers' encouragement and their valuable guidance.

-  The College had established a tie-up with the Alagiya Kadan IAS Academy, Chennai, to engage classes to help students to prepare for the Civil Service Exams and get through them.





-  Students were exposed to a Preliminary Exam by the Academy to select competent students to impart intense training to them.
-  The college had procured books published by Tata McGraw Hill to be of great use to students preparing for such Exams. These books were placed in the Central Library for the benefit of students.
-  The Departments were also advised to purchase books related to competitive Exams and sufficient funds were granted by the Principal.
-  Almost all the Departmental Libraries had the provision of issuing popular books to students to help them in preparing for the competitive Exams.
-  Pamphlets and circulars pertaining to such Exams were displayed on the College Notice Boards in the portico, in front of the Central Library and near the Evening College Office.

No. of students' beneficiaries 57

5.5 No. of students qualified in these examinations

NET	---	SET/SLET	11	GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

-  The Career Guidance and Placement Cell had organized counselling sessions for eligible students(Students without Arrears) in preparing for the Job Interviews organized on the campus and in nearby colleges such as Internationally well known Vellore Institute of Technology, Vellore.
-  The tiresome efforts of the Cell resulted in 50 students of different disciplines getting short listed in the campus Interviews organized during the Academic Year, 2016-2017.
-  The Department of English Major conducted classes on Saturdays to train students in Interview-Based Questions and Group Discussions to help students to make a mark in Job-oriented Interviews.
-  Dr. D. Chandramohan, Senior Scientist Consultant, National Centre for Sustainable Coastal Management, Chennai; Dr. Ninawae, DBT Advisor, New Delhi; Mr. Suhail Ahmed, HCL Technologies, Chennai; Dr. Baskaran of Forensic Science Department,

Government of Tamil Nadu, Chennai and Dr. Hameed Aathif, Recruiting Officer, Accenture, Mind tree Technology were invited by the college on different occasions to deliver Guest Lectures on the topics concerned and to make students to know the job avenues and to get qualified for decent Posts.

No. of students benefitted 434

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
9	167	50	203

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 25 National level 4 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 18 National level 4 International level ---

Cultural: State/ University level 34 National level --- International level ---

5.10 Scholarships and Financial Support

	Number of students		Amount
Financial support from institution	47		5,07,000
Financial support from government	SC-150	776	8,63,940
	BC-626		13,04,512
Financial support from other sources	Minority Scholarship		
Number of students who received International/ National recognitions	---		---

5.11 Student organised / initiatives

Fairs	:	State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>
Exhibition:		State/ University level	<input type="text" value="2"/>	National level	<input type="text"/>	International level	<input type="text"/>

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.

6.2 Does the Institution has a management Information System

Yes.

-  The well-established Management Information System in the College is an Academic and Administrative Network with connectives linked together.
-  The College Committee, at the helm of affairs, is the Supreme Body giving directions for smooth and efficient functioning. It acts on the information presented by the Principal.
-  The Principal being the Head of the Institution serves as a Mediator between the Management and Staff.
-  He looks after general administration exercising the rights bestowed on him as per the norms of the Government.
-  He calls for meetings of the Heads of Departments to pass on to them what has been resolved and the resolutions adopted by the College Committee.
-  As per his direction, the Heads of Departments brief their Departmental Colleagues on what has been informed by the Principal.
-  The Teaching Staff pass on the information related to students in the classroom.
-  The Class Representatives who are nominated on the basis of marks they had secured in their plus Two Examinations, bring student grievances to the kind notice of the Principal.
-  The Convener of the Committee holds meetings to share his views with the Members and to assign responsibilities to them for the success of the Centralized Functions like the College Day, Graduation Day, Meelad Day, Sports Day, Muthamil Vizha (Annual Tamil Festival in the college) and other such Functions.
-  The Office is managed by the Superintendent who is appointed as per the seniority among the Non-Teaching Staff.
-  He acts on the advice of the Principal and allots works to the Staff working under his dynamic supervision as per their designation.
-  He is in-charge of all the Ministerial Staff in the college namely the Gardeners, Sweepers, Attenders and so on.
-  He supervises their work and their working hours and forwards their leave letters to the Principal after affixing his signature.

- 🏛️ And thus, the College Management Information System is like a beehive where every bee is assigned its own work.
- 🏛️ The College is where work is respected as worship and where even an iron chain is valued as a gold chain.



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

6.3.1 Curriculum Development








- 🏛️ The Boards of Studies had the privileged distinction of revising the curriculum with a view to update the content to cope with the academic and professional challenges and to register a quality improvement to make teaching and learning a set of refined colourful feathers adorning the crown of Higher Education.
- 🏛️ Syllabi for students of II & III U.G. and Final year P.G. Courses had undergone an academic metamorphosis by incorporating the suggestions offered by the University Nominees, Representatives from the Industry and Alumni and all other Members.
- 🏛️ Syllabus pertaining to the Practicals had also been revised to strike a palpable balance between Theory and Practicals.
- 🏛️ Portions covering Allied Papers were also changed in accordance with the revised components in Major subjects to bring about quality on par with the changing demands in the Job Sector.





6.3.2 Teaching and Learning

- 🏛️ The Teaching and Learning Process had been modified by activating electronic resources for intense study and effective teaching.
- 🏛️ More computers were installed in the Departments and Laboratories to augment more Minor and Major Projects.
- 🏛️ Most sensitive and expensive instruments had been acquired by the laboratories annexed to the Departments of Zoology and Chemistry to make innovations authentic and most perfect and most absolute.
- 🏛️ Non-Computer knowing students were given the option to enroll in the Diploma Course in Computer Applications and Multilingual DTP to popularize computeracy on the campus.







