



YEARLY STATUS REPORT - 2023-2024

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 .H. ABIRAMI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04424501115
• Mobile no	9442714186
• Registered e-mail	principal@mscartsandscience- edu.in
• Alternate e-mail	iqac@mscartsandscience- edu.in
• Address	No 13 Semmozhi salai, Sholinganallur
• City/Town	Chennai
• State/UT	Tamilnadu
• 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.	04424501115																		
• Alternate phone No.	04424501578																		
• Mobile	9842052929																		
• IQAC e-mail address	iqac@mscartsandscience-edu.in																		
• Alternate Email address	principal@mscartsandscience-edu.in																		
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mscartsandscience-edu.in/uploads/iqac/AQAR%202022-2023.pdf																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mscartsandscience-edu.in/uploads/iqac/Student%20HandBook%20%202023-2024.pdf																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>B</td> <td>2.10</td> <td>2016</td> <td>29/03/2016</td> <td>29/03/2021</td> </tr> <tr> <td>Cycle 1</td> <td>B+</td> <td>2.0</td> <td>2007</td> <td>28/03/2007</td> <td>27/03/2012</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	B	2.10	2016	29/03/2016	29/03/2021	Cycle 1	B+	2.0	2007	28/03/2007	27/03/2012
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 2	B	2.10	2016	29/03/2016	29/03/2021														
Cycle 1	B+	2.0	2007	28/03/2007	27/03/2012														
6.Date of Establishment of IQAC	02/07/2007																		
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
Mohamed sathak college of arts and science	Awareness Program	Ministry of Earth Science	2023	40000
Mohamed sathak college of arts and science	Students Project	Mohamed sathak Trust	2023	400000
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9. No. of IQAC meetings held during the year			6	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
1. Launched initiatives for student entrepreneurship development, including "SATHAK Bazaar" and an inter-college sales expo, organized by the Entrepreneurship Cell for both UG and PG students.				
2. Successfully prepared and submitted the Self-Study Reports (SSR) for AISHE and NIRF accreditation processes.				

3. Introduced over 60 new certificate, value-added, and add-on courses to enhance students' skills and employability.

4. Conducted a wide range of activities, such as conferences, workshops, industrial and study tours, expert lectures, FDPs, quiz competitions, and celebrations of various national and international events.

5. Achieved a significant increase in research article publications by faculty members in UGC-approved, peer-reviewed journals

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
<p>Introducing job-oriented and skill-based courses is crucial to address the evolving demands of the job market and equip students with practical skills that enhance employability.</p>	<p>Introducing Value-Added Courses in association with Nexon Pvt Ltd is an excellent way to provide students with specialized skills that are directly aligned with industry needs. Nexon Pvt Ltd, being an industry leader, can offer expertise and real-world insights that enhance the learning experience.</p>
<p>Organizing Guest Lectures</p>	<p>Departments are now required to host a minimum of two guest lectures per semester to broaden students' understanding. This initiative ensures regular exposure to industry insights and expert knowledge. It encourages greater student engagement and awareness of current trends, fostering a deeper connection between academia and the professional world.</p>
<p>Organizing Workshop and Faculty Development Programme for Teaching and Non Teaching</p>	<p>Workshop for Teaching and Non-Teaching staff members about NAAC SSR Documents preparation</p>
<p>Research Publications</p>	<p>Staff members published more than 40 research papers during</p>

	the year 2023-2024 with UGC, Scopus and Web of Science Journals
Sensitization of faculty members towards NIRF Ranking system with Preparation and Submission of NIRF Data 2023-2024	The NIRF report was duly filled up and submitted.
Promote the Workshops/seminars on Research methodology, Intellectual Property Rights (IPR) and entrepreneurship	Successfully Organized morethan 55 Workshops and Webinars ON IPR and Research Methodology.
Maintenance of quality as per NAAC Parameters	All the related activities done in context to AQAR submission

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing council	07/08/2024

14. Whether institutional data submitted to AISHE
--

Year	Date of Submission
2023-2024	18/01/2025

15. Multidisciplinary / interdisciplinary
--

Organizing Guest LecturesMohamed Sathak College of Arts and Science, affiliated with the University of Madras, offers a multidisciplinary curriculum aimed at providing students with comprehensive knowledge across various fields. The institution integrates specialized studies with a broad-based approach, ensuring a holistic educational experience. Courses such as Environmental Studies, Value-Based Education, Elective and Interdisciplinary Programs, and Interdepartmental Studies reflect this commitment. By adopting innovative teaching methodologies and modern resources, the college ensures its academic delivery remains relevant and effective. To enhance employability, vocational and technical courses are included in the curriculum. Students are also encouraged to participate in internships, industrial training, and mini-projects, preparing them

for professional challenges. The college emphasizes experiential learning and celebrates key occasions like International Yoga Day, International Women's Day, Environment Day, and Road Safety Awareness Programs, fostering a sense of unity among disciplines and promoting social responsibility. Annual interdisciplinary conferences encourage collaboration among departments, facilitating the exchange of research ideas and insights in overlapping fields. Through these initiatives, the institution nurtures critical thinking and innovation. By integrating academic rigor with practical exposure and value-based education, Mohamed Sathak College equips students to excel in diverse industries and contribute meaningfully to society.

16.Academic bank of credits (ABC):

Our institution, being an affiliated college under the University of Madras, has encountered challenges in registering for the Academic Bank of Credit (ABC) portal. The Academic Bank of Credit is a digital platform introduced by the Government of India to facilitate credit transfer and accumulation for students, enabling flexibility in education across institutions. However, due to affiliation constraints or procedural challenges, we have been unable to complete the registration process. We aim to resolve this issue promptly to align with the guidelines and provide our students with the benefits of the ABC framework.

17.Skill development:

Mohamed Sathak College of Arts and Science emphasizes the importance of Value-Added courses designed to enrich students' learning experience and foster their overall development. These courses aim to equip students with interdisciplinary skills, enhancing their ability to adapt to diverse professional environments. By focusing on skill development, the institution ensures students are prepared for real-world challenges through curriculum innovations, updates in teaching methodologies, and refined assessment strategies. To achieve this, the college has partnered with Nexon Pvt. Ltd. to offer nearly 60 specialized courses that blend academic knowledge with practical skills. Some of these courses include Water Quality Assessment, Basic Life Skills, Advanced Life Skills, Clinical Research, Python, MATLAB, Full-Stack Web Development, and Communication & Soft Skills. Each course is tailored to empower students with relevant competencies, ensuring they remain industry-ready. The integration of such courses reflects the institution's commitment to holistic education by bridging the gap between academic learning and professional requirements. The focus on skill development not only enhances employability but also prepares

students to face the evolving demands of the global workforce. This approach ensures a dynamic and comprehensive educational experience for all students.

