# MUTHAYAMMAL
## COLLEGE OF ARTS & SCIENCE
### Rasipuram, Namakkal Dt. Tamil Nadu

To
The Director
National Assessments and
Accreditation Council
Bengaluru

## ANNUAL QUALITY ASSURANCE REPORT (2015-2016)

**mcas**
MUTHAYAMMAL COLLEGE OF
**ARTS & SCIENCE**
Learn. Lead
ESTD-1994

www.muthayammal.in

# The Annual Quality Assurance Report (AQAR) of the IQAC

The AQAR period- Academic year July 1, 2015 to June 30, 2016

# Part-A

**AQAR for the year**
*(for example 2013-14)*

> 2015-16

## 1. Details of the Institution

1.1 Name of the Institution

> MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE

1.2 Address Line 1

> KAKKAVERI POST

Address Line 2

> RASIPURAM TALUK

City/Town

> NAMAKKAL DISTRICT

State

> TAMILNADU

Pin Code

> 637 408

Institution e-mail address

> admin@muthayammal.in

Contact Nos.

> 04287-222137

Name of the Head of the Institution:

> Dr. R.SELVAKUMARAN

Tel. No. with STD Code:

> 04287-226763

Mobile:

> +91 9965587437

Name of the IQAC Co-ordinator:    **Dr. S.P.VIJEIKUMAR**

Mobile:    **+91 9443089530**

IQAC e-mail address:    **iqac@muthayammal.in**

1.3 **NAAC Track ID**    **TNCOGN20900**
*(For ex. MHCOGN 18879)*

**OR**

1.4 **NAAC Executive Committee No. & Date:**    EC(SC)/05/A&A/080 dated 03.03.2015

*(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)*

1.5 Website address:    **www.muthayammal.in**

Web-link of the AQAR:    http://www.muthayammal.in/AQAR2015-16.doc

1.6 Accreditation Details

| Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | A | 3.04 | 03.03.2015 | 5 Years |
| 2 | 2nd Cycle | | | | |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

1.7 Date of Establishment of IQAC :    DD/MM/YYYY    21/03/2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i.   AQAR          FIRST AQAR  FOR THE SECOND CYCLE     (29/07/2016)
   ii.  AQAR_____ _____     (DD/MM/YYYY)
   iii. AQAR_____ _____      (DD/MM/YYYY)
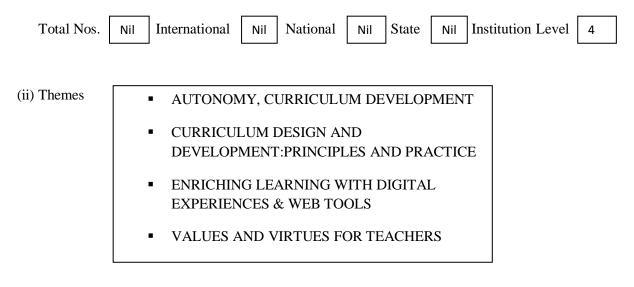   iv.  AQAR_____ _____      (DD/MM/YYYY)

1.9 Institutional Status

University     **State** ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College     **Yes** ☑   No ☐

Constituent College     Yes ☐   **No** ☑

Autonomous college of UGC     Yes ☐   **No** ☑

Regulatory Agency approved Institution     **Yes** ☑   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution     **Co-education** ☑   Men ☐   Women ☐

                Urban ☐   **Rural** ☑   Tribal ☐

Financial Status     Grant-in-aid ☐   **UGC 2(f)** ☑   **UGC 12B** ☑

                Grant-in-aid + Self Financing ☐   **Totally Self-financing** ☑

1.10 Type of Faculty/Programme

       **Arts** ☑     **Science** ☑   **Commerce** ☑   Law -     PEI (Phys Edu) -

       TEI (Edu) ☐ Engineering -     Health Science -     **Management** ☑

       Others   (Specify)     --

1.11 Name of the Affiliating University *(for the Colleges)*     Periyar University, Salem, Tamilnadu

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University     Nil

University with Potential for Excellence     Nil     UGC-CPE     Nil

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| | | | | |
|---|---|---|---|---|
| DST Star Scheme | Nil | UGC-CE | Nil | |

| | | | |
|---|---|---|---|
| UGC-Special Assistance Programme | Nil | DST-FIST | ✓ (Applied) on 10-05-2016 |

| | | | |
|---|---|---|---|
| UGC-Innovative PG programmes | Nil | Any other (*Specify*) | Nil |

| | |
|---|---|
| UGC-COP Programmes | Nil |

## 2. IQAC Composition and Activities

2.1 No. of Teachers | 18

2.2 No. of Administrative/Technical staff | 1

2.3 No. of students | Nil

2.4 No. of Management representatives | 1

2.5 No. of Alumni | Nil

2.6  No. of any other stakeholder and

   community representatives | Nil

2.7 No. of Employers/ Industrialists | Nil

2.8  No. of other External Experts | 3

2.9 Total No. of members | 23

2.10 No. of IQAC meetings held | 12

2.11 No. of meetings with various stakeholders:     No. | 10   Faculty | 49

           Non-Teaching Staff | 2   Alumni | Nil   Others | 1

2.12 Has IQAC received any funding from UGC during the year?     Yes          No

     If yes, mention the amount | --          ☐          ✓

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | Nil | International | Nil | National | Nil | State | Nil | Institution Level | 4

(ii) Themes

- AUTONOMY, CURRICULUM DEVELOPMENT
- CURRICULUM DESIGN AND DEVELOPMENT:PRINCIPLES AND PRACTICE
- ENRICHING LEARNING WITH DIGITAL EXPERIENCES & WEB TOOLS
- VALUES AND VIRTUES FOR TEACHERS

2.14 Significant Activities and contributions made by IQAC

- Constantly developing and applying benchmarks/parameters of quality for various academic and administrative activities of the institution. Departmental review meeting were held with the Secretary of our college in the chair.

- Additional sections were introduced in Physics, chemistry and mathematics depts.

- Involved the faculty and students in Research and Development activities and there is an increase in the number of Ph.D registrants and awardees. ( Dr.S.P.Vijeikumar, Dr.A.Jeganathan, Dr.K.Nashima, Dr.N.Sudha & Dr.R.Rajasekar)
- Invited day and hour-wise teaching plans for the syllabi from the teachers for every semester.

- Deployed faculty, research scholars and post-graduate students to participate in NAAC/UGC sponsored seminars organized in other institutions.

- Motivated the faculty to present papers and attend seminars and conferences.

-  Co-ordinated submission of Major and Minor Research project applications to various funding agencies.

-  Instructed the exam Cell to collect Result analysis and Academic Performance of the students and the departments from the departments for both odd and even semesters.

- The Best Outgoing Student for the year 2015-2016 was identified.

- Ensured the role of Alumnus/Alumnae in promoting quality by arranging alumni interaction programmes by the departments.

