SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MAHENDRA ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

MAHENDRA ARTS AND SCIENCE COLLEGE (AUTONOMOUS) KALIPATTI (PO) TIRUCHENGODE TK., NAMAKKAL DT. - 637501
637501
https://www.mahendraarts.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mahendra Arts & Science College was established in 1999 by Mahendra Educational Trust with the sublime aim of catering to the educational needs of the under-privileged youth of Salem and Namakkal districts at affordable cost thereby uplifting the standard of life of the rural community. The institution has been serving the nation in the cause of education over 4 decades. A co-educational institution, Mahendra Arts & Science College is affiliated to Periyar University, Salem, recognized by UGC, New Delhi under section **2(f), and 12(B)** and accredited with grade 'A' by NAAC. The college was granted Autonomy in the 2015. Presently there are 13 UG, 10 PG, 8 MPhil, 4 PhD and 4 B.Voc. programmes.

The institution has been awarded NIRF ranking for the past 5 years consecutively, right from the year of inception of NIRF- 67th rank in 2016-17, 96th rank in 2017-18, 151-200 band in 2018-19, and 90th rank in 2019-20 and 51-200 band rank in 2020-21. Education World India awarded 101st rank in 2019-20, 100th rank in 2020-21 and 64th rank in 2021-22 to our college for the top autonomous colleges across the country. The institution is registered with ICTACT. The Institution Innovation Cell of Mahendra Arts & Science College enjoys 3.5 Star rating given by the Institution Innovation Cell, MHRD. Well-equipped laboratories, full-fledged libraries, spacious class rooms and other modern infrastructural facilities are the salient features of the college. Seminars, Workshops and Special lectures etc., are organized regularly to give the students a platform for sharing and updating their skills and subject knowledge. The college is packed with various kinds of activities through different clubs to bring out the hidden potential among the students. The clubs are packed with activities round the year. The Placement Cell of Mahendra renders extensive placement support to students for employment opportunities. The institution gives utmost importance to discipline, as discipline forms a greater part of education. The institution is relentlessly working towards making the students responsible and respectable citizens of the nation. In realizing the mission, the institution leaves no stone unturned.

Vision

To provide good quality education hybridized with good conduct and character to the rural-based students by providing all infrastructural facilities. Empowerment through competency development and ethical foundation.

Mission

- Adapting learner-centered approach for better reach-out.
- Providing high-tech infrastructural facilities to facilitate the learning process
- Preparing the students for facing testing life situations
- Developing in the students leadership quality
- Focusing on continuous improvement through comprehensive feedback
- Practicing fair and unbiased methods in assessment and evaluation
- Sustaining transparency in institutional governance
- Empowering ICT for effective teaching-learning and evaluation
- Training the students in employability skills
- Promoting on-campus employment opportunities to students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

?????

- Continuous ranking for the past 5 years by NIRF, since the inception of NIRF.
- Recognized by UGC under 2f and 12B and conferred with Autonomous Status in 2015 and renewed in 2021.
- Long standing faculty with good experience.
- State of art infrastructure with sophisticated laboratories and libraries.
- Extensive college free transport facility for students and staff
- DST-FIST supported Bio-tech Research laboratory
- Mahendra training Centre for Competitive Examinations (MTraCE)
- Management-sponsored scholarships to economically backward, meritorious, sports and parentless students.
- Eco-friendly environment.
- Good placement record.

Institutional Weakness

- Mobility of faculty
- Very few number of research departments.
- Poor socio-economic background-handicap for students to go for higher studies
- More number of students happen to be first generation graduates hailing from rural areas.
- Poor communication skills in students, as many come from Tamil medium schools.

Institutional Opportunity

- Leveraging the autonomy and New Educational policy.
- Industry-ready, skill-oriented, value-added courses are offered to students.
- Contribution by alumni for guest lectures, training and placement drives.
- Collaboration with various industries for better learning opportunities.
- Student and staff exchange programmes with overseas countries may be mooted in the coming years.
- Motivation of faculty and students to pursue online courses.
- Establishment of Incubation centre.
- Placement Training and Drives for employment opportunities.

Institutional Challenge

- Due to change of medium from their mother tongue to English, it is a marathon task to teach English communicative skills.
- Drop-outs in between their studies due to family situation.
- Mushroom growth of new Arts & Science colleges-Unhealthy competition.
- Difficulty in getting Government funding, as it is self-financing institution.
- Difficulty in improving consultancy services.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Curricular aspects of the College are governed by the guidelines of Periyar University to which it is affiliated and the institution adheres to the CBCS as prescribed. Before the commencement of the academic year, the Academic Calendar is prepared which outlines the activities and timeline, particularly information about the examination schedule. Implementation of the curriculum is ensured through lesson planning, ICT-enabled teaching, documentation and effective monitoring. The college, being autonomous enjoys academic freedom and the curriculum has lot of flexibility with which the curriculum can be designed as per the current requirement of the industry. Horizontal flexibility is initiated through Non-major electives in UG programmes. The institutional initiative of The Patrician Knowledge Resource Center serves as a platform for sharing academic information like e-content lectures, question bank with answer keys and course-related materials. The curriculum is further enhanced and enriched through opportunities of experiential learning in the form of field trips and industrial visits, project-based learning, internships, and practicum courses. Value Education and Environmental Studies orient the students to social issues and environmental concerns that require awareness and intervention. Internships and project work give hands-on-experience to students to correlate theory and practice. Value-added courses like **Desktop Publishing, Competency Development Training, Tally,**

Mushroom Cultivation, Trouble shooting Electrical Appliances, web designing, Enhanced Communicative skills, Bio-fertilizer production, mobile phone servicing, Entrepreneurship in chemistry, Mass media, Statistical package for social sciences, e-marketing, Entrepreneur skills and Potti thervu in tamil are offered. Apart from Value-added courses, environmental studies and Human Rights, the curriculum is prepared with an eye on gender equity, ethics and environmental sustainability. An extra credit is given to students who successfully complete any of the value-added courses. The College is open and transparent about obtaining direct feedback from all stakeholders. Various feedback mechanisms are in place and administered effectively at different levels through the year. The inputs obtained through feedback systems are shared in different forums such as Academic Council and this facilitates reforms in the various curricular aspects.

Teaching-learning and Evaluation

Admission:
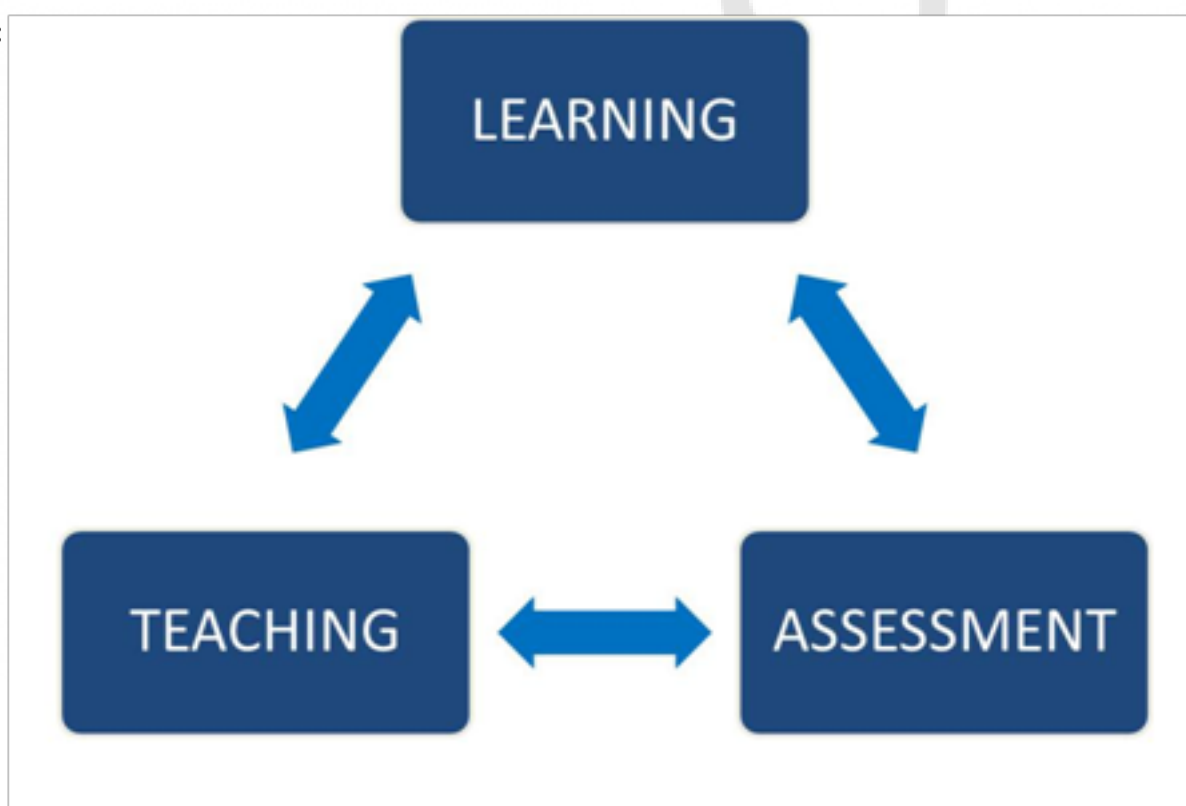
Admission is done in the college strictly following the Government and University admission norms. 970 students were admitted in the academic year 2020-2021.

Faculty strength:

Full-time teachers are 119, among whom 42 are doctorates. Effective mentoring system is in place with mentor-mentee ratio of 1:22.

Student's induction Programme orients the newly admitted students regarding the curriculum design, teaching learning process and other opportunities available to ensure smooth transition.

Content delivery:

The content delivery is based on 60% lecture and 40% participatory learning. Participative learning is accomplished through industrial visits, field training, guest lectures, seminars, video conferencing etc. Experiential learning is accomplished by encouraging students to take up real time projects and internships in reputed industries/laboratories. Value-added/job-oriented/add-on courses are offered under CBCS to facilitate inter-disciplinary study.

Social engagement of students is ensured by mandatory enrolment of students in co-curricular activities.

Mandatory completion of one online course for PG students enables self-paced learning. Those completing online courses in SWAYAM, NPTEL are given an additional one credit for that course.

Remedial coaching provided for slow-learners has reduced the dropout rate and has helped students complete their course. Special coaching given to the advanced learners catered to their need. ICT-enabled classes are of great help to the faculty and students the teaching learning-process. Wi-fi facility round the clock comes handy to the teachers in content delivery.

Evaluation:

Academic Calendar which notifies important academic events and examination dates is of great help to plan the activities before hand. Examination procedures are technology integrated. COXCO software is deployed for examination process. The software is used for making seating arrangement in the examination halls and generating dummy numbers for answer scripts for evaluation. Examination section facilitates fool-proof transparency in evaluation. The results are declared within a span of 15 days from the last examination date. Assessment is based on Bloom's Taxonomy knowledge levels. Average pass percentage of the academic year 2020-2021 is 97%. Students are facilitated with revaluation. They are given 10 days time from the results publication date for applying for revaluation.

Research, Innovations and Extension

The institution has 4 research departments for facilitating the research activity of the staff and students in the campus. The departments received grant from various funding agencies, such as TNSCST, UGC, MHRD and ICSSR. There are 69 publications of the faculty in the UGC Care-listed journals of which is Scopus Index 13, SCI Index 31 and SCIE Index 24. The total H Index of our faculty is 152. The number of Google Scholar citations of the publications in the last five years is 9606. For the promotion of research in the campus, Seed money to the tune of Rs.5.1 lakh was given to 10 faculty members. The management gave monetary incentives amounting to Rs. 2,24,200/- to 120 faculty members for publication of research papers. Dr. K. Selvam was recognized by Periyar University with "Special Researcher Award" in the year 2020-21. The institution signed 11MoUs with different academia and industries. The MoUs helped many students get internships, project works, collaborative research and other activities, besides skill development courses.

Institution Innovation Council from MHRD awarded 3.5 golden star status to our college Institution Innovation Cell (IIC) in the academic year 2019-20. The institution received a grant of Rs.40,000/- from IIC for conducting "Lecture Series on IPR". On the whole, 33 Seminars and Workshops on IPR, Entrepreneurship and Skill Development were organized over the last 5 years.

As part of extension activities, 117 out-reach programmes were successfully conducted to the benefit of community. As many as 11 NSS students participated in the Swacth Bharath campaign and were recognized with certification.

Infrastructure and Learning Resources

The institution has a clear-cut policy in order for the improvement of the infrastructural facilities which would facilitate teaching-learning process in an effective manner. The college is spread over 46012.7 sq.mt and the built-up area is about 15846.19 sq.mt. A few more structures are under construction. These structures house nearly 85 class rooms, with proper lighting, seating and ventilation, ICT enabled smart class rooms, a state-of-the-art auditorium with a seating capacity of 1000 equipped with modern audio and visual instruments, three seminar halls, administrative and faculty rooms, admission and examination cells, semi-automated library with more than 30000 books and journals, 6000 e-journals and 95000 e-books, and browsing centre with 285 broadband connected computers, 07 laboratories equipped with good amount of instrumentation, canteen, first-aid centre, girls rest/recreation room, garage and many washrooms. The college has also provided safe drinking water facility through installation of RO plants at various places in the campus. Uninterrupted electricity supply is ensured in the campus with the help of one 142KV and a few smaller Gen Sets, and many inverters and UPS systems. The college operates 30 well-maintained buses for the free transportation of students that covers a radius of 70 km. There are 5 numbers of five seater vehicles for emergency purpose. Additional vehicles are planned to accommodate the incoming strength. The college has a well maintained bamboo garden and many lush green lawns to beautify its campus, besides a playground that spreads over 5 acres of land for outdoor games and athletics. In IT infrastructure, the college is equipped with more than 285 Computers with internet connection, and purchase of few more computers is in pipeline, besides 6 interactive boards with visualizers and LCD projectors installed in all the departments.