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

Our institution prioritizes the integration of the Indian Knowledge System by emphasizing local culture, traditions, and languages in education. Efforts are directed toward promoting cultural identity and heritage among students while aligning with modern academic goals. This year, online orientation programs were conducted to emphasize skill-oriented and value-based learning outcomes, helping students understand the significance of holistic development. The curriculum, developed under the University of Madras, offers foundation courses in Tamil, Malayalam, Telugu, French, Arabic, and Hindi, reflecting the institution's commitment to linguistic diversity. Every year, International Mother Language Day is celebrated on 21st February to honor and preserve native languages and foster a sense of pride in linguistic heritage. The institution ensures an inclusive environment where students from different states feel welcome and supported. Regional and cultural festivals are regularly organized, allowing students to exhibit their traditions and appreciate the diversity of others. Such events promote mutual understanding and cultural exchange, encouraging unity in diversity. By combining education with cultural awareness, the institution equips students with the knowledge and values needed to face global challenges while staying connected to their roots. This approach ensures students grow into socially responsible individuals with a deep respect for their heritage and traditions.

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

Outcome-Based Education (OBE) is a student-centric approach aimed at achieving specific learning outcomes through well-structured teaching, learning, and assessment methods. The University of Madras has established Program Outcomes (POs), Program Specific Outcomes (PSOs), and Program Educational Objectives (PEOs) for each academic program. These are carefully integrated into the institution's teaching-learning process to ensure holistic development and skill enhancement. The institute has adopted OBE by setting Course Outcomes (COs) for every subject. These outcomes are mapped to POs, ensuring a clear alignment between what is taught and the broader educational goals. COs are precise statements defining the essential knowledge and skills that students are expected to demonstrate at the end of each course. POs are broader in scope, describing the competencies and abilities students should possess upon graduating

from their respective programs. To ensure the attainment of these outcomes, continuous monitoring, evaluation, and data collection are conducted. These assessments are interlinked and help determine the effectiveness of the OBE framework. Through OBE, the institution focuses on measurable achievements, ensuring students are well-prepared for academic, professional, and personal growth. The methodology emphasizes quality education, fostering critical thinking and equipping students with industry-relevant skills.

20.Distance education/online education:

The institute currently does not offer Distance Education or Online Education programs. However, to promote continuous and innovative learning beyond the classroom, students are required to complete online certification courses through recognized MOOC platforms. These courses provide an opportunity for students to enhance their knowledge and skills in diverse subject areas. Students are mandated to enroll in courses offered by platforms such as NPTEL, SWAYAM, or other government-recognized portals. Each course must be a minimum of 30 hours in duration, ensuring sufficient depth of learning and engagement. This initiative is designed to encourage students to explore topics beyond their core curriculum and develop self-learning habits. Through these online certifications, students gain exposure to industry-relevant content and new concepts that complement their academic learning. The flexibility of MOOC platforms allows learners to access high-quality educational resources from experts in various fields, making education more accessible and enriching. By integrating this requirement into the academic framework, the institute ensures that students stay updated with emerging trends and technologies. This approach not only enhances their technical and professional skills but also prepares them to meet the demands of the evolving job market with confidence and competence.

Extended Profile

1.Programme

1.1

1082

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

File Description	Documents
Data Template	View File

2.Student

2.1 3308

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 882Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1202

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 157

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 157

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	1082
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	3308
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	882
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1202
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	157
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	60
Total number of Classrooms and Seminar halls	
4.2	606
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	560
Total number of computers on campus for academic purposes	

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 institution ensures effective curriculum delivery through a well-planned and documented process that aligns with the guidelines set by the University of Madras. Despite being a non-autonomous institution, Mohamed Sathak College of Arts and Science adopts a structured approach to facilitate comprehensive learning experiences for students across all programs. The college strictly adheres to the prescribed syllabus for undergraduate, postgraduate, research, and diploma courses.

To maintain a high standard of teaching, the institution organizes regular faculty training sessions, workshops, and seminars to enhance teaching methodologies and keep the faculty updated on the latest developments in their respective fields. This ensures that the curriculum is delivered efficiently and in an engaging manner.

The implementation of the Choice-Based Credit System (CBCS) offers flexibility to students, allowing them to select courses that

align with their interests and career goals. The college also monitors and evaluates the progress of curriculum delivery through continuous assessments, student feedback, and academic audits.

Additionally, the institution promotes the use of modern teaching tools, including digital resources and interactive sessions, to enhance the learning experience. This approach helps in bridging the gap between theoretical knowledge and practical application, ensuring a holistic educational journey for all students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution strictly adheres to the academic calendar set by the University of Madras, ensuring timely and systematic execution of academic activities, including the conduct of Continuous Internal Evaluation (CIE). The academic calendar serves as a blueprint for the entire academic year, detailing the schedule for classes, examinations, holidays, and various other academic events.

The Continuous Internal Evaluation process is an integral part of the institution's commitment to academic excellence. The CIE framework is designed to assess students' learning progress through regular evaluations such as quizzes, assignments, presentations, seminars, and mid-term tests. These assessments are strategically planned and integrated within the academic calendar to ensure that students are consistently evaluated throughout the semester.

Faculty members are responsible for conducting the evaluations as per the stipulated schedule, ensuring that the process remains fair and transparent. This regular assessment enables the college to monitor the academic development of students continuously and provide timely feedback to guide their learning.

The institution maintains a systematic approach to the CIE process by conducting periodic reviews to ensure that evaluations are in line with the curriculum and university guidelines. This

structured system supports students in achieving their learning objectives and allows for the identification of areas that require improvement, fostering an environment of continuous learning.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

34

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)**

23

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

3308

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**

Mohamed Sathak College of Arts and Science is committed to providing quality education while supporting students' academic and personal growth. The college offers various initiatives to enhance student success, such as bridge courses for first-year UG students, a seven-day induction program "Deeksharambh," and a Center for Teaching and Learning (CTL) to foster innovation and professional development.

The curriculum includes courses on Professional Ethics, Human Values, Gender, and Environment & Sustainability, all integral to shaping well-rounded individuals. Professional Ethics courses focus on instilling moral values essential in academic and social contexts. The college organizes awareness programs featuring HR Managers, Entrepreneurs, and Directors from leading organizations

to emphasize the importance of ethics in various disciplines.

Gender sensitization is promoted through the Women's Cell, which ensures gender equality and the safety of female students, organizing programs that address gender-related issues. Human values are nurtured through Islamic classes for Muslim students and moral science for non-Muslim students, alongside community outreach activities.

The institution also prioritizes environmental sustainability, with initiatives such as a green campus, waste management systems, and an environment club that raises awareness through student-led activities, reinforcing the importance of preserving natural resources for future generations.

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

28

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	
1819	
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	A. All of the above
File Description	Documents
URL for stakeholder feedback report	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104950/1.4.1_1724832283_155_18.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	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of students admitted during the year**

898

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**

882

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

The institution recognizes the diverse learning needs of its students and takes a proactive approach in assessing their individual learning levels. Regular assessments, including quizzes, assignments, and exams, help identify students' strengths and areas for improvement. This process ensures that both advanced learners and slow learners receive the necessary support to excel in their academic journey.

For advanced learners, the institution organizes special enrichment programs designed to challenge and stimulate their intellectual growth. These programs include advanced coursework, workshops, research projects, and opportunities for mentorship. By providing these resources, the institution ensures that high-achieving students remain engaged and motivated while deepening their understanding of complex subjects.

