YEARLY STATUS REPORT - 2021-2022

Part A
Data of the Institution

1.Name of the Institution	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,SHOLINGANALLUR,CHENNAI
• City/Town	CHENNAI
• State/UT	TAMIL NADU
• Pin Code	600119
2.Institutional status	
• 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.	**04424501114**
• Alternate phone No.	**9842052929**
• Mobile	**9842052929**
• IQAC e-mail address	**iqac@mscartsandscience-edu.in**
• Alternate Email address	**syedmicro555@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.mscartsandscience-edu.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mscartsandscience-edu.in/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.0**	**2007**	**28/03/2007**	**27/03/2012**
Cycle 2	**B**	**2.10**	**2016**	**29/03/2016**	**28/03/2021**

6.Date of Establishment of IQAC	**01/07/2007**

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	05	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

National and International Conference were organized.

Conducted various awareness programe like World Diabetes awareness Day, AIDS Awarness, NSS Day, IPR Seminar, International Yoga Day and 75th independence day

Initiated and completed of various Extension activity through NSS AND Institutional Social Responsibility and career guidance program for student level (Both UG & PG).

Conducted One day Seminar on NAAC Revised Framework and Quality Enhancement In Higher Education" incollaboration with NAAC

Our college participates in NIRF Ranking for Overall and College, AISHE, ISO Certification and Education World Ranking Categories every year.

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

Plan of Action	Achievements/Outcomes
To conduct Seminars/Workshops related to IPR , Research Methodology & entrepreneur	Two seminars were conducted during the year 2021-2022- IRP & entrepreneurship Conducted by Department of BBA associated with IQAC
To impart the basic knowledge / skills on the respective domain / discipline of the student	Bridge course was conducted from 06.09.2022-10.09.2022
Life science Department proposes to continue a new job oriented courses on DMLT	DMLT Course regularly conducted from 2021-2022
Research Publications	Staff members are published more than 20 research papers during the year 2021-2022 with UGC, Scopus and Web of Science Journals
To encourage the students participation in co-curricular activities	Value added and Skill enhancement courses were offered to the students for department wises.
Improving Class room teaching with ICT	Modern tools such as LCD and PPT are extensively used. We developed and installed 20 ICT Room
To Conduct the Student Induction Programme for the first year students	Student Induction Programme was conducted from 01.09.2022

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC Committe	03/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	19/01/2023

15.Multidisciplinary / interdisciplinary

The vision of our college focuses into an institute of Excellence,it aims to serve the rural youth by providing them with easy access to higher education and job opportunities. To continually improve its teaching-studying policy, techniques and equipment if you want to be capable of supplying its middle offerings in an applicable and updated manner. To comprise value-added, vocational and technical publications in its curriculum. To preserve to decorate its extension sports and outreach programs. Our college shall initiate seminars and conferences with the science and humanities faculties with a view to expanding the horizons of knowledge for students. The University of madras has made it compulsory to study "Environmental studies" in their regular curriculum as flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service and environmental education towards the attainment of a holistic and multidisciplinary education.

16.Academic bank of credits (ABC):

Our Institution is an affiliated College under University of Madras. We were unable to register for the ABC in the portal.

17.Skill development:

Mohamed Sathak college of arts and science aims to provide Value-Added courses which are focused towards enhancing learning and knowledge thereby leading to a holistic development of the students. It helps to empower the students with interdisciplinary skills. Our college is offering various certificate courses for All the Students

1. Python Programming

2.Digital Marketing

3.Medical coding

4. Diploma in Medical laboratory technology

5.Human values and Professional Ethics

6. PG Diploma in E Commerce

7. PG Diploma in Genemanipulations

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

Our institute aims at integrating culture and language with education and a lot of importance is given to local culture, and local food habits. Students are made aware of skill oriented and value-based program outcome through online orientation program this year. Our university of madras curriculum the following foundation language courses were offered to the students: Tamil, Malayalam, Telugu, French, Arabic and Hindi. Our laungage departments are celebrated International Mother Language is celebrated in the college on 21st February in every year.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcomes are usually expressed in terms of a mixture of knowledge, skills, abilities, attitudes and understanding that a student will attain as a result of his/her successful engagement in a particular set of higher education experience. Outcome-Based Education (OBE) is a student centric teaching and learning methodology in which the course plans, delivery method, assessment was planned to achieve stated objectives and outcomes. Course Outcome (CO) Course outcomes are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course.Programme Outcomes (POs) Program outcomes are narrower statements that describe what students are expected to be able to do by the time of graduation. POs are expected to be aligned closely with Graduate Attributes.The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices.

