

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution: The Quaide Milleth College for Men

Name of the Head of the Institution: Mr. R. N. Iqbal Ahmed

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Year of Report: 2009-10

Part A

Internal Quality Assurance Cell 2009-2010

Chairman: Mr. R. N. Iqbal Ahmaed, Principal

Coordinator: Dr. D. Ayub Khan Dawood, Dept. of Commerce

Members:

Management representation:

Janab A. Shahul Hameed

Janab Haja Najmudddin

Heads of Department:

Mr. M. Anver Ali, Dept. of Commerce,

Mr. A. Planisamy, Dept. of Cooperation

Mr. O. Asathullah, Dept. of Mathematics

Mr. C. Abdus Salam, Dept. of Corporate Secretaryship

Teachers:

Mr. H. Ansar Basha, Dept of Commerce. (Major, NCC)

Mr. S. Fazal Abbas, Dept of Cooperation (Programme Officer, NSS)

Mr. Syed Anwar Basha, Dept. of Computer Science.

Mr. Sherfuddin, Dept. of Management Studies

Plan of action for quality enhancement:

Quality sustenance and enhancement programmes for the year 2009-10,

1. Academic excellence:

- Qualified and experienced teaching staff are available
- All the teachers are aware of their performance and achievements.
- The performance of teachers are assessed and approved for confirmation and promotion.

2. Welfare of students and Teachers:

- Basic amenities such as rest rooms, wash rooms, safe drinking water are provided for both teachers and students.

- Students are provided with scholarship facilities and teachers are governed by Government regulations such as social security measures.
3. Administrative capacity enhancement:
- Computerization of administration activities.
 - Training provided by job rotation.

Part B:

1. **Activities reflecting the goals and objectives of the institution:**

- a. A total no. of 315 students has been admitted in the undergraduate and post graduate courses.
- b. All the students were admitted without collecting even single paisa more than the stipulated fees as fixed by the Govt. of Tamil Nadu.
- c. Subject wise result shows that students have secured 100% in many subjects.
- d. The results of the Final year M.Com. students was 100%.
- e. Ms. M. Regha of B.Com. Co-operation has secured university First Rank in 2008-09. She has won Gold Medal for her proficiency in Co-operation from the University of Madras.

A. GRADUATION DAY :

On 30.03.2010 Graduation Day was celebrated. Mr. Asid Baran Mandal, Director CLRI delivered the Graduation Day address and Secretary & Correspondent Janab M.G. Dawood Miakhan graced the occasion in which 280 students received their degrees.

B. INDEPENDENCE DAY

The 63rd Independence Day was celebrated on 15th August 2009 with much fervour and gaiety. Thiru R.T. Arasan, General Manager (Rtd.) Electronic Corporation of Tamil Nadu grace the occasion as the Chief Guest

C. REPUBLIC DAY

The Republic Day was celebrated in a grand manner on 26th January 2010. Dr. T. G. Govindarajan, Chairman, Dr. Kamakshi Memorial Hospital, Chennai was the Chief Guest. The NCC cadets demonstrated their skills and talents to add more colour to the occasion.

D. CULTURAL PROGRAMME

A Three Day Cultural festival namely QUA SEL – 10” was conducted on 10th, 11th & 12th March 2010 by the students union. Various competitions like Rangoli, vegetable carving, singing, cookery, solo dance, group dance were conducted. The students exhibited extraordinary talent in all the programmes.

E. WOMENS’ DAY

Women’s day was celebrated on 02.04.2010. Ms. Divya, an IT professional and dancer judged all the competitions like Bridal make up, Mehandi, Anthakshri and Adapt tune. The Vice Chairperson Ms. Guna Sundari and Joint Vice Chairperson Ms. Padma Priya were appreciated for their efforts in conducting the Women’s Day.