On the other hand, slow learners are provided with additional

support through remedial classes, peer tutoring, and individualized attention. Teachers and academic advisors work closely with these students, addressing their specific challenges and offering strategies to improve their learning. Extra time, customized assignments, and simplified resources are some of the methods used to ensure that slow learners make steady progress.

This dual approach of catering to both advanced and slow learners helps create an inclusive learning environment where all students have the opportunity to succeed. It fosters a culture of continuous improvement and personalized learning, ensuring that each student, regardless of their starting point, can reach their full potential. Through these initiatives, the institution supports the academic and personal growth of all students.

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
3308	157

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

Experiential learning plays a crucial role in enhancing students' overall development by fostering essential skills like creativity, teamwork, communication, and problem-solving. The institution adopts a multifaceted approach to ensure students gain practical, real-world experience that complements theoretical knowledge.

The curriculum strikes a balance between theory and practical sessions, allowing students to grasp concepts effectively. Guest lectures and workshops provide synergetic learning experiences that spark interest and engagement. Soft skills and communication

training are incorporated to boost students' interpersonal abilities, aiding them in their career advancement. Field trips and industrial visits provide hands-on learning, connecting classroom teachings with real-world applications.

To further enrich learning, the institution offers Bridge Courses, Value-Added Courses, and Certificate Courses, which enhance flexibility and personal growth. Participatory learning is promoted through group discussions, seminars, and assignments, encouraging students to explore topics beyond the textbook. Regular use of online platforms like SWAYAM, NPTEL, and MOOC adds to the diverse learning experience.

The institution encourages students to participate in inter-collegiate competitions, sports, and cultural programs, helping them build leadership skills, self-confidence, and entrepreneurial abilities. Extension and outreach programs instill a sense of social responsibility and community engagement.

Problem-solving skills are integrated through case studies, mini-projects, and field projects, which sharpen logical thinking and practical knowledge. Brainstorming sessions after lectures further stimulate creativity and collaborative learning, preparing students for real-world challenges and enhancing their employability.

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

The institution effectively integrates Learning Management Systems (LMS) to enhance the learning experience through blended learning. LMS serves as a central platform where course content, learning materials, assignments, and other resources are easily accessible to students. This ensures that students can engage with the material at their own pace, reinforcing classroom learning and providing them with the flexibility to revisit topics as needed. Additionally, LMS facilitates seamless communication between students and faculty, enabling easy submission of assignments, feedback, and announcements.

To complement the traditional learning model, the institution uses Google Meet for conducting virtual classes. This ensures that students can participate in live sessions, ask questions in real time, and engage in interactive discussions, especially beneficial for remote or hybrid learning environments. The use of virtual classes has become an essential tool in fostering an interactive learning atmosphere even outside of the physical classroom.

The institution is committed to creating a technologically enriched learning environment by providing ICT tools such as LED projectors and free Wi-Fi across all departments. These tools enhance the teaching and learning process, making it easier for educators to present information visually, while students benefit from easy internet access to research, explore, and collaborate on projects. By integrating modern technology into everyday academic activities, the institution ensures that students are equipped with the necessary tools for a constructive, engaging, and efficient learning experience, preparing them for future professional challenges.

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

157

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	
157	
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	
61	
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	
157	
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 institution maintains transparency in internal assessments, ensuring that students are well-informed about the evaluation process. The Heads of Departments (HODs) conduct meetings to instruct faculty and students on effective evaluation practices. Each semester, two internal assessments and a model examination are conducted. The Exam Wing plans and schedules internal assessments in advance, with dates clearly outlined in the Academic Calendar for both students and faculty. Any changes or updates are communicated promptly through Circulars, Class In-charges, and Mentors.

Students are categorized into Slow, Moderate, and Advanced learners based on their performance. Supplementary classes are arranged for slow learners to support their academic progress.

For external assessments, Mohamed Sathak College of Arts and Science adheres strictly to the University of Madras' rules and guidelines. The Exam Cell ensures the smooth conduct of the examination process. Students' details, such as name, register number, and subject codes, are registered in the portal.

The exam schedule is provided to students through circulars and displayed on the notice board. Hall tickets are downloaded by the Exam Cell and distributed to class in-charges, who then provide them to students. Before exams, the exam coordinator briefs faculty and assigns invigilation duties to ensure smooth and fair conduct of exams, preventing malpractice.

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 institution ensures a transparent, time-bound, and efficient mechanism for dealing with internal examination-related grievances. Any concerns or issues raised by students regarding internal assessments are addressed promptly through a well-structured process. Students are encouraged to approach the concerned faculty or the Head of the Department (HOD) for

clarification or dispute resolution. If necessary, grievances can be escalated to the examination cell for further review.

The examination cell ensures a systematic approach to addressing complaints, providing a clear timeframe for resolution. If a student has an issue with assessment marks, the faculty member will review and explain the evaluation. In case of any discrepancies, the student can request a revaluation or re-checking of their answer scripts within a stipulated time frame, as outlined in the academic calendar.

The institution maintains transparency by providing clear guidelines for the grievance redressal process, and regular updates are communicated to students through notices or circulars. The process ensures that all grievances are addressed efficiently and fairly, with a focus on maintaining academic integrity and upholding students' rights. This structured approach promotes trust and confidence among students regarding the fairness and transparency of the internal examination system.

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.

Mohamed Sathak College ensures academic excellence by periodically revising the UG and PG curriculum in alignment with UGC norms. The institution adopts Outcome-Based Education (OBE) to empower students, enhancing their academic performance, professional skills, and overall development. OBE focuses on Graduate Attributes (GAs), which help students stand out in their academic and professional journeys.

Each program has clearly defined Program Outcomes (POs), which outline the key competencies students should possess upon graduation. The college offers 20 UG programs, 9 PG programs, 3 research programs, and 2 diploma courses, with Program Specific Outcomes (PSOs) aligned to the revised curriculum set by the University of Madras.

Departments maintain lesson plans that detail POs and PSOs, along with the vision, mission, and objectives of each program. The syllabi are framed based on Revised Bloom's Taxonomy, ensuring clarity and alignment with OBE. The IQAC coordinator reviews the curriculum to ensure it meets OBE standards, and approved documents are made available on the college website.

During the Induction Program, students are introduced to OBE principles, ensuring a clear understanding of Course Outcomes (CO) and Learning Outcomes. Continuous Internal Assessments (CIA) are structured according to the OBE framework, with questions approved by the IQAC and department heads, ensuring consistency and alignment with educational goals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL
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 emphasizes developing students' abilities through Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs), aligning with the University of Madras curriculum. The teaching methodology integrates Theory Courses, Lab Courses, Project Courses, and Internships to ensure comprehensive learning.

Direct assessment methods include internal assessments, model examinations, assignments, seminars, internships, project reviews, and university examinations. Question papers for internal assessments and model exams are designed using Bloom's Taxonomy to assess students' knowledge, application, analysis, and evaluation skills.

