YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   THE QUAIDE MILLETH COLLEGE FOR MEN

- Name of the Head of the institution   DR. M. AMTHUL THAWAB

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   9841744503

- Mobile no   7550070716

- Registered e-mail   IQAC@QMCMEN.COM

- Alternate e-mail   DAYCOLLEGE@QMCMEN.COM

- Address   Tambaram-Velacherry Main Road Medavakkam Chennai

- City/Town   CHENNAI

- State/UT   TAMILNADU

- Pin Code   600100

2.Institutional status

- Affiliated /Constituent   AFFILIATED

- Type of Institution   Co-education

- Location   Rural

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **UNIVERSITY OF MADRAS**

- Name of the IQAC Coordinator   **DR.M. HAJ MEERAL**

- Phone No.   **04422771202**

- Alternate phone No.   **7305439411**

- Mobile   **7550070716**

- IQAC e-mail address   **IQAC@QMCMEN.COM**

- Alternate Email address   **daycollege@qmcmen.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://qmcmen.com/wp-content/uploads/2022/07/aqar-2020-2021.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://qmcmen.com/wp-content/uploads/2022/12/Calender-2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.66**	**2008**	**16/09/2008**	**15/09/2013**
Cycle 1	**B**	**2.68**	**2015**	**14/09/2015**	**13/09/2020**

6.Date of Establishment of IQAC   **14/07/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year   4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Conducts both Internal and External Academic Audits to assure academic accountability

Series of meeting conducted by IQAC as our college enter into 3rd cycle of the NAAC assessment. Various committees also constituted and they are regularly monitoring the progress of SSR preparation and other preparatory work for assessment.

Every department has established clubs led by students to actively participate in extracurricular and academic activities relating to concern department.

organized Eight Day Virtual Faculty Development Programme on 'NAAC ACCREDITATION FRAMEWORK' from 21-09-2021 to 29-09-2021. Various eminent resource persons shared their rich knowledge to the participants.

Conducted a Training programme on Establishment Rules of Government Servants on 23-8-2021. Mr. Sankarana Narayanan (Retd. From Govt. services) was the resource person.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Plan to sign MOU's with Khadi and Village Industries and Micro Small and Medium Enterprises (MSME) , Ministry of MSME, Govt. of India to develop entrepreneurship skills among the students.	MOU signed and a 5 day aari-embroidery training programme was conducted.
Plan to sign MOU with Foreign University	Communicated for MOU with Foreign University
Plan to enhance the social values among students in association with Mahatma Gandhi National Council of Rural Education to make them as a responsible citizen	Associated with MGNCRE and conducted various programme to realize the responsibility of the students
Plan to apply for funding agencies to get financial assistance for organizing conferences/seminars/workshops and also for minor and major projects.	Applied to get financial assistance for organizing conferences/seminars/workshops from Funding agencies and also for minor and major projects

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
The Management Committee	26/09/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• if yes, whether it is uploaded in the Institutional website Web link:	https://qmcmen.com/wp-content/uploads/2022/12/Calender-2021-2022.pdf	

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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
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• If yes, mention the amount		

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- Name of the statutory body

Name	Date of meeting(s)
The Management Committee	**26/09/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**08/03/2022**

15.Multidisciplinary / interdisciplinary

The college provides a multidiscipline education to the students. The institution aims to provide a highest standard in providing quality education the following opportunities have already been

in place for the last few years.

- The college has a research cell to inculcate and nurture research culture among the faculty members and students. The cell regularly organises seminar, workshop, statistical tools etc.
- As a part of ED cell, promotes interdisciplinary through ED workshop on Aari embroidery etc.
- Webinar, Seminar, Conferences (National & International) and Workshops are conducted by different departments and committees.

Good practices are inculcated through various committees like rainwater harvesting, Greenery committee and educating the under privileged.

16. Academic bank of credits (ABC):

The students are allowed to learn in blended mode by registering in SWAYAM by making them enrol for the diploma programs.

Students are motivated to study E-books which are available on various websites.