20.Distance education/online education:

The college is affiliated to University of madras which offers all programmes on regular mode.The college has developed a very good ICT facilities and has also trained the teachers and students regarding online teaching and learning.The study materils are provided through whatsapp, G MEET and classes test are conducted through Google Classrooms and Google classroom is adopted to monitor and manage asynchronous learning of students. Our ERP tools are benefinited like students attandance mark and upload the study materials and students are easliy assess the our Mastersoft ERP

Portal

Extended Profile

1.Programme

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**4419**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1120**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**1731**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**157**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**170**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**125**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**169**
4.3 Total number of computers on campus for academic purposes	**560**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College is affiliated to university of Madras and follows the curriculum of the university. Whenever there is a change in the curriculum, university of Madras notifies the institution, and the information is communicated to the respective departments within the institution for immediate implementation. The CBCS pattern has been implemented by the University for UG and PG since 2008-2009 and revised CBCS pattern on 2020-2021. The college has been running 20 UG Programs, 11 PG Programs, 3 Research Programs and 2 Certificates courses at PG Level.

For effective curriculum delivery

- **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.
- Library has a rich collection of resources with an open access system

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.unom.ac.in/index.php?route=admission/cbcssyllabus & https://www.unom.ac.in/index.php?route=colleges/regulations

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

The institution follows the academic calendar, which includes the Vision, Mission, and Details, as well as their respective subjects and subject codes. The calendar also includes a detailed schedule of activities for various departments and units (NSS, YRC, Sports and CC). Academic Calendar details the entire institution's working system, including Government Holidays, Continuous Internal Assessment Schedules, Model Exam Schedules, and Tentative Final Exam Tenure. For all UG and PG students, three internal tests were administered, with the best two marks considered for internal mark calculations (50 marks/25 marks). One Model Exam is also given prior to the final exam. The CIA assists the institution in identifying Slow learners who were unable to progress.

Academic Counselors can provide proper academic guidance based on CIE through the Student Mentoring System, they conduct remedial classes for slow learners and needy students. Fast learners are mentored to achieve high scores, secure university rankings, and arrange placement training. Academic calendars also serve as a student manual, providing information about the overall plan of

activities and assisting students in planning their activities.

The institution is conducting a well-planned comprehensive, cumulative, systematic, and guidance-oriented evaluation to improve students' paper presentation skills at the end of semester exams.

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	[View File](#)
Link for Additional information	https://www.mscartsandscience-edu.in/images/pdf-files/Student%20HandBook%202021-2022.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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

43

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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)

10

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

398

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Human Values and Professional Ethics:In our curriculum the university has framed all UG and PG programs specially focused on the development of human values and professional ethics. Since so many decisions that impact the environment are key elements of values and professional ethics that forward looking nature. It is unanimously felt that the status of teaching profession requires to

be raised to ensure its dignity and integrity, as it is considered necessary that there should be a code of ethics which may be evolved by the teaching community itself for its guidance.Gender Sensitivity: Our department habitually organizes seminars, webinars, guest lectures, workshops and other activities that help in gender sensitization.Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counseling services are provided through a Counseling Cell.Environment and Sustainability:Our responsibility is to conserve natural resources and protect ecosystems to support health and environment for welfare of our students. The course 'Environmental Studies' offered to all II year students of the UG programme aims to Create awareness about environmental problems among students. Our college has strong emphasis on community orientated work culture is based on the sustainable way of life that involves education and human values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

611

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.mscartsandscience-edu.in/images/pdf-files/Feedback%202021-2022.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.mscartsandscience-edu.in/images/pdf-files/Feedback%202021-2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1449

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

301

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Advanced learners

Advanced learners are provided several opportunities to develop their knowledge and skills. These students are motivated to read additional information through notes and advanced reference books. They are asked to solve the model question papers frequently. The staff members are given special guidance to perform better in the future.

Slow learners

Special care is taken of the academic weak students. Class tests are conducted based on previous year question papers and Extra notes like self-learning materials through email.

The connotation of academically slow learner means those who could not keep pace with the classroom teaching needs extra attention so

as to bring such students at par with the rest of the students of the class. Slow learners are identified based on their performance in University Examination of previous semester and internal examinations.

Remedial/Extra classes are conducted with appropriate focus on the subject/topic in which the students are found to be slow learners. Individual academic counseling is done by concerned subject teacher. Students study groups are formed for peer-to-peer learning. Personal counseling is done through mentoring which takes care of the students mentors maintain the entire academic record of the student which is also conveyed to the parents time to time by the teacher guardian. Slow learners are counseled and motivated by the mentors. Parent Teacher Meeting is also held once in six months to encourage and motivate the students in their studies.

