

# MUTHAYAMMAL

## COLLEGE OF ARTS AND SCIENCE

Rasipuram, Namakkal Dt. Tamil Nadu



To  
The Director  
National Assessments and  
Accreditation Council  
Bengaluru

# ANNUAL QUALITY ASSURANCE REPORT (2022-2023)



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

Learn.  
Lead

ESTD 1994

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



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1.Name of the Institution

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 **04287 222137**
- 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**

##### 2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **12/03/2021**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the IQAC Co-ordinator/Director **Dr.H.LOOKMAN SITHIC**
- Phone No. **04287 222137**
- Mobile No: **7540041437**
- IQAC e-mail ID **headiqac@muthayammal.in**

**3.Website address (Web link of the AQAR (Previous Academic Year))** <https://www.muthayammal.in/naac.php>

**4.Was the Academic Calendar prepared for that year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: [https://www.muthayammal.in/pdf/academic-caleder/staff/MCAS%20Academic%20Calendar%20Staff%202022-2023\\_crv.pdf](https://www.muthayammal.in/pdf/academic-caleder/staff/MCAS%20Academic%20Calendar%20Staff%202022-2023_crv.pdf)

#### 5.Accreditation Details

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>

**6.Date of Establishment of IQAC** **21/03/2011**

**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.)?**

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Dr.M.Maghima a	CSR	UGC-DAE	08/03/2023	226000
Dr.K.Sangeetha	SERB	DST	20/11/2019	600000
Dr.M.Kutral eswaran	Students Project	TNSCST	03/03/2023	7500
Dr.M.Maghima a	Students Project	TNSCST	03/03/2023	7500
Dr.Selvamale eswaran	Students Project	TNSCST	03/03/2023	7500
Dr.Kavitha D	Students Project	TNSCST	03/03/2023	7500

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

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

#### 9. No. of IQAC meetings held during the year 5

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

#### 10. Did IQAC receive funding from any funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

The Muthayammal College has participated in various rankings such as

NIRF and MDRA. The college participates in the MDRA under three categories and has secured the rank under the best science college category, best commerce, and BCA Department category.

The college has taken steps for applying for four the new program based on the current industry expectations.

An online faculty development program on "Outcome Based Education" was organized in October 2022. Organize a two-day NAAC-sponsored virtual national-level seminar.

The college conducted an Internal Academic administrative Audit, Gender Audit, and Green Audit.

The college has organized a BOS meeting for the academic year 2023-24. The IQAC has submitted the 8th AQAR for the academic year 2021-22 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 skill development program was organized in association with Infosys for 15 days and 117 students were benefited. GTT Barclay conducted a 3 day training program and 93 students were participating in these training programs. GTT ATOS was conducted 5 day training program and 73 students were benefited from this program.
Skill development activities	Tally Prime 2.0 value added course was organized from 06.01.2023 to 26.01.2023 for 293 students. Animal husbandry program was organized and 25 students were benefitted
Entrepreneuship Development activities	The "Innovation and startup" awareness program conducted on 21.09.2023 for 190 students. Organized the motivational session on successful entrepreneurshhip &

	start up for 40 students on
Curriculum Enrichment	Academic council was organized on 09.09.2022 .Board of studies (BOS) meeting was organized from 08.05.2023 to20.05.2023. Organized Faculty Development program on 01.10.2022 to enhance the knowledge on PO,CO and PSO.
Community service / Extension activities	Blood donation camp was organized in association with Government primary health center on 29.11.2023. The health checkup program was organized on 23.01.2023. Blood donation camp was conducted in association with Govt.Hospital Namakkal on 31.03.2023. Organized Breast cancer Awareness program on 18.10.2022 and 19.10.2022.

13.Was the AQAR placed before the statutory body? Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing body	15/11/2023

14.Was the institutional data submitted to AISHE ? Yes

- Year

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE</b>
• Name of the Head of the institution	<b>Dr. S.P. VIJEIKUMAR</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone No. of the Principal	<b>04287 222137</b>
• Alternate phone No.	<b>9443737317</b>
• Mobile No. (Principal)	<b>9965587437</b>
• Registered e-mail ID (Principal)	<b>info@muthayammal.in</b>
• Address	<b>KAKKAVERI PO RASIPURAM TK</b>
• City/Town	<b>NAMAKKAL</b>
• State/UT	<b>TAMIL NADU</b>
• Pin Code	<b>637408</b>
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	<b>12/03/2021</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Self-financing</b>
• Name of the IQAC Co-ordinator/Director	<b>Dr.H.LOOKMAN SITHIC</b>

• Phone No.	04287 222137				
• Mobile No:	7540041437				
• IQAC e-mail ID	headiqac@muthayammal.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.muthayammal.in/naac.php">https://www.muthayammal.in/naac.php</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.muthayammal.in/pdf/academic-caleder/staff/MCAS%20Academic%20Calendar%20Staff%202022-2023_crv.pdf">https://www.muthayammal.in/pdf/academic-caleder/staff/MCAS%20Academic%20Calendar%20Staff%202022-2023_crv.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.04	2018	24/12/2021	31/12/2026
<b>6.Date of Establishment of IQAC</b>			21/03/2011		
<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.M.Maghimaa	CSR	UGC-DAE	08/03/2023	226000
Dr.K.Sangeetha	SERB	DST	20/11/2019	600000
Dr.M.Kutral eeswaran	Students Project	TNSCST	03/03/2023	7500
Dr.M.Maghimaa	Students Project	TNSCST	03/03/2023	7500
Dr.Selvamal eeswaran	Students Project	TNSCST	03/03/2023	7500
Dr.Kavitha D	Students Project	TNSCST	03/03/2023	7500

#### 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>	
---	---------------------------	--

#### 9.No. of IQAC meetings held during the year

5

<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>Yes</b>
--	------------

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
--	------------------

#### 10.Did IQAC receive funding from any funding agency to support its activities during the year?

No

<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
--	--

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

The Muthayammal College has participated in various rankings such

as NIRF and MDRA. The college participates in the MDRA under three categories and has secured the rank under the best science college category, best commerce, and BCA Department category.

The college has taken steps for applying for four the new program based on the current industry expectations.

An online faculty development program on "Outcome Based Education" was organized in October 2022. Organize a two-day NAAC-sponsored virtual national-level seminar.