- Instructed the Industry Institute Interaction Cell to sign MoU with industry and academic institutions

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|---|---|
| Curriculum enrichment | ▪ Need based value added/certificate courses were conducted |
| E-learning and teaching | ▪ ICT Co-ordinator oriented the faculty on E-Content uploading in website, which created an atmosphere for e-learning. |
| Expertise Sharing | ▪ Dr.S.Senthilnathan, Asst. Professor & Deputy coordinator UGC-SAP (DRS) oriented the faculty for E-content developing and curriculum design and development on 1st June 2016.<br><br>▪ Dr.B.Selvaraj, Asso. Prof. of Psychology, Government Arts College, Coimbatore-641018.orientated on Introduction to teacher characters, Values and Virtues for Teachers, Development of teacher characters, Evolving toward highest potential on 2nd June 2016. |
| Autonomy & Curriculum Development | ▪ Dr. Sheela Ramachandra Former Vice –Chancellor, Avinashilingam University, Coimbatore Former Principal, PSG College of Arts and Science Coimbatore - 641 014, oriented the faculty on 28.05.2016 |
| Skill enhancement - Communication Skill | ▪ Cambridge University Press (CUP) has recognized our college as a centre for BEC training programmes.<br>▪ Two of our staff members participated in a training programme organized by CUP at Chennai<br>▪ Special training in communication skills was provided to the students through communication lab<br>▪ 320 students underwent BEC Training programme by Cambridge University Press, Chennai.<br>▪ Conducted Webinars programme by Cambridge English to develop subject and language skills of the teachers.<br>▪ Conducted a work shop on Email etiquette highlighting the importance of e-mail communication of the students. |
| Building up NSS activities | ▪ One student from this college participated in the State Republic day parade held in Chennai<br>▪ 7 Day Special camp was organized at Kariyampatty village.<br>▪ Our NSS volunteers and programme officers played a vital role in gathering and distributing flood relief materials worth Rs 2 lakhs directly at the spot itself, Kancheepuram. |
| Strengthening Career Guidance and Placement Cell | ▪ Free employability training for SC/ST and economically poor background students was provided to 70 students by the Trainer from TCS.<br>▪ 6 days placement training programme was organized by LIDER CONSULTANCY, CHENNAI from 15.6.15 to 20.6.15.<br>▪ 14 on campus interviews and 12 off campus interviews were organized for the benefit of the students.(students selected on campus=379,off campus=126,total=505)<br>▪ Our teachers were deputed to undergo 8 day training on GBFS by Infosys |
| **Support services** | |
| Strengthen the Entrepreneurship Development Cell | College bazaar was conducted from 27.1.2016 to 29.01.16.Dept students sold articles worth Rs.**86010/-** in the bazaar |
| Engaging the students in community services | ▪ **533** units of blood donated by our students in 6 camps<br>▪ Blood grouping was done by students in the Kariyampatty village.101 members got benefitted.<br>▪ Best Principal Award for organizing Blood Donation camp was received by Dr.R.Selvakumaran, Principal of our College on in a function held at Periyar University on |

| | 02.11.2015. The award was sponsored by the INDIAN RED CROSS SOCIETY, Tamil nadu Branch. |
| | ▪ Best Organizer Award for Voluntary Blood Donation was received by Mr.S.Sivakumaran of our College on 02.11.2015. The award was sponsored by the INDIAN RED CROSS SOCIETY, Tamilnadu Branch. |
| | ▪ Best YRC Volunteer Award was received by Mr.M.Sadhasivam, II M.Sc., Biochemistry of our College on 02.11.2015. The award was sponsored by the INDIAN RED CROSS SOCIETY, Tamil nadu Branch. One Day District Level Study Camp For YRC Volunteers was conducted by YRC of our college |
| To sensitize students to ecological and environmental issues | ▪ Commerce dept. students conducted Road safety awareness programme in the nearby village. The Department of Chemistry organized a programme "Understanding of Science by Public" by the students in a nearby village. |
| | ▪ The Department of chemistry conducted an awareness programme on "*Chemistry and Human life*" at Kariyampatti Panchayat and at Govt. Middle School, Varagur Kombai |
| | ▪ The Department of Computer science organized an awareness programme on ''online payment, shopping, and advanced internet usage'' for the benefit of nearby school students |
| To conduct Academic Audit | ▪ Academic audit was done in the IQAC office by an internal audit committee. |

*\*Attach the Academic Calendar of the year as Annexure. Annexure-i*

2.15 Whether the AQAR was placed in statutory body        **Yes** [ ✓ ]   No [  ]

**Management** [ ✓ ]  Syndicate [  ]  Any other body [ ✓ ]  **(Governing Council)**

Provide the details of the action taken

▪ The AQAR was placed in the governing council body and approved.

# Part-B
## Criterion – I
## 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | 4 | | | |
| PG | 15 | | | |
| UG | 16 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| **Total** | 35 | | | |

| | | | | |
|---|---|---|---|---|
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2　(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
　　　(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---|---|
| Semester | All the Programmes |
| Trimester | - |
| Annual | - |

1.3 Feedback from stakeholders*　**Alumni** ✓　**Parents** ✓　Employers ☐　**Students** ✓
　　*(On all aspects)*

　　Mode of feedback　:　**Online** ✓　**Manual** ✓　Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure –Annexure ii*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

WE ARE FOLLOWING THE SYLLABI OF PERIYAR UNIVERSITY

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

# Criterion – II
## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 232   | 192              | 40                   | -          | -      |

2.2 No. of permanent faculty with Ph.D.          23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| 192 | - | 40 | - | - | - | - | - | 232 | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty          3

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|----------------|--------------------|----------------|-------------|
| Attended       | 11                 | 33             | 16          |
| Presented papers | 20               | 53             | 1           |
| Resource Persons | 1                | 2              | NIL         |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- TLP kit
- Educational website
- Role play
- Micro scale technique
- Video Lessons
- Online Assignments
- Self-interested Projects
- Virtual lab class

2.7  Total No. of actual teaching days
      during this academic year          238

2.8  Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)          Photocopy(Transparency)

- Examination of students is based on both Continuous Assessment(internal 25%) and the End of Semester Examinations (external) with an allotment of 75% marks for each.
- Conducting two internal examinations in a semester.
- Two practical model examinations also conducted for students.
- Online based objective type competitive exams.
- In many departments, the question paper is composed of 30% objective type.

2.9  No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

15

2.10 Average percentage of attendance of students

**89%**

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III % | Pass % |
| B.Com | 54 | 3 | 28 | 69 | - | 85 |
| B.Com CA | 123 | - | 44 | 56 | - | 63 |
| B.Sc., Biochemistry | 24 | 35 | 65 | - | - | 96 |
| B.Sc., Biotechnology | 43 | 18 | 82 | - | - | 93 |
| B.Sc., Chemistry | 97 | 30 | 68 | 2 | - | 44 |
| B.Sc., Computer Science | 145 | 29 | 66 | 5 | - | 76 |
| B.Sc., E&C | 17 | 9 | 91 | - | - | 64 |
| B.Sc., HM&CS | 23 | 11 | 84 | 5 | - | 83 |
| B.Sc., MATHS | 196 | 40 | 56 | 4 | - | 82 |
| B.Sc., Microbiology | 46 | 14 | 71 | 15 | - | 89 |
| B.Sc., Physics | 93 | 54 | 45 | 1 | | 80 |
| B.Sc., TFD | 31 | 88 | 12 | - | - | 81 |
| BA. ENGLISH | 196 | 6 | 81 | 13 | - | 57 |
| BBA | 79 | 7 | 53 | 40 | - | 70 |
| BBA CA | 40 | 4 | 36 | 60 | - | 63 |
| BCA | 140 | 16 | 83 | 1 | - | 74 |
| M.Com | 13 | - | 100 | - | - | 85 |
| M.Com CA | 15 | 8 | 92 | - | - | 87 |
| M.Sc., Applied Microbiology | 5 | 60 | 40 | - | - | 100 |
| M.Sc., Biochemistry | 13 | 69 | 31 | - | - | 100 |
| M.Sc., Biotechnology | 16 | 62 | 38 | - | - | 81 |
| M.Sc., Chemistry | 32 | 50 | 50 | - | - | 31 |
| M.Sc., Computer Science | 31 | 70 | 30 | - | - | 97 |

| | | | | | | |
|---|---|---|---|---|---|---|
| M.Sc., E&C | 11 | 73 | 27 | - | - | 100 |
| M.Sc., MATHS | 49 | 23 | 77 | - | - | 45 |
| M.Sc., Medical Biochemistry | 7 | 83 | 17 | - | - | 86 |
| M.Sc., Organic Chemistry | 10 | 50 | 50 | - | - | 100 |
| M.Sc., Physics | 46 | 74 | 26 | - | - | 41 |
| M.Sc., TFD | 5 | 100 | - | - | - | 20 |
| MA ENGLISH | 43 | - | 100 | - | - | 26 |
| MCA | 43 | 58 | 42 | - | - | 88 |
| M.Phil., Biochemistry | 7 | 100 | - | - | - | 100 |
| M.Phil., Biotechnology | 5 | 100 | - | - | - | 100 |
| M.Phil., Chemistry | 9 | 100 | - | - | - | 44 |
| M.Phil., Computer Science | 30 | 100 | - | - | - | 100 |
| M.Phil., MATHS | 7 | 100 | - | - | - | 43 |
| M.Phil., Microbiology | 13 | 72 | 28 | - | - | 54 |
| M.phil., Physics | 10 | - | 100 | - | - | 100 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

▪ The Internal Academic Audit was conducted .The Audit members visited the Departments to verify the various records related to Teaching and Learning.

