YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE
• Name of the Head of the institution	Dr.FREDA GNANASELVAM
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	994583835
• Mobile No:	8903566701
• State/UT	TAMILNADU
• Pin Code	632509
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Self-financing
• Name of the Affiliating University	THIRUVALLUVAR UNIVERSITY

• Name of the IQAC Coordinator	Dr.B.SASIREKA
• Phone No.	9486625015
• Alternate phone No.	9944583835
• IQAC e-mail address	mmeswciqac2022@gmail.com
• Alternate e-mail address	mmesiqac2023@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mmeswc.edu.in/elementor-6252/
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mmeswc.edu.in/jb-content/uploads/2023/11/Academic-Calendar-2023-2024.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.74	2024	14/03/2024	13/03/2029

6.Date of Establishment of IQAC	21/12/2016

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	**View File**
9.No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action	No File Uploaded

Taken Report	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. The IQAC submitted the IIQA and self-study report for the accreditation cycle on 30.8.2023 and 28.11.2023, respectively, to NAAC. The Institution was Accredited with B+ Grade (CGPA:2.74) 2. As a result of the IQAC initiative, the college signed many MoUs with industries and institutions. 3. Participated in NIRF, AISHE & IIC 4. Launched a new website for the college and provided institutional E-mail addresses linked to the website to all heads of departments. 5. Additional toilets were constructed for students to promote Swachh Bharat.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Skill Based Programme	Workshop on Mushroom Cultivation was organised on 5.2.2024 & Crochet Flower Making workshop organised on 2.2.2024
Introduction of Value Added Courses	12 new Value Added courses were conducted
Promote Extension Activities	Students rendered voluntary service to the neighboring community
Strengthen E-Governance	Expansion of Institutional ERP to optimize the functions of the college
Career Guidance Programme	Motivational session on How to Grab Career Opportunities? on 9.10.2023, Leadership Series was organised on 3.1.2024, Seminar on Prepare yourself for Industry 4.0 was organised on 24.8.2023, Career Guidance programme on Company secretaryship was organised in collaboration with ICSI on 1.2.2024 and Educational Guidance programme on Cost and Management Accounting was organised in collaboration with SVP and Co on 10.2.2024
Introduction of new PG course	Introduced M.Sc Foods and Nutrition
Placement Drive	In order to provide employment opportunities placement drive was organised and companies like K.H Exports Pvt.Ltd and Rural Shores Pvt.ltd had participated

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	22/07/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	18/03/2024

15.Multidisciplinary / interdisciplinary

M.M.E.S. Women's Arts and Science College is affiliated with Thiruvalluvar University since 2007. We are working towards the all-round development of the women students, who will be the pillars of society. The pursuit of knowledge (Jnan), wisdom (Pragyaa), and truth (Satya) was always considered in Indian

thought and philosophy as the highest human goal. The college follows the directions of the Thiruvalluvar University in providing the best resources for their development. The college offers a choice-based credit system to the students. Interdisciplinary courses are offered to students as open electives. A student of biotechnology can learn interior design, and a student of Arabic can learn a course on gardening. They are encouraged to learn other subjects online.

16. Academic bank of credits (ABC):

M.M.E.S. Women's Arts and Science College has registered in ABC. The NEP 2020 has brought out this 'credit transfer' method to facilitate the academic mobility of students with the freedom to study in higher education institutions across the country. The student will acquire a diploma, degree, or PG degree after every year of study. As an affiliated college, we have received instructions from the Thiruvalluvar University for its registration.

17. Skill development:

Developing skills among students has been a part of the curriculum . Employability skill training is given to students by the placement officer. The Naan Mudhalvan scheme is initiated to provide skill development training to students to acquire skills in various areas such as Spoken English, Microsoft technology, Cyber Security , Computer Application and the like. We train students through NCVRT courses in bakery and Confectionery and a certificate course in Python (3-month duration), a Diploma in Computer Applications, a Diploma in Computer Science (6 months), and a diploma in fashion textiles and clothing (1 year duration). Tally and DMLT courses are also taught for students who are interested in learning additional courses.

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

Our college is near the border of Andhra Pradesh, which speaks Telugu. The town where the college is located is Urdu speaking Muslims. Students are from multilingual regions and use various dialects in communication. Although the basic Tamil language is dominant in this region, students speak different languages and learn to speak and write. Instruction is in English; however, Tamil is also used for explaining the content in class. UG students learn Part I Language, which is Tamil, Hindi, Urdu, and Arabic. The Department of English concentrates on developing the communication skills of the students. Since most of the students are first generation learners, they are given special care to improve their communication skills.

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

The syllabus is framed with course outcomes and program outcomes. The teachers were trained for the OBE program. They were made to understand how the syllabus will help transform the child with the required knowledge. Every instructors evaluated the Program and

Course outcome in order to measure the effectiveness of the program

20.Distance education/online education:
Postgraduate students and staff members have taken up online courses (SWAYAM & MOOC). It was with interest that teachers also got certified. Students have registered for online courses like Microsoft Office Fundamentals through the initiatives of the Naan Mudhalvan Scheme.

