

**MUTHAYAMMAL**  
**COLLEGE OF ARTS AND SCIENCE**  
Rasipuram, Namakkal Dt. Tamil Nadu



To  
The Director  
National Assessments and  
Accreditation Council  
Bengaluru

**ANNUAL  
QUALITY  
ASSURANCE  
REPORT  
(2021-2022)**



**MUTHAYAMMAL**  
**COLLEGE OF ARTS  
AND SCIENCE**  
(Autonomous)  
A UNIT OF VANETRA GROUP

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Lead

[www.muthayammal.in](http://www.muthayammal.in)



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	Dr. S.P. VIJEIKUMAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04287222137
• Alternate phone No.	9443737317
• Mobile No. (Principal)	9965587437
• Registered e-mail ID (Principal)	info@muthayammal.in
• Address	KAKKAVERI PO RASIPURAM TK
• City/Town	NAMAKKAL
• State/UT	Tamil Nadu
• Pin Code	637408
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	12/03/2021
• Type of Institution	Co-education
• Location	Rural

• Financial Status	<b>Self-financing</b>				
• Name of the IQAC Co-ordinator/Director	<b>Dr.H.LOOKMAN SITHIC</b>				
• Phone No.	<b>04287222137</b>				
• Mobile No:	<b>7540041437</b>				
• IQAC e-mail ID	<b>headiqac@muthayammal.in</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.muthayammal.in/pdf/AQAR-2020-2021.pdf">https://www.muthayammal.in/pdf/AQAR-2020-2021.pdf</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.muthayammal.in/pdf/academic-caleder/staff/MCAS%20Calendar%20Staff%202021-2022.pdf">https://www.muthayammal.in/pdf/academic-caleder/staff/MCAS%20Calendar%20Staff%202021-2022.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.04</b>	<b>2018</b>	<b>24/12/2021</b>	<b>31/12/2026</b>
<b>6.Date of Establishment of IQAC</b>			<b>21/03/2011</b>		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Dr.Sangeetha , Muthayammal College of Arts and Science	SERB	DST	31/12/2019	600000
Dr.P.SELVAMA LEESWARAN, Muthayammal College of Arts and Science	Students Project	TNSCST	11/03/2022	7500
Dr.D.KAVITHA , Muthayammal College of Arts and Science	Students Project	TNSCST	11/03/2022	7500
Dr. M. MAGHIMAA, Muthayammal College of Arts and Science	Minor Project	TNSCST	04/11/2019	210000
Dr. M. MAGHIMAA, Muthayammal College of Arts and Science	CSR	UGC - DAE	30/03/2022	226000
Dr.S.SHAHITH A, Muthayammal College of Arts and Science	In service training for the school teacher	TNSCST	28/09/2020	90000
Mr.SENKOTUVE L R,	Students Project	TNSCST	11/03/2022	7500

Muthayammal College of Arts and Science				
Dr. M.SHABANA BEGUM, Muthayammal College of Arts and Science	Young Scientist programme for school students	TNSCST	28/09/2020	65000
Dr. N. SUDHAKAR, Muthayammal College of Arts and Science	EMR	DBT	21/02/2019	581000

**8. Provide details regarding the composition of the IQAC:**

<ul style="list-style-type: none"> <li>Upload the latest notification regarding the composition of the IQAC by the HEI</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	<b>Rs. 30000</b>	

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

The Muthayammal College of Arts and Science has taken many initiatives for quality activities in higher education institutions. The college applied for various ranking systems such as the

NIRF-2022, and ARIIA-2022.

The college implemented outcome-based education to design and develop the curriculum.

An online faculty development program on "New Education Policy" was organized on February 20, 2022. . A faculty development program on "soft skills" was organized from 18.04.2022 to 23.04.2022.

An energy and green audit was organized at the college. The Muthayammal College of Arts and Science has submitted the data required by the AISHE.

The IQAC has submitted the 7th AQAR for the academic year 2020-21 within the timeline and got the acceptance notification from the NAAC.

**12. Plan of action chalked out by IQAC at 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
Corporate social Responsibility activities	The Infosys Skill development program was conducted for 98 students during the November 2021. TCS "Youth Employability Program " was conducted for 104 students during August 2021 month.
Skill Development activities	The BEC global certification program was conducted for 78 students in association with the British Council .The MOU was signed with the Infosys springboard for the students online courses.
Entrepreneurship Development	Orientation on innovation and entrepreneurship program was organized for 106 students on 07.10.2021. Motivational session by successful entrepreneur for 136 students on 10.12.2021. SAMBHAV- National level awareness program(NLAP - 2021) on Entrepreneur was organized on 17.11.2021. World entrepreneur day celebration was organized on

	25.08.2023 for 138 students. Workshop on Entrepreneurship and innovation as the career opportunity program was organized for 255 students on 24.11.2023. Entrepreneurship in Medicinal herbs was organized for 97 students on 28.12.2023.				
Community Services/ extension activities	Blood donation camp was organized in association with primary health centre , pillanallur on 27.10.2021. Vaccination camp was organized in association with primary health centre, vadugam.				
Curriculum Enrichment	Outcome based education system has been introduced in the college. PO, PSO , CO was clearly defined for each program and courses. PO,CO, PSO approved by the Board of studies				
Campus Company Establishment	Campus company introduced in association with Molecular connection in the campus. The Students employment and internship opportunities will be increased.				
<b>13.Was the AQAR placed before the statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name of the statutory body</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Council</td> <td>15/10/2022</td> </tr> </tbody> </table>		Name of the statutory body	Date of meeting(s)	Governing Council	15/10/2022
Name of the statutory body	Date of meeting(s)				
Governing Council	15/10/2022				
<b>14.Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Year</li> </ul>					

Year	Date of Submission
2021-2022	04/01/2023

### 15. Multidisciplinary / interdisciplinary

The college promotes multidisciplinary and interdisciplinary education to develop the student's skills and knowledge. Nowadays, industries are looking for students with multidisciplinary skills. Besides, the new education policy places emphasis on the multidisciplinary and interdisciplinary system in higher education institutions. The college has taken many initiatives to implement a multidisciplinary system. The college is offering a subject on cross-cutting issues for the students apart from the core subjects, such as environmental science and human rights.