Indirect assessments are conducted through student feedback on CO attainment via surveys and questionnaires at the end of each semester. This feedback is consolidated to evaluate the effectiveness of the curriculum and teaching methods.

Program Outcomes and student learning outcomes define the knowledge, skills, and values students should acquire by the end

of the program. Students' performance in exams, internal assessments, and model exams is used to measure the attainment of POs and COs. Benchmarks are established to evaluate students' progress, and faculty and Heads regularly review these benchmarks to ensure continuous improvement. This mechanism helps ensure that students are meeting the expected academic standards and developing the necessary skills for their professional growth.

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

2.6.3 - Pass percentage of Students during the year

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

615

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

2.7 - Student Satisfaction Survey

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

[https://www.msartsandscience.edu.in/uploads/igac/STUDENTSFEEDBACK\(20232024\).pdf](https://www.msartsandscience.edu.in/uploads/igac/STUDENTSFEEDBACK(20232024).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)**4.4**

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****08**

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****7**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.tanscst.tn.gov.in/

3.2 - Innovation Ecosystem

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

Sathak Knowledge Centre has actively created an ecosystem that fosters innovation and knowledge transfer through various initiatives. The institution promotes research and development by offering specialized programs like the PG & Research Departments of Biotechnology, Microbiology, and Biochemistry. These departments are recognized by the University of Madras, with a strong emphasis on research, as evidenced by 12 research supervisors, 24 awarded research scholars, and 23 others currently pursuing research. The focus on research methodology, intellectual property rights (IPR), and entrepreneurial development has been pivotal, with over 207 programs conducted in the past five years to hone students' skills.

The institution further enhances innovation through the Entrepreneurship Development Cell (EDC), established in 2022. The EDC aims to nurture young entrepreneurs by providing them with a platform to explore their ideas. It organizes workshops and events such as the Sathak Bazaar, which showcases 34 stalls with 68 budding entrepreneurs. These entrepreneurs display diverse business ideas ranging from eco-products to food stalls. The institution has also supported practical entrepreneurship, like the vermicompost production project initiated by the Department of Biotechnology, which empowers students and local farmers in nearby villages. This initiative not only aids students in developing entrepreneurial skills but also helps villagers transform waste into organic fertilizer for their agricultural ventures.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msartsandscience.edu.in/uploads/naac/3.2.1/3.2.1-1.pdf

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

55

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

8

File Description	Documents
URL to the research page on HEI website	https://www.msartsandscience-edu.in/micro.php
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	No File Uploaded

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

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

24

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

26

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 and Science fosters a strong sense of social responsibility in its students through various initiatives like NSS, YRC, and RRC. These programs encourage students to engage in social service and raise awareness about important societal issues. The institution actively promotes community involvement by organizing visits to NGOs, orphanages, and conducting social awareness programs. Students are encouraged to participate in camps such as blood donation drives, drug awareness campaigns, and rallies, thereby reinforcing their commitment to societal betterment.

The institution is also deeply committed to environmental awareness, with programs like the Meendum Manjapai Scheme, aimed at reducing plastic usage. NSS volunteers play an essential role in cleaning campaigns under the Swachh Bharat Mission, where they focus on cleaning schools, ponds, hospitals, and other public spaces. In times of natural disasters, NSS volunteers are dispatched to assist affected communities, providing relief through the distribution of food, water, and medical supplies.

The institution also conducts annual events such as National Integration Camps and Special Camping Programs, where students experience firsthand community involvement. Collaborative activities with government ministries, NGOs, and health organizations further enhance students' awareness of social issues. These initiatives equip students with the skills and values necessary for personal, academic, and social development, nurturing a sense of humanitarianism.

File Description	Documents
Paste link for additional information	Nil
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

35

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

28

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

28

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

11

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

11

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.

Mohamed Sathak College of Arts and Science provides excellent facilities that enhance the teaching-learning process. Established in 1991, the institution spans 10.3 acres in the heart of Chennai, ensuring easy accessibility for students. The campus includes four buildings, a seminar hall, and an auditorium, with 110 classrooms equipped with modern amenities like LCD projectors and well-ventilated spaces. Specialized ICT-enabled classrooms and smart classrooms are available for various departments, facilitating effective learning.

The college is equipped with 09 computer labs containing 480 computers, as well as specialized labs like the Video, Audio Dubbing, Multimedia, and Photography labs. Additionally, there are well-maintained labs for departments such as Psychology, Biotechnology, Biochemistry, Microbiology, and Culinary Arts, all providing hands-on experience and fostering creativity. The institution ensures safety with fire extinguishers, first aid kits, and a continuous power supply through generators.

The 500-seat auditorium hosts a variety of events, including departmental activities, cultural competitions, and graduation ceremonies, providing a platform for student talent. The campus also promotes physical fitness with sports facilities such as badminton and football courts, a playground for various sports, and a fully equipped gym. Students actively participate in intercollegiate and zonal competitions, with rewards given on the Annual Sports Day, encouraging physical and mental well-being.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104950/4.1.1_1726147255_155_18.pdf

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

Mohamed Sathak College of Arts and Science offers excellent facilities to foster cultural activities, sports, and overall physical well-being. The institution's auditorium, with a seating capacity of 500, is a prime venue for various cultural events such as departmental programs, fresher's day, farewell day, intercollegiate competitions, and oratorical contests. These activities encourage active student participation and allow them to showcase their talents.

In terms of sports, the college provides a range of outdoor facilities, including badminton, football, basketball, volleyball, kho-kho, and kabaddi courts. The campus also has an indoor stadium for table tennis, chess, and carrom, supporting a variety of indoor games. The institution takes physical fitness seriously by offering a well-equipped gymnasium, with both manual and hydraulic machines, for students to maintain their health and strength. Additionally, there is a dedicated yoga center that promotes mental clarity and physical wellness.

Throughout the academic year, the physical director oversees various sports events, including zonal and intercollegiate competitions, encouraging students to engage in physical activities. The Annual Sports Day celebrates achievements, with medals and trophies awarded to winners and participants, motivating students to continue pursuing sports. These facilities ensure that students receive a balanced education, nurturing their intellectual, physical, and cultural growth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104950/4.1.1_1726147255_155_18.pdf

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

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104950/4.1.1_1726147255_155_18.pdf
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)

89.1

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)

Mohamed Sathak College of Arts and Science boasts an automated and well-equipped library facility, located on the first floor of the annexure block. The library employs Mastersoft ERP solutions and the Libman Library Management System (ILMS) to streamline operations and enhance user experience. The central library holds a vast collection of 33,002 books, 68 journals, 25 Ph.D. dissertations, and numerous research manuscripts. It also subscribes to over 85 journals, magazines, newspapers, and periodicals, ensuring comprehensive access to diverse resources. The library is accessible to students, faculty, and researchers from 8:30 am to 6:05 pm, supporting their academic endeavors.

The library's ILMS offers both basic and advanced search options for easy access to books and resources. It facilitates efficient circulation management, including issuing, returning, and renewing books for both students and faculty, with detailed records maintained in the librarian system. The system also includes features like acquisition, cataloging, and barcoding to identify each book uniquely.