Extended Profile

1.Programme

1.1

Number of courses offered by the institution across all programs during the year

568

File Description	Documents
Data Template	View File

2.Student

2.1

Number of students during the year

1999

File Description	Documents
Data Template	View File

2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

348

File Description	Documents
Data Template	View File

2.3

Number of outgoing/ final year students during the year

642

File Description	Documents
Data Template	View File

3.Academic

3.1

Number of full time teachers during the year

85

File Description	Documents

Data Template	View File

3.2 Number of Sanctioned posts during the year	96

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	64
4.2 Total expenditure excluding salary during the year (INR in lakhs)	264.03263
4.3 Total number of computers on campus for academic purposes	282

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

M.M.E.S. Women's Arts and Science College, affiliated with Thiruvalluvar University, follows a curriculum based on the CBCS framework. The college's teaching-learning process is highly organized, beginning with an academic calendar and course schedule, along with study materials, tests, and assignments.

The principal and heads of departments prepare semester plans aligned with the university's calendar, outlining key academic dates like internal assessments (CIA I, II, and III), practical exams, and holidays.

The IQAC oversees structured curriculum implementation, while department meetings finalize subject allocation, timetables, and tutoring responsibilities.

Faculty members record their planned and actual teaching schedules in a Work Done Register, which is periodically reviewed by the Head of Department weekly and by the Principal at the end of the month.

Departments maintain student profiles, academic records, and discipline logs. To enrich classroom learning, faculty employ e-resources, PowerPoint presentations, group discussions, field trips, industrial visits, and educational excursions. Internships

and training programs further connect students to real-world applications, all of which are carefully documented.

Daily attendance updates are sent to parents via SMS, and academic progress is discussed in PTA meetings.

Additionally, the college offers job-oriented, value-added, and career-oriented programs to enhance students' employability and entrepreneurship skills.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	https://www.mmeswc.edu.in/jb-content/uploads/2023/11/Academic-Calendar-2023-2024.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution employs a comprehensive assessment system that includes assignments, class tests, presentations, and practicals, adhering to university guidelines for internal evaluations. This process is consistently applied to ensure fairness and consistency in student assessment. The administration oversees the timely submission of these internal assessment results by faculty and ensures they are uploaded to the university website for accurate and timely final grade calculations.

The Examination Committee plays a crucial role in facilitating smooth examination processes. It issues necessary guidelines and supports students in examination formats, adapting to current requirements.

In addition to conducting and evaluating internal assessments, faculty members are also actively involved in the broader university-level assessment process. They participate in evaluation tasks, which are the final steps in the curriculum assessment, often held at designated university centers. The college encourages this participation, contributing to a regulated and thorough evaluation system that reinforces the credibility and thoroughness of the overall assessment process.

File Description	Documents
Upload relevant supporting documents	**View File**
Link for Additional information	https://www.mmeswc.edu.in/jb-content/uploads/2023/11/Academic-Calendar-2023-2024.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

27

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

725

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

182

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The college has established standard practices for all students, including a dress code to promote unity, with uniforms provided annually along with ID cards. Attendance and punctuality are prioritized and recorded daily in a register. Since the 2022-2023 academic year, they have been managed through EMBASE.

Weekly assemblies promote community and clarify co-curricular activities.

Courses reflect cross-cutting themes, with six courses on professional ethics, such as Business Ethics and Professional English, to build ethical awareness. Additionally, the college offers a Cyber Security certificate, Income Tax, and GST filing workshops. The IQAC organizes sessions on intellectual property rights and research ethics.

Environmental awareness is fostered through first-year Environmental Studies, Environmental Biotechnology, and active participation in the Environment Club, which organizes events like World Environment Day and conducts Green and Energy Audits.

Human values and gender sensitivity are integrated through courses in value education and human rights. Gender-related events, such as seminars, workshops, and expert talks, are regularly held, alongside community initiatives like cleanliness drives, computer literacy programs, and organic farming, led by the NSS, YRC, and Environment Club. The institution prioritizes creating a supportive environment for girls, focusing on their personal growth and social contributions.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

21

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

643

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional	View File

information	
URL for feedback report	https://www.mmeswc.edu.in/jb-content/uploads/2024/11/FEEDBACK-ANALYSIS-2023-2024.pdf

TEACHING-LEARNING AND EVALUATION

2.1 – Student Enrollment and Profile

2.1.1 – Enrolment Number Number of students admitted during the year

2.1.1.1 – Number of sanctioned seats during the year

986

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

2.1.2.1 – Number of actual students admitted from the reserved categories during the year

313

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 – Catering to Student Diversity

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

The college promotes one-on-one student-teacher interactions, enabling teachers to provide tailored feedback on students' practical work, assignments, and tests, facilitating progress assessment within each semester. Beyond lectures, diverse teaching methods are employed, including experiential and participative learning through projects, research work, PowerPoint presentations, and audio-visual aids, such as diagrams and graphs, to enhance understanding.

To support students' personal and professional development, mentor-mentee groups are established for individualized guidance. Tutorial classes and peer assistance are organized as additional support. Extra reading materials are provided to strengthen students' foundational knowledge, and advanced learners are recognized with medals and certificates.

Students' varied talents, such as musical, dance, and interpersonal skills, are acknowledged, with roles in committees

assigned based on individual aptitudes. The department monitors advanced learners' involvement, encouraging them to take up leadership roles, which benefits the entire student body. All students are encouraged to maximize their learning through webinars, workshops, and other activities, and fast learners are given opportunities to explore new topics and present their findings to the class.