Next, students are studying allied papers, which are handled by another department, so they can also learn about other departments' subjects. Nowadays, industries are looking for students with multidisciplinary skills. Besides, the new education policy places emphasis on the multidisciplinary and interdisciplinary system in higher education institutions. Besides, the college has an elective paper concept, so students can choose a paper from another department. The college is supporting a multidisciplinary system through CBCS. The college is offering a Commerce degree and computer application as part of the degree, so students can make computer applications while studying Commerce. The college is offering a non-major elective paper to learn about another department's knowledge.

### 16. Academic bank of credits (ABC):

Academic Bank Credit is a digital platform that allows students to store their academic credit marks in the ABC portal digitally. Due to the multiple entries and multiple exit system, students can discontinue their studies at one institution and then join any other institution to continue their studies. As a result, students can store their academic credits from multiple institutions on the ABC portal. After the ABC feasibility study, the Muthayammal College of Arts and Science will begin the process in the forthcoming academic year.

### 17. Skill development:

The New Educational Policy 2020 places more importance on skill development. The college is taking many initiatives for the



student's skill development. The college is doing CSR activities in association with industries like TCS and Infosys to develop student's employability skills and prepare them for the job market. Besides, the college has signed an MOU with the industry, like Infosys, to introduce the Infosys Springboard, a learning platform for students. Being an autonomous college, all the departments are designing and developing the curriculum based on employability, entrepreneurship, and skill development. The college has a separate skill development center to promote the students' skills. The student's skill development center is offering value-added courses such as TALLY, insurance, tailoring with embroidery, beautician, competitive exam preparation, and a business English certificate. The college is organizing various faculty development programs to help faculty members improve their skills and knowledge. The college is organizing an alumni interaction program for the current students to learn about current industry expectations. The college is inviting industry experts to share their skills and knowledge with the students. The college is encouraging students to do internships to develop their skills.

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

The Muthayammal College of Arts and Science is an English-medium college. Since it is an English-medium college, students are writing the exams in English. But most of the students are from rural and Tamil-medium schools. So, the faculties are handling, the classes in the bilingual mode for better student understanding. Students can also choose Hindi or French as a second language. The college has a separate cultural club. It exposes students to cultural dance and music. Extracurricular activities such as music, dance, photography, and other cultural activities are valued at the college. Besides, the department provides yoga skills through the curriculum. Yoga instruction is offered to students. The college has appointed a separate trainer for yoga classes.

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

Outcome-based education is a method that is transforming higher education from a traditional teaching system to a student-centered learning system. Outcome-based education helps students become familiar with and capable of performing after completing a course or program.

It is an autonomous college, and it has taken numerous steps to

drive the PO, PSO, and CO. The college organized a faculty development program on OBE to enhance its knowledge. The educational program objectives have been developed based on the college's vision and mission. Besides, the program outcome was based on the UGC-specified graduate attributes, and the course outcome was based on Bloom's taxonomy action verbs. All the program curriculum was designed and developed based on Bloom's taxonomy level, just as the examination question paper was prepared based on Bloom's taxonomy level.

#### 20.Distance education/online education:

The college has taken many initiatives to strengthen the online education system. The college has good ICT supporting systems such as smart classrooms, AV halls, and Wifi facilities. The college is providing a separate corporate email id for the students and faculties. Apart from that, the students and faculties are having separate logins to access the E-notes. All the faculties have to convert the paper material into digital form and they have to upload it on the website. The college is encouraging the students to do online courses as well as students doing online certificate courses through Infosys springboard which is a learning platform. Next, The students are doing online internships through Internshala. Various technological tools were used by the faculties such as Google products (Google meet, Google Sheets, Google Forms, and Google Class), especially during the pandemic situation.

### Extended Profile

#### 1.Programme

1.1 43

Number of programmes offered during the year:

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

#### 2.Student

2.1 4066

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2

1553

Number of outgoing / final year students during the year:

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

2.3

4062

Number of students who appeared for the examinations conducted by the institution during the year:

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

**3.Academic**

3.1

1019

Number of courses in all programmes during the year:

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

3.2

234

Number of full-time teachers during the year:

## Extended Profile

### 1. Programme

1.1 43

Number of programmes offered during the year:

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

### 2. Student

2.1 4066

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 1553

Number of outgoing / final year students during the year:

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

2.3 4062

Number of students who appeared for the examinations conducted by the institution during the year:

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

### 3. Academic

3.1 1019

Number of courses in all programmes during the year:

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

3.2	234
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	234
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	924
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	117
Total number of Classrooms and Seminar halls	
4.3	519
Total number of computers on campus for academic purposes	
4.4	1281
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum at the college has been designed to meet the needs of the industry. The college provides quality education in terms of enhancing the student's skills and knowledge in their chosen fields. The college educates the students on social responsibility and entrepreneurship skills through the curriculum. Curriculum-based infrastructure, well-equipped laboratories, information, and communication technology-enabled smart classrooms, and audio and

video rooms provide an excellent cognitive environment for the students.

The autonomous status helps the institutions to develop the curriculum to meet the local and global standards of their own. The college puts forward BSc, BA, BCom, BCom(CA), BCA, MSc, MA, MCom, MPhil, and Ph.D. degree programs. The curriculum development cell drawing curriculum which is meeting Local, regional, national, and global needs based on both the internal and external stakeholders such as students, alumni, employers, teacher and in order to college vision and mission.

The college is providing the students centric learning environment and improving the teaching, and learning methodology by implementing outcome-based education and a choice-based credit system (CBCS). The Course outcome (CO) is proven in harmony with Programme specific outcome (PSO), confirming course outcome has met the program-specific outcome.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

30

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

995

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

413

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

38

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

### 1. Professional ethics

The college has designed the curriculum and integrated courses in every department to understand professional ethics. For example, professional English is introduced in all departments to meet the global standard, and each department has introduced its own core paper in order to understand professional etiquette in its respective field. The college has introduced courses to provide an understanding of entrepreneurship and also provide necessary inputs for the creation of new projects.