The college conducted an Internal Academic administrative Audit, Gender Audit, and Green Audit.

The college has organized a BOS meeting for the academic year 2023-24. The IQAC has submitted the 8th AQAR for the academic year 2021-22 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 skill development program was organized in association with Infosys for 15 days and 117 students were benefited. GTT Barclay conducted a 3 day training program and 93 students were participating in these training programs. GTT ATOS was conducted 5 day training program and 73 students were benefited from this program.
Skill development activities	Tally Prime 2.0 value added course was organized from 06.01.2023 to 26.01.2023 for 293 students. Animal husbandry program was organized and 25 students were benefitted
Entrepreneurship Development activities	The "Innovation and startup" awareness program conducted on 21.09.2023 for 190 students. Organized the motivational session on

	successful entrepreneurship & start up for 40 students on
Curriculum Enrichment	Academic council was organized on 09.09.2022 .Board of studies (BOS) meeting was organized from 08.05.2023 to 20.05.2023. Organized Faculty Development program on 01.10.2022 to enhance the knowledge on PO,CO and PSO.
Community service / Extension activities	Blood donation camp was organized in association with Government primary health center on 29.11.2023. The health checkup program was organized on 23.01.2023. Blood donation camp was conducted in association with Govt.Hospital Namakkal on 31.03.2023. Organized Breast cancer Awareness program on 18.10.2022 and 19.10.2022.
<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>	
Name of the statutory body	Date of meeting(s)
Governing body	15/11/2023
<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
2022-23	08/02/2024
<b>15.Multidisciplinary / interdisciplinary</b>	

The college has been promoting multidisciplinary and interdisciplinary education based on current industry expectations. Multidisciplinary and interdisciplinary education is used to develop the student's skills and knowledge. As a part of the multidisciplinary, the college has introduced environmental science and human rights papers to understand the cross-cutting issues in the student community. Next, students can choose an allied paper from another department to understand the concepts of other subjects.

Besides, the students can choose an elective paper from their core subjects according to the job market. Next, the college has been promoting a credit-based choice system to implement multidisciplinary and interdisciplinary education. The college has taken many initiatives to implement a multidiscipline and interdisciplinary system, such as allowing students to do a commerce degree with a computer; this degree consists of both the commerce and computer application concepts.

So, the commerce department students can apply their core area to the computer field. It is offering non-major elective courses, which permit the students to study other department elective papers. The college has been encouraging interdepartmental activities to promote the interdisciplinary system in the college. The college promotes a multidisciplinary and interdisciplinary system by providing value-added courses, field visits, and online courses.

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

Academic Bank of Credit is a digital platform that allows students to digitally store their academic credit marks in the Academic Bank of Credit portal. The New Education policy provides opportunities for students to study in multiple educational institutions with the help of multiple entry and exit systems. So, students can discontinue their studies at one institution and then rejoin the same or any other institution to continue their studies. As a result, students can store their academic credits from multiple institutions in the Academic Bank of Credit portal. The college has been doing feasibility studies to implement the Academic Bank of Credit system on campus. Because, as a beginner in this new innovative scheme, the college has to think about the infrastructure, student, and teacher ratio to choose the right institution as a partner to exchange credits and difficulties in terms of admission. However, the institution has taken the first step to implement the ABC by promoting the students to online

courses like Swayam, MOOC, and NPTEL and inculcating a credit system among the students.

### **17.Skill development:**

Today, skill development is a very important area to meet the job market. In this connection, the college has established various cells, such as the Industry Institute Interaction Cell, the Skill Development Centre, the Institution Innovation Cell, and the Entrepreneurship Cell. The college has signed an MOU with various companies to enhance the student's skills and reform the curriculum. The skill development center is organizing various value-added programs based on the job market. The Entrepreneurship Cell has invited speakers to inculcate entrepreneurship skills. The college conducted an idea fest program and promoted our students to take part in this competition to develop their creativity and innovation skills. Besides, the placement cell organized various CSR activities to prepare the students for the transition from campus to corporate. Next, the college is advising the students to take part in online courses such as Swayam-NPTEL to improve their technical skills.

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

The college maintains various cultures and treats all different castes equally. The classes are handled by the teachers in both Tamil and English for a better understanding of the students. The college has a separate Tamil department that provides the Tamil language for four semesters for all the department students. The Tamil department has organized Vallalar-200-Muperumvizha, Nanitamil, and Parambariya Thiruvizha. The co-curricular cell has organized Maaperum Tamil Kanavu-Sorpozhibu. The college is encouraging other Indian languages, like Hindi and Malayalam. The college maintains the culture by organizing various commemorative days. The college has separate cultural clubs to maintain the Indian traditional cultural system. The college has appointed a separate yoga master to inculcate yoga skills among the students. Students and teachers are advised to join the online courses through online platforms such as SWAYAM, MOOC, and NPTEL. Students are asked to join the Infosys Springboard, which is an online platform providing various online courses for students. Besides, students are doing an online internship through Internshala. The college is inculcating the Indian culture and raising awareness about social problems through the women's forum cell. The college has a separate music club that is inculcating Tamil traditional music among our student community.

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

Being an autonomous college, It is the college's primary responsibility to implement outcome-based education. The college has arranged a faculty development program on outcome-based education to understand the basics, of course outcomes, program outcomes, and program-specific outcomes. Outcome-based education is playing a major role in terms of preparing students for career development. In this connection, The college has formed Program educational objectives for UG and PG programs. Besides, All the departments have separate program outcomes and graduate attributes for their own departments. All the subject teachers have designed course outcomes for their specific subject and mapped them with the program outcome. Next, The teachers are preparing the question paper as well as design the curriculum based on Bloom's taxonomy.

**20.Distance education/online education:**

The college has a better infrastructure for implementing online courses as well as handling blended learning classes. The college has ICT-supporting tools like a smart classroom, an AV hall, and wifi facilities. Besides, the college has been providing 50 Mbps for accessing online sources with a good networking system. It provides separate institution login IDs for students and faculties. Faculties are sending the materials and circulars to the students through the institution's mail ID. Next, students will need a separate login ID to access the e-notes from the college website. The class teachers are organizing an e-quiz for the students. The Internal Quality Assurance Cell organized an online seminar and faculty development program for our faculties. Currently, the college is encouraging online Ph.D. Viva Voce as well. The exam cell is encouraging the students to take part in the online exams. Our college is acting as a SWAYAM-NPTEL "Local Chapter." The college has received "active, local chapter" recognition from the SWAYAM-NPTEL. Around 8 faculties and 60 students completed courses in SWAYAM-NPTEL. The college is encouraging the faculties to prepare e-content. Next, the college is promoting the faculties and students to attend the webinar and get the e-certificates.