File Description	Documents
Link for additional Information	https://www.mmeswc.edu.in/jb-content/uploads/2024/11/17th-Annual-report-2023-24.pdf
Upload any additional information	**View File**

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

Number of Students	Number of Teachers
1999	85

File Description	Documents
Any additional information	**View File**

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

Traditional education focused on teacher-led instruction, but student-centred learning is now preferred to foster critical thinking and active engagement. The institution promotes this approach through experiential, participative, and problem-solving methodologies.

STUDENT-CENTERED EXPERIENTIAL LEARNING METHODS

The institution employs experiential learning through surveys, lab sessions, model construction, project assignments, and certificate courses.

The Environment Club drives agricultural initiatives on campus. Participation in trade fairs and student entrepreneurship programs provides students with the opportunity to gain first-hand experience in entrepreneurship.

The curriculum mandates internships, projects, industrial visits, and fieldwork to enrich the experiential learning process.

PARTICIPATIVE LEARNING

The institution fosters an interactive learning environment by integrating assignments into internal assessments, promoting participative learning.

Each department establishes a forum comprising both faculty and students, dedicated to arranging student-initiated programs and activities.

The National Service Scheme (NSS) hosts residential camps.

Quizzes and group discussions are actively encouraged.

Platforms like SWAYAM and NPTEL are utilized. Students' Exchange Programs are established in collaboration with industries.

PROBLEM-SOLVING METHODOLOGIES

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

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

File Description	Documents
Upload any additional information	**View File**
Link for additional information	https://www.mmeswc.edu.in/service-wings/quiz-club/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution integrates various ICT tools, including computers, interactive whiteboards, and specialized software. The campus is Wi-Fi enabled, and security is enhanced through CCTV and biometric systems.

Teaching methods: Teachers utilize PowerPoint presentations, lecture recordings, and conduct webinars, FDPs, and workshops through ICT platforms.

Facilities and Equipment: The college has five computer labs, 9 projectors in classrooms, two seminar halls, 180 desktops, 20 printers, a cum scanner, 3 photocopiers, and a 1 HP scanner.

College Website: The Website Committee ensures the college website is regularly updated, interactive, and user-friendly. The college uses both free and licensed software

Library Resources: The library provides IP to e-resources through membership in N-List, which are renewed annually.

Enhancing Accessibility: ICT resources have been upgraded, with laptops made available for teachers and students.

File Description	Documents
Upload any additional information	**View File**

Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.mmeswc.edu.in/gallery-2/

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

2.3.3.1 - Number of mentors

85

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

85

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

4

File Description	Documents

Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is a continuous process designed to support student learning, with active student participation and teachers in an advisory role. The syllabus, framed by the university, is reviewed by subject-specific faculty on the first day of the semester, ensuring students understand the topics. An academic calendar is provided annually, aligning with the university's schedule, and evaluations are conducted based on this timeline.

An Examination Committee ensures smooth exam administration, strictly following Thiruvalluvar University guidelines. Teachers are responsible for adhering to these guidelines, and students can approach them with any exam-related grievances. If unresolved, students may escalate concerns to the Grievance Redressal Committee.

Assessment methods include CIAI, CIAII, and CIA III, along with written assignments, which students may submit in person or online. For additional study support, question banks are accessible in the departments. External assessments are conducted in physical mode per Thiruvalluvar University standards, ensuring standardized, transparent evaluation for all students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.mmeswc.edu.in/jb-content/uploads/2024/11/Assessment.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Grievance Redressal Committee: The Grievance Redressal Committee ensures that all internal examination-related grievances are addressed transparently, efficiently, and within a defined timeframe. The grievance policy, developed by the committee, is communicated regularly to both students and teachers.

Complaint Registration Procedure: The committee convenes as needed based on the grievances received. A minimum of three out of the four committee members must be present at each meeting. The members review the complaint and relevant documents, then submit their recommendations.

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

- An organized examination timetable is included in the college calendar.
- Explanation provided to students regarding the compilation and computation of Continuous Internal Assessment (CIA).
- Disseminationof the CIA timetable and question paper formats to the students.
- Dispersionof the assessed answer scripts.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.mmeswc.edu.in/governance/students-grievance-redressal-committee/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Thiruvalluvar University has implemented the UGC-based Learning Outcomes Framework across all courses to define program and course outcomes.

The curriculum is effectively communicated and promoted through classroom teachings and curriculum distribution.

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

The curriculum is designed to inspire young minds towards research, innovation, internships, social outreach, entrepreneurship, and other fields of knowledge while fostering a dynamic academic environment within the college.

The College is taking all required measures for smooth introduction of outcome-based education by organizing webinars and seminars and by participating in various events organized by University and other colleges

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.mmeswc.edu.in/jb-content/uploads/2024/11/PROGRAM-OUTCOME-23-

	24_0001.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The college uses various tools to measure the attainment of these outcomes. The primary method of assessment involves CIA I, CIA II, CIA III, and University semester exams. Remedial actions are taken to help slow learners improve their POs, PSOs, and COs. The secondary method of course outcome assessment is based on the number of students enrolled for higher education, research activities, placement details, internship program, project, etc.