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

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

Number of Students	Number of Teachers
1449	172

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institution employs a teaching strategy that places a strong emphasis on educating students first. In addition to enhancing students' confidence and promoting independence, this practice helps them transition from being treated as passive recipients to active participants. It is impossible to fulfill the needs and expectations of individual students in a teacher-centric class and expect a consistent learning outcome from them all since kids differ in their capacity for comprehension and absorption. To gain practical knowledge and have a deep understanding of theoretical concepts,

students are taken to field trips, Industrial visits, and tourism destinations. Participative learning is ensured by adopting ICT tools during the teaching learning process.

Internal assessments are designed in such a way as to promote independent work among pupils. In order to improve confidence, develop writing abilities, and sharpen style, students are asked to submit written assignments. These assignments must be completed independently by conducting research on the assigned topic. Students present their assignments in front of the entire class during seminars, which make up the second part of internal evaluation. This helps them get over their stage fright and improve their public speaking skills.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

In addition to board and chalk method of teaching, faculty members are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources. The major emphasis is on classroom interaction in terms of paper presentations, seminars, debates, group discussions, assignments and quiz/tests/viva. Presently, in order to be corporate ready, students must learn and experience the latest technologies. College employs information and communication technology (ICT) in education to support, enhance, and optimize educational delivery. Appropriate use of ICT has assisted the college in increasing student interest and in connecting learning to real-life situations. Method of teaching, the college makes extensive use of ICT-enabled tools, such as online resources, to facilitate effective teaching and learning. To expose students to advanced knowledge and practical learning, the faculty uses ICT enabled classrooms with LCD projectors.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.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

172

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

172

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

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

172

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

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.

The department conduct the continuous internal assessment in the following manner.

- **Internal Examination Committee.**
- **Question Paper Setting.**
- **carrying out an examination for all ug & pg students**
- **Alloting Examination hall for students .**
- **Result display**
- **Interaction with students regarding their internal assessments.**

To ensure transparency and consistency in the evaluation of internal tests, the solution to the unit test, . Students are shown the evaluated answer sheets in class, and faculty members conduct individual objections with students on the paper if necessary..

Assignments and Seminars: Attendance, assignments, seminars, and

internal assessment make up the internal marks. Following the evaluation, students who failed internal assessments are given remedial classes in which special attention is given to the students and their areas for improvement are identified. Such specialised coaching enables them to work harder in order to improve their academic performance. Remedial classes are conducted before the commencement of College Examination.

Project evaluation: Throughout the semester, two internal project evaluations are conducted in front of a panel of faculty members. The heading is intended for these two presentations and includes criteria such as quality of problem formulation, literature analysis, presentation, teamwork, and so on. If a student has any questions or concerns about internal assessment, he or she should speak with the teacher. If a grievance remains unresolved, it is referred to the Vice Principal by the Head of the Department.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[NIL](#)

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 that is transparent in the pattern and conduct of CIE and grievance rectification is time bound. When conducting internals and semester-end exams, the college strictly adheres to the guidelines and rules established by the affiliating university. Following the completion of the CIA and Model exams, the evaluated papers are distributed to the classes for clarification. The results are communicated to the students and parents once they have been clarified.

The marks are then recorded in the class counsellors' registers for future reference. Parents are also informed about their children's exam results in order to help them improve. If there is a grievance, it is quickly brought to the attention of the staff members and the heads for resolution. Internal examinations are held to determine internal marks. Students' secured marks are displayed on the Department Notice Board to ensure transparency in assessing grades. All student grievances are addressed directly to the CEO of the college through the Head of the Department. For the benefit of the students, revaluation and recorrection are encouraged.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[NIL](#)

2.6 - Student Performance and Learning Outcomes

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

The Course Outcomes 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 areprepared 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.At each IQAC and College Committee meeting,the value of the learning outcomes was communicated to the teachers.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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.mscartsandscience-edu.in/images/pdf-files/2.6.1%20COss.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The institution evaluates the programme outcomes, programme specific outcomes, and course outcomes and communicates them to students through formal discussions in the classroom and on the departmental notice board. After measuring the attainment of POs, PSOs, and COs, it was discovered that the student strength as well as the passing percentage of the students is gradually increasing. Furthermore, students' progression to higher education, from Undergraduate to Postgraduate, appears to have increased consistently and rapidly over the last five years. Similarly, the ratio of students who are placed is increasing. We took great care in measuring the level of attainment of POs, PSOs, and COs and used both formal and informal mechanisms for measuring outcome attainment. We have also taken feedback from all stakeholders in this regard and are attempting to take the necessary steps.