**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 3963

Total number of students during the year:

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

2.2 1385

Number of outgoing / final year students during the year:

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

2.3 3897

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

3.1 770

Number of courses in all programmes during the year:

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

3.2 233

Number of full-time teachers during the year:

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>43</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Total number of students during the year:	<b>3963</b>
File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>
2.2 Number of outgoing / final year students during the year:	<b>1385</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	<b>3897</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>770</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.2	<b>233</b>



Number of full-time teachers during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
3.3	233	
Number of sanctioned posts for the year:		
<b>4.Institution</b>		
4.1	879	
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	1052.81	
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 UGC and Periyar University recommendations serve as the foundation for the college's syllabus formulation. After the academic council and board of studies have approved it, the curriculum should be outlined and then frozen. To work on the curriculum, the college has a dedicated cell for curriculum creation. The college is reorganizing its course offerings in response to input from many stakeholders, including employers, students, alumni, and faculty. Courses such as language, major, allied, elective, and non-major electives are offered in each

department. The college's credit-based choice system (CBCS) assists students in selecting an elective from a different major.

The curriculum offers lab work, case studies, internships, and projects, which encourage students to increase their project-based and interactive learning while also fostering experiential learning. It assists pupils in addressing regional, national, and international issues. In order to address national, international, and regional demands, the college designed the course and program outcomes. To improve students' skills, the college offers value-added courses and CSR initiatives. It comprises a distinct set of curricula that are not included in the standard curriculum. The PO, PSO, and CO were designed based on the vision mission, and graduate attributes.

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

770

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

342

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

The curriculum and integrated courses in every area have been

established by the college with an understanding of professional ethics in mind. To meet the global standard, for instance, professional English is taught in every department, and each department has created a core paper to help students learn the professional etiquette specific to their industry. ethics in the workplace. The curriculum then includes papers in English communication, entrepreneurial growth, business law and secretarial practice, competitive skills, soft skills, etc. to fulfill industrial demands.

The college has added courses to the curriculum, such as feminist writing, women's writing, and the voice of women in literature, that are pertinent to understanding gender equality.

The college offers female students emotional support through the Women's Forum, the Anti-Sexual Harassment and Gender Violation Cell, and the Anti-Ragging Committees.

Since the college places a strong focus on human values, the curriculum has been created to address these topics. It provided papers on topics like human rights, fiction, Manavalakalai yoga, organizational behavior, and human resource management, among others.

The institution offers a course on "Environmental Studies" to teach us about sustainable living and how to create environmentally friendly plans for the future.

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

5

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	No File Uploaded

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

676

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**

896

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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/pdf/FEEDBACK%20ANALYSIS%20REPORT%202022-2023.pdf">https://www.muthayammal.in/pdf/FEEDBACK%20ANALYSIS%20REPORT%202022-2023.pdf</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/pdf/FEEDBACK%20ANALYSIS%20REPORT%202022-2023.pdf">https://www.muthayammal.in/pdf/FEEDBACK%20ANALYSIS%20REPORT%202022-2023.pdf</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

1468

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)

879

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 employs a system to assess each student's learning proficiency. The college has assessed the students in two distinct approaches. Students are required to take an entrance and exit exam online which is made up of both psychological and academic core questions. This exam helps differentiate between quick and slow learners in the early stages.

The college is providing Strategies adopted for Slow learners:

delivering remedial training to gain a deeper understanding of the academic background of the slow learner. Enhancing the student's academic performance by the assignment of homework, administration of tests outside of regularly scheduled class periods, and provision of sufficient materials and lecture notes to improve their status in the classroom. Motivating the students through the mentor-mentee program.

The college is providing strategies adopted for fast Learners:

Students are encouraged to actively participate in various intercollegiate competitions to hone their talents and to submit their papers at various seminars and conferences organized by the colleges. Students are encouraged to participate in as many workshops as possible in their fields of specialization. prompting learners to sign up for placement tests, competitive examinations, aptitude programs, and communicative English skill development exercises.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/pdf/2.2.1.pdf">https://www.muthayammal.in/pdf/2.2.1.pdf</a>

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

Year	Number of Students	Number of Teachers
27/07/2022	3963	233

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:

The college has made significant efforts to support student-centered teaching strategies, including problem-solving techniques, experiential learning, and learning by participation. Every curriculum uses a variety of evaluation techniques, including graded assignments, seminars, projects, internships, and lab work, to track students' learning progress.

Attending seminars, conferences, and quizzes is encouraged in order to foster participatory learning among students. In order to enhance experiential learning, students are also encouraged to participate in the internship program, field trips, data collection for exhibitions, and workshops in their particular professions. Students are encouraged to engage in group projects, individual projects, case studies, hackathons, and research projects to improve their problem-solving abilities.

Apart from the department, the college has introduced various cells and clubs to enhance the students' learning levels. The placement cell encourages the students to participate in CSR initiatives of multinational corporations in addition to their usual coursework to hone their problem-solving and participation abilities, as well as their technical, soft, and mathematical aptitude. Subsequently, NSS is encouraging the students to participate in the extension and outreach activities to encourage participatory learning and highlight their underlying values, such as organizing and teamwork. IIC and Entrepreneurship Cell are promoting students' problem-solving skills.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.muthayammal.in/pdf/2.3.1.pdf">https://www.muthayammal.in/pdf/2.3.1.pdf</a>

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

The college offers reliable Wi-Fi and internet access for instructional purposes. All of our college's online tools are accessible to teachers and students from wherever on campus.

Separate login IDs are provided to the faculties so they can prepare and post the e-notes on the specific portal. Using pictures to prepare the content for students' better understanding is a simple and effective method. Students who want to access the e-notes are given their own login ID.

AV halls and smart classrooms are being used by teaching faculties to conduct classes. Every faculty member and student at the college has access to the G-Suite mail system. Each faculty member and student has their own email address.

The college subscribes to electronic journals and has a digital library. Faculty and students can use the digital attendance system at the library.