▪ IQAC developed a few procedures for the effective implementation of the curriculum such as ''syllabus schedule'' and ''evaluation tracker''. Syllabus schedule facilitates the faculty to plan the classes and to complete the syllabus in a phased manner at an optimum speed. The evaluation tracker helps the faculty and HODs to track the coverage of the syllabus within the allotted time.

▪ Students' Feedback was obtained from the students to monitor the teaching quality.

▪ Faculty development programme on Curriculum Design and Development, Principles and Practice Enriching Learning with Digital Experiences, Web Tools (Lecture-cum-Demo) was organized to impart training on the preparation of learning objectives in the syllabus which could reflect the learners' outcome.

▪ Log book was maintained to track the usage of audio visual hall and award was given to the department using audio visual hall to the maximum extent.

▪ Provided more number of computers to the departments with internet connection to promote the e-content development and e-notes preparation

▪ IQAC suggested the conduct of remedial programmes

2.13 Initiatives undertaken towards faculty development    **48**

| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
|---|---|
| Refresher courses | Nil |
| UGC – Faculty Improvement Programme | Nil |
| HRD programmes | Nil |
| Orientation programmes | 8 |
| Faculty exchange programme | Nil |
| Staff training conducted by the university | 1 |
| Staff training conducted by other institutions | 18 |
| Summer / Winter schools, Workshops, etc. | 2 |
| Others | 19 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | 20 | - | - | - |
| Technical Staff | 11 | - | - | - |

# Criterion – III

# 3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Faculty members are advised to prepare Project Tracking Chart (matrix report) to update their current status.

- Decided to fix target for the faculty members during every Academic Year to apply & obtain projects.

- Relaxation of workload has been approved for the Faculty members actively engaged in Major research project work.

- Increased the number of orientation programmes by inviting experts from renowned institutions to create research desire among Young Faculty members.

- Published a Journal entitled MCAS Journal of Research to facilitate our Faculty and Students to present their findings.

**3.2 Details regarding major projects**

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number |  | 1 | - | 2 |
| Outlay in Rs. Lakhs |  | 28.40 Lakhs | - | 117 Lakhs |

**3.3 Details regarding minor projects**

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 1 | - | - | 6 |
| Outlay in Rs. Lakhs | 2.74 | - | - | 25.29 |

**3.4 Details on research publications**

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 71 | 1 | Nil |
| Non-Peer Review Journals | 1 | Nil | Nil |
| e-Journals | 3 | Nil | Nil |
| Conference proceedings | 3 | 4 | Nil |

**3.5 Details on Impact factor of publications:**

Range [1.8]  Average [1.5]  h-index [Nil]  Nos. in SCOPUS [Nil]

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations**

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant Sanctioned(Rs) | Received (Rs) |
|---|---|---|---|---|
| Major projects | 3 | DST-SERB | 28,40,000 | 26,00,000 |
| Minor Projects | 2 | TNSCST | 2,74,000 | 2,74,000 |

| | | | | |
|---|---|---|---|---|
| Interdisciplinary Projects | Nil | | | |
| Industry sponsored | Nil | | | |
| Projects sponsored by the University/ College | Nil | | | |
| Students research projects *(other than compulsory by the University)* | 3 months | Students from Out side | 3,00,000 | 3,00,000 |
| Any other(Specify) | 5 Days | **TNSCST** | 90,000 | 90,000 |
| | 2 Days | **TNSCST** | 20,000 | 20,000 |
| **Total Rs.** | | | **35,24,000** | **32,84,000** |

**3.7 No. of books published**    i) With ISBN No.  $\boxed{4}$    Chapters in Edited Books  $\boxed{4}$

ii) Without ISBN No.  $\boxed{\text{Nil}}$

**3.8 No. of University Departments receiving funds from**

UGC-SAP $\boxed{\text{Nil}}$    CAS $\boxed{\text{Nil}}$    DST-FIST $\boxed{\text{Nil}}$

DPE $\boxed{\text{Nil}}$    DBT Scheme/funds $\boxed{\text{Nil}}$

**3.9 For colleges**    Autonomy $\boxed{\text{Nil}}$    CPE $\boxed{\text{Nil}}$    DBT Star Scheme $\boxed{\text{Nil}}$

INSPIRE $\boxed{\text{Nil}}$    CE $\boxed{\text{Nil}}$    Any Other (specify) $\boxed{\text{Nil}}$

**3.10 Revenue generated through consultancy**    $\boxed{\textbf{Rs. 4,02,800}}$

**3.11 No. of conferences organized by the Institution**

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | Nil | 2 | Nil | Nil | 3 |
| Sponsoring agencies | Nil | ICMR, New Delhi & TANSCHE, Chennai-1 MCAS-1 | Nil | Nil | Mettur- Salem Chapter of ICAI, Salem -1 SEBI (NISM), Chennai-1 MCAS-1 |

**3.12 No. of faculty served as experts, chairpersons or resource persons** $\boxed{7}$

**3.13 No. of collaborations**    **International** $\boxed{\text{Nil}}$ **National** $\boxed{\text{Nil}}$    **Any other** $\boxed{\text{Nil}}$

**3.14 No. of linkages created during this year**    $\boxed{\text{Nil}}$

**3.15 Total budget for research for current year in lakhs:**

From Funding agency  | 16.18 lakhs |    From Management of University/College | 10.60 lakhs |

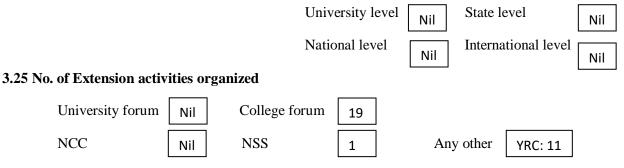Total | 26.78 lakhs |

**3.16 No. of patents received this year**

| Type of Patent | | Number |
|---|---|---|
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialised | Applied | Nil |
| | Granted | Nil |

**3.17 No. of research awards/ recognitions   received by faculty and research fellows Of the institute in the year**

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| 8 | 2 | 5 | Nil | 1 | Nil | Nil |

**3.18 No. of faculty from the Institution**
who are Ph. D. Guides | 9 |
and students registered under them | 15 |

**3.19 No. of Ph.D. awarded by faculty from the Institution** | 3 |

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF | 1 |   SRF | Nil |   Project Fellows | Nil |   Any other | Nil |

**3.21 No. of students Participated in NSS events:**

University level | 1 |   State level | 1 |

National level | Nil |   International level | Nil |

**3.22 No. of students participated in NCC events:**

University level | Nil |   State level | Nil |

National level | Nil |   International level | Nil |

**3.23 No. of Awards won in NSS:**

University level | Nil |   State level | Nil |

National level | Nil |   International level | Nil |

**3.24 No. of Awards won in NCC:**

University level  | Nil      State level | Nil

National level | Nil      International level | Nil

**3.25 No. of Extension activities organized**

University forum | Nil      College forum | 19

NCC | Nil      NSS | 1      Any other | YRC: 11

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

### COMMUNITY COLLEGE:

- The community college provided training in **Tailoring, Catering, Computer education & Beautician** course in our campus.