-  Standard Texts published by leading Publishers were procured to sustain quality in teaching and learning and the Departmental Libraries were equipped with more and more Titles to promote the adventure of ideas.
-  To exemplify the Maxim, ‘known is a drop and unknown is an ocean’, students were exposed to study more subjects, other than their major and Allied. Students of B.A., English major had the provision of learning Urdu as their Non-Major. Similarly, students of Chemistry were given the option to study History or Zoology. Students of Commerce were extended the facility of learning either History or Numesmatic. Students of Mathematics had the chance of studying History or Economics. Students of History were given the privilege of studying Chemistry or Zoology. And thus, Students of Science had the best opportunity of learning an Arts subject and students of Arts and Commerce had the best chance of studying a science subject. It not only created interest in students but also provided a bigger canvas to amplify their knowledge.



6.3.3 Examination and Evaluation

-  As Autonomy had been conferred on the Institution, the College had the option of preparing Hall-Tickets, getting the Question Papers ready and evaluating the answer-scripts within the Campus.
-  To improve standards, the college had appointed Question Paper Setters belonging to different colleges.
-  The Questions set by the Externals were reviewed by the Head of the Department concerned to rectify errors in spelling, punctuation etc.
-  The Reviewer had also verified whether the Questions were on par with the Syllabi designed by the Board of Studies in every subject.
-  Errors, if any, were brought to the notice of the Controller of Examinations (Autonomous) to correct them in the larger interest of students.
-  Teachers of other colleges were appointed as External Examiners to value the answer-scripts. This mechanism created avenues for maintaining more transparency in evaluation.
-  Students were given the chance of applying for Revaluation of the Papers in which they expected more marks other than the marks they had secured.






-  The evaluation was so perfect that majority of the students who applied for Revaluation scored once again the marks originally given to them.
-  Examinations in Arrear Papers were conducted on Saturdays to lessen the burden of students of answering these Papers along with the Papers of the Main Exam i.e., in the subsequent Main Exam.
-  More External Examiners were appointed to expedite the work of evaluation to facilitate early publication of results.
-  Efforts were made and succeeded in publishing the Results on the Ninth Day from the date of completion of valuation of answer-scripts. This helped in reducing the tension of students and their parents regarding Results.

6.3.4 Research and Development



-  The College which is respectfully addressed as the ‘Research Anchor’, had created more scope to amplify research by enrolling more number of scholars in the M.Phil, and Ph.D., Programmes.
-  To Strengthen the number of recognized Guides Supervisors in different faculties, Two more Assistant Professors had been recognized by Thiruvalluvar University as Guide Supervisors for the Part-Time and Full-Time Ph.D., Programmes in Commerce and Chemistry.
-  The number of Assistant Professors and Associate Professors with Ph.D., qualification working in regular vacancies had swelled from 44 to 46 with two more Assistant Professors obtaining the Ph.D., Degree in History and Tamil, respectively.
-  The consistent efforts of Guides and the painstaking strivings of Scholars had resulted in 20 Scholars obtaining the Ph.D.; Degree in Tamil, History, Chemistry, Commerce and Corporate Secretaryship, during 2016-2017.
-  More funds were generated by the Research Labs from DBT, UGC, ICMR and other National and International Funding Agencies to make the flame of search and research to burn bright and even brighter.
-  The Aquatic Animal Health Laboratory, the only Laboratory of its kind in the country recognized by International Scientific Agencies, had received grants to the tune of One Crore and Six Lakhs for the ongoing Research Projects.



-  Seventeen Articles penned by Assistant and Associate Professors of different departments had the privilege of getting presented at the National and International Seminars organized by Institutions and Universities namely, SRM University, Chennai, University of Kerala; University of Madras; Nagaraja University; Andhra Pradesh, Madurai Kamaraj University, Madurai and so on.
-  40 Articles contributed by Assistant Professors of different faculties had the pleasurable distinction of getting published in Journals such as the Journal of the Indian Council of Historical Research, New Delhi; International Journal of Recent Research and Applied Studies; Journal of, Agricultural Transformation and Rural Development in India; Journal of Indian Historical Studies, Volume XIII; Journal of Environmental Radioactivity; Journal, Quami Zuban Urdu; C. Abdul Hakeem College Journal of Humanities and so on.

6.3.5 Library, ICT and physical infrastructure / instrumentation



-  An online Public Access Classification System had been introduced in the library for the benefit of Staff, Research Scholars and Students.
-  Provision also had been made to help staff and students by subscribing to the UGC INFLIBNET Online Journal Package.
-  Books worth Rs. 93,950 were procured for the Central Library during 2016-2017 to enable Staff and Students to borrow the latest Titles in the Subjects concerned.
-  The electronic fed mechanism in the College office had been more activated to accelerate all official works.
-  The First Floor of the College Auditorium had been constructed to house all centralized functions and to provide room to conduct CIA Tests I & II and End Semester and University Examinations in addition to the already existing ground floor of the Auditorium and other rooms for holding Examinations

6.3.6 Human Resource Management





-  The Institutions passion to manage human resources had been remarkable in 2016-2017 as in the years that are gone.
-  The College had organized a total of 33 One-Day Seminars in association with all the Departments on the campus.





-  The Guest-Lectures and the Inaugural Speeches by Intellectuals with high academic profile had been an intellectual feast for the Staff, Researchers and Students.
-  Some of these noteworthy scholars included Dr.S.Sathik, former Vice-Chancellor of University of Madras; Prof. Irteza Karim, Director, NCPUL, Ministry of Human Resource Development, Government of India, New Delhi; Dr. Baskaran, Forensic Science Department; Government of Tamil Nadu, Chennai; Dr. A. Uma, Associate Professor, Tamil Nadu Veterinary and Animal Science University, Chennai and Dr. Qazi S. Azhar, Associate Professor, Michigan State University, USA.