ERP software is used by the college to track instructor and student attendance. Secondly, Google products like Classrooms and Google Forms are being used by faculty members to organize quizzes, gather feedback, and turn in assignments. The college has a support desk for filing concerns about equipment, IT, and civil issues.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.muthayammal.in/pdf/2.3.2.pdf">https://www.muthayammal.in/pdf/2.3.2.pdf</a>
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

173

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

To prepare an academic calendar at the start of each academic year, the college assembles a team consisting of the head of the department, call coordinator, vice principal, dean of administration, and principal. It includes different policies, the college profile, and information about the HODs and cell coordinators. It serves as an effective planning and implementation guide for the teaching and learning process, much like a college blueprint. In addition, it includes holidays, college activities, working days, and internal test dates.

In order to assist with lesson planning, an academic calendar is created and sent to the teachers at the start of the academic year. The department head can devise a strategy to finish the syllabus on time and get the students ready for both university and internal exams. In addition, the department head can schedule the unit test and assignment submission.

control of the examination using the calendar as a guide, the principal can schedule the internal and external examinations. There are two internal tests held each semester. The academic calendar then lists every cell's and department's activity along

with financial information.

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

233

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

60

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)

1499

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

14.5

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

146

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 examination system has seen a radical change in terms of efficiency, transparency, accuracy, and accessibility thanks to information technology. The automation of processes like mark entry, grade calculation, percentage calculation, and CGPA analysis is one of the major changes. Computer systems are being used to handle examination fee payments and the printing of hall passes with ease.

Exam committees have implemented digital technologies such as multiple-choice questions (MCQs) in online exams, an ERP portal, assignments, internships, quizzes, tests, and project work. The COE webpage now makes it simple for students to download their hall passes. Students can quickly obtain their findings using the ERP site following the evaluation.

IT system is essential for maintaining the system integrity and protecting examination procedure from fraud and illegal access. Students can get their schedule and circular through mobile phones.

Transparency and correctness have been maintained while efficiency and accessibility have increased thanks to information technology. Allowing students to examine their assessed response scripts and promptly addressing their complaints are two examples of the transparency that ERP achieves. Both teachers and students will gain from these changes, which constitute a considerable improvement to the assessment process as a whole.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.muthayammal.in/pdf/2.5.3.pdf">https://www.muthayammal.in/pdf/2.5.3.pdf</a>

## 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

Our college has taken many initiatives to implement outcome-based education. The graduate attribute has been identified, which should be aligned with the vision and mission of the college as well as the programme outcome. Program Educational objectives and programme outcomes have been designed by the management, the principal, deans, heads, and HODs. The programme-specific outcome was designed by the department. The course outcome was designed by the respective subject teacher.

Next, the course outcome should map with the programme outcome and programme-specific outcome, as well as with the vision and mission of the institutions.

The programme outcome has been designed based on the key attributes. The college has separate programme outcomes for the science and arts programmes, as well as course outcomes that have been designed based on the respective subject by the subject teacher. The college has framed all the subject syllabi based on the outcomes. After getting approval from the board of studies and academic council, all the programme outcomes, course outcomes, program-specific outcome outcomes were

displayed on the college website and communicated to the students and faculty through the department.

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

Outcome-based education will be implemented for all undergraduate and graduate programmes starting in the 2020-21 academic year. Every programme with an arts and sciences focus has a program-specific outcome (UG, PG) in addition to five programme outcomes. Then, for every UG and PG, five course outcomes are specified. Additionally, the connections between the course outcomes and programme outcomes are created. Besides, CO-PO mapping designed for all the programmes.

In order to assess the degree of course outcome achievement, the revised Bloom's taxonomy is used in the creation of the CIA and semester exam question papers. Performance on the internal exam and semester examinations is used to assess the course outcomes. Because students have not yet completed their graduation under the redesigned curriculum framework, measuring the attainment level of programme outcomes, program-specific outcomes, and course outcomes will take place after the academic year 2023-2024.

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

1303

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/2.7.1-Student\\_Satisfaction\\_Survey.pdf](https://www.muthayammal.in/pdf/2.7.1-Student_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

Muthayammal College of Arts and Science has a centralized Research and Development Cell with substantial research infrastructure, including a laboratory space of 4000 square feet with well-equipped laboratory facilities with advanced instruments such as RT-PCR, FTIR, HPLC, UV-visible nano spectrometers, etc. Notably, the laboratory is a DST-FIST-sponsored centralized laboratory. We have received research grants for funded projects from various prestigious funding agencies such as TNSCST, DST-NIMAT, DST-SERB, DBT, ICSSR, DST-FIST, UGC-DAE-CSR, UGC, DST, and RGNIYD, with a total grant of Rs. 25798608. The presence of highly qualified faculty with research expertise and adjunct faculties suggests a diverse pool of expertise and resources available to support research activities.

Moreover, we framed a policy for research promotion among faculty who have completed Ph.D., a seed money distribution policy to promote faculty who are pursuing Ph.D., and a consultancy project execution policy for the faculty. All three policies were uploaded to our institution's website and strictly

implemented and put into practice.

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/pdf/Policy/MCA%20Research%20Policy.pdf">https://www.muthayammal.in/pdf/Policy/MCA%20Research%20Policy.pdf</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

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	No File Uploaded
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)

8.56

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

5

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

23

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

4

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	Nil
Any additional information	<a href="#">View File</a>

### 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.

Muthayammal College of Arts and Science is the first institution to have this feature at Periyar University, Salem. To help expose students to the present market environment, we have three cells: a green campus cell, a campus firm and startup cell, and an industry-institute interaction cell (III) within the institution. To encourage staff and students to submit their basic research in the MCAS Journal of Research, we have a journal with an ISSN number.

Through its proactive approach, the III cell facilitates knowledge exchange, research alliances, and possible pathways for innovation by fostering collaboration between academia and industry. By creating a green campus, the university is demonstrating its dedication to sustainability, which benefits the ecosystem as a whole. The Institution's Entrepreneurship and Innovation Council (IIC) cells established an environment for inventions. Through the use of advanced instrumentation and an animal home, we organize workshops for the staff and students to impart information. The Ministry of Fisheries, Animal Husbandry,

and Dairying, Government of India, has granted us ethical approval (Reg. No. 1416/PO/Re/S/11/CPCSEA) to handle small animals for research and educational purposes in our animal home.