17. Skill development:

The college through add on and courses like Spoken English, Tally, Web designing and Office Automation provides to impart more employable skill to the students.

The College organises extra-curricular activities to impart holistic and value based education, yoga classes to develop meditation and self discipline and health among students.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College departments like Tamil, Urdu, Arabic shape the relationship of language & culture. The college conducts competition and events like Pongal celebration with the theme of "Samathuva Pongal".

As the students are from different / diverse linguistic and economic background, the faculty members to fulfil & develop the students level or mode of education, engage the classes in a bilingual mode of lecture delivery. This make the student to understand the subject in a more easy and comprehensive way.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
The college are based on the curicula designed by University of Madras. The faculty members focused on designing this curriculum towards transformation as outcome based education. Therefore the college empower student to become good Citizen, Professional, Teacher, Entrepreneur, Public servant, Soldiers and Administrator. The college always insisted our student to keep learning, updated and adopt the environment with technology and subject matter. Regular classroom discussions on handling real time problem and challenges help the students; improves analysing capacity and finding the opt solutions. For illustration, Department of Mathematics inculcates several models to tackle real life problem, and Department of commerce adopting the method of usage of Tally on accounting etc.	
20.Distance education/online education:	
To enchance the Quality the college uses the technological tools for teaching and learning activity such as ○ QMC Question bank with key answer through online mode ○ Usage of Google classroom to give assignment, seminar, PPT etc. ○ E-resources are provided through the college library to the students, research scholars and faculty members.	

Extended Profile

1.Programme

1.1 **461**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File]()

2.Student

2.1 **1830**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   854

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   502

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   58

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   58

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**461**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1830**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**854**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**502**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	**58**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**58**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2626302**
4.3 Total number of computers on campus for academic purposes	**151**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Madras University has revised and updated the syllabus for many departments. The revision and updation has relevance to the students' employability &future prosperity. The subject experts referred & prepared the study materials to suit the students' requirements. By strictly adhering to the SOP'S provided by the government the classes were handled on a tight rope walking way. Intermittently workshops and seminars were also conducted which gave a good exposure on the happenings around.

After the traumatic pandemic the even semester commenced with much respite of regular classes with normal strength.A new Reading room was attached to the General library where the students really enjoyed extra reading. The librarian also advised and helped the students to avail the N – LIST facility to spread their wings afar. Every department conducted FDPs, workshops and seminars. The Attendance committee intimated the authorities and the necessary steps were taken to check the

absentees then and there. PTMs were conducted online / offline to keep the parents well informed of their wards. The subjects were allocated with mass Time Table. Lesson plans were recorded and ratified by the H.O.Ds. The syllabus was demystified with PPTs and WCRs

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The faculty members of all the courses strictly adhere to the time table and the course plan. The time table is formulated in such a way to finish the stipulated hours needed for each subject. The six day order is followed and well planned ahead and well informed through the college calendar. The number of working days intercepted with midterm and model exams already recorded in the college calendar helps the faculty to plan, deliver and cover the syllabus on time. The coverage of syllabus by the faculty is recorded in notes of lesson notebook which is checked then and there by the respective heads of the departments and randomly checked by the principal. The course plan involves and encourages the faculty members to include various methodologies like ICT, blended learning, seminars and paper presentations.

In a centralised manner the class tests, Mid-term exams, Model exams were conducted online to provide internal marks.

The class tests, unit tests, midterm & model exams were conducted offline & the students were psyched up to take the offline university Exams with preparation and presentation. Especially the second and sixth semester students were given guidance on building confidence.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://qmcmen.com/wp-content/uploads/2022/12/Calender-2021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1056

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Gender To include the excluded our campus aims to foster equality among the students. An MOU has been signed for Three years with 'Kadhi and Village Industries Commission. To develop the entrepreneurial skills of the girl students ' Aari workshop' was conducted nearly 30 girl students were benefitted. To hone the various skills and to tap the myriad talents many competitions like Essay, Poetry Writing, Painting, Mehandi and Rangoli were conducted throughout the week. Environment To contribute and to conserve the environment many committees were formed. Waste management committee spread the awareness of segregating the dry and perishable waste products. This committee has also created and composite yards to turn the waste into manure. 'The Water Management Committee' spread the awareness on groundwater levels and clean water. 'The Energy