6.3.7 Faculty and Staff recruitment








-  The good efforts of the College had convinced the state Government of Tamil Nadu to appoint Two Assistant Professors in Corporate Secretaryship; 2 Assistant Professors in Zoology; One Assistant Professor in Chemistry; One Assistant Professor in Commerce and One Assistant Professor in Mathematics in the regular vacancies caused by the retirement of teachers in these departments. A total number of 7 Teaching Staff were appointed in the regular vacancies during the Academic Year 2016-2017.
-  A sizeable number of Management Staff had been appointed in the Office and Labs to monitor the official works to go ahead with no interruption or with no delay.

6.3.8 Industry Interaction / Collaboration

-  The Industry's cooperation had been praiseworthy during 2016-2017 as Representatives of the Industry were included in the Boards of Studies of different subjects.
-  Their suggestions to include certain components in the Syllabi of students of Commerce, Corporate Secretaryship, Business Administration and Chemistry had been fulfilled to make the curriculum for these course more need based.
-  Students of Final year B.Com.Corporate Secretaryship had been deputed to undergo training in stitching shoes and apparel at the Footwear Design & Development Institute, SIPCOT, Ranipet.
-  The same students had been given the Institutional Training at Vellore co-operative sugar mills Ltd; Ammundi; CSC Computer Education Centre, Arcot and at KH Arind(P) Ltd., Perumuagai.

-  Students of Final year M.Sc., Mathematics were represented by their Class Representative in the Eighth Summer Training Programme at the University of Madras, Chennai.
-  Five students of Final Year B.Sc., Physics had the privilege of participating in the Internship in Medical Bioinformatics brought up by Ramachandra University, Chennai.
-  Three students of Final year B.Sc., Chemistry attended an Internship Programme at VISTEC, Melvisharam, for training in Primary, Biological and Chemical treatment of effluent water released by Tanneries in and around Melvisharam and Ranipet, the two industrially potent towns in Vellore District.
-  The Aquatic Animal Health Laboratory functioning in the college had continued its collaborative links with the Industry and other Research Centres.

6.3.9 Admission of Students

-  The College had instituted the Student Admission Committee Comprising Senior Staff to enroll students in different disciplines.
-  The Committee had scrutinized applications received in hundred and finalized the list of students to be admitted based on their marks in the Qualifying Exam and as per the guidelines given by the State Government of Tamil Nadu.
-  The list was finalized strictly in accordance with Reservation Norms of the Government.
-  Students were screened by the Admission Committee and directed to the Principal for an Interview.
-  Such of those students who were successful in the Interview were given admission in the presence of their parents.
-  In the Academic Year, 2016-2017, a total number of 403 students were admitted in the First year U.G. Courses and 80 were given admission in the First Year P.G. Courses in accordance with the number of seats allocated by Thiruvalluvar University in U.G. and P.G. Courses. M.Phil. – under aided stream
-  As the College is one of the biggest institutions affiliated to Thiruvalluvar University and the biggest Research Centre in whole of the University and in the light of its solid infrastructure and highly qualified Teaching Staff, the demand for admission had been very high.

- 🏛️ Parents, who once were the students of the college, had sought admission for their sons with the fond hope that their wards would also come up in life like them and even more.
- 🏛️ As the demand was more than expectations, the college sought the University's permission to increase Seats in all the First Year U.G. and P.G., Course which was considered by the University and the Government without delay.

6.4 Welfare Schemes

- 🏛️ To harness a harmonious development of all sane factors that contribute to the formation of human personality and to achieve academic excellence through holistic approach, schemes for students' welfare were continued and few more were planned and executed for students' progress.
- 🏛️ Suggestions put forth by students in the garb of feedback were given due attention.
- 🏛️ More students were encouraged to apply for Scholarships with their eligibility as the main concern to provide financial assistance to continue their studies.
- 🏛️ Cameras were installed in the College portico and at the main entrance gate to check and set right the movements of students for their better.
- 🏛️ Such of those students who were irregular or bitten by the bug of late coming were counselled to give up such academic evils and their parents were informed by requesting them to be cautious about daily attendance and studies of their wards.
- 🏛️ Anti-Ragging Squad was kept more alert in checking any untoward behaviour of students and in promoting a trouble-free campus.

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	Committee approved by the Governing Body	Yes	Committee approved by the Governing Body
Administrative	Yes	GOVT.	Yes	Head of the Institution

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

For UG Programmes	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
For PG Programmes	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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







-  The college had constituted an Examination Committee for smooth conduct of End Semester and University Examinations.
-  The Committee in association with the Principal and the Controller of Examinations(Autonomous) designed the schedule of CIA Tests I & II and End Semester Examinations, in November 2016 and April, 2017.
-  Arrear Examinations were planned to be conducted on Saturdays to help students to concentrate more on the Papers in which they had failed to score the Passing Minimum. It was also to reduce their burden of preparation for the Main End Semester Examinations.
-  The plan to value the answer scripts, as per the University norms, had been executed by inviting more External Examiners to expedite the process.
-  All the answer-scripts pertaining to different Courses were evaluated by the External Examiners whose qualification was approved by the University.
-  As many as 220 External Examiners were appointed to value nearly 11,000 answer-scripts pertaining to the End Semester Examinations in November, 2016.
-  A total number of 228 External Examiners were invited to value the answer-scripts numbering around 11,500 related to the End Semester Examinations conducted in April, 2017.
-  Efforts were made to release the Results on the 9th Day from the date of the completion of valuation as per the resolution passed and adopted at the meeting of the members of the Academic Council.
-  Students were given the option to apply for the Photocopy of any number of Papers in which they expected a Pass or more marks.
-  Revaluation was made more transparent by inviting External Examiners to assess the performance of students.

-  Instant Exam for failed students of Final year U.G. Courses was conducted and Papers were valued by Externals and on the Third Day Results were published to help them to avoid wastage of one Academic Year.