## 2. Gender

The college has introduced courses in the curriculum that are relevant to gender issues, such as human rights, to help students understand the human value and the various types of rights.

The college provides equal opportunity for the girls to take part in all the activities, such as the Women's Forum, the Anti-Sexual Harassment and Gender Violation Cell, and the Anti-Ragging Committees, which provide moral support to the female students.

## 3. Human Values

Courses relevant to human values offered in the curriculum are organizational behavior, Manavalakalai yoga, fiction, drama, etc.

## 4. Environmental Sustainability

A paper on "Environmental Studies" learns the way we should live and how we can develop sustainable strategies to protect the environment.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year



6

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.3.3 - Number of students enrolled in the courses under 1.3.2 above**

740

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.3.4 - Number of students undertaking field work/projects/ internships / student projects**

835

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4 - Feedback System**

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>
Any additional information	<a href="#">View File</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

1362

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

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

1362

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college has a methodology to assess students' learning levels. The college has evaluated the students in two ways. Students have to attend online Entry and exit tests which include psychometric questions and basic subject questions. . This test helps us to identify the slow learner and fast learner in the beginning stage.

Strategies adopted for Slow learners:

- Conducting remedial classes to get a better understanding of the academic level of the slow learner.
- Improving the students' academic performance by conducting the periodic test in the class apart from the class hours and asking students to write the home test.
- Providing sufficient materials and lecture notes to improve the academic level.
- Motivating the students through the mentor-mentee program.

Strategies adopted for fast Learners:

- Students are encouraged to take active participation in various inter-collegiate competitions, presenting papers in various Seminars and Conferences organized by the colleges to enhance their skills.
- students are asked to attend various Workshops in their respective fields to learn more.
- Promoting the students to join skill Development Programs like Communicative English, Aptitude classes, and Placement and competitive examinations.

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

**2.2.2 - Student – Teacher (full-time) ratio**

Year	Number of Students	Number of Teachers
04/08/2021	4066	234

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

**2.3 - Teaching- Learning Process**

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

Promoting problem-solving, and learning by doing the mini project at the undergraduate level and major project at the post-graduate level. Besides, students are taking surveys on various social problems in their project work.

Students are encouraged to take part in seminars, conferences, and workshops to improve participation, and learning as well as students are participating in group discussions and submitting assignments in the classroom to enhance their knowledge.

Encouraging experiential learning through arranging field visits and Internships. It is giving more real-life industry experience to the students. In this connection, the college has signed MOU with various industries.

Besides, the college has organized extension and outreach activities. Students are asked to take part in the extension and outreach activities to get to know social awareness and teamwork and showcase their inner skills.

Apart from that, students are encouraged to join the entrepreneurship cell, and Institution innovation cell to develop innovative ideas and students are attending to develop their communication skills through the communication lab.

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

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The college has well-established internet & WI-Fi connection facilities for teaching and learning. Students and faculty can access, unlimited online educational resources from anywhere on our college campus.

The college has a separate portal in the name of e-notes for preparing the E-notes. Faculties are given separate login IDs to prepare and upload the E-notes on the particular portal. It is an easy way to prepare the material with graphics for the student's better understanding. Students are given separate login IDs to access the e-notes.

Teaching faculties are using smart classrooms. The college has implemented a G-Suite mail system for all the faculty and students. Students can send their assignments to the respective class teacher using the domain name Muthayammal. In. All the students and faculty are given separate email IDs.

The college has a digital signage board for displaying the day-to-day activities, students and faculty achievements, and important circulars.

The college has a computerized library and subscribes the e-journals. The library has a digital attendance system for the students and faculty.

Online Guest lectures, orientation programs, and alumni talks are conducted in the AV hall.

The college has page software for maintaining faculty attendance.

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

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

229

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The college forms an Academic calendar team, which comprises the principal, vice principal, Dean of Administration, Head of the department, and call coordinator to prepare an academic calendar for the beginning of every academic year. It consists of information about the college profile, details of the HODs and cell coordinator, and various policies. It is like a blueprint of the college and it is used for effective planning and implementation of the teaching and learning process. Besides, it consists of working days, Internal examination dates, college events, and holidays.

An academic calendar is prepared and provided to the faculty at the beginning of the academic year to prepare the lesson plan. The head of the department can make a plan to complete the syllabus within the time schedule and prepare the students for the internal and university examination. Besides Head of the department can make a plan to conduct the Unit test and submission of the assignments.

Control of the examination and the principal can make a plan to conduct an Internal examination and external examination based on

the calendar. Internal exams are conducted two times per semester.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

234

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

53

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1696

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms****2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

23

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year**

30

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The college is revamping the examination process periodically. The examination system consists of the following processes before the examination: preparation of the student's application, which consists of the student's profile, exam schedule, seating arrangement, generation of the hall ticket, preparation of the student's attendance sheet, and preparation of the cover sheet. Plan on publishing the results and printing the semester grade statements after the examination. The examination system is automated, and it is connected to the college's ERP system, PALPAP. Furthermore, students are given a login ID to access the exam results and download a copy in PDF format. Exam Cell has been organizing two internal exams per semester. The theory exam's Internal mark is consisting of 25 marks for all the theory papers.



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

## 2.6 - Student Performance and Learning Outcomes

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

The respective department forms the board of studies to frame the program outcomes, the program-specific outcomes, and the course outcomes for all the courses. The academic council approved the final program-specific outcomes and course outcomes during the meeting.

After receiving approval from the board of studies and academic council, the program-specific outcome and course outcomes will be posted on the college website along with detailed information about the syllabus. The course outcome is framed by the course teacher based on Bloom's taxonomy, and the program outcome is framed based on the graduate attributes. A course teacher will have to check that the students have acquired the course outcomes through the teaching and learning process.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

In the academic year 2020-21, outcome-based education will be introduced for all undergraduate and graduate programs. Each program from the arts and sciences background has five program outcomes as well as a program-specific outcome (UG, PG). Next, five-course outcomes are defined for all the UG and PG, and the relationships between course outcomes and program outcomes are designed as well.