Student Support and Progression

Student Support Service: The main aim of the institution is to enrich the students' knowledge and promote social values in them. The institution has a strong student support system which gives room for the students to voice forth their ideas and concerns to improve the academic excellence. The well-being of the students is taken care by providing services and schemes in terms of Personal Counselling, Yoga, Meditation, and other Awareness programmes on health, hygiene and physical fitness help. Capacity Development Programmes and Skill Enhancement activities like soft-skills training and Career Guidance programmes are organized periodically.

Management scholarship for 1347 students to the tune of Rs.54,29,200/- has been disbursed so far, besides scholarships from Governmental and Non-Governmental organizations. 1594 SC/ST students enjoyed financial assistance to the tune of Rs. 48,16,054 through state government scholarship. Scholarships from different welfare boards are extended to students whose parents are the employees of the industries concerned.

Student Progression: Around 20% of the out-gone students progressed to higher studies at our college as well as other colleges. Over 20 companies visit the campus every year for placement drives. On an average 400 students are placed in different companies every year. The institution renders massive support to the students in their preparation for competitive examinations through Mahendra Training centre for Competitive Examinations. (MTraCE)

Student Participation and Activities: The institution provides ample scope to the students to expose the hidden talents through various associations. Many students won medals and cash awards at national/international sports and cultural events. M. Ezhilraj of B.Com department participated in the international karate Meet and got gold medal. Many students got recognition at the sports and cultural meets conducted at the university and state level. Leadership quality is horned through various activities of the college.

Alumni Enhancement: Being an integral part, the duly registered Alumni Association supports the institution academically. The Alumni is given membership in the Board of Studies to share their updated knowledge with the institution. Alumni entrepreneur regularly visit the campus for placement drives. Alumni series lectures are conducted.

Governance, Leadership and Management

Decentralized participatory management has been implemented by the college in its academic and administrative operations. Activities at the college level are planned and carried out taking into account the opinions and recommendations of the stakeholders. Effective decision-making and the creation of policies involve the department heads and faculty members. The strategic plan's main areas of focus are internationalisation, institutionalising skill-based programmes, encouraging research and development, and innovative teaching and learning processes.

This vision paves the way for the students to develop into global leaders and entrepreneurs as well as to build a society that is sustainable and fulfilling. The Chairman, Administrative Director, Principal, IQAC, Academic Council, Governing Body, Teaching and Non-Teaching Staff, as well as other members of the staff, all contribute to the smooth operation of the institution and the advancement of students' education. Faculty members are chosen based on their credentials, subject-matter expertise, openness, and interactions with students.

Faculty Development Programs are held to improve faculty teaching skills and to make them aware of modern teaching tools and methodologies. It also gives you the chance to learn about current technological developments in relevant fields. Furthermore, the institution encourages faculty members to present papers and publish journals. The institution encourages faculty to further their education in order to improve the quality of research. Honoraria are given to faculty members who have worked hard to achieve perfect results in semester exams.

The college employs E-Governance in all administrative and academic areas. Statutory and non-statutory bodies aid in the smooth operation of the college. The Finance Committee meets on a regular basis to plan strategies for efficient resource mobilisation and utilization. Internal and external financial audits are performed on a regular basis. The college has a Resource Management Policy that aids in the identification and analysis of available resources. Management Information System (MIS) is the college's Enterprise Resource Planning system that aids in resource management and optimization.

The college offers both teaching and non-teaching faculty members a number of welfare programmes. The college offers a first-rate student support system that looks after students from the time they enrol until the time they complete their programme.

IQAC regularly conducts academic audits to monitor and evaluate the teaching and learning process. It encourages faculty members to use ICT tools in novel and creative ways. IQAC regularly hosts seminars, workshops, and faculty development programmes with the goal of raising educational standards.

Through the Finance Committee, Library Committee, and Management, the institution monitors the efficient mobilisation and utilisation of financial resources. Academic, co-curricular, cultural, and extra-curricular activities are prioritized by the Finance Committee in developing the annual budget. The Internal Quality Assurance Cell (IQAC) is in charge of overall system monitoring and guiding the institution.

Institutional Values and Best Practices

Mahendra Arts & Science College was started in 1999 in the rural pocket of Namakkal district with the sole aim of giving higher education to the underprivileged. The state-of-the-art infrastructure facilitates the faculty in realizing the vision of the college. The college offers 13 UG, 10 PG, 8 M.Phil and 4 PhD programmes, besides value-added courses. The campus ensures discipline, safety and security to the students. Surveillance cameras are fixed at different places. Anti-Ragging committee, Internal Complaint Committee (ICC) and Grievance Redressal Committee are functioning effectively to ensure ragging-free environment. The college runs a hostel for boys and girls. The institution's free transport facility covers a radius of 70 kms.

Seminars, Workshops, Conferences and Guest lectures are conducted throughout the year to update and showcase the student's skills. Mahendra Training Centre for Competitive Examinations (MTraCE) was established to train the students in competitive examinations. In order to bring out the innate talents of the students, various clubs like, Men's Cell, Women's Cell, Penta Club and Tamilsaral organize competitions. As part of social service and responsibility, the volunteers of NSS, RRC, Citizen Consumer Club and YRC undertake camping programmes in villages.

To sensitize the students about environmental consciousness, Environmental Studies is made mandatory for all UG students. Waste water from hostel is treated and used for gardening. E-wastes are disposed off periodically through authorized vendors. Hazardous chemical wastes from laboratories are disposed off properly. Food waste and vegetable waste are used in bio-gas plant. Bamboo Garden and Herbal Garden are maintained.

Institutional scholarship is extended to students from low-income families and meritorious students. Placement Training Cell trains students and organizes on-campus placement drive. Top notch companies conduct on-campus placement drive every year. Value-added courses are offered to widen the employment scope. Training in the production of Vermi Compost, Spirulina Cultivation and Mushroom Cultivation is given for creating entrepreneurial spirit.

To instill a sense of harmony and patriotism, Days of national importance are celebrated. Navarathiri, Pongal, Diwali, Onam are a few celebrations the college conducts to make the students be aware of different regional cultures.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHENDRA ARTS AND SCIENCE COLLEGE (AUTONOMOUS)
Address	Mahendra Arts and Science College (Autonomous) Kalipatti (PO) Tiruchengode Tk., Namakkal Dt. - 637501
City	Namakkal
State	Tamil Nadu
Pin	637501
Website	https://www.mahendraarts.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S.arjunan	04288-288301	9894264220	04288-288302	principal@mahendraarts.org
IQAC / CIQA coordinator	K Selvaraj	04288-288323	9894717781	04288-288311	iqac@mahendraarts.org

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of Establishment, Prior to the Grant of 'Autonomy'	20-07-1999
Date of grant of 'Autonomy' to the College by UGC	29-04-2015

University to which the college is affiliated

State	University name	Document
Tamil Nadu	Periyar University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	22-06-2005	[View Document](#)
12B of UGC	18-02-2015	[View Document](#)

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
DEB-UGC	[View Document](#)	03-08-2018	36	nil

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	Mahendra Arts and Science College (Autonomous) Kalipatti (PO) Tiruchengode Tk., Namakkal Dt. - 637501	Rural	11.37	115846.2

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,Tamil	60	22
UG	BA,Tamil	36	HSC	Tamil	120	14
UG	BA,Journalism And Mass Communication	36	HSC	English	60	12
UG	BSc,Mathematics	36	HSC	English	120	19
UG	BSc,Statistics	36	HSC	English	40	14
UG	BSc,Physics	36	HSC	English	80	0
UG	BSc,Chemistry	36	HSC	English	80	20
UG	BSc,Bio Technology	36	HSC	English	80	49
UG	BSc,Computer Science	36	HSC	English	120	89
UG	BCA,Computer Application	36	HSC	English	120	59
UG	BCom,Commerce	36	HSC	English	180	144
UG	BCom,Commerce With Computer Application	36	HSC	English	180	161
UG	BBA,Business Administration	36	HSC	English	120	44

UG	BVoc,Agriculture Bvoc	36	HSC	English	50	0
UG	BVoc,Food Processing Bvoc	36	HSC	English	50	0
UG	BVoc,It Ites Bvoc	36	HSC	English	50	0
UG	BVoc,Banking Financial Services And Insurance	36	HSC	English	50	0
PG	MA,English	24	HSC	English	36	5
PG	MA,Tamil	24	UG	Tamil	36	0
PG	MSc,Mathematics	24	UG	English	36	19
PG	MSc,Physics	24	UG	English	30	12
PG	MSc,Chemistry	24	UG	English	30	17
PG	MSc,Chemistry	24	UG	English	30	0
PG	MSc,Bio Technology	24	UG	English	60	23
PG	MSc,Computer Science	24	UG	English	30	7
PG	MCom,Commerce	24	UG	English	72	13
PG	MSW,Master Of Social Work	24	UG	English	36	2
Doctoral (Ph.D)	PhD or DPhil,Tamil	36	PG or M.Phil.	Tamil	4	0
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	PG or M.Phil.	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Bio Technology	36	PG or M.Phil.	English	4	0
Doctoral	PhD or DPhi	36	PG or	English	8	0

(Ph.D)	l,Commerce		M.Phil.			
Pre Doctoral (M.Phil)	MPhil,English	12	PG	English	2	0
Pre Doctoral (M.Phil)	MPhil,Tamil	12	PG	Tamil	3	1
Pre Doctoral (M.Phil)	MPhil,Mathematics	12	PG	English	5	0
Pre Doctoral (M.Phil)	MPhil,Physics	12	PG	English	2	0
Pre Doctoral (M.Phil)	MPhil,Chemistry	12	PG	English	2	0
Pre Doctoral (M.Phil)	MPhil,Bio Technology	12	PG	English	5	0
Pre Doctoral (M.Phil)	MPhil,Computer Science	12	PG	English	5	0
Pre Doctoral (M.Phil)	MPhil,Commerce	12	PG	English	5	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				10				26				77
Recruited	8	2	0	10	19	7	0	26	34	43	0	77
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				58
Recruited	39	19	0	58
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	0	0	0	0
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/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	8	2	0	12	2	0	7	6	0	37
M.Phil.	0	0	0	7	5	0	23	31	0	66
PG	0	0	0	0	0	0	4	6	0	10
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/MCH	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	399	9	0	0	408
	Female	236	3	0	0	239
	Others	0	0	0	0	0
PG	Male	43	0	0	0	43
	Female	55	0	0	0	55
	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
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	1	0	0	0	1
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	86	71	99	101
	Female	60	52	86	85
	Others	0	0	0	0
ST	Male	1	2	4	2
	Female	1	0	0	2
	Others	0	0	0	0
OBC	Male	358	335	462	543
	Female	227	258	352	486
	Others	0	0	0	0
General	Male	29	9	8	7
	Female	8	2	8	4
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		770	729	1019	1230

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Bio Technology	[View Document](#)
Business Administration	[View Document](#)
Chemistry	[View Document](#)
Commerce	[View Document](#)
Commerce With Computer Application	[View Document](#)
Computer Science	[View Document](#)
English	[View Document](#)
Journalism And Mass Communication	[View Document](#)
Master Of Social Work	[View Document](#)
Mathematics	[View Document](#)
Physics	[View Document](#)
Statistics	[View Document](#)
Tamil	[View Document](#)

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The vision of the National Educational Policy, converting the youth into socially and globally responsible citizens by developing the human resources through quality education is parallel to the institution's vision. As the institution is granted autonomy, the institution has ample scope for introducing pedagogy on multi-disciplinary programmes, inter-disciplinary research and integrating different departments. The programmes offered in the institution are designed so flexibly that the students can choose elective subjects other than the parent department offers. Efforts are underway for the introduction of more skill-oriented courses along with soft skills. The curriculum is designed with special emphasis on creative thinking, critical thinking, problem-solving ability, personality development, innovative ideas, and communicative skills. Since the institution visualizes the kind of education which aims at the holistic development of students, it will be a welcome-change for the institution to implement NEP.

2. Academic bank of credits (ABC):	The institution is already following Choice Based Credit System (CBCS). Along with CBCS the ABC system with more flexibility is planned where credit weightage may be given based the selection of the subject choice by the students. As per the recommendation of the NEP, certification/diploma/degree can be awarded taking into account the credits earned. As we are an autonomous institution, leverage is given to faculty to design their own curricular and pedagogical approaches within the approved framework of UGC, including textbook, reference books, e-content, reading material selections, assignments, and assessments etc.
3. Skill development:	3. The institution was approved by UGC to conduct B.Voc., courses- Poultry Science & Management, Food Processing Technology, Multi-Media & Software Development and Banking, Financial Services and Insurance under National Skills Qualifications Framework (NSQF) from 2018. The curriculum will be enriched with the inclusion of internship at the local industry and more weightage on practical learning throughout the year in order to improve skills and employment opportunity. More emphasis will be given to the development of students' Communicative Skills. To inculcate ethical and moral values, the institution offers value education course on Environmental Studies and Human Rights education.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	4. The culture of any nation is preserved and developed through languages. The institution has made provision for the study of Tamil, Hindi, Telugu and Malayalam as language subjects in the curriculum. Tamil literature as a specialized programme is offered at both UG and PG level. To promote different cultures, various activities such as Dramatics, Creative writing, Seminars, Conferences, Exhibitions and Fine Arts are conducted at the intra and inter-college levels. The institution has a unique Tamil, Art & Culture museum functioning throughout the year. During the pro-Covid period, students were not used to online mode of attending classes, whereas in the post-Covid times, they are accustomed to online mode. Hence, it will be very congenial to teach Indian languages and culture through online courses.

5. Focus on Outcome based education (OBE):	5. The institution has been following Outcome-Based-Education since 2019. OBE facilitates the learners in the acquisition of knowledge and ensure their active participation. The quality of the teaching-learning process of the curriculum is measured as attainments in various outcomes, based on the performance of the students with regard to their skills and attitude.
6. Distance education/online education:	6. Due to Covid 19, the institutions are compelled to switch over to virtual mode of teaching-learning process. In spite of the initial hick-ups, both the faculty and students were able to get accustomed to the online mode. No more is it a challenge either for the teachers or for the students. Students were brought face to face with educators from various parts of the world through webinars. Due to the encouragement given by the institution, many students completed various online courses in LEARNATHON format conducted by ICT Academy. The students who complete online course in SWAYAM/NPTEL/MOOC are given an additional credit at the end of the course.

