



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	DR .R.MEGANATHAN
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04424501115
• Mobile no	8870717071
• Registered e-mail	principal@mscartsandscience- edu.in
• Alternate e-mail	iqac@mscartsandscience- edu.in
• Address	MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE, NO 13,MEDAVAKKAM ROAD,SHOLINGANLLUR
• City/Town	Chennai
• State/UT	TAMIL NADU
• Pin Code	600119
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	UNIVERSITY OF MADRAS				
• Name of the IQAC Coordinator	DR.M.SYED ALI				
• Phone No.	04424501115				
• Alternate phone No.	9842052929				
• Mobile	9842052929				
• IQAC e-mail address	iqac@mscartsandscience-edu.in				
• Alternate Email address	syedmicro555@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.mscartsandscience-edu.in/">http://www.mscartsandscience-edu.in/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.mscartsandscience-edu.in/">http://www.mscartsandscience-edu.in/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.0	2007	28/03/2007	27/03/2012
Cycle 1	B	2.10	2016	29/03/2016	28/03/2021
<b>6.Date of Establishment of IQAC</b>			01/07/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	0	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>05</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Initiated and completed the pending syllabus in the even semester of academic year 2020-21 and conduct of internal examinations online mode to handle the pandemic situation. 2.Regulation and Syllabus of certificate courses in DMLT for Students of life science Departments through IQAC Cell. 3.Initiated and completed of various Extension activity, Community Outreach Program , Institutional Social Responsibility and career guidance program for student level (Both UG &amp; PG). 4.IQAC &amp; Department of Biotechnology organized Seminar on Global Issues Gender Equality &amp; Women Empowerment. 5. Initiated and completed of Green Audit to College Campus. 6.Conducted various awareness programe like National Pollution Control, World Diabetes awareness Day, NSS Day, International Yoga Day, Fittest India, National Constitution Day, National Energy Conservation Day etc.. 7.Our college participates in NIRF Ranking for Overall and College Categories every year. 8.Data collected and submitted in time and details of our college were submitted to MHRD every year.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Life science Department proposes to introduce a new job oriented courses on DMLT	DMLT Course has been approved by the Management and is introduced from 2020-2021
Research Publications	Staff members are published more than 15 research papers during the year 2020-2021 with UGC, Scopus and Web of Science Journals
To conduct Seminars/Workshops related to IPR & Research Methodology	Two seminars were conducted during the year 2020-2021- IRP Conducted by Department of BBA and Research Methodology conducted by Department of Mathematics associated with IQAC
To conduct of Out Reach Program	Our college are conducted near 25 outreach programs in and around villages and neighboring communities.
Alumni Registration	Our college are successfully registered alumni association as per Govt of Tamil Nadu
Awareness programmes	Our College NSS Teams conducted various awareness progmmes like COVID Vaccine, hepatitis B Vaccine etc.
Green Audit	Green Audit conduced by our college green club associated with TSCM Company, Chennai
Improving Class room teaching with ICT	Modern tools such as LCD and PPT are extensively used. We developed and installed 20 ICT Room
Feedback	IQAC Cell are conducted feedback analyzed with Students, Alumni and Teachers
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	29/12/2021

### Extended Profile

#### 1. Programme

1.1	43
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2. Student

2.1	4419
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	752
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1695
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	159
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	165
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	125
4.2 Total expenditure excluding salary during the year (INR in lakhs)	108
4.3 Total number of computers on campus for academic purposes	544
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The Mohamed Sathak College of Arts and Science provides 10 UG programs of arts 12 UG of Sciences as well as 11 PG programs, 3 M.Phil, 3 PG Diploma and 3 Ph.D courses with the guidelines provided by University of Madras and it is aligned with the vision and Mission of the Institution. Considering the need of job market,</p>	

advancement in Science and need of the hour, the curriculum of both UG and PG programs were designed in the form of Science, Arts and Management Professional Core and Open electives following CBCS from the Year 2008 onwards. The curriculum also includes internship, Project Work, Practical's, report writing and training in various software. The courses were delivered as per the syllabus framed by University of Madras.

The Institution undertake following measures for effective delivery of the university curriculum at college level

- There is a faculty wise timetable committee which prepares the timetable as per workload for the academic session.
- A comprehensive teaching plan is prepared by every department and teacher which includes the delivery of lectures, tutorials and practical's.
- Unit Tests are conducted periodically and its results is displayed and discussed with the students in the class room.
- Periodical meetings of Head of the Departments are held with the Principal to take review and discuss the curriculum delivery
- Intra-departmental meetings for the review of the teaching, planning of unit tests, seminars etc. are also conducted
- Short Term Courses and Soft Skill programs are conducted for the overall development of the student.
- Remedial coaching is given to slow learners and merit mission concept is implemented for advance learners. Additional facilities such as extra book issue and personal counseling are provided to slow and advanced learners.
- Students-Teacher -Guardian Scheme (Mentor-Mentee) is implemented for identifying problems of the students regarding academic, social and financial issues.

Subject Allocation to Faculty members: Courses are allocated to the faculty members based on their expertise and subject preferences by the Head of the department (HOD) and approved by the Principal.

Time Table: At the start of each semester, class-wise time table for practical, theory, soft skills, project work, seminars, & library is prepared as per the total hours prescribed for each subject in the

curriculum. Individual faculty time tables are prepared reflecting his/her complete workload.

Summary of Class work: Each faculty member prepares the summary of class work at the beginning of the semester approved by the Principal and HOD. The syllabus is completed as per the lesson plan which

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://www.unom.ac.in/index.php?route=admission/cbccsyllabus">https://www.unom.ac.in/index.php?route=admission/cbccsyllabus</a>

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

The institution adheres to the academic Calendar which comprises of Vision, Mission, and Details of course with their respective subjects and subject codes. Calendar also provides a detailed plan of activities of various departments and Units (NSS, YRC, Sports and CC).

The Students Handbook with the schedule of CIA (Continuous Internal Assessment), model/mock, and end semester Examinations of University is planned well in advance based on the calendar provided by the University and the same is distributed to the students at the beginning of each academic year for the benefit of the students.

The performance of the students is assessed on a continuous basis by conducting CIA and model/mock Examinations in addition to assignment(s), seminar(s) and attendance as per the University of Madras norms per semester. The Internal mark distribution is as follows:

Best 2 out of 3 Examinations 10 Marks

Assignment(s) 05 Marks

Seminar(s) 05 Marks



**Attendance 05 Marks****Total 25 Marks**

The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher.

The attendance percentage and CIA/ Model Examinations marks were put up in the notice board for students' information.

The CIA/ model / University examinations results are communicated to the parents through SMS and also during Parents Teacher Association Meeting held every semester

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.msartsandscience-edu.in/images/pdf-files/Student%20HandBook%202020-2021.pdf">http://www.msartsandscience-edu.in/images/pdf-files/Student%20HandBook%202020-2021.pdf</a>

**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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

09

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

258

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

As per UGC guidelines, affiliating University (University of Madras) has implemented Environmental Studies (Subject code ENV4A/B) as one of the mandatory subjects for all the under-graduate students. Professional Enrichment subject for II UG Students and Value Education for III UG Students.

In addition, at the Department level and through NSS, YRC, RRC and CCC various awareness programmes related to Environment and Sustainability are being organised.

PG & Research Department of Biochemistry organised an Environmental consciousness Programme "Maram Naduvom; Peyariduvom" on 29th October 2021.

In this event, a total of 32 trees in the college campus were named botanical and names in Tamil and English languages

PG & Research Department of Biotechnology organised a "National Pollution Control Day" on December 02, 2021.

In this event, employed to limit damage done to the environment by the discharge of harmful substances and energies.

#### Gender Equality:

Gender equality and equal opportunity for women are necessary in the institution. For maintaining the equality among the staff and students the Women development cell and Anti ragging cell are active.

PG & Research Department of Biotechnology organised an "Gender Equality & Women Empowerment" on November-01,2021.

#### Save Energy:Environment and Sustainability-

PG Department of Electronic Scienc organised a Sustainability Programme of Energy Conservation Day on 14.12.2021 for crosscutting issues of Chennai

#### Environment and Sustainability- SAVE WATER

Department of B.COM ISM organized and awareness issue about Save Water for Future Generation on 18.12.2021 for local public.