The question papers for the CIA and semester examinations are created as per the revised Bloom's taxonomy to measure the attainment level of course outcomes. The course outcomes are evaluated by the internal exam and semester examination performances. Measuring the attainment level of program outcomes, program-specific outcomes, and course outcomes will be carried out after the academic year 2023-2024 because students have not yet completed their graduation under the revised curriculum framework.

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

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1462

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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.muthayammal.in/pdf/2.7.1student\\_satisfaction\\_survey.pdf](https://www.muthayammal.in/pdf/2.7.1student_satisfaction_survey.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college has established a research & Development cell to promote research activities. The research & Development cell constitutes a group of faculty from different departments and one senior faculty member acting as head of the R & D. The main objective of the Research & Development cell is to inculcate the importance of research in the faculty and students community. The Research & Development cell promotes faculty members to apply for both government and non-government-funded research projects. Research & Development Cells have received many research funds from government and non-government agencies, such as the DBT EMR, UGC - DAE, DST-SERB, and TNSCST.

The research and Development cell has framed a research ethics committee and a research advisory committee to ensure the integrity and quality of the research work. Besides, R & D has established the MCAS Journal of Research (MCAR). Faculties and students are promoting publishing papers in the MCAS Journal of Research (MCAR). MCAR has an editorial board and an advisory board to check the originality of the research paper.

The R & D facilitates the faculty and students in terms of publishing papers in various reputed journals and presenting the papers in seminars and conferences. The R & D is organizing an orientation program on research methodology and IPR. The R & D support the Institution's innovation cell activities

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.muthayammal.in/mcar.php">https://www.muthayammal.in/mcar.php</a>
Any additional information	No File Uploaded

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.12

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	No File Uploaded

## 3.2 - Resource Mobilization for Research

### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

20.05

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.2.2 - Number of teachers having research projects during the year

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil
List of research projects during the year	<a href="#">View File</a>

### 3.2.3 - Number of teachers recognised as research guides

21

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

5

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://dbtindia.gov.in/">1. https://dbtindia.gov.in/</a> <a href="https://dst.gov.in/">2. https://dst.gov.in/</a> <a href="https://www.tanscst.nic.in/">3. https://www.tanscst.nic.in/</a>
Any additional information	No File Uploaded

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The college has created an ecosystem on campus to foster the development of new ideas that will result in valuable product outcomes. It is established as an institution innovation cell, an entrepreneurial cell, a skill development cell, and a research and

development cell.

The institution's innovation cell is organizing an orientation program on IPR. IIC is organizing the seminar and workshop on innovation and inviting experts from outside to guide the students. Besides, the institution's innovation cell is encouraging the students to take part in the hackathon competition. IIC is facilitating the student's ability to design their own prototype.

The EDP cell is inculcating the entrepreneurial culture among the students through the orientation programs. Inviting alumni and experts in the respective field to interact with the students.

The skill development cell is organizing various skills-based courses on communication skills and technical skills.

The R&D cell has created the MCAS Journal of Research (MCAR) to motivate the students to publish the paper. It is helpful to showcase the students' research skills. R&D promotes departments in terms of consulting services for external members. Encouraging the faculty to publish the paper and apply for the research funding project by giving rewards and awards.

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

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

86

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4 - Research Publications and Awards

<b>3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software</b>	<b>B. Any 3 of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 524 529 591">File Description</th> <th data-bbox="545 524 1436 591">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 600 529 846">Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check</td> <td data-bbox="545 600 1436 846" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 855 529 913">Any additional information</td> <td data-bbox="545 855 1436 913" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>	Any additional information	<b>No File Uploaded</b>			
File Description	Documents								
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>								
Any additional information	<b>No File Uploaded</b>								
<b>3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year</b>									
<b>3.4.2.1 - Number of PhD students registered during the year</b>									
<b>2</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1173 529 1240">File Description</th> <th data-bbox="545 1173 1436 1240">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1249 529 1352">URL to the research page on HEI website</td> <td data-bbox="545 1249 1436 1352" style="text-align: center;"><b>Nil</b></td> </tr> <tr> <td data-bbox="86 1361 529 1496">List of PhD scholars and details like name of the guide, title of thesis, and year of registration</td> <td data-bbox="545 1361 1436 1496" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1505 529 1563">Any additional information</td> <td data-bbox="545 1505 1436 1563" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	URL to the research page on HEI website	<b>Nil</b>	List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>	Any additional information	<a href="#">View File</a>	
File Description	Documents								
URL to the research page on HEI website	<b>Nil</b>								
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>								
Any additional information	<a href="#">View File</a>								
<b>3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year</b>									
<b>0.17</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1756 529 1823">File Description</th> <th data-bbox="545 1756 1436 1823">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1832 529 1966">List of research papers by title, author, department, and year of publication</td> <td data-bbox="545 1832 1436 1966" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1975 529 2038">Any additional information</td> <td data-bbox="545 1975 1436 2038" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	List of research papers by title, author, department, and year of publication	<a href="#">View File</a>	Any additional information	<b>No File Uploaded</b>			
File Description	Documents								
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>								
Any additional information	<b>No File Uploaded</b>								

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

0.02

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

**3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed****3.4.5.1 - Total number of Citations in Scopus during the year**

113

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	<a href="#">View File</a>

**3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University****3.4.6.1 - h-index of Scopus during the year**

4

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.5 - Consultancy****3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)**

0.633



File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

#### Extension Activities :

The college has been organizing many extension activities in the neighboring villages. It involves the students in their holistic development through NSS, YRC & RRC, the Women's Forum, and their own department.

The NSS volunteers participate in vaccination camps, blood donation camps, and awareness programs such as social justice day, vigilance awareness, and Unity Day awareness. Besides, the NSS volunteers are involved in the cleaning work and tree planting.

The YRC and RRC cell have organized various programs that involve the students in awareness programs such as health insurance, AIDS awareness, dengue awareness, and tuberculosis awareness. Students have also participated in medical camps and blood donation camps.