Following that the College took care of the attainment to measure the POs, PSOs, and COs and implemented the following mechanism:The institute adhered to our affiliated university's Academic Calendar•Throughout the academic year, all subject teachers kept an Academic Diary.•Semester-Wise evaluation reports were completed by all subject teachers.•The internal examination committee reviewed evaluation reports.•For the achievement of PO, PSO, and CO, the Institute considered feedback from stakeholders.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.unom.ac.in/index.php?route=colleges/syllabus

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

1342

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.mscartsandscience-edu.in/images/pdf-files/ANNUAL%20REPORT%20%202021-2022.pdf

2.7 - Student Satisfaction Survey

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

https://www.mscartsandscience-edu.in/images/pdf-files/Feedback%202021-2022.pdf

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)

70000

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

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	View File
Institutional data in prescribed format	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://tanscst.nic.in/

3.2 - Innovation Ecosystem

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

The institute has created an ecosystem for innovation by establishing Research, IPR and Entrepreneurship Cell, and MoU with external Agencies for creation and transfer of knowledge. The college has a Research and Development Cell to motivate the faculty members and provide mechanism for submission of minor and major research proposals.

The Institute has a long tradition of promoting entrepreneurship. The ED-Cell was created with the goal of identifying and nurturing latent potential and also promote entrepreneurial spirit of students and provide them opportunities to become an Entrepreneur. Entrepreneur Development Cell (EDC) initiated various activities for the career enhancement of students like self-employment, start-up initiatives, etc. through various training programme.

The institute has recognized laboratories for all Lifescience departments for doctoral research approved by University of Madras.

Here the student registers for Ph.D and thus the research and innovations are promoted.Thus the research facilities for the indigenous faculties are readily available. As a result, indigenous faculty members have access toresearch facilities.

The students and faculty are availing the facilities within the campus to carry out their research activities, such as;

· Wi-Fi throughout the campus

· Internet facility of 35 Mbps is available to students and staff.

· Computing facility is available and adequate licensed software is also available

· Well-furnished Seminar/Auditorium halls with a seating capacity of over 100/500 audience are available to conduct seminar/workshop, guest lectures, and discussion on technical paper/project presentations, cultural and screening of informative educational .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	[NIL](NIL)

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

05

File Description	Documents
URL to the research page on HEI website	https://www.mscartsandscience-edu.in/images/pdf-files/Research%20policy.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

25

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 & Sciencehas a very dynamic NationalService Scheme 3 units and extension activities clubswhich are actively engages in socially relevant issues and contributes its role.The college regulates with the community based activities with neighborhood like green plantation, cleanliness National Swachh Bharath Abhiyan,Corona Awareness Program,Awareness on Traffic Regulations, pertaining in every academic year.On 26th January 2022,Republic day celebration was held in Mohamed Sathak College of Arts and Science. NSS wings are participated in Republic day celebration.The Programme was started with flag hoistingfollowed by National anthem.Our honorable Principal, member of the faculty and students were delighted with wise words for the occasion.National Service Scheme has been organized Polio Awareness Programme.Students ofT.Akash, R.Raghul, M.Bhavani Priya, S.Saritha, M.Sandhiyaare the aboveNSS Volunteers have been participated in RangoliCompetition and won a II prize with a cash award of Rs.1000 with the guidance of NSS Programme Officer. National Service Scheme presented an AIRPOLLUTION AWARENESS programme on 28th April 2022 At Mohamed Sathak College of Arts and Science has presented Blood Donation Camp on 2nd August 2022.The NSS units of Mohamed Sathak College of arts and Sciencehave observed "Sadbhavana Diwas" on18-08-2022 in the presence of the Principal

File Description	Documents
Paste link for additional information	https://www.mscartsandscience-edu.in/clg-sports-gallery.html
Upload any additional information	View File

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

17

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

150

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

03

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

03

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

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.

MSCAS 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 campus spreads over 10.3acres udeally suited for education in the ITcorridor

chennai.The facilities are spread over 4 bulding with110 classromms,1 seminar hall with Air condition can accommodate 200 audiences AND Hostels.The entire campus are more than170 camera is under CCTV surveillance for safety and security purpose.Classrooms:The well ventilated and furnished classrooms with greenery on the campus make a learning a pleasant experience.