Additionally, the library offers valuable e-resources such as DELNET, NDLI, ShodhSindhu, and Shodhganga, accessible through 25 computers with internet and Wi-Fi. Department-specific mini libraries are also available, where the library management system ensures smooth borrowing and renewal of books for departmental use. The barcode system simplifies circulation and ensures accurate tracking of book usage.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.msartsandscience-edu.in/uploads/naac/4.2.1/4.2.1-1.pdf

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)

2.6

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

260

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

Mohamed Sathak College of Arts and Science provides comprehensive computing resources to support the academic and research needs of its students and faculty. The entire campus is connected through a robust computer network with a leased-line internet connection, ensuring seamless access for departments, the library, and college

offices. The institution's IT team oversees system administration, technical support, and software installation, maintaining a smooth technological environment for all users.

Each student is provided with a unique domain email ID for academic correspondence and access to essential resources such as Naan Mudhalvan classes. A separate email ID is also provided for communication purposes. The campus sustains a 100 Mbps Wi-Fi network, supporting over 561 desktops through LAN and Wi-Fi connections, all secured through TATA Internet services. To enhance security, 210 CCTV cameras are installed across various blocks, ensuring the safety of students and staff.

The institution employs Mastersoft ERP cloud computing for its Learning Management System (LMS), facilitating the secure storage of student data, syllabi, attendance, and faculty-delivered study materials and assignments. Additionally, ICT classrooms and the IQAC room are equipped with modern tools like BenQ, Epson, and Acer smart panels, and devices like printers and copiers. The IT admin promptly addresses issues related to labs and research centers, ensuring academic enhancement and effective communication. Internet bandwidth has significantly improved from 40 Mbps in 2019-20 to 100 Mbps in 2023-24.

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

4.3.2 - Number of Computers

475

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)

606.56

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.

Mohamed Sathak College of Arts and Science has well-structured systems and procedures in place to ensure the effective maintenance and utilization of its physical, academic, and support facilities. The classrooms, equipped with modern teaching tools such as LCD projectors, are maintained through regular cleaning, inspection, and updating of technology. The maintenance team ensures that all academic spaces remain conducive to learning, providing a well-organized environment for students and faculty.

The institution's laboratories are managed by each department, with protocols in place for inventory checks and equipment maintenance. Departments are responsible for ensuring that all lab equipment is functioning properly, and any necessary repairs or replacements are carried out promptly. Safety measures, such as fire extinguishers and first aid kits, are also regularly inspected to guarantee a secure learning space.

The library, with its automated management system, ensures efficient resource circulation and maintenance. Regular updates and additions to the collection are made to meet the evolving academic needs of students and faculty. The library is maintained through a well-organized cataloging system, allowing easy access to resources.

The sports facilities, including outdoor courts and the gymnasium, are overseen by the sports department. Regular maintenance, equipment checks, and event scheduling ensure the optimal use of these spaces for students' physical and recreational activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msartsandscience-edu.in/uploads/naac/4.1.1/4.1.1-1.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

300

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

3308

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.msartsandscience-edu.in/uploads/Softskills.pdf
Any additional information	View File
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

3190

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

3190

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	A. All of the above
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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

70

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

49

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

17

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 Mohamed Sathak College of Arts and Science is committed to fostering a holistic environment where students actively participate in governance, decision-making, and the development of a vibrant academic community. It has developed mechanisms for student representation through well-established structures such as the student council and various student representation bodies. These allow students to voice their opinions, concerns, and suggestions across academic, co-curricular, and extracurricular domains, ensuring a balanced and inclusive approach to institutional development.

The institution's physical infrastructure is designed to support the diverse needs of its students. Classrooms, libraries, sports facilities, and other key areas are equipped with modern amenities, providing a conducive space for both learning and extracurricular activities. The campus is well-ventilated with natural light and is structured to promote interaction among students from different disciplines, enhancing their overall experience.

In addition to academic growth, the institution places a strong emphasis on co-curricular and extracurricular activities. Various student clubs, societies, and forums are active throughout the

year, offering students opportunities to engage in leadership roles, teamwork, and community-building initiatives. These platforms nurture students' creativity, critical thinking, and communication skills, ensuring they graduate as well-rounded individuals ready for professional success. By integrating administrative, academic, and extracurricular elements, the institution creates a thriving and engaging campus culture.

File Description	Documents
Paste link for additional information	https://www.msartsandscience.edu.in/events.php
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

66

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

The engagement of alumni plays a critical role in the ongoing institutional assessment and enhancement. Alumni are considered unofficial ambassadors of the institution, and their contributions have a significant impact on its growth and development. Mohamed Sathak College of Arts and Science has recognized this and established a formal Alumni Association under the Tamil Nadu

Societies Registration Act, 1975, on 8th February 2022. This formalization followed years of meaningful informal engagement, beginning in 2015. Over the past five years, the institution has organized 14 Alumni meetings, often conducted at the department level, to foster connections and provide a platform for alumni to share their experiences with both peers and faculty.

Alumni meetups not only rekindle old memories but also serve as an opportunity for graduates to offer valuable insights into their professional journeys. Many alumni, especially those who have ventured into entrepreneurship, inspire current students by sharing their challenges, successes, and effective strategies. These sessions help aspiring students understand the key attributes required to succeed in the competitive world of business. Furthermore, alumni contribute to the academic development of the institution by assisting departments in providing consultancy services, organizing workshops, seminars, and other programs to enhance student learning. Their active involvement ensures that the institution remains relevant and responsive to the needs of its students and the wider industry.

File Description	Documents
Paste link for additional information	https://www.msartsandscience-edu.in/uploads/naac/5.4.1/ALUMNI-ENGAGEMENT.pdf
Upload any additional information	View File

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 become a world-class educational institution dedicated to delivering high-quality education that fosters intellectual curiosity and holistic student development. We aim to equip our students with critical thinking and innovation skills, empowering

them to make meaningful contributions to society. Mission Our mission is to create an environment that fosters intellectual curiosity and encourages interdisciplinary collaboration. We aim to develop students who excel academically and uphold the highest ethical standards, preparing them for responsible leadership roles in their chosen fields. We strive to equip students with the knowledge and skills necessary to engage with global issues and perspectives, enabling them to make meaningful contributions in an interconnected world. Recognizing the dynamic nature of the world, we provide students with critical thinking, problem-solving, and adaptability skills essential for effectively addressing future challenges.

Nature of Governance The College Committee includes members from the trust - The Chairman, Secretary, Executive Director, and Director are the College Governing Council who are responsible for the overall functioning of the Institution, along with The Dean, Principal and Vice Principal. The structure of governance is participative, decentralized, transparent and dynamic.

File Description	Documents
Paste link for additional information	https://www.msartsandscience-edu.in/visionmission.php
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 institution demonstrates effective leadership through its practices of decentralization and participative management, ensuring a collaborative approach to both academics and administration. Decentralization is embedded in the organizational structure, where decision-making authority is distributed across various levels, providing staff with ample freedom and flexibility to contribute actively to institutional operations.