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

103

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

**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. Any 3 of the above

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	No File Uploaded

### 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**

**3.4.2.1 - Number of PhD students registered during the year**

7

File Description	Documents
URL to the research page on HEI website	Nil
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	No File Uploaded

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

44

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

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

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/pdf/3.4.4%20Book%20chapters.pdf">https://www.muthayammal.in/pdf/3.4.4%20Book%20chapters.pdf</a>

**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**

699

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

36

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)

1.59

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

#### 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

The college has been conducting numerous extension activities in the nearby adopted villages. It involves the students in their holistic improvement through NSS, YRC, RRC, the Women's Forum, and their departments in collaboration with hospitals and NGOs for the benefit of the public. Volunteers extend their services to 18 neighbourhood villages based on demand and need.

The volunteers play a vital role in blood donation camps, awareness programmes such as tree plantations, literacy camps, voter's day awareness, and various health awareness programmes. In addition, NSS volunteers were involved in the Swach Bharat cleaning work.

The YRC and RRC cells have organised various programmes that involve the students in awareness campaigns such as health awareness, food adulteration awareness, plastic ban awareness campaigns, and donating blood in emergencies. NSS volunteers also participated and assisted the public in the medical camp organised by the Ramachandra Medical College.

Students were involved in a lot of awareness programmes, such as ozone awareness, financial awareness, and online literacy awareness, and celebrated commemorative days in the villages to create awareness of its importance among the public and school students. Above and beyond, the students rendered services and

**contributed essential articles to the orphanages**

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**

1

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)**

49

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**

3564

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**

2

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)**

8

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 offers a comfortable learning atmosphere because of its well-furnished, large, and well-ventilated spaces. It has enough space set aside for computer-related amenities and technology, including LCD screens, AV halls, conference rooms, mini-seminar halls, Wi-Fi access points, and smart classrooms. The organisation boasts well-maintained computer labs furnished with top-of-the-line PCs, printers, projectors, network apparatus, UPS systems, and generators.

To improve the pupils' English communication abilities, a communication lab has been turned on. There are hostels specifically designed for boys and girls, each with a TV room



and free WiFi. A greenhouse and an animal house with ethical clearance can be found on the college grounds.

The research and development cell of the organisation is outfitted with tools such as FTIR, RT-PCR, HPLC, and NANOSPCT. Additionally, instruments sponsored by DBT-STAR and DST-FIST are supplied.

The college has a centralised library with a sufficient number of book volumes, both text books and reference books and it subscribes to national and international journals. It has library management software to handle the data. Next, the college has mineral drinking water facilities for maintaining student and faculty health and lifts, ramps, and wheelchair facilities are available to help Divyangjan students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/index.php">https://www.muthayammal.in/index.php</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 fosters a vibrant and well-rounded student life by providing essential facilities to support cultural events, sports, and games, as well as the practice of yoga. Students can utilize the spacious auditorium for various cultural events, the expansive playground for sports activities, and the dedicated yoga halls for yoga practice, fostering holistic development and well-being.

Acknowledging the importance of athletic excellence, the college offers scholarships to outstanding sports students, serving as a motivational incentive for their dedication and commitment to sports and games. The institution provides both moral and financial support to these students, enabling their participation in prestigious national and international tournaments and fostering a culture of sportsmanship and excellence.

A well-equipped gymnasium is readily available, enabling students to build their physical strength and agility, thereby

enhancing their competitive edge in various sports and fitness activities. The college has allocated separate halls to cultivate and showcase talents in diverse art forms such as dance, music, and folk arts, encouraging students to explore and excel in their artistic passions.

The college provides specialized training for students interested in practicing yoga asanas, with the guidance of an exclusive trainer who facilitates comprehensive yoga instruction, promoting physical and mental well-being among students.

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)

26.19

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 college library has embraced technological advancements through the implementation of an integrated library management system (ILMS), facilitating the automation of various library processes. With the adoption of the IPALPAP software, the library offers seamless access to a wide range of e-journals while efficiently monitoring the entry and exit of both students and staff, aiding in the accurate tracking of attendance and enhancing the overall management of library resources and services. Since its establishment in 1994, the central library has remained a cornerstone of academic resources, providing students and faculty with a comprehensive collection of books, journals, and digital resources to support their academic pursuits and research endeavors. Every year, the college allocates funds to purchase books and journals as per the curriculum requirements.

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

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

**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	<b>No File Uploaded</b>
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)****3.25**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
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****193.60**

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

Muthayammal College of Arts and Science has taken many initiatives to strengthen IT-based services. In this regard, the college has a separate IT center with sufficient employees on campus to address all IT-related issues. Besides, the college has IT policies to maintain all the functions smoothly, and they cover IT infrastructure augmentation, ERP, Internet, data management, cyber security systems, CCTV facilities, etc. The IT infrastructure has been updated periodically based on the new syllabus and the latest technological updates.

ERP software is used to handle all the administrative and academic activities such as finance, attendance, examination process, etc., The college has dedicated 50Mbps leased line facilities, and a wi-fi network in the college and hostel campus for internet access. Next, CCTV cameras have been installed on the college campus for safety and security. Software shall be

used according to the licensing agreement. The college has an exclusive server room for data management.

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

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3963	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 campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	No File Uploaded

#### 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

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>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

1026.62

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 institution has established systems and procedures to effectively manage its physical, academic, and support facilities. Annually, the concerned process owners prepare a comprehensive budget to ensure the maintenance and utilization of the institution's infrastructure and facilities.

To ensure the functioning of laboratories, dedicated lab assistants have been appointed to oversee their maintenance and operations, guaranteeing a conducive learning environment for students and faculty. Regular annual audits and inspections are conducted to uphold quality standards and identify areas for improvement and development.

A team of employees is tasked with maintaining the cleanliness of the laboratories and the campus, fostering a conducive and professional atmosphere for academic pursuits. An adept IT team is readily available to manage all aspects related to computer laboratories, including procurement, maintenance, troubleshooting technical issues, and the disposal of damaged equipment, ensuring uninterrupted technological support for the

academic community.

To address concerns and issues promptly, a toll-free helpline is actively in use, enabling staff to register complaints with the respective civil and IT wings. A civil maintenance team remains accessible at all times to oversee the upkeep of generators, power distribution, lighting, and UPS systems, ensuring a reliable and uninterrupted power supply throughout the institution.