Committee' is planning on solar energy. 'The Greenery Club' has planted trees and herbs around the campus to make the campus greener. An MOU with 'I to I' is to develop the multifarious skills of the students to adorn the society. During the Pandemic Vaccination camps were organised in the campus and all the eligible students were encouraged to take the jabs along with their family members. All the extension activities concentrated on spreading the necessary messages through many Programmes throughout the year.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

212

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

633

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

629

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Special Coaching and Counselling

A regular special coaching classes were conducted regularly for the students who scored less mark in University Examinations. Remedial class were also conducted before/after the regular class hours for various subjects, as per special time table and attendance was marked.

SQC

To identify the active learners and slow learners among the students ,SQC programme was implemented. Based on the Academic Performance, the students were grouped into satisfactory level and risk level categories. The satisfactory level students assisted/trained the slow learners to attain academic progress.

AIMS

AIMS is available within the campus. Information about programmes, Course wise syllabus, Question bank with answer keys, Rules and Regulation of the College and UOM, Career opportunity for the students, etc are provided in WIFI Intranet

and college website

CALL

To monitor the performance discipline and overall development of the students, class advisors have been allotted for each and every class. The advisors intimate the parents/guardians about their wards performance on continuous basis.

ROP (Recognition of Outstanding Performance):

ROP is taken considering students' 100% Attendance, University examinations, Outstanding Participation in Curricular and Co-curricular activities along with discipline of the students that encourages the students to do better.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1707	**58**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Participative Learning:

College promotes participative learning through Assignments, Group Discussions, Seminars, Clarifications of Doubts in class room, E-learning Resources, Magazines as a part of CAS. State Level, National Level and International Seminars, Conferences, Workshops, Competitions like Quiz, Essay writing, Oratorical are organised by various departments for the benefit of students. Citizen consumer club conducts various competitions to bring

awareness about rights and duties of consumers among the students.

Experiential Learning:

College provides various experiential learning opportunities for the betterment of students community through field visit, Practical visit in Industry, Banks and Companies as a part of curriculum, Project Work, Research Work that focuses on employability skills and provides real learning experience beyond the classroom. To stimulate the capability in entrepreneurship, the ED cell initiates various training programmes. College also enables to integrate the ICT into the Teaching process.

Problem Solving Methods:

Group Discussion helps to motivate the students and enhance their perception in problem solving skills. College provides opportunity among the students for organising cultural programmes, Tamil Mandram, Women's day Programmes, etc. To promote the leadership skills among the students, representatives are selected from each and every class.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT enabled tools for effective teaching-learning process. Campus is enabled with high speed wifi connection. Intranet facility is also provided for the students in the campus.

Training Programmes and classes are conducted through online, wherever necessary. The faculty uses various ICT enabled tools to enhance the quality of teaching-Learning Like:

1. Google meet/Zoom for lecture delivery. Also use many interactive methods such as PPT with animations, Video clippings , Use of online resources from YouTube links,

online assessment tools like Quizz.com, Google Forms, etc.
2. To teach problem solving subjects in an online mode faculty have used various online tools like-Keep Notes, Jam board in Google meet, etc. for live solving problems.
3. All teaching and instructional materials are uploaded by faculty members in Google Classroom. Online tests are conducted and e-assignments are given through GCR
4. The college provides smart class facility as a teaching aid. Web designing lab also caters the needs of the students.