In academics, participative leadership is reflected in the roles of the Principal, Vice Principal, and Heads of Departments (HoDs). The Principal oversees academic and administrative operations, aligning with the institution's vision and mission, while the Vice Principal coordinates operations in collaboration with the Principal. HoDs manage departmental functions, and faculty members are responsible for teaching, mentoring, and fostering ethical

values. Committees like the Timetable Committee and Smart Class and Lesson Plan Committee further promote collective decision-making, ensuring effective academic planning and the use of modern teaching resources.

Similarly, in administration, committees such as the Student Discipline Committee, Student Counseling Committee, and Parent-Teacher Association Committee emphasize participative leadership. These committees involve multiple stakeholders, including faculty, parents, and counselors, to oversee student discipline, offer psychological support, and communicate students' progress to parents. The Alumni Association, Anti-Drug Club, and Sports Committee also illustrate decentralization, with active participation from various members to enhance the student experience, monitor student behavior, and promote extracurricular activities. This participatory governance fosters a sense of ownership and responsibility, driving the institution's growth and success.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's quality policy focuses on providing diverse learning opportunities through a balanced combination of academic excellence, effective teaching-learning processes, and a robust teacher-student mentoring system. It strives to create an environment where all stakeholders are involved in decision-making, fostering creativity, innovation, equality, integrity, and holistic student development. The emphasis is placed on community engagement, respect, and the sharing of knowledge, ensuring that both personal and academic growth are prioritized.

The institution's perspective plan envisions it becoming a center of excellence, with clear objectives such as academic excellence, research and development, and upgrading students to international standards. Key goals include the enhancement of sports, a green campus, and striving for autonomy. The focus on transparent academic environments, national development contributions, student competency development, value inculcation, ICT-based learning, and

continuous academic improvement reflects its commitment to both quality education and the well-being of students.

The strategic planning process, led by the Internal Quality Assurance Cell (IQAC), involves collaboration between the Dean, Principal, Vice Principal, HoDs, faculty, and administrative officers. The strategic goals, aligned with the institution's mission, are developed after comprehensive discussions, incorporating insights from the SWOC analysis. The deployment of these strategies is effectively communicated to faculty, students, and stakeholders through various channels, with continuous monitoring to ensure timely execution and success.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.msartscoll.edu.in/uploads/iqac/Strategy%20Development%20and%20Deployment.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 functioning of the institutional bodies at Mohamed Sathak College of Arts and Science is both effective and efficient, as evidenced by its well-defined policies, administrative structure, and procedural frameworks. The institution operates under a clear and structured management system, where various bodies work cohesively towards the realization of its mission and vision. The quality policy emphasizes academic excellence, holistic student development, and community engagement, ensuring that all institutional bodies align with these overarching goals.

The administrative setup is decentralized, with the involvement of multiple stakeholders in decision-making. The leadership structure includes the Principal, Vice Principal, HoDs, and faculty members, all of whom contribute to academic planning, curriculum design, and the implementation of strategic goals. Key committees such as the IQAC, Timetable, Student Discipline, and Alumni Association ensure that policies are effectively executed across different domains.

Furthermore, the appointment and recruitment process is transparent and systematic. Vacancies are advertised through appropriate channels, including newspapers and the institution's website, allowing for a broad outreach. This ensures that the hiring process is fair, merit-based, and aligned with the institution's strategic goals. The continuous monitoring of performance, as well as the establishment of service rules and evaluation procedures, guarantees the efficient functioning of all institutional bodies, creating a conducive environment for academic and administrative excellence.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://www.msartsandscience-edu.in/uploads/organogram-chart.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

The Teaching and non- teaching staff of our College are the backbone for the progress of our college. The College provides a congenial work Environment and supports the staff by encouraging and implementing various welfare measures which are as follows;

1.Providing Financial support and OD for attending FDPs, International Conference and Seminars. 2.EPF for faculty 3.Incentives for Ph.D guidance 4.Medical Insurance 5.ESI Scheme to cover Medical Emergency 6.Clinic inside the Campus 7.Tuition fees reduction for the children of Faculty members. 8.Appreciation of good performance of staff for producing University ranks 9.Loan advance for festival expenditure 10.Monthly one day casual leave and two permissions 11.Special leave for religious festivals 12.Free bus facility for Non-teaching staff 13.Nationalized Bank and ATM inside the campus 14.Common Prayer room for lady staff members 15.Clinical Psychologist for both Students and faculty 16.Vacation holidays 17.Annual one day picnic.18.Canteen inside campus 19.Non-teaching staff are provided with Tea twice a day 20.Gifts to non- teaching staff during festivals 21.Marriage leave for staff members. 22.Fee concession for the children of teaching and non- teaching staff 23.Annual increment for teaching and non-teaching based on their performance

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

132

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

135

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	No File Uploaded
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

135

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	No File Uploaded
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

The college adheres to UGC regulations regarding the minimum qualifications for appointing both teaching and non-teaching

staff, ensuring compliance with the standards for higher education. The recruitment process follows a rigorous approach, and staff members are regularly evaluated to maintain high standards of academic and administrative performance. After one year of service, the performance of each employee, whether teaching or non-teaching, is assessed annually to ensure continuous development.

For teaching staff, performance is appraised under the Performance-Based Appraisal System (PBAS), with a focus on several key areas, including teaching, learning, evaluation activities, and contributions to professional development, co-curricular, and extension activities. Faculty members submit self-assessment reports, which are reviewed by the Heads of Departments and the Principal to identify strengths, areas for improvement, and potential opportunities for growth. This process ensures that teachers remain committed to their professional development and aligned with the institution's educational goals.

Similarly, the non-teaching staff is evaluated through annual confidential reports and performance appraisals. These evaluations provide valuable insights into individual strengths and weaknesses, motivating employees to perform at their best. The implementation of these appraisal systems has played a crucial role in fostering a culture of continuous improvement, professional growth, and higher standards of performance across the institution.

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

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 college efficiently mobilizes funds primarily through semester fees paid by students, as it is a self-financed institution with no financial aid from the Union or State Governments. These funds are utilized for various purposes, including conducting college activities, infrastructure development, and procuring laboratory instruments. Additionally, faculty members are encouraged to apply

for research grants from government funding agencies such as TNSCST, INSA, UGC, and ICSSR to support research, seminars, workshops, and conferences.

The financial management process is closely monitored through both internal and external audits. Authorized signatories and the college committee oversee the allocation of funds. Internal audits are conducted by JALEEL & CO Associates, Chartered Accountants, while external audits are carried out by S.M. Khaja Mohideen, Chartered Accountant. Actions are taken based on audit recommendations to ensure transparency and compliance.

The institution ensures optimal utilization of resources by making appropriate budgetary allocations for staff welfare, academic activities, research, innovation, sports, and cultural events. Adequate funds are set aside for the promotion of extension activities, ensuring that all aspects of institutional development are supported. The effective use of allocated funds contributes to the continuous growth and operational efficiency of the college.