#### Human rights:

Human rights are the basic rights enjoyed by all. We at institute make sure that no violation human rights takes place. We celebrate 10th December as 'Human Rights Day' to spread awareness of Human Rights and motivate everyone to make the proper use of basic rights.

#### Professional ethics:-

Professional ethics are taught to students as part of their holistic development. Importance for group work and imbibing leadership is being taught.

#### Moral and ethical values:

Moral and ethical values are integral part of education of the students. Our teachers put their best efforts to groom students and make them responsible citizen. We celebrate day of Nation importance which imbibes the nation values in the students. Independence day, Republic day, Gandhi Jayanti, Teacher's day, Voters Awareness Day, Constitution Day, International Yoga Day, World Environment Day, Youth Day etc.

#### Corporate Social Responsibility:

Various outreach programmes were conducted by both UG and PG departments in association with IQAC committee such as Visit to Orphanage, Old age Home, Creating awareness about the Covid - 19, Personal Health and hygiene, Awareness about safety measures adopted by wearing helmets, Diabetes awareness camp in association with Hospitals, Serving Food to Poor and creating awareness among the school students about career opportunities, Clean Camps and so on.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

596

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.msartsandscience-edu.in/images/pdf-files/Feedback%20&amp;%20Action%20Taken%20Report%20-%20Students%20-%202020-21.pdf">http://www.msartsandscience-edu.in/images/pdf-files/Feedback%20&amp;%20Action%20Taken%20Report%20-%20Students%20-%202020-21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.msartsandscience-edu.in/images/pdf-files/Feedback%20&amp;%20Action%20Taken%20Report%20-%20Students%20-%202020-21.pdf">http://www.msartsandscience-edu.in/images/pdf-files/Feedback%20&amp;%20Action%20Taken%20Report%20-%20Students%20-%202020-21.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
1185	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
249	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
After students are enrolled, the institution measures their learning levels and provides unique programmes for advanced and slow	

learners. We have a good system for monitoring and evaluating students on a regular basis. This approach aids in the identification of slow and advanced learners. Of every ten students, four to five are likely to be slow learners. The student counsellor examines the nature of their issues and then supports them to achieve their academic goals in a kind manner. Peer, senior student, and mentor tutoring is available. Corrected assignments and response scripts are shared with each student and discussed in order for them to identify and improve their problem areas. Faculty members make it a point to be patient with students and to be personally accessible to them by phone, email, and social media.

Advanced students should focus on the Recommended Readings indicated in each course. To strengthen the knowledge base, online resources are made available. A. highly motivated to participate in intra and intercollegiate competitions such as quizzes, science exhibitions, conference paper presentations, and giving priority to attend workshops and conferences, planning and organising department events, and so on. They are encouraged to engage in national contests and events, as well as to prepare for State and Central government competitive examinations and the National Examination for Postgraduate Students (NET). When ordering books for the Central library, the Faculty pays more attention to ensure that the collection of books meets the needs of both slow and advanced learners. The library also ensures that online material is accessible via computer and internet, extends its hours, and provides a supportive learning environment for both slow and advanced learners.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1185	157

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

College provides an effective platform for students to develop the most up-to-date skills, knowledge, attitude, and values in order to shape their behaviour in the correct manner, which stimulates students' creative abilities and provides them with a platform to nurture their problem-solving skills, and students are encouraged to participate in inter-college and national level competitions. The institute focuses on student-centered techniques for improving students' lifetime learning skills. Faculty members make an effort to make the learning process more engaging by using the student-centric strategies listed below.

### 1. Experiential Education:

The topic of the laboratory sessions is not limited to the experiments on the syllabus.

### 2. Collaborative Learning:

- Students participate in a variety of activities such as seminars and class tests in this form of learning.

- Teamwork

All departments prepare activities for students to enhance the spirit of collaboration through NSS activities and camps, as well as institutional social responsibility through Red Cross, Village Adoption, and Tree Planting. Swatch Bharat and a health awareness camp were held to enable pupils understand the art of working together for the greater good of the community.

- Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argumental way of learning.

### 3. Problem-solving techniques

? Regular Assignments based on problems are given to the students to make learning easier.

? Regular Quizzes are conducted to understand the lesson easily



**? Classroom presentations**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

In order to be corporate ready, students must acquire and master the most up-to-date technology today. As a result, teachers are merging technology with traditional teaching methods to keep pupils engaged in long-term learning. In order to support, enhance, and optimise the delivery of education, colleges use information and communication technology (ICT) in education.

The Institute employs the following tools:

Two smart boards have been erected on the campus.

Auditorium- A digitally equipped auditorium with a microphone, projector, cameras, and computer system. Google Meet provides online classes. Systems that is fully structured and equipped.

MSCAS teachers employ online educational resources, social networking sites, and blended learning platforms such as Google Classroom to deliver effective instruction and provide students with a better learning experience. LCD projectors are available in all departments for the projection of educational films, documentaries, and power point presentations. Apart from enabling students to stay up with the present digital and virtual world, the use of ICT by teachers in classrooms has aided MSCAS in developing a student-centered learning strategy. To communicate, give material and syllabus, make announcements, conduct examinations, upload assignments, make presentations, mentor, and share knowledge, platforms such as YouTube, e-mails, Whatsapp groups, Zoom, and Google classrooms are used. On their MSCAS, every instructor is obliged to upload their students' attendance, internal assessment marks, and term end assessment marks, as well as feedback on the course and the class that they taught.

The following tools are used by the College:

1. LCD Projectors- 20 projectors are available in different classrooms/labs.

2. Desktop - Arranged at Computer Lab, Digital Library for purposes of e-assess and Faculty cabins all over the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**

157

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

157

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

51

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

157

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

Institution is affiliated to University of Madras, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. The internal assessment is carried out in a systematic manner. Academic calendar is prepared at the beginning of each academic year and is distributing to students and teachers. Thus, students know about the dates of submission of assignments well in advance.

For theory sessional assessment the question papers are prepared at the department level with reference to old question paper/question bank/book followed by faculty members.

? Question paper is prepared by individual faculty/ faculty members teaching the same subject.

? Assignments are allocated on weekly basis by faculty.

? Answer sheets are evaluated and checked answer sheets are shown to the students.

? Sessional result analysis is discussed at HOD level.

? Three internal tests were conducted.

The Covid - 19 Pandemic situation, online assignments were considered and despite some of the problems faced by the students with regard to WIFI issues, submission were done on the student's part. G - Class, G - meet and attendance based on the same were used to enrich knowledge and assess them by providing online quizzes. Access to implement and usage of GCR as a successful discussion, which made positive impact on overall learning process.

They are expected to be aware of the various procedures and time schedules which they should adhere to. Invigilators are requested to acquaint with the following procedures:

- Carrying mobile phones or any reading material by the invigilator is strictly prohibited. The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the students concentration in writing the Examination.
- The invigilator is expected to be tactful while dealing with complex situations and not to disturb the tranquillity in the exam hall. In case of any problem he/she may bring the matter to the notice of the Controller of Examinations (CE).
- Only teaching staff are to be drafted as invigilators. Subject teachers should not be posted as invigilators in the examination halls where the students are writing/ write the examination in that subject.
- Adjustment in the invigilation duty should be informed to the Controller of Examinations (CE) one day prior to the date of duty assigned with alternative arrangement made in case of absence.

Practical Examination:

Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.

#### Assignments:

Assignments questions are discussed with students. The students are taken the class seminar and submit one assignment.

**Internal Assessment Marks:** Internal Assessment Marks which comprises teacher assessment, Model 1 & 2 , Assignments and seminar marks are conveyed to students

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.

**At Institute level:** At Institute level, an examination committee, comprising of Principal or Vice-Principal or a senior faculty as convener and other teaching and non-teaching staff as members, is constituted to handle the issues and also rectify the grievances.

The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. Parents are informed about their

ward's performance through SMS, during their personal visit and PTA meeting. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal.

At University level: If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and head of the department if necessary, for further action. Students can bring their grievances by applying for the following evaluation procedure:

Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms.