- Women belonging to **Self Help Group** (SGH) a college bazaar comprising 55 stalls was setup each stall was manned by two womens.

- Staff of community college also visited **KKP** Spinning mill as well as **SARANYA** Spinning mill at namakkal to provide above mention training to the women employees working.

### YRC:

- Under the auspices of YRC **516** of our students donated blood donation campus organised at MCAS at various days.

- With help of faculty and student of our Microbiology department blood grouping was carried out for the first year UG & PG students numbering **2037**.

- For the benefit of 36 Hostel employees blood analysis was carried out.

### NSS:

- **NSS** provided support and service during the temple festivals at various villages like (Paruthipalli, Senthamangalam pirivu road, Seerapalli, Velampalayam, Bellikurichi).

- **VOTERS AWARENESS RALLY** was conducted on 18/09/15 in which 230 NSS students participated.

- **RAMACHANDRA MEDICAL COLLEG, CHENNAI** conducted a two day medical camp (26/09/15& 27/09/15) at Rasipuram benefit of local mass, **50** of our NSS volunteer's vendered help and service.

- **KANCHIPURAM FLOOD RELIEF** supported by staff and students on 12/12/15

**DEPARTMENT:**

- Department of biotechnology in association with"**Samudhaya Marumalarchi Iyakkam**"conducted an awareness program against the use of Tobacco which cause cancer.**400** villagers got benefited by this program.

- All these **16** department of MCAS involved themselves in a extension activities the faculty of these visited different Govt School in Namakkal & Salem district and enlightened the students on the following aspects.

  - Food Adulteration & Mis Branding.

  - Computer Education (MS Office, Flash).

  - Road Safety Awareness.

  - Awareness of Electronics.

  - Literacy Awareness Program.

- In all **699** students were benefited by this program.

## Criterion – IV
## 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus area | 10.15 acres | - | | **10.15 acres** |
| Class rooms | 89 | 6 | | **95** |
| Laboratories | 24 | 3 | | **27** |
| Seminar Halls | 3 | 1 | Through Fees Collection | **4** |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | | - | | **-** |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 18,63,645 | 2,09,520 | | **20,73,165** |
| Others (Girls Dining area gallery with GI Sheet) | | 1521 sq.ft | | **1521 sq.ft** |

4.2 Computerization of administration and library

1. **Extending the implementation of CISCO – VoIP phone** in all the important locations of the institution so that to conduct con.call meetings with all the process owners of various depts./cells / clubs has been made easier.

   VoIP is a Voice Over Internet Protocol, an internet based telephony system that enables to make and receive telephone calls over a broadband Internet connection instead of over a traditional phone line.

   MCAS is the first and foremost institution to implement this system in this region

   *How it is different from other communications?*

   - Conferencing is possible - the technology that combines voice, data, video and desktop sharing.

   - Instant Communication - the ability to instantly determine the availability of others within the college campus.

   - Integrated with Smart Phones (Both Android & Apple Users)

2. **Establishment of Digital Signage Relay** in all the blocks of the institution so that it is possible display events of the college send instant circulars, etc. to all the stakeholders.

   It is possible to announce the event schedule, circulars in an attractive & automated way through the LCD screens placed in various places of campus.

   We can launch relay of the events instantly by using any computer with internet   connection.

**4.3 Library services:**

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | **No.** | **Value (Rs)** | **No.** | **Value (Rs)** | **No.** | **Value (Rs)** |
| Text Books | 23122 | 4659226 | 572 | 233999 | 23694 | 4893225 |
| Reference Books | 1089 | 2409798 | - | - | 1089 | 2409798 |
| e-Books | 3100+ & 75000+ | 5000 | 6000+ & 97000+ | 30000 | 9100+& 172000+ | 35000 |
| Journals | 12 | 39986 | 12 | 42174 | 24 | 82160 |
| e-Journals | 59 | 71784 | 75 | 1,34,543 | 134 | 206327 |
| Digital Database | - | - | - | - | - | - |
| CD & Video | 1572 | - | 23 | - | 1595 | - |
| Others (specify) | 2251 | - | 101 | - | 2352 | - |

4.4 Technology upgradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 564 | 8 | 10 Mb | 1 | 1 | 15 | 45 | 8 |
| Added | 1 | - | - | 1 | - | - | - | 7 |
| Total | 565 | 8 | 10 Mb | 2 | 1 | 15 | 45 | 15 |

**Other Technology Upgradations :**

| Technology | Qty. | Purpose |
|---|---|---|
| Rack Server | 2 | To provide various role based services to clients, Manage user accounts, to provide centralised storage. |
| Digital Signage | 6 | To display the contents at multiple screen locations in all blocks around the campus at a time. |
| VoIP Communication | 92 | To reduce the movement time Voice Over Internet Protocol system has been implemented for Internal Communication. |
| Wi-Fi | 7 | To enable internet access, Wi-Fi devices have been installed at each block. Users are provided vouchers for their login. |
| Biometric | 9 | Biometric Devices have been installed in each block for Staff Attendance. |
| CDMA/ GSM Gateway | Each 1 | Sim Card Gateway has been integrated with VoIP Phone. Outgoing call facility has been enabled in all VoIP extensions. |
| CCTV Surveillance | 65 | To strengthen the campus security CCTV Surveillance system has been implemented. |
| Spark Communication | 1 | To enable easiest & secured way for file transferring and communication inside the campus. |
| OFC Network | | To strengthen the network connectivity, all blocks are connected through OFC for speedy communication. |
| VM Ware Technology | | To provide various services like Attendance Server, Monitoring, VoIP, E-Attendance, Civil & Electrical Help Desk, Secondary-AD, Multiple VM Ware servers have been implemented in single server. |

| | | |
|---|---|---|
| IT Help Desk (1000) | | To provide IT related services like installation and troubleshooting and to maintain log records to review the performance for future reference. |
| Civil Help Desk (2000) | | To provide Civil & Electrical related services and to maintain log records to review the performance for future reference. |
| Thin Computing | | Thin Computing systems are being used in Digital Signage systems. Special features : Simplified management, Reduced power consumption up to 90%, Enhanced security. |
| Audio System | 1 | Latest Audio Systems with Digital Mixer installed in Conference Hall. |
| Digital Backdrop | 1 | To cut down the flux banner cost, Digital stage backdrop has been implemented which uses the digital media distribution systems efficiently. |
| Library Gate Entry System | 2 | To speed up the gate entry process, barcode scanning system has been implemented. |
| OPAC in Touch Screen | 2 | To avoid paper based catalogue method, OPAC system has been implemented using Touch Screens |
| Incoming Call Diverting Module | | In order to divert incoming calls, Call diverting module has been installed in VOIP server. |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

IT Skills training for Faculty is categorized as follows:

**For Teaching Faculty**: Training has been given on the following topics:

- Internet Browsing
- Mail Check and Password change
- Inbox setting and awareness on corp.mail ids
- MS –Word, Ms-Excel & MS-PowerPoint orientation