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
39	39	40	36	34

File Description	Document
Institutional data in prescribed format	[View Document]

1.2

Number of departments offering academic programmes

Response: 13

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2518	2644	2714	2750	2612

File Description	Document
Institutional data in prescribed format	[View Document]

2.2

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
934	1008	804	913	887

File Description	Document
Institutional data in prescribed format	[View Document]

2.3

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2300	2637	2713	2689	2538

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

2.4

Number of revaluation applications year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	34	42	21	17

3 Teachers

3.1

Number of courses in all programs year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
640	637	661	630	600

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

3.2

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
119	130	146	153	134

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

3.3

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
119	130	146	153	134
File Description			Document	
Institutional data in prescribed format			[View Document]	

4 Institution

4.1

Number of eligible applications received for admissions to all the programs year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
770	993	1382	1418	1166
File Description			Document	
Institutional data in prescribed format			[View Document]	

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1372	1376	1369	1281	1278
File Description			Document	
Institutional data in prescribed format			[View Document]	

4.3

Total number of classrooms and seminar halls

Response: 92

4.4

Total number of computers in the campus for academic purpose

Response: 285

4.5

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
35.5	568.57	557.32	505.53	434.23

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

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

Response:

Response

The College is located in a semi-rural part of the district surrounded by industries. Hence, utmost care is taken to design the curriculum to cater to the need of the location by incorporating cutting-edge knowledge and skill sets to make students **develop competency at the local, national and global level. The curriculum design is based on the guidelines suggested by University Grants Commission (UGC).**

Need-Based Curriculum

Periodical revision and systematic revamping are done in UG and PG Programmes. Before the Board of Studies meeting, Academic Advisory Committee meeting is conducted to obtain the opinion/suggestion from industry experts on curriculum and syllabus. **The suggestions received from the industry experts on curriculum and syllabus are discussed for approval in the Board of Studies meeting with the following board members namely University Representative, Subject Expert, Industrialist, Alumni, Chairperson and Internal Members. Inputs provided by the board of studies are incorporated in the syllabus for further approval of Academic Council. At the end of each semester, feedback on the curriculum is obtained from all the stake-holders and the syllabus revision is carried out accordingly.**

Outcome-Based Education

The College follows Choice Based Credit System (CBCS) pattern to enhance the competency of the students with a focus on employability. Outcome-Based Education (OBE) has been implemented to bridge the gap between teaching and learning process and to enhance student's employability. The curricula are framed with well-defined Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) and they are mapped to suit the industrial and societal needs.

Curriculum Design & Curriculum Development Cell

Syllabi have been designed to ensure the **holistic development of the students' personality** thereby making them socially responsible citizens. To ensure holistic development, Soft skills, General Knowledge, Test of Reasoning, Information Technology, Environmental studies and Yoga are made mandatory for all the Under-Graduate students. The same way, for all PG courses a **paper in Human Rights** is made compulsory in order to make them understand the basic/constitutional rights of citizens. **Curriculum is Industry-driven** with provision for Study Tours/Industrial and Visits/Internship Training. As the college houses students from other states, curriculum design focuses on national level requirements

too.

Value Education

In order to enrich students in various aspects of current social issues, courses such as **Gender Equality, Human Values, Environmental Sustainability, and Women Studies** have been amalgamated into the curriculum. These courses instill essential moral values and ethical values in one's mind thereby upholding the '**Value Based Education**'. An Industry-related course for all the programmes is introduced to materialize the vision and the mission of the Institution. Inter-departmental courses offered across departments provide opportunity for students to learn their interested courses and gain extra credit points to boost their standard among the competitors.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 62.86

1.1.2.1 **Number of all Programmes offered by the institution during the last five years.**

Response: 35

1.1.2.2 **How many Programmes were revised out of total number of Programmes offered during the last five years**

Response: 22

File Description	Document
Minutes of relevant Academic Council/BOS meeting	[View Document](#)
Details of program syllabus revision in last 5 years(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 62.46

1.1.3.1 **Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..**

2020-21	2019-20	2018-19	2017-18	2016-17
467	487	514	361	167

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 79.58

1.2.1.1 How many new courses are introduced within the last five years

Response: 526

1.2.1.2 **Number of courses offered by the institution across all programmes during the last five years.**

Response: 661

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

Response: 82.05

1.2.2.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 32

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The academic mission of Mahendra Arts and Science College is its commitment to the holistic development of rural community and this model has been adopted as an academic discipline of the college. The curriculum offered by most of the departments **emphasizes gender, environmental sustainability, human values and professional ethics.**
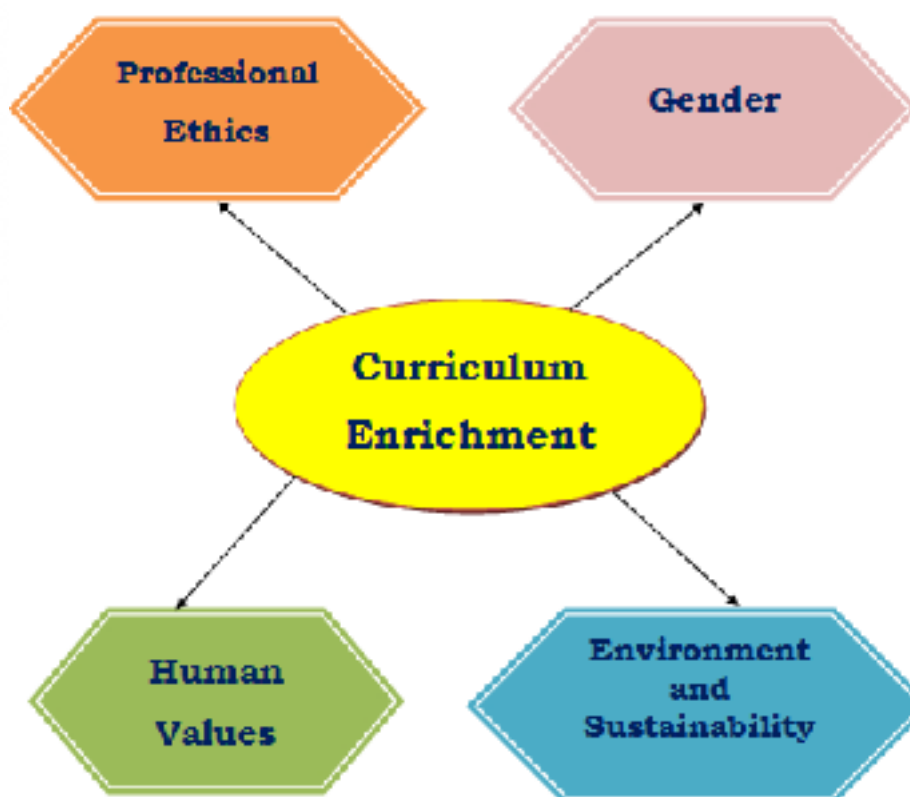
The curriculum offers intellectual and value-centered formation by applying ethical and moral principles in personal and professional forefront. They are imbibed with a secular-spiritual formation which offers

avenues for harmony and promotes secular spiritualism.

The central focus of this programme is to enable students to develop a sense of social justice by creating awareness about Human rights, Diversity, Social inequality, Caste discrimination, Women Empowerment, and Environmental sustainability. It empowers students to analyze major environmental concerns and work towards sustainability, enabling them to develop a sense of belongingness to nature.

The science streams offer UG and PG programmes in **Bio-technology, Chemistry and Physics** where the courses sensitize the students in environmental issues and sustainability, creating skills for better understanding of the environmental crisis and its remediation in their respective disciplines. **They also create a platform to hone their skills in professional ethics interwoven with human values.**

The arts streams offer UG and PG programmes in Tamil, English, Maths, Statistics, JMC, Social work, Commerce, Commerce with Computer Applications, BBA and Computer Science in which the courses sensitize the student on Gender, Environment and Sustainability, Culture, Human values and Professional Ethics.** The course enables the students to understand and work towards resolving the challenges in the above mentioned areas.

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 58

1.3.2.1 **How many new value-added courses are added within the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	12	9	5

File Description	Document
List of value added courses (Data Template)	[View Document](#)
Brochure or any other document relating to value added courses	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 30.73

1.3.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
666	1058	980	907	472

File Description	Document
List of students enrolled	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)

Response: 43.69

1.3.4.1 **Number of students undertaking field projects / internships / student projects**

Response: 1100

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni

Response: A. All 4 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)
Link for Additional Information	[View Document](#)

1.4.2 The feedback system of the Institution comprises of the following :

Response: A. Feedback collected, analysed and action taken and report made available on website

File Description	Document
Any additional information	[View Document](#)
URL for stakeholder feedback report	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 51.91

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
770	824	1196	1230	979

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

2020-21	2019-20	2018-19	2017-18	2016-17
1987	1994	1984	1855	1851

File Description	Document
Institutional data in prescribed format (Data Template)	[View Document]
Any additional information	[View Document]
Link for Additional Information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 74

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
733	813	1180	1219	973

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Advanced Learners & Slow-Learners:

Based on the performance of the students in their Internal Assessment marks, students are identified as advanced Learners and Slow-Learners. **The advanced learners are given additional reference books for related material beyond the prescribed books**. More number of problems are given to them for solution. They are assigned the task of helping the slow-learners in their studies. More number of tests are conducted and the difficulty level of the question papers is very high.

The slow-learners are given selected chapters with important questions for tests and assignments. They are given the task of reading newspaper regularly in order to improve their communication skills. Periodic tests comprising small units are conducted.

Advanced Learners:

In the absence of regular classes during Covid period, video links related to the subjects concerned were

given to students. The concept of self-study was encouraged. Various subject-oriented activities were given to students for practice. They were given guidance about the content beyond syllabus. More and more problem solving science activities were given for them to develop their problem-solving ability. Selected motivational videos on entrepreneurship were identified and offered to students for their understanding of the various nuances of business. Students were involved in online discussion and debate programmes. They were encouraged to write ICT Learnathon Course and Swayam course for upgrading their knowledge and to have experience of taking online examinations. They were introduced to some of the industrial defined problems and find out the ways and means of solving them. Video lesions were created and circulated among students for self-learning.

Slow-Learners:
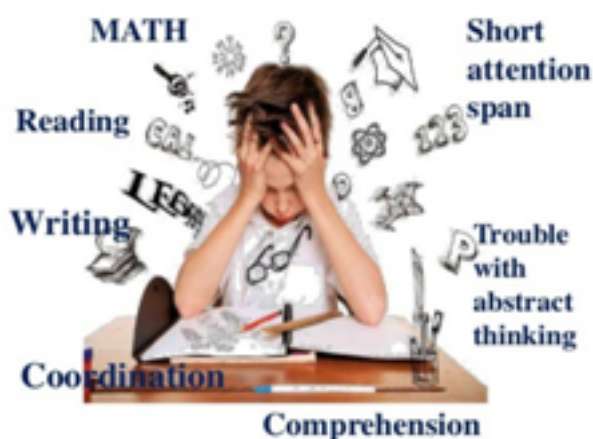
Repeated online tests in small units were conducted periodically through Google-Form to assess the students' understanding. Students were given a concept and asked to make a presentation. Listening assignments were given to improve the communicative skills. Question banks were issued to students online. Peer tutoring was arranged. They were asked to make power point presentation of the lessons.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)

Response: 21:1

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

MAHENDRA ARTS AND SCIENCE COLLEGE adopts student-centric teaching learning, enabling students to learn at their own pace. The teacher acts as a facilitator who promotes self-learning, nurtures their holistic development and brings out their latent skills through **participatory learning. Implementation of Outcome-Based-Education** favours the paradigm shift in teaching methods from the conventional lecture method to latest methods of Andragogy and Heutagogy.

In the recent past, **technology-enabled learning is increasingly being adopted** in the traditional, experiential, and participative styles.

In addition to delivery of the approved curriculum, students are motivated and encouraged to learn additional courses by opting for a specified number of **value-added/ job-oriented /add-on courses from a set of around 16 interdisciplinary courses** offered

Students are also motivated to participate in diverse associations and augment their learning through membership of the Associations. Men's cell and Woman's cell conduct wide range activities which are very interesting to students.

Skill development is integrated into the framework of the curriculum by the mandatory skill-based courses.

Group projects at the undergraduate level help students tackle complex problems, and develop skills

specific to joint efforts.

NCC and NSS units provide additional opportunities for students to enhance their societal concern through participation.

Participation in the workshops of renowned Science Academies provides advanced senior learners a window to gain further insight into their chosen area of specialization.

The **NSDC-certified B.Voc Programmes have the flexibility to enable multiple entry and exit points such as Certificate/Diploma/Advanced Diploma levels under the National Skill Qualification Framework (NSQF).** The institution did B.Voc certificate course in 2018-19.

The Community College provides opportunities to the learners to move directly to the employment sector in different job roles with NSDC assessment and certification or to higher education.

As it is clearly mentioned in the mission of the institution that imparting quality education to the rural students using the entire available infrastructure, the institution leaves no possible method of teaching-learning untouched. Since the students undergo experiential, participative and problem-solving methodologies, the students shake off their teething difficulty in no time and start learning comfortably and fearlessly. The institution practises all possible ways and means for enhancing the learning experience of the students. Each department is at liberty to use any of the standard methodology, be it experiential or project-based or participative method.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

MASC campus provides a fully **technology-enabled learning environment**. Students, faculty and administrative staff are provided with 24/7 Wi-Fi connectivity which enables them to be effective in the discharge of their responsibilities, in addition to the technology-enabled classrooms.
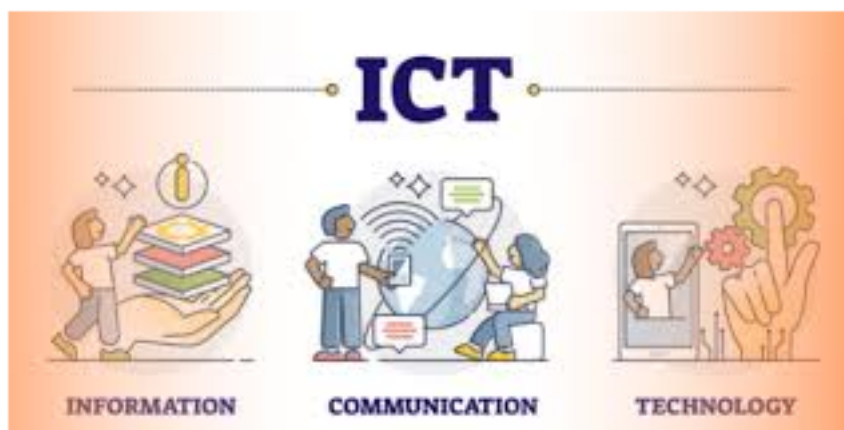
Online teaching skills of the faculty members have been enhanced through **Faculty Development Programmes and workshops** with hands-on- training.