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

198

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

1162

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

<p><b>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</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="86 486 523 551">File Description</th> <th data-bbox="523 486 1394 551">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 551 523 658">Link to Institutional website</td> <td data-bbox="523 551 1394 658"><a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a></td> </tr> <tr> <td data-bbox="86 658 523 766">Details of capability development and schemes</td> <td data-bbox="523 658 1394 766"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 766 523 831">Any additional information</td> <td data-bbox="523 766 1394 831"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Link to Institutional website	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>	Details of capability development and schemes	<a href="#">View File</a>	Any additional information	<a href="#">View File</a>	
File Description	Documents								
Link to Institutional website	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>								
Details of capability development and schemes	<a href="#">View File</a>								
Any additional information	<a href="#">View File</a>								
<p><b>5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year</b></p>									
<p><b>1722</b></p>									
<table border="1"> <thead> <tr> <th data-bbox="86 1034 523 1099">File Description</th> <th data-bbox="523 1034 1394 1099">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1099 523 1164">Any additional information</td> <td data-bbox="523 1099 1394 1164"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1164 523 1379">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="523 1164 1394 1379"><a href="#">View File</a></td> </tr> </tbody> </table>	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>			
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>								
<p><b>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 submission of online/offline students' grievances Timely redressal of grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>								



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

## 5.2 - Student Progression

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

615

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

353

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

2

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

90

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

In order to enhance students' academic, communication, leadership, and team-building abilities, the institution offers a wide range of administrative, co-curricular, and extracurricular activities.

For each class, a student representative is nominated by each department. Serving as a liaison between the department and the class are the student representatives. The representatives of the students participate in the department's academic and administrative operations, including planning departmental events.

Female students have the chance to represent the women's forum thanks to the women's forum cell. The women's forum cell is incorporating the girl representatives in a variety of activities, including the planning of conferences, seminars, workshops, and inter- and intra-collegiate events.

The college organises medical camps, blood donation camps, planting saplings, giving out pamphlets to raise awareness of health hazards, and organising rallies to raise awareness of social hazards are just a few of the NSS and YRC activities that the students participated. Tidying the communities and school grounds.

The campus interview organized with the help of the placement volunteers . The different outreach and extension initiatives involve student participation. The college has been organising class representative meetings as well as hostel student representative meetings periodically to improve the quality.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/pdf/5.3.2%20Students%20Council%20Minutes.pdf">https://www.muthayammal.in/pdf/5.3.2%20Students%20Council%20Minutes.pdf</a>

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

3

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

In the 2014 academic year, the college established an alumni association. A faculty member has been nominated by the college to serve as the coordinator of the alumni cell, which has been constituted. In cooperation with the appropriate department, the alumni cell hosts alumni gatherings and interactions to foster relationships with current students and colleges.

In order to provide for alumni interaction and information sharing with the present students, the department and the alumni cell identify important alumni. Exposure to current business trends and industry needs is highly beneficial for current students. Aside from that, the college is inviting prominent alumni as main guests to the conferences and seminars. Alumni

who are participating in a seminar and alumni contact are arranged by the college.

The department's desire to fortify the bonds between the alumni is the driving force behind the alumni cell's alumni meetings. The college is accommodating their needs in accordance with their preferences and allowing alumni to visit the campus whenever they choose. Alumni with industry expertise are invited by the placement cell to share their knowledge and experiences with placement students and to inspire them during the mock interview process.

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

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

The college was founded in the academic year 1994. It is a self-supporting, autonomous college connected to Periyar University. Active involvement in both academic and extracurricular activities by the college management. In order to support the college's expansion, the college management committee has created a number of policies, including ones for admissions, hiring of teaching and non-teaching staff, research and development, leave policies, a code of conduct policy, and policies for the various roles and responsibilities.

The vice principal, deans, heads of departments, hostel coordinators, and IQAC coordinators are among the top-level heads who support the principal.

The institution has undertaken numerous steps to be in line with its vision and goal, including giving rural students the tools they need to meet global standards through the installation of various regulations and helpful infrastructure. To display the abilities of the pupils, it includes a variety of cells and clubs. To fulfill its objective, the college has established a number of statutory and non-statutory committees. For the benefit of the students, the college features a well-equipped infrastructure, including lecture halls, a laboratory, a library, and a dorm.

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

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

The college is improving its administrative and academic operations through participative management and decentralization. The college's governing council is making a big contribution to its overall growth. The principal of the college maintains good connections with all staff members, teaching and non-teaching. The academic and administrative roles that the college has decentralized are those of the director of academics, vice principal, dean of administration, dean of research and development, controller of examinations, head of IQAC, head of social activities, heads of various departments, and coordinators of various cells and hostels.

Certain responsibilities and tasks are delegated to the higher authorities in each domain. For all cell coordinators, the internal quality assurance cell head is in charge. The dean's administration is in charge of all administrative responsibilities, including the department of procurement and campus upkeep.

Creating the schedule, setting up classes, collaborating with IQAC, creating the curriculum, working with the COE office to administer the CIA test, and collaborating with the various cell coordinators for co-curricular and extracurricular activities,

placement activities, entrepreneurship, IIC, and R&D are a few of the responsibilities that the department head has assigned to the teacher any higher authority when choices are made with input from subordinates.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

## 6.2 - Strategy Development and Deployment

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

The main aim of the college is to convert the process from paper-based system to paper less system. In this connection, the college has introduced the concept called "ERP". Besides, Management information system is a decision tool which is supporting the top level people to take the decisions at right time. Next, Management information system is used to store all the details about the students and faculties such as attendance , students fee payment process , ID card distribution students online application , mark sheet preparation, staff workload , time table etc. Palgeo software which is a part of the ERP used to maintain the faculties attendance. Faculty can give their attendance using the mobile phone through this software. It is saving the time and resources such as man power and paper.

Next, online mark entry systems are very helpful to the teachers and students. ERP is support to handle the E-Notes. Staff and students provided a separate login to enter into E-notes portal to upload and download the E-Notes. Besides, ERP is very useful in terms of publishing the results. Students can see their results as well as download the results in pdf format.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 executive director, director of academics, secretary, treasurer, and chairman of the college make up the management committee. This committee does a number of administrative tasks. It develops policy choices on admissions, hiring of faculty and staff, mobilization of resources, infrastructure, and funding.