4.6 Amount spent on maintenance in lakhs:

i) ICT
4.54

ii) Campus Infrastructure and facilities
7.10

iii) Equipments
1.80

iv) Others
15.85

Total :
**29.29**

# Criterion – V
## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Encouraged the faculty members to organize Alumni batch meet to strengthen their relationship.
- Grievance redressal e-mail id was affixed in each and every class room and suggestion boxes have been fixed to enable the students (register) to drop book their complaints suggestions, ideas etc.
- Awareness about Certificate courses and value added courses conducted in the college is created by the value added center as well as by the respective class in-charge and HODs.
- Economically deprived students to benefit from the Management scholarship by displaying pamphlets and orientation given by the admission cell.
- Monitor the deserving students to apply for merit scholarships borne by the management.
- Details about the Group insurance scheme were sent through circular to all the class rooms.
- Placement cell members present in each department take parts to inform the students about placement.
- For every ten students, there is a tutor helping the students to the maximum enter
- Subsided newspaper circulation to students.
- Small notice board was distributed to all the class rooms and labs.
- Class representative meeting with HODs was advised to be convened atleast twice in a semester.
- Student calendar was distributed to all the students in the beginning of the academic year which contains all the information
- Created group mail id for all the students
- Principal meets the students in a semester and addresses using power point presentation
- A dean- students affairs has been appointed who takes care of the students.
- Details about all support service are disseminated through digital signage

5.2 Efforts made by the institution for tracking the progression

- Department wise student progression register were maintained.
- Alumni tracking register maintained

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 4501 | 710 | - | 69 |

(b) No. of students outside the state          21

(c) No. of international students          24

Men    | No | % |     Women    | No | % |
       | 14 | 58 |              | 10 | 42 |

| Last Year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 76 | 715 | 118 | 3914 | 21 | 4844 | 75 | 758 | 145 | 4282 | 20 | 5280 |

Demand ratio:  1.12:1     Dropout %     2.6

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> Conducted TNPSC & Banking courses in addition to 23 value added programmes

No. of students beneficiaries          1741

5.5 No. of students qualified in these examinations

NET       Nil       SET/SLET    Nil       GATE    Nil       CAT    Nil

IAS/IPS etc    Nil       State PSC    15       UPSC    Nil       Others    3

5.6 Details of student counselling and career guidance

**PLACEMENT & III CELL:**

- **21** Students  attended  CII programme, an interactive session with the US Consulate General on "HIGHER EDUCATION OPPORTUNITES FOR STUDENTS AND  BUSINESS VISA OUTREACH ",  on 12/03/2015 at Sona College of Technology, Salem

- Startrek Session (Sponsored by CII) with C. K. Kumaravel, Natural Saloon at CSI Polytechnic, Salem on 26 September 2015.  6 Students attended.

- Hotel Servarayan, Yercaud conducted an Interview for Industrial Exposure Training Programme on 30-10-2015 for HMCS Students in association with Accord Metropolitan, Chennai. From our college totally 24 students participated.

- 10 Students attended *a program on 12th August 2015 titled "**New Age entrepreneurship, Developing Start-up eco-system and angel investment culture at Salem**" held at* SONA COLLEGE OF TECHNOLOGY, Salem.

## TUTORIAL WARD SYSYTEM

**To counselling the students periodically**

All the students in the college have been brought under the Tutorial Ward System. Accordingly, for every 10 Students (Mentee) a mentor is assigned .The mentor is required to maintain a record showing all the below mentioned aspects.

- An in-depth analysis of a student.
- Identification of student
- Statement of problem, if any.
- Physical condition of student.
- Student behaviour information.
- Student-parent relationship information.
- Academic information.
- Achievement orientates.
- Social responsibilities.

No. of students benefitted

> Tutorial Ward System: 4548,
> Women's Forum: 3100

5.7 Details of campus placement

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 13 | 2716 | 379 | 126 |

5.8 Details of gender sensitization programmes

- Women's forum- Organized one day seminar titled "**Women and Nutrition**" On 10/08/2015 at Conference hall & Mini Seminar Hall for second year UG girls of all departments (strength of 520 students) participated. Mrs.Abirami, Registered Dietitian, Eat Right-The diet clinic, Salem was the resource person.
- Organized Two day seminar titled **"Guidance & counseling programme"** on 19/10/15 &20/10/15 at Conference hall for First year girl students from all the departments (strength of 800 students). Dr.A.Stella baby, Dean for student affairs MCAS, Addressed the gatherings & counselled our students.
- Organized one day seminar titled "Work Life balance for working women" on 23/12/2015 at Conference hall & Mini Seminar Hall for Third year girl students who have enrolled in placement cell & Second PG girl students from all the departments (strength of 520

students). Dr.R.Umarani, Associate Professor, computer science,Sri Sarada college for Women ,Salem was the resource person.

- Organized one day seminar titled "Human values " on 05/01/2016 at Conference hall & Mini Seminar Hall for Third year& First PG girl students from all the departments (strength of 520 students).

- Dr.R.Parimalam, Assistant Professor, Dept of Tamil, PSG college of Arts &science, Coimbatore was the resource person.

- Organized "Women's Day celebrations "on 05/03/2016 at MCAS Campus For the entire girl students of Muthayammal institutions (MCAS,MPTI,MCED) 16 events were conducted and about 3000 students participated in this program. Mrs.Manju Muthuvel,Executive Director, Muthayammal Institutions was the chief guest.

- Organized One day seminar titled "Guidance & counseling programme" on 08/06/16 at Conference hall for Second year girl students from all the departments (strength of 795 students). Dr.A.Stella Baby, Dean for student affairs MCAS, addressed the gathering and counselled our students.
- Organized One day seminar titled "Guidance & counseling programme" on 15/06/16 at Conference hall for Third year girl students from all the departments (strength of 758 students). Dr.A.Stella Baby, Dean for student affairs MCAS, Addressed the gathering and counselled our students.

## 5.9 Students Activities

5.9.1    No. of students participated in Sports, Games and other events

State/ University level | 24 |    National level | 48 |    International level | Nil

No. of students participated in cultural events

State/ University level [ 2 ]  National level [ 1 ]  International level [ Nil ]

5.9.2    No. of medals /awards won by students in Sports, Games and other events

Sports:  State/ University level [ 61 ]  National level [ 3 ]  International level [ Nil ]

Cultural: State/ University level [ 2 ]  National level [ 1 ]  International level [ Nil ]

5.10 Scholarships and Financial Support

| | Number of students | Amount (Rs) |
|---|---|---|
| Financial support from institution | **790** | **4654670** |
| Financial support from government | **1359** | **6655730** |
| Financial support from other sources | **8** | **35000** |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11    Student organised / initiatives

Fairs       : State/ University level [ 1 ]  National level [ Nil ]  International level [ Nil ]

Exhibition: State/ University level [ 1 ]  National level [ Nil ]  International level [ Nil ]

5.12 No. of social initiatives undertaken by the students [ 38 ]

5.13 Major grievances of students (if any) redressed: [ 11 ]

# Criterion – VI

# 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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**VISION**

To redefine the scope of higher education by infusing into each of our pursuits, initiatives that will encourage intellectual, emotional, social and spiritual growth, thereby nurturing a generation of committed, knowledgeable and socially responsible citizens.

**MISSION**

- To Ensure State of the world learning experience
- To Espouse value based Education
- To Empower rural education
- To Instill the spirit of entrepreneurship and enterprise
- To Create a resource pool of socially responsible world citizens

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6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

**Enriching Curriculum**

The syllabus has been in vogue since 2012-13.   The defects and deficiencies have already been brought to the notice of the University for further action.

Also, the curriculum feedback received from staff, students, alumni through online are perused and useful suggestions are brought to the knowledge of the university through Board of studies members of our college.

By way of enhancing curriculum 17 Free Certificate Courses are conducted in the College which are related to the major subject of study. 723 students got benefitted by this programme.