Due to the recent situation caused by Covid pandemic, teaching-learning process has increasingly become online/virtual platforms, such as Zoom Meeting, Google Meet and Google Classroom, facilitating anytime/anywhere learning.

Faculty members post class notes, presentations, e-content modules and online subject links which can be downloaded by the students.

Components of the Continuous Internal Assessment such as assignments, quiz, case studies, etc., are evaluated online.

Lectures, seminars, conferences, workshops, webinars, etc., are conducted online.

Faculty members continuously update their knowledge to improve the teaching learning process, through **online courses on MOOC platforms like Coursera and Edx, NPTEL and SWAYAM.**

Google Meeting and Zoom platforms have been used for the conduct of the project viva-voce examinations.

The student's attendance and uploading of internal marks are implemented through **COXCO software**.

All academic and administrative communications are made through email, SMS and intranet website; Records have been digitalized.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 22:1

2.3.3.1 **Number of mentors**

Response: 112

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

Response:

The Academic calendar is prepared in May/June, well in advance of the commencement of the academic year with the involvement of all the faculty members. The purpose is to plan all the teaching- learning and assessment activities at every course level. This helps in the allotment of adequate resources for every academic activity, mid-course correction and attainment of the desired level of performance. Academic activities are planned and scheduled in consultation with the Controller of Examinations and duly approved by the College Council and the Principal. The plans and schedules are then disseminated by mail to all the faculty members through the Heads of the Departments and to the students as printed copies.

The academic calendar shows the working days, government holidays and institutional holidays. Day-order system (with six-day order) is followed, preventing undue cancellation of classes in case of repeated holidays on a particular week day. Any unexpected deviation is compensated by additional working days on Saturdays, or extension of the semester as decided by the Principal and the College Council.

The dates of the internal assessment tests, model and End Semester Examination. (ESE) are fixed, following the guidelines issued by the university. Dates of conduct of the various value-added programmes like personality development and aptitude and career guidance are also planned and strictly adhered to.

Session plans for each course are prepared during curriculum framing. The teaching schedules, time-table and workload for each semester are prepared based on this by the departments and approved by the Principal before the end of the previous semester. Lesson plans of the courses are prepared two weeks ahead and approved by the Heads of the Departments.

In case of unexpected leave availed by faculty members, alternate arrangements are made with the other faculty members and compensated later. Alternate arrangements, completion status of syllabus and coverage of all the topics, are shown in the lesson plan and execution report. Adherence to lesson plan is checked by the Heads of the Departments once in every week and the Principal twice a month.

All Departmental and co-curricular activities like seminars, workshops and field visits are planned as per the academic calendar.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 27.16

2.4.2.1 **Number of full time teachers with *Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
42	41	35	38	27

File Description	Document
Institutional data in prescribed format (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 6.43

2.4.3.1 **Total experience of full-time teachers**

Response: 765.45

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

Response: 24.8

2.5.1.1 **Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
24	14	18	34	34

File Description	Document
Institutional data in prescribed format (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 0.86

2.5.2.1 **Number of complaints/grievances about evaluation year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	34	42	21	17

File Description	Document
Number of complaints and total number of students appeared year wise	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The Examination Automation System (COXCO) was designed and developed using UBUNTU Operating System and PHP with MYSQL server for database by ESSVEE Systems & Software, Coimbatore. The scope of the entire work has been elaborated under various sections and sub-sections which were developed and designed as per the examination ordinance and guidelines. The system had been operational in a phased manner and our requirements validated by them up to the expectation of the Examination Section.

The following processes are done through the COXCO software:

- Students Bio Data entry

The information of the students DOB, Gender, Religion, Community, Nationality, Address, and Parents Contact details are collected and entered in Excel file Department wise. Import the Excel file converted in the COXCO Software with automated register number.

- Programme / Semester wise subjects and credits entry

Programme is made up of courses and each attribute value.The academic year is divided into two periods as semesters.

The study subjects of the courses semester wise

Part – I : Tamil, Hindi, French, Telugu

Part – II : English

Part – III : Core, Allied, Elective, Practical, Internship, Project.

Part – IV : Non-Major Elective, Skill Based, Value Education.

Part – V : Extension Activities.

- Students Nominal Roll entry

The academically admitted students count is taken with the programme wise information.

- Exam application generation

After completion of Nominal roll enrollment, the programme wise exam application is generated and printout is taken and issued in the respective department.

- Exam time table preparation

Managing time-table manually involves calculated logic and distribution of periods among subject. Hence an automated software like COXCO takes care of all these tasks without any errors.

- Hall Ticket generation

After the entry of nominal roll, Hall Ticket is automatically generated for the eligible candidates and printout is taken and issued in the respective department.

- Seating arrangements

Automated Linear seating arrangement is done with capacity of 26 students/per Hall from various departments.

- Internal Marks Updating

The distribution of marks for the continuous internal assessment in the Theory / Practical / Project for both UG & PG is collected department wise in excel format and updated.

- **Central valuation** - External Mark Updating

The External marks scored by student in ESE is entered simultaneously in central valuation and updated

for the result process.

- Result processing

The result is processed after the entry of both CIA and ESE marks. The Automated result printout is generated after the entry of the above mention marks.

- Semester / Consolidate Mark sheet generation

ESE (End Semester Examination) Mark Sheet will be generated with folio number after the result process. Automated generation of Consolidate Mark Sheet is done for the eligible candidates with the minimum pass of 50% in all the subjects after the completion of ESE in the 4th semester for PG and minimum pass of 40% in all the subjects after the completion of ESE in the 6th semester for UG respectively.

- Generation of eligible candidates list for award of Degree

The Excel sheet format for the award of degree of the eligible candidates after the successful completion of all the theory and practical examination with the minimum pass percentage is generated as per the University norms.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Outcome-Based-Education (OBE) has been implemented since 2019 in our college. The faculty members have been provided with an orientation to the OBE process through a series of workshops organised by the IQAC. On **implementation of OBE (following Bloom's Taxonomy)**, the Graduate Attributes (GAs) have been specified based on the vision and mission of the college and Programme Outcomes (POs), Course Outcomes (COs), and Programme Specific Outcomes (PSOs) have been specified based on the vision and mission of each department.

The POs, COs and PSOs are initially framed by the respective Boards of Studies and then recommended to the Academic Council. The final approval is given by the Governing Body of the college. The GAs are displayed in prominent places in the college and the POs are displayed in the departments. The syllabus incorporating the POs, COs and PSOs is communicated to the faculty members by the Heads of the Departments. Both hard and soft copies of the syllabi are made available to the faculty members. The syllabi can also be accessed by the students and faculty members through the college website. The students

are made aware of the POs and GAs during the induction programme organized for the first-year students. The POs are also conveyed to the students by the class in charge. At the beginning of the semester, the teaching-learning and assessment methods are planned and the session plan is included in the syllabus. The mapping of the POs with the COs is incorporated in the syllabus along with the unit-wise division of the syllabus, the hours allotted and the text and reference books. Every course teacher, in the first class, communicates elaborately on the COs that have to be demonstrated by the students on course completion.
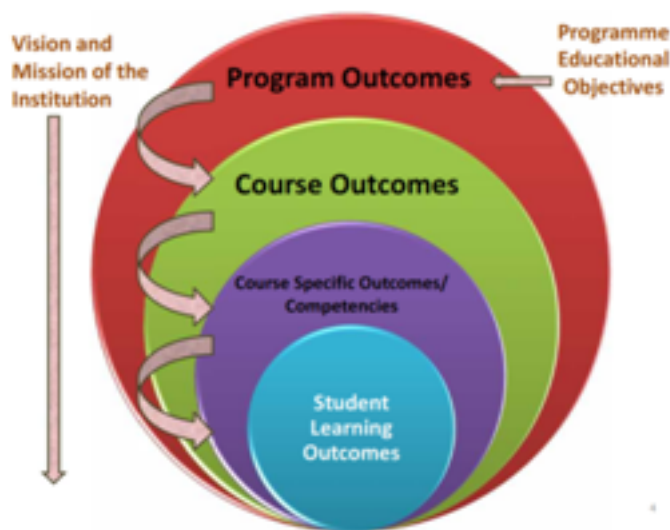
The POs and Cos for all the programmes and courses at MASC are aimed at enabling the students with entrepreneurial, administrative and decision making skills.

The students:

- Gain expertise in their chosen field and sustain in the continuously changing global environment.

- Acquire a high level of comprehension and competence in the usage of languages and demonstrate the same in oral and writing skills, communicating in an effective manner.
- Gain skill in the use of modern computational tools and high-end instruments and become adept in solving qualitative and quantitative problems as demanded by the industry.
- Gain confidence with hands-on-training in state-of-the-art technologies and manage/utilize resources effectively.
- Can design and conduct experiments skillfully.
- Can establish themselves as effective professionals by solving real problems through the development of a broad range of skills.
- Are able to function meritoriously in multidisciplinary settings, both individually and as a member or leader of a team.
- Special attention to leadership, effective communication, critical thinking and problem-solving skills with a commitment to excellence helps students land in a successful career.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Attainment of Course Outcomes (COs), Programme Outcomes (POs) is evaluated by internal and external methods. Internal evaluation is done by the faculty members, Heads of the Departments, and the internal members of the Boards of Studies and the Academic Council.

The external members of the Boards of Studies, the Academic Council and the College Committee examine the POs and COs and give suggestions for improvement.

The CO of each course is correlated with knowledge levels K1to K5 of Bloom's Taxonomy and assessment of students at various knowledge levels is directly linked with the COs.

A correlation is established between COs and POs on a scale of 1 to 3, 1 being slight (low), 2 being moderate (medium) and 3 being substantial (high). A **mapping matrix is prepared for every course in the program including the elective subjects.** The COs are written and their mappings with POs are reviewed by a committee of senior faculty members before they are finalized.

Attainment of COs is evaluated on the basis of the performance of students in CIA and ESE. Under direct mode of assessment, two internal tests and one model exam are conducted along with assignment, seminars, and quiz at different knowledge levels to cover the COs.

The laboratory courses are evaluated on the basis of experiments done and the submission of record of practical work and the ESE. **Projects are evaluated through three reviews and a viva-voce.**

Rubricare used in the evaluation process to measure the level of attainment of performance. The threshold value is the minimum pass percentage for each CO in a subject. The rubrics employed are given below:

Attainment level 1 (low): 40 – 60% of the students secure more than 50% of its threshold value which is considered as a low level.

Attainment level 2 (medium): 61 – 70% of the students secure more than 50% of its threshold value which is considered as a medium level.

Attainment level 3 (high): 71 – 100% of the students secure more than 50% of its threshold value which is considered as a high level.

A skill score card showing the student's strengths in various skills is given to every student, at the end of every year, helping them to plan their career.

Indirect assessment tools such as feedback from students and alumni help to evaluate the PO.

Attainment of Programme Outcome (PO)

PO is achieved and demonstrated through integration of course components and COs. The POs are framed based on Graduate Attributes (GA). The CO is linked to the PO using the CO vs PO matrix as stated in the course syllabus blueprint. For each course, CO is mapped with the appropriate PO to ensure that all POs are achieved. The PO attainment is calculated by using the predefined CO/PO matrix and the value of final CO attainment for the course.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response: 97.64

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 912

2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 934

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>
Link for additional information	<u>View Document</u>
Link for the annual report	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students	<u>View Document</u>

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

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

Response:

Research Advisory Committee (RAC)

A **Research Advisory Committee** is constituted in our institution by the Principal as the chairperson and the research coordinator. The committee consists of Heads of the departments, and senior faculty as the members to promote the research facilities of the college and fulfill the vision to **inspire, guide and coordinate** the faculty and students towards research in the sciences and the humanities by means of organizing national and international conferences towards the presentation of research papers and their publication in renowned journals, research proposal submissions and research facilities. The objective of the committee is to provide adequate facilities to researchers thereby encouraging research culture in the campus. To impart the quality of the research in the institution, the committee evaluates the research proposals and recommends the proposals for funding mechanisms. The committee recommends to the management for the promotionof research activities among the faculty and students and promotes consultancy services and other researchseed grants for innovative research activities.

The institution is also connected with Institution Innovation Council (IIC) MHRD, New Delhi, to inculcate and explore innovative ideas by making the students participate various leadership talks, workshops and competitions. Four faculty of our institution have completed special ambassador's training programs organized by IIC and the institution also received 3.5-star status from IIC.

The institution received funding assistance from DST-FIST, UGC and TNSCST in various schemes to empower the research activities in the campus. The Department of Biotechnology has been recognized as the DST-FIST-sponsored and the biotechnology department has established the following Research Centers to provide hi-tech research and training to the students and farmers.