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 played a prominent role in designing the Syllabi as Representatives of the Alumni and as Members of Board of Studies in their respective discipline.
-  They submitted the feedback felicitating the functioning of the college and the suggestions they put forth were implemented in the best interest of students.
-  Some of them found time, in spite of their busy work schedule, to participate in the Centralized Functions of the college and in the One-Day Seminars organized by their respective Departments as a source of encouragement and satisfaction to the Organizers.
-  They extended their support for the success of rallies conducted by the college on the Voters' Day, Flag Day, World Suicide Prevention Day and so on.
-  Their presence at the Graduation Day Function had been a boost to the New Graduates and Post-Graduates.
-  Some of the Alumni, as parents of the students of the college, rendered yeoman service by monitoring the progress of their wards in Academics.





6.12 Activities and support from the Parent – Teacher Association



-  Parents of such of those students who were irregular in attendance were requested to meet concerned teachers and the Head of the Department to bring to their notice the attendance position essence of their wards and to request them to keep a watch on their wards' attendance thereafter.
-  The Teacher concerned requested the Parents of Students who did not turn up for the Unit Tests and CIA Tests I & II at his meeting with the Parents to submit proper declaration stating that they would see to it that their wards would take the Tests sincerely and seriously.
-  The feedback submitted by the Parents came half-way in resolving some of the genuine grievances of students regarding community wise Scholarships etc.

6.13 Development programmes for support staff

-  Such of the Support Staff in the college Office who were Non-Computerates or Incomputerates were trained in computers by the Department of Computer Science and Computer Applications.
-  The same Department had successfully organized a training Programme in computers for the benefit of Non-Computer knowing Support Staff working in Government Schools in the district.
-  The College conducted the above said programme in association with the District Education Officer, Vellore, who deputed the Staff that deserved the training for efficient work in respective schools.
-  The Management had been magnanimous enough to sanction loans to such of the Support Staff in the college who needed financial aid to meet their emergent expenditure.
-  The College encouraged the Support Staff to prepare for and qualify in the Departmental Tests conducted by the Tamil Nadu Public Service Commission to be eligible for promotion.
-  The Support Staff in the college were given equal importance and equal respect on par with the Teaching Staff as the college always treats every worker on the campus as a well-wisher of the Institution and as one who evinces interest in the progress of the college.

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




-  The Enviro Club of the college with solid support of its student-members and guidance extended by a senior staff displayed on every tree its name highlighting its importance.
-  The work of gardening in the campus had been given a strict vigilance by two supervisors appointed by the Management to maintain green lawn and plants and trees of variegated eminence with flowers of enchanting colour and shape.
-  The campus was made a weed-free and waste-free campus by the sweepers, numbering five, appointed by the Management, to keep the surroundings clean and dirt free.
-  The meeting convened by the college and presided over by Dr. K. Ameen Bibi, District Co-ordinator, YRC, had been a gala event that stressed the need for environmental protection.





-  The keynote Address delivered by Dr. M. Senthil Kumar, NSS Co-ordinates, Thiruvalluvar University, at the NSS Annual Camp, had been a beacon to the Volunteers in caring for the greenery around them.
-  As a ready response to the call of Hon'ble Prime Minister, the college NSS Units and the NCC evinced keen interest in observing 'Swachh Pakhwara' by launching service-oriented Programmes to propagate the message of cleanliness for a healthy living.

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.

-  Staff were encouraged and provided with ample Study-Material in the form of books by processing them to be staked in the Central Library to enable them to qualify in the State Eligibility Test conducted by Mother Teresa University. Proper encouragement and material assistance resulted Three Assistant Professors, namely One Assistant Professor in Commerce, one Assistant Professor in Chemistry and One Assistant Professor in Computer Applications in qualified in the above said Test. Their eligibility had contributed for the enrichment of Academic Exercises in the respective discipline.
-  Proper planning and thorough execution of the plans strengthened the College Union to win the coveted pride of filling the campus with the celestial fragrance of aspirations and achievements under the dynamic supervision of the Principal and a Senior Faculty as its Vice-President. Scores of meetings and Competitions were conducted by different Associations under the banner of the College Union.
-  One more innovation was to organize the Diploma Distribution Function separately which had paved way for 210 students receiving their Certificates and Diplomas in Urdu, Arabic and Persian on their successful completion of the course patronized by the National Council for Promotion of Urdu Language, Government of India, New Delhi. This innovation helped all the successful students to receive their Certificates and Diplomas at a Function exclusively brought up for them. It encouraged many more to join these Courses.


- 
 Efforts were made by the Department of Tamil to produce maximum number of Ph.D.'s during the Academic year, 2016-2017. This innovative thinking resulted in a record of maximum number of Scholars obtaining their Ph.D., Degree in one Academic year.
- 
 Yet another innovation was to make the classroom instruction not solely restricted to the teaching of Texts but also to guide students on the moral track with a keen eye focused on their demeanour.
- 
 One more innovation was to train students in Yoga to streamline students' concentration. The Department of English Major had facilitated free coaching in Yoga to students. The Preceptor and his Assistants of Shri Ramachandra Mission, Chennai, initiated the training with their prolific lectures on various Systems of Yoga.
- 
 The solid wish of the college to organize Guest Lectures by Foreigners was fulfilled with the scholarly deliberations made by Dr.V. Ravi Vaithees, Senior Lecturer, Department of History, University of Manitoba, Winnipeg, Canada and Dr. Annzsiya Senathirajah, Senior Lecturer in History, Department of Social Science, South Eastern University of Sri Lanka, Oluvil, Sri Lanka.