All academic and administrative activities are overseen by the principle, vice principal, dean of administration, dean of research and development, COE, head of IQAC, head of social activities, head of curriculum development cell, and other department heads of education.

To help students become more adept at managing club and cell activities, the college has formed a number of clubs and cells with coordinators.

The college has established a board of studies and an academic council in accordance with UGC requirements. Their purpose is to formulate and authorize the curriculum and ensure that it is in line with the college's vision and goal.

Subsequently, in compliance with UGC standards, the college established a governing council, which is the highest body of the college.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.muthayammal.in/pdf/academic-calendar/staff/MCAS%20Academic%20Calendar%20Staff%202022-2023_crv.pdf">https://www.muthayammal.in/pdf/academic-calendar/staff/MCAS%20Academic%20Calendar%20Staff%202022-2023_crv.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	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Provision of casual leave .

Maternity leave lasts up to one year. (Through ESI).

- Free transport facilities for medical emergencies
- 100% free education is provided for employees' son/daughter

Maternity leave is given

- Advance amount is provided to the employees for the emergency expenditure.
- Provision of contributory employee provident fund scheme
- conducting medical camps on campus for employee and



students benefits.

- free Wi-Fi connectivity and a free transport facility available for the faculties.
- accommodations for the hostel staff with free of cost.
- financial assistance to the faculty who intend to pursue a part-time Ph.D.

Honoring the faculties and students 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 for acquiring a Ph.D., SET, or NET.
- Granting OD or Special Leave to the staff who are participating in the Faculty Development Programmes to update and upgrade their professional skills.
- Financial support is provided to the faculties to participate the FDP/seminar/conference.

Providing overcoats for the lady's staff , raincoats for security and housekeeping , uniform to the sweeper, watchman with free of charge.

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

### 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

21

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**

5

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.)**

92

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**

To manage all the specifics of income and expenses, the college maintains a finance team and separate accounts. The event management cell will gather all of the event budget, lab specifications, and necessities from the academic and administrative departments at the start of the school year. The budget report will then be prepared by the event management and sent to the accounting team.

Before receiving final permission from the chartered accountants, the internal accounts and finance team will conduct an internal audit of all the revenue and spending. The accounting and finance teams will review the purchase order, pay roll, and balance sheet as part of the internal audit. Cash

vouchers, budgets, invoices, and other academic and administrative expenditures.

Next, an external audit is done by the government-authorized chartered accounts for every year. The college will turn in all of the income and expense information to the tax department once the internal and external audits are finished. Additionally, a meeting of the financial committee was arranged by the college.

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. Therefore, there isn't any government funding available. Tuition fees from students are the college's main source of revenue. In addition, the cost of transportation to the college and housing must be covered by the students. Students do not pay capitation fees or gifts to the college.

In addition to student tuition, the college has received funding for the research from TNSCST, UGC DAE, and DST-SERB, among other government agencies. The accounts team regularly oversees all monies obtained from government agencies and ensures that they are utilised in compliance with all applicable laws.

Using the tuition fees, the institution covers all costs,

including the wages of the teaching and non-teaching personnel and infrastructure costs (such as classrooms, labs, sports equipment, transportation, furnishings, book purchases, and ICT facilities).

The administration of the institution provides help for the planning of cocurricular and extracurricular activities, placement classes, outreach and extension programmes, etc.

The college has been receiving budgets for academic and administrative operations from all HODs, cell coordinators, and other process owners since the start of the academic year. The funds will be distributed by the college administration in accordance with the scheduled administrative and academic 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 IQAC was organized virtual faculty development program on "Outcome Based Education" to enhance the faculties knowledge on OBE as well as implement the OBE in the curriculum. The IQAC was organized NAAC sponsored two-day national level virtual seminar on "The Necessity of NAAC In Non-Accredited Institutions to Promote Holistic Development of Quality Education".

Next, IQAC has organized four more faculty development program for the enhancing the faculties knowledge and skills. Besides, one knowledge sharing program for the computer science and BCA faculties and one IT training program for the non-teaching staff for the smooth admin process.

The IQAC has commenced various quality activities in the academic year 2022-23. The college has participated in the NIRF, ARIIA, MDRA, and IIC. Besides, the college has participated in

the National Rural Institutions sustainability grading (NRISG) which was organized by the Mahatma Gandhi National Council of Rural Education, Ministry of Education.

The college is tie up with internshala. Every year, Internshala is ranking the college based on the student's internship work. Next, The college has applied for four new program to launch for the forthcoming academic year based on the current job market.

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

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

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

IQAC was organized gender audit in association with the women's forum to check the actual status of gender ratio in the overall admission, department level and few major cells activities. It helps to identify the strategic plan to maintain the gender equity in the campus.

IQAC has introduced the course file to maintain the individual staff lesson plan, teaching aid utilization, test pattern. IQAC was organized the file audit for month by month at the department and cell level to check the data entry and signature of the higher authorities. IQAC has collected staff appraisal form for month by month to understand the individual staff achievements and activities. IQAC was organized the students satisfaction survey. It helps to identify the actual status of teaching and learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.muthayammal.in/pdf/6.5.2_Auditing.pdf">https://www.muthayammal.in/pdf/6.5.2_Auditing.pdf</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/29th_Annual_Report.pdf">https://www.muthayammal.in/pdf/29th_Annual_Report.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 initiatives towards gender equity. The college has a women's forum cell for promoting women's empowerment. The college organised various activities through the women's forum cell to empower the girls students, such as a personality development program, orientation on moovolar scholarship, counselling program for I-year girls, a health awareness program on anaemia eradication and balanced diet, as well as an awareness program on IPC and RTI. Besides, community college was organised a women's

Bazar program to enhance the girls students entrepreneurial skills.

Next, the college celebrated an international day of awareness programmes for girls development, a national girls child day, and a women's day celebration.

The college has a hostel for girls with all the facilities, such as biometric systems, transport facilities for pickup and drop-off between the hostel and colleges, and van facilities for medical emergencies. The college has a CCTV surveillance camera for safety purposes. A sufficient number of toilet facilities are available on campus for female students to use. The college has separate common rooms with basic first aid facilities. If any girl student feels uneasy, then she can use the common room. The college has a separate counselling cell.

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)

The college has put in place a strong waste management system that guarantees the timely and efficient removal of different kinds of waste. A methodical approach to managing waste—both biodegradable and non-biodegradable—has been put in place to help with this.

