SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE

HAKEEM NAGAR, MELVISHARAM RANIPET DISTRICT
632509
www.mmeswc.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

November 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Melvisharam Muslim Educational Society (M.M.E.S.), founded in 1918, currently oversees twelve institutions ranging from primary to collegiate levels. In response to the societal need for women's education, M.M.E.S. established the Women's Arts and Science College in 2007, providing well-planned undergraduate and postgraduate courses.

The college offers a diverse range of programs, including 12 undergraduate and 7 postgraduate disciplines and 4 research departments approved by Thiruvalluvar University. With over 2005 students and a dedicated workforce of 92 highly motivated individuals, M.M.E.S. is committed to fostering academic excellence.

In addition to regular academic courses, the college offers certificate programs to enhance students' qualifications. Moreover, it has established pathways for pursuing diploma and certificate programs through collaboration with the National Council of Vocational & Research Training.

The institution has prioritized providing free access to IT resources over the past five years, supporting students, staff, and researchers in their subject expertise. To ensure effective administration and participatory management, the college has set up 16 committees.

Vision

- To help our wards to nurture an organized planning to fit themselves within the framework of an ideal system of academic excellence.
- To foster the healthy seeds to enlarge the dimensions of their secular, spiritual and universal knowledge.
- To train the young curious questing minds to bloom into dedicated batches of workers of the human society.

Mission

- To persuade to think very high of their potentialities because the ladder of success is always crowded.
- To accelerate their capability to bring out the spark in them through their ingenuity.
- To offer placement service with an eye on the empowerment of women by activating their zeal to convert every promising challenge into every promising challenge into every promising opportunity.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Society has a strong footing in the field of education for over a century.
- The need for a college exclusively for women was felt by the members of the society and therefore this college was established in the year 2007.
- The college has attracted many Minority students for higher education from a radius of 100 KM.
- Excellent ambience of the college.
- Infrastructure with good ventilation and lighting facilities.
- Well-furnished Laboratories
- Well-furnished furniture and fixtures.
- Uniform for students. Year wise color to differentiate the student s year of study.
- Encourage students to participate in intercollegiate competitions.
- College is easily reachable to general public due to its location

Institutional Weakness

- Faculty with Ph.D qualification is less.
- Students studying Post graduation is limited.
- All Departments are to be upgraded to Research Level
- Transition of staff members is high because Staff members are women.
- Since the college is affiliated to Thiruvalluvar University we have no scope to alter academic syllabus and curriculum.

Institutional Opportunity

- More opportunity to provide Spoken English training to students.
- Use of ICT in teaching process
- Vocational course with NCVRT affiliation is conducted for students.
- MoU with industries in Ranipet district is available.
- SIPCOT in Ranipet provides opportunity for students to do internship and small research.

Institutional Challenge

- Developing Tamil medium students in all round development including to write exams in English.
- Due to poor economic background of parents, students are unable to complete the study.
- Identifying sponsors for financial help to pay college fees.
- Being set up in rural area admission for Interior Design Decor, Arabic, Information System Management, does not able to reach the sanctioned strength.
- Retention of senior faculty and Ph.D holders

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College ensures efficient program delivery through a comprehensive Academic Calendar and Teaching Plans. It offers students opportunities for enhanced exposure through workshops, industrial visits, and seminars featuring guest speakers from other universities. To foster dynamic learning, the institution employs modern resources such as interactive boards (IP Boards), LCD projectors, and other ICT technologies. The implementation of the Choice Based Credit System with semester-based examinations began in the 2008-2009 academic session

The College's Academic Council and Audit Committee are responsible for overseeing the proper implementation and timely completion of specified curricula in various areas. It is important to note that the college adheres to the curricula provided by the affiliated university. However, the institute actively participates in improving the curriculum by sending representatives to boards of studies meetings, where they offer recommendations and input for changes in relevant Departments.

Over the years, the institution has introduced valuable courses like DMLT, Tally, and other Value-Added Courses, including Certificate courses in Cookery, Bakery and Confectionary, Diploma in Computer Applications, and Certificate in Fashion and Clothing Technology, in collaboration with National Council of Vocational and Research Training. Additionally, the college collects feedback from students, teachers, alumni, and parents to gather useful suggestions and continually enhance its offerings.

Teaching-learning and Evaluation

The college meticulously abides by University and Government regulations to maintain the highest level of transparency in the admissions process. In 2022–2023, there were 774 students enrolled at the college.

All approved positions are occupied by full-time educators. The student-teacher ratio at the institution is 24:1.

The College employs 9 Doctorate-qualified faculty members and 6 NET/SLET-qualified faculty members, totaling 82 faculty members. A lesson plan, work done, continuous internal assessment, result analysis, academic execution, and result improvement are all kept up to date by faculty members for each course.

IQAC works to raise the standard of institution by making a number of beneficial policy recommendations.

To enhance the teaching and learning process, experiential, participatory, and problem- solving techniques are employed. Examples of these techniques include survey-based projects, lab sessions, model-making, internships, industrial visits, field work, and group discussion projects. To meet the demands of advanced learners, provisions are made.

Intense remedial tutoring is given to slow learners once they have been identified and brought up to speed with other pupils.

A robust Mentor System has been established by IQAC. There are 82 mentors in all, and 24 pupils receive one mentor on an average. Effective qualitative teaching and learning approaches are ensured by careful planning and regular review of the lesson plans. Sharpening the understanding of the syllabus is achieved by combining innovative teaching approaches with a student-centric approach.

For vibrant experiences in the Teaching-Learning-Process, the most recent and cutting-edge pedagogy and ICT-enabled teaching aids are used.

The complaints are addressed and the evaluation, both internal and external, is completed gradually. Every activity related to teaching and learning is outcome-based. Students are informed about POs, COs, and PSOs by Department staff members as well as via the College website. Using Bloom's taxonomy, course outcomes are assessed for attainment.

Good academic progress and achievement (35 Ranks) of students, along with an excellent pass percentage (96.7%), bear witness to the focused and dedicated efforts made during the teaching and learning process.

Research, Innovations and Extension

The institution prioritizes and fosters a research-focused environment, encouraging both faculty and students to actively engage in research. The research policy provides guidance on ethical conduct for research projects. The Management supports faculty participation in conferences, workshops, and seminars, as well as the publication of research articles. National and International conferences are organized to stay updated on developments in respective disciplines and foster industry-academia interaction.

To enhance faculty research capabilities, seminars and workshops on Research Methodology and Intellectual Property Rights are conducted. Faculty members have successfully published articles in UGC and Peer-Reviewed journals, books, chapters, and conference proceedings. The college is dedicated to raising awareness among students and faculty about institutional social responsibility.

The institution contributes to social welfare through NSS & YRC initiatives, conducting social welfare measures annually. The well-equipped library with ICT facilities provides access to e-journals and books through INFLIBNET subscriptions. Faculty members are encouraged to pursue Ph.D. registrations and eligible candidates are supported in applying for guideship.

Innovative ideas are encouraged among students by organizing technical exhibitions and entrepreneurial workshops wherein the students display the models and are oriented to establish startups. Cleanliness drives, health camps, visiting old age homes, literacy camps, and cleanup activities are among the many initiatives that make the students aware of the issues prevailing in the surrounding area and the need to address them collectively. The college has functional MoUs with reputed Universities, and industry and corporate houses.

Infrastructure and Learning Resources

The Management has made significant efforts to create a conducive learning environment on the campus, focusing on providing excellent education. The campus features well-maintained infrastructure, including 41 classrooms in the UG Block and 25 classrooms in the PG Block, each with an average area of 676 sq.ft. There are well-equipped laboratories, a fully stocked library, a spacious playground, and a gymnasium. An indoor auditorium with a seating capacity of 1700 students, a canteen, and power backup through two generators and UPS are also available.

Each department has an exclusive staff room, and all departments are equipped with computers and internet connectivity, supported by UPS. LCD projectors are utilized for modern teaching methods, and several

classrooms, a seminar hall, and an auditorium have been equipped with ICT facilities.

In the past five years, the college has invested significantly in new facilities, adding classrooms, laboratories, books, and journals, resulting in the addition of approximately 7437 books to the library.

The institution has prioritized strengthening ICT resources, with a computer-to-student ratio of about 1:7. Adequate provisions have been made for maintenance and renovation works, and the college has appointed personnel for housekeeping, civil engineering, system administration, and electrical maintenance.

Additionally, the college library provides reprographic services and other essential resources to support the learning needs of the students. ICT learning resources are also available within the college premises.

Student Support and Progression

The college highly values its students as the most important stakeholders and offers various opportunities to support their growth and development. Government scholarships and freeships from organizations like Crescent Welfare Association and H.M. Scholarships and M.M.E.S are provided.