All the departments conduct webinars, workshops and guest lectures on the latest developments in the core subjects for better understanding through Industry experts and Alumni on Zoom platforms and also broadcasted the same on YouTube.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

33

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**No File Uploaded**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

358

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Since the College is affiliated to the University of Madras, the rules and regulations for evaluation processes that are laid down by the University is followed. The college has transparent and robust in Internal Assessment. The Internal Assessment system is communicated to the students well in advance and is also mentioned in Academic Calendar. Continuous Assessment evaluation is made through Unit Tests, Assignment Submission, Seminar, Mid- Term Examination and Model Examinations. The Mid-term and Model examinations are conducted as per the schedule of Academic Calendar. Unit tests are conducted regularly and the weightage of Unit test varies as per the concerned faculty. The answer scripts of Mid-term, Model and Unit Tests are distributed to the students and the question papers are discussed in the class for better comprehension.

Student's Academic Performances along with their attendance are informed to their parents in Parents-Teachers meeting. Students are also encouraged to deliver Seminars of the concerned subjects. Topics are given in advance to the students by the concerned faculty for thorough preparation, which improves their learning and presentation skill.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college has well organised mechanism for Redressal of examination related grievances. Students can approach the faculty, HOD and Principal to redress the examination related grievances any time.. The assessed Internal Examination papers (Unit Tests, Mid- Term and Model examinations) are shown to the students for self-assessment and transperancy.. In case of any grievances regarding, internal assessment, the students are free to interact with the faculty and get it resolved at the arliest.

Grievances related to University examinations are forwarded to the University Grievances. Students who are not satisfied with their University examinations marks can apply for Revaluation to the University. The entire mechanism to deal with the examination related grievances is time bound as per the University Rules and Regulations.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

As an Affiliated college to the University of Madras, the college follows the university Curriculum, Course Outcome and Programme outcome clearly stated by the University and the following mechanism is followed to communicate the learning outcomes to the teachers and students.

1. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.

2. Learning Outcomes of the Programs and Courses are highlighted and made aware to the students in the induction -cum orientation programme at the beginning of the session.

3. A web link of the University Curriculum and learning outcomes of Programmes and Courses (both UG & PG) is also provided in the college website for reference.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As it's an affiliated college under the University of Madras, the College follows the broad framework of the curriculum for the Three years UG and Two years PG in all streams, which is framed by the university. The POs, Cos are followed as per the

rules and regulations of University authorities. The classes are handled through lectures and discussions followed by examinations and evaluation process. CAS are also conducted regularly for the fulfilment of COs and POs.

Besides ,the college also tries to attain the COs and POs by conducting the activities such as cultural, NSS, NCC, Sports , Department clubs in addition to Personality Development Programmes and Communication Skills, various collegiate and inter collegiate competitions, organisations of Scholarly Lectures and Health Awareness programmes. As a result , Students gain knowledge of critical thinking, social interactions, ethics , environment and sustainability. The college also offers coaching for various competitive examinations to uplift the employability skills of the students.

Students are encouraged to write articles, Poems, Essays and Drawing for the college Annual magazines.

Placement Cell conducts campus recruitments for the outgoing students even before course completion. Students acquire the skill and ability to engage in independent and lifelong learning.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

553

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://qmcmen.com/criteria-ii/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

nil

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has continuous initiatives in research and knowledge updation. The post graduate department of commerce frequently organizes workshops, seminars on research methodology and entrepreneurship. Further, the commerce department has inhouse journal "INSTINCT" which is solely based on post graduate students' project abstract with ISBN number. The department of Corporate Secretaryship and Co-operation students does regular projects as per the curriculum. Subsequently, the Department of Mathematics organizes International conference on Application of Differential Equations. The Department of English organized a Faculty Development Programme on "Colloborative learning and teaching of English " . Through such academic activities the institution has taken some initiatives to transfer the knowledge to the students and faculty.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

31

File Description	Documents
Any additional information	*View File*
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	*View File*
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college students have service oriented activities through NSS/NCC and YRC units. Yoga Day, Dengue Awareness, COVID Awareness and Vaccination Camp, Blood Donation Camp and Eye Screening Camp were conducted through Health Consciousness among the public. Under Swachh Bharat Abhiyan Programme campus cleaning, statue cleaning, traffic control activity and anti-drug awareness programme, importance of SMS were organized. NCC organized various RD Parades and Marathon for Fit India Freedom. Special Webinar on Youth Innovation for Human and planetary health and pledges on National unity, Constitution were organized by NSS to initiate ecological and social consciousness among students. To include students participation in social service NSS organized a webinar on Psychological Impact of NSS.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