Vegetable scraps and dried leaves are examples of the

biodegradable organic trash that is carefully gathered in different baskets all across campus. Vegetable waste from the dorms is specifically disposed of in a compost pit, where it breaks down naturally to produce compost and encourage sustainable behavior among college students.

There are established protocols for the periodic disposal of non-biodegradable and liquid trash. Pipelines specifically designed for this purpose have been arranged so as to gather liquid waste from restrooms, kitchens, and labs.

This trash is then directed into a storage pit where it will be properly disposed of the college practices responsible disposal of electronic trash by storing it in specified areas and disposing of it on a regular basis in coordination with authorized waste management organizations college's standards of cleanliness and hygiene are upheld by the diligent housekeeping crew, who put forth endless effort throughout business hours to keep everything neat and organized.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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**



<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>
--	--

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

<p><b>7.1.6 - Quality audits on environment and energy undertaken by the institution</b></p>	
<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>

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>

<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>A. Any 4 or all of the above</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).

The college has taken many steps to promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversity among the students by organising various activities. The college is doing surveys on socio-economic issues in the adopted villages, organising medical checkup camps, eye camps, and blood donation camps, and creating awareness for the benefit of society. Besides, NSS volunteers have planted trees in the adopted villages for environmental safety. The Fine Arts Club is organising various cultural activities inside the campus as well as outside the campus. It helps the students learn about our culture and improve their talent. The college organized a department festival to showcase the students' talent and strengthen the cultural programme on campus.

The English and Tamil departments are organising the linguistic

programme. The English department organised an English language day, and the Tamil department organised a vallalar -200 muperumvizha and a Nanitamil programme. Besides, both the Tamil and English departments organised literacy camps in the adopted villages to increase the people's literacy and language skill levels. Next, colleges are educating students in other languages, like French and Hindi, according to their needs.

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 college has been taking many initiatives to spread constitutional obligations, moral values, societal rights, and duties among the student group. In this connection, colleges have specific subjects in the curriculum, such as environmental studies, human rights, and professional ethics. It defines separate rules and regulations to maintain the code of conduct on campus. The college organized a professional development programme for both students and staff. Besides, the college organized an induction programme for the newly hired staff and students.

The college organised Independence Day and republic day every year to remain the national freedom fighters and their services to the nation among the student community. NSS organised various activities to educate the public about societal responsibilities. The Commerce Department organised an awareness event on road safety. The Physics Department organized an awareness programmed on the ozone layer. YRC organized the blood donation camp to understand human values. Women's Form Cell organised Women's Day and Girls Day for women's empowerment, as well as an awareness programme on IPC and RTI. The Chemistry, Mathematics, and BBA departments organised a plastic awareness programmeme, and the Tamil department organised a literacy programmeme to improve the public literacy level.

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

<b>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 Code of Conduct are organized</b>	<b>A. All of the above</b>
--	----------------------------

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

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

The organisation exhibits a devoted dedication to marking festivals, important days, and national and worldwide events, underscoring the significance of cultivating a comprehensive comprehension of diverse cultural, social, and environmental facets. The institution celebrates Independence Day, Republic Day, Wildlife Week, Science Day, Social Justice Day, and International Yoga Day in addition to other noteworthy occasions. This gives students the chance to participate in events that advance social justice, science, and environmental

awareness.

Additionally, the organisation actively participates in planning and carrying out educational initiatives meant to increase public understanding of important civic and health-related issues. Programmes aim to teach the community and schools about managing and preventing illnesses like cancer, dengue fever, and malaria. In addition, the organisation promotes civic engagement and active involvement in the democratic process by highlighting the importance of using one's right to vote through educational campaigns and events.

The institution hopes to foster a holistic educational experience for its students by actively participating in these varied celebrations and educational initiatives. This will foster a sense of global citizenship and social responsibility while also encouraging a deeper understanding and appreciation of various cultural and social issues.

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

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**Best Practices -1:**

<https://www.muthayammal.in/pdf/Best-Practices-1.pdf>

**Best Practices -2:**

<https://www.muthayammal.in/pdf/Best-Practices-2.pdf>

File Description	Documents
Best practices in the Institutional website	<a href="https://www.muthayammal.in/igac.php">https://www.muthayammal.in/igac.php</a>
Any other relevant information	<a href="https://www.muthayammal.in/pdf/Best-Practices-Proof.pdf">https://www.muthayammal.in/pdf/Best-Practices-Proof.pdf</a>

### 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 institution Innovation and Entrepreneurship Cell is our institutional distinctiveness. The college has a dedicated cell for institutional innovation and entrepreneurship. The institution's innovation cell is a member of MOE. Every year, the IIC has been participated in the ranking system. IIC has received a 3-star ranking in the academic year 2022-23 from the Ministry of Education for organizing various innovation programs successfully. IIC has 19 trained ambassadors to train the students. IIC conducts various competitions and hackathons to identify young talent. IIC has signed a MOU with AIC Rise. The IIC organized an internal hackathon program to identify young talent and our management gave a prize amount of Rs.50000 for students who won the hackathon.

The Entrepreneurship Development Cell has been organizing an awareness program on entrepreneurship, an orientation program on ideas for the young generation, and celebrating Entrepreneur Day to inculcate entrepreneurship skills among the student community. The entrepreneurship development cell is identifying the talent students have for making their products and creating the campus company. The college has started three campus companies, namely Natural Bioherb's Verdant Eco Pen and Phenyl, by the student entrepreneurs under the guidance of the faculties.

File Description	Documents
Appropriate link in the institutional website	<a href="https://www.muthayammal.in/pdf/Innovation%20&amp;%20Entrepreneurship%20Policy%20-%20-MCAS.pdf">https://www.muthayammal.in/pdf/Innovation%20&amp;%20Entrepreneurship%20Policy%20-%20-MCAS.pdf</a>
Any other relevant information	No File Uploaded

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

To introduce a new program based on the current industry needs.

To strengthen the CO, PO, and PSO mapping and attainment.

To reform the examination system based on Bloom's taxonomy

To reform the curriculum design and development based on the TANSICHE.

To take part in the NIRF and other ranking systems.

To encourage students and faculties to take part in online courses such as SWAYAM, NPTEL, and other recognized online courses.

To strengthen the alumni network.

To increase the faculties and students' paper publication