Laboratories:The College has well equipped laboratories for conducting Academic and Research activities in Bioscience Departments.There are separate labs for Undergraduate and Post graduate students for conducting Practical classes and project work . In Visual communication department we have photo & video studio,Multimedia lab, Dubbing and recording studio for the benefit of the students.There are 5Computer laboratories equipped with 510computers,highbandwidth internet,Institute has a well set up central digital library facility where students, as well as faculty can avail the facility of internet. A 60 MBPS leased line connects more than 520 computers in the campus through LAN.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://www.mscartsandscience-edu.in/facilities.html](#)

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 andextra-curricularactivities. 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 awell-equippedGym and fitnesscentre.Sports & Games:The institute has assigned additional responsibility of sportsin-chargefor regular conduction of sports activities. Thestudent'scouncil also holds two dedicated positions as sports secretary to manage the sports events. The sports

secretaryalongwiththe facultyin-chargeidentifies 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 ActivitiesThe institute has assigned additional responsibility of culturalin-chargefor 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 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	[View File](#)
Paste link for additional information	https://www.mscartsandscience-edu.in/facilities.html

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	[View File](#)
Paste link for additional information	[NIL](#)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

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2528000
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File Description	Documents
Upload any additional information	*View File*
Upload audited utilization statements	*View File*
Upload Details of budget allocation, excluding salary during the year (Data Template	*View File*

4.2 - Library as a Learning Resource

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

1. **The College Central Libraries have fully computerized their collection and service using students and staff easy library management software in the year 2022, Master soft ERP version is 2.0.1 an open access ILMS with comprehensive functionality including basic and advanced search options. Master soft ERP users OPAC, circulation management and borrower check in and check out users' students and staff display, college ID card borrower details entry and book issue, return and renewal processing software in the library.**
2. **There is a digital library using for students and staff members, the DELNET Database provides access to more than 3.7 crore catalogue records of books, journals, articles, etc. and also more than one crore and fifty lakhs full-text e-books, e-journals and e-articles through knowledge gainer portal.**
3. **Central library access software using an acquisition and catalogue maintained of the yearly new books purchase order accessioning entry other services, inter- library borrowers /document delivery, book bank facility, access to yearly question paper archive.**
4. **MSCAS library membership for Madras University and British council library card user utilization for the library, the total number of volume books is 32,409 and also references books, printed national and international journals, magazine which also available in the central library.**
5. **The staffs can utilize our Central Library for Thesis and Research purpose books can be referred. At a time 120 users can utilize our Central Library for various reference purposes.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://libcloud.mastersofterp.in/Authentication/Index

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	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

394864

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

8156

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

MSCAS Connection: Our college regularly updates the internet connection every year and as of now, the available internet bandwidth is 45MBPS 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. Licensedsoftwares & OS :Institute hassoftwaresneeded 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 MASTERSOFT System.

The Media Labs of Visual Communication department are fully equipped with state-of-the-art studio facilities consisting of a audio recording and voice booth, photography studio with darkroom laband multimedia lab.

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

4.3.2 - Number of Computers

562

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

`16900000`

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

`The MSCAShas established systems and procedures for meticulous maintenance and upkeep of various facilities as the quality of facilities has an impact on educational outcomes and the well-being of students and teachers. 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 oflearning resources. Updating and maintaining of all library records andUpdate and upgrade the library contents, periodically as per updates in curriculum.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.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.Classrooms and Building maintenance:The maintenance team takes care of buildings, electrical systems, plumbing, carpentry and gardening. The pathways, common areas, faculty rooms, classrooms, laboratories and rest rooms are cleaned and maintained regularly by the team assigned for each floor. The teachers of Department of Physical Education keep a wellmaintained record of all the sports equipment. Procurement of new equipment is done by following a proper procedure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mscartsandscience-edu.in/images/pdf-files/Student%20HandBook%202021-2022.pdf

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

413

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

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

317

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

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	https://www.mscartsandscience-edu.in/index.html
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

629

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

629

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

252

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

102

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

`0`

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

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.

`20`

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

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

The College has been maintaining highly developed and effective mechanisms to improve continuously the standard and the set traditions of its academic and administrative system.

The institution provides ample opportunities in various administrative, co-curricular and extra-curriculat activites for the development of students.They represent in various councils and committees such as:

Students' representatives in Internal Quality Assurance Cell (IQAC) mshare their views to maintain quality in the institution. Students from the Undergraduate, Post Graduate and the Research Scholars are included to represent their grievance to the Internal Complaints Committee.

Sports Committee representatives contribute to the sports activities in the campus by not only helping in organizing and participating but also giving suggestions for further expansion

Conduct events while Cultural Secretaries organize and lead cultural events and create opportunities for students to exhibit their talent.Placement Secretaries assist the placement officer in organizing placement drives in the campus

Anti-Ragging Committee functions with two students as ambassadors enabling to spread the spirit of harmony among the seniors and juniors.

Apartfrom that following committe are maintaining under the IQAC CELL.