44

File Description	Documents
Reports of the event organized	[View File](View_File)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1226

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

PHYSICAL FACILITIES :

- **The College Campus is surrounded with high vegetation with 10.67 acres of land and it is located in sub-urban of Chennai metropolitan city.**
- **There are 21 classrooms available, all of which have good ventilation and well furnished. Each class roomis equipped with an adequate seating capacity with a black board and Wi-Fi facility.**
- **To facilatethe learners, the college has 2 Libraries with internet facilities and Inflibnet Services, 2 Computer Labs, 1 Language Lab and 1 Viscom Audio and 1 Video Lab.**
- **The college has a Seminar Hall in the administrative block with around 150 seating capacity and furnished with air conditioners and an attached rest room. To conduct seminar, conferences and meetings the Seminar Hall is digitally equipped with over-head projector and computer.**
- **There are five blocksin total including an administrative office block and an air conditioned principal's room.There are rooms for guest, staff, Physical Education Department, IQAC, Shift-II College Administrative office, Examination Cell, NCC, NSS & YRC, Prayer, lounge for girl students.**
- **Further thecollege has canteen near the entrance.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has a fantastic, sizable playground with a picturesque backdrop. Students and staff members regularly practice and conduct indoor and outdoor games every year.

The sports ground is spread over 18,370 sq. meter, for playing cricket, kabaddi, Kho-kho, Volley ball, Hockey, Badminton, athletics and various games.

Regular maintenance operations are carried out on a periodic basis to preserve infrastructure in good condition..

Both staff and students are utilizing the full-fledged Gym withthe equipments like AB truck, twister, chest press bench, abdomen bench, medicine balls, swiss ball, iron rods, weight plates and dumbles.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

932801

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **Name of ILMS software: Autolib software systems**

- **Nature of automation (fully or partially): Partially**

- **Version: 1.00**

- **Year of Automation: 2014**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.57675

File Description	Documents
Any additional information	<u>View File</u>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10989

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Apart from the computer laboratories set up for syllabus programs, the college has provided computer centers for general purposes and learning during extra hours. So the entire campus is Wi-Fi enabled with high speed internet connection to allow the Staff and Students to access the internet no matter wherever they are.The coverage is not just limited to the classrooms instead it extends to all the ranges within the campus premises. College provides all the necessary hardware and software required for setting up a reliable and scalable wireless infrastructure within the campus. Wi-Fi is available at all Computer Labs, Office Rooms and 5 Departments with available bandwidth. Institution information is also updated in the beginning of every academicyear on the website. Bandwidth of internet connection in the Institution is greater than 50 MBPS.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

171

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5221372

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

LIBRARY AS LEARNING RESOURCE :

The college library aims at providing accession to collection of books around 21,733 in the general library. UGC recognized E-resources and Journals are subscribed by the college for the effective usage of students and faculty.

It is equipped with around 6000 N- listed E-journals and around 31,000 N-Listed E-books. Our college library is functioning from 8.30 am - 6 pm on all working days. A separate section of books on moral value is maintained in the College Library.

LAB FACILITIES:

LANGUAGE LAB :

The college has a modern UGC funded English language laboratory with 46 computers along with 50 headphones, micro phones and a smart board. The language lab is built with dynamic English language teaching, learning software, like "Snet", "Clarity English communication" and "Lady Hawk Communication". Through a wide range of digital materials, the students are given hands on experience to enhance their listening, speaking, reading and writing skills.

COMPUTER LAB : College have a well-equipped 2 laboratories. Around 94 computers are in usage with good internet facilities.The college has one separte Visual Communication Audio Lab and one Viscom Video Lab.