6.3.2   Teaching and Learning

i. Quality improvement is dependent up on the calibre and capability of teachers.MCAS always encourages faculty members to pursue the research leading to research degrees such as M.phil, Ph.D etc. This is one of our strategies towards quality improvement.

ii. With a view to update the knowledge of teachers and faculty members, seminars, symposia, workshop etc are organised at the college.

iii. FDP are arranged periodically when renowned scientists outstanding academicians address the faculty

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iv. MCAS itself conducts National level seminar at least once in a year Teachers are encouraged to participated in seminars organised by the external agencies like universities & colleges. Teachers who present research papers in such seminars are suitably honoured by the management

v. Teachers pursuing research are given support by the management by whatever manner it is possible.

vi.Teachers are required to prepare teaching kit beforehand so that syllabus is completed in time and revision tests could be conducted previous to university exam.

vii.Notes and question paper prepared by the staff are systematically prepared in box files stored in a glass almirah.

viii.E-notes are prepared and on-line examinations are conducted. There is an AV Hall where Power point presentation can be arranged.

### 6.3.3 Examination and Evaluation

- In every semester, mid semester and model exams were conducted as per university pattern.

- Remedial classes and home tests were conducted regularly for students who got arrears in exams.

- Weekly tests were conducted regularly.

- For awarding internal marks, apart from regular class tests the students were asked to submit assignments (UG) and present seminar papers (PG).

### 6.3.4 Research and Development

- Motivation of our M.Sc., M.Phil and Ph.D. Scholars to carry out research projects and publish their findings in reputed journals indexed in Science Citation Index (SCI).

- Promotion of Research and Training activity among faculty members through in-house funding i.e. Seed Grant.

- Accomplish Workshop/ Guest lecture by inviting eminent Scientists around the world.

- Encourage the Departments to carry out consultancy services to the students & Research scholars from other institutions, Public as well as Industry.

- Motivating the Staff members, Research Scholars to publish their research articles in our MCAS Journal of Research

- Encourage and support faculty members for obtaining research grant from external funding agencies.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**1. Inauguration of Technology Incubation cell in the name of, Technowurl Solutions, a part of muthayammal IT park**

- All the real time automated projects essential for the college will be developed by the students who work inside the established company (technowurl solutions)

- The company not only trains the students but also makes their work with live projects like IT companies where they can develop their own software and earn income from them for the college.

- Experience certificate will be given to all the students who work in the company
- Effective training will be given and students who perform well in training will be nominated as the Team Lead, Project Lead, Group Lead, etc.,
- Other Services to be provided :
    - Seminars & Guest Lectures on demand,
    - Accreditation & Fund Assistance,
    - Entrepreneurship development cell
    - Placement Assistance
- MoU has been signed between Technowurl solutions and Superfect Solutions, Salem for implementing this kind of services.
- Creamy layer of II year students and all first year PG students only are eligible to get trained.

2. **Launching Ceremony of Digital Signage Relay inside the Campus**

To announce the event schedule, circulars in an attractive & automated way through the LCD screens have been placed in various places of campus. It is a kind of advanced network technology that is established inside our campus. We can launch relay of the events instantly by using any computer with internet connection.

3. **TCS iON Online Examination Centre**

To act as an approved examination centre in order to conduct online examination for both central and state government examination in association with TCS iON project team

No. of candidates appeared so far: **15308**

**Type of online exams conducted:** Banking, Railway, Insurance, Medical entrance, Nursing entrance, NPTEL online course exams.

**Library**

Collection development with latest edition, especially updated competitive exam books have been purchased, The number of journals has been increased department wise.

**Asset Management**

## PROCUREMENT OF SYSTEM PERIPHERALS

**Additional VOIP Phone**

| S.No. | Description | Qty |
|-------|-------------|-----|
| 1 | Audio Codes 320 HD 4 SIP IP Phone | 30 |
| 2 | Vonia 577 MD RJ - Call Centre Headset | 1 |

**Additional CCTV Surveillance**

| S.No. | Description | Qty |
|-------|-------------|-----|
| 1 | Hi Focus Make 8 Channel DVR | 1 |
| 2 | Hi Focus Make Dome IR 20 Mtr | 13 |
| 3 | SMPS Power Supply 12V 5A | 2 |
| 4 | BNC MX Brand Connectors | 40 |
| 5 | Power Pins | 10 |
| 6 | Polycab 3 Plus 1 Cable 90 Mtr | 3 |

**Peripherals**

| S.No. | Description | Qty |
|-------|-------------|-----|
| 1 | Pegasus - PS6920A Barcode Scanner | 3 |

6.3.6   Human Resource Management

▪ The Management always makes it a point to motivate faculty members to go in for higher studies. The Management shows a gesture of goodwill in sanctioning leave and on duty for the benefit of our faculty members.

▪ Teaching and Non-teaching staff members should work hard for the growth of the institution. Keeping this view in mind, the Management magnanimously arranges staff tour for the sake of our employees.

- The management goes to the extent of conducting Young Learner's English by British English Council for the benefit of kids of our faculty members.

- Our faculty members paid a visit to schools in and around Salem and Namakkal Districts through Extension Activities. They had a lively discussion with school students. In case the schools do not have any lab facility school students are requested to utilize our college lab facility.

- Apart from these facilities, the Management is kind enough to provide Staff Spell Leave as well as Staff Leave Allowance for our faculty members.

### 6.3.7 Faculty and Staff recruitment

- In matters of staff recruitment priority is given to research degree holders and to candidates who have passed SLET/NET.

- Candidates ability and competence are properly assed during an interview and people are recruited based on their performance

### 6.3.8 Industry Interaction / Collaboration

- TCS free employability for SC/ST and underprivileged final year UG students **69** students got benefitted.

- Our college is a member institution of the following:

  - ICTACT
  - CII
  - TCS ION

### 6.3.9 Admission of Students

The following is the list of the activities in our admission cell for the welfare of the students

1) As per our university Eligibility criteria, courses have been offered.

2) Counseling and guidance are given in order to choose the course based on the students interest and their subject, marks concerned.

3) Scholarship will be given for those who are meritorious and for those who excel in sports, and for those who are physically challenged.

6.4 Welfare schemes for

| Teaching | | |
|---|---|---|
| Non - teaching | **Rs:** | **14,41,736** |
| Students | **Rs:** | **14,90,173** |

6.5 Total corpus fund generated    Nil

6.6 Whether annual financial audit has been done    Yes [✓]    No [ ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | - | - | Yes | Principal |
| Administrative | - | - | - | - |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes [✓]    No [ ]

For PG Programmes    Yes [✓]    No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. University has introduced online application entry and online exam fee payment system.

2. Student Photographs are affixed in Examination answer booklets.

3. University introduced bar coding in answer books.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- Alumni Interaction program for current students to motivate and share ideas about recruitment exposure.
- Alumni cell organised farewell programmes for the students of all the depts.
- We organised group photo session for each department with management and their respective faculty members.
- All the 2016 batch out gone students have enrolled their names in alumni association.
- Collecting feedbacks from the parents during convocation function
- Encouraging the outgoing students by providing them class wise group photo.
- Sending all important program's web link to the alumni through "**Whatsapp**"
- Donating bloods to the alumni by current NSS/YRC Volunteers based on need and urgency

6.12 Activities and support from the Parent – Teacher Association

- Parents met the HOD's and class in charges to discuss attendance and academic

performance of their wards.

- Feedback from the parents were also collected
- Suggestion from parents were also collected
- Student issues were discussed and appropriate solutions were decided
- College News letters sent to parents to keep them informed
- Semester wise results and attendance performance of the wards were conveyed to parents through post.

6.13 Development programmes for support staff

1. Faculty IT Training (Workshop on Google Apps for Education)

**Training session For support staff**

- Syllabus for 10 hrs. on Fundamentals of Computer & Internet Applications is framed and training was been given in the evening hours between 5 – 6 pm for a week.

  (Period of training: 10.8.2015 to 14.8.15; 17.8.15 to 21.8.15)

Our support staff includes Office superintendent, Cashier, Lab Assistants and Attenders.

**Outcome of the Training**

All our support staff have acquired basic computer knowledge Conduct of ICT ACT - Digital India Certification drive (online) in association with NDLM(National Digital Literacy Mission) for people with low technical skills (Non-teaching staff)

**Course type:**

- Fundamentals of Computers &Internet and Mobile Technology
- Certification will be provided after the completion on online exam conducted by Central Govt. of India – online portal.