Centre for Micro algal culture and Pigment Extractions

- Centre for Ex-situ Conservation of germplasm through medicinal plant garden
- Centre for Bio-fertilizer production
- Center for Mushroom cultivation
- Mitigation of CO2 Emissions by Bamboo Garden
- Eco- Restoration and Preservation of Environment
- Center for Tissue Culture Banana Propagation
- Center for Biological Data Analysis and Resource Center
    1. T2DMDB – Type 2 Diabetes Mellitus Database
    2. BCGDB – Breast Cancer Gene Database
    3. BacKDB – Bacterial Kinase Database
- Center for Nanotechnology
- Center for Cell culture and Tissue Engineering

The faculty members contributed to research activities and published 64 in SCI/Scopus/UGC-CARE-listed journals and the citation index is 2720, H- Index is 37. The faculty members received the **Best Teacher** and **Young Researcher Award** from Periyar University, Salem. The institution made 10 MOUs with leading research institutes & research collaborations with the Department of Environmental Resources, Chonkbuck National University, South Korea.Department of Environmental Engineering, Muroran Institute of Technology, Japanand Department of Environmental EngineeringKyungpook National University, South Korea.

The institution is very keen on organizing various community-related activities and creating awareness about education, culture, responsibility, health, and the environment by organizing outreach and extension activities in collaboration with Government and Non-Governmental organizations to the public. More than 119 extension activities and 40 seminars were organized over the last five years.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	[View Document](#)
Any additional information	[View Document](#)
URL of Policy document on promotion of research uploaded on website	[View Document](#)

3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)

Response: 2.53

3.1.2.1 **The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2.5	3	2.65	2.5

File Description	Document
List of teachers receiving grant and details of grant received	[View Document](#)

3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years

Response: 0

3.1.3.1 **The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.2 Resource Mobilization for Research

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

Response: 18.37

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	7.825	7.595	2.95

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by government and non-government	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Percentage of teachers having research projects during the last five years

Response: 1.17

3.2.2.1 **Number of teachers having research projects during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	4	3	1

File Description	Document
Names of teachers having research projects	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 7.56

3.2.3.1 **Number of teachers recognized as research guides**

Response: 9

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 12.31

3.2.4.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	4	3	1

3.2.4.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

Mahendra Start-up & MRF

The team identifies interested and skilled students of the institution those who want to become an entrepreneur and give a mentorship through Mahendra Startup along with Mahendra Research Foundation (MRF) incubation centre.

Institution Innovation Council (IIC)

Ministry of Education (MHRD), Govt. of India has established Innovation Cell (IC) in order to foster innovation among all higher educational institutions. MoE's Innovation cell has been established to explore creative ideas of our student population also to promote them on novel ideas and innovations.

In order to support the vison of MHRD, Institute Innovation Cell (IIC) of Mahendra Arts and Science college (Autonomous) was established in 2018 to inculcate the culture of exploring innovations among students and faculty members.

Institution is continuously contributing to the Institutions Innovation Council from MHRD, Institution had secured Two Star in the academic year 2017-2018 &**Three and half Star status** in the academic year 2019-2020. Institution Innovation CouncilEntrepreneurship Club was initiated in the Science department to encourage the students while pursuing their education.

Intellectual Property Right Cell (IPR) Cell

- To create awareness about IPR for faculty and students to conduct the workshops, seminar and training course on IPR.
- To spread knowledge on patent registration process in India and foreign countries.
- To motivate the faculty and students work towards patent.

Innovation Ambassador

Institution is creating an innovation culture through Innovation ambassador. Our Institution, for each department have one innovation ambassador, he/she is creating awareness about innovation and organizes the innovation contest like Ideathon, finders camp etc.Our faculties Dr. J.Josephine Daisy, Head, Department of Commerce CA, Dr.Y.Hariharan, Head , Department of Physics, Mr.R.Selvakumar , Head , Department of Chemistry, Mr.P.Thiyagarajan, Assistant Professor, Department of Biotechnology participated IIC ambassador workshop cum training series at Sri Krishna Institute of Technology, Coimbatore organized by Institution Innovation cell, MHRD, Govt. of India.

1. MHRD sponsored Lecture series on "Intellectual Property Rights and Innovations" on 6th Marth 2020.

2. MHRD sponsored Lecture series on "Successful Entrepreneurship for Sustainable Development in Agricultural Technology" on 14th March 2020.

3. Special lecture on "Innovations in Nanotechnology for Human Perspective"by Dr. V. Hariharan (IPR activities coordinator/ MASC).

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development during the last five years.

Response: 44

3.3.2.1 **Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
6	15	9	7	7

File Description	Document
List of workshops/seminars during last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee

Response: A. All of the above

File Description	Document
Any additional information	[View Document](#)

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years

Response: 1.44

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 13

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 9

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
URL to the research page on HEI web site	[View Document](#)

3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.51

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	17	5	15	17

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 0.18

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	10	3	4	3

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed

Response:

File Description	Document
Bibliometrics of the publications during the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response:

File Description	Document
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View Document](#)
Any additional information	[View Document](#)

3.5 Consultancy

3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response: 7.03

3.5.1.1 **Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).**

2020-21	2019-20	2018-19	2017-18	2016-17
0.24	0.96	4.39	0.85	0.59

File Description	Document
List of consultants and revenue generated by them	[View Document](#)

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 9.78

3.5.2.1 **Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	5.251	2.124	0	2.4087

File Description	Document
List of facilities and staff available for undertaking consultancy	[View Document](#)

3.6 Extension Activities

3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years

Response:

National Service Scheme (NNS), Red Ribbon Club (RRC) and Youth Red Cross (YRC)

Our college has 2 units of NSS volunteers as Boys and Girls. Our volunteers, being philanthropists and responsible citizens, regulate the pupils inside the campus, helping the poor and needy and involving themselves in Swatch Bharath for keeping the town neat and clean. Our volunteers took part enthusiastically in the "Clean India" activities by conducting health awareness rally, rain water, eyecheckup camp, AIDS awareness, crowd management in koil festivals, awareness on hazards of Plastics, blood donation, treeplantation, helmet awareness rally, etc.

The Mahendra institute serves as a hub fororganizing programs like women Empowerment, Health and Hygiene, consumer rights, awareness on human rights,and importance of child education, social issues and personal issues. The Mahendra institutehasrecognized outreach activities awareness on COVID -19 and

vaccination.

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

Response: 45

3.6.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
4	12	23	5	1

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 122

3.6.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	34	49	17	17

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

Response: 64.55

3.6.4.1 **Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
72	2449	2065	1498	2526

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Response: 50

3.7.1.1 **Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

2020-21	2019-20	2018-19	2017-18	2016-17
123	37	49	22	19

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 13

3.7.2.1 **Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	1	2	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Provisions of adequate infrastructural facilities for effective teaching and learnings have always been a priority area for the Institute like Mahendra Arts and Science College (Autonomous). The college is spread over 46012.7 sq.mt and the built-up area is about 15846.19 sq.mt. The institute abides by the norms provided by University Grants Commision (UGC) and Periyar University to provide and enhance the necessary infrastructure required to facilitate effective teaching and learning at the institution. Mahendra Arts and Science College has adequate classrooms, laboratories, computing equipments, etc. The institute also abides by the norms of University Grants Comission (UGC) as well as Periyar University. With a foresight of additional intake in their respective programs, addition of new programs and revisions and updations in syllabus, the institute forwards the requirement like building space, laboratory equipment, books and journals for library, IT resources, etc. to the management. The management reviews the proposed requirements and approves if appropriate and then facilities are created/procured by the standard protocols. The institute has also planned and constructed the infrastructure which facilitates the curricular and co-curricular activities.The necessary infrastructure facilities on behalf of the management are detailed below in order to meet the quality of the academic activities:

1) The Institute has 13 Departments comprise with Arts and Science courses with 85 classrooms & 15 Laboratories.

2) Class rooms: Each classroom is with adequate size and has enough lighting, air ventilation and with good ambience. The institution has sufficient number of well-sophesticated, well ventilated, spacious classrooms for conducting theory as well as demo classes. Most of the class rooms are equipped with overhead LCD projectors in order to facilitate the teachers to adopt creative teaching and learning methodologies.

3) The institute has sufficient number of laboratories with state of the art equipments and apparatus for the students and research scholars to carry out Practical courses, projects and research works in effective manner. All laboratories are operational, and well maintained not only for carrying out curriculum oriented lab practical's but also to carry out research activities for higher studies.

4) Computing Equipments: Institute has sufficient number of Computing facilities with total around 325 computers for faculty mambers and students in order to carry out their academic and non academic works in effective manner. All computers are equipped with high speed internet of 60 Mbps speed.

5) Seminar Halls and Auditorium: The Institute has 7 seminar halls with public addressing systems; LCD projectors, etc are available. Nearly 100 to 1000 members can be accommodated in the seminar halls and auditorium respectively. These halls are regularly used for conducting seminars of state, national and international level lectures at the Institute.

6) Software facilities: softwares are being utilized for efficient management of all academic and non academic processes at the Institution. This facility includes admission of student, fee collection, change of branch, attendance record, as well as academic management etc. Accounts Section, Establishment Section and Student Section and all departments utilize these softwares.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

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

Response:

The importance of extracurricular activities on institute campus has been well established. The institute keep on encourages and faculty members the students to participate in various cultural and sports activities to ensure team spirit and leadership skills among the students. A qualified physical director along with team of experienced faculty members looks after the extracurricular activities of the college. The college has developed over the years a number of adequate facilities for the students in order to opt and participate in a variety of sports events.

These places of physical activities are regularly used by our students for recreation, practice and performance. The evening scenario in our college is full of enthusiasm, very sporty and all these sports areas are occupied according to the specific interests of the students. Some of our staff and faculty members too gets involved in such kind of cultural and sports activities with students keeping in mind the health benefits of working out in nature centered zone and active environment. It is to be noticed that every year the participation of our students in inter-university inter-collegiate games is keep on increasing. We arrange special fitness and awareness lectures for girls keeping in mind their safety by self-defense. Not only for students but also for staff and faculty fitness sessions are also being arranged. Our college selects sports students' for interuniversity intercollegiate meets.

In addition with the above, Every year the participation of our students in inter-university inter-collegiate games are keep on increasing. Recently many of our students got selected for inter-zonals in Kabadi, Volley ball and Yoga. We are supporting our college players by providing them suitable sports wearings, Travelling allowances and dearness allowances and also appreciating excellent players with corresponding rewards. Every year institute organizes sports events like during annual intra-collegiate meet between different branches in our college. An annual intercollegiate state level Cricket Tournament will be conducted for other colleges. International Yoga Day is celebrated as per the guidelines and instructions of university to create awareness about Yoga which benefits our health and fitness. We arrange special fitness and awareness lectures for girls keeping in mind their safety by self-defense. Not only for students but also for staff and faculty fitness sessions are arranged as the quality education is imparted by fit and healthy staff. Our college also selects sports students' council who show their active participation during interuniversity intercollegiate meet.

Cultural Activities: - An individual committee has been assigned for cultural activities with eminent members. The committee conducts the annual intercollegiate cultural festival comprising of various cultural events like singing, dancing, and drama etc. Financial assistance and facilities like a state of the art auditorium; theatre audio visual aids have been established in campus to conduct these events. The students enthusiastically participate in several drama competitions at University and state levels.

File Description	Document
Upload any additional information	[View Document](#)
Geotagged pictures	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 60.87

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 56

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)

Response: 30.36

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
11.8	179.93	157.16	146.25	129.29

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	[View Document](#)
Link for any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library is automated (Nature of automation: Semi) since the academic year 2006-2007. It is totally cloud based application software specially designed with the due consultation with the library staffs by taking care of their as well as the needs of the clients that pertaining to all kinds of library operations. In addition with the above Journals/Periodicals, Various Reports modules and its corresponding remote accessibility facilitate for library staff and its users with web based library operations with the Notifications of the transactions and various reports can also be fetched through.

Integrated library management software designed and developed by the INFLIBNET Centre, Ahmedabad; designed and crafted upon the requirements of college and university libraries. The software was designed to automate all housekeeping operations in the library. Its state of the art Cataloguing, Circulation, WebOPAC (Online Books Searching & Reservation), Journals/Periodicals, Various Reports modules and its remote accessibility facilitate library staff and its users with web based library operations such as DBMS, Web OPAC, Barcoded Circulation, Reservation of Documents, Notifications of the transactions and various reports can also be fetched through.

Central Library also has the Digital Library Software. It has been installed in the central library to organize, manage and provide an access to the institutional repositories and other digital collection of the library; wherein faculty publications, institute related newspaper clippings, Ph.D Thesis of the faculty members, College Magazine, Half Yearly Institutional Reports etc. have been stored and made accessible to the end users.

File Description	Document
Upload any additional information	[View Document]()
Paste Link for additional information	[View Document]()

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 7.17

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.10	9.98	9.13	8.39	7.23

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 24.23

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 639

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

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

Response:

IT Infrastructure and its associated facilities have been augmented periodically as and when there is a requirement and also to introduce new types of technology are being introduced to the student and faculty members. Computer systems are upgraded with latest configuration as per the need and requirements of the various departments and also for research purpose. From 2010 onwards, internet bandwidth speed was of 4 Mbps and the ensuing five years, it has been upgraded to 64 Mbps. Most of the desktop on campus have been upgraded with Pentium IV and Inter Core i5. This will ensure the effective teaching and learning process in fruitful and effectual. Recently, the institute has commissioned and additional leased line from READY LINK that provides an appreciable speed of 64 Mbps speed.

In addition with the above, The monitors have been supplanted with LCDs/LEDs that make the users such as students, faculty members as well as staff members with more comfortable. Large screen LCDs have also been provided that helps the users to process data bases in effective manner.

Plans are afoot to transform the classes into Smart Classrooms. The completion of the installation of

e-learning tools, will allow better interactive learning while making it possible for students and teachers to benefit from. Contingency plans are in front place that will augment the number of computers on campus; as and when the need arises also will be proposed as per the needs. In line with the stipulated requirements mentioned in the syllabi, every department upgrades licensed versions of up-to-date software that are in line with industry trends.

IT Service Management proposes the following facilities:

Computer Center (Computing service)

LAN Connectivity & Wi-Fi connectivity (Communication service)

The service Management & delivery is carried out by the Service providers in coordination with the

Network Administrator of Mahendra Arts and Science College.

Information security is being carried out on campus using firewall for blocking attacks. Moreover, Entire network is protected with Quick heal Endpoint Security antivirus software. It also includes both hardware and software technologies along with effective network security manages access to the network.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 9:1

File Description	Document
Upload any additional information	View Document
Student - computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution.