The Administrative office, Departments and Libraryare equipped with 31computers.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

520

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

420

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

420

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

478

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students representation in the institution is to the maximum extent. Each department has a club and student's representatives are selected to organize various awareness programmes and to conduct Intra College Competition. Students represent at academic levels to organize seminars, symposiums, meetings, and conferences. The Students also contribute their social service in NCC, NSS, and YRC to organize blood donation camps, health awareness campaigns, health and hygiene awareness rallies, medical camps, eye-care camps etc. Students also compete in numerous academic inter-collegiate competitions to represent the institution. Participation may take the form of a paper presentation or competing in quizzes and debates. Representation of students at the physical fitness is also at the maximum. The students participate in various games in inter-collegiate level to National level. Many sports enthusiasts have contributed to the institution's success.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni of the college envision fostering friendly co-operation among the present and old generation of our students thereby enhancing the betterment of the institution. The College maintains a separate register where the Alumni details will be collected. Every year Alumini Association meetings will be conducted for the development of the Institution. The College is committed towards the valuable feedback of alumni members which are effectively channelized for the better functioning and development of the college. The target and goal of this association is 1. To serve a link between the "Association" and "Alumini". 2. To provide a platform to communicate with Alumini, present students, faculty, and college administration 3. To make available the expertise and experience of the alumni for the development of the educational activities of the college.4.To conduct seminars, workshops, and Job fairs for the students.5. To be as a member for any cultural/ academic events organized by the college.

No. of regesteredenrolled Alumni:209

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college aims at holistic development of the learners and tutors and the institutions governance is executed in such a way that it achieves the vision and mission of the institution. Both academic and administration aspects of the institution are carefully planned, implemented and monitored. Along with curricular aspects, to nurture value consciousness among the learners, valueeducation are held every week to impart social and human values. In every IQAC meeting and council meeting, both academic and administrative staff participate to ensure coordination in implementation of plans. The vision and mission of the college is to create a holistic development in learners and tutors and this development is nurtured by making students and teachers as part of various committees through which effective governance is ensured.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Effective decentralisation and participative management is the main objective of the is institution which is carried out through formation of a number of committees. Committees are formed for carrying out various activities and the faculty members actively execute the duties in their respective committees. Discipline committee, women's grievance cell, Antiragging committee, Examination committee, Admission committee and a number of other committees render active

services to ensure hassle free governance of the institution. The scope and responsibilities of each committee are clearly imparted to the members of the committee and periodical assessment of the functioning of such committees is carried out to ensure the actions are on in alignment with the plans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college believes strongly the necessity of soft skills and cocurricular skill development of students to excel in job competency. Along with regular university curriculum, the college offers various add on Skill Development courses to students of all years such as Entrepreneur Development. Also a certificate course with placement was offered in association with Bajaj finserv. For the final year students of UG and PG . The institution makes sure that the students have to complete at least three add on courses along with the degree so that their competency level in the job market is competitive on par with others.

The college takes active participation in NIRF, AISHE and strives to achive enhancement of quality through gradual improvement.

Conferences, Seminars and Workshops are regularly conducted to update with current industry trends and teaching pedagogy.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

policies, administrative setup, appointment and service rules, procedures, etc.

The College is a co-educational Muslim Minority Institution affiliated with the University of Madras,functioning with a vision and mission of Accomplishing the educational, social, economic, spiritual, religious, linguistic and cultural welfare of the people in general and minority communities in particular to safeguard the rights, liberties, interests and privileges and the distinct character in all spheres of life. The college committee with fourteen members has been governing the college administrative measures starting from Honorary Patron, President, Secretary & Correspondent, Treasurer, four Vice-Presidents, Two Joint Secretaries, One Honorary Legal Advisor and Three members including Director are the different hierarchy of the college committee for the administrative purpose. The college is functioning in Two-Shifts with More than 1000 (approximately) students with Ten Departments in Shift – I such as Tamil, English, Urdu, Arabic, Co-Operation, Corporate Secretaryship, Commerce, Mathematics, Physical Education and Library. Shift – II functions with nine departments such as Tamil, English, Computer Science, B.Com (Information System Management), Commerce, Accounting and Finance, Business Administration and Visual Communication. The administrative functions of the college are managed by the Director and Principal of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	[View File]
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution is committed with a sense of responsibility to recognize the human values and to create a secured work atmosphere with this motive. The institution offers a number of welfare measures to the teaching and non-teaching workforce. The workforce of the institution is entitled to the following welfare measures.