6.14 Initiatives taken by the institution to make the campus eco-friendly

MCAS takes special attention to maintain an eco-friendly campus. There is an Eco-club functioning in the institution. It initiates various activities which ensure an eco-friendly campus.

- The ECO –Club members (Teachers & students) are periodically engaged in planting saplings. The medicinal plant garden has been maintained inside the campus.
- Campus has been declared as a plastic free zone. Use of plastic materials is prohibited in the college. Awareness programme to the students was conducted against plastic usage.
- The dead leaves, waste papers, food wastes & sewage wastes are properly disposed. Proper provisions for the disposal of e-waste are also followed.
- ECO CLUB conducted a rally on World Ozone Day to create awareness about the importance of Ozone layer and its role in the environment.

- Plastic up cycling- Dumped plastic bottles & plastic reagent bottles are used for various other useful purposes like growing small plants.
- Various awareness programmes were conducted to create awareness on deforestation, pollution, plastic usage, ozone depletion, global warming, recent issues and their remedies like planting trees, recycling of plastics and water and minimal usage of electronics and vehicles etc.
- Cleaning of the campus has been a regular activity of ECO Club & NSS members.
- Awareness was created among the students on Conservation of water & Electricity. Class rooms are well ventilated with enough light so as to save electricity.

# Criterion – VII

## 7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

### 1. E-NOTES

- This is a unique method and the prepared notes consists of the objective of the subject, main modules, conclusion etc.
- The same method is adopted in preparing the PPT also.
- To facilitate staff to upload notes & ppt lectures and students to download the same.
- Provision given to connect the PERIYAR UNIVERSITY web link to view the syllabus of any subject.

### 2. ONLINE EXAMINATION CENTER

- MCAS is the first & foremost institution in this region to be recognized as TCS ION online examination center in Arts & Science college streamline in Tamilnadu.
- It decided to collaborate with TCS for facilitating various national level competitive examination.

### 3. YLE

- The program was conducted for the faculty member's kids.
- To improve their skills through Cambridge English.

### 4. VOCABULARY TRIGGER

- To enrich the vocabulary for the students and staff members.
- This method was reduced the cost of trigger through email.

### 5. BSS PROGRAMME

- To enrich and enlighten the knowledge of our students by conducting job oriented course.
- Students acquire skills and experience in one or more fields like (Mushroom Cultivation & Productions, Honeybee Keeping, DMLT,Food Beverage, Bakery Confection, Mobile Phone Technician,CMLT,Spoken English)
- Total **323** students were benefitted.

### 6. FREE PHONE SERVICE

We provide free phone service free of cost for hostel students.

## 7. IT PARK

- All the real time automated projects essential for the college will be developed by the students who work inside the established company (Technowurl solutions)

- The company not only trains the students but also makes their work with live projects like IT companies where they can develop their own software and earn income from them for the college.

- Experience certificate will be given to all the students who work in the company

## 8. CHEMISTRY
Microscale Techniques in practicals (Organic and Physical Chemistry)

| Normal Technique | Microscale Technique |
|---|---|
| Large consumption of chemicals, water, fuel and electricity | Reduction in chemicals, water, fuel and electricity (73%) |
| Time consuming process | Experiment can be done within short period of time |
| Pollutes the environment | To Move towards Green Chemistry |
| Students find it difficult to analyze a compound | Students can easily analyze the compound |

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The following table summarised all the events, programs, functions etc. Organised by various department of MCAS for the whole academic year 2015-16

| Programs Conducted | | | | | | | | | Programs Attended | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| Dept. | Industrial Visit | Guest Lecture/ Workshop-1 | Guest Lecture/ Workshop-2 | Mega Event | Department festival | Extension Activities | Field Visit (optional) | Free certificate course | National Level Seminar | Conference | FDP | Guest Lecture | seminar | Intertional seminarr | workshop |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Microbiology | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | | 3 | | 2 |
| Chemistry | 1 | 1 | 1 | | 1 | 3 | 1 | 1 | | 2 | 2 | 1 | 1 | | 1 |
| Biotechnology | 1 | 1 | | 1 | 1 | 1 | | 1 | 1 | | 2 | | 6 | 1 | 1 |
| Commerce | 1 | 1 | 1 | | 1 | 1 | | 1 | | 4 | | | | | |
| UGCS | 1 | 1 | | 1 | 1 | 2 | | 1 | | | 3 | | | | 2 |
| PGCS | 1 | 1 | | 1 | 1 | 3 | | 1 | | | 3 | | | | 1 |
| TFD | 1 | 1 | 1 | | 1 | 2 | | 1 | | | 1 | | | | |
| English | 1 | 1 | | | 1 | 1 | 1 | 1 | | 1 | 4 | 1 | 1 | | 4 |
| Biochemistry | 1 | 1 | | 1 | 1 | 1 | | 1 | 1 | 2 | 3 | | 3 | | |
| BBA | 1 | 1 | | | 1 | 1 | 1 | 1 | | 3 | 2 | | 1 | | |
| BCA | 1 | | | 1 | 1 | 3 | | 1 | | | 6 | | | | 1 |
| Maths | 1 | 1 | 1 | | 1 | | | 1 | | 1 | | | | | 2 |
| Physics | 1 | 1 | | | 1 | | | 1 | | 1 | 2 | | | | 1 |
| HMCS | 1 | 1 | | | 1 | | | 1 | | | 1 | | | | |
| EC | 1 | 1 | | | | | | 1 | | | 2 | | 1 | | |
| Tamil | | 1 | | | | | | 1 | | | 2 | | | | |
| Statistics | | | | | | | | 1 | | | 1 | | | | 2 |
| Library | | | | | | | | | | | | | | | 1 |

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

**BEST PRACTICE I**

**I TILTLE OF THE PRACTICE: Online Feedback System**

Online Feedback Analysis System is a web based application that provides platform for the colleges to conduct student's feedback online. This online system is the best place to find feedback report according to the requirement

**I GOAL**
1. To simplify the process of Survey / feedback collection, by using ICT.
2. To create different kinds of standard feedback format for different stakeholders (like for Alumni, students – Curriculum, Library, General; and Staff – IT skill, General etc.,)

**II CONTEXT**

As organised Higher Education Institution, MCAS collects feedback from its stakeholders like students/Alumni/Staff during the end of semester/year. Earlier this process was done manually using printed forms which is a time consuming process, especially for compiling & reporting. This initiative was taken to reduce the non-value activities (NVA) in the process.

**III PRACTICE**
1. Prepared questioners for each feedback template (i.e. Curriculum feedback, Alumni, Staff IT Skill feedback, Library and general etc.)
2. Prepared online template using Google forms, instead of taking multiple photocopies of the manual format
3. Allotted dept./class wise time slots and collected feedback thru Google Forms (Online)
4. Generate the report using the feature available in Google form for further analysis.

**V PROBLEM ENCOUNTERED AND RESOURCES REQUIRED**

1. Issues related to a manual activity. (I.e. more steps, more lead time, more manpower, data inaccuracy, demands unnecessary supervision & co-ordination, storage space & maintenance of the actual documents).
2. Surveys done selectively, unable to cover 100% due to high volumes. (Say 5000+ students).
3. Generally, Survey, & Collecting feedback was (or perceived as) a difficult task.
4. The Lead time between the survey & the (resultant) reports was high & dilutes the need of the survey.
5. Hence the Number of Survey & feedback conducted was less than the required levels.