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

File Description	Documents
Paste link for additional information	https://www.mscartsandscience-edu.in/images/pdf-files/Student%20HandBook%202021-2022.pdf
Upload any additional information	View File

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

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

60

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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.

Alumni students were part of IQAC meetings as a stakeholder and shared their experiences on the expectations of the industry which help the institution to bring in the skill-based course and training to make the students industryready. 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.

The alumni who have shaped themselves into successful entrepreneurs, have been regularly contributing to the Entrepreneurship Development Cell (EDC) and Best Parcticesby conducting workshops on writing 'Start Up Plan', how to attain business goals and other miscellaneous topics pertinent to enterprises.

File Description	Documents
Paste link for additional information	https://cims.mastersofterp.in/Feedback/OpenFeedbackRegistration/Index?CollegeId=16200003&FeedbackId=559
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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.

The IQAC team plays an important role in framing the institutional policies and implementation of the same. The Heads of the departments and faculty are responsible for student centric and academic activities in the department.The Administrative office and IQAC CELLprepares the Plan of Action includes the activities of teaching and learning, research, extra-curricular, co-curricular, extension and placement.Our college Policies, Strategies, Resources and Quality Assurance initiatives take care of the different aspects of the college functioning.The teachers actively participate in the decision-making process by acting as the members in variouscommittee.

File Description	Documents
Paste link for additional information	https://www.mscartsandscience-edu.in/images/pdf-files/organogram.pdf
Upload any additional information	View File

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

The organization practices decentralization and participatory control in line with its perception of collective management and democratic traditions.

The Ways where in Heads of Departments take part with inside the

Management Process:

The Head of the Department overses the Teaching Plans of his/her departmental members. He/she is empowered to make modifications with inside the routine and to allot coaching assignments and assessment duties. He/she enjoys the privilege of convening departmental conferences wherein the programs for thecomplete time period are decided. He/she frequently takes the lead in making plans for seminars, workshops, professional counseling sessions, remedial measures, interdepartmental or/and inter-university exercises, departmental tours and have a look at tours. He/she is at liberty to introduce innovative and modern measures for the gain of his/her students. He/she makes a decision at the nature, sample and period of unique and remedial instructions for the students of his/her branch. The above enumeration of functions comprising participatory control factors pretty conclusively to the ethics of decentralization that's essential to the organization and informs its performance at each level. The members of the IQAC initiate, plan and supervise various activities to enhance and sustain the academic and administrative quality. The Examination committee works independently to plan and conduct the examinations.

File Description	Documents
Paste link for additional information	https://www.mscartsandscience-edu.in/images/pdf-files/Student%20HandBook%202021-2022.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Principal togethercollege management gives liberal freedom and tractability to the with the department committees to lead all the academic activities of the College. The college has an adequate infrastructure according to the changing needs. During the IQAC and Staff Council Meetings held at the beginning of the session, a perspective plan was framed by IQAC.The Principal and Vice prinicipal are planned meticulously to meet HoDs , staff mambers and studentswere directed to implement the same during the session.They regularly meet and take necessary steps to formulate and implement strategic plans of the institution.The perspective plan was thoroughly discussed during the staff council meeting and all the staff members were directed to implement the same during the session.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,Staff and Students)**
- **Heads of the departments monitor the system of each department regularly.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mscartsandscience-edu.in/images/pdf-files/6.2.1.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body is responsible for Policy making and to verifying the reports through the Secretary, executive director and Director.The decision making procedures are made at appropriate levels in the organizational hierarchy.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.Recruitment is taken place according to the norms of the University,a body comprising ofPrincipal,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.Administration:Administrative Office is divided asAdministrative Officer,Head Accounts,Office staff and manages the system administrators and Technical assistants.Paperless Administration by practicing the policy of sending circulars and notices through e-mail.Faculty attendance is maintained through ERP software. Planning and Development:Through the ERP software,curricular planning is

facilitated. Course details are input into the ERPthen 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.Thisfacilitates attendance entry by the faculty thus managing the academic process.

File Description	Documents
Paste link for additional information	https://www.mscartsandscience-edu.in/index.html#
Link to Organogram of the institution webpage	https://www.mscartsandscience-edu.in/images/pdf-files/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

As per the norms prescribed by the aUniversity of Madrasthe following facilities are available to all teaching and non- teaching staff members

Regular loan facility is provided from the Indian Bank. Leaves to teaching and non-teaching staff are sanctioned as per the norms. Extending EPF Scheme is implemented to all teaching faculties.

Financial assistance is given to the faculty members to promote the research activities.Festival Advance facility is also available for non-teaching staff as per availability of funds.

Free health check-up camps are organized for the staff members by Apollo Shine

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.