Challenge Evaluation: If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. This has to be done as per the norms laid by the affiliating university. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

## 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.

The Course Outcomes (COs) represent the expected knowledge and skills student acquires at the end of a course. COs have been thoughtfully defined for all courses across the various programs being offered. The Course outcomes of all courses offered are

prepared by the respective course instructor at the start of the semester and uploaded on the college website. The subject teacher maintains a teaching plan in which around six course outcomes are written, which are measurable, precise and maps across all cognitive levels of Bloom's taxonomy.

The learning outcomes of the programmes and courses are explicitly outlined by the college. The institution uses the following mechanism to convey learning outcomes to teachers and students.

- Syllabi and Learning Outcomes are available in hard copy in the departments for instructors and students to consult.

- At each IQAC and College Committee meeting, the value of the learning outcomes was communicated to the teachers.

1. Students are encouraged to become familiar with literature that is deeply related to a society's historical, geographical, and cultural origins.

2. Students are required to have the ability to assess and critically evaluate even the most complicated subjects, such as Literary Theories and Criticism, from a variety of genres.

3. Students will be able to read and comprehend writings from a variety of theories from different eras.

The institution evaluates the programme and course outcomes, which are then presented to students through a formal discussion in the classroom and a departmental notice board. Following the measurement of POs, PSOs, and COs, it was discovered that the students' strength, as well as their passing percentage, is gradually increasing. Furthermore, in the last five years, students' transition to higher education, that is, from Undergraduate to Postgraduate, appears to be expanding continuously and rapidly. In a similar vein, the student-to-teacher ratio is growing.

The curriculum, completion of the syllabus, continual evaluation (internal evaluation), setting up of the question paper, evaluation, and result are all used to assess the course results. At the departmental level, department heads and teachers working in any class work hard to finish courses on time and on budget.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.msartsandscience.edu.in/images/pdf-files/2.6.1%20COss.pdf">http://www.msartsandscience.edu.in/images/pdf-files/2.6.1%20COss.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Attainment of each of the Program Outcomes and Program Specific Outcomes are mentioned below:

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the department offering the concerned program as per University of madras guidelines:

- Regulations books
- Class rooms
- Department Notice Boards
- Laboratories
- Student Induction Programs
- Meetings/ Interactions with employers
- Parent meet
- Faculty meetings
- Alumni meetings

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment.

At the end of each semester, university conducts examinations based on the result published by university the course outcomes are measured.

Course outcomes are learning goals that a student is expected to learn at the end of the course. The subject teacher maintains a



session plan in which around four to five CO are written, which are measurable, precise and maps across all cognitive levels of Bloom's taxonomy

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.msartsandscience-edu.in/images/pdf-files/2.6.1%20COss.pdf">http://www.msartsandscience-edu.in/images/pdf-files/2.6.1%20COss.pdf</a>

### 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

1695

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.msartsandscience-edu.in/images/pdf-files/Annual%20Report%202020-2021.pdf">http://www.msartsandscience-edu.in/images/pdf-files/Annual%20Report%202020-2021.pdf</a>

### 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)

<http://www.msartsandscience-edu.in/igac.html>

### 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)

130000

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

130000

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://sultanchandfoundation.org/">https://sultanchandfoundation.org/</a>

## 3.2 - Innovation Ecosystem

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

**Research infrastructure**

Our College has a Research Cell to motivate the faculty members to write research projects and submit it to various supporting agencies like DBT, DST, DBT, SERB, etc. Research Cell also helps to create research culture among faculty members and students. More than, 40 research scholars doing PhD under the guidance of 10 research supervisors from 3 research departments like Biotechnology, Microbiology and Biochemistry and 10 research scholars awarded during the year of 2020-21 time. It is usual practice of the institution to allow admissible leave facilities to attend seminars workshops training programmers etc. Our Management also encouraged to Research Supervisors are financial support for during the year.

### Collaborations

The College has collaboration with industries and laboratories which our students get an opportunity to undertake research internship of 3- 4 weeks during summers at different companies and institutions. Our College has signed MOUs with few industries to promote Research development.

### Human Resources

The institute recruits dynamic & highly qualified faculty to mentor and channelize the young minds. Institute has taken an initiative to encourage the faculty members to pursue their Ph.D. work. Faculty are also encouraged to participate in various skill enhancement programs under govt. schemes.

### Promoting Innovation

The College has created an Entrepreneurship Development Cell for promoting innovation & entrepreneurship activities. The formation of cell is as per the guidelines of MHRD. Students are encouraged to present their innovative working project like Vermi composting and Mushroom cultivations. Few the outstanding project ideas are identified for commercial product development or submission to agencies for research funding like Tamil Nadu State council for Science and Technology for getting students projects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

**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**

09

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

5

File Description	Documents
URL to the research page on HEI website	<a href="http://www.msartsandscience-edu.in/igac.html">http://www.msartsandscience-edu.in/igac.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

40

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

26

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Mohamed Sathak college of arts & Science has a very dynamic National Service Scheme (NSS) 3 units which are actively engaged in socially relevant issues and contributes its role.

- The Department of BBA students along with NSS Students are rendered following services to the needy people at the time of COVID-19 pandemic by serving them as volunteers in areas like Thiruvanimiyur, Chennai Corporation, Perungudi, Saidapet, Aavin Division Office Sholinganallur, Thiyuvanimiyur, Kottivakkam, Thoraipakkam, and Kumbakonam. Some of the services rendered voluntarily by our BBA students are actively participated
  - Emergency Hospital services in which Covid-19 infected patients are taken care right from the ambulance till the admission into the hospital, and also delivering the necessary items as required by the patients.
  - Participated in Corona Patient Death Funeral activities with the co-ordination of the concerned family members. In the

restricted areas due to COVID-19 referred as Corona checking division by the government, few volunteers made a regular Temperature and Pulse oxygen checking for the patients to maintain their medical history.

- Department of BBA and NSS students visited "New Hope & New Life Trust" at Perumbakkam on 11th December 2021. Staff and students contributed and donated ₹15000 worth of Groceries, Books and Medicines.
- Our Staffs and Students of BCOM CA have visited the Old Age Home at Palavakkam on 18.12.2021. We provided lunch to nearly 85 elderly peoples and also our students celebrated Christmas and New Year with them.
- Our Staffs and Students of BCOM General have visited the Old Age Home at Palavakkam on 18.12.2021. We provided provision to nearly orphanage centre.
- Department of Hotel & Catering Management in association with NSS jointly organized Nutritional Awareness Programme for Tribal Community at Manamai village, Mamallapuram (Lord of all Ministries & Churches Public Charitable & Religious Trust, ECR Manamai village, Chengalpattu) on 12.12.2021.
- In this event Department of Hotel Management students planned and prepared Nutritious food & distributed to all the Tribal Community people and created awareness. In this connection 16 students and 4 staff members involved & 80 Tribal people attended and benefited out of this out reach programme. Some of the following foods were served - Raggi Ladoo, Pakoda, Red rice dumplings & Moong dal sundal.
- Department of Hotel & Catering Management in association with NSS jointly organized Covid-19 Health & Hygiene Awareness Programme for Tribal Community (Irular) at Manamai village, Mamallapuram (Lord of all Ministries & Churches Public Charitable & Religious Trust, ECR Manamai village, Chengalpattu) on 12.12.2021. In this event Department of Hotel Management students planned and purchased basic amenities & supplies to all the Tribal Community people and created awareness. In this connection 16 students and 4 staff members involved & 75 Tribal people attended and benefited out of this out reach programme. Some of the following amenities were distributed - Rice, Chilli powder, Turmeric powder, bathing

soap, dishwashing soap, Toothpaste & Biscuits.

- PG Department of computer science & shift II and NSS students Visited Annai Fathima welfare orphanage at karapakkam on 15/12/2021 staff and students Contributed Notebooks, Exam Kit, blankets, towels and Snacks.
- PG and Research department of Microbiology of Mohamed Sathak college of Arts and Science has conducted an outreach programme on " Screening of Hepatitis B" and "Blood grouping" in joint venture with NSS, YRC, RRC, IQAC in association with Dr.UK Diagnostic centre, Chennai and Annai Iravu Nera Pada Salai, at Perumbakkam, Ettumaadi Kudi yiruppu, Chennai on 18th December 2021. The programme was inaugurated by Mr. S. Ramachandran, Social volunteer and Founder, Annai Iravu Nera Pada Salai, Perumbakkam, The programme has been felicitated by Mr.A.Rangarajan - Chairman, Municipal corporation, Perumbakkam Ettu Maadi kudi Yiruppu, Mrs. Veronica ward member and the sub inspector of Police Mr.Dinesh of Perumbakkam, Ettumaadi Kudiyiruppu.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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**

13

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

3690

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

01



File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

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

Mohamed Sathak College of Arts & Science is committed to provide high quality education through classroom teaching, practical training, and by providing excellent infrastructure and experience. The Institute fulfils all the norms specified by the statutory bodies in terms of land requirement, instructional, administrative and amenities area.