**ULTIMATE OUTCOME**

1. Now a survey form can be created and published in less than 10 min
2. Similarly compilation and reporting time of survey has been shrank within a minute
3. Simplification of process leads to encourage conducting new surveys

## BEST PRACTICE II

**I.TILTE OF THE PRACTICE: Digital Signage**

Modern IT- infrastructure provision to offer world class education services. In order to improve the communication, we required to execute **Digital signage**

## I. GOAL

1. To install the digital signage in the screens around all the blocks to display the upcoming concerts, sporting events, college fairs, and the like.
2. To cover all the department staffs and students by the announcement through digital signage.
3. Better reach for speed information channel.

## II.CONTEXT

As an advanced learning organization, we were in need of a modern IT- infrastructure provision to offer world class education services. In order to improve the communication, we required to execute Digital signage which uses the digital media distribution systems efficiently.

## III PRACTICE

1. Xibo (software) is used to broadcast the contents e.g. Video, pictures, power point slides and scrolling texts.
2. It is possible to schedule different substances to be shown at different times.
3. It starts with the login operation which includes the precautions. It connects all the displays among the campus through network connectivity.
4. By selecting the media files to be uploading, we have to set the time duration and description. Digital Signage solutions specifically the ability to integrate dynamic content as opposed to the static images delivered by simple printed signage

## IV EVIDENCE OF SUCCESS

1. The content may be frequently and simply updated.
2. It allows for varying sizes and shapes to display.
3. It offers high-definition resolution of 1080p.
4. It displays not only the digital images, but also video, power point presentation and streaming media.
5. When compared to traditional printing circular, it will be showed high-tech improvement.
6. It demonstrates to attract attention among the students.
7. It can either be run from personal computers or server through Network connectivity. The content can be showed at multiple screen locations, whether in different blocks around the campus at a time.

**V. PROBLEM ENCOUNTERED AND RESOURCES REQUIRED**

1. Printed Circular was used to convey messages to students and staff.

2. Flux banner was displayed for every events conducted in the campus.

3. No digital media to demonstrate the message rapidly.

4. Video information cannot be circulated among the students.

5. Time conservation was more and needed man power for the task.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Rally was conducted on World Ozone Day (16.09.2015) to create awareness about the importance of Ozone layer and its role in the environment.

- A guest lecture programme was conducted on "Climate changes and its challenges" (28.09.2015).

- Awareness programme was organized for the students on "Environmental issues & its remedies".

7.5 Whether environmental audit was conducted?    Yes  ☑    No  ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

## STRENGTH

- A service-oriented Management committed to provide qualitative and quantitative education to the rural masses
- An appreciable number of university ranks secured every year
- Implementation of ICT in teaching-learning activity
- Conducting courses for both teaching and non-teaching staff to equip themselves with IT skills
- Organizing/conducting seminars, conferences, workshops, etc., to enlighten and enrich the staff and the students
- Availability of an Animal house serving the cause of research
- Establishment of a community college
- An air conditioned English Communication Laboratory to help in harnessing and improving the communication skills of the students
- Group insurance for students, staff and parents
- Offering placement training to the students at the expense of the Management by inviting external experts from well-established concerns
- Internal Quality Assurance Cell with highly experienced and talented members
- Provision of financial assistance/fee concessions/free boarding and lodging to the poor and unaffordable students
- Deluxe facilities offered in hostels to those students who opt for
- Tutorial system to sweep off the arrears and improve the results
- Tie-up programmes with industries

- Services to the rural surrounding by NSS wing of the college
- Blood donation camps organized by YRC
- Outstanding performances of the students in academics, sports and games and various competitions are recognized and they are honored with awards/gold coins/cash awards.
- A remarkable growth both vertically and horizontally in terms of student strength, buildings and courses offered

## WEAKNESS

- Deprived of more opportunities, due to the absence of UGC grants

- Major portion of the students hails from rural background which throws challenges to exposure, awareness, etc., apart from the learning gaps
- Travel consumes a lot of time
- Most of the students belong to lower-income group which becomes a major constraint to introducing features and facilities required to improve the quality of the service immediately.
- English as the medium of instruction burdens the students from rural schools at the initial days of their courses.
- There exists a sense of deficiency due to lack of proficiency in English (social stigma) that has a negative impact on the personality of incoming students.
- First generation students find it difficult to get accustomed to innovative practices.

## OPPORTUNITIES

- A wider scope for expansion and introduction of new programmes
- List of value-added and job-oriented courses could be elongated.
- Services of the community college can be expanded.
- All the PG departments can be upgraded into research centers.
- Encouraging more number of projects, either minor or major
- Digital/e-library facility can be thrown open to all the departments.
- Possibility of tie up with many industries is bright

## CHALLENGES

- Unregulated media
- Absence of a sound framework which governs the allocation of the colleges, programmes in the same area, without considering the demand, the real/relevant need
- Tough task on the shoulders of the faculty to convert the students hailing from rural social setup, downtrodden and economically weaker sectors of the society (90% ) into employable graduates

- The deregulation of the price of fuels which impacts the existing subsidized transportation for rural mass by the institution

- Attaining high level of academic excellence and sustaining it at a nominal fee-structure seem to be a hurdle.
- Retaining the experienced staff/who want to quit the institution on getting Govt. jobs through TRB/Service Commission/ Banking Recruitment Boards etc.

## 8. Plans of institution for next year

- Planning and execution of planning to acquire Autonomy

- Ways and Means to augment the pass percentage -75%

- Generating funds from external agencies through ICT & R&D

- Minimizing the Drop out (Reduce 20% of the previous year)

- To sign minimum10 MoU

- One extension activity per dept.

- Efforts to increase placement of students.

- Faculty are required to prepare teaching kits.

Name Dr. S. P. VIJEIKUMAR    Name Dr. R. SELVAKUMARAN

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**TamilNadu. India**

**MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE, RASIPURAM**
## Academic calendar

| S.No. | Plan of Action |
|-------|----------------|
| 1 | Internal Academic Audit |
| 2 | Benchmarking of various functions |
| 3 | Need - based FDP  training programmes |
| 4 | Wi-Fi  enabled network for departments |
| 5 | Increase in Infrastructure facilities |
| 6 | Equipping the faculty with current technology to apply in the teaching - learning process |
| 7 | Promoting the use of e-resources |
| 8 | Provide facilities for developing Communication skills |
| 9 | Devising strategies to develop pass percentage |
| 10 | Encouraging research - aptitude among the staff. |
| 11 | To Create conducive environment for faculty to provide consultancy services |
| 12 | To sensitize students to ecological and environmental issues |
| 13 | Development programmes for non-teaching staff |

## ANALYSIS OF THE FEEDBACK

**ALUMNI:**

During the academic year 2015-16 "Alumni Meet" was organized. The following are the appreciation and suggestions received from the alumni.

**Appreciation**

- The alumni appreciated and admired the remarkable changes and development in the college infrastructure and programmes.
- Appreciated the opportunities given through Skill Enhancement Courses, Certificate Programmes and motivation for career development.
- Appreciated the practice of Remedial Coaching for slow learners.
- Appreciated the lab facilities.

**Suggestion**
Alumni expressed willingness to interact with students in various skill enhancement courses.

## PARENTS:

The following are the appreciation and suggestions from the parents:

- Parents appreciated the disciplinary measures followed in the college.
- Parents are happy with the infrastructure facilities available in the college.
- They were satisfied with the parental care given by the faculty to their wards.
- The parents expressed their desire to conduct remedial coaching classes to slow learners.
- The parents wanted the faculty to give more attention to the language skill of their wards so that placements would be easier for them.

## STUDENTS:

Feedback obtained from students through online method reviles the following facts

**Appreciation**

- Every year, the IQAC and Curriculum development Cell collect feedback from the students for all the programmes offered.
- Feedback is collected online from the students in each class. Further the feedback shows that 90% of the students were very much satisfied with the teaching and the study materials provided for them.

**Suggestion**

- They were more than satisfied with regard to various club activities & college canteen.
- The students expect some improvement with regard to internet facility and transport facility.