Teaching - Provident fund, Health Insurance, CPS, Family benefit fund, ExtendedMaternity leave facility for female staff members, ICT facilities, GYM facilities

Non teaching -Provident Fund, Health Insurance, CPS, Pension & Contributory pension, Uniforms,ExtendedMaternity leave facility for female staff members, ICT facilities, GYM facilities

Students - Safety Insurance,ICT facilities, GYM facilities

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	[View File](#)
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

27

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Periodical performance appraisal is conducted through a carefully designed performance appraisal evaluation format which is in alignment with the requirements of CAS criterion. The faculty members submit self appraisal along with supportive documents. These are carefully scrutinised and evaluated by the heads of the respective departments. Such an appraisal system positively motivates employees and instills a sense of commitment among them to plan their career graph with care. The performance appraisal reports are maintained by the IQAC. Appropriate feedback is given to the teaching and non teaching staff so as to rectify the lags and improve their performance in future.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has an internal and external audit mechanism. The internal audit is carried out by the Auditor periodically. The external audit is carried by the authorized chartered Accountant at the end of the financial year. The government

assessment is carried out by the Joint Director of Higher Education of the State. The accounts of the institution are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the Institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC Constantly engages in activities to nurture the research attitude through conduct of a number of workshops, seminars and faculty development programmes with an aim to enrich the teaching learning process . In addition to this, it takes initiatives to transform the learners community into responsible citizens of the society . To achieve this mission IQAC associated itself with Mahatma Gandhi National Council for rural education (MGNCRE) and formed a number of committees such as greenery committee ,waste management, water management committee etc. The greenery committee and the waste management committee strives hard to keep the campus a plastic free one and to create an eco friendly environment. Regular campus cleaning programme , waste management awareness programme at regular intervals, solid waste management programme rainwater harvesting,herbal garden plantation are undertaken with the active participation of students. This results in increased awareness among the student community to keep the campus and the environment a plastic free and pollution free zones.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC critically assessed the difficulties in teaching learning process during the post pandemic and continuedcreation of Google class rooms for providing learning materials to students and to conduct periodical assessments on regular basis to assess the learners. The practice of blended learning is continued even

after resuming offline classes. Also, to ensure physical and mental well being of the learners, IQAC conducted yoga and meditation sessions fir students in association with Heartfulness foundation. Having understood the academic industry gap and the necessity of employability skills, IQAC organizes various add on courses for enhancing the employability skill of the students. The courses are designed in such a way that the learners learn at least one additional skill during the years of their study.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://qmcmen.com/wp-content/uploads/2023/02/NIRF_2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

International Women's Day Celebration-2022

To raise awareness about the status and dignity of Women, The International Women's Day was celebrated at The Quaide Milleth College for Men. To limelight the talents of girl students, Essay Writing Competition, Oratorical Competition in Tamil and English, Mehandi Competitions, Drawing and Slogan Writing competitions were held for a week.

On 1st of April 2022, a short program was organised in our college premises. Girl students performed Singing, Classical and Western group dances on stage. As a fun event, Dumb sharadh was played by the women Faculty members. The chief guest Mrs. Mujeebu Nisha Rafi honored the Faculty members with gifts.

Entrepreneurship Development Cell of The Quaide Milleth College for Men Organized a Five-Day Aari Embroidery Training programme from 16.05.2022 to 20.05.2022 in association with Central Palmgur and Palm Products Institute, Khadi & Village Industries Commission, Ministry of MSME in our college premises. 30 girl students from Shift I & Shift II were participated in this programme. The participants self-reliance increased through this training programme.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management**

The college has separate facility for segregation of Composite and Non Composite Waste. Composite Pits have been arranged to reuse the composite waste.