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)

214126

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

The institution has developed effective strategies for mobilizing funds, primarily generating revenue through student semester fees. As a self-financed higher education institution, it does not rely on financial aid from the Union or State Governments. The funds generated are utilized strategically to support college activities, infrastructure development, and procurement of laboratory equipment. Additionally, the college facilitates competitive examinations at nominal charges, further optimizing the use of its premises.

Faculty members are encouraged to apply for external grants from government funding agencies such as TNSCST, INSA, UGC, and ICSSR. These grants support research, conferences, seminars, workshops, and surveys, fostering academic growth and innovation.

The institution ensures optimal utilization of resources by allocating funds efficiently. Specific budgetary provisions are made for infrastructure maintenance, staff welfare, academic activities like seminars, workshops, and training, and the promotion of research and innovation. Resources are also allocated for extension activities, ensuring community engagement and outreach. Moreover, the college prioritizes the development of sports, games, and cultural activities, ensuring a balanced approach to holistic student development. Through careful planning and monitoring, the institution maximizes the impact of its financial resources, ensuring their effective use across various domains.

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 Internal Quality Assurance Cell (IQAC) plays a pivotal role in institutionalizing quality assurance strategies and processes at the college. Key contributions include the organization of a Student Induction Program, designed to familiarize students with the campus, classrooms, mentors, and essential services like scholarships and bus passes, ensuring a smooth transition to

college life.

To bridge the gap between secondary education and higher learning, the IQAC introduces a Bridge Course that equips students with the foundational knowledge necessary for the courses they will undertake in the upcoming semester. The adoption of Outcome-Based Education (OBE) and the Locally Offered Credit Framework (LOCF) ensures that the curriculum, instruction, and assessment are aligned to achieve specific learning outcomes, fostering a result-oriented educational approach.

The Programme & Course Handbooks provide an overview of the college, course structure, subjects, and session plans, helping students understand their academic pathway. The integration of ERP - Learning Management System (LMS) enables blended learning by providing a platform where faculty share materials and resources.

The institution emphasizes innovative Teaching Pedagogy, focusing on experiential learning, participative methods, and problem-solving techniques to enhance student competencies. Regular Feedback Analysis and Evaluation ensures that teaching and learning meet stakeholder expectations. Additionally, Academic and Administrative Audits (AAA) are conducted to ensure compliance with established procedures, fostering continuous improvement. These activities are reviewed periodically by IQAC for effectiveness and quality enhancement.

File Description	Documents
Paste link for additional information	https://www.msartsandscience.edu.in/iqac.php
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

The institution systematically evaluates its teaching-learning process and operational methodologies through the Internal Quality Assurance Cell (IQAC), ensuring incremental improvements at regular intervals. IQAC plays a central role in reviewing and refining the academic structures, ensuring that the institution adheres to the best practices in education. One key focus is the mandatory orientation program for new students, which sets clear

expectations about the academic system, evaluation procedures, and institutional values.

IQAC is responsible for the effective implementation of the academic calendar, ensuring that teaching and co-curricular activities align with the outlined timelines. The provision of a Student Diary ensures that students are aware of all academic and co-curricular activities, fostering better time management and engagement.

The internal examination system is periodically assessed, with attention to its effectiveness and impact on student performance. The institution also ensures that Learning Management Systems (LMS) are updated regularly to facilitate smooth online examinations and provide students with essential learning materials. Following the announcement of semester results, IQAC conducts a result analysis to identify areas requiring improvement. If performance falls below expectations, corrective measures are taken, including faculty counseling and targeted interventions to ensure better outcomes in subsequent assessments. This continuous review mechanism ensures sustained improvement across all academic activities.

File Description	Documents
Paste link for additional information	NIL
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.msartsandscience-edu.in/uploads/iqac/IQAC-REPORT-2023-2024.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

Mohamed Sathak College of Arts and Science, a Muslim Minority Institution, prioritizes gender equity alongside its commitment to fostering a diverse and inclusive environment. The college ensures equal treatment for all students, regardless of religion, and actively promotes gender sensitization. From the outset, students are introduced to gender equity awareness through the Induction Day, which includes sessions on social behavior and gender sensitivity, preparing students for responsible societal participation.

In addition to the induction program, the institution organizes seminars and workshops on gender equalization to further enhance students' understanding. Gender equity and values are integrated into the curriculum, with courses such as Value Education for final-year UG students and Women's Studies in the Department of English, which addresses feminist thought, gender stereotypes, and the importance of gender equality. Additionally, Nutritional Biochemistry offers a course on gender sensitization, focusing on human rights and national/international conventions.

The institution also has dedicated Gender Sensitization Committees such as the Women's Development/Grievance Redressal Committee, Anti-Sexual Harassment Committee, and Anti-Ragging Committee. These committees work proactively to support female students and encourage open dialogue about the challenges they face. The committees are monitored by the Head of the Institution, Faculty Members, and Student Representatives, ensuring that gender-related

concerns are addressed effectively.

File Description	Documents
Annual gender sensitization action plan	https://www.msartsandscience.edu.in/uploads/naac/7.1.1/7.1.1-2.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	https://www.msartsandscience.edu.in/uploads/naac/7.1.1/7.1.1-2.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

A. 4 or All 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

The college has made significant efforts to adopt environmentally sustainable practices, establishing a green protocol that ensures eco-friendly operations across the campus. One of the key initiatives is solid waste management, where garbage bins are strategically placed in various departments to promote waste segregation. This ensures that solid waste is sorted properly before disposal. The practice of burning leaves and branches is strictly prohibited, with compost pits being used for the proper disposal of organic waste.

In terms of liquid waste management, the college effectively handles laboratory waste such as acids and alkalis. These substances are diluted with water, neutralized using weak alkalis, and safely routed through concealed pipelines to soak pits. This method prevents any harmful chemicals from contaminating the

environment. For inorganic waste, such as concentrated acidic or alkaline solutions, neutralization procedures are followed before disposal to minimize environmental impact.

However, the college currently does not have specific systems in place for managing hazardous chemicals or radioactive waste. Additionally, there is no formalized e-waste management system in the institution. Despite these gaps, the institution remains committed to sustainability through its existing practices, ensuring responsible waste disposal and reducing its ecological footprint.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

A. Any 4 or all of the above

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

A. Any 4 or All 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

A. Any 4 or all 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	View File
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

A. Any 4 or all 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	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution places a strong emphasis on fostering cultural and communal harmony among its students through various initiatives that promote inclusivity and respect for diversity. The college celebrates a range of multi-ethnic festivals, encouraging students from different backgrounds to engage in and learn from one another's traditions.

Vyugam, an inter-collegiate sports event, showcases the diverse talents of students, offering activities such as foot-kick fiesta, tap and shoot, net ninja, muscle marvel, and dynamic danda. These events foster friendly competition and teamwork, bringing together students from different regional backgrounds. Additionally, the Kala Sangamam competition allows students to participate in various cultural programs, strengthening inter-college relationships.