F. QUAIDE MILLETH DAY

On 29.03.2010 The Quaide Milleth Muhammed Isamil Sahib’s 60th Anniversary of the voice for Tamil as official language of India at the Constituent Assembly, New Delhi was celebrated with much fervour. On that occasion Mrs. K. Kanimozhi, M.P. Member of Rajya Sabha was the Chief Guest. Mr. Rahman Khan, Ex. Minister and Congress Leader Mr. Kumari Anadhan also participated. Many dignitaries participated in large number

G. ISLAMIC STUDY CIRCLE

The Islamic Study Circle has been formed to disseminate knowledge of Islam. This is an academic and cultural body fostering Islamic knowledge. All Muslim students and staff members are members of the Islamic Study Circle. Non-Muslim students and staff members can also become members. A separate section of books on Islam is maintained in the college library. The Islamic Study Circle invites learned men to deliver lecturers in English, Tamil and Urdu. It also conducts religious instructions periodically for the Muslim students and interested non-Muslim students. Dr. Syed Raffi Ahamed, is in-charge of this circle. Seeranthun Nabi (Sal) celebrations was conducted on 23rd March 2010 on that occasion Kalimamani Thiru. Ervadi S. Radha Krsihnan and Janab Moulvi M. Sadeedhudeen Fazil Baqavi delivered lectures on Seerath.

2. New academic programmes initiated (UG and PG):

BCA Second year commenced.

3. Innovations in curricular design and transaction:

- Remedial Coaching classes conducted in all the subjects for the benefit of students belonging to minority communities.

- Remedial Coaching classes conducted in all the subjects for the benefit of students belonging to SC and ST communities.
4. Inter-disciplinary programmes started: Career Oriented Programme in Web Designing
 - Web Designing Course: On 07.09.2009 Dr. S. Sathik, former Vice Chancellor, University of Madras inaugurated Certificate Course in Web-designing. It is sponsored by the UGC and approved by the University of Madras.
 - The first batches of 40 students were admitted and they were trained by qualified and experienced staff.
 5. Examination reforms implemented:
 - The College is affiliated to the University of Madras, the reforms initiated by the university is applicable to this institution.
 - The choice based credit system is in practice.
 - The University has introduced instant examination as well as revaluation facility for the unsuccessful students.
 6. Candidates qualified: NET/SLET/GATE etc:

Data are not available.
 7. Initiatives towards faculty development programme:
 - Dr. A. Rafi was awarded Ph.D., in Commerce in September 2009
 - **ICT Training:** 3 day computer training was organized for all the faculty members as per the guidelines of University of Madras. Trainers from ICT Academy Provided the training from 18.03.2010 to 20.10.2010 Mr. C. Abdus Salam organized the programme.
 - **Refresher Courses attended:** Mrs. M. Amthul Thawab, Assistant Professor attended refresher course from 20.10.2009 to 09.11.2009 at academic staff college, University of Madras.
 - **Work shop attended:**
 1. Dr. Syed Raffic Ahmed, Associate Professor of English and Dr. A. Rafi, Associate Professor of Commerce participated in 5 day workshop conducted by the Academic Staff College, University of Madras from 22nd to 26th February 2010.
 2. Mr. C. Abdus Salam, Head, Dept. of Corporate Secretaryship has attended two days workshop on “Statistical Methods in Research” Conducted by University of Madras, Chennai.
 3. Dr. D. Ayub Khan Dawood, Associate Professor in commerce has Participated in Faculty Training workshop in financial markets on Dec. 7th 2009 at Dept. of Management Studies University of Madras and Participated Workshop on

Application of statistical Tools and Techniques for Researchers on Dec. 17th and 18th, 2009 at Dept. of Commerce, University of Madras.

• **Books Published:**

1. Dr. A. Rafi, Associate Professor in Commerce, published a book for M.Com. and M.B.A. titled “services marketing”.
2. Dr. M. Mallika, Assistant Professor in English, published a Book titled “QUAIDE MILLETH’S LIFE AND SERVICES”.

• **Seminars attended:**

1. Dr. A. Rafi, Associate Professor in Commerce, has participated in “Fifth state level consultation for functional community radio” conducted by Ministry of Information and Broadcasting, Govt. of India, New Delhi at Tiruchendur from 22nd to 23rd December 2009 and
2. Dr. A. Rafi, Associate Professor in Commerce, Participated in one day Seminar “A gateway to industry – Academic Engagement”, conducted by Federation of Indian Chambers of Commerce and Industry, held at M.O.P Vaishnav College, Chennai-6, on 23rd January 2010.
3. Dr. D. Ayub Khan Dawood, Associate Professor in Commerce, Participated in the UGC sponsored Short Term Course for Research Guides from March 8th to 12th 2010 at ASC, University of Madras.
4. Dr. Hayath Basha, Head, Department of Urdu, attended the Two day national seminar organized by the C. Abdul Hakeem College, Melvisharam, on 27th and 28th January 2010 and presented a paper on Comparative research in Urdu.
5. Mr. C. Abdus Salam, Associate Professor in Corporate Secretaryship, attended International Conference on “Making Corporate Governance work - towards the reforming the ways we govern” at Loyola College, Chennai, on 06th & 07th January 2010.