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








- 
 As Planning is one of the harbingers of progress, the college designs its plans in such an exemplary way that they place the Institution on the road to progress. Proper planning has motivated the college from its inception in 1965 with just one Pre-University Course to grow into a massive campus offering 34 courses with wide scope for Research. As in the years rolled by, even in 2016-2017 the college proposed its plans in select avenues to march onward to reach the Goal. Proposed Plans, the action taken and the result of the plans are as furnished below:
- 
 The college sent Proposals to the National Commission for Minority Educational Institutions, New Delhi, to obtain the permanent status of a Minority Educational Institution. The follow up action taken by the college, in all sincerity and in all commitment, had resulted in the National Commission's declaration granting permanent Minority status of a minority Educational Institution under 2(g) of the National Commission for Minority Educational Institution Act of 2004.

-  As Research is one of the Chief academic armours of the college and to accommodate more number of Ph.D., Scholars, as the demand in always on the increase, the college forwarded Proposals to Thiruvalluvar University for recognition of qualified teachers as Research Guides for the Ph.D., Programmes in Commerce and Chemistry. In the light of the research facilities and amazing research out put, the University had recognized one qualified Assistant Professor in Commerce and One Assistant Professor in Chemistry as Guide-Supervisors for the Full-Time and Part-Time Ph.D., Programmes in Commerce and Chemistry.
-  To provide room for students to acquire an additional qualification to anser their Professional needs, the college had initiated Certificate Courses in Spoken English, Mass Communication, Direct Taxes, NDT and Multimedia in close collaboration with the Department of English and Research Studies, Department of Tamil and Research Studies, P.G. and Research Department of Commerce, Department of Physics and the Department of Computer Science.
-  To promote the expertise of Teaching Staff and to create an opportunity to update their subject erudition, the college had forwarded duly filled in applications of Nine Assistant Professors to be selected for the Orientation or the Refresher Course. As a fitting recognition, all the Nine Applications were given due consideration by the Academic Staff Colleges affiliated to Shri Venkateswara University, Tirupati and the University of Madras, Chennai where all the Nine Assistant Professors were given intense training.
-  As the college is honourably addressed as a recognized Research Hub, provision had been made for more Scholars to obtain their Ph.D., Degree in various disciplines. The perspiring efforts of the Guide-Supervisors and consistent commitment on the part of the Scholars, had paved way for 10 Scholars in Tamil, 5 Scholars in History, 3 Scholars in Chemistry, One Scholar in Commerce and one Scholar in Corporate Secretaryship obtaining their Ph.D. Degree during the Academic year, 2016-2017. These research strivings had witnessed a total of 20 Scholars qualifying for the Ph.D, Degree during 2016-2017.

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

-  Having 'Academic Excellence' and 'Research Advancement' as the two Best Practices, the college, as in the earlier years, even during 2016-2017, had brightened the flame of

Academics and Research to glow much more bright by winning exciting encomiums and luring recognitions in both the segments.

-  The frontiers of research were expanded with an Assistant Professor in History and an Assistant Professor in Tamil obtaining their Ph.D., Degree from Thiruvalluvar University and one Assistant Professor in Commerce and One Assistant Professor in Chemistry getting recognition by Thiruvalluvar University as Guides for the Full-Time and Part-Time Ph.D., Programmes in Commerce and Chemistry.
-  As in the previous years, even in the Academic year 2016-2017, the college had facilitated as many as 20 Schools to obtain their Ph.D., Degree in their respective discipline namely Tamil, History, Chemistry, Commerce and Corporate Secretaryship.
-  The Research Grant had been to the tune of more than One Crore and Six Lakhs released by Funding Agencies in the country and abroad.
-  Consistent encouragement had mobilized scores of Papers penned by the Teaching Faculty getting presented at various National and International Seminars and published in leading Journals.
-  Similarly, in Academics, 6 Students secured the University Rank in Chemistry, Corporate Secretaryship, and History.
-  Students had made a mark in CIA Tests I & II and End Semester Examinations and in some papers the percentage of passes had been hundred per cent. Such Papers included, Creative Writing, Indian Literatures in English Translation, Aspects of Editing, Environmental Studies, Common Wealth Literature and so on.
-  The Revised Syllabi under Autonomy forced students to concentrate more on their studies as the newly incorporated Components had been more need based and career oriented.

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

-  As in the years gone by, even during 2016-2017, the college had placed environmental protection on the top in the list of its commitments to the society and to the students.
-  The campus was given a boost by making it look more green with plantation of more saplings all along the campus and by maintaining catchy lawns in the quadrangle.
-  The Gardeners, appointed by the Management, were trained to evince more and utmost interest in the upkeep of the environment for the healthy learning of students.
-  The Sweepers, appointed by the Management, were exposed to an efficient supervision in clearing the waste, dry leaves, dirt and dust.
-  The campus was made to glow bright and clear with prompt attention paid to every aspect connected with the environment and its sustenance.
-  The climate in the campus had been enriched not only by academic excellence, research advancement and eminence in sports & games but also in the upkeep of the environment.
-  Students were exposed to answer a Paper on 'Environmental Studies' after effective instruction in the classroom to instil in them an ardent care for the environment.

7.5 Whether environmental audit was conducted?


Yes




☒

No







☐

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

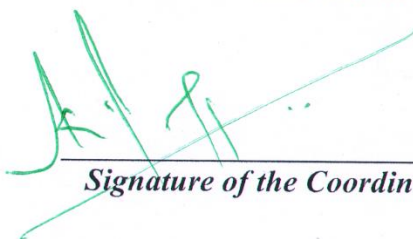
-  The college has the ability to convert weaknesses into strengths by proper planning and their effective execution, by seeking advice and support of the Management and by fighting out any problem or difficulty with the weapons of truth, hard work, sincerity and gratitude.