To enhance students' knowledge and skills, the institution conducts capacity-building and skill-enhancement programs, including seminars, webinars, workshops, leadership training series, and lecture sessions. Career assistance programs are available to help students make informed decisions about their future after completing undergraduate or postgraduate degrees. The college ensures placement support or assistance for higher studies upon course completion, and also offers preparation for competitive exams.

The organization takes student complaints seriously and has a well-established process for timely resolution. Notably, there have been no reported incidents of sexual harassment or anti-ragging at the college. The institution also fosters and supports students' athletic, artistic, and cultural talents through various resources and extracurricular activities. Students have successfully showcased their abilities and achieved recognition at district and collegiate levels in both athletics and the arts.

The college's alumni play an active role in career counseling and preparing students for industrial careers. They support the college by introducing it to other businesses, inviting HRs for placements, and promoting the institute among potential students

Governance, Leadership and Management

Our primary aim is to instill a strong moral compass in young aspirants, fostering perseverance and persistence to pursue challenging goals. By employing cutting-edge pedagogy, we strive to cultivate a deep sense of social responsibility in the next generation, preparing them to address global challenges effectively. A well-structured chain of command and dedicated committees ensure the institution's mission is carried out effectively.

The committee is responsible for assessing the strategic plan, research policies, recruitment, and other academic and administrative recommendations to ensure the institution's progress. The IQAC ensures the maintenance of rigorous curriculum, testing, and assessment practices. Department Heads, Committee Conveners, and staff representatives actively contribute to shaping and implementing institutional policies.

To enhance student support, we regularly introduce new courses at both undergraduate and post graduate levels. The College provides generous benefits to its teaching and non-teaching staff and offers regular seminars, workshops, and professional development training. The academic calendar, developed by the academic planning and management committee, serves as the basis for yearly handbook revisions.

Annual staff evaluations track the progress of administrative and teaching employees, and routine internal and external audits monitor the institution's finances. By embracing these practices, we aim to create a well-rounded and thriving educational environment.

Institutional Values and Best Practices

The college prioritizes safety and security on campus with the installation of security cameras. Various facilities such as a gym, Health care center, college bus, and counseling room ensure the well-being of students. Energy efficiency is promoted through the use of solar panels and LED lights. Waste water from RO plant is recycled for toilet flushing and cleaning, while rainwater harvesting facilities are implemented to conserve water.

Environmental consciousness is evident with the ban on plastic usage, restrictions on autos, and green and energy audits conducted by a professional agency. The college is also inclusive, providing accessible infrastructure for the differently-abled, including lifts, ramps, and disabled-accessible restrooms. Special initiatives, like the tactile path, signposts, and scribes, cater to the needs of visually challenged students.

The institution celebrates various international holidays, fostering a unified atmosphere. Key practices that set the institution apart include women's empowerment, promoting self-esteem and confidence, and developing entrepreneurial skills among students. The spirit of entrepreneurship empowers students and nurtures their ability to take charge of their future

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
Address	HAKEEM NAGAR, MELVISHARAM RANIPET DISTRICT
City	Melvisharam
State	Tamil Nadu
Pin	632509
Website	www.mmeswc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	FREDA GNA NASELVAM	04172-266463	8903566701	-	mmeswc@yahoo.in
IQAC / CIQA coordinator	B SASIREKA	04172-266167	9486625015	-	mmeswciqac2022 @gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Certificate..pdf
If Yes, Specify minority status	
Religious	Muslim
Linguistic	
Any Other	

Establishment Details

State	University name	Document
Tamil Nadu	Thiruvalluvar University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	03-02-2021	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	HAKEEM NAGAR, MELVISHARAM RANIPET DISTRICT	Semi-urban	10.2	4366.443

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English,	36	HSC	English	70	70
UG	BSc,Mathematics,	36	HSC	English	70	17
UG	BSc,Computer Science,	36	HSC	English	110	110
UG	BSc,Biotechnology,	36	HSC	English	55	54
UG	BCom,Commerce,	36	HSC	English	140	100
UG	BCA,Computer Applications,	36	HSC	English	110	110
UG	BBA,Business Administration,	36	HSC	English	70	46
UG	BCom,Commerce Computer Applications,Computer Application	36	HSC	English	70	58
UG	BA,Arabic,	36	HSC	English	70	22
UG	BSc,Interior Design And Decors,	36	HSC	English	50	26

UG	BSc,Information System Management,	36	HSC	English	50	41
UG	BSc,Nutrition Food Service Management And Dietetics,	36	HSC	English	50	50
PG	MA,English,	24	UG DEGREE	English	40	13
PG	MSc,Mathematics,	24	UG DEGREE	English	40	5
PG	MSc,Computer Science,	24	UG DEGREE	English	26	13
PG	MSc,Biotechnology,	24	UG DEGREE	English	26	15
PG	MCom,Commerce,	24	UG DEGREE	English	40	20
PG	MA,Arabic,	24	UG DEGREE	English	40	5
PG	MSc,Interior Design And Decors,	24	UG DEGREE	English	26	4
Doctoral (Ph.D)	PhD or DPhil ,Computer Science,	24	PG DEGREE	English	4	0
Doctoral (Ph.D)	PhD or DPhil ,Commerce,	24	PG DEGREE	English	4	0
Pre Doctoral (M.Phil)	MPhil,English,	12	PG DEGREE	English	4	0
Pre Doctoral (M.Phil)	MPhil,Biotechnology,	12	PG DEGREE	English	4	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				92			
Recruited	0	0	0	0	0	0	0	0	0	92	0	92
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	0	6	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	1	10	0	11
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	9	0	9
M.Phil.	0	0	0	0	0	0	0	44	0	44
PG	0	0	0	0	0	0	0	39	0	39
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	704	0	0	0	704
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	70	0	0	0	70
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	55	62	55	61
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	1	0	1
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	378	306	309	381
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	80	75	79	107
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	261	250	243	224
	Others	0	0	0	0
Total		774	694	686	774

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	M.M.E.S. Women's Arts and Science College is affiliated to Thiruvalluvar University since 2007. We are working towards the all-round development of the women students who will be the pillar of the society. The pursuit of knowledge (Jnan), wisdom (Pragyaa), and truth (Satya) was always considered in Indian thought and philosophy as the highest human goal. The College follows the directions of the Thiruvalluvar University in providing the best resources for their development. The college offers choice based credit system to the students. Interdisciplinary courses are offered to students as open elective. A student of biotechnology can learn Interior design and a student of Arabic can learn a

	course on Gardening. They are encouraged to learn other subjects through online
2. Academic bank of credits (ABC):	M.M.E.S. Women's Arts and Science College has not registered itself in ABC. The NEP 2020 has brought out this 'credit transfer' method to facilitate the academic mobility of students with the freedom to study in higher education institutions across the country. The student will acquire a diploma, degree or PG Degree after every year of study. As an affiliated college we have to receive instructions from the Thiruvalluvar University for its registration
3. Skill development:	Developing skill among students has been a part of the curriculum . Employability skill training is given to students by the placement office. Naan mudhalvan scheme is initiated to provide skill development training to students to acquire skill in various areas such as spoken English, micro soft technology, cyber security , computer applications and the like. We train students through NCVRT courses in Bakery and confectionery, and certificate course in Python 3 months duration Diploma in computer applications, Diploma in computer science, 6 months and Diploma in Fashion Textile and clothing 1 year duration. Tally DMLT courses are also taught for students who are interested to learn additional courses.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our college is near the border of Andhra Pradesh which speaks Telugu. The town where the college is located is Urdu speaking Muslims. Students are from multilingual regions and use various dialect in communication. Although the basic Tamil language is dominant in this region students speak different languages and learn to speak and write. Instruction is English however Tamil is also used for explaining the content in class. UG students learn Part I Language which is Tamil/ Hindi/Urdu/Arabic. Department of English concentrates in developing the communication skill of the students. Since most of the students are first generation learners they are given special care to improve the communication skill.
5. Focus on Outcome based education (OBE):	The syllabus is framed with course outcome and program outcome. The teachers were trained for the OBE program. They were made to understand how the syllabus will help transform the child with the required knowledge. Every instructors evaluated the

	Program and Course outcome in order to measure the effectiveness of the program
6. Distance education/online education:	Postgraduate students and staff members have taken up online courses SWAYAM, MOOC. It was with interest that teachers also got certified. Students have registered for online courses like Microsoft Office Fundamentals, through the initiatives of Naan Mudhalvan Scheme.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes the ELC was set up when we received a letter from the District administrator.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Dr. J. Yogambigai is the staff coordinator Student coordinator is Ms. M.J.Ayisha Siddiga
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	During the election period, the voter's pledge was administered and staff members and students took the pledge. The district administration took the initiative to register the names of students who have just completed 18 years.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Students presented mime as an awareness program for college students. They participated in the competition and won prizes at the district level. One month training program on Electoral Literacy was conducted for students at Islamiah Girls Higher Secondary School
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The ELC along with District administration registered for first year students who were 18 years . Students were registered online using the app for new registration.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2005	2046	2123	2148	2135
File Description			Document	
Upload Supporting Document			[View Document](#)	
Institutional data in prescribed format			[View Document](#)	

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 159

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
82	76	57	75	73

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
302.06	162.49	138.59	238.38	232.36

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

M.M.E.S Women's Arts and Science College, being an affiliated college, follows the curriculum based on the CBCS offered by Thiruvalluvar University.