• **PAPERS PRESENTED:**

1. Dr A. RAFI, Associate Professor, Dept. of Commerce, has Presented a paper “Management Education in India” conducted by the P.G. Department of Commerce, Jamal Mohammed College, Trichy, from 14th to 15th September 2009. And also Presented a paper “Micro Finance – A seed to economic development” at Sairam Engineering College, Chennai – 44 from 21st to 22nd September 2009.
2. Mr. H. Hamanullah, Associate Professor in Commerce, presented a paper on “Nitty Gritty of personal finance planning” in the National Seminar conducted by P.G. Dept. of Commerce, Nadar Saraswathi College of Arts and Science, Theni, on 12.09.2009.

3. Mr. H. Hamanullah, Associate Professor in Commerce, participated in the international conference - Global Financial System in the post crises era issues, challenges and opportunities, conducted by University of Madras under the auspices of PG Department of Commerce, on March 16th and 17th 2010.
4. Dr. D. Ayub Khan Dawood, Associate Professor in Commerce, has presented
 - i. Presented a paper at Sri Sai Ram Institute of Management Studies, Chennai, on 16th Sep. 2009.
 - ii. Presented two papers on “Financial Crisis in Dubai – A Ray of Hope “and another paper on “Investing in Real Estates Overseas” in the UGC sponsored International Seminar on Jan 9th and 10th, 2010. Organised by Department of Commerce and Financial Studies, Bharathidasan University, Trichy.
 - iii. Presented a paper on “Competing Globally and Survival Strategies of Indian Strategies” Organized by Department of Commerce, university of Madras, on 16th and 17th 2010.
 - iv. Presented a paper on “Global financial Crisis: Its impact on Indian Financial Sector” in the UGC sponsored National Conference on “Indian Economy in 21st century Reviews Prospects and Issues”. Organized by Erode Arts College, Erode, on July 17th and 18th 2009.
 - v. Presented a paper on “Error Guessing: a test Design Technique” organized by Dept. of Management Studies, University of Madras, on Feb. 26th and 27th, 2010.
 - vi. Presented a paper on “Globalisation and its impact on SMEs” organized by PG Siddarth College of Arts & Science, Vijayawada, on March 13th 2010.

• **ARTICLES PUBLISHED**

1. Dr. D. Ayub Khan Dawood, Associate Professor in Commerce, has published an Article on “Emerging identity theft: A challenge to e-banking” in the book titled the changing era of e-banking, published by Mangalam Publishers, New Delhi and
2. Dr. D. Ayub Khan Dawood published an article on “Competing Globally and Survival Strategies of Indian SMEs - An Analytical Study” in the book titled global financial system in the post crisis era – published by Vijay Nicole Publishers, Chennai.

8. Total Number of seminars / workshops conducted: Two

A. STATE LEVEL URDU SEMINAR

State Level Urdu Seminar and Mushaira on the topic “Quaide Milleth – Life and Services” was conducted on 28th October 2009 at Seminar Hall. Prominent scholars and poets participated. The chief Guest was Alhaj A. Mohamed Ashraff, Convener, MEASI - Urdu Academy.

B. CITIZEN CONSUMER CLUB

The Citizen Consumer Club was inaugurated in the College on February 10th 2010. Shri A.C.C. Unni, Additional Secretary (Retd.) Ministry of Law, Government of India, New Delhi was a Chief Guest and inaugurated the club. Dr. D. Ayub Khan Dawood is in-charge of the activities.

9. Research projects:

a) Newly implemented: NIL

b) Completed: NIL

10. Patents generated, if any: NIL

11. New collaborative research programmes: NIL

12. Research grants received from various agencies: NIL

13. Details of research scholars:

Part- time candidates are working in colleges and other organization.