-  The strengths of the college are very many with students excelling in Academics; Scholars proving their worth in search and research, Sports personalities sharpening their mite by shining in scores of Tournaments; Office Staff striving to achieve supremacy over their counterparts elsewhere and the Management exhibiting goodwill in taking the college to perch on the summit of excellence.
-  The threat faced by the college because of unfilled teacher-vacancies, was also successfully overcome with the Government's noble gesture of filling up the vacancies to make the work schedule regular and perfect as the clock.
-  Every opportunity that came across on its way to progress, the college had made maximum use of it in the larger interest of the prosperity of the institution, in the wellbeing of the Staff and in the welfare of students. The timely action initiated by the college made the Academic Year, 2016-2017 yet another milestone of progress.

8. Plans of institution for next year

-  To help and guide more number of Scholars to obtain the Ph.D., Degree to continue to have the honour being the Institution with maximum number of Ph.D., Scholars in the whole of Thiruvalluvar University.
-  To encourage the Departments to organize more Seminars and Workshops.
-  To organize a Workshop for teachers in Government Schools in the district by seeking the co-operation of the District Educational Officer.
-  To conduct an International Seminar in association with the Aquatic Animal Health Laboratory and the Department of Zoology.
-  To mobilize more number of students and college Athletes to shine in Inter-Collegiate Literary Events and in Divisional and Inter-University Level Tournaments.
-  To invite more companies to campus to conduct campus drive for the students.

Name Dr. A.K. Ibrahim Sheriff









Signature of the Coordinator, IQAC




Name Dr. S.A. Sajid


Signature of the Chairperson, IQAC







7.3 Best Practices (Contd...)

2. Goal:






-  One of the goals of the College is to provide an ideal system of higher education to all. To fulfil the goal, the college, though a Muslim Minority Institution, keeps its doors open to all sections of students in the society. During 2016-2017, as many as 516 students were admitted, as per the norms of the Government of Tamil Nadu.
-  One more goal of the college is to train students in need based, job oriented Courses. Of the 34 Courses in which the college imparted instruction during 2016-2017, majority of them had been within the frame work of need based and job oriented study.
-  The goals set in Academics had fetched Six University Ranks and hundred per cent Passes in some Papers in the End Semester Examinations and in the Examinations conducted by Thiruvalluvar University.
-  One of the passions of the college is to facilitate the studies of physically and visually challenged students by catering to their educational needs. These services rendered by the college were recognized by the Indian Association for the Blind and presented the Silver Zone Award in high appreciation of the commitment of the college to the ennobled cause of empowerment of persons with visual challenges.
-  To bring about a complete and harmonious development of all factors that contribute to the formation of human personality, the college had enforced Value Education as a compulsory component of study for students of U.G. Classes. To keep them aware of the upkeep of the environment, a Paper on Environmental Study had been included in the Curriculum.
-  As the Saying goes 'Healthy mind in a Healthy body', scores of student-athletes were exposed to intense training to excel in Sports & Games by winning Shields and Trophies, Medals and Cash Awards in Several State and National, University and Division as Level Tournaments.
-  One student of Final Year B.A., History bagged Two Gold Medals in the State-Level Inter-University Weight Lifting Competition and also pocketed the cash Award of Rs.10,000/-. He also qualified for the National Weights Lifting Tournament.

-  One student of I B.A., History bagged the Gold Medal in the Sub-Junior State-Level Weight Lifting Tournaments.
-  The Weight Lifting and Power-Lifting Teams lifted the overall Championship in Thiruvalluvar University Inter-Divisional Weight Lifting Tournament.
-  As a recognizable reward for their outstanding performance, 15 of the College Super Athletes were selected by the University as 'University Blues', a rare and a respectable recognition.











3. The Context

-  In the context of stiff competition in Academics, Research and Sports & Games, the college had withstood and answered the challenges posed by other Top institutions affiliated to Thiruvalluvar University during 2016-2017 with its steadfast faith in quality education, society-oriented research and a praiseworthy commitment to leave an indelible mark in Sports & Games.
-  The standards maintained on the campus drew the attention of sincere votaries of learning to get admitted into various courses offered by the college.
-  The response, in the garb of applications for admission, was stupendous in spite of so many colleges in the neighborhood.
-  To answer the increasing demand for seats in the U.G. Courses, the college had sought and obtained permission from the University to fill up more seats.
-  As the craze for Professional Courses had gone bit down, the need for seats in evergreen courses such as B.Sc., Chemistry, B.Com; B.Com. Corporate Secretaryship, B.B.A., B.C.A. and B.Sc., Computer Science had shot up like the rocket zooming into the outer space.
-  The college continues to be the best favourite of the parents who had been the Old students of the college as they seek admission for their wards in U.G., P.G. and M.Phil., Programmes





4. The Practice

-  The Vision of the college had been given utmost importance to achieve excellence in Academics through the holistic approach coupled with sincere efforts of teachers and coordinated commitment of students which resulted in increase of percentage of Passes.
-  The Mission which the college cherishes as its fundamental duty to fulfil the dictum of strengthening youthful exuberance for contextualizing academic issues and career concerns had been translated into action by facilitating all students to pursue the need based, and job oriented courses by creating necessary infrastructure, efficient guidance and by organizing campus Interviews for better placement of students.
-  Learning had been made a powerful exercise by venerating quality in teaching as the ultimate defining element of the standards respected and maintained on the campus.
-  A sensible sense of discipline had been inculcated in the students by enforcing strict measures such as hourly attendance, monitoring the movements of students with surveillance cameras, displaying caution boards to warn students to keep silence while moving from class to class and so on.
-  Research had been tied up with the cart of excellence to reach set goals and to gallop to arrive at distances in search and research to cater to the needs of the society. Scores of Projects, both Major and Minor, had been activated by obtaining Grants from the Funding Agencies, since the day research had taken its root on the campus.