- The Teaching Learning Process is made effective through a well-planned and documented process starting from the preparation of academic calendar, schedule of course plan, supply of study materials and conduct of tests and assignments.

- The Principal along with the Heads of the Department, prepares semester plan and academic calendar in tune with university calendar . The Academic Calendar mentions the date of academically important events, CIA I, CIA II, CIA III, Practical Exams, and forthcoming holidays.

- IQAC ensures the planned and structured implementation of the curriculum.

- Department Meetings finalize subject allocation, time table, tutorship, and department annual plan.

- Work done Register is maintained by the teaching staff to record the planned and actual teaching schedules and internal assessments and submitted periodically to Principal and Head of the department for verification.

- Department keeps student profile, academic record, and discipline records.

- Apart from conventional lecture methods, Faculty members are using E-resources, PowerPoint Presentations, and Group Discussions to make the teaching and learning process effective and successful.

- Field Visits, Industrial visits, and Educational Trips are arranged to supplement the learning experience of the students on the college campus. Internships and training connect students and all such activities are well documented.

- The attendance of the wards is intimated to the parents daily via SMS

- Academic progress of the students is discussed in meetings conducted by PTA.

The College offers Job Oriented Courses, Value Added and Career Oriented Programmes to hone employability and entrepreneurship skills.

CONDUCT OF CONTINUOUS INTERNAL ASSESSMENT (CIA)

- After 30 working days covering at least two units, one CIA is conducted. Two Internal Exams followed by Model exams (CIA III) are conducted before the end-semester exams covering all the units.
- The performance of the students is assessed by CIA I, CIA II, and CIA III. The students come to know their weaknesses and strengths. The Teacher helps the students to rectify errors and overcome obstacles.
- Academic performance of the students is reviewed remedial teaching is arranged for slow learners and additional activities are provided for advanced learners. The college has a mentor system to monitor the overall performance of the students and solve their difficulties.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 78

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 52.06

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1350	1601	86	895	1512

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The College indicates the standard procedures and practices for all students enrolled. The College has dress code policies for maintaining healthy unity among students. The Management bears its own identity through the supply of student dress material which is issued at the start of every academic year, along with ID cards and other similar stationary items together. Students are following good habits of punctuality and attendance. Class attendance is maintained in a register at the start of each day. We started using EMBASE from 2022-2023 onwards for maintaining attendance.

Every Friday, all students assemble for general assembly and begin the day with a prayer. Assembly clarifies college activities and layout programmes focusing on co-curricular activities. It strengthens the way the college works.

The College offers various courses where cross-cutting issues are reflected in the syllabus.

Professional Ethics

- The curriculum encompasses six courses centered around professional ethics, namely Business Ethics, Organizational Behavior, Business Environment, Elements of Insurance, and Professional English I & II. These courses collectively familiarize students with professional ethics as well as domestic and social norms.
- An additional offering is a certificate course in Cyber Security.
- Informative sessions on Income Tax and GST filing have been organized.
- The IQAC (Internal Quality Assurance Cell) hosts sessions addressing topics such as Intellectual Property Rights and Research Ethics

.**Environment and Sustainability**

- First-year students are provided with the opportunity to enroll in an Environmental Studies course. This course focuses on understanding optimal ways of living and developing sustainable approaches to safeguard the environment.
- The Department of Biotechnology offers Environmental Biotechnology, a program centered around addressing environmental concerns and promoting sustainability.
- The 'Environment Club' actively engages in awareness initiatives, including the commemoration of events like 'World Environment Day', aiming to enhance environmental consciousness.
- Regular sessions of Green and Energy Audit are conducted as part of ongoing efforts to monitor environmental impact and energy consumption.

Human Values

- The curriculum integrates two courses dedicated to imparting human values. The Value Education Course instils in students the appropriate mind-set and principles needed to confront the external world with confidence. Additionally, Human Rights is offered as a mandatory subject, enhancing students' awareness of their rights and duties as responsible citizens.

- Various activities, such as cleaning drives aligned with the Swachh Bharat initiative, vaccination camps, computer literacy initiatives, and organic farming, are organized by the Environment Club, NSS (National Service Scheme), and YRC (Youth Red Cross), among others.

Gender Sensitization

- We focus on creating a happy and safe environment for girls, helping them grow personally and contribute to society.
- We celebrate important women-related events within the institution.
- The Department of English provides a course called "Women Writings," exploring gender-related themes.
- We regularly host events like seminars, workshops, counseling, and expert talks that discuss women's issues.
- Our NSS unit arranges camps and village visits to raise awareness about cleanliness and women's rights in local communities.
- Frequent webinars address women's health and nutritional needs.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 39.45

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 791

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 81.04

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
774	694	686	774	778

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
991	918	910	878	876

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 84.68

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
287	248	247	263	271

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
336	307	307	302	302

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 24.45

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Traditional educational approaches have focused on the instructor, with teachers giving direct instruction and chances for student interaction. To help students develop their critical thinking abilities and engage them in the teaching-learning process, student-centred instruction is now favoured over the more traditional classroom model.

The institution has a mechanism to promote student-centric learning through experiential, participative, and problem-solving methodologies using ICT facilities. The teachers are well-trained in student-centric approaches and act as a facilitator. The use of ICT facilities and augmented realities ensures efficient content delivery and make a feel of experiential learning in classrooms.

STUDENT-CENTERED EXPERIENTIAL LEARNING METHODS

- The institution employs experiential learning approaches, including projects based on surveys, laboratory sessions, model construction, project assignments, and certificate courses.
- The institution's approach to experiential learning encompasses a wide range of activities such as internships, practical sessions, industrial visits, and fieldwork.
- The Environment Club drives agricultural initiatives on campus.
- Participation in trade fairs and Student Entrepreneurship programs provides students with the opportunity to gain first- hand experience in entrepreneurship..
- The curriculum mandates internships, projects, industrial visits, and fieldwork to enrich the experiential learning process.

PARTICIPATIVE LEARNING

- The institution guarantees an interactive learning environment by assigning assignments to students as a component of their internal assessment, enabling them to engage in participative learning experiences.
- Each department establishes a forum comprising both faculty and students, dedicated to arranging student-initiated programs and activities.
- The National Service Scheme (NSS) hosts residential camps.
- Quizzes and group discussions are actively encouraged.
- Platforms like SWAYAM and NPTEL are utilized.
- Students' Exchange Programs are established in collaboration with industries.

PROBLEM-SOLVING METHODOLOGIES

The institution has various methodologies for developing the problem-solving skills of the students.

- UG and PG Projects
- Field Study
- Programs on Debugging, Data Mining, Data Science, and Business Accounting.

INTEGRATION OF ICT

The faculty members ensure the efficient integration of ICT through diverse methods and tools, fostering participative and experiential learning.

• Within an ICT-enhanced setting that encompasses smart classrooms and a Learning Management System (LMS), students actively participate in self-directed and individualized learning experiences.

• Google Classroom is employed, alongside Wi-Fi-enabled networks with internet connectivity.

• Robustly equipped laboratories are in place.

• Well-equipped computer labs support technological learning.

• Platforms like MOOCs, SWAYAM, and NPTEL are utilized.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 85.41

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
92	85	84	84	80

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 21.49

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
15	15	14	17	17

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

An internal assessment is a continuous, thorough review process that is carried out during a class period in order to support and assist learning. Students actively participate in this process, while teachers adopt a passive yet advisory role.

The syllabus has been framed by the university. On the first day of the semester, the subject-trained faculty members will ensure that all topics on the syllabus are clear to the students. Our college provides an academic calendar each year in accordance with the university schedule. We evaluate the students continuously on the basis of this information.

There are two assessments Internal and External. Our university has designated CIA I, CIA II, and CIA III as its three segregations for internal assessments. The ratio of Internal and External is 25:75

A faculty member who specializes in the field evaluates the internal exams. A week prior to the exam, students could receive the exam schedule. The question papers are then submitted to the exam section

one week prior to the examinations after being authorised by the Head of the Department. All students are evaluated consistently, and subject-specific professors and the department keep track of cumulative marks.