Students are involved in awareness programs such as Health Awareness on Nutrition and Wellness in Women and the Clinical Awareness Program through the Women's Forum Cell. Besides, the students are handling various technical sessions for the nearby school students

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

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

4

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

63

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1125

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.7 - Collaboration

#### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

1

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

2

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has sufficient facilities for teaching and learning. The college has well-furnished, spacious, and ventilated classrooms. The college has sufficient computing equipment such as LCDs, four audio-video halls, one conference hall with AV facilities, four mini-conference halls, and smart classrooms. Wi-

Fi facilities are available on the college campus.

Besides, the college has a computer lab with high-configuration computers, printers, projectors, screens of various types and sizes, peripherals, network equipment, UPS systems, and generators. Next, the college has sufficient laboratories for all the departments based on the curriculum and one common language lab to enhance the student's communication skills.

The college has provided separate hostels for the boys and girls with a TV hall and wi-fi facilities. Greenhouses and animal houses were available on the campus with ethical clearance.

The college has initiated a research and development cell with an advanced laboratory. It consists of advanced research equipment like HPLC, FTIR, RT-PCR, NANOSPCT, etc.

On campus, DST-FIST and DBT-STAR-funded instruments are also available.

The library has a sufficient number of textbooks, reference books, and national and international journals, and library management software has been implemented for such purposes as accessing e-journals and tracking student and staff attendance using barcodes.

The college has provided mineral drinking water plant facilities to maintain the health of its staff and students. Lifts, ramps, and wheelchairs are available for Diviyangjan students. Apart from that, the college has digital signage, a vast field for sports, water taps fixed at various junctions, and a fully-fledged canteen.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/">https://www.muthayammal.in/</a>

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

The college promotes sports and games and involves the students in taking part in the sports and games. The college offers

scholarships to sports students who excel at the state, national, and international levels. The college has both indoor and outdoor game facilities. Apart from that, it has a gym for the students' fitness and a vast playground with the following facilities:

- Football field (100\*70Sq.Mts)
- Volleyball court (18\* 9 Sq.Mts)
- Hand ball court (40\*20Sq.Mts)
- Kabbadi court (12 ½\*10 Sq.Mts)
- Hockey ground (91.14\*55 Sq.Mts)
- Kho-Kho ground (27\*16 Sq.Mts)
- Ball Badminton court (24\*12 Sq.Mts).

Simultaneously, the college is supporting cultural activities. It has a separate dance and music club. It involves the students taking part in cultural, fine, and folk arts. The college has sufficient facilities for cultural activities. Furthermore, the college is teaching yoga to its students. A separate trainer was appointed by the college to handle the yoga classes.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.muthayammal.in/sports.php">https://www.muthayammal.in/sports.php</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

85

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

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

357.30

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	No File Uploaded

## 4.2 - Library as a Learning Resource

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

The Muthayammal College of Arts and Science established the central library in 1994. The iPALPAP ERP software was installed in the library. The iPALPAP ERP The iPALPAP software consists of various modules such as "Books in the Library," "Book Issue," "Book Return," "Book Renewal," "OPAC," etc. Besides, this software has new features like self-check-in and self-check-out systems.

The college has a separate e-library with internet facilities to access e-resources such as e-books, e-journals, and e-databases. It contains 30 PCs with an internet bandwidth speed of 8 Mbps that are useful to research scholars to enhance the quality of their research activities.

The library has N-List facilities. It provides access to more than 6,000 e-journals and more than 1,99,500 e-books through NDL. The students and faculties can access the resources at <http://nlist.inflibnet.ac.in>.

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

**4.2.2 - Institution has access to the following:  
e-journals e-ShodhSindhu Shodhganga  
Membership e-books Databases Remote  
access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

3.15

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

#### 4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

148

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

##### Access Points (W-Fi):

- Separate access points for staff & students. It is a centralized monitoring application to control every access point.
- "VMI-STUDENT & VMI-STAFF" assigned name as "SSID"
- 50Mbps of bandwidth allocated for student access points.

- Access points devices are located in hostel blocks with uninterrupted power supply.
- The time scheduling for accessing is from 4.30 PM to 11.30 PM.
- voucher code method is used to get access points.
- Blocked proxy sites & harmful sites are available.

#### Security:

- Endpoint security antivirus (Seqrite) is available and virus attack monitoring happening frequently.
- Updating the virus definitions for every client machine regularly.
- Blocked external devices access like USB, CD-DVD player, and External HDD are available.
- If the staff wants to access the above devices in an emergency then staff can access the temporary device from the console with limited time.

#### Cyber Security:

- Hackers can flood our web servers with superfluous requests and make them unavailable to legitimate users. So, blocked unwanted network ports via the router board.
- 

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

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4066	519

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

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on

A. 50 Mbps



<b>campus</b>	
File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	No File Uploaded
<b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b>	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>	
571.87	
File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	No File Uploaded
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.	
The college has good infrastructure facilities for teaching and learning. Every year, an annual budget was prepared by the respective process owner for maintaining and utilizing the infrastructure. The college has appointed lab assistants for all the laboratories to maintain them in a proper manner. The committee conducts an annual audit and inspection.	

Furthermore, the college has assigned an attendee team to clean the lab and campus on a regular basis. The college has a separate IT team that handles all computer lab purchases, maintenance, technical issues, and the proper disposal of damaged equipment. Additionally, the college has provided a toll-free number for handling civil and IT-related problems. The civil team is handling the maintenance of the generator, power distribution, lighting, and UPS as per the guidelines. The sports and library have separate maintenance assistance.

The college is outsourcing some work, such as whitewashing and painting steel furniture and wooden furniture. There is a separate gardener who is maintaining all the gardening work. Separate housekeeping teams are in charge of maintaining and cleaning the hostel and college campuses, respectively.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

346

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

1111

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

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.muthayammal.in/pdf/5.1.3-Capacity-%20development%20and%20skill%20enhancement%20activities.pdf">https://www.muthayammal.in/pdf/5.1.3-Capacity-%20development%20and%20skill%20enhancement%20activities.pdf</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

**365**

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

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for**

**A. All of the above**

**submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

**5.2 - Student Progression**

**5.2.1 - Number of outgoing students who got placement during the year**

459

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of outgoing students progressing to higher education**

378

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year**

**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State**

**government examinations) during the year**

0

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year**

73

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution**

The college engages students in a variety of administrative, co-curricular, and extracurricular activities in order to improve leadership quality, communication, team-building skills, and academic skills.