5. Evidence of Success

-  The College Annual Report presented by the Principal at the College Day Function bears witness to the success stories of the college during 2016-2017.
-  The college had obtained permanent Minority status by applying to the National Commission for Minority Educational Institutions, New Delhi.
-  The initiatives launched by the college to mobilize students to donate blood in various Blood Donation campus for the sake of the sick in hospitals had been felicitated by Hon'ble Collector of Vellore District.
-  The college, had initiated an Excellence Award, respectfully known as Nawab C. Abdul Hakeem Saheb Excellence Award, for promotion of Urdu Language. The Award for 2016-2017 was presented to Prof. M.N. Sayeed, Former Chairman, Karnataka Urdu Academy, Bengaluru and Prof. Zafar Ahmed Siddique, Professor, Department of Urdu, Aligarh Muslim University, Aligarh.
-  The Indian Association for the Blind presented the Silver Zone Award to the college for its outstanding and amazing commitment to the empowerment of individuals with visual challenges.
-  During 2016-2017, Two more Asst. Professors, One in History and the other in Tamil, had obtained the Ph.D., Degree to hold mirror to the ardent commitment of the college to research.
-  As the college is reputed for its research and innovations, Two more Assistant Professors, one in Commerce and the other in Chemistry, had been recognized by Thiruvalluvar University as Guides for the Full-time and Part-Time Practice Ph.D., Programmes in Commerce and Chemistry.
-  The academic pride of the college had been increased by Three more Assistant Professors getting qualified in the State Eligibility Test conducted by Mother Teresa University during 2016-2017.
-  Five Certificate Courses had been initiated to create an avenue for students to acquire an additional qualification to enhance their bright chances in job interviews.
-  Associations of different Department had hosted One-day Seminar by inviting Scholars of exceptional ingenuity and Administrators of paramount popularity to get students

drench in the rain of information and to initiate them into the unexplored realms of learning. As many as 33 Dignitaries had enlightened the brains with their electrifying thoughts during 2016-2017.

-  The world of literary competitions, both Intra-mural and Inter-collegiate, had been gilded with brilliant colours with the Cash Awards, Medals, and Rolling Cups won by students in Tamil, Urdu and English.
-  The Universe of Physical Education had been further brightened by college Athletes who excelled in Divisional, Inter-Divisional, University, State and National Level Tournaments held in different Colleges, Universities and town and cities by winning Gold and Silver Medals, Shields and Trophies and Individual and Overall Championships.
-  22 Top Sports Personalities of the college had been sanctioned Scholarships to the tune of Rs. 47,000/- by the Sports Development of Authority of Tamil Nadu in high appreciation of their superb performance in the National-Level, Inter-University Level Tournaments.
-  The college made the passage clear for 50 students to qualify for various jobs in the Interviews conducted by various Recruiting Agencies during 2016-2017.

6. Problems encountered and Resources required








-  The college had the good fortune of sailing smooth across the academic, research and administrative waters during 2016-2017 with no hurdle, either academic or financial, stopping or slowing its pace towards the Goals that were set.
-  The Management had been like Good Samaritan coming half-way in settling any issue on the road to progress.
-  The Student Grievance Redressing Cell headed by the Senior Faculty found solution to genuine grievances of students to the best satisfaction of the aggrieved.
-  The Principal in association with the Controller of Examinations(Autonomous) had been magnanimous enough to implement the healthy suggestions made by students in their Feedback regarding revaluation of answer-scripts, early publication of results, framing of schedule for CIA Tests I & II and so on.
-  The Academic Year 2016-2017 had mostly been a problem free-year as no major problem had been faced by the college.
-  The academic and administrative mechanism went on as usual with no part of it lacking in ardent attention.
-  The Scientific Bodies for furthering research had been very cooperative in granting Funds in time for the progress of research on the campus.

7. Notes (Optional)

The college was established in 1965 as no institution of its kind was existing in these rural parts of the then North Arcot district and the present Vellore district. An Educational Society, established in 1919, was managing an Elementary School in which for the first time Syllabi framed by Jamia Milliyya Islamiyah, Delhi, was introduced in South India. The Society was named as the Melvisharam Muslim Educational Society and Nawab C. Abdul Hakeem Saheb was elected the First President of the Society. The Silver Jubilee Celebrations of the Society in 1944, the Golden Jubilee Celebrations in the 1969 and the Diamond Jubilee Celebrations in 1994 had been pearl-milestones on the highway of its journey through the realms of education for all. The Society that was managing just one Primary School in 1919 is now maintaining Eleven institutions from Primary to Higher Secondary and Collegiate and Engineering levels. The Society's earnest wish to cater to the higher educational needs of the youth was fulfilled in the establishment of the college with doors kept open for all sections of the society, though a Muslim Minority Institution. The college that began offering in one Pre-University course affiliated to the University of Madras had grown over the years in size and stature to offer now instruction in 34 Courses that are need based and job oriented. Since its inception, the college has been winning rich encomiums from the Higher-Ups in the Educational and Administrative sectors. In these 52 years of its existence, the college has rolled out of its portals thousands of Graduates and Post-Graduates; hundreds of M.Philians and Ph.D.s, of whom very many have excelled in scores of segments under Central and State Governments. Some of them had been University Rank Holders and some the had qualified for the Indian Administrative Service and Indian Police Service. Many more had settled down as employees in regular vacancies in the Railways, Banks, Revenue and Postal Departments, Assembly and Parliament Secretariats, in schools, colleges and Universities, in Scientific Agencies such as CSIR, in Administrative Bodies like NBA, in the Army and the Navy and so on and so forth. In Academics, Research and Sports & Games the college has scaled the heights of Everest by pumping out Super Academicians, Supra Research anchors and Superb Athletes at the National and International Levels. In addition to 14 U.G., 8 P.G., 5 M.Phil. and 7 Ph.D., Courses, the college has channelized provision to pursue Diploma Courses in Functional Urdu and Functional Arabic;

Certificate Courses in Functional Arabic and Persian. In the light of its Solid and amazing infrastructure and outstanding research achievements, the college had been accredited by NAAC with the most prestigious 'A' Grade. As fitting recognition of its dazzling academic and research excellence, the UGC had conferred the Fresh Autonomous Status on the college. Its academic journey is continuing on its campus, strengthened by the goodwill of its stakeholders.