The students receive the internal examination answer scripts for each subject. After providing the students with the answer sheet, the teachers discussed with them about the answer key and instructed them on how to swiftly achieve high points. On class-based exams and CIAs, slow learners are easy to identify, and they receive additional assistance from the teachers who instruct their courses by enrolling in remedial classes.

Our university conducts the semester examination based on their norms. If a student has a complaint or problem with an exam, they can get it fixed through our college examination section. Thiruvalluvar University allows students to apply for revaluation, photocopy of students' answer scripts, and supplementary examinations.

The following incompatibility in the university examination for which letters / E-mail have been sent to COE, Thiruvalluvar University through our Chief Superintendent:

- Change of the name in the hall ticket
- Change of the subject code in the hall ticket
- Pending students' hall tickets
- Notification of the same date and session for 2 papers
- A scribe is needed for a physically challenged students
- The missing student's name in the university portal
- Practical code issue
- Notification of pending subject result declaration
- Course Registration
- CIA Marks Portal Entry Issues

The Institution has implemented the subsequent actions to ensure openness in the internal assessment procedure

1. An organized examination timetable is included in the College Calendar.
2. Explanation provided to students regarding the compilation and computation of Continuous Internal Assessment (CIA).
3. Dissemination of the CIA timetable and question paper formats to the students.
4. Dispersion of the assessed answer scripts.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Programme Outcomes (PO) and Course Outcomes (CO) are crucial to understanding both the academic development of students and the efforts made by the institution's teaching staff to in still academic information in their minds. The college takes the POs and COs seriously and carefully considers them before publishing the results. The staff member in charge of the course analyses POs and Cos.

Both primary and secondary methodologies are used in the assessment process. The main technique for evaluating the success of a course is based on CIA I, CIA II, and CIA III and the university semester examination.

The secondary way of evaluating course outcomes is based on variables such as the number of students enrolled in higher education, research activities, details about job placements, internship programmes, projects, etc.

Every year, staff personnel plan an industrial visit to enhance the students understanding of the theory better. The information regarding students who are enrolled in higher education, attending research courses, or holding several jobs is kept on file by final-year tutors. Every year, students from our college achieve university ranks. After the university publishes the results, the parents of each student are informed of their child's academic performance. The students are recognised based on the result analysis and PO achievement and the needy students (slow learners) are offered remedial instruction and special classes.

The Department and Exam Section monitor each student's progress throughout the semester. In order to evaluate and enhance the institution's teaching-learning process, IQAC also gets input from the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

At M.M.E.S. Women's Arts and Science College, programme outcomes, program-specific outcomes, and course outcomes are properly assessed by the College. The College has developed some tools to measure the attainment of these outcomes. POs, PSOs, and COs are checked to make sure they are being followed. This is done through both external and internal inspections.

The assessment method includes both primary and secondary methods. The primary method of course outcome assessment is based on CIA I, CIA II, and CIA III and University semester examination. Remedial measures are taken to improve their POs, PSOs, and COs to slow learners.

Every semester, student feedback is collected and maintained in the respective departments. Students learning skills are monitored through CIA I, CIA II, and CIA III at regular intervals within a week. Exam papers are evaluated and given back to the students for their reference. Based on how they do on the class test and the internal exam, slow learners are identified and given extra classes, and the data is kept by the department. Staff members use this class to help slow learners become fast learners and to prepare them for the examination. Subject-handling staff is used to submit their work plan to the Head of the Department at the start of each semester.

The secondary method of course outcome assessment is based on the number of students enrolled for higher education, research activities, placement details, internship program, project, etc. Every year, staff members arrange for an industrial visit based on the specific course of the students. Final-year tutors are asked to maintain the details about students who are registered for higher education, taking research courses, or working at different jobs.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 96.72

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
617	734	717	690	658

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
642	764	722	693	711

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.98

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0.15

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	.15

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The research and innovation ecosystem at M.M.E.S Women's Arts and Science College is rich and supports entrepreneurship, innovation, creativity, and scientific research. Students actively engage in entrepreneurial learning and innovative learning processes at M.M.E.S Women's Arts and Science College through sustainable activities. By bringing in effective human resources and supplying them with the necessary chances for skill enrichment, the institution creates an ecosystem for research and innovation to support campus-wide research. The departments collaborate and conduct research orientations like SPSS and Research Methodology.

The college established the Entrepreneurship Development Cell (EDC) to promote innovation and entrepreneurship among the students. It organizes educational awareness and motivational seminars for students. With the aim of developing practical business knowledge, trade fairs are organized. Students set up different booths and sell their goods as day entrepreneurs; this teaches them entrepreneurial skills that

allow them to turn a profit with little to no investment in the economy. They discover how to reduce costs while preserving product quality to receive a decent return on investment.

The institution supports the periodic organization of exhibitions for and by the students to provide students with useful information. Participants get knowledge from the exhibits as a result of the students' enthusiastic participation and display of their models in the exhibition.

AURA 2K22 Interior Decorative Products Exhibition cum Sale is organized to teach creativity and bring out the hidden talents of the students. The Arts and Science exhibition enthusiastically made by students was highly beneficial to explore their knowledge in Interior Design.

The institution feels proud that the provided Ecosystem for innovations has resulted in the publication of research papers, books, and two registered patents.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 35

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	9	8	3	4

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.21

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
14	07	04	03	05

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.15

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
9	8	3	0	4

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

M.M.E.S Women's Arts & Science College, Department of Mathematics organized "Awareness Programme for students of Govt. Girls Higher Secondary School, Arcot ". 450 students attended the Programme. The students of our college presented the charts to the students and explained the short tricks of Mathematics, and the importance of mathematics in our day-to-day life and created awareness among the students about how mathematics is applied in all the fields. special lecture to the school students to motivate the students and help them to deal with anxiety related to learning Mathematics

The Nutrition Awareness Programme was organized by the Department of Nutrition, Food Service Management and Dietetics with the collaboration of ICDS (Integrated Child Development Scheme). District Programme Officer**,** Ranipet District, **d**elivered a speech on Iron Deficiency Anemia CDPO Officer, Ranipet District gave instructions and divided students into three teams accompanied by staff members and anganwadi workers in three villages Arapakkam, Manguppam, and Puttuthaku respectively. Speech to 100-day workers about Nutrition awareness, students performed Villupattu, Mime show on Nutrition through lifespan, Role play on Anaemia and Vitamin A Deficiency. Finally, students conducted games related to the Food Pyramid and the Basic five food groups.

The Department of English conducted an Outreach Program at Government Adi

Dravidar Welfare High School.Veppoor, Ranipet District. The broad objective of the Outreach program was to inculcate English Language Competence and Comprehension among the school students and to develop Listening, Speaking, Reading, and Writing (LSR W) as skills for learning. To achieve this objective, the faculty and students of the department designed the activities to engage the target students. Activities conducted were elocution on the Benefits of the English Language, Memory Games, and Listening Skills.

Department of Mathematics, organized the Outreach Programme on to visit the F.M. Primary School in Melvisharam. Students and staff conducted various Mathematical games and puzzles and taught an easy, simple way to solve multiplication, division, and memorise tables to the school students.

Department of Commerce visited Mahatma Gandhi Old Age Home to mark the occasion of the Joy of Sharing to underprivileged people. Towels Biscuits and loaves of bread were distributed to the inmates of Old Age Home.

Department of Commerce(CA) visited AMI School, Melvisharam, The objective of the program is to extend service with the objective of encouraging students to participate in extra-curricular activities, which will help the overall development of the students. The talk was given on the benefits of education and the activities conducted were Spell Bee, Word Building, Word Association, and Pictionary, Prizes were given to the winners.

The Department of Business Administration visited Islamiah Girls Higher Secondary School and a talk was given on the Importance of Education and various activities were conducted.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Dr.Freda Gnanaselvam Principal , and Dr.Punithavthi V.R. Co-ordinator of Enviro Club, has contributed to the World Environment Day Celebration June 2022 by facilitating and completing the Green activities on campus. The initiatives taken up under Swachhta Activities were building outdoor class rooms, reinforcing greenery and showcasing the green decisions of the institution. Mahatma Gandhi National Council of Rural education congratulated the institution for its participation and adding impetus to the activities conducted by the faculty members and students

Department of Mathematics organized "Awareness Programme for students of Govt.Girls Higher Secondary School, Arcot ".The School authorities congratulated the institution for helping the students in overcoming the students anxiety related towards learning mathematics.