Sponsorships to attend and present papers in conferences in abroad.

ESI: Employee state insurance is available for permanent teaching staff who get salary below Rs.20,000/.

Allow faculty to attend conferences, symposiums and workshops acquire knowledge on advanced topics at least once in a semester, by sanctioning OD.

Employees are encouraged to participate in various intercollegiate sports competitions.

Extending EPF Scheme is implemented to all teaching faculties

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

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

6

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

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

72

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

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

Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, together with all amendments made therein from time to time, for its teaching and non-teaching staff. The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

Teaching Staff:

a) The performance of each faculty member is assessed according to the Annual SelfAssessment for the Performance Based Appraisal System (PBAS).

b) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment

c) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Principal, IQAC and the Director.

Non-Teaching Staff :

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents and technical abilities .

File Description	Documents
Paste link for additional information	https://www.mscartsandscience-edu.in/iqac.html
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The Institution has 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.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. The expenses will be monitored by the accounts department as per the budget allocated by the management.

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.

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

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)

23500/-

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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:

There is no financial aid from Union or State Governments. Mobilization of Funds, the student Tuition fee is the major source of income for the institute.The Fee structure is circulated to students along with the instructions for the payment The college does not collect any donations and capitation fee.

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. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.Outreach Programme and extension activities are effectively carried out utilising the funds provided by the institution.

File Description	Documents
Paste link for additional information	[NIL]()
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

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

The IQAC team of Mohamed Sathak College focuse on quality education, through its innovative, comprehensive and flexible policy. IQAChas contributed significantly for institutionalizing quality assurance strategies and processes.

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.

2.Academic Calendar and Timetable is prepared.

3.Weekly delivery of lesson plans using standardized lesson plan formats.

4.Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

5. MoU's were signed with reputed Industries & Academic Institutions to upgrade the faculties and the students to widen their scope of opportunities.

6. Preaprations ofAnnual Quality Assurance Report (AQAR)

7.Self-Study Reports of various accreditation bodies (ISO 9001:2005, AQAR and NIRF).

8.Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS).

9.HoDsholds regular meetings with all staff members for quality improvement.

10.The institution has a student grievances committee, Students,Anti-Ragging, and discipline committee.

File Description	Documents
Paste link for additional information	https://www.mscartsandscience-edu.in/images/pdf-files/Student%20HandBook%202021-2022.pdf
Upload any additional information	View File

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

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

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

1.The IQAC is taken as the responsible body for the implementation of the academic calendar and organization of the co-curricular and extension activities.

2.Outcome-Based Education is a student-centric teaching and learning methodology in which the course plans, delivery method, assessment was planned to achieve stated objectives and outcomes.

3.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.

4.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.

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

6.LMS is upgraded to conduct online examination for UG/PG students. Learning materials are uploaded and shared with the students.

File Description	Documents
Paste link for additional information	https://libcloud.mastersofterp.in/?RoleId=/4GaUmWGiRk=&CollegeId=pn1aU6bhkyqkm3fU21z+7Q==&LibraryId=/4GaUmWGiRk=&ToA=gSMSskf6kx9o6mNZemMDOFyJkSwU6liLpJt31Ntc/u0=&UA=McjnyLmP11Rk12bkv69Yyw==
Upload any additional information	View File

| **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)** | A. All of the above |

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mscartsandscience-edu.in/images/pdf-files/ANNUAL%20REPORT%20%202021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Gender equality is one of the key challenges facing society today. The institute conducts regular gender equity promotion programs. The gender equity promotion programs organized by the institution are given below: MSCAS has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities and freedom are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status. Its unique work culture, healthy traditions and ethos have led to enrolment of women students and women staffs. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to MSCAS. Separate NSS unit is started exclusively to encourage the girl students and the unit is successfully conducting various activities to serve the society. Celebrations of International Women's Day , Yoga Sessions for women. Protection of Ozone layer competition The institute has a policy of appreciating faculty without gender bias. Women faculty are nominated, based on their ability, as heads of the departments and conveners of various committees and discharging their duties efficiently. Apart from the fair treatment of Students without discrepancy, the Institution has necessitated many measures such as the Anti – ragging committee, Student's Counselling Committee to attend any grievances encountered by the Girl students. Provided there are many awareness programs conducted various many Social and Student's Welfare organizations.

File Description	Documents
Annual gender sensitization action plan	https://www.mscartsandscience-edu.in/images/pdf-files/7.1.1.pdf
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	http://www.mscartsandscienceedu.in/images/pdf-files/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

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.

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.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.