The institution assesses the attainment of program and course outcomes by evaluating how effectively students apply the knowledge and skills gained from add-on certificate courses to their regular coursework. Students who complete these additional courses often demonstrate improved competency in specific areas, contributing to the achievement of targeted course outcomes.

Student feedback is collected every semester. The institution analyzes feedback to identify strengths and areas for improvement in the curriculum. Evaluation forms may include specific questions about program and course outcomes to directly assess students' perceptions of their learning progress.

The institution's effectiveness in preparing students for advanced education can be measured by monitoring their progression to higher studies, alumni readiness, and the acceptance rates of former students into postgraduate programs, which serve as key indicators of program outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.mmeswc.edu.in/jb-content/uploads/2024/11/PROGRAM-OUTCOME-23-24_0001.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

578

File Description	Documents
Upload list of Programmes and number of students passed and	View File

appeared in the final year examination (Data Template)	
Upload any additional information	**View File**
Paste link for the annual report	https://www.mmeswc.edu.in/graduate-outcome/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.mmeswc.edu.in/jb-content/uploads/2024/11/SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

21

File Description	Documents
Report of the event	**View File**
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	**View File**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	**View File**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

15

File Description	Documents
Any additional information	**View File**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The departments of M.M.E.S. Women's Arts & Science College conducted various outreach programs to foster community engagement. The Department of Arabic visited Anjumane Muyidul I Islam School, teaching basic Arabic vocabulary and computer terminology, along with quizzes to engage students.

The Computer Science and ISM Department visited Annai Scholastica Children's Home, distributing stationery and snacks and promoting computer literacy.

The Mathematics Department visited both Mahatma Gandhi Old Age Home, offering cultural performances to foster empathy, and Islamiah Girls Higher Secondary School, conducting activities to highlight mathematics' role in everyday life.

Additionally, the Aura 2K2 crafts exhibition by the Department of IDD engaged 190 students from Islamiah Girls Higher Secondary School in creative activities.

The Commerce (CA) Department encouraged participation in extracurriculars at AMI School, while Business Administration hosted a workshop on education's value.

The Department of Commerce visited Divine Mercy Old Age Home, distributing towels, biscuits, and bread to residents in celebration of the Joy of Sharing.

The Biotechnology Department led a Body Mass Index awareness program at AMI Middle School to promote healthy living.

The English Department organized activities at Government Adi Dravidar Welfare High School to improve English competence through listening, speaking, reading, and writing exercises.

File Description	Documents
Paste link for additional information	https://www.mmeswc.edu.in/extension-activities-3/
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

9

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

653

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

12

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File

Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

M.M.E.S. Women's Arts and Science College, located in Melvisharam, is easily accessible from all parts of Ranipet District. The college attracts a large number of students due to its well-designed campus, spacious, well-ventilated classrooms, and ample facilities. The infrastructure includes teaching aids, RO-purified water, sanitation facilities, and regular maintenance of buildings. Separate parking areas are provided for students, staff, and visitors, along with a dedicated space for bus parking.

The college houses various essential departments and offices, including the research lab, principal's office, examination cell, IQAC, Counselling room, health care Centre, career guidance room, and more. Students benefit from PowerPoint-supported lectures, interactive lessons, LCD projectors, and well-equipped computer labs with internet access.

Specialized labs, such as the Biotechnology Lab, Chemistry Lab, Textile Lab, Drafting Lab, and Food Science Lab, are equipped to provide hands-on experience aligned with the curriculum. The college also ensures safety measures are in place.

Transport facilities are available to ensure students can reach the campus on time. Security is a priority, with CCTV cameras monitoring the premises. Additionally, the college offers sports facilities, including volleyball and kabaddi courts, and an auditorium with a seating capacity of 1,700 for cultural and academic events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mmeswc.edu.in/college-infrastructure/

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

The institution has ample facilities to coach the students in indoor and outdoor sports and games. The college has a volleyball court and a Kabbadi court. The institution has ample indoor sports facilities like chess, carrom, tennikoit, and table tennis. Gymnasium for welfare of the students, but there is no yoga center, but a fully equipped indoor gymnasium is available.

Facilities for cultural activities the college includes an auditorium that can accommodate 1700 people and its light and sound system are currently being revamped and used as a multipurpose venue. The auditorium serves as the venue for important occasions such as Cultural Day, Annual Day, College Day, Graduation Day, Teachers Day, Intercollegiate competitions, and regular college assemblies

Two seminar halls that can accommodate up to 150 students each and one with air-conditioned facilities are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mmeswc.edu.in/gallery-2/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

64

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mmeswc.edu.in/e-content/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

46.789

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college boasts both a main library and a digital library, which cater to physical and digital collections, including books, journals, magazines, periodicals, newspapers, CDs, DVDs, projects, dissertations, and encyclopedias. The library is fully equipped with an Integrated Library Management System (ILMS) and is under CCTV surveillance.

The main library spans 3,200 square . feet, while the digital library, dedicated to research scholars, occupies 1,101 square feet. The library houses over 7,525 books across various disciplines, including commerce, economics, business administration, computer science, mathematics, English, and Tamil, among others. It subscribes to 23 journals, 5 e-journals, and 9 magazines at national and international levels. All students enrolled for accessing N-List e-resources

Library services are fully automated with barcode technology, EMBASE, and OPAC. Each student and faculty member receives a barcode-enabled membership card, which is scanned to access library services through the KOHA ILMS software. This system streamlines operations such as book recording, issuing, and returns. The library also offers internet access and maintains a "New Arrivals" section to showcase newly acquired books.