Restrictions to use plastics: The use of plastics is restricted to only those that are inevitable like milk packets, water bottle. Students are encouraged to use a good quality water bottle insisted of purchasing bottles. The water may be collected for drinking form the water points provided at various places at the campus.

- **Liquid waste management**

The Reverse Osmosis water waste from each block is collected in the septic tanks located in the campus and the waste water from the canteen through hand wash, washing utensils etc.

- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

College is free from hazardous chemicals and radioactive waste, College is surrounded by rich green environment.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

I) Pledge for National Unity Day

ii) Pledge on Social Justice Day

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Pledge on National Unity Day : 30.10.2021

The NSS, YRC and NCC units of the College obeserved the National
Unity Day on 30.10.2021 and took Pldge on National Unity.
Totally 50 Volunteers participated in this event.

II) Pledge on Social Justice Day: 17.09.2021

Social Justice day Pledge was taken on 17.09.2021 for
commomorating Thanthi Periyar E.V.Ramasamy's Birthday. Faculty
Members, Students and NSS volunteers took the Pledge at college
premises.
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File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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1. Pledge on Constitution Day

.1. Pledge on Constitution Day: 26.11.2021

On 26th November 2021 in the commemoration of Constitution Day
of India Preamble reading ceremony organized by the NSS units of
College. Principal, Vice - Principal , All Department HODs,
faculty members and students participated in this programme.
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File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The	**B. Any 3 of the above**

Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Independence Day Celebration – 15th August 2021

Janab.A.Mohamed lsmail B.Sc.,FCA. Joint Secretary, College committee member, hosted the National Flag delivered the 75th Independence Day address to the NCC Cadets, Students, Faculty members, Non-Teaching staff and parents were present.

Republic Day Celebration – 26th January 2022

Janab A.M.HAJA NAJMUDEEN Vice-President, College committee member, Chennai,hosted the National Flag and delivered the 73rd Republic Day address to the NCC Cadets, Students, Faculty members, Non-Teaching staff and parents were present.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practices - I

Provision of Enhanced Access to Knowledge:

The College of Shift-I in Chennai aims to provide higher education to all communities, especially the weaker and backward classes. The institution accomodates students from various backgrounds and provides job-oriented courses to uplift the most backward classes. The institution identifies the educational needs of society, encourages students to learn and improve their knowledge,, and provides online courses. The institution has successfully admitted students from backward classes, Muslim minority community, Scheduled Caste, single girl children, and first-generation learners. The institution has not encountered any major problems.

Best practice – II

Dexterity enhancement club

The practice discussed is the Dexterity Enhancement Club, which aims to improve the overall personality development of students by providing them with skills training, product training, and opportunities to showcase their hidden talents. The extracurricular activities offered by the club help students build long-lasting friendships, gain transferable skills such as communication and teamwork, and improve their confidence. Participating in such activities leads to greater academic success, character development, and positive social development. The evidence of success includes improvement in students' spoken and soft skills, leadership qualities, team spirit, and

sportsman spirit. However, language barriers and limitations on the intake of student participants are some of the problems encountered. Overall, extracurricular activities play an important role in a student's holistic development and make teaching and learning experience exciting for both students and teachers

File Description	Documents
Best practices in the Institutional website	https://qmcmen.com/criteria-vii/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Over the past 4 decades , the college has been working to enhance its reputation in society. The College is committed to admit economically and socially backward students and provide them quality education and empower them to compete in the challenging society. The College is committed to collect the fees as per the Government Norms. It is the unique college providing the education for the most backward people more than the Government Quota

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Plan to sign MOU with Foreign University
- Plan to apply for funding agencies to get financial assistance for organizing conferences/seminars/workshops and also for minor and major projects
- Plan to apply funding from Unnat Bharat Abiyan Scheme.
- An exclusive Research Library for Research Scholars will be developed with adequate computers, plagiarism software and other research requirements