The celebration of Samathuva/Thai Pongal, the Harvest Festival, promotes understanding of Tamil culture and traditions, creating a sense of unity among students and faculty from various backgrounds. This celebration extends to the Panchamthiruthi village, where NSS students and faculty share the festival's joy with the local community.

The Ramadan Iftar gathering serves as a platform for students and faculty to come together in the spirit of friendship and compassion, while the Onam celebration highlights cultural diversity and unity among students from Kerala. Vinayagar Chaturthi, celebrated with a feast prepared by the Department of Hotel and Catering Management students, further emphasizes the institution's commitment to communal harmony through shared

cultural experiences.

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

Mohamed Sathak College of Arts and Science (MSCAS) prioritizes sensitizing students and employees about their constitutional obligations, including rights, values, duties, and responsibilities as citizens. This focus on holistic education is achieved through various activities and programs that aim to foster a deep understanding of democratic principles and ethical conduct.

As part of this initiative, all students are required to take a course on Environmental Studies in their second year, where they are educated on environmental protection laws, such as the Wildlife Protection Act, Forest Act, and global environmental issues. The college also organizes awareness programs on significant social issues like the ban on plastics, Swachh Bharat, and environmental cleanliness, involving active participation from both students and staff.

The Women's Cell at MSCAS educates women about their rights and empowers them to understand their constitutional privileges. To strengthen democratic values, the institution celebrates Constitution Day on November 26 each year, marking the ratification of the Indian Constitution. Voters Day is also observed to raise awareness about the importance of voting and civic participation.

Additionally, the University curriculum integrates mandatory courses such as Professional Ethics, Human Values, IPR, and Business Ethics, ensuring that students are well-versed in their legal and ethical duties as responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.msartsandscience-edu.in/events.php
Any other relevant information	https://www.msartsandscience-edu.in/events.php

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	A. All of the above
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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	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
To foster a sense of national pride, cultural awareness, and unity, our institution actively commemorates National and International observances. These celebrations aim to highlight the significance of these days while promoting harmony among students and staff. Throughout the academic year 2023-2024, our college organized numerous events to honor national festivals and the birth and death anniversaries of prominent Indian personalities.

Among the key events celebrated were Independence Day, Republic Day, World Environment Day, International Yoga Day, National Mathematics Day, World Soil Day, Indian Constitution Day, National Pollution Day, NSS Day, and World Diabetes Day. In addition to these, cultural celebrations like Pongal and Diwali were observed with great enthusiasm, and the college also hosted a special Ramzan Iftar party to foster communal harmony.

Our institution has placed a strong emphasis on promoting national integration and understanding the importance of community service. A major initiative in this regard is the establishment of a dedicated National Service Scheme (NSS) unit, which actively engages students in various social service activities. This unit plays a vital role in encouraging students to contribute to society and develop a sense of responsibility towards the nation. Through these initiatives, the college aims to cultivate a strong spirit of service, unity, and cultural pride among its students.

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	No File Uploaded

7.2 - Best Practices

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

Best Practice I: Skill Enhancement Through Value-Added Courses

Objective The institution focuses on continuous learning and skill development, offering value-added courses to prepare students for successful careers. These courses aim to develop entrepreneurial, interdisciplinary, and startup-related skills, enhancing students' employability.

Evidence of Success Over the last five years, the institution has offered 92 value-added courses, benefiting more than 15,889 students. Programs like DMLT, Medical Coding, and Tally have significantly contributed to student placements in relevant sectors, enhancing their career opportunities.

Challenges and Resources: Challenges such as overlapping schedules and securing experienced trainers have been addressed, ensuring smooth course delivery. The college continues to offer structured course content and guidelines to maintain high quality.

Best Practice II: Scholarships for Deserving Students

Objective: The institution provides scholarships to support financially disadvantaged students, ensuring that they can pursue higher education without financial constraints. The aim is to uplift deserving students from all backgrounds and promote academic excellence.

Evidence of Success: The number of beneficiaries for institutional scholarships has steadily increased, helping students focus on their studies and excel academically. Financial aid has enabled students to continue their education without interruptions.

Challenges and Resources: While the management provides substantial financial assistance, identifying the most deserving students can be challenging. However, the institution remains committed to enhancing these efforts with increased support.

File Description	Documents
Best practices in the Institutional website	https://www.msartsandscience-edu.in/uploads/naac/7.2/BEST-PRACTICE-I.pdf
Any other relevant information	https://www.msartsandscience-edu.in/uploads/naac/7.2/BEST-PRACTICE-II.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

Mohamed Sathak College of Arts and Science, established in 1991, focuses on empowering socio-economically challenged and minority students through quality education. The institution offers 20 UG, 9 PG, 3 Research, and 2 Diploma programs, adhering to the Choice-based Credit System prescribed by the University of Madras. The college initiated a research department in 2012, fostering innovation and creating effective solutions through international conferences and collaborations.

The institution supports students financially through scholarships, including the Mohamed Sathak Competitive Test (MST), which attracted 23,000 participants and awarded scholarships to 220 outstanding students. These scholarships provide opportunities for higher education and support the underprivileged community. Additionally, the institution organizes Career Guidance Programs (CGP) to uncover hidden talents and intellectual development through workshops and lectures.

The college emphasizes entrepreneurial skills, hosting programs such as the Entrepreneur Development Cell (EDC) and Sathak Bazaar to help students develop and implement innovative ideas. Value-added courses are offered to enhance technical skills, and the college conducts soft skills, communication, and ICT classes to support personal and professional development. Furthermore, the institution provides special assistance to Divyangjan students, waiving 50% of semester fees for visually challenged students, ensuring equal educational opportunities for all.

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. Organize International Conference/Seminar:** Host an international conference/seminar funded by DST, DBT, and TNSCST to foster global collaboration and knowledge exchange in various academic disciplines.
- 2. Promote Academic Excellence:** Stimulate the academic environment by implementing innovative teaching methods, encouraging faculty development, and enhancing the teaching-learning process.
- 3. Expand Value-Added Courses:** Increase the number of value-added and add-on courses to enhance students' employability, technical skills, and knowledge in emerging fields.

4. **Strengthen Formal Linkages:** Develop more formal linkages through MoUs with industry, research institutions, and academic bodies to facilitate collaboration and resource sharing.
5. **Skill Development Activities:** Conduct various workshops, seminars, and training sessions to help students and staff develop critical skills such as leadership, communication, and teamwork.
6. **Environmental Awareness:** Create awareness among students and staff about environmental sustainability and initiate measures to protect and promote the environment through green initiatives.
7. **Monitor Quality Assurance:** Implement regular monitoring of quality assurance and quality enhancement activities to ensure academic standards are met and continuously improved.
8. **Continuous College Upgradation:** Facilitate the continuous upgradation of the college's infrastructure, teaching resources, and academic programs to keep pace with advancements in education.
9. **Publish in Renowned Journals:** Encourage faculty and students to publish research papers in reputed international and national journals such as Scopus, UGC Care, and Web of Science to enhance the institution's research profile.
10. **Promote Research by Students and Faculty:** Foster a research-driven culture by providing support for research activities and encouraging students and faculty to engage in innovative research projects.