Department of Nutrition, Food service management and dietetics with the collaboration of ICDS (Integrated Child Development Scheme). District Programme Officer**,** Ranipet Dt. conducted Nutrition Awareness program in nearby villages like Arapakkam, Manguppam, Puttuthaku the ICDs authorities congratulated the institution for various activities conducted by the faculty and students

The Department of English conducted an Outreach Program at Government Adi Dravidar Welfare High School.Veppoor, Ranipet District .The School authorities congratulated the faculty and students of theinstitution for helping to inculcate English Language Competence and Comprehension among the school students and to develop Listening,Speaking, Reading and Writing (LSR W) as skills for learning.

Department of Mathematics, organized the visited F.M. Primary School in Melvisharam. Students and staff conducted various mathematical games and puzzles and taught an easy, simple way to solve multiplication, division, and tables to the school students.The School authorities congratulated the faculty and students of the institution for helping the students

Department of Commerce visited Mahathma Gandhi Old age home to mark the occasion of joy of sharing . Towels Biscuits and breads were distributed to old age people. THe authorities congratulated the faculty and students of the institution for helping the underprivileged people

Department of Commerce(CA) visited AMI School, Melvisharam, The objective of the program is to extend service with the objective of encouraging students participate in extra-curricular activities, which will help the overall development of the student. .The School authorities congratulated the faculty and students of the institution for helping the student's overall development.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 27

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	14	0	7	0

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 03

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

M.M.E.S Women's Arts and Science College is located in the city strategically located in Melvisharam and is conveniently accessible by students through roads and railways from all parts of the Ranipet District. The ambiance of the College with all desired facilities, the planned layout of buildings, and spacious and adequately ventilated classrooms have been the decisive factors in attracting a large number of students to the College.

The College provides students with all the amenities required for their academic interests. The College maintains adequate infrastructure to ensure the following:

- A convenient ambiance with all teaching aids
- Spacious, ventilated, and adequate classrooms and labs
- RO purified water and healthy sanitation facilities
- Periodic maintenance of buildings and infrastructures
- Parking areas are separately built for students, staff, and visitors. A place for bus parking is available.

An exclusive space is used as a research lab, an Admin office, the Principal's office, the Secretariat, and a Seminar room. Additionally, it has a separate space for the Examination Cell, IQAC Office, Counselling Room, Health Care Centre, NSS Room, Career Guidance and Placement Room, Sports and Gardening Room, Day Care Centre, and other things. The institution promotes the use of teaching methods like PowerPoint-supported lectures, and interactive lessons where students participate individually, in small groups, or in the entire classroom. LCD projectors, and fully-equipped computer labs with internet access for course curriculum, Seminars, Workshops, and Conferences are also provided.

The Institution has a Biotechnology Lab, Chemistry Lab, and Computer Lab for UG & PG, Textile Lab, Drafting Lab, Food Science Lab. The Laboratory is furnished according to the norms. Keeping the curriculum in mind, the laboratory is equipped with resources designed to inculcate the practical knowledge of students for a hands-on experience. All safety measures are taken. Each Department is equipped with computer and internet facilities. The faculty and students are given access to these computers.

Transport facilities are provided to all required places to enable the students to reach the College on time.

The College is also equipped with adequate Security and CCTV Camera provisions for safe and secure premises.

6 ICT-enabled classrooms with fixed LCD projectors and 1 portable projector available for teaching and learning

The Institution has ample facilities to coach the students in indoor and outdoor sports and games. The college has a Volleyball court and a Kabbadi court. The college includes an auditorium that can accommodate 1700 people and is used as a multipurpose venue. The auditorium serves as the venue for important occasions such as Cultural Day, Annual Day, College Day, Graduation Day, Teachers Day, Intercollegiate competitions, and regular college assemblies.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 37.17

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
125.47	31.15	56.20	88.93	97.36

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college has a main library and a digital library that accommodates both physical and digital collections of books, journals, magazines, periodicals, Newspapers, CDs and DVDs, Projects, Dissertations, Encyclopaedia, and an Integrated Library Management System. The entire library is under CCTV surveillance.

The college has a main library and a digital library exclusive for Research Scholars and students housed in areas of 3200 sq. ft and 1101 sq. ft respectively. The books are strategically positioned on racks for easy identification.

The Library contains over **7525** books on different subjects like Commerce, Economics, Business Administration and Management, Computer Science and Applications, Mathematics, English, Tamil, Interior Design & Décor, etc. It subscribes **to 23 Jo**urnals, **5** e-Journals, and **9** magazines at the National and International level to provide the needs of all the stakeholders.

Library services are partially automated with **Bar code** technology. With the help of Barcode technology, library staff can identify the membership status of a user. For that Barcode is to be printed on the Student ID card, the Barcode will be scanned by the Barcode scanner and the data will be transformed through library management software. In ILMS, details of the user will be displayed.

Integrated Library Management System (ILMS)

Name of the ILMS software - **KOHA**

Nature of automation - **Partially Automation**

Version - 19.05.04.000

Year of Automation - 2020

The Library uses **KOHA** software to do library housekeeping operations such as recording books and periodicals, issuing and return of books, etc. The library provides internet access to the users. The library provides barcode-enabled membership cards to students and faculty members by using **KOHA** software.

Every department has its own department – library which the staff and students of their respective departments were allowed to access.

Whenever the new books are bought it is displayed in the New Arrival section.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The Institution has provided adequate IT facilities on the entire campus. In order to have effective utilization of the IT facilities, the institution frequently updates IT facilities and ensures that the students benefit from the latest IT facilities. The College has obtained and maintains internet connections with a speed of 300 Mbps from the Internet service provider BSNL and 50 Mbps from INFONET to cater to the IT needs of the campus. The institution encourages the use of ICT methods in teaching such as computers, LCD projectors, and full-fledged computer labs for usage in the course curriculum, Seminars, Workshops, Conferences, etc.

The College has sufficient computer infrastructure that is accessible to the students as well as the teachers for academic and co-curricular purposes. Printers are provided in the office, staffrooms, library, and laboratories. Each Department is equipped with computer and internet facilities. The faculty members are given access to these computers.

The Laboratory is furnished according to University norms. Keeping the curriculum in mind, the laboratory infrastructure is facilitated with necessary equipment designed to dispense the practical knowledge of students for a hands-on experience. The entire campus is monitored by a CCTV facility. The CCTV cameras are installed at strategic places to help in monitoring campus activities. The College has a Bio-metric attendance system for the faculty members and an SMS facility is available for the students.

Information about various activities and programs organized and held by Departments are shared on the website and are updated periodically. This information provides all the desired details of the event including time, date, and venue. Once the event is completed, the highlights of the event will be made visible on the website with snapshots and minutes for users easy access. This allows the parents to have awareness of the programs being conducted in college as well.

A faculty member is assigned for updating the college website, thereby all the web information can be monitored and controlled. Moreover, all important information concerning academics and examinations

is uploaded on the website duly approved by the Principal.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 7.26

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 276

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 62.56

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
176.60	131.34	79.39	149.45	134.99

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 60.16

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2005	1989	864	693	740

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

> *1.Soft skills*
> *2.Language and communication skills*
> *3.Life skills (Yoga, physical fitness, health and hygiene)*
> *4.ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 41.17

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
901	750	1332	1322	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 15.63

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
160	88	94	133	63

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
642	734	717	690	658

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.41

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
12	0	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 5

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
03	02	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5.2

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
04	12	02	05	03

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

We have an Alumnae Association but it has not yet been registered. The main objective of the Alumnae Association is to bridge the gap between the institution and the alumnae. The students enroll themselves in the association as they complete their final semester examinations. Complete track of the alumnae is being kept by each department with their required details, inform them about the current changes and achievements of the institution.

Annual alumnae meet is being organized at the institute level every year. During the interaction, alumni highlighted the importance of current trends in the market and guided the students about career opportunities in different fields. They have also shared their personal experiences with students. Alumnae who are entrepreneurs have been providing ideas on how to start a new venture.

The alumnae contribute to their departments' resources such as Almirah, printers, and tables. Whenever these alumni visit the campus they motivate students to follow their path for the betterment of society. Few of our Alumnae are placed in our institution as teaching and non-teaching faculty.

The Alumnae Association Committee was formed and the office bearers were appointed. The association is taking steps to build a strong bond between the alumnae institution and the current students

Report of Alumnae Meet: - M.M.E.S ALUMNAE ASSOCIATION organizes the Alumnae Meet '' every year. It is a formal function that consists of an inauguration, alumni interaction with students, and cultural programs by the present batch of students followed by refreshments. During the program, alumnae give insights into various specializations and industries to the existing batch of students. Alumnae share their corporate experiences, guide the current batch, and assure the students to be in continuous communication with them.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Our vision and mission are to build the edifice of character through human values. To mould young aspirants into pursuing challenging goals rather than being a wandering generality to strive, seek, find, and not yield. The mission is to produce young people who are intellectually inspired and morally upright so that they can take on the world. Through cutting-edge education and research, we aim to equip the next generation with the skills they need to take on the world's most pressing problems, to help them become leaders in their chosen fields, and to instill in them a strong sense of social responsibility. To carry out its mission, the institution has a well-defined administrative structure with authority delegated to a number of different committees.