14. Citation index of faculty members and impact factor: NIL

15. Honours /Awards to the faculty: NIL

16. Internal resources generated:

Fees is Collected Rs. 250/- per students per year.

17. Details of departments getting SAP,COSIST (ASSISTR) / DST.FIST, etc. assistance / recognition: NIL

18. Community services:

A. NCC

- During the year 2009-10 the enrolment of NCC is 100%.
- 12 SD & 04 SW cadets attended Combined Annual Training Camp at Kancheepuram, from 08th June 2009 to 17th June 2009.
- 1 SD & 04 SW cadets were selected and attended Combined Annual Training Camp – cum TSC/RDC Training Camp at Kancheepuram, from 14th July to 23rd July 2009.
- 09 SD cadets were selected and attended the CATC / RDC/TSC Group selection camp at Kancheepuram, from 09th September to 18th September 2009.
- 15 SD & 19 SW cadets attended CATC at Kancheepuram, from 04th January to 13th January 2010.

- Cdt. M. Joseph, L/Cpl A. Prabhu, Sgt. M. Durga, Cpl. A. Anitha & Cdt. P. Anitha attended the National Integration Camp at Puducherry, from 03rd January 2010 to 12th January 2010
- Cdt. K. Prakash, Cdt. S. Praveen Kumar & Cdt. R. Sasi Kumar attended All India Trekking Expedition Camp at Uttarkhand, from 24th September 2009 to 14th October 2009.
- Cdt S. Karhikeyan & Cpl. G. Solomon attended All India Trekking Expedition at Kerala, from 19th December 2009 to 01st January 2010
- Anti Dowry Pledge was administered on 15th August 2009 and Anti Corruption Pledge was administered on 24th October 2009
- A 05 Day Campus cleaning camp was organized at the college and carried out the campus cleaning work from 20th January 2010 to 25th January 2010
- 20 Cadets of the college participated in NCC Day Programme at Kalaiwanar Arangam, on 22nd November 2009.
- 08 Cadets Participated One Day Seminar at D.G. Vasihanva College, Chennai, on 18th December 2009.
- 25 Cadets Participated in Cycle rally for Maritime Safety and Marine Conservation, on 10th January 2010.
- All the Cadets assisted the Traffic Police at the College junction in controlling the traffic. The cadets have observed the Safety Week from 01st January 2010 to 07th January 2010.
- Last year “B” & “C” certificate examination results were 100%.

B. NATIONAL SERVICE SCHEME

- NSS activities were meticulously undertaken round the year involving 400 volunteers under the able guidance of 4 NSS Programme Officers Dr. Syed Fazal Abbas, Dr. Syed Raffic Ahmed, Mr. O. Asathullah and Mrs. M. Amthul Thawab. The Programmes organized apart from regular NSS activities include:
 - T.B awareness Programmme.
 - Raised funds around Rs.2135/- towards National Foundation for Communal harmony.
 - Collecting 587 books for the Book Collection campaign of Madras University.
 - Formed human Chain headed by Ms. Sneha Nambiar a T.V. star emphasizing safe driving.
 - Organized Blood Donation Camp in which 120 students donated blood.
 - Gift of Rs.1000/- to orphans on the Women’s Day were undertaken enthusiastically by the volunteers apart from regular NSS activities.
 - 8 NSS volunteers performed a skit in Madras Christian College on 01.12.2009.

- During International Aids awareness day, Sahana of III B.Com. A, secured III Prize for individual acting skill.
- The College team got consolation prize.
- 60 volunteers participated in the walkathon at Marina Beach, on 05.12.2009
- Many volunteers participated in Human organ donation seminar organized by MMM on 30.01.2010.
- NSS volunteers actively participated in Creating Awareness about Cancer, the need for screening as well as encouraged women for screening cancer at free of cost organized by Dr. Kamakshi Memorial Hospital under the Sakthi Project on 26.01.2010.
- Two hundred NSS volunteers participated in the cancer awareness programme on 05.02.2010; the Chief Guest was Dr. V. Srinivasan and Dr. Joseph Dominic.
- We received the award from VBB for participation and our cooperation in organizing blood donation camps continuously for the past 10 years.
- Aids Awareness Programme, General orientation towards hygiene and prevention from vulnerable diseases organized under RRC.