The total constructed area of 392040 sq. m. The college campus has sufficient space for all academic, administrative, co-curricular and

extra-curricular activities. The state-of-the-art infrastructure provides a rich learning environment that aggrandizer's interest in teaching learning.

The college houses spacious and sufficient classrooms, seminar halls, state of the art laboratories, auditorium and hostel. The entire campus are more than 170 camera is under CCTV surveillance for safety and security purpose.

There is an abundance of infrastructural resources such as class room 110, Drawing Halls:01, Seminar Halls: 02, Laboratory: 24, Library: 02, First Aid Room: 01, Counselling Centre: 01, Office: 01, Exam Cell: 01, Record Rooms: 01, Auditorium: 01(Seating capacity 400), Canteens:02, Gym:01, Cricket Ground: 01 , Basket Ball Ground:01, Badminton Ground :02, Volleyball Ground:01, Table Tennis :02; Power Generators:02; Medical Officer Room:01, Hostel -01 and other adequate facilities including Faculty Rooms, Boys & Girls Common Rooms and Store rooms. Two seminar halls are air-conditioned, have ICT facility for audio-visual presentation. Apart from the regular blackboard, each classroom is fitted with near 20 LCD projector and is internet supported that enables the faculty to use ICT for effective teaching. Every laboratory is provided with a whiteboard for teaching and a soft board for display of instructions and lab information. Every laboratory has a provision to connect portable projectors as and when needed by the faculty.

Institute has a well set up central digital library facility where students, as well as faculty, can avail the facility of internet. A 100 MBPS leased line connects more than 520 computers in the campus through LAN.

#### Student Accommodation:

Overall, 600 students of avail of hostel accommodation across various locations. There are separate buildings which host girls and boys. Each hostel has a mess and a comfortable environment for students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.msartsandscience-edu.in/facilities.html">http://www.msartsandscience-edu.in/facilities.html</a>

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

The institute focuses on overall development of the students through participation in co - curricular activities and extra-curricular activities. Outdoor and Indoor sports like badminton, volleyball, basketball, carrom, table tennis and chess, gymnasium and cultural activities are encouraged amongst students to groom them with qualities like leadership, team spirit and competitiveness. Ever Since the inception of the institute, the objective has been to provide holistic experience to the students and hence has taken measures to develop necessary infrastructure to achieve it. The institute has a well-equipped Gym and fitness centre. There are sufficient seminar halls and an auditorium to conduct cultural activities.

#### Sports & Games

The institute has assigned additional responsibility of sports in-charge for regular conduction of sports activities. The student's council also holds two dedicated positions as sports secretary to manage the sports events. The sports secretary along with the faculty in-charge identifies students and trains them and assists them in the chosen games to equip them to participate in University and national level sports events.

Sports event competitions are conducted in the interdepartmental level in an academic year and the winners are awarded and rewarded accordingly.

The outdoor games such as shuttle badminton, volley ball, throw ball, cricket, football, kabaddi, hand ball, kho-kho etc., are well practiced and played by the students.

#### Cultural Activities

The institute has assigned additional responsibility of cultural in-charge for regular conduction of cultural activities. Students are

very much encouraged to participate in the cultural events held in the college like Technical fests, Fresher's, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents.

Students are even sent to other colleges for intercollegiate competitions like dances, skits, mimicries etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

20

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

1600000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library being the heart of an academic and learning system is located in the 1st floor and is easily accessible by one and all. The mission of the library is to facilitate creation of new knowledge through acquisition and organization of knowledge resources and providing for value added services.

The library is a place in the Institute where huge collections of academic books, journals, magazines, research projects, rare books, other knowledgeable books and newspapers are kept. These books are made available to the students to increase their knowledge and understanding on various subjects. The college library is an important hub of student life. There, student can check out books, conduct their research, find a quiet place to study, and maybe even flip through magazine. The students can extend their search with use of internet, e-books, e-journals etc. made available in the digital library.

The Institute library exhibits positive impact on the academic achievement of the student. It remains open 9hrs a day (9am to 6 pm) and maintains a core collection of around 30000 volumes. The diversity of the library collection includes Textbooks, Reference books, Book bank. Each student gets 3 to 5 text books for 15 days period on renewal basis.

#### Integrated Library Management Software:

Library functions are automated through the MASTERSOFT an Integrated Library Management Software. It has acquisition, cataloguing and serial modules etc. Online Public Access Catalogue) can be checked anywhere, in mobile too, one can log in and check individual circulation transactions and suggest a book to library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://libcloud.mastersofterp.in/Authentication/Index">https://libcloud.mastersofterp.in/Authentication/Index</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**183674**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**720**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Our College has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level. Some the description of the same is provided below.

#### Internet Connection:

Our college regularly updates the internet connection every year and as of now, the available internet bandwidth is 40 MBPS provided by Airtel A second backup line by BSNL is provided with bandwidth of 20MBPS

No. of Systems and their Configuration: Total of 544 computers for students with the following configuration: Processor i5, 4GB RAM, 500 GB HardDisk, 3.10 GHz CPU Speed.

Licensed softwares & OS : Institute has softwares needed for academic purposes which includes Tally, Windows 7, 10 & python etc

ERP System: The institute is also in the process of automating all its manual work via MOSTERSOFT System.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

544

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

9485787

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**Maintenance of Library**

The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring by every year by library committee members Library Committee has been constituted for co-ordination in respect of



learning resources.

- Updating and maintaining of all library records
- Addressing issues and grievances of users
- Update and upgrade the library contents, periodically as per updates in curriculum.

Laboratory:

Laboratories are regularly maintained by the Laboratory attendant. Records of equipment's are maintained in stock Register as per the process. Equipment's are maintained properly, calibrated and serviced periodically. Major breakdown maintenance if required, is carried out by external agencies.

Computers:

Our college has an adequate number of computers with internet connections and utility software's. Computer systems, UPS, Software's, Printers and Servers are maintained by outsourced technicians, Lab Assistants, Lab-In Charges and admin.

Classrooms and Building maintenance:

Physical infrastructure which includes the classrooms, administrative block, toilets are maintained by the caretaker under the supervision of AO's. Cleaning is done twice daily and Saturdays are days of deep cleaning and maintenance of the building. The plumbers, electricians and carpenter are hired for maintenance of electric jobs and maintenance of furniture through tendering. There is also a building maintenance committee which looks after the proper maintenance of the building Garden, front and back lawns are maintained by gardeners. Sports ground at the back of building is looked after by grounds men and Physical education department.

Sports complex:

- Football Ground, Cricket turf center pitches, one cemented Cricket pitch, one Synthetic Basketball Court, Kho-Kho Ground, Badminton, Volleyball, Throw ball and well-equipped Gymnasium.

- In Gymnasium the college has multi gym, cross-trainer, twister, weight plates, dumbbells, exercise ball, and rowing machine.
- The games that are played in the college are Football, Cricket, Basketball, Kho-Kho and Athletics.

Sports equipment as well as fitness related equipment are made available for all these games to the students. Gym facilities are available for students. Carom board, Badminton, Volleyball, Handball, Tennis ball, Basketball, Football or any other sports equipment is issued to the students by depositing their student ID whenever they got free time in their schedule. Physical Director can also issue these sports equipment by signing the Department Issue Register.

The teachers of Department of Physical Education keep a well-maintained record of all the sports equipment. Procurement of new equipment is done by following a proper procedure. The equipment are purchased according to the requirement of the teams that practiced for the Inter- College, State, and National and other Open and Invitational Tournaments.

Department also maintain the record of student attending daily sports practice, their refreshment and other requirements related to their respective game. Department also take care of the routine services of the various machines like grass cutting machine, gym machines, computer and printer.