Response: ?50 MBPS

File Description	Document
Upload any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Institution has the following Facilities for e-content development

1. **Media centre**
2. **Audio visual centre**
3. **Lecture Capturing System(LCS)**
4. **Mixing equipments and softwares for editing**

Response: A. All of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 56.11

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

2020-21	2019-20	2018-19	2017-18	2016-17
55.97	182.66	164.1	155.62	132.49

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Civil Infrastructure Maintenances are being carried out by sufficient Human resources in order to maintenance and upkeep of campus infrastructure. A maintenance supervisor and maintenance assistances (electricians and plumbers) are involving upkeep and maintenance of infrastructure facilities. These personnel are available 24 X 7 protocol to monitor the maintenance. The cleanliness of the campus and the hostels is out-sourced for the betterment of the students. The following items are maintained in effective manner.

Annual Pest Control Service Contract

Fire Systems Maintenance

Maintenance of UPS

Water Tank Cleaning

Drinking Water Testing

Maintenance of Equipments& Computing Facilities:

The institute has dedicated faculty and staff member to supervise the maintenance & upkeep of equipment & computing facilities of the institution. All the standalone and dedicated computers and network systems connecting these computers are taken care of by the respective departments, system department and technical assistants. All the electrical and electronics equipment are looked after by the team of electrical maintenance staff consisting of electricians and engineers. Routine computer maintenance, software installations, networking are handled by respective Department. Anti-virus software is purchased and is renewed annually for all the computers in the institute.

Library Stock Maintenance System:

Central Library is holding the physical collection of more than 10000 books and has subscription to printed journals/Technical magazines of national as well as international repute. The stacking arrangement of the books in the library is been done with the help of respective guide cards displaying the subject name and location code on each stack is been placed for easy searching of books in less time; whereas the stacking

arrangement of Periodicals are arranged in alphabetical order by its title of the journal and technical magazines separately.

To keep a proper track & maintenance of the library books, every year Central Library conducts the physical stock verification of books termed as 'Stock Verification Process'. A thorough stock verification has been conducted by Central Library usually in the month of June or july every year; wherein there is a vacation time for the students and library gets the maximum period to conduct the stock verification process smoothly. The physical stock verification process is been conducted with the help of 'Bar Code Technology' using 'Microsoft Excel' & library management software. The institute has large open grounds for cricket, volleyball and basketball and an auditorium utilized by the students. Maintenance of all these Sport facilities is taken care of by Physical director.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 14.73

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
416	413	398	373	347

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years

Response: 15.82

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
261	293	332	479	732

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 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. Awareness of trends in technology

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.

Response: 51.41

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

2020-21	2019-20	2018-19	2017-18	2016-17
2188	1566	1249	1317	444

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 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
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 60.77

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
190	590	672	622	650

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch).

Response: 17.34

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 162

File Description	Document
Upload supporting data for student/alumni	
Details of student progression to higher education	
Any additional information	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	4	4	5	5

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: IIT/JAM/ NET / SLET/ GATE/ GMAT/CAT,GRE/ TOEFL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	4	4	5	5

File Description	Document
Upload supporting data for student/alumni	
Number of students qualifying in state/ national/ international level examinations during the last five years	
Any additional information	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 59

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	24	24	5	5

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Men's cell and Women's cell are active throughout the year. The activities conducted by Men cell include intra-college competitions and cultural activities. There was a spectacular show of traditional exhibitions. Weavers' Exhibition was the cynosure of all exhibitions conducted. Food Festival reached out all students. Cultural programs were conducted on many occasions as part of conclusion. Women's cell was alive with various activities and skill-oriented training programs. An exhaustive training on Mural art was the eye-catcher among students. The response from the participants was highly encouraging. Motivational programs with renowned personalities like Lawyers and Doctors in chair were conducted successfully. A special session was dedicated to maintenance of personal hygiene. Experienced medical professionals shared their resources, stressing the need for hygienic practices among women. Many students served as

volunteers in facilitating on-campus placement drives. Selected students were included in the college anti-ragging committee and they keep monitoring students throughout the year.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

Response: 24.4

5.3.3.1 **Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	28	34	26	34

File Description	Document
Upload any additional information	[View Document](#)
Number of sports and cultural events / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

Response:

The College Alumni Association was formed on 26/08/2013 and registered under Tamilnadu Societies registration act under 1975 (Sl/NO. 114.2013 dated 26.08.2013). All the outgoing students of the college are inducted into the Alumni Association. From 2013, Annual Alumni Meets are conducted every year and large numbers of alumni actively participate in the meeting. Alumni Association not only arranges the reunion event, but also carries out the following activities:

- Conducting Career Oriented Programs for equipping the students for TNPSC and Bank examinations.
- A guest room is allotted where alumni can stay when they visit the college.
- Social networking groups in Whats App are formed comprising Principal, Secretary, HODs, and

Faculty Members of the department along with alumni. Alumnus post regular updates about placement drives and career opportunities in the group that are immediately passed to the students both directly and in student Whats App groups.

- Share their knowledge and expertise with current students through motivational talk and inspiring speeches within college premises.
- Act as resource persons in various workshops. Conferences. seminars conducted by the department and ignite the students in their prospective carrier
- Actively involved in Board of studies and extend their valuable suggestions in syllabus reformation according to current trends
- Alumni Entrepreneurs offer vast career openings to the students every year
- Inculcate entrepreneurial skills among students

Post updates about technical and subject oriented information in social networking sites which are easily shared to the students through faculties -in charge.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

5.4.2 Alumni financial contribution during the last five years (in INR).

Response: A. ? 15 Lakhs

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

It is the goal of Mahendra Arts and Science College (Autonomous) that students receive high-quality education relevant to society's needs by providing world-class facilities, the opportunity to develop applicable technologies, and the ability to develop employment, entrepreneurship skills. Norms, regulations, and the value system of management all play an important role in this process, laying a solid foundation for the development and enhancement of resources.

Institutional governance at Mahendra Arts & Science College (Autonomous) is organised around the college's vision and mission statements, which are communicated throughout the institution. In order to achieve the institution's objectives and goals, the structure is based on an enabling strategy. Motto of government: "Rural empowerment through education" is core to system.

The Mahendra Educational Trust, industry, university support, government nodal agencies, faculty, alumni, and students all have equal representation in the college's governance system, which is inclusive and participative. Decision-making levels are represented by the system's hierarchical structure. Issues and policy changes are laid out in advance by the College Committee and Governing Body as well as by the Academic Council and Boards of Studies, IQAC and Heads of Departments in order to facilitate better and faster decision making.

In order for an educational institution's governance system to be effective, the industry must be actively involved and contribute meaningfully. The governance structure of Mahendra Arts & Science College (Autonomous) incorporates this belief at every level. At nearly every level of policymaking and decision making, representatives of industry and society are involved. According to Mahendra Arts and Science College (Autonomous) stated mission, a governance system that incorporates all necessary components ensures that outcomes are met. It is common practice to form committees and teams with clearly defined responsibilities in order to accomplish specific tasks. Every decision made by the people in charge of the institution is based on principles of ethical, moral, and social responsibility toward a long-term community. In order to cultivate socially conscious citizens, all students are encouraged to develop and cultivate values like discipline, dignity, dedication, and perseverance.

Perspective Plans

- Strive to ensure that every person who enters our portal possesses the knowledge, abilities, and competence necessary to be considered deserving of the society to which they belong.
- Educate the underprivileged to become more independent
- Make the students into global citizens who will serve society by cultivating their concern for justice, equality, harmony, and humility.
- With the help of socio cultural sensitivity, our future-ready education initiatives ensure that students are prepared to meet future challenges.

Engagement of Teachers: Our organisation has given teachers the recognition and representation they deserve in the decision-making bodies of the institution at all levels of the governance structure, acknowledging that teachers are at the centre of the fundamental reforms in the educational system. Teachers are involved in the efficient management of college affairs, including strategic planning for growth and development etc. Academic systems and procedures are developed based on the knowledge and experience of the faculty, as well as the feedback from former students and alumni.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.1.2 The effective leadership is reflected in various institutional practices such as decentralization and participative management.

Response:

Mahendra Arts and Science College (Autonomous) has been practicing decentralization and participative management of its leadership functions since the beginning. The college has a well conceived and designed organizational structure in line with its leadership style with committees and positions at different levels of decision making. Under the governance of Mahendra Educational trust , The core leadership team at Mahendra Arts and Science College (Autonomous) comprises the Founder and Chairman, Managing Directors, the Secretary, the Principal, Administrative Director and Heads of various departments. Policies and processes that govern the college are initiated and debated upon by this core team before the same are disseminated to others for discussions, deployment and action at the functional levels. The Administrative Director and the Principal are responsible for the operations of the college and are supported by Group of Heads of the Departments, Faculty, Staff and student representatives at various levels.

Academic and co-curricular activities are supported by Group of Head of the Departments of various functional areas. Decentralization of academic and administrative functions resulted in effective coordination, professional development, and sense of participation, accountability, and sharing of knowledge among the faculty. Bottom up approach is adopted in the institution.

New portfolios are created at different time intervals as a decentralisation measure of general administrative responsibilities, and administrative heads are appointed for the same. The academic and administrative affairs of departments with one or more programmes are the responsibility of heads of departments. Each department heads have the authority to strengthen each study programme and assist faculty members in providing outcome-based education. The overall quality is controlled by the IQAC of our college, which confirm the internal quality of our institution.

File Description	Document
Any additional informatiom	[View Document](#)
Link for strategic plan and deployment documents on the website	[View Document](#)
Link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The expected outcome is a dependable examination system that is free of serious difficulties for students and reduces the possibility of malpractice. This was accomplished by the college assigning email addresses to all students, implementing a question bank with a larger number of questions, allowing for random question generation, and live proctoring. A team of experts reviewed each subject's questions. All students received adequate training, and their legitimate complaints were addressed. As a result, students found it useful because interviews and other competitive examinations are now held online.

This is an example of putting a strategy into action, as opposed to just using online mode. The student's feedback and performance in placement are used to determine the strategy's success. Both are motivating. We utilised teachers' knowledge to create a big question bank that may be used in a variety of settings, even after the off-line mode has been in use for some time. This strategy was discussed with all HODs and approved by the Chairman, Governing council.

PLACEMENT & TRAINING

The main goal of the Placement and Training office is to provide job options for any college student who wants to work. With its self-governing position, the college assures that students receive a rigorous and exciting teaching and learning experience, gaining knowledge of both core concepts and the most recent breakthroughs in their subjects. To attain this goal, every batch of students must be regularly measured and improved on the common abilities sought after by businesses.

These competencies are examined in the first, second, and final year of the programmes for continual measurement and improvement. The evaluation is conducted by the institution's Placement & Training Office in collaboration with a vendor who provides professional counseling and psychometric evaluation services, with the results presented as average percentages. These findings enable department and institutional stakeholders to assess the areas that need to be improved and the approaches that may be used to improve them. Courses, course material, content distribution, and evaluation methods can all be fine-tuned with this information. The placement training programme for the 2019 admitted class, which will graduate in 2022, has begun. The Principal of the institution shares and discusses the overall college level pattern of scores with the heads of the departments.

File Description	Document
Any additional information	[View Document](#)
Link for Strategic Plan and deployment documents on the website	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

The main institutional bodies are as follows.

Governing Council: Governing Council of the college is constituted as per the norms of the University. Its main function is to ensure that stakeholders are satisfied with the functioning of the Institution. The Chairman of Mahendra Educational Trust is the Chairman of the Governing Council of Mahendra Arts and Science College (Autonomous). In accordance with the norms of the Periyar University and State Government of Tamilnadu, the Governing Council is constituted, with the composition of two senior-most teachers of the college nominated by the Principal, one university nominee, state government nominee, UGC nominee, one educationalist, management representative and the Principal of the College.

Administrative Set-up

The Chairman of the Governing Council of Mahendra Arts and Science College (Autonomous) is the Managing Trustees of Mahendra Educational Trust, while the Secretary is the Principal. The seamless and effective operation of the institution is committed to the principal.

At the institutional level, the Principal as the head of administration acts as a bridge between the management and staff. The Principal is assisted by well experienced and qualified members in the Academic Council, which include IQAC and all the HoDs.

HOD'S have the authority to strengthen each study programme and assist faculty members in providing outcome-based education. Internal Quality Assurance Cell (IQAC) system are used to manage overall quality. IQAC is functioning as the advisory body for various policy matters, structures, and documentation as mandated by the statutory authorities.

Recruitment, Promotional Policies

The Institution strictly follows the service rules in accordance with the University norms. The teaching and non-teaching faculties have the benefits of Provident Fund, Casual Leave, medical allowance and ESI.

Student Welfare & Support Committees

Grievance Appeal Cell

In order to ensure that grievances are promptly attended and are resolved effectively, the Institution has a separate Grievance Appeal Committee. The majority of the grievances are addressed through formal interactions such as Parents-Teacher meetings, Mentor meetings.

Anti-Ragging Committee

It makes sure that there is no incident of ragging in the College and complaints, if any, are resolved through discussions in the Academic Council. For the past 10 years there is no ragging observed/ complaints received by the college.

Women Empowerment Cell

As our Institution belongs to the rural community, the maximum strength is from the rural population. The role of the cell is to empower the women from rural background. We empower the women by conducting guidance and awareness programmes on health issues, improving their personality skills, social needs etc. Apart from this, space for them is provided to prove their talents through various activities periodically.