The managing committee holds the Executive Committee Meeting with the Principal to review the academic administration or any other agenda planned for the growth of the institution. This meeting is held annually on the college premises. Major policy decisions are taken in these meetings. The principal conducts weekly meetings with all the heads of the departments regarding academic activities; following up on the academic calendar; students' progress; placement and training details; alumni interaction; etc. The Principal ensures that in all these reviews, the decisions taken in the Executive Committee meetings are effectively enforced. The principal also meets the members of the faculty of every department once a semester to motivate the faculty members and keep them focused. The heads of the departments regularly conduct departmental meetings with all the members of their faculty to ensure that the various committees that have been constituted are functioning effectively to ensure maintenance as well as continuous improvement in the quality of the teaching-learning process.

The Heads of Departments, the conveners of various committees and cells, along with the staff representatives on higher decision-making bodies, play an important role in determining the institutional policies and implementing the same. Teachers play an important role in implementing the vision and mission of the college by helping in the decision-making process. They are in charge of socially conscious activities by steering the NSS unit, the Environment Club, and the Tailoring Club.

Despite its minority status, the institution admits students from other communities in order to provide quality education. With the objective of inclusive growth, it tries to reach out and help socially and economically backward students achieve their goals. The institution believes in education for all and for the future of our country.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The College has a well-defined decentralized organizational structure to coordinate the academic and administrative functions. The founder of MMES, Nawab C.Abdul Hakeem Sahib was a philanthropist, industrialist, and professional who was keen on promoting the cause of education, particularly to the Muslim community and other women as well.

M.M.E.S Women's Arts and Science College work closely with the governing body for academic planning and development. The Administration is handled by the institution's committee members. It focuses to build the edifice of character through human values and moulding the young aspirants to strive, seek, find, and motivate with a sense of duty and discipline.

The Members of the management committee have extended support and encouragement towards the empowerment of the youth who seek knowledge in higher education. The college encourages amicable decision-making. The principal of the college acts as the ex-official member who is interconnected between the management and the staff of the college. The necessities of the institution are identified by summoning frequent meetings of Governing council. The aspiration arrived at the meetings are executed accordingly towards the expansion of the institution.

The College adopts an effective administrative strategy with college committee members, the principal, and Faculty members. The Management consults the decision of staff members and their suggestions are given due weightage while taking decisions. Faculty members are recruited taking into consideration various aspects like their potential for teaching, qualification, experienced base, and research skill.

Significant academic and non-academic events at the college are coordinated by IQAC in collaboration with the relevant departments and committees. All initiatives regarding the institution's long-term growth are initiated by IQAC. Students from all walks of life can find a welcoming and stimulating learning environment at this college. As a result, the college has developed an inclusive learning program to meet the needs of students from low-income backgrounds and students who learn at a slower pace. To maximize their learning, students are urged to take advantage of campus resources like the library's free browsing center.

The code of conduct has been prepared to know the rules and regulations of the college for the Students,

and Teachers. It is expected that all students, teaching, and nonteaching staff should strictly follow the code of conduct mentioned in this document.

College Handbook of Information is a manual/ready reference for all the stakeholders of the College to its code of conduct, various policies, practices, and initiatives. All the students are subject to following the guidelines and procedures specified in the Information Handbook during their study at the college.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The physical, intellectual, and financial growth of the college's teaching and non-teaching employees is its top priority. The personnel are provided with the required amenities such as sanitary facilities, toilets, and drinking water during the allotted working hours.

The College has effective welfare measures for the faculty and non-teaching staff. Professional development is ensured through periodic training/workshops/seminars. The faculty is encouraged to make academic advancements and supporting staff are encouraged to update their administrative skill. The management ensures the wellness of its employees and enables them to optimize their potential.

Welfare measures for Teaching and Non-teaching staff

1. Employee Provident fund for all the teaching staff.

2. ESI facility for the staff that fall under the eligibility criteria.

3. Grant Maternity Leaves to female staff for six months who fall under the ESI eligibility criteria.

4. Cash award for achieving cent percentage result.

5. All faculties are provided access to the computer lab, and e-journals, to improve their teaching-learning process. Well-equipped and stocked library with different types of books, magazines, periodicals, and newspapers are available.

6. Free transport facilities are provided for the staff members.

7. Incentives are given to the non-teaching staff during the festival times.

8. Canteen facility for Teaching and Non-Teaching staff.

9. Free Wi-Fi for Teaching, and Non-Teaching staff.

The institution has a performance appraisal system for teaching and non-teaching staff. The development of teaching and non-teaching staff is tracked using annual staff reviews. The teaching faculty's performance is assessed based on the following criteria.

An annual assessment form is filled out and submitted by teaching staff individually. This system motivates them to perform better in teaching as well as self-learning. It is based on their academic and research work. Annual increments are allotted based on the performance of the staff.

Both academic and administrative employees are subject to the institution's performance evaluation process. Teachers have responsibilities outside of the classroom as well. Teachers should strive for the betterment of the college as a whole and the students as individuals. The success of any academic institution is directly tied to the level of dedication and enthusiasm its teaching staff demonstrates in their work. Educating and assessing students entails more than just getting through the course material in the allotted time; it also calls for innovative approaches, such as incorporating ICT tools alongside the chalk-and-talk method. The faculty's duty is to help students grow in all areas of their being, not just academic ones. Evaluation is also crucial, playing a major part. The Management gives them opportunities to participate in seminars, conferences, and workshops. The feedback of the student is also taken into

account. The college admin plays an important role for non-teaching staff in ensuring the smooth operation of the institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 67.19

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
74	29	07	102	87

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
17	16	15	17	17

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

M.M.E.S Women's Arts and Science College for Women is affiliated with Thiruvalluvar University and

is registered as a self-financing Institution. The College Committee takes reviews the mobilization of funds and the utilization of these sources periodically in their meetings. Regular internal audits from the Charted Accountant, Internal audit is done by checking each bill and voucher by the Financial Administrator of the college. The cashier maintains the cashbook, receipt, bills, and vouchers, and external audits from the government make sure that the mobilization of the resources is being done properly. The Library Committee takes care that the resources in the library are utilized optimally.

The additional expenditure on infrastructure development and maintenance is borne by the Management. The Management also undertakes the general repairs, and maintenance of vehicles, buildings, equipment, gardens, playgrounds, workshops, generators, etc. By using a generator power-cuts are managed.

The departments have to conduct activities they prepare a budget before every programme whether it is a seminar or a conference. The budget is submitted to the principal who scrutinizes it along with IQAC members. Then it is forwarded to the Management for their approval. Once the Management approves, the principal forwards it to the department to proceed with the preliminary works. Bills and vouchers have to be produced for the office. As far as annual programme like Sports Day, Graduation Day, and Milad-un-Nabi the Management and principal discuss and decide the expenses, and an amount is sanctioned by the Management.

Optimum utilization of assets i.e. land, buildings, equipment, vehicles, furniture, etc. which are already in place and to be created in the future. Feasibility studies are done before creating a new infrastructure.

Since the college is self-financed, its only source of income at the moment is the fee collected from the students. The major capital expenses like building construction and other infrastructural developments, are supported by the parental society

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC Cell of the college is one of the major policy-making and implementing units in our college. IQAC is an effective and efficient internal coordinating and monitoring mechanism, that strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education

and the growing need of students. The IQAC meets every quarterly to plan, direct, implement, and evaluate the teaching, research, and publication activities in the college.

Significant improvements in quality have been made by institutionalizing the following IQAC initiatives: strategic planning of key areas and assigning responsibilities-

1. Feedback analysis received from students
2. Getting updated on the latest information on various quality parameters of higher education through various articles and industrial visits.
3. Institute appreciates, encourages, and provides support for quality improvement in teaching, research, and administration.
4. Documentation of various programs/activities leading to quality improvement.
5. Academic results
6. Placement support
7. Creating a formal structure for the alumni association.
8. Improving library facilities.
9. Mechanisms to identify and reform academic practices.
10. Facilitate implementation of innovative methods in the departments.
11. Self-development of faculty members.
12. Academic audit through IQAC.
13. Implementation of green practices on the campus.
14. Use and enrichment of ICT infrastructure.

IQAC has made a significant impact on campus life. IQAC reaches its objective by way of a number of methods and approaches In addition to teaching students, all divisions are tasked with providing them with extra-curricular activities that enrich their educational experience.