The ground staff regularly maintain the ground by regularly mowing the grass, watering the dry areas, levelling the ground, marking of the play fields, maintaining turf wickets, weeding, edging of sidewalk on weekly basis during growing season and preparing ground for practice matches and tournaments. They also take care of electric equipment in the sports office/ gym/ changing room and sports store room like tube lights and fans.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

## 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

557

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

697

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.msartsandscience-edu.in/">http://www.msartsandscience-edu.in/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

1996

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

1996

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

109

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

143

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.

06

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 institution provides ample opportunities in various administrative, co-curricular and extra-curricular activities for the development of students. They represent in various councils and

committees such as:

Anti Ragging Committee,

IQAC

Student discipline

Students counselling, grievance and redressal

Women's development cell

Foreign students cell

Students Scholarship

Students training and placement cell

College magazine committee

Library committee

Entrepreneurial development cell

Alumni association

Best practices committee

Extension activities

Cultural committee

Green/Environment club

Sports committee

File Description	Documents
Paste link for additional information	<a href="http://www.mscartsandscience-edu.in/images/pdf-files/Student%20HandBook%202020-2021.pdf">http://www.mscartsandscience-edu.in/images/pdf-files/Student%20HandBook%202020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 registration was done with registrar of societies with a coordinator and members being alumni of this institution. Every alumni was addressed with all progression of current students and what facilities to be provided which will enhance the progression of the department academically and socially

The Objective of association are:

To establish a professional network with the alumni. To render support to the college placement cell by linking corporate to the institution through the alumni network. To provide placement support to alumni through the college placement cell. To help students with their academic projects. To do all such activities as may be necessary for furthering the objective of the association. The Alumni Association organizes meet with the Alumnae yearly once. The activity of the alumnae adds on to the institutional development.

Alumini association meet held every year and students share their gratitude to the department by providing various equipments and books to develop the infrastructure and acquaintance of both students and our institute.



They have been also been contributing to the extracurricular activities by judging various competitions during annual festivals and by mentoring the members of the dramatics club, music club and the dance group to improve their performance in competitions. They have also been actively contributing to the NSS unit and have accompanied students for the NSS camp.

The alumni who have shaped themselves into successful entrepreneurs, have been regularly contributing to the Entrepreneurship Development Cell (EDC) by conducting workshops on writing 'Business Plans', how to attain business goals and other miscellaneous topics pertinent to enterprises. They have also been mentoring students of the EDC and have arranged for internships for students in their company on various occasions.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

#### Vision

To serve the social needs and to uplift the living standards of the rural youths by imparting higher education adhering not only to national but also international standards of education and fostering an enduring sense of discipline and single minded dedication to work.

#### Mission

- By promoting the college into an institute of Excellence, it

aims to serve the rural youth by providing them with easy access to higher education and job opportunities.

- The college strives towards integrated personality growth of rural students in particular and students at large in which special attention is given to their intellectual, moral and cultural development.
- It inculcates discipline, higher level of culture and time values of life among the youth.
- Practical and responsible resource management.

#### Participation of Teachers in Decision-Making Bodies:

Teachers discharge an important role in implementing the vision and mission of the college and department by being the members of various governing bodies and in implementing the policies. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units. Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, R&D committee, etc.

Teachers also discharge driving pervasive role as motivators for cultural and socially conscious activities in the institution by steering the 3 NSS units, Youth Red Cross, Red Ribbon Club, Anti-ragging committee and Anti Sexual Harassment. The formal and informal arrangements in the premises to co-ordinate the academic and administrative planning and implementation reflects the Colleges efforts in achieving its vision.

#### Strategic / Perspective plan:

1. To enrich curriculum as per University of Madras
2. To incorporate digital platform to improve teaching-learning process
3. To encourage research and consultancy, industry-institute interaction and entrepreneurship activities.
4. To strengthen alumni engagement and enhance student experience.
5. To enhance contribution towards society and the environment.
6. To formulate development plans to improve the overall quality of the institute

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

The Governing Body delegates all the academic and non-academic decisions based on policy to the college Committee headed by the Management Representatives and Principal. Practice of Decentralisation is having own significance in the management. It reflects the policy decision making, planning and administration, and office management.

Our college enhance the quality at various levels - Management, College Development Committee, Governing Council, Principal, Vice-Principal, IQAC Committee, NAAC Committee, Various Committees, Administrative and Non-teaching Staff, NSS, YRC, RRC, CCC all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the college.

#### 1. Management:

The college promotes a culture of decentralisation and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralisation and participative management. The management endeavours best substantial independence to the Institutions in all area of decision making process.

#### 2. Academic Decentralization:

There are Various Committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members. Academic Council Committee is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Institute. Its responsibilities are:

- Prepare the Academic Calendar before starting of the semester with the approval of the Principal.

- Track the Syllabus completion of Theory/Lab for all the departments.
- To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- To make arrangements for the conduct of examinations in conformity with the University directives from time to time.
- To maintain proper standards of academic records. Namely handbook, course file content as per the university requirements / regularity authority etc.
- To take active measures for improvement of standards of teaching, research and training.
- Faculties maintain the healthy relationship with students, faculties, and community.
- The College faculties represent the ethics and attend the professional ethics in the education.
- The Departments and Head of the Department perform their role and responsibilities initiated with the vision and mission of the college.
- In the administration non-teaching staff plays a crucial role in managing the day-to-day work. The assigned non-teaching staff is to meet and accomplish operational and strategic objectives.
- All areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.
- To discuss and review the co/extracurricular activities of the college.
- Maintaining discipline in the campus.
- Maintain the Minutes of the Meeting at each department.
- All departments conduct and Organizing Conferences/ Workshops in various interdisciplinary fields.

Anti-Ragging, Anti sexual harassment cell and Discipline Committees

take care of healthy, enjoyable and disciplined culture in the institute. It comprises of the Principal, Convenors, Senior Faculty members and student representatives.

The Administrative and academic duties are controlled by the Principal of the Institution. Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal.

File Description	Documents
Paste link for additional information	<a href="http://www.msartsandscience-edu.in/images/pdf-files/Student%20HandBook%202020-2021.pdf">http://www.msartsandscience-edu.in/images/pdf-files/Student%20HandBook%202020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college management gives liberal freedom and tractability to the Principal together with the department committees to lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in all the departments and it is commendably supervised by the Principal and the Vice-Principal. They invite suggestions from senior staff and to study the impulses of the institute in general and take steps for further improvements as far as they are within the capacity and recommend the management for modifications.

The following strategies are adopted by the institution to monitor and evaluate policies:

- Regular meetings of the Councils (Governing Council, Managing Council and IQAC)
- The feedback system (Regular feedback from Stake holders, Alumni Members, Staff and Students)
- Periodical Academic Audit Team visits to the departments (Twice in a Semester).
- Regular visits of the Principal and the Vice principal to the

departments and interaction with heads of the departments

- Heads of the departments monitor the system of each department regularly.
- Annual Evaluation and Presentation by each Department and Programme Committee Coordinators regarding their activities.

#### Strategy Type Details

Admission of Students: Admission of students was computerized through the MIS which has been

Introduced in this academic year (2020-21). It facilitates operations to allow the receipt of online forms. Offline forms are keyed in by data entry teams. The candidate's application is then processed online through the software right upto the payment of fees into the bank and issue of ID card.

#### Industry Interaction / Collaboration

From time to time, industry experts are called as resource persons for workshops, seminars, as judges for competitions to provide their expertise in a package that can be transferred to students for the purpose of knowledge sharing and dissemination. MoU's have been signed to get the best of industry resources to interact with the student community. Linkages through internships / projects facilitate the interaction between institution and industry.

#### Human Resource Management

The institution has an employee friendly atmosphere which motivates employees to interact with each other. There are many morale boosting activities such as birthday celebrations, teacher's day celebrations, staff outings, staff lunches, Birthday staff celebrations and gift exchanges which ensure that a cordial atmosphere is maintained.

#### Library, ICT and Physical Infrastructure / Instrumentation

The Management makes timely investments into developing the infrastructure of the institution. ICT, library automation are constantly being upgraded in the institution as well as physical infrastructure maintenance and up gradation.