Alumni Association – Creating an engaged, supportive alumni network is crucial to an institution's success. Mahendra Arts and Science College (Autonomous) has an Active Alumni Association, which supports its Alumni mater.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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	[View Document](#)
Institutional data in prescribed format	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Mahendra Arts and Science College (Autonomous) has taken various effective measures for the professional development and welfare of the teaching and non-teaching staff. Faculty members are encouraged to pursue Ph.D. The management also encourages all cadres of non-teaching staff to improve their qualifications for departmental promotions. In addition to the professional development, steps have also been taken to implement welfare schemes for the teaching and non-teaching staff by improving their health, efficiency, economic betterment, and social status to enhance the performance of the workforce. Some of the welfare measures for teaching and nonteaching staff include:

Faculty members with a postgraduate degree are encouraged to write eligibility exams such as SET/NET to further their education, and eligible faculty members are recognised for their accomplishments. Faculty members are encouraged to collaborate with reputable universities and institutes in India and overseas to arrange international conferences, workshops, and seminars. Faculty members are also given assistance in publishing their conference proceedings in reputable publishing houses so that their papers can be indexed in Scopus/Web of Science. Faculty members are encouraged to attend national and international conferences, workshops, and seminars, in order to expand their expertise and network with recognised academics.

Faculty are encouraged to participate in online courses offered by reputable organisations such as SWAYAM-based NPTEL, GIAN, Coursera, and Edx in order to improve their topic knowledge as well as the tools and procedures for creating online content for their courses. Faculty contributions to the production of papers, books, projects, research accomplishments, and patents, among other things, are suitably recognised and honored.

Employees Provident Fund as per PF rules: All the eligible staffs whether they are ratified or not are given PF benefits right from the day of their joining in the college. This is done as per requirements by UGC and keeping in view the financial safety of employees or their dependents.

Career development: There are many staffs who have improved their qualifications with the help of the college on part time. They were given on duty for attending to the classes which have specified by the institution concerned. Some of them pursuing PG Programme on part time basis.

Maternity Leave for women: The women employees are extended the maternity leave as per the service rules of the institution.

Insurance Facilities: Medi claim-Health Insurance, Employees State Insurance - ESI provides socioeconomic protection to staff drawing the salary less than 21000 per month.

Health check up: Free health check-up camps are conducted every six month interval.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response: 36.47

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**

2020-21	2019-20	2018-19	2017-18	2016-17
61	63	33	45	41

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.3 Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.

Response: 11.6

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	7	9	18	19

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 53.42

6.3.4.1 **Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
69	53	41	89	110

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

6.4.1 - Institution conducts internal and external financial audits regularly

The institution has developed strategies for mobilizing resources and ensures transparency in financial

management. The Chairman of the institution is the authorized person for making decisions and is responsible for overall management of funds. The Principal is responsible for the approval of funds for various academic and administrative purposes, effective utilization of funds, submission of audited statement of accounts and annual utilization certificate of the funds received from various funding agencies.

The annual budget for the institution is prepared by the Principal, recommended by the Administrative director and approved by the Chairman. The allocation of budget for various academic / non academic units is done at the beginning of the year. Changes are permitted in special cases.

Financial audit:

The audit team of the Mahendra Educational Trust's accounts department conducts the concurrent audit. Chartered Accountant is appointed by the management for internal financial audit. All the accounting documents like vouchers and invoices are audited quarterly
Auditors verify the statutory obligation records such as Income Tax, Tax Deducted at Source,
Provident Fund, and Employee State Insurance Corporation Deductions are carried out, complied on time and the report is submitted to the management.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)

Response: 0

6.4.2.1 **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

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

Response:

The mobilisation of funding is critical since this is an opportunity for all teachers to display their skills in innovation and relevant issue solving to various government agencies and enterprises. It is overseen by the institution's president, and the faculty members and the HOD develop and accept the goals. The funding comes from different sources: (a) a grant from the Tamil Nadu government, and (b) a private donation. (b) Tuition fee (c) UGC Autonomous grant (d) Consulting activities and revenue (e) Continuing education programmes and fees received (f) Sponsored projects to supplement research facilities and research activities leading to the award of PhDs

There is a defined budgeting method that has been given to the management, and it is available for salaries of teaching staffs as well as capital expenditure for various programmes. The monies are dispersed from the fee received to the students fees and other sources.

The college utilizes funds for:

Conducting seminars, workshops, endowment lectures and intercollegiate events.

Carrying out research under the UGC Major and Minor project schemes.

Providing Scholarships and freeships.

Maintaining and augmenting infrastructure and equipment.

File Description	Document
Any additional information	[View Document](#)
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 visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

Internal Quality Assurance Cell (IQAC) has made a significant contribution to institutionalising quality assurance strategies and processes, as evidenced by incremental quality improvements made in the previous year (in the case of the First Cycle): Incremental quality improvements made in the previous year and post-accreditation quality initiatives (Second and subsequent cycles).

e-resources are available at the library on campus and at a distant location. It is possible to generate reports on publisher usage, publication usage, and content usage as an administrator. Students can use the e-resources from anywhere. During the pandemic, it is quite beneficial. Furthermore, with a single click,

everyone can access relevant results in a variety of content kinds. All students have access to the subscribed electronic resources and are familiar with them. The use of e-resources can be recorded and marketed to a specific user group. Less-used resources can be identified and eliminated in preparation for future purchases.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the Institutions. The IQAC makes a significant and meaningful contribution in the post-accreditation phase of the Institution. During the post accreditation period, the IQAC channelizes all efforts and measures of the Institution towards promoting its academic excellence. As the agency of quality enhancement, the IQAC of our college has identified and implemented many initiatives for institutionalizing the quality in the campus. Out of these, one important quality initiatives have been discussed here.

Outcome Based Education

Internal Quality Assurance Cell (IQAC), set up in this College on the direction of NAAC, has been institutionalizing several far reaching reforms in the teaching – learning – evaluation processes. One such reform is the implementation of Outcome Based Education (OBE) in the College. Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. OBE enhances the employability of the students. besides helping them to imbibe necessary skills in their personality. In order to adopt OBE, Mahendra Arts and Science College (Autonomous) has fixed the Programme Educational Outcomes, Programme Outcomes, Programme Specific Outcomes and Course Outcomes. The Blooms Taxonomy is followed in the setting of question papers in compliance with the OBE system. The attainments of PO's, PSO's are mapped after the evaluation. Moreover, well-articulated Feedback mechanism has been prepared with scope for expressing opinion by all the stakeholders of the institution

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Each department establishes an Internal quality in charge to collect and deliver the inter department data's to IQAC institution head , All the head of the departments, and a Board of Studies (BoS) to monitor the teaching-learning process and its requirements in terms of curriculum development, the introduction of

new courses, the creation of new facilities, and the training programmes required, among other things. Every semester, academic assessment is held to measure and compare learning outcome attainment levels to specified targets. In this meeting, necessary actions to increase such attainment levels are addressed and presented to the board of studies.

Academic Audit

Academic auditing is being planned to monitor and review the performance of all programmes at the school. The Academic Audit team assesses the procedures involved in curriculum design and development activities, teaching-learning processes, student learning assessment processes, resource quality to satisfy learning outcomes, curricular and extra-curricular activities. Furthermore, the academic audit team evaluates faculty competencies, as well as the quality and quantity of research and consultancy outcomes. A Self Assessment Report (a specific format developed by the institution) is prepared for each programme to quantify the efforts of the faculty and students and is submitted electronically. It is envisioned to elaborate on curriculum, teaching learning, research, infrastructure and learning resources, student support and progression, and student performance. Every two years, all of the institution's programmes are subjected to an academic audit. For each program/department, the Principal In charge appoints an audit team of two external academicians with accreditation expertise and professionalism. The audit team does offline / online evaluations by reviewing documents and interacting with stakeholders. An audit report with commendations and recommendations for improving the system is distributed.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **Any other quality audit recognized by state, national or international agencies (ISO Certification)**

Response: 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format	View Document
Paste web link of Annual reports of Institution	View Document
Link for additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Mahendra Arts & Science College was started in the academic year 1999-2000 and duly affiliated to Periyar University, Salem. The location of the institution among the greens in the rural pocket of Namakkal district is highly significant, as the sole aim is to cater to the educational needs of the underprivileged and downtrodden mass. It has got well-established libraries, well equipped laboratories, spacious playground, and above all, well qualified and dedicated team of staff members. Strongly based on core values of academic rigor, love, and service, the institution provides an enabling environment to a diverse population of young men and women to acquire knowledge, skill and overall personality development.

The institution has taken several measures for sensitization of gender equality for UG, PG and Research scholars. The two NSS units and the Physical Education department play a vital role in the development of the personality traits of the students

Adequate security measures are taken up for providing safe environment for students, faculty and staff. Over 20 surveillance cameras are fixed at different places in the campus. Adequate numbers of security personnel are appointed and they are on high alert day and night. An Anti-Ragging committee, Internal Complaint Committee (ICC) and Grievance Redressal Committee headed by the principal and well assisted by representatives from faculty and student community is functioning effectively to ensure ragging-free environment. Various competitions towards empowering girl students were organized in the campus through Women's Cell. Health awareness programme was conducted with an experienced gynaecologist in chair. The institution's free transport facility covers a radius of 70 kms. The boarders are given bus facility to and fro. Training programmes are arranged on self-defence for the safety of the students, besides pre-marital guidance. Training in how to use the TN police initiative called "Kavalan – SOS app" is given to all students. Complaint boxes are kept for students to make the head of the institution aware of the problems they encounter.

Incinerators with user guidelines are installed in girl's washrooms for the pollution-free disposal sanitary

napkins. Equal placement opportunities are given to all boys and girls in the campus placement drives. The latest ICT infrastructure of the college and the online provisions are fully utilized by the Placement and Training Cell to enable students to register, submit all the documents and provide Internship opportunities and placement in various reputed organizations.

Separate common rooms are available for students / Faculty/ Support staff. A medical room with the minimum required medical facility is functioning in the campus with a doctor. However, in case of major health problems, students are taken to a Dharan multi-speciality hospital on the outskirts of Salem city. The institution has staff-counselors to counsel the students. Each counselor is allotted 20 students and the counseling takes place every fortnight. The students are given counsel in their academics as well as their personal problems. A visiting psychologist ensures the mental well-being of the students. Programmes on Yoga are arranged periodically with the help competent yoga masters.

File Description	Document
Specific facilities provided for women in terms of: a.Safety and security b.Counselling c.Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Liquid Waste Management

Waste water from the college hostel is treated through water treatment plant and the treated water is used for gardening. Over 10,000 litres of waste water is treated every day.

Biomedical waste management

Bio-waste is not generated in the campus.

E-waste management

All e-wastes from all departments are collected and dumped in a room. The accumulated e-waste is disposed off periodically through authorized vendors. CRT monitors (150) have been replaced by LCD monitors.

Hazardous chemicals and radioactive waste management

Hazardous chemicals are stored in a separate room with all safety measures. Every such chemical is

identified with a sign board. The bottles are labeled and placed on sand. Fumes Cage is kept for the purpose of clearing harmful gases emitted during chemical experiments

Biologically contaminated materials like cultured and exposed media are subjected to autoclave for 15-20 minutes at 15-20 psi before discarding and then properly labeled biohazard disposal bags and other hazardous materials are deactivated and neutralized with poured down the drain with copious amounts of water then exposed to underground disposal and landfill disposal methods. In electrophoresis and its gel-based wastes contain Ethidium bromide is commonly used in molecular biology laboratories. While it is carcinogenic agent for this substance may present a hazard it can be disposed with less than 0.1% ethidium bromide by incineration and more than this concentration used in our laboratories these can be subjected to filtering the ethidium bromide waste by using aqueous solution with activated charcoal.

Waste recycling system

It is under process.

Solid waste management

Solid waste is collected from different locations of the campus and disposed through vendors. Food waste and vegetable waste in the canteen are used in bio-gas plant thereby renewable source of energy is produced. The gas generated is used for preheating purpose in the kitchen. Used Examination scripts after the due time, is disposed to authorized vendors for recycling. Thought out the campus and especially in the canteen no plastic cups are used at all. The institution uses bio degradable plates instead of plastic plates for serving food. Waste-food packing materials, containers, ice cream cups and tetra packs are disposed to the Panchayat for disposal. Sanitary napkins are disposed through incinerator kept in the washroom. Following the guidelines Swatch Bharath Mission, Twin-bin system is being used to segregate recyclable and bio-degradable waste. Because the campus is Wi-Fi enabled most of the communication is carried out in the online mode.

Any other relevant Information:

The Institution gives more emphasis on cleanliness of the campus. In general all students and staff are sensitized about the importance of cleanliness in the campus through proper disposal of both organic and in-organic waste. The waste materials are segregated into bio-degradable and non-degradable. While the bio-degradable is converted into manure, the non-degradable waste is removed periodically. The NSS volunteers contribute a lot in the waste management system.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Mahendra Arts & Science College provides an inclusive environment for the students through various student associations which play an important role in fostering the mind of the students a sense of tolerance and harmony. To give proper exposure to the students, many kinds of activities are conducted throughout the year. Special sessions on personality development and leadership are arranged. Events that inculcate socio-economic, cultural and linguistic diversity are a part of the academic activities. Due to COVID pandemic, most of the activities are conducted through online mode this year. The Penta-Club of English Department conducted inter-college events like singing, drawing and verse composition. A National level literary Seminar entitled, "Colour Chroma" was conducted to educate the students about discrimination prevalent in the name of colours. The event, "Swachh Bharat" promoted the concept cleanliness, both personal and societal, among the students. Webinars were conducted on topics like "Women's Equality Week", "Curb Violence against Women", "Women in Leadership" and on "Yoga and Its Physical Fitness for women" to sensitize students about the role played by women and their importance in the societal establishment. World Environment Day was celebrated every year on 5th June.

The Institution strongly believes that higher investment in Quality education alone can eradicate worldwide poverty. The Campus is inclusive and beyond any kind of barrier in the name of caste, community, colour, religion, or language. All students are provided with equal opportunities in all community immersion activities which bring in a feeling of unity and togetherness. Admissions are done adhering to the policies and rules of the government. Students are offered Tamil, Hindi, French and Telugu under Part I in order to make provision for other states students. The concept of secularism and a sense of camaraderie are promoted through regular assembly with a prayer and thought for the day and values for the week. The week-long bridge course helps the students overcome the regional, social and cultural differences among the students. Major festivals like Pongal, Deepavali, Onam, Christmas etc are celebrated in a colorful way by all students belonging to different regions and cultures.