Educating students about the Programme outcomes and Course outcomes is not enough. As a result, career guidance session takes place frequently. Students gain additional insight by participating in seminar and conference activities. During the conference day, students take part in a wide range of events. As a result, it has become standard practice to include students in all aspects of campus life.

There's the mentor-mentee scheme. Faculty members share the total number of students, with each receiving close to 25 students on average. Students are mentees, while faculty serve as mentors. Meetings between the mentor and mentees take place outside the classroom.

The College has signed an MOU with the University of Gondar, Ethiopia.

Through the automation of the admission, financial, and examination processes as well as the upgrading of Wi-Fi and LAN facilities, the IQAC made a significant contribution to the successful integration of modern technology into the administrative operations of the Institute. These improvements have significantly improved the quality of teaching-learning experiences.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Safety and Security

The institute pays attention to safety and security. In our institute there is a strict measure of the guard at the entrance of the campus without signing in the registered notebook no one is allowed on the campus. The security governs the campus and the security doesn't permit anyone inside the campus without signing in the registered notebook. On our campus there is a 24x7 camera facility inside and outside the college.

Our college has provided excellent transport facilities for faculty members and students from various places. There are 7 route buses from Vellore, Katpadi, Melvisharam, Walajapet, Arcot, Thiruvalam, and Ranipet.

The college has a hostel which is housed in a two-storied building. There are 32 rooms in the hostel, providing accommodation to 100 students. There is a reading room, office room, visitors room, and a dining hall. Spacious, well-ventilated rooms with mosquito mesh windows.

Counseling

To address emotional, private, and interpersonal connection problems and provide guidance to overcome them, a counselling centre is developed. Numerous initiatives for managing stress, maintaining mental stability, and adopting a positive outlook have been planned by the IQAC. Students with personal and emotional problems receive in-depth counselling and other supports to help them get through the problems.

Day Care centre

There is a day care centre where the faculty can leave their child and work-friendly there is a maid who takes care of a child and their needs.

Health Care and Fitness Centre

Students utilize the health care when they are ill and the health care has the first aid and medicines. Physical fitness is a state of health and well-being. There is a physical fitness room, where students train themselves physically and mentally.

The college organizes various national and international commemorative days, events, and festivals with the active participation of students and staff members as an expression of patriotism towards our nation. Our College celebrates sports day, Women's Day, Republic Day, Independence Day, Teachers Day, Youth Day, Science Day, Book Day

INDEPENDENCE DAY and REPUBLIC DAY are commemorated with due respect to the nation and gratitude to the freedom fighters and those who constituted the laws of our beloved nation. WOMEN'S DAY is celebrated on 8th March every year. It is a global day for celebrating the social, economic, cultural, and political achievements of women. WORLD BOOK DAY is celebrated on 23rd April every year. It is considered as one of the International days. The theme of Book Day in the year 2022 was "Read ... so you never feel alone." NATIONAL SCIENCE DAY is celebrated on 28th February around the world to commemorate the "discovery of the Raman effect." WORLD ENVIRONMENT DAY is celebrated on 5th June to create awareness of the problems facing our environment such as pollution. On 18th September, celebrates CLEANING DAY every year to create awareness among students about cleanliness. We celebrate Yoga Day, Voter's Day, and Environment Day and also conduct various exhibitions.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Due to the fact that the employees, students, and faculty at our institution come from a variety of linguistic, racial, cultural, and geographic backgrounds, diversity is valued and respected there. Despite these inequalities, the students are motivated and given the tools they need to realise their inherent potential. All of the students and staff participate enthusiastically in the celebrations of local and cultural holidays and occasions, such as Pongal, College Day, Graduation Day, Freshers' Day, Milad-un-Nabi, Ramzan, Onam, and Rally, Youth Day, and Women's Day.

The M.M.E.S. Women's Arts and Science College is committed to helping its students grow into better citizens. The College encourages students to take part in many activities that will help them grow into responsible citizens.

Since the past five years, the college has observed Voters Day and works to educate students about their responsibilities. Voting awareness was raised by the students at our College. On National Voters' Day, numerous programmes were held and the deputy collector gave a speech about the importance of voting knowledge for students.

Every year, the college holds a cleaning day where students participate in cleaning tasks across the campus. The students have sworn an oath to maintain a clean and sanitary environment.

Our institute held a human rights day awareness programme where students may learn about their essential responsibilities and rights.

A programme promoting mental health awareness is run with the goal of reducing stress among our students and guiding them towards a healthier lifestyle.

On our campus, first aid day programmes are held. Additionally, students receive instruction on how to assist others who have been injured in accidents. In our institute, blind day programming are also organised to instill in pupils a desire to lend a helping hand to those facing similar difficulties. It aids pupils in developing into socially conscious citizens of their nation.

The sacrifices made by numerous freedom fighters to achieve independence continue to be remembered on Independence Day and Republic Day. Events and a ceremony to hoist the flag are held to commemorate the day.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

BEST PRACTICE - I

1.   Title of the Best Practice

 ENTREPRENEURIAL SKILL DEVELOPMENT

 2. **Objectives**

·   To identify initiatives that best promote an entrepreneurial mindset among the students

·   To create events and competitions that promote entrepreneurship skills

·   To encourage entrepreneurial solutions for societal needs.

·   To inculcate creativity and innovation in bringing out new products.

·   To increase the understanding and skill of existing entrepreneurs

·   To encourage others to become entrepreneurs.

3.   The Context

      The spirit of entrepreneurship at M.M.E.S Women's Arts and Science College is a way of making the students feel empowered, motivated, and capable of doing things in a creative way. An entrepreneurial skill is nurtured within the institution to encourage students to view problems as a means to solve problems and bring solutions.   They can identify opportunities to overcome obstacles that hinder their decisions.

 4. The Practice

The development of entrepreneurial skills among students has enabled them to cater to the needs of the industries and corporate sectors. We assess the student's strengths and weaknesses and address their needs. The institution organizes various workshops to enhance the self-esteem and self-confidence among students and in our college various programs were organized to create awareness of entrepreneurial skills. Various departments in our college visited different industries, where the students understand the functioning of industries.

·   Creating events such as Product launch and corporate Brochure Designing that promote a sense of entrepreneurship

·   Introducing a culture that encourages creativity, innovation, and risk acceptance through forums

such as E-Cell

·   The Entrepreneurial Skill Development Program also encourages entrepreneurial solutions for societal needs.

Entrepreneurial Skill have been a predominant venture of our college, we impart skill through

- Seminars
- Webinars
- Workshop
- Symposium
- Trade Fair
- Ed Cell
- Industrial Visit
- Awareness Program
- Small Industry Day Celebration

5. Advantages

- Students become critical thinkers who are capable of identifying business opportunities
- They learn to plan a small-scale business idea to earn profit by minimizing the cost.
- Business plans are developed, evaluated, and implemented
- Students apply interpersonal skills to effectively market a product or service, and develop skills needed to effectively lead an organization.

6. Challenging issues

·   Raising funds to carry out the proposals for a new venture.

·   Expert from the field with entrepreneurship experience to guide the students in an efficient manner.

7. Evidence of Success

·   Awareness Program, Guest lectures, and workshops conducted related to entrepreneurs skills

·   Students sell the products manufactured by them and take returns from their Investment. Students also learn to make their product presentable by creating Corporate Brochures

·   Entrepreneurial Skill Development imparted has enabled our students to start small enterprises.

8. Resources Required

·   Entrepreneurial experts   to share their experience

·   Collaborations with start-ups in the industry.

- Seed money to start small enterprise

Best Practices II

1.   Title of the Best Practice

Connecting all to Respect Health and Eco-friendly campus

 2.   Objectives of the Practice

·   The objectives of the program were to emphasize the importance of good nutrition and proper diet.

·   To educate staff members, students, and society on their health and mental well-being through various awareness programs and counseling.

·   To develop green zones wherever possible, primarily on the College campus

·   Emphasizing saving water and conserving energy.

·   To protect our existing greenery in the College campus

3.   The Context

·   Our college emphasis on "Health for All" and "Eco-friendly campus for All" is a commitment to health and the environment.

·   Today's students are the citizens of tomorrow's nation. Their survival, protection, and development are, therefore, the prerequisite for the future development of our country.

·   Empowerment of the younger generation, their individual development, and social contribution will shape the future of the students.

·   Investment in health, nutrition, and the environment is the vital foundation for the development of the college, students, and the community.

4.   **The Practice**

·   The Departments, Committees, and Associations are selected by the Principal and IQAC to perform this task at the beginning of the academic year.

·   The designated authorities make the plans of execution with various kinds of activities such as guest lectures, programs on commemorative days, tree plantation drives, and events to promote an eco-friendly campus.