#### Research and Development

Research committee is set up and in place to ensure that a robust research culture and environment is brought about in the college. Researchers are encouraged to attend seminars and conferences outside by the provision of 2 OD per semester.

#### Examination and Evaluation

Examinations are conducted through seating allocation assisted by software. Scheduling of examinations are keyed in to the software and the software allocates seating to ensure that no cheating can happen in examinations thus enhancing the quality of examinations and upholding the standard of conduct in the institution.

#### Teaching and Learning

Teaching Learning student satisfaction survey is conducted every semester and faculty mentoring is done to ensure quality of teaching does not go down. Management facilitates creative teaching through investment in smart teaching aids and training with regards to the same.

#### Curriculum Development

The Institution follows the syllabus of the University of Madras. However stakeholder feedback for curriculum development is collected and major findings are represented through the academic council representative at College Academic Council meetings.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.msartsandscience-edu.in/images/pdf-files/Strategy%20Development%20and%20Deployment.pdf">http://www.msartsandscience-edu.in/images/pdf-files/Strategy%20Development%20and%20Deployment.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

Redressal mechanism Flow chart of the Structure of the Governing Body/Administrative Set up to be inserted Patron is the Chairman of the Governing Body. The Governing Body is responsible for Policy making and to verifying the reports through the Secretary &

Correspondent. The decision making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC Cell, Anti-ragging Cell etc., as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation. There are different bodies that give academic and administrative leadership to the institution.

The institution strictly follows the service rules according to the AICTE norms. It's been uploaded on the website too. The institution runs for 8 hours. The teaching and non-teaching faculty have the benefits of PF, ESI, Casual Leaves, etc., Recruitment is taken place according to the norms of the University, a body comprising of Secretary, Dean Academic Affairs, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for. Promotional policies: The institution follows the good academic standards, provide free transport facility to poor students, Merit scholarships are given to the meritorious students to those who have secured above 950 marks in Intermediate. Grievance Redressal Mechanism: Once the members of the faculty, non-teaching staff or supporting staff concerning their appointments or employment where the grievances relate:

- If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority.
- If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the HOD of the department , the staff member may directly approach the Principal for the redressal of his/her grievance.
- If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If he feels otherwise he shall inform the grievance committee and take the action accordingly.

#### Planning and Development

Through the ERP software, curricular planning is facilitated. Course details are input into the ERP, then classes are assigned to faculty according to the workload and time tables are input so that the class and faculty timetables can be mapped one on another. This



facilitates attendance entry by the faculty thus managing the academic process.

#### Administration

Paperless Administration by practicing the policy of sending circulars and notices through e-mail. Faculty attendance is maintained through ERP software.

#### Finance and Accounts

Tally software is used to prepare the accounts of the institution. Online transfers are

facilitated between bank and institution for faster transactions.

#### Student Admission and Support

Student Admission is facilitated through the Management Information system. Student admission procedure is completely taken care of by the software including the issue of call letters via generated SMS, the scheduling of interviews, the approval of candidates both at department and higher authority level.

#### Examination

Examinations are conducted through seating allocation assisted by software. Scheduling of examinations are keyed in to the software and the software allocates seating to ensure that no malpractice can happen in examinations thus enhancing the quality of examinations and upholding the standard of conduct in the institution.

File Description	Documents
Paste link for additional information	<a href="http://www.msartsandscience.edu.in/images/pdf-files/organogram.pdf">http://www.msartsandscience.edu.in/images/pdf-files/organogram.pdf</a>
Link to Organogram of the institution webpage	<a href="http://www.msartsandscience.edu.in/images/pdf-files/organogram.pdf">http://www.msartsandscience.edu.in/images/pdf-files/organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and**

**B. Any 3 of the above**

## Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### Welfare measures for Teaching Staff:

Ø Conduct and Leave Rules are made available in the institute website.

Ø Extending EPF Scheme is implemented to all teaching faculties.

Ø As Institution has a multicultural environmental in the campus, the management. Ensures the celebration of all the festivals together.

Ø All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.

Ø Transport on reasonable cost for teaching staff.

Ø Automation of attendance and leave using biometric system.

Ø Subsidized on campus medical facilities.

Ø Indian Overseas Bank (one of the Nationalized Bank) Sholinganallur Branch is located in the campus to cater to the banking needs of the staff and students.

Ø Sponsorships to attend and present papers in conferences in abroad.

- Ø ESI: Employee state insurance is available for permanent teaching staff who get salary below Rs.20,000/.
- Ø Sanction OD for presenting papers in conferences, symposiums and workshop in other establishment at least once in a semester.
- Ø Allow faculty to attend conferences, symposiums and workshops acquire knowledge on advanced topics at least once in a semester, by sanctioning OD.
- Ø Permission granted to faculty to serve as resource persons.
- Ø Library facility is made available.
- Ø Employees are encouraged to participate in various intercollegiate sports competitions.
- Ø College NSS, YRC & RRC are organized free and periodic health checkups.

Welfare measures for Non- Teaching Staff:

- Ø Conduct and Leave Rules are made available in the institute website.
- Ø Extending EPF Scheme is implemented to all teaching faculties.
- Ø ESI: Employee state insurance is available for permanent teaching staff who get salary below Rs.15,000/.
- Ø As Institution has a multicultural environmental in the campus, the management. Ensures the celebration of all the festivals together.
- Ø Transport on reasonable cost for non -teaching staff.
- Ø Subsidized on campus medical facilities.
- Ø Indian Overseas Bank (one of the Nationalized Bank) Sholinganallur Branch is located in the campus to cater to the banking needs of the staff and students.
- Ø Library facility is made available.

Ø Employees are encouraged to participate in various intercollegiate sports competitions.

Ø College NSS, YRC & RRC are organized free and periodic health checkups for non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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**

01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

65

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

#### Performance Appraisal System of Teaching Staff

A good performance management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. An effective performance management system plays a

crucial role in managing the organization in an efficient manner.

It is based on mainly three categories

1. Teaching, learning and evaluation related activities

- Lectures, tutorials, practical hours
- Preparation and imparting of knowledge
- Use of participatory and innovative methodologies used.
- Examination Duties
- The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, performing invigilation duties, contribution to College administrative bodies such as college academic council, planning and development committee and NAAC

2. Professional development, co-curricular and extension activities

- a. Student related co-curricular extension and field based activities
- b. Contribution to corporate life and management of the department and institution
- c. Professional development activities

3. Research and Academic Contribution

1. Research papers published in refereed journal, journals and conference proceedings
2. Research publication as Book and Book Chapters
3. Training courses and conferences/seminar/workshop

Performance Appraisal System of Non- Teaching Staff

1. Every non-teaching staff also fills a self-appraisal form at the end of the academic year. A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability,

punctuality etc. The self-appraisal is first reviewed by the Head of the Department for Technical staff and by the registrar for the administrative staff and then by the Principal

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department, goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. As such there is no performance appraisal system followed for non-teaching staff in the institute.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 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 established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. v

College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. v The expenses will be monitored by the accounts department as per the budget allocated by the management.

#### Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal.

#### Process of the external audit:

The institution did not come across with any major audit objection during the preceding years. 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 at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

MSCAS regularly conducts internal and external financial audits. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

174500



File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Mohamed Sathak College of Arts and Science is a self-financing private institute. It has a well-defined financial policy which ensures optimal utilization of finances for academic, administrative and research activities. The institute is being run with self sufficient funds generated from tuition fee and other miscellaneous incomes. Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.

- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.
- Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.
- Sponsorships are sought from individuals and corporate for cultural events and fests.

#### Utilization of Funds.

The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure Before the financial year begins, Principal and Heads of Departments prepare the college budget.

The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.

#### Optimal utilization of resources

- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities and parent teacher meetings.
- The college infrastructure is utilized as an examination center for Government examinations/University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, and alumni

Our resource mobilization policy and procedures are as follows:

- The College Authorities takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.
- Regular internal audits from the Chartered Accountant and external audits from the Management make sure that the mobilization of the resources is being done properly .
- The time-table committee looks after the proper utilization of classrooms and laboratories.
- The Library Advisory Committee takes care that the resources in library are utilized optimally.
- Campus cleanness and its utilization is monitored by College NSS.
- To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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

MSCAS attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible policy. Its Internal Quality Assurance Cell (IQAC) carries out activities education that

encompass all aspects of the Institute's functioning. The IQAC at MSCAS was constituted on 2007. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

• The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets every three months.