Socio economic

Students from poor economic background are given concession in tuition fee. The Institutional scholarship is given to students from low income families, fatherless students and meritorious students. Apart from this, the college facilitates the students to avail scholarship by State as well as Central Government. The Institution helps the students get scholarship from Non- Governmental Organizations and various welfare boards. Students are sensitized to respond to unforeseen calamities by lending helping hand to the victims. During the Kerala – flood situation students along with the management contributed relief materials. The college contributes funds for 'Flag Day'.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The Constitution of India has certain basic constitutional values that constitute its spirit and are expressed in various articles and clauses. It contains modern, universal, human and democratic values. It also helps as a set of principles, rules, guidelines and procedures to reach a consensus which is the basis of the Indian society. The human values like integrity, transparency, responsibility, accountability, fairness and public welfare are the guiding principles of the Indian Constitution. Mahendra Arts & Science College offers a mandatory course on 'Human Rights' for the post-graduate streams during the II semester. The study of the course helps the students get sensitized on the significance of upholding the constitutional values. The college celebrates Days of National Importance like Republic Day, Independence Day, NSS Day, Women's Day, World Environment Day, Voter's Day, Yoga Day, Martyr's Day and Constitution Day to make the students understand the significance behind of these days and their relevance to our life. Apart from this, students are sensitized about their societal responsibility through divers out-reach programmes.

The Faculty members are the immediate role models for the students who learn accountability and responsibility from the latter. The students are guided by the rules and relegations formulated by the instutitution which make them take responsibility for their behavior. Yoga and Environmental Education are made compulsory for UG students, while a paper on Human Rights is prescribed for PG Students. Yoga goes a long way to make the students physically and mentally. Qualified yoga masters invited to conduct one day session on yoga which includes theory and demonstration of various asanas. The teaching of Human Rights gives an insight into the fundamental Human Rights. Special programmes on Women's rights and Women's Empowerment are conducted with eminent Women personalities. Social Awareness programmes are a part of NSS wing of the college. Programmes conducted by various Clubs in the college have a bearing on National fervor.

Transparency and fairness are upheld in all activities of the college and the management.

Grievance Redressal cell is functioning effectively. Faculty members are given free–hand in the teaching learning process. Students and staff are governed by dress–code stipulated by the college. They are encouraged to participate in all events and guided by the faculty in their participation of seminar and paper presentation.

Provision for scholarships / rewards for deserving and well-performing students and faculty members is available. Well-planned and meticulously-executed professional training by experts from the beginning leading to laudable career guidance in placement, entrepreneurship and higher education are a part and parcel of the regular college activities. Teachers are facilitated for doing their higher studies.

File Description	Document
• Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document
Any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

    1.The Code of Conduct is displayed on the website

2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The celebration of any event in the college goes a long way to help students understand and appreciate the culture and past glory of the nation. The institution plans the celebration of days of national importance at the beginning of the academic year itself so that preparations may be done in time. Days of national and international importance are celebrated with due significance. Independence Day and Republic Day are normally celebrated in all grandeur every year with the march-past of NSS students and flag-hoisting. The winners of Independence Day competitions are recognized with prizes.

The Independence Day and Republic Day address reminisce the past glory of the nation and the sacrifices made by prominent freedom fighters. However, these events were celebrated without students during Pandemic time. Navarathri festival was celebrated online in a simple manner. Special Women's day programme found its online celebration. A series of talk was conducted relating to the opportunities for students in TNPSC and UPSC examinations, Entrepreneurship, Women Development, Women Entrepreneurship, and Importance of Healthy Food to lead Healthy Life.

Yoga day was observed on 21st June. A well-versed yoga master from the nearby town was invite to address the students about different asanas and their benefits to the human body and mind. Prof. G.Satheesh of Computer Science Department, a Post Graduate in yoga also delivered a lecture, besides teaching practically asanas to the students. Science Day was celebrated by the department of Physics on February 28th. On National Technology day (May 11), students exhibited their innovative models which attracted students and faculty.

Srinivasa Ramanujan Birth Anniversary 22nd December was celebrated by Department of Mathematics. There was large display of mathematical charts explaining various theories. The top three exhibits were selected and students concerned were give prizes. National Statistical Day (29th June) was celebrated on 1st July. On behalf of Tamil department every year the birth anniversary of Kamarajar is celebrated by organising various competitions to the students. Innovation contest was organised on Abdulkalam brithday of October 15. Enlgish department was organised many students programmes on Rabindranath Tagore

birthday of May 7th every year.

File Description	Document
Geotagged photographs of some of the events	[View Document](#)
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[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:

Mahendra Arts & Science College was started in the academic year 1999-2000 and duly affiliated to Periyar University, Salem. The location of the institution among the greens in the rural pocket of Namakkal district is highly significant, as the sole aim is to cater to the educational needs of the underprivileged and downtrodden mass. It has got well-established libraries, well equipped laboratories, spacious playground, and above all, well qualified and dedicated team of staff members. Strongly based on core values of academic rigor, love, and service, the institution provides an enabling environment to a diverse population of young men and women to acquire knowledge, skill and overall personality development. The institution has taken several measures for sensitization of gender equality for UG, PG and Research scholars. The two NSS units and the Physical Education department play a vital role in the development of the personality traits of the students. Adequate security measures are taken up for providing safe environment for students, faculty and staff. Over 20 surveillance cameras are fixed at different places in the campus. Adequate numbers of security personnel are appointed and they are on high alert day and night. An Anti-Ragging committee, Internal Complaint Committee (ICC) and Grievance Redressal Committee headed by the principal and well assisted by representatives from faculty and student community is functioning effectively to ensure ragging-free environment. Various competitions towards empowering girl students were organized in the campus through Women's Cell. Health awareness programme was conducted with an experienced gynaecologist in chair. The institution's free transport facility covers a radius of 70 kms. The boarders are given bus facility to and fro. Training programmes are arranged on self-defence for the safety of the students, besides pre-marital guidance. Training in how to use the TN police initiative called "Kavalan – SOS app" is given to all students. Complaint boxes are kept for students to make the head of the institution aware of the problems they encounter.

Incinerators with user guidelines are installed in girl's washrooms for the pollution-free disposal sanitary napkins. Equal placement opportunities are given to all boys and girls in the campus placement drives. The latest ICT infrastructure of the college and the online provisions are fully utilized by the Placement and Training Cell to enable students to register, submit all the documents and provide Internship opportunities and placement in various reputed organizations.

Separate common rooms are available for students / Faculty/ Support staff. A medical room with the

minimum required medical facility is functioning in the campus with a doctor. However, in case of major health problems, students are taken to a Dharan multi-speciality hospital on the outskirts of Salem city. The institution has staff-counselors to counsel the students. Each counselor is allotted 20 students and the counseling takes place every fortnight. The students are given counsel in their academics as well as their personal problems. A visiting psychologist ensures the mental well-being of the students. Programmes on Yoga are arranged periodically with the help competent yoga masters.

Best Practice – II Environmental Consciousness:

Vermicompost:

The department of biotechnology provides hands-on training to students for the production of Vermicompost from organic wastes. It is an eco-friendly approach for developing Entrepreneurship and skill development among the students. The produced Vermicompost is rich in nutrition and thus, it is widely used as bio fertilizers in organic farming and sewage treatment plants. Vermicompost can **enhance soil fertility physically, chemically,** and **biologically**. Physically, Vermicompost-treated soil has better aeration, porosity, bulk density and water retention.

Earthworm

Large Scale Production

Small Scale Production

Vermicompost

Herbal Garden:

Our institution's "*Exsitu* **Conservation of Medicinal Plants Germplasm Maintenance**" needs a special mention. Students are engaged in the activity of collecting the endangered as well as medicinal plants germplasm and conserving them on campus.

- *Ex-situ* **Conservation of Germplasm maintenance through medicinal plant garden.**

Bamboo Garden:

The campus is facilitated by a **Model Ecosystem** through the establishment of the bamboo garden **for mitigation of CO2 emissions** for a pollution-free environment. The bamboo garden has many environmental benefits, because they absorb carbon dioxide, produces oxygen, controls soil conditions, produces organic matter, conserves biological diversity, beautifies the landscape, and contributes to the cleansing and sustainable development of the environment.

Bamboo Garden

Mushroom Cultivation:

 Mushroom cultivation is the most productive and one of the most profitable businesses in India. It is getting popular gradually in India because, in a short time, it converts farmers' hard work into profit. Farmers use the mushroom cultivation process in India as an alternate source of money. Hands-on training is offered to students in production and cultivation and they are trained to earn money while they are studying.

Mushroom Cultivation

Spirulina Cultivation:

Spirulina is grown in a culture medium that is made of water and fertilizers. Due to the high pH of this culture medium, Spirulina has almost no competitors.

Spirulina Cultivation

The Bio-Technology department has established Research and Training Centre for Spirulina cultivation, Bio-pigment extraction, medicinal plant germ-plasm maintenance, mushroom production, and vermicomposting technology to promote applied biotechnological knowledge to students and the rural community.

SWACH BHARATH ABIYAN:

Cleanliness is next to Godliness. The institution strives through all possible means to sensitize the students towards cleanliness. The NSS students were sent to a nearby village school, Kottapalayam Primary school under SWACH BHARATH ABIYAN scheme and undertook the job of cleaning the entire school campus. Their work was appreciated with certificates.

Waste to Energy - Biogas Unit

The institution established a moderate-size Biogas production unit for the utilization of organic vegetable and food waste into the conversion of energy for regular use at the college canteen. It is a unique best practice of **Waste-to-Energy**, which significantly reduces the volume of landfill waste into energy. This approach reduces the demand for fossil fuel combustion-derived energy and reduces greenhouse gas emission.

Energy Conservation

The institution explores every possibility to save electric power to the extent possible. More than 50% of the lights are changed to LED and by that way a considerable amount of electric power is saved every day. Nearly 30,000 watts will be saved every month.

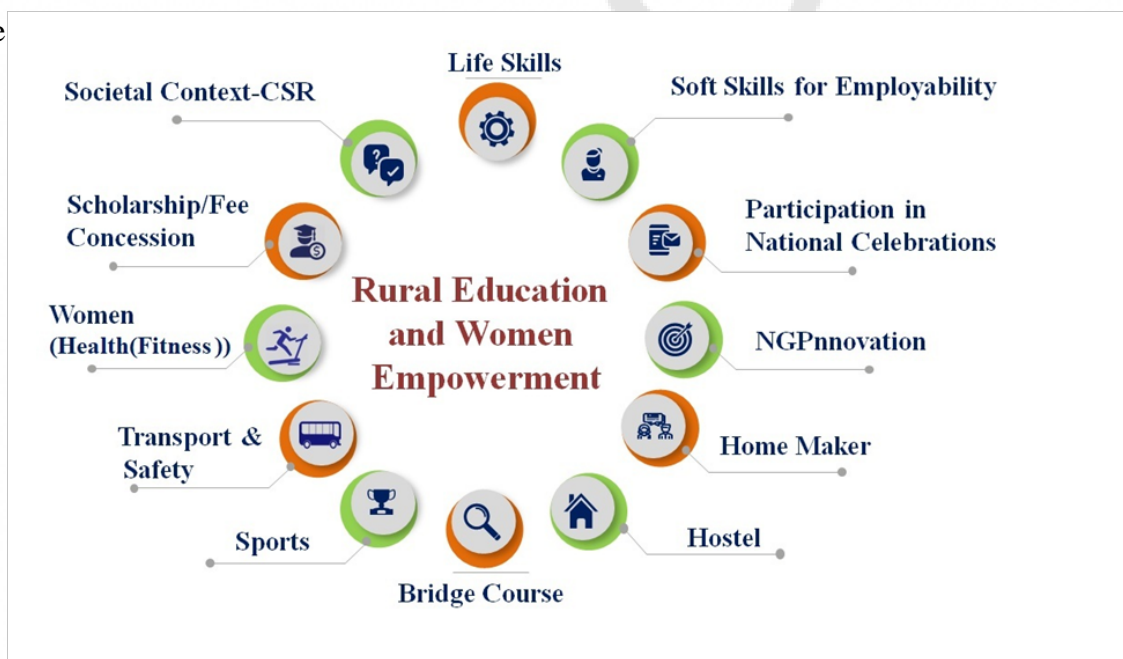| File Description	Document
Best practices in the Institutional web site	[View Document](#)

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:

Institutional Distinctiveness

The vision of any e

ducational institution, be it any type of institution, is to serve the community at large at its best in bringing about a positive change in the standard of life of the people and Mahendra Arts & Science College is no exception to this. The vision of the institution is to cater to the educational needs of the rural community, especially serve primarily for the upliftment of the rural youth through affordable education. In alignment with this vision, the institution finds its location in the rural pocket of Kalippatti, a nondescript village. The distinctiveness of the institution lies in its relentless efforts to empower the rural community with particular emphasis on girl students. Educate a woman; educate a family goes the saying. As such, the institution extends a helping hand to parentless students, single-parent students and economically very poor students. The students belonging to these categories are given partial fee waiver to whole fee waiver depending upon the parental or financial situation. These students are identified at the very beginning and all details pertaining to their family background and economical backwardness are collected and forwarded to the management. The management in turn grants all required facilities for sharpening their employability skills.

Concentrated training in English communication was given to them at first, as they were hailing from vernacular medium Governmental institutions. In the course of their studies, special placement trainings

were organized and at the end of their programme, i.e. third year, they were fully ready for facing interview. The institution out-sourced training facility from reputed training academies like Macro Miracles, Aptech Training Services, Chennai and Global Talent Track-Barclays, Chennai. Most of these students who underwent the training were able to get into reputed companies.

All the training matures to fruition. Overall, there were 40 single-parent girl students who got placed in different companies after having been trained in the campus. One among them happened to be parent-less girl student. A total of 15 girl students from economically poor background got placed in various on-campus drives. Among boys category, 32 single-parent boy students were placed in different companies. 44 boys hailing from poverty-stricken families found good placement in companies of high reputation.

File Description	Document
Any other relevant information	<u>View Document</u>

5. CONCLUSION

Additional Information :

Concluding Remarks :