Every department nominates a student representative for every class. The students' representatives are acting as a bridge between the class and the department. The students' representatives are involved in both the academic and administrative activities of the department, such as organizing departmental functions.

The women's forum cell is giving female students the opportunity to represent the women's forum. The women's forum cell is involving the girl representatives in various activities, such as organizing seminars, workshops, conferences, and inter- and intra-collegiate events, to empower their skills.

The college involves the students in NSS and YRC activities such as planting saplings, distributing pamphlets to create awareness of health hazards, organizing various medical camps and blood

donation camps for the betterment of society, and organizing the rally to create awareness of social hazards. Besides, cleaning the school campus and villages.

The college involves the students in the placement cell as volunteers to organize the campus interview. Students are involved in various extension and outreach activities.

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

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

1

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The college formed an alumni association in the academic year 2014. The college has formed an alumni cell and nominated a faculty member as a coordinator for the cell. The alumni cell is organizing alumni interaction and alumni meetings in collaboration with the relevant department in order to strengthen ties with current students and colleges.

The alumni cell and the department find notable alumni to organize alumni interaction and knowledge sharing with the current students. It is very helpful for the current students to get exposure to the current industry needs and business trends. Apart from that, the college is inviting notable alumni to seminars and conferences as chief guests. The college has organized the alumni who are taking part in the alumni interaction and a seminar.

The alumni cell is organizing alumni meetings based on the department's need to strengthen the bonding among the alumni. The college is permitting the alumni to visit the college campus at any time, and the college is fulfilling their needs based on their requests.

The placement cell is inviting alumni who are working in the industry to motivate the placement students through a mock interviews and share their knowledge and experiences.

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

#### 5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The college was established in the academic year 1994. It is an autonomous, self-financing college affiliated with Periyar University. The management of the college involves active participation in academic and non-academic activities. The college management committee has developed a number of policies to help the college grow, including admission policies, teaching and non-teaching staff recruitment policies, research and development policies, leave policies, a code of conduct policy, and policies for the various roles and responsibilities.

The principal is assisted by the top-level heads such as the vice principal, deans, HODs of the various departments, hostel coordinators, and IQAC coordinators.

VISION:

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

**MISSION:**

- Ensure state-of-the-world learning experience
- Espouse value-based education
- Empower rural education.
- Instill the spirit of entrepreneurship and enterprise
- Create a resource pod of socially responsible world citizens.

To align with the vision and mission, the college has taken many initiatives, including empowering rural students to meet global standards through the implementation of various policies and supporting facilities. It has various cells and clubs to showcase the students' skills. The college has formed various statutory and non-statutory committees to achieve its mission. The college has well-equipped infrastructure, such as classrooms, a laboratory, a library, and a hostel, for the students' empowerment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="https://www.muthayammal.in/vission-mission.php">https://www.muthayammal.in/vission-mission.php</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college is improving academic and administrative activities through decentralization and participatory management. The governing council is playing an important role in terms of overall college development. The college principal has maintained a good rapport with all teaching and non-teaching staff. The college has decentralized the academic and administrative activities, such as those of the vice principal, dean of administration, head of skill



development, head of the student progression, head of social activities, HODs of the various departments, and coordinators of various cells and hostels.

Each domain's higher authorities are given different roles and responsibilities. All the cell coordinators report to the heads of skill development, social activities, and students' progress.

The dean's administration is handling all the administrative work, such as the purchase department and campus maintenance.

The head of the department is allocating various responsibilities to the teacher, such as preparation of the timetable, scheduling the class, coordinating with IQAC, curriculum development, coordinating with the COE office to conduct the CIA test, and coordinating with the various cell coordinators for the co-curricular and extracurricular, placement activities, Entrepreneurship, IIC, and R&D. All higher authority that involves subordinates in decision-making.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="https://www.muthayammal.in/college-committee.php">https://www.muthayammal.in/college-committee.php</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The college has implemented the perspective plan on campus positively. According to the plan, the college will gain autonomy in the academic year 2020-21. The college has moved from an affiliated system to an autonomous system. The college has established a campus company to improve student employability and internship opportunities.

The college has redesigned its curriculum based on outcome-based education. The college has conducted a board of studies meeting and an academic council meeting for the framing and approval of the program and courses. The current first-year, second-year

undergraduate, and first-year and second-year postgraduate syllabuses were revised.

The curriculum was designed and developed with relevance to local, regional, national, and international needs. The program outcomes, program-specific outcomes, and course outcomes are implemented in the curriculum. The curriculum is mainly focused on employability, entrepreneurship, and skill development for the students to meet the current job market.

The courses are designed to implement experiential learning, participatory learning, and problem-solving learning, which is very useful to the student in exposing their skills and knowledge. Students gain knowledge by completing the mini-projects, major projects, and internship assignments that are part of the curriculum.

The forthcoming perspective plan is to implement short-term courses, which enhance students' skills. Next, we will sign an MOU with the industry to design the curriculum in a much better way to meet the industry's needs.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>
Upload any additional information	No File Uploaded

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

The management committee has a number of members, such as the college chairman, secretary, treasurer, executive director, and director of academics. It involves administrative activities. It formulates policy decisions on admission, recruitment of the teaching and non-teaching staff, resource mobilization, infrastructure, and finance.

The principal, vice principal, director of academics, dean of administration, COE, head, HODs, and management committee are involved in all the academic and administrative activities.

The college has established various cells and clubs with

coordinators to handle co-curricular, extracurricular, and placement activities, among other things.

As per the UGC guidelines, a board of studies and an academic council are formed to frame and approve the curriculum and make it align with the vision and mission of the college.

Following that, the college established a governing council, which is the highest body of the institution, in accordance with UGC guidelines.

Next, the COE has been appointed as per the norms, and the college has formed various statutory and non-statutory committees for the autonomous system. Besides, various non-teaching staff is appointed to handle the lab and other administrative work.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.muthayammal.in/pdf/academic-calender/staff/MCAS%20Calendar%20Staff%202021-2022.pdf">https://www.muthayammal.in/pdf/academic-calender/staff/MCAS%20Calendar%20Staff%202021-2022.pdf</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

**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) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Providing Coverage under Group and Health Insurance.