Each department has its own dedicated library space, accessible to faculty and students, ensuring easy access to relevant resources for academic needs.

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional Information	https://www.mmeswc.edu.in/about-library/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**View File**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**View File**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1.225

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

250

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Wi-Fi and Bandwidth: 4 modems of BSNL routers with bandwidth up to 300 MBPS have been installed.

The teaching faculty integrates PowerPoint presentations, recorded lectures on Google Drive, and audio/video aids into their instructional methods. Google Forms are used for a variety of purposes, including collecting feedback and conducting research activities. Additionally, webinars, faculty development programs (FDPs), workshops, and outreach programs are organized in online or hybrid modes using ICT.

The college launched its new website

The college library has IP access to electronic resources. Memberships of N-List are renewed every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

282

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ≥ 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

217.24

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has established procedures that actively involve all stakeholders in maintaining campus facilities. These procedures include tasks such as labeling files, managing a stock register, signing annual maintenance contracts, and delegating responsibilities for the upkeep and use of college resources.

Students receive clear guidance on the proper usage of equipment and library books. To ensure compliance, a Central Purchase and Stock Verification In-charger supervises procurement and performs periodic stock audits. Different individuals and teams are assigned to maintain specific areas of the college.

Library maintenance, including regular bookbinding and removal of outdated books, is managed by the librarian and her team. The laboratories are maintained by the lab assistants, who also handle the upkeep of computers, UPS systems, software, and LCDs along with the technical staff are responsible for maintaining labs. Sports facilities are overseen by the Sports Committee and support staff, while the gardeners take care of the college gardens.

College Committee members, who are part of the college's governing body, recommends repair and expansion projects to enhance college infrastructure.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	https://www.mmeswc.edu.in/college-infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

923

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**View File**
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

558

File Description	Documents
Upload any additional information	**View File**
Number of students benefited by scholarships and free ships institution / non-government agencies in last 5 years (Date Template)	**View File**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents

Link to institutional website	https://www.mmeswc.edu.in/service-wings/journalism-club/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

4612

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

4612

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

229

File Description	Documents
Self-attested list of students placed	**View File**
Upload any additional information	**View File**

5.2.2 - Number of students progressing to higher education during the year

5.2.1 - Number of outgoing student progression to higher education

151

File Description	Documents
Upload supporting data for student/alumni	**View File**
Any additional information	No File Uploaded
Details of student progression to higher education	**View File**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	**View File**
Any additional information	**View File**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

10

File Description	Documents
e-copies of award letters and certificates	**View File**
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students

representation on various bodies as per established processes and norms)

A central role in organizing cultural and other activities at the college is played by the formally elected college pupil leader and assistant college pupil leader.

Students actively participate as president and secretary in various cultural clubs and college committees. These clubs and committees include IQAC, IIC, NSS, Youth Red Cross, Red Ribbon Club, Citizen Consumer Club, Journalism Club, Environment Club, Tailoring Club, Quiz Club, Electoral Literacy Club, and Discipline Committee.

Presidents and secretaries are also selected for department associations and are responsible for organizing events.

Each class elects Class Representatives (CRs), who serve as a communication link between students and faculty, representing the class and strengthening student-faculty interaction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21	

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college has a well-established and active Alumnae Association, though it is not yet formally registered. The Alumnae Committee oversees this association, striving to build a strong sense of connection and solidarity among alumni from various professional fields.

A complete track of the alumnae is being kept by each department with their required details; inform them about the current changes

and achievements of the institution. Annual alumnae meet is being
organized at the institute level every year.

The association has over 1000 members, with both these members and
other alumnae regularly sharing their career journeys, offering
guidance, and facilitating job placements and career opportunities
for current students. Alumnae also assist the current student body
in organizing events and supporting various student activities.

File Description	Documents
Paste link for additional information	https://www.mmeswc.edu.in/service-wings/alumnae-association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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

The college operates under a multi-layered administrative
structure that prioritizes inclusiveness and the active
involvement of all stakeholders. The management is responsible for
making important policy decisions, such as appointing faculties
and introducing new academic programs. These decisions are
typically strategic in nature and aim to shape the overall
direction of the institution.

On the other hand, the daily academic administration is entrusted
to the principal, who oversees the academic functioning of the
college. The Heads of Departments (HODs) play a key role in
managing the academic activities within their respective
departments, ensuring smooth operations, and addressing any
immediate academic concerns. This division of responsibilities

ensures that both long-term policy decisions and the day-to-day
academic needs of students are effectively managed.

File Description	Documents
Paste link for additional information	https://www.mmeswc.edu.in/mmes-college/vision-mission-college-crest/
Upload any additional information	View File

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

The institution has a well-defined administrative structure with
authority delegated to a number of different committees

The college is managed by a governing body, which oversees the
administration and appoints a full-time principal responsible for
overall management. The honorableSecretary and Correspondent, who
is the employer and the executive head of the managing committee,
functions in consultation with the Governing Council Members

The principal, as the head of the institution, assisted in
administrative and academic affairs.

The Internal Quality Assurance Cell (IQAC) is responsible for
maintaining the quality of education through a range of
activities.