·   Sign boards in the campus environment to bring awareness to save water and energy resources.

·   We distribute supplements like Iron and folic acid tablets to the students which have been given by the government to ensure their health and wellness.

·   The college insists all the departments organize and allocate the work to the students by making necessary groups as per the requirements and training them accordingly to create awareness about Health and Nutrition on and off the campus.

·   Staff members along with students execute the activities as per the plan and timetable and results are recorded

These are the practices for a healthy and eco-friendly campus

- Nutrition & Enviro Quiz

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Education is the process of holistic development of a child.   Mahatma Gandhi defined education as an "all-round development of the child by drawing out the best in one's body, mind, and spirit". M.M.E.S. Women's Arts and Science College is devoted to empowering women and rendering this holistic development of the students.

The rise in women's education after independence is found to be significant. Even though the share of female students is lowest in institutes of higher education there has been an increase of over 18% in female enrolment in higher education from 2015-16 to 2019-2020.   It is remarkable to note that first graduates are on the rise in many families. This shows that people have realized the need for education and its importance to have a good living standard. The existence of this college since 2007 has enabled women to acquire education at graduate and postgraduate levels in this part of society. "When women are educated, their countries become stronger and more prosperous." – Michelle Obama. Accordingly investing in girl's education is considered a promotion of protecting their rights.

Education empowers marginalized women and helps them build better futures for themselves and their families. According to the quote "Educate a woman you educate her family, educate a girl and you change a future" we educate women to build a great society. Education for women is truly required to

build a strong nation. Through this education, women become socially, economically, emotionally, and psychologically empowered.

PG courses in Arabic and Interior design and décor

The two postgraduate courses M.A. Arabic and M.Sc Interior Design and Decor are offered only by our college in this district. These two courses are available only in city colleges in our neighboring places like Chennai and Bangalore.

Interior design is the art and science of understanding people's behavior to create functional spaces within a building. The course Interior Design and décor which is offered in our college is affiliated with Thiruvalluvar University. It provides an opportunity for students with creative skills to learn the technicality involved in this subject.

The course is of much demand in city colleges. However, knowing the need for such a course in this town our college started post-graduation in Interior design and décor. The course is offered with nominal fees and is affordable to women students.

The postgraduates can get jobs in private sectors and academic institutions. They can also start their own enterprise and be an entrepreneur. There are several career opportunities in interior designing from which one can choose, such as furniture designer, exhibition designer, lighting designer, kitchen designer, architect, architectural technologist, product designer textile designer, stylist, production designer

Interior Design is unique in its blend of creativity and practicality, offering various career paths that cater to different skills and interests. Students who graduate from IDD can find placement in the following industries:

- Dress Designer
- Interior Designer
- Architect.
- Architectural technologist.
- Estates manager.
- Furniture designer.
- Graphic designer.
- Product designer.
- Stylist.
- Textile designer.

Arabic is the specific language of Islam. Learning Arabic can help you better communicate with both Arabs and other Americans. By studying Arabic, we can have a better grasp of the Arab culture, including its religion: Islam. The more you know about this language, the better equipped you are to educate people about Arabs.

Arabic students can find job opportunities such as:

- Foreign service officer.
- Development program officer.
- Intelligence analyst.
- Government relations specialist.
- Translator.
- Interpreter.
- Transcriber
- Editor
- Proofreader
- Researcher
- Content writer
- Freelance linguist.

Scholarship for women students

The management has been magnanimous in providing 50% scholarship to encourage minority students to come forward to be educated at Melvisharam. This provision has enabled many economic background students to gain a degree and find a job. This has enhanced their standard of living. Girls students who have studied from 6th standard to 12th standard in Government Schools are offered Rupees 1000/- per month by the Government of Tamil Nadu to encourage students to continue higher studies. This scheme has been beneficial to many students from economically backward classes. SC/ST Scholarships and Minority Scholarships are helpful for students falling under caste and minority groups. The students also receive scholarships from private sponsors such as self-help groups building construction workers and others.

Value-added and skill oriented Courses offered

The college has identified 90 value-added courses and has imparted to students during the last two years. These short-term courses have developed an interest among our students to learn beyond their core subjects. Students are encouraged to undergo free online certificate courses offered by Alison. The Naan Mudhalvan program initiated by the Tamil Nadu government has enhanced the students with skills developed in various fields. The training provided by the government with collaboration from the industry sector has paved the way for students to fit in the industry soon after graduation.

Add on courses

The management has identified various academies to impart courses in Tally, DMLT, and Vocational courses of NCVRT (National Council of Vocational Research & Training) such as a Certificate in Bakery & Confectionary, (3 months) Diploma in Python, Diploma in Computer Applications, Diploma in Computer Science, (6 months) Certificate course in Fashion and Clothing Technology (one year). Students are given the opportunity to enroll in these courses which are provided as additional courses selected out of interest. They can study at pace along with regular classes.

Conclusion

The management has made a distinctive effort in offering new job-oriented and entrepreneurial courses

for the students of this region. It has also provided additional short-term certificate courses for students interested in studying along with regular programs. These programs are offered to help students find jobs and fit into the industry. Scholarships also play a major role in reducing the financial burden for students to continue higher studies.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

To update teaching skills with AI tools, educators should stay updated on the latest advancements. Hence effort would be taken in the future to organize programs to encourage staff members to participate in such professional development opportunities. This will help identify the right tools that align with teaching goals and pedagogical approaches.   It is crucial to maintain a balance between AI tools and human instruction, ensuring that students receive well-rounded and personalized learning experiences.

Concluding Remarks :

In conclusion, teaching-learning, and evaluation are the inter-connected process that plays a crucial role in the education system. Teaching involves the transmission of knowledge and skills through various instructional methods, while learning is the active process of acquiring knowledge and skills through engagement and practice. Evaluation is the systematic assessment of students' progress and effective teaching methods, serving as a feedback mechanism for both teachers and learners.

Effective teaching involves creating a positive and engaging learning environment, using appropriate instructional strategies, and adapting to the diverse needs of the students.

The meaningful learning experience is ensured through the integration of different teaching approaches, such as lectures, discussions, hands-on activities, and experiential learning.

Learning is a dynamic process that requires active participation and self-regulation on the part of the students. Students are encouraged to take ownership of their learning, set goals, and engage in learning activities. Opportunity is provided to students to apply their knowledge and skills to think critically and apply problem-solving techniques to solve problems.

Evaluation is essential to determine the effectiveness of teaching and learning. It helps identify areas of improvement and measure students,s achievement. Traditional assessments such as tests and exams, are the evaluation methods to evaluate students.   However, we provide opportunities for students to make models, charts, and exhibits as are formative approach to evaluation.

In summary teaching, learning, and evaluation are integral parts of the education process. Through effective teaching methods, students were engaged and continuous evaluation enabled educators to create a meaningful learning experience and contribute to lifelong learning.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : Answer After DVV Verification :78 Remark : DVV has made changes as per the report shared by HEI.
2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years* 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)** Answer before DVV Verification:

2.1.2.1 — Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
336	307	307	302	302

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
287	248	247	263	271

2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**
Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
336	307	307	302	302

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
336	307	307	302	302

Remark : DVV has made changes as per the report shared by HEI.

2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
16	16	18	18	17

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
15	15	14	17	17

Remark : DVV has made changes as per the report shared by HEI.

3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
14	10	5	3	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
14	07	04	03	05

Remark : DVV has made changes as per the report shared by HEI.

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
10	8	3	0	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
9	8	3	0	4

Remark : DVV has made changes as per the report shared by HEI.

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for*

internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Answer before DVV Verification :
Answer After DVV Verification :03
Remark : DVV has made changes as per the report shared by HEI.

| 5.2.2 | *Percentage of students qualifying in state/national/ international level examinations during the last five years* |

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
21	1	0	1	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	0	0	0	0

Remark : DVV has made changes as per the report shared by HEI.

| 5.3.1 | **Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** |

5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
16	15	3	8	6

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
03	02	00	00	00

Remark : DVV has made changes as per the report shared by HEI.

| 5.3.2 | **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** |

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
40	61	6	34	25

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
04	12	02	05	03

Remark : DVV has made changes as per the report shared by HEI.

6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
92	81	5	7	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

Remark : DVV has made changes as per the report shared by HEI.

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
125	35	14	112	87

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19

| 74 | 29 | 07 | 102 | 87 |

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
17	16	15	17	17

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
17	16	15	17	17

Remark : DVV has made changes as per the report shared by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 166 Answer after DVV Verification : 159
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>82</td><td>76</td><td>75</td><td>75</td><td>73</td></tr></table> Answer After DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>82</td><td>76</td><td>57</td><td>75</td><td>73</td></tr></table>