Provision of Casual Leave,

Maternity Leave up to one year. (Through ESI)

- Arrangements of transport in terms of medical Emergency Medical.
- 100% Tuition Fees free for the Children of the Staff
- Financial support Employees at times of need.
- Provision of Contributory Provident fund scheme.
- Conducting Medical Camps on campus.
- Free Wi-Fi Connectivity and Free Transport Facility.
- Accommodations of the hostel staff at no cost.
- Organizing an annual get-together among the employees with their family members
- Financial Assistance to the faculty who intend to pursue a part-time Ph.D.

Honoring the faculty with awards and rewards for their academic excellence and their contribution to the growth of the institution in all spheres

- Awarding Immediate increments to the faculty of acquiring Ph.D. or SET or NET
- Granting OD or Special Leave to the staff who are participating in the Faculty Development Programs to update and upgrade their professional skills

Providing overcoats for the Lady's staff free of cost

Providing raincoats for Security, and housekeeping free of cost

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>

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

4

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

**6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

138

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institution conducts internal and external financial audits regularly

The college has separate accounts and a finance team to handle all the income and expenditure details. At the beginning of the academic year, the accounts team will collect and analyze all the academic and administrative budgets. The internal accounts and finance team will audit all the income and expenses before getting final approval from the chartered accounts. During the internal audit, the accounts and finance teams will check the balance sheet, purchase order, and payroll. Cash vouchers, budgets, invoices, and other academic and administrative expenditures

Next, an external audit is done by the government-authorized chartered accounts every year. After completing internal and external audits, the college will submit all the income and expenditure details to the tax department.

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

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The college is a self-financed higher educational institution. Hence, there is no financial support from the government. The college's major source of income is students' tuition fees. Besides, the students have to pay the hostel fees and transport fees to the college. The college doesn't collect any donations or capitation fees from students.

Apart from the student's tuition fees, the college has received amounts from government agencies such as the TNSCST, UGC DAE, DBT EMR, and DST-SERB for the research. The accounts team monitors all funds collected from government agencies regularly, and funds are used per government regulations.

The college manages all the expenses, such as teaching and non-teaching staff salaries, infrastructure costs such as classrooms, labs, sports materials, transport, furniture, purchasing books, and ICT facilities, using the tuition fees.

The college management supports the organization of extension and outreach activities, co-curricular and extracurricular activities, placement classes, etc.

Since the beginning of the academic year, the college has received the budget from all the HODs, cell coordinators, and other process owners for academic and administrative activities. The college management will allocate the funds based on the planned academic and administrative activities.

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) has commenced various quality activities in the academic year 2021-22. The college has participated in the different ranking systems that were organized by the government and non-government organizations such as NIRF, ARIIA, MDRA, and IIC. The internal quality assurance cell has organized an internal academic audit to check all the departments' quality and improve academic performance.

The college has signed on with the Infosys SpringBoard, which is an online platform for enhancing student and staff skills. A faculty development program was conducted for the teaching and non-teaching staff. IQAC has received funds from the NAAC to organize the seminar.

The student induction program was conducted for the newly joined students to get to know the college's culture, facilities, and features. During the induction program, the college principal, vice principal, HODs, and a few alumni interacted with the students.

Students are encouraged to participate in co-curricular and extracurricular activities, placement training, the entrepreneurship cell, and the institution's innovation cell. Besides, the students participate in extension and outreach activities through the department and NSS.

The college has established a campus company to improve students' employability and provide internship opportunities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/iqac.php">https://www.muthayammal.in/iqac.php</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms



Being an autonomous college, the college has decided to redesign its curriculum. Hence, the college has introduced outcome-based education. The program outcomes, program-specific outcomes, and course outcomes are implemented in the curriculum design and development.

The course outcomes were created by the course instructor using Bloom's taxonomy, and the program outcomes were created using the graduate attributes. A board of studies and academic council have been formed to monitor the process. The mapping technique was introduced for the course and program outcomes. The course outcome covers all the learning methodologies, such as experiential learning, participatory learning, and problem-solving learning.

The internal quality assurance cell has conducted academic audits at the departmental level. In this connection, IQAC has formed a team to audit the department. IQAC has given the checklist to the audit team. The audit team verified all the records based on the checklist, and the audit team submitted the final report to the IQAC, which consisted of the audit team's observations and suggestions for improving the academic level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**B. Any 3 of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://www.muthayammal.in/pdf/Annual_Report_2021-22.pdf">https://www.muthayammal.in/pdf/Annual_Report_2021-22.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The college has taken many initiatives toward gender equity. The college has involved girls and boys in various cell and club activities, and the college is providing equal opportunity and resources to achieve the outcome.

1. The college has separate hostels for boys and girls. The biometric system is available in the hostel, and it is beneficial to track the students' attendance. The college has appointed separate security for the girls' hostel. Furthermore, It provides a separate bus for girls' hostel students to get to the college, as well as a small van to take the girls with the warden to the hospital if any of the girls have a medical emergency. The college has appointed a lady warden to monitor all the hostel processes.
2. For safety, the college has CCTV cameras installed throughout the campus and hostel.

A sufficient number of toilet facilities are available on all the campuses for female students.

The college is providing the standard rooms with a first aid kit for the girl students. If any female students are feeling uneasy, they can use the standard rooms.

Besides, the college has various cells for counseling.

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

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

**C. Any 2 of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

**Solid waste management:**

Biodegradable waste is nothing but organic waste such as vegetable waste, dry leaves, etc. Vegetable waste is collected from the hostel in a separate basket. The college has a separate compost pit to decompose the biodegradable waste and prepare the natural compost.

Nonbiodegradable waste is collected and disposed of periodically by the college.

**Liquid waste management:** liquid waste from the chemical laboratory, kitchen, hostel, and college toilet sewage is collected by a separate pipeline. The college has a separate pit where liquid waste is stored and disposed of on a regular basis.