Each department functions under the guidance of a Head of the
Department, and individual teachers are assigned groups of
students to mentor. In addition, select students are appointed as
office bearers or class representatives to ensure effective
communication and a structured workflow.

The non-teaching staff works collaboratively and transparently,
including the HR Manager, P.A. to the Principal, accountant,
cashier, technical assistant, as well as laboratory and library
staff.

File Description	Documents
Paste link for additional information	https://www.mmeswc.edu.in/governance/academic-committee/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

M.M.E.S Women's Arts and Science College work closely with the
governing body for academic planning and development. It focuses
to build the edifice of character through human values and

moulding the young aspirants to strive, seek, find, and motivate with a sense of duty and discipline

Academic Excellence and Collaborations

By promoting student-centered teaching and integrating digital pedagogies in the classroom. Seminars, Workshops, Webinars, Faculty Development Programs (FDPs) organise to address the evolving challenges faced by both staff and students. The college will promote collaborative activities by signing more MoU with Industry and Institutions.

Infrastructure Development

The college will continue to invest in its infrastructure, including the library and ICT facilities, to ensure the best possible teaching and learning experience. Access to e-resources will be provided through NList. Additionally, the college will promote environmentally friendly practices and values.

Extension Activities

The college aims to create an inclusive campus environment and expand its extension activities through teacher-student collaboration in social outreach programs. To achieve this, NSS units and departments will encourage both students and staff to engage in collective efforts that support marginalized sections of society.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	https://www.mmeswc.edu.in/jb-content/uploads/2024/11/Strategic-Plan-23-24.pdf
Upload any additional information	No File Uploaded

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

The administration of the institution involves participation of the management committee, principal, IQAC director, and heads of the departments, teaching and non-teaching staff. The management committee formulates policy decisions on admission, recruitment of staff, resource mobilization, infrastructure, learning, and financial management.

The principal, as the head of the institution, assists in administrative and academic affairs. The Internal Quality Assurance Cell (IQAC) headed all quality improvement activities in the college. The heads of the department coordinate all the activities of their respective departments. Club presidents and

secretaries are involved in all student-related activities.
Administrative work is carried out by the admin staff.

File Description	Documents
Paste link for additional information	https://www.mmeswc.edu.in/jb-content/uploads/2023/11/Policies.pdf
Link to Organogram of the Institution webpage	https://www.mmeswc.edu.in/administration/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

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

Welfare measures for Teaching and Non-teaching staff

1. Wards of the staff are granted admission with a fee concession.

2. Financial support provided to staff for publication and
participation in Conferences, Seminars and Workshops

3. Health camp for staff

4. Medical leave with salary (Under ESI)

5. Grant maternity leave to female staff for six months who fall under the ESI eligibility criteria.

6. All faculties are provided access to the computer lab and e-journals to improve their teaching and learning processes. A well-equipped and stocked library with different types of books, magazines, periodicals, and newspapers is available.

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

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

9. Canteen facility for teaching and non-teaching staff.

10. Free Wi-Fi for Teaching and Non-Teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

24

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File

Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

70

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a performance appraisal system for teaching and non-teaching staff. The development of teaching and non-teaching staff is tracked using annual staff reviews.

Performance appraisal system that incorporates self-assessment and evaluation. Standardized self-assessment and evaluation form prepared by IQAC, tailor to cover academic, administrative, and support staff roles, aligning with institutional quality benchmarks. In the self-assessment, staff reflect on their accomplishments, areas for improvement, goals achieved, and challenges faced within a specific time frame.

After the self-assessment, the head of the institution evaluates the performance of the staff. Self-assessment can enhance motivation by encouraging staff to take ownership of their progress, set personal goals, and identify growth opportunities. Additionally, it helps the Head of the Department understand each faculty's perspective, which can lead to a more constructive and tailored approach to career development and goal-setting within the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Each year, the college conducts a detailed financial audit to ensure transparency and compliance in its financial operations. This audit, managed by the college administration and conducted by an external auditor appointed by the management, thoroughly examines the institution's income, expenditures, and overall financial health. The audit process begins with a comprehensive review of revenue sources, including tuition fees, and a meticulous analysis of spending across departments to confirm funds are appropriately allocated and managed.

A primary focus is on payroll and professional tax from the salaries of faculty and staff. The auditor checks each transaction to ensure compliance with the latest tax regulations, minimizing the risks of discrepancies. Any issues identified are documented and addressed by the college's accounts department, which promptly corrects records to resolve the auditor's queries.

Upon completion, the auditor provides a report summarizing findings and recommendations, enabling the college management to make informed decisions about financial practices. This annual audit not only reinforces the college's commitment to financial accountability but also builds trust with stakeholders by maintaining high standards of fiscal responsibility.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	**View File**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

M.M.E.S. Women's Arts and Science College, affiliated with Thiruvalluvar University, operates as a self-financing

institution. The College Committee regularly reviews fund mobilization and utilization in its meetings. Internal audits are conducted by a Chartered Accountant, with the Financial Administrator inspecting bills and vouchers, while a cashier maintains cashbooks, receipts, and vouchers. Library resource management is overseen by a dedicated Library Committee, ensuring optimal use.