8. Analysis of the Feedback

-  One of the Best Practices of the college is to obtain Feedback from its Stakeholders to analyze the segments that deserve more attention in the larger interests of Staff and Students and the college, in general. The Feedback, thus, obtained during 2016-2017 had been a bouquet of congratulations and also a beacon of guidance.
-  Some of the Stakeholders felt the need for organizing International Guest Lectures to facilitate access to students to learn more and to trigger their zeal to move towards research.
-  As scientific progress is one of the Visions of the college, some of the parents expressed their desire to expose students to much more training by deputing them to undergo In-service Training, to be groomed at various Workshops and to direct their attention towards more Seminars and more Symposia.
-  Some of the students felt the need of resizable number of Competitions to sharpen their intellect.
-  The feedback from the Alumni had been a crown of encomiums and also a cluster of humble appeals to create room for students to acquire additional qualification to open the lock of employment not with one key but with many.
-  One Industrialist expressed his heart felt hope that the ABC Lab functioning in the college would organize an Awareness Programme for shrimp farmers to in still in them the scientific means they should adopt to profit from their business handed over to them by the previous generation.
-  Some of the students of Science courses desired that proper opportunities should be created for them to attend and present papers at as many National and International conferences as possible.

THE COLLEGE ALMANAC 2016 - 2017**Saturdays & Sundays are Weekly Holidays****Any unexpected Holiday will be compensated on the following Saturday****JUNE 2016**

4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	College reopens after summer vacation
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 June – 11

JULY 2016

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

No. of Working Days in July - 16

AUGUST 2016

1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	Semester Arrear Exam
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Semester Arrear Exam
14	Sun	
15	Mon	Independence Day Holiday
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	Semester Arrear Exam
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	Krishna Jayanthi - Holiday
26	Fri	
27	Sat	Working Day
28	Sun	
29	Mon	
30	Tue	
31	Wed	

No. of Working Days in August – 22

SEPTEMBER 2016

1	Thu	
2	Fri	
3	Sat	Working Day – CIA Test – I Begins
4	Sun	
5	Mon	Vinayaka Chathurthi – Holiday
6	Tue	CIA Test – I Continues
7	Wed	-do-
8	Thu	-do-
9	Fri	-do-
10	Sat	
11	Sun	
12	Mon	Arafath – Holiday
13	Tue	Eid-ul-Azha (Bakrid) - Holiday
14	Wed	Holiday
15	Thu	Holiday
16	Fri	
17	Sat	Working Day
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	Semester Arrear Exam
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

No. of Working Days in September – 19

OCTOBER 2016

1	Sat	Semester Arrear Exam
2	Sun	Gandhi Jayanthi - Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Semester Arrear Exam
9	Sun	
10	Mon	Ayudha Pooja – Holiday
11	Tue	Vijayadasami – Holiday
12	Wed	10 th Muharam – Holiday
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Working Day – CIA Test – II begins
23	Sun	
24	Mon	CIA Test – II Begins
25	Tue	-do-
26	Wed	-do-
27	Thu	-do-
28	Fri	Deepavali Eve – Holiday
29	Sat	Deepavali - Holiday
30	Sun	
31	Mon	

No. of Working Days in October - 18

NOVEMBER 2016

1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	Working Day
6	Sun	Terminal Holidays begin
7	Mon	Semester Examination Commences
8	Tue	
9	Wed	
10	Thu	
11	Fri	
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	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	

No. of Working Days in November - 05

DECEMBER 2016

1	Thu	College reopens after Terminal Holidays
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	Meelad – un – Nabi (PUBH) - Holiday
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	Christmas - Holiday
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

No. of Working Days in December – 21

JANUARY 2017

1	Sun	New Year Day - Holiday
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	Semester Arrear Exam
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Pongal - Holiday
15	Sun	Thiruvalluvar Day - Holiday
16	Mon	Ulavar Day - Holiday
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	Semester Arrear Exam
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	Republic Day – Holiday
27	Fri	
28	Sat	Founder's Day
29	Sun	
30	Mon	CIA Test – I Begins
31	Tue	-do-

No. of Working Days in January - 21

FEBRUARY 2017

1	Wed	CIA Test – I Continues
2	Thu	-do-
3	Fri	-do-
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Semester Arrear Exam
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	Semester Arrear Exam
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	Semester Arrear Exam
26	Sun	
27	Mon	
28		

No. of Working Days in February – 20

MARCH 2017

1	Wed	
2	Thu	
3	Fri	
4	Sat	Semester Arrear Exam
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Semester Arrear Exam
12	Sun	
13	Mon	CIA Test – II Begins
14	Tue	-do-
15	Wed	-do-
16	Thu	-do-
17	Fri	-do-
18	Sat	-do- Working Day
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	Semester Arrear Exam
26	Sun	
27	Mon	
28	Tue	Telugu New Year - Holiday
29	Wed	
30	Thu	
31	Fri	

No. of Working Days in March – 23

APRIL 2017

1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Working Day
9	Sun	Mahaveer Jayanthi - Holiday
10	Mon	Semester Examination Commences
11	Tue	
12	Wed	
13	Thu	
14	Fri	Tamil New Year, Ambedkar's Birth Day & Good Friday – Holiday
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 April – 06

ODD SEMESTER		EVEN SEMESTER	
Month	No. of Working Days	Month	No. of Working Days
June – 2016	11	December	21
July	16	January – 2017	21
August	22	February	20
September	19	March	23
October	18	April	06
November	05		