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities:

- (a) Annual Quality Assurance Report (AQAR)
- (b) Self-Study Reports of various accreditation bodies (ISO 9001:2005, AQAR and NIRF)
- (c) Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)
- (d) Stakeholder's feedback
- (e) Outreach program
- (f) Action Taken Reports

The two examples of practices institutionalized as a result of IQAC initiatives are as follows:

- (a) The Institute IQAC planned, organized and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators and mapping the various processes across the entire functioning of the Institute, which finally led to the successful award of the respectively.

(b) The IQAC led efforts to the successful implementation of modern technology in the Institute's administrative functioning through ICT and alternative sources of energy, especially enhancement of solar power light last year. Automation of admission, financial and examination processes, up-gradation of Wifi and LAN facilities, have significantly contributed to an enhanced quality of teaching-learning experience.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

The internal quality assurance cell (IQAC) established on 2007 in the college. Since then its focus on improvement of quality is being done by various methods. For this 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.

Through this system of review, the IQAC observed the continuous development of teaching-learning process.

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

1. **Academic Calendar:** Based on the University Academic Calendar the college schedules the academic calendar well in advance at the start of the year with generous time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.
2. **Evaluation and feedback of teachers by students:** The College has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and

takes appropriate corrective actions.

3. **Daily lecture Record:** Everyday teachers are prepared and submit details of the lecture along with the topic covered on a College Mastersoft portal.
4. **Use of ICT in teaching and learning:** The IQAC motivates the HoD's to use the ICT. The HoD give the message, notices and study material to students. For these purpose, many HoDs has created whatsapp group. For students. The educational use of social-media has also been utilized to establish communication with the students and peers.

#### 1. Online Teaching-Learning Activities:

The sudden change in the teaching-learning process during COVID-19 pandemic situation was managed by using various platforms like Google Meet and Zoom. The participative online teaching-learning activities include Poster Presentations and Assignments etc. Faculty members created Google class rooms on their course content.

1. **Student learning outcomes:** The College monitors the performance of the students regularly. It has specified procedure to collect and analyses data on student learning outcomes; the following points are adopted by the institute in this context:

- Regular class tests and interactions
- Midterm and continuous evaluation comprising of internal tests, assignments and seminar presentations.
- Semester system of examination for all courses.
- Providing Question bank of various subjects to the students.
- Providing Lecture notes through an online portal
- Timely Redressal of students' grievances.
- At least 75% Attendance is compulsory in each semester.
- Extra classes for weak students to solve their problems.

1. **Effective internal examination and evaluation systems:** Institute maintains an effective internal examination and evaluation system.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="http://www.msartsandscience-edu.in/images/pdf-files/Annual%20Report%202020-2021.pdf">http://www.msartsandscience-edu.in/images/pdf-files/Annual%20Report%202020-2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

#### **I. Safety and security**

Safety of girls is a top priority at every college campus. Nowadays, safe and supportive campus community is both an obligation and a challenge for college administrators and students. Institute should provide a comprehensive range of security amenities especially for girls within the premises, through a dedicated team of security personnel. It is a common phenomenon that most of the outstation students enrolling for different courses come out of their homes and

cities for the first time in their life.

Our college has equal number of both men and women staff members; Even the student strength has equal number of boys and girls. We also have a Women's cell with senior Professors to support and care the female students and also to counsel them if required. So, following actions have been taken to ensure safety of the girl students:

A) CCTV

Our college campus area occupied near more than 200 camera including gents and ladies hostels and 24 hour CCTV surveillance is maintained in the college. It helps to keep a check on antisocial activities. Students and other employees in the college too remain cautious about the surveillance. Discipline is also maintained and it also provides a sense of security to the students and even their guardians. Students wear identity cards at all times to ensure their identity. The institution takes good care of the students in every aspect.

B) Register's

The institute keeps visitor log register to record the details of any person entering the college premise. For security of the girls in the college campus and to restrict unwanted entry, proper boundary wall with fencing have been constructed. Signboards have been placed outside hostels to ensure restricted entry

C) Counseling:

As it is said "as is our confidence, so is our capacity" the institution's relentless effort is to build confidence among the students to bring out the innate talents hidden in them. The institution identified that counseling can make a profound impact on the psyche of the students and helps them to navigate difficult life situations. To pursue this avowed objective, the college adopted 'Mentor - Mentee' system as the first step towards confidence building among the students. Each faculty is assigned with specific number of students to cater to their psychological and emotional needs. Students are ensured that the counseling shall be one - to - one and complete confidentiality will be maintained. Counseling provides not only an opportunity to the teachers to fathom student's attitudes, weakness and challenges, but also to provide the tools and insights to manage depression and distress.

**D) Hostel**

Women's hostels have only female wardens and supervisors. Duties of supervisors are arranged in such a manner that supervisors remain there continuously for 24x7hrs. Hostel wardens also reside within the hostel premises.

**E) Common Room**

A Common Room with an attached Wash Room is the primary facility required for the girl students to meet to their personal needs. Various facilities are available for them to keep themselves physically fit. Sanitary napkin dispensing machine and incinerator are also available for use.

**F) Women Empowerment**

We had close to 100 girl students studying in that school from the nearby slum areas participate in this event. We focused on addressing the currently prevailing safety issues women face in society on a daily basis such as Sexual abuse, Stalking, Gender bias, etc, and how to handle and cope with such sensitive situations in an assertive way. The program consisted of street play, role-playing sessions, and Q & A sessions with the students to help them understand what and how to deal in such situations when their safety is threatened. The students were also provided with refreshments and a small token gift for their support.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.msartsandscience.edu.in/images/pdf-files/7.1.1.pdf">http://www.msartsandscience.edu.in/images/pdf-files/7.1.1.pdf</a>
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	<a href="http://www.msartsandscience.edu.in/images/pdf-files/7.1.1.pdf">http://www.msartsandscience.edu.in/images/pdf-files/7.1.1.pdf</a>

**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-**

**B. Any 3 of the above**



**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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
- Liquid waste management
- Bio medical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Mohamed Sathak College of arts and science has deep concern to protect environment, health and well-being through implementation of effective waste management practices such as segregation, recycling, and composting. We are committed to Clean - Green Campus and reducing the environmental impact of its activities through its philosophy of Clean - Green Campus. Our house keeping staff, gardeners and sweepers help in segregation of waste.

**Solid waste management**

1. College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp and email thus, reducing paper-based waste and reduce carbon dioxide emissions.

2. Use of paper printed on one side is encouraged in sending fax, print drafts before final document, meeting minutes and notes in office practices as environmentally preferred alternative to waste management to reduce pollution.

3. Biodegradable kitchen waste from mess and cafeteria, plants dried leaves, twigs, and plant clippings is collected from all around the campus and used for vermicomposting and developed by Department of Biotechnology.

**Liquid waste management**

Any glassware used in the laboratory is rinsed with minimum water and placed in the liquid waste container. The liquid waste is segregated into organic and inorganic waste. Inorganic waste such as concentrated acidic or alkaline solutions are neutralized before disposal.

There is no Hazardous chemicals and radioactive waste management system in the college.

**Bio medical waste management**

Sanitary napkins are disposed off properly using the incinerator installed in the girl's restrooms.

**Autoclaving**

The process of autoclaving involves steam sterilization. Instead of incineration, which can be expensive, autoclaving simply introduces very hot steam for a determined amount of time. At the end of the process, microorganisms have been completely destroyed. This process is particularly effective because it costs much less than other methods, and doesn't present any personal health risks.

**E- Waste Management:**

There is no e-waste management system in the college.

**Waste recycling system**

There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore**

**B. Any 3 of the above**

**well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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**

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p>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).</p>
<p><b>1. In our Institution we have staff and students from different regions and other countries for whom there was a pleasant atmosphere. English plays a vital role in communication process and Teachers help such special students with care for their formal education and other academic activities in the campus. Institution</b></p>

takes care of foreign students in concurrence with Embassy following the rules to stay and continue their higher education. Other State and foreign Students enjoy the campus study and conduct themselves conveniently with care.