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

4.There is no e-waste management system in the college.
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File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	`B. Any 3 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	`No File Uploaded`
Any other relevant information	View File

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. Any 3 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

It is believed in unity in diversity that's why our students respect the different religion, language and culture. We feel the college is our second home and all faculties like a family member. We greet and wish each other at different festivals and invite them to have a feast to get introduced with one's culture to have amicable relations and to maintain the religious, social and communal harmony. Similarly our students also celebrate the different festivals with joy and enthusiasm which help them to implant the social and religious harmony. The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony. Every year it is a customary in our college to celebrate Fresher's Day. 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.MSCAS is undertaking various initiatives in the form of celebration of days of Eminent Personalities National Festivals, NSS, YRC, and other such activities to provide for an inclusive environment by bringingstudents and teachers with diverse backgrounds on a single platform for creating an inclusive environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

We believe in giving holistic all round education to the students. And sensitizing students on our constitutional rights, values, duties and responsibilities is one of the primary educations given at the institute through various means. Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. To create awareness and sensitizing the students and employees to constitution obligation and as a part of strengthening the democratic values. Also, all students take a course on Environment studies in their second year which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc. Women's' cell of the institute to educate women about their rights.

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. 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. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.mscartsandscience-edu.in/images/pdf-files/7.1.1.pdf
Any other relevant information	https://www.mscartsandscience-edu.in/images/pdf-files/7.1.1.pdf

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	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. The College makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year. In academic year 2020-2021, we celebrated the following days like World Environment Day, International Yoga Day, National Mathemates Day, Independence Day, Republic Day, World Soil day, Indian Constitution Day and World Diabetes day. The Institution has observed all the Nationally and Globally important days in accordance with their nature observation

of celebration. India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex.

Code of conduct is prepared for students and staff and everyone should obey the conduct rules. 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. Major Initiative during last five years A separate NSS unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve society.To encourage students to provide clothing and foods to flood-affected areas. Guest lectures and workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and on saving the environment.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

1. Title of the Practice:Blood Donations2. Objectives of the PracticeTo create awareness on blood donation among the public and Healthy Students Community 3. The ContextWe have adopted the slogan "Share life, give blood", to draw attention to the roles that voluntary donation systems play in encouraging people to care for one another and promote community cohesion.4. The PracticeWhen a call for blood transfusion is routed by the hospitals through the needy patient's caretakers the student's representatives identify and approach the student volunteers for blood donation based on the prepared list.Evidence of Success: Every year the percentage of participation in the blood donation will increases.Problems Encountered and Resources Required:During the holidays, examinations as well as semester vacations, we find it

difficult in arranging blood donors to the needy.BEST PRACTICE 2 Vermicomposting1. Title of the PracticeReduce, Reuse, Recycle2. Objectives of the PracticeTo ensure a safe and healthy environment3. The Context Though lectures continue to play a part in the learning landscape, successful learning is by 'practical doing', methodologies that will engage&making students more imaginative, creative and independent4. The PracticeA lot of attention is given on the need to reduce waste. 5. Evidence of Success The department senior faculty members were resource persons for various Workshops on this method They were also successful in taking initiatived 6. Problems Encountered and Resources RequiredThe acceptance of Microscale technique when compared to the traditional practical methodology is a challenge.

File Description	Documents
Best practices in the Institutional website	https://www.mscartsandscience-edu.in/images/pdf-files/7.2.1-2021.pdf
Any other relevant information	https://www.mscartsandscience-edu.in/images/pdf-files/7.2.1-2021.pdf

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

- The good academic and healthy atmosphere in the campus and flexibility in admission and friendliness among the teaching and nonteaching staff members the new students feel more comfort and enjoy royalty in the campus and they bring their old friends, brothers and sisters, good neighbors for admission and hence we have healthy admission every year

- Academic Excellence – The main factors which cater to the academic excellence are innovative methods of teaching, dedicated teachers and excellent environment.

- Flexibility in admission process in course selection, fess details, counselling to all student's communities about pros, employ ability of courses and higher studies abroad by college teaching staff from different disciplines.

- 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.

- Accordingly, the institution started to contact the students, parents and teachers to give counseling to overcome the fear of decease and motivated to have nutritional food and to live a healthy life.
- 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	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1.To be Conducted NAACSeminar sponserd by NAAC.

2. To be Organized International Conference / Seminar funded by DST, DBT,TNSCST

3. New MoU Sign with institutions for value added courses.

4.To be submitted project proposals to Indian and abroad universities for getting funds.

5.To increase alumni and industry interaction to students.

6.To publish international and national papers with Scopus and UGC Care journal/ Web of Sciences.

7.To conduct Faculty development Programme for Teaching staff and Non teaching staff