C. YRC

- New volunteers were enrolled in the Youth Red Cross in July 2009.
- Nearly 10 volunteers participated in the oratorical, Essay writing, painting, and Dance Competitions, held in Indian Red Cross Society, Under “Geneva Conventions Day Celebrations”, from 27th July to 04th August 2009.
- In January 2010, all the volunteers formed a human chain on “Safe Driving” emphasizing three vital points like “No Drunken Drive”, “Wear Helmets” and “No Mobile while Driving”.
- Few volunteers donated blood in the blood donation camp organized exclusively for Blood Cancer Patients by the Red Cross Society, on 07th February 2010.
- K. Kalpana and Uma Maheswari of I B.Com., Cooperation attended the leadership training at Egmore, on 12th and 13th March 2010.

21. Teachers and officers newly recruited:

- Mr. S. Kamurutheen, was promoted as Superintendent.
- Mr. T. Mohammed Iqbal was promoted as Assistant with effect from 01.08.2009.
- Mr. Jamal Abdul Saleem was appointed as Junior Assistant with effect from 01.08.2009.

22. Teaching – Non-teaching staff ratio:

Shift I Teaching: 35, Non-Teaching: 17, Ratios = 35:17 or 2:1.

Shift II Teaching: 28, Non-Teaching: 09, Ratios = 28:09 or 3:1.

23. Improvement in Library services:

- Library was equipped with computer and reprographic facility
- Additional books were purchased from UGC grants.
- Departmental libraries were enriched with more books transferred from general library which were purchased out for the use of SC/ST and Minority students

24. New books / journals subscribed and their cost:

- Total Books: 764, Cost Rs.1.12 lakhs.
- Journals and Periodicals: 28, Cost Rs.5325/-

25. Courses in which students assessment of teachers is introduced and the action taken on students feedback:

26. Unit cost of education:

27. Computerization of administration and the process of admissions and examination results, issue of certificates:

Computers are used for the following functions;

1. Admission process.
2. Fees Collection.
3. Attendance record of students.
4. Maintenance of Accounts.
5. Examination Process.
6. Communication purpose.

28. Increase in the infrastructural facilities:

a) New block of 5000 sq. ft. constructed to accommodate five classrooms in the year 2009.

A new block was constructed with 5 spacious class rooms in the ground floor with 5000 Sq. ft. area. The building was inaugurated by Dr. U. Muhammed Sahib, Vice President, QUEST in the presence of Janab Dr. Salahudeen Mohammed Ayub, the Chief Kazi Govt. of Tamil Nadu and Janab Alhaj M.G. Dawood Miakhan, Secretary & Correspondent.

b) The plan for construction of first floor in the new block is under process for CMDA approval.

- c) Due to scarcity of power in the State, there was frequent power shut down. To overcome this difficulty the college installed 30 KV. generators in the campus.
- d) To give safe and pure drinking water Ultra Violet treated water facility was provided by the Management for the benefit of staff and students.
- e) The Management has developed one more cricket ground in the college campus named as QMC B Cricket Ground.

29. Technology up gradation:

- In tune with the technology development the college has upgraded all the computers with up to date configuration.
- Printing and copying machines were installed in the office and the college library and in the computer labs.

30. Computer and internet access and training to teachers and students:

- Computers and internet facility is available in Network Resource Centre.
- The Department of Arabic has imparted the knowledge of computer operations in Arabic Language to II Year students.
- All the staff and students were trained to access internet.

31. Financial aid to students:

32. Support from the Alumni Association and its Activities:

33. Support from the Parent-Teacher Association and its Activities:

34. Health services:

- Health check up for all the first year students are done by practicing doctor and the students will be referred to other experts if need arises.

35. Performance in sports activities:

- a. Cricket: The College stood runner up in the Shri Kumarani Meena Mutthiah Inter College Cricket Tournament in January 2010, in which Mr. Venkatapathy of II B.Com. Corporate Secretaryship, won the best bowler prize.
- b. The college has conducted TNCA recognized Quaide Milleth Inter College Cricket Tournament during December 2009, in which 19 colleges have taken part. Pachiappas College won the

Trophy while Loyola Stood Runners up. Mr. L. Saravanan and Muthasir Ahmed won the man of the match awards.