2. FRESHER'S DAY Every year it is customary in our college to celebrate Fresher's Day. The main motive of this day is to welcome new students in a friendly atmosphere and to encourage their creative impulses to boost their confidence. It is the day where seniors and juniors finally bond and unite to celebrate being part of the college

3. PONGAL DAY As the college is situated in the heart of Tamil Nadu state, the "PONGAL" festival is celebrated in the college. Pongal is one such festival that is celebrated to thank the Sun God and Lord Indra for helping farmers in getting better-yielding crops. It is observed at the start of the month Tai according to the Tamil solar calendar. On this auspicious day, all the faculties and students come in traditional attire. The main challenge on this day, for all the departments, was to make the best Pongal. After this, all faculties and students enjoy participating in different traditional games and cultural activities.

4. MSCAS is undertaking various initiatives in the form of celebration of days of Eminent personalities like Mahatma Gandhi , Jawaharlal Nehru , Kamaraj, National Festivals like Independence Day , Republic Day etc ,Traditional Festivals like Deepavali, Thai Pongal etc., through NSS, YRC, and other such extension activities to provide for an inclusive environment by bringing students and teachers with diverse backgrounds on a single platform for creating an inclusive environment. These functions help in developing tolerance harmony towards culture, region, and linguistics and also communal social economics and other diversities. The subject Constitution of India and professional ethics is made mandatory to all Department students across disciplines. A convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journeys.. All teaching, non-teaching staff, and students participate for the cause of the nation. Inspiring speeches and cultural programs are conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The affiliating University curriculum is framed with mandatory courses like Professional ethics and human values, Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the students. To encourage students to provide clothing and foods to flood-affected areas.

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the constitutional obligations e.g. Business Regulation frame work, Principal of Management, Research methodology and Ethics, Business constitution. There is some subject named Professional ethics, Bioethics Human Rights Laws and Social Issues program in which students learn all the laws and regulations laid by Regulatory Bodies and the objective to acquaint with the ethics in research in connection with their contribution society. Environmental science constitutes the part of curricular teaching and evaluation to sensitize the students on the preservation the ecosystem and environment.

NSS unit of the institution conducts a cleanliness drive to mark the occasion of Swachh Bharat in the college campus as well as in the nearby village area. An oath is taken by all students and faculties to keep their surroundings clean.

Our college has a full-fledged citizen consumer club with Senior Professor as a coordinator. This club conducts training about the various citizen responsibilities like adulteration in food, obeying traffic signals, the rights and responsibilities of the citizen towards the society and government. The students are trained in ethics, values and they are made environmental conscious. MSCAS sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and

responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.msartsandscience-edu.in/images/pdf-files/7.1.1.pdf">http://www.msartsandscience-edu.in/images/pdf-files/7.1.1.pdf</a>
Any other relevant information	<a href="#">NIL</a>

**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 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**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Mohamed Sathak College of arts and science are conducted and celebrated to all national festivals are celebrated with great

enthusiasm to inculcate a sense of patriotism in the students. Every year students come together and perform cultural programs like dance, skits highlighting societal problems. National flags are distributed to faculty, staff and students to instil sense of pride amongst them. As a mark of respect for the country, the students install flag collection box to reuse the flags during national festival. The NSS unit and the students 'council organise many cultural programs to address prevailing social issues.

International Women's day was celebrated in the college on 8th March. This day celebrates the social, economic, cultural and political achievements of women. This day also promises gender equality.

Teacher's Day is celebrated to acknowledge the challenges, hardships, and special roles that teachers play in our lives. The students of all departments organize Teachers Day and facilitate faculty members with special academic events. World AIDS Day is marked by the awareness on AIDS by Rally, posters etc. National Constitution Day and Day of Social Justice is celebrated by taking pledge by all the staff members.

International Yoga day was celebrated in the college on 21st June. Students were introduced about history, different types and benefits of yoga. Students and staff members of the college performed different types of yoga.

Apart from these, many events and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 PRACTICE 1

### 1. Title of the Practice

Learner - Centric pedagogy

### 2. Objectives of the Practice

To introduce innovations along with traditional approaches and facilitate collaborative and cooperative learning methods. To focus on skills that enable lifelong learning and independent problem-solving capacities.

### 3. The Context

Though lectures continue to play a part in the learning landscape, successful learning is by 'doing', methodologies that will engage, involve and indulge, making students more imaginative, creative and independent

### 4. The Practice

The traditional methods of teaching are enhanced with ICT and other innovative and systematic methods so as to keep the students interested and active. In our Institution all the department makes use of innovative approaches along with traditional methods. Use of technology like PPT, PDFNOTES, ICT tools, Green Board, digital study material, preparation of Conceptual Models for Theory Papers enhance the students to a learning environment thereby stimulating their cognitive capabilities. Activity-based learning modules incorporating audio-visual aids are prepared to improve the oral and aural skill of the students. To kindle the critical ability of the students and honing their critical analysis skills, oratorical practices are organized once a month by the English department. Apart from this there is film reviewing, poetry interpretations and short-story reading sessions. In encouraging the opinion writing skills, the students are made to review the products they buy through online websites. Social skills like cooperation, sharing, expression and respecting others views are more easily developed through these sessions.

### 5. Evidence of Success

A conducive learning environment is created with significant changes noticed in the performance of the students. Learners get the

opportunity to develop their cognitive and creative potential.

## 6. Problems Encountered and Resources Required

Here in our Institution most of the students are average with good knowledge of the subject but for communication training was provided to improve their vocabulary skills to facit interviews and other higher education process. It requires more skill on the part of the English teacher as well as their time and resources.

### BEST PRACTICE 2

#### 1. Title of the Practice

Reduce, Reuse, Recycle

#### 2. Objectives of the Practice

To ensure a safe and healthy environment, learning to consume responsibly resulting in minimal environmental harm, and striving to support others to produce eco -friendly and sustainable communities

#### 3. The Context

Though lectures continue to play a part in the learning landscape, successful learning is by 'practical doing', methodologies that will engage, involve and indulge, making students more imaginative, creative and independent

#### 4. The Practice

A lot of attention is given on the need to reduce waste. Considering the chemicals being let out from the laboratories and the hazards that they might cause, the Bio-Sciences department of the institution adopts the Microscale Analysis for an eco- friendly environment.

#### 5. Evidence of Success

The department senior faculty members were resource persons for various FDPs and Workshops on this method They were also successful in taking initiatives to emphasize and advocate Microscale analysis in other colleges

## 6. Problems Encountered and Resources Required

The acceptance of Microscale technique when compared to the traditional practical methodology is a challenge. To gain confidence in Microscale technique the efficacy of the experiments had to be proved and explained.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.msartsandscience.edu.in/images/pdf-files/7.2.1-20.pdf">http://www.msartsandscience.edu.in/images/pdf-files/7.2.1-20.pdf</a>
Any other relevant information	<a href="#">NIL</a>

### 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

- Moving to a paperless office is essential during pandemic Covid'19 and in a digital era. All the departments moved to Principal Office through e- platforms for effective communication during the Pandemic times.
- College Admin launched all the communications related to academic activities in WhatsApp and mail id of Hod which enabled ease of access and ensured better communication regarding meetings of Hod , Staff and other academic activities related to students.
- Classes are conducted through Online mode with PPT , PDF NOTES and LCT enabled tools which enhanced the students technical learning.
- Department of Biochemistry developed its own e- Documentation process using Google Products in a systematic way which saves time and helps teachers work efficiently and helps them to deliver more to the Teaching learning.
- Along with other sports cultural and technical activities, the NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society.
- As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1.To be submit IIQA,SSR and DVV Reports

2.To increase alumni and industry interaction to students

3. To motivate faculty members for the FDP programmes.

4.A Library visit is also planned to cultivate the habit of reading and create an awareness to learn more.

5. An Incubation center for the conversion of plant waste to Manure by Vermicomposting is to be established.

6.Certificate courses to be conducted to enhance and enrich the subject related knowledge.

7.In the forthcoming Academic year the College is planning to improve Industry- Institute Tie -ups in terms of MoU, and Collaborative Projects through TNSIC, CSIR and UGCgrants.

8.Short term Skill based Courses will be introduced.