The college management funds for infrastructure development, general repairs, and maintenance for vehicles, buildings, equipment, gardens, playgrounds, workshops, and generators to handle power cuts. Departments prepare budgets for events like seminars or conferences, which the principal and IQAC members scrutinize before management approval. Upon approval, departments proceed with the arrangements, submitting bills and vouchers to the office afterward. Major annual events like Sports Day, Graduation Day, and Milad-un-Nabi have budgets discussed and sanctioned by the management.

To ensure optimum use of assets, the college conducts feasibility studies before any new infrastructure projects. As a self-financed college, student fees are the primary income source, while significant capital expenses, such as construction and infrastructure, are supported by the parental society.

File Description	Documents
Paste link for additional information	https://www.mmeswc.edu.in/jb-content/uploads/2024/11/17th-Annual-report-2023-24.pdf
Upload any additional information	**View File**

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

The IQAC Cell of the college is one of the major policy-making and implementing units in our college. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives

1. IIC registration done for promoting innovative activities among students
2. Research committee constituted to inculcate research activities
3. Faculty Development program, Orientation, Workshop, Awareness programs organised
4. Upscaled of Wi-Fi
5. As a part of infrastructure improvement, additional toilets were constructed to promote Swachh Bharat.
6. Accelerated experiential learning, participatory learning, project-based learning, and internships.
7. Promoted Online learning

8. Strengthened E-Governance
9. Signed 12 MoUs
10. Introduced 1 new PG programme

File Description	Documents
Paste link for additional information	http://www.mmeswc.edu.in/jb-content/uploads/2024/08/MINUTES-OF-MEETING-2023-2024-.pdf
Upload any additional information	View File

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

IQAC reaches its objective by way of a number of methods and approaches. In addition to teaching students, all divisions are tasked with providing them with extracurricular activities that enrich their educational experience.

The college mandates all staff to prepare teaching plans that are approved by the head of the department and then signed by the principal for maintaining quality.

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

A student Survey and feedback from various stakeholders are examined to identify the strength and weakness in teaching and learning

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

File Description	Documents
Paste link for additional information	http://www.mmeswc.edu.in/jb-content/uploads/2024/11/SSS.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mmeswc.edu.in/jb-content/uploads/2024/11/17th-Annual-report-2023-24.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college prioritises sensitising students on gender equity by initiating diverse measures

1. The student induction program was conducted to highlight gender equity and acceptable social behaviour.
2. IQAC and other departments conducted various programs to sensitise students on gender issues, such as a seminar on "Gender Equity in Higher Education: Challenges and Celebrations," a seminar on "Gender Sensitisation in English Literature," and an awareness program on Cyber Security for Women.
3. Celebration of commemorative day associated with gender equity, such as the signature campaign on "National Girl Child Day" and Women's Day.
4. Gender equity is also promoted through courses offered by various departments, such as Department of English, which offers "Gender Issues," and Department of Nutrition Food Science management and Dietetics, which offers "Women Health and Wellness."

File Description	Documents

Annual gender sensitization action plan	http://www.mmeswc.edu.in/jb-content/uploads/2024/12/7.1.1-CONTENT-1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mmeswc.edu.in/jb-content/uploads/2024/12/7.1.1-CONTENT-2.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college emphasizes sustainable waste management through various initiatives:

Solid Waste Management

Promotes the use of red and blue dustbins for separating wet and dry waste. Manages organic waste using compost bins and liquid organic manure used for plants.

Liquid Waste Management

Plans to establish a sewage treatment plant on campus to handle wastewater efficiently.

Biomedical Waste Management

Provides a dedicated room for medical facilities and ensures proper disposal of medical waste using separate dustbins.

E-waste Management

Allocates a separate storeroom for safe storage of electronic waste, which is disposed of responsibly through auctions to authorized agencies.

Hazardous Chemicals and Radioactive Waste Management

Operates one laboratory that does not handle hazardous or radioactive materials, ensuring safe practices.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	Nil
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

Our institution is deeply committed to fostering an inclusive environment that values and respects diversity in all its forms. Recognizing the richness that cultural, regional, linguistic, communal, socioeconomic, and other diversities bring to our community, we have undertaken several initiatives aimed at promoting tolerance and harmony.

We organize regular programs related to culture, workshops, and seminars to celebrate and learn from various traditions and perspectives.

To address linguistic diversity, we offer language support programs. Awareness drives and sensitization sessions are conducted to challenge biases and foster mutual respect among community members.

The institution also emphasizes socioeconomic inclusivity by providing scholarships, financial aid, and mentorship programs to

underprivileged students, ensuring equal opportunities for academic and personal growth.

Our grievance redressal cell actively addresses issues of discrimination or harassment, reaffirming our zero-tolerance policy towards any form of intolerance. Through these concerted efforts, we strive to create a harmonious and empowering environment for all.

These initiatives reflect our unwavering commitment to nurturing a diverse, respectful, and inclusive academic community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Our institution is dedicated to raising awareness among students and employees about their constitutional obligations, including values, rights, duties, and responsibilities as citizens. To this end, we have launched several initiatives to promote civic consciousness and responsible participation in democracy.

Awareness sessions are regularly conducted to educate participants about constitutional principles such as justice, liberty, equality, and fraternity. These sessions emphasize fundamental rights and duties, fostering a sense of social responsibility and national integrity.