- c. The college team also took part in SIVET Cricket tournament in which L. Saravanan got the man of the Match award.
- d. Mr. L. Saravanan, of II B.Com. Cooperation represented TNCA & DKCA leagues. L. Saravanan has been deputed to serve in the ongoing IPL Cricket Tournament at Chepauk stadium.
- e. Volley Ball: The college team has participated in two tournaments namely Bertran Tournaments 2009 and Thiruv N.P.V. Ramasamy Udayar Memorial Trophy.
- f. Athletics: The College Athletes have participated in St. Joseph Engineering College Athletic Meet.
- g. Intra Mural Competitions were held in the games like cricket, Athletics, Volley Ball, Football, Kabaddi, Kho Kho, Chess, etc.,
- h. Mr. V.G. Selvam, II M.Com. and S. Gayathri, II B.Sc., Maths, won the overall championship in respective men & women category.
- i. There is a plan to train our students in the field of Boxing, Volley Ball, Hockey, Football, Tennis, and Athletics in order to make them fit for the various tournaments conducted by the University of Madras and Other bodies.
- j. Mr. Manoj Kumar participated in the inter College Cricket Tournament, at Kumara Rani Muthaiah College, Adyar, and was awarded with a Rolling Trophy on 29.01.2010.

36. Incentives to outstanding sportspersons:

- T. A. and Daily allowance paid to sport persons for participation in tournaments.
- Jersey was provided to the college teams.
- The internal examinations are conducted separately in case of need.

37. Student achievements and awards;

- Mr. Ayatollah Ahmed Amani and Mr. Kasim attended one day workshop on sustainable consumption on March 10th 2010, at Queen Mary's College, Chennai
- Inter College Competitions:
 - a) Mr. R. Jeevanadhan of I B.Com., A, got silver rolling trophy in oratorical competition at Meenakshi College for Women, Kodambakkam, Chennai.
 - b) Ms. C. Lalitha of I M.Com., won gold medals in English and Tamil Essay Writing in Bio diversity conducted by Birla Planetarium (Science City) in Chennai.
 - c) Ms. M. Jayashree, I M.Com., won silver medal in English Essay writing in Bio diversity conducted by Birla Planetarium in Chennai.

- d) Mr. A. Abdul Imran of I B.Com. Corporate Secretary ship won bronze medal in drawing competition at Science City Chennai.
- e) The cash award in the name of “SHAMSHEER-E-MILLATH ALHAJ M.A. LATHEEF SAHIB MERIT CASH AWARD” is being offered to the students of First year who secure highest mark in Urdu Language. Mr. Waseem Akram C.N.of II B.Com B got the First Prize of Rs. 1000 and Mr. A. Adam Sha of II B.Com. Cooperation got the Second Prize of Rs.500.
- f) The cash award in the name of “Prof. Moulvi Abdul Azeez Jami” was instituted in the year 2008-09, for the First year students who secure highest mark in Arabic Language. The award winners for this year were S. Kamila Parveen of II B.Com. B, got First prize of Rs. 1000/- and S. Syed Ali Fathima, II B.Com. B got Second Prize of Rs. 500. Consolation Prizes were given in the form of wrist watches to K. Jagan, II B.Com. B and P. Shobana, II B.Com. B.

38. Activities of the Guidance and Counseling Cell:

39. Placement services provided to students:

40. Development programmes for non-teaching staff:

41. Best practices of institution:

42. Linkages developed with National / International, academic/research bodies:

43. Any other relevant information:

Part C: Details of the plans for the next Year:

FUTURE PLANS

- New course of M. Phil., in Commerce will be offered from next academic year. The Inspection Commission has visited the institution on during March 2010.
- There are plans to start courses on Mass Communication, Journalism and Foreign Language in future.
- The Certificate Course in Web Designing will be followed by Diploma and Advanced Diploma Courses in Web Designing in the forthcoming years.
- There are plans to construct an auditorium in our premises.
- Accommodation was provided for poor students of the college in a rented building. There are plans to construct a Boys Hostel in our college campus itself in the near future.