**E-waste Management:**

The college has a separate place to keep all the electronic waste. All electronic waste is disposed of on a regular basis with the assistance of authorized agencies. The college has received an e-waste disposal certificate from Green India Recycling.

Our college's housekeeping team keeps the campus neat and clean.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	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
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<p><b>C. Any 2 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="86 696 539 757">File Description</th> <th data-bbox="539 696 1445 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 539 898">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 757 1445 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 898 539 1003">Certification by the auditing agency</td> <td data-bbox="539 898 1445 1003" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1003 539 1108">Certificates of the awards received</td> <td data-bbox="539 1003 1445 1108" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1108 539 1176">Any other relevant information</td> <td data-bbox="539 1108 1445 1176" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>	Certification by the auditing agency	<b>No File Uploaded</b>	Certificates of the awards received	<b>No File Uploaded</b>	Any other relevant information	<b>No File Uploaded</b>	
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Certification by the auditing agency	<b>No File Uploaded</b>										
Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<p><b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</b></p>	<p><b>A. Any 4 or all of the above</b></p>										

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Many programs have been developed by the college to help students develop tolerance and understanding of cultural, regional, linguistic, communal, and socioeconomic differences. The college is promoting the spirit of the nation among the students by celebrating national memorable days like Independence Day and Republic Day, and staff and students are asked to take a pledge.

The college has been doing many social activities such as a blood donation camp, tree plantations, vaccination camps, a narcotics and psychotropic awareness program, and helping a nearby village organize temple functions through NSS and YRC for the benefit of the society as well as students' understanding of social issues.

The majority of our students are socially backward. So, the college has decided to teach communication skills for better employment and to meet the global job market. In this regard, a separate communication lab is available on campus. Students can avail themselves of the lab based on their schedule. The college has a special focus on Divyangjan students in terms of providing facilities such as ramps, wheelchairs, lifts, and toilet facilities. All the cultural activities such as dance, music, etc. are handled by the fine arts cell.

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

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

The Muthayammal College of Arts and Science is inculcating constitutional obligation, moral values, and societal rights and duties to the students through the curriculum, such as environmental studies and the human rights paper. The college has a code of conduct for the students as well as the faculty.

The professional development program was conducted for the employee. The college is educating the students in terms of a code of conduct through the student induction program. The college has a separate team to monitor the students' code of conduct. The college has a separate human rights cell for organizing the program in terms of societal rights and duties.

Every year, the college organizes a blood donation camp through YRC, and students are actively participating in donating blood. Through the blood donation camp, students are sensitized to the importance of human life. The college organized Independence Day and Republic Day to recollect our culture, our magnificent past, and our achievements in the different fields, and students and faculty members participated. The students were involved in various awareness programs and spreading information among the citizens through the NSS.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the**

A. All of the above

Code of Conduct are organized	
File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>The Muthayammal College of Arts and Science is always giving importance to celebrating national and international commemorative days, events, and festivals. The college celebrated wildlife week, science day, the cancer awareness program, social justice day, and yoga day.</p> <p>Besides, the college celebrated Independence Day and Republic Day. After the flag hoisting, the college management and director academics gave a talk on the freedom fighters, past glorious freedom moments, the freedom struggle, and the Indian constitutions. Students and staff members participated. During the program, the students and faculties come under a single point and take a pledge. It shows the unity of the nation and happiness.</p>	
File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.2 - Best Practices</b>	
7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC	



**Best Practice: I**

**1. Title of the Practice:**

Save blood save life

**2. The Objectives:**

To raise awareness about blood donation among the student community.

**3. The context :**

Save the future of the human race as an individual and as a nation by donating blood.

**4. The Practice:**

Organize the blood donation camp for creating awareness through college.

**5. The Evidence of success:**

894 units of blood were donated via camp and 280 units in an emergency.

**6. Problems Encountered and Resources Needed:**

Blood donors have decreased due to various reasons such as COVID-19 and anemia.

**Best Practices -II**

**1. Title of the practice:**

First-Hand information report

**2. Objective:**

To capture the data in a systematic manner and improve the

tracking system

### 3. The context

The college has introduced a "Six Point Structure" to improve the activity tracking system.

### 4. The Practice:

The process owner must submit the six-point structure report followed by the program completion.

### 5. Evidence of the success :

It is very useful to order the data NAAC-criteria-wise and useful for tracking.

### 6. Problems Encountered and resources needed:

The process owner has to understand the concept and prepare the report without missing any essential information.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.muthayammal.in/pdf/Best-Practice_2021-22.pdf">https://www.muthayammal.in/pdf/Best-Practice_2021-22.pdf</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The distinctive feature of Muthayammal College of Arts and Science is its pride in sports and games. Every year, the college has participated in intercollegiate, state, national, and international tournaments.

The college management is sponsoring the students to take part in all tournaments. the college is encouraging female students to

participate in sports and games. The college has won tournaments at the intercollegiate, state, national, and international levels. At the Periyar University level, the college won the men's weightlifting tournament 13 times in a row and the women's weightlifting and powerlifting tournaments 12 times in a row. Following that, the college won the men's boxing tournament at Periyar University nine times in a row. Besides, men's hockey won the tournament four times, women's judo won four times, men's judo won once, women's cross country was played and won the tournament three times, the men's handball team won ten times, and the men's ball badminton team won four times at the Periyar University level.

The college won two gold medals in national-level powerlifting, three silver medals in junior-level national-level powerlifting, and a gold medal in all-India inter-university best physique.

File Description	Documents
Appropriate link in the institutional website	<a href="https://www.muthayammal.in/sports.php">https://www.muthayammal.in/sports.php</a>
Any other relevant information	No File Uploaded

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

1. To introduce a new program based on the current industry expectation.
2. To strengthen Multidisciplinary and interdisciplinary concepts.
3. To strengthen students centered learning methods
4. To strengthen the MOU with the industry
5. To strengthen the ICT-enabled facilities
6. To promote the students to take part in the state, national, and international level examination
7. To conduct the faculty development program on Outcome-based education and new education policy
8. To register the college in the Academic Bank of Credit (ABC)
9. To participate in ARIIA, NIRF ranking
10. To organize an important commemorative day.