National events like Republic Day, Human Rights Day, and Constitution Day are celebrated that highlight the importance of constitutional governance. A dedicated course on "Human Rights" is part of the curriculum to provide students with a comprehensive understanding of their role in nation-building.

Our Electoral Literacy Club (ELC) plays a crucial role in promoting democratic participation.The club of our college is assigned the task of training students from IX to XII standards by the district administration to educate students about their voting rights. Voter awareness rally and Voters Day pledge, encouraging students to actively engage in democratic practices. These activities not only educate students about their voting rights but also emphasize the importance of making informed choices.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

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

Our institution actively participates in the celebration of various national and international commemorative days, fostering a sense of unity, cultural appreciation, and global awareness among students and staff. These events are carefully planned to ensure maximum engagement and learning.

Key national celebrations include Independence Day and Republic Day, marked by flag-hoisting ceremonies, cultural programs, and student-led speeches. Gandhi Jayanti is observed with community service activities. Teacher's Day and Children's Day are celebrated with enthusiasm.

International events such as World Environment Day, International Yoga Day, Small Industry Day, World Ozone Day, World Heart Day, World Literacy Day, National Girl Child Day, National Science Day and International Women's Day are observed to align with global themes. Activities include tree plantation drives, yoga sessions, and seminars on gender equality. Additionally, International Literacy Day and Human Rights Day are marked with awareness campaigns.

Festivals like Pongal, Eid, and Onam are celebrated to promote cultural harmony. These celebrations help inculcate values of patriotism, environmental responsibility, cultural diversity, and social awareness, making students well-rounded global citizens.

File Description	Documents

Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	**View File**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Entrepreneurial Skill Development

Objectives:

- To build entrepreneurial skills to become an entrepreneur.
- To create awareness of the opportunities for entrepreneurs.

The initiative aims to foster entrepreneurial skills among students by creating awareness of opportunities and inspiring success stories. Activities include workshops, seminars, industrial visits, competitions, expos, and sales to build self-confidence and encourage students to explore the business world. One key practice is the "Crafty Corner" shop, where students sell their handmade products.

Key Outcomes: Students develop business plans, start small enterprises, and establish online business platforms.

Challenges: Securing resources for new proposals and large-scale marketing.

Resources Needed: Initial investments and industry expert guidance.

Touching Lives in Society

Objectives:

- To understand the needs of individuals in society.
- To show gratitude and care for the needy.

This program focuses on nurturing empathy and social responsibility by encouraging students to engage with underprivileged communities, such as visiting schools, old age homes, and shelters. Students educate children on human values and distribute necessary items to the needy.

Key Outcomes: Students exhibit kindness, empathy, and respect for all individuals.

Challenges: Limited participation from students in remote areas.

Resources Needed: partnerships with NGOs and financial support to scale initiatives.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

WOMEN EMPOWERMENT

Focus on Women's Empowerment:

M.M.E.S. Women's Arts and Science College prioritizes empowering women through holistic education, aligning with Gandhi's vision of "all-round development" and fostering societal progress. The college also caters to first-generation graduates, reflecting its commitment to accessible higher education.

Unique Postgraduate Programs:

It offers unique postgraduate programs in Arabic and Interior Design and Decor, which are otherwise limited to urban institutions, addressing local needs while promoting employability and entrepreneurship.

The Interior Design program blends creativity with practicality, preparing students for diverse careers such as furniture, textile design, architecture, and graphic design. The Arabic program not only enhances cultural understanding but also opens pathways in government, translation, content creation, and linguistics.

Comprehensive Scholarship Support:

The college supports economically disadvantaged students with scholarships, including 50% fee waivers for minorities, government incentives, and private sponsorships. These measures have significantly uplifted students.

Skill-Oriented Courses:

Beyond academics, skill enhancement through value-added courses, including Tally, DMLT, and vocational training in bakery, Python programming, and fashion technology. Collaborations with the Tamil Nadu government's Naan Mudhalvan program further ensure industry readiness.

With its distinctive educational model, MMES fosters women's social, economic, and psychological empowerment, creating future-ready graduates to build a robust society and nation.

File Description	Documents
Appropriate web in the Institutional website	View File

| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

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Plan of Action for Skill Development and Employability

Objective: Empower individuals through employability skills,
industry collaboration, and entrepreneurial support, focusing on
training in entrepreneurship, product-making, and handicrafts.

1. Training Programs

   • Develop a curriculum blending technical, entrepreneurial, and
     soft skills.
   • Conduct hands-on workshops on livelihood
   • Integrate digital skills like e-commerce and marketing.
   • Assess participants through practical evaluations and provide
     industry-recognized certification.

2. Industry Collaboration

   • Establish MOUs with local industries and brands.
   • Facilitate internships for practical exposure and organize
     placement drives.
   • Provide career counselling and update training modules based
     on industry needs.

3. Entrepreneurship and Incubation

   • Set up an incubator centre with resources for start-ups.
   • Provide mentorship, seed funding, and guidance in brand
     building and marketing.
   • Organize exhibitions, competitions, and collaborations with e-
     commerce platforms.

4. Focus on Product-Making

   • Train in sustainable practices and crafting niche products.
   • Partner with artisans for specialized workshops and factory
     visits.

5. Monitoring and Evaluation

   • Collect feedback, track placement and entrepreneurial
     outcomes, and update the program for sustainability and
     growth.
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