

MUSLIM ARTS COLLEGE

THIRUVITHANCODE
KANYAKUMARI, TAMIL NADU

ACT AND STATUTES

THE MUSLIM ARTS COLLEGE ACT, 1981

As framed under the norms of the University Grants Commission

Affiliated to Manonmaniam Sundaranar University

As Amended and Effective from July 2025

Established
22nd August 1981

Amended
July 2025

Motto
Serve with Love

Managed By
Muslim Educational Society



PREAMBLE

WHEREAS Muslim Arts College, Kanyakumari, was established on the 22nd day of August 1981 under the visionary leadership of the Muslim Educational Society (MES) with the noble and far-sighted objective of promoting higher education among the rural and minority communities of the Kanyakumari region in the southernmost tip of India;

AND WHEREAS the institution was founded in response to a long-felt need to create an inclusive, accessible, and empowering educational space that ensures equitable access to knowledge, particularly for students belonging to socially, educationally, and economically disadvantaged backgrounds who had hitherto been denied opportunities for quality higher education;

AND WHEREAS the College, since its inception, has grown from its humble beginnings into a reputed and distinguished centre of higher learning, offering a wide range of diverse undergraduate, postgraduate, and doctoral programmes across the disciplines of Arts, Science, and Commerce, while steadfastly maintaining its founding commitment to academic excellence, ethical values, and social responsibility;

AND WHEREAS it has become necessary, in the interest of institutional clarity, administrative efficiency, and regulatory compliance, to establish a comprehensive and authoritative statutory framework to regulate the governance, administration, academic functioning, research activities, and quality assurance mechanisms of the institution in alignment with national educational policies, UGC guidelines, and regulatory standards;

AND WHEREAS the principles of democratic governance, participatory decision-making, transparency, and accountability must be embedded in the institutional framework to ensure that the College continues to serve its students, faculty, and the wider community with dedication and integrity;

NOW, THEREFORE, this Act is hereby enacted to define, regulate, and guide the functioning of Muslim Arts College as a centre of excellence in higher education, dedicated to the all-round development of its students and the upliftment of society.

CHAPTER I: PRELIMINARY

Section 1: Short Title, Extent, and Commencement

Amendment Note: This Act was amended by the Governing Body and came into effect from July 2025. All provisions herein supersede prior versions of this Act to the extent of inconsistency.

1.1 This Act shall be called The Muslim Arts College Act, 1981, as amended in July 2025. It constitutes the foundational legal and administrative framework governing all activities of Muslim Arts College, Kanyakumari. The Act derives its authority from the sponsoring body — the Muslim Educational Society — and is framed in conformity with the guidelines of the University Grants Commission and the norms of the affiliating University.

1.2 This Act shall extend to all academic, administrative, research, extension, co-curricular, extracurricular, and support activities of the College. It shall apply uniformly to all members of the institutional community including management personnel, the Secretary/Correspondent, the Principal, faculty members, administrative and technical staff, non-teaching employees, students, and all affiliated stakeholders regardless of department, programme, or designation.

1.3 This Act originally came into force upon approval by the Governing Body in 1981 and was comprehensively amended and re-enacted with effect from July 2025 following a review by the Governing Body. The Act shall remain subject to periodic revision in accordance with the guidelines issued from time to time by the University Grants Commission (UGC), the affiliating University (Manonmaniam Sundaranar University), the Government of Tamil Nadu, and the Central Government. All amendments shall be duly documented and circulated to all stakeholders.

Section 2: Definitions and Interpretations

For the purposes of this Act, the following terms shall have the meanings assigned to them herein, unless the context otherwise requires:

2.1 "College" means Muslim Arts College, Kanyakumari, a higher educational institution established in 1981 by the Muslim Educational Society, located at Madhavalayam, Kanyakumari District, Tamil Nadu, India. It includes all its departments, centres, cells, committees, hostels, and any extension or off-campus facilities that may be established from time to time.

2.2 "Management" means the Muslim Educational Society (MES), which is the sponsoring and governing body responsible for the overall development, policy direction, and financial sustenance of the institution. The Management exercises its authority through the Governing Body and is accountable for ensuring the long-term viability and mission alignment of the College.

2.3 "University" means Manonmaniam Sundaranar University, Tirunelveli, to which Muslim Arts College is currently affiliated, and any successor university that may assume affiliating authority in the future. The University exercises academic oversight over the College's programmes, examinations, and degree-granting functions.

2.4 "UGC" means the University Grants Commission, the apex statutory body established under the UGC Act, 1956, responsible for the coordination, determination, and maintenance of standards of university education in India. All academic programmes, staff appointments, and facilities of the College shall conform to UGC norms and guidelines.

2.5 "Governing Body" means the apex collegial authority of the College responsible for policy formulation, strategic direction, financial oversight, and institutional governance, constituted as per the guidelines of the UGC and the affiliating University. Its composition, powers, and functions are described in detail in Chapter IV of this Act.

2.6 "Secretary/Correspondent" means the administrative head of Muslim Arts College, selected and appointed by the Muslim Educational Society (MES) from among its members or nominees. The Secretary/Correspondent serves as the primary administrative authority of the institution, representing the Management in all administrative, regulatory, and external affairs of the College.

2.7 "Principal" means the Chief Academic Head of the College, duly appointed by the Management in accordance with UGC norms, responsible for the academic functioning, student welfare, and day-to-day academic administration of the institution. The Principal works in close coordination with and under the overall administrative oversight of the Secretary/Correspondent.

2.8 "Faculty" includes all full-time and part-time teaching staff appointed to the College in accordance with UGC norms, including Professors, Associate Professors, Assistant Professors, Lecturers, and Demonstrators. Faculty members are responsible for teaching, research, mentoring, and academic service.

2.9 "Student" means any person who has been duly admitted to and enrolled in any programme of study offered by the College, whether at the undergraduate, postgraduate, or doctoral level, and who continues to maintain an active registration in the College records.

2.10 "Staff" includes all teaching and non-teaching personnel employed by the College, including administrative officers, technical personnel, library staff, laboratory assistants, support staff, and any other category of employees appointed to the institution on a regular, contract, or temporary basis.

These definitions shall be interpreted in a manner consistent with the objectives of higher education as articulated by the UGC and the National Education Policy, and in the spirit of inclusivity, excellence, and social responsibility that characterises the founding ethos of this College.

CHAPTER II: VISION, MISSION, AND INSTITUTIONAL ETHOS

Section 3: Vision of the College

"To provide quality education and become a centre of excellence for higher education."

The Vision of Muslim Arts College is a statement of its highest institutional aspiration — to evolve into a premier centre of academic excellence that is recognised not merely for the breadth of its programmes but for the depth of transformation it brings about in the lives of its students and the communities it serves.

This vision encapsulates several interconnected aspirations:

- **Quality Education:** The College is committed to delivering education of the highest standard — pedagogically innovative, intellectually rigorous, and practically relevant. Every academic programme, every classroom interaction, and every administrative decision is evaluated against the standard of quality.
- **Centre of Excellence:** The institution aspires to become a benchmark institution — one that sets standards rather than merely meeting them. This means investing in research infrastructure, faculty development, modern pedagogy, and international collaborations.
- **Holistic Transformation:** Excellence is understood not merely in academic terms, but as the holistic development of students into well-rounded human beings who are intellectually capable, morally grounded, emotionally resilient, and socially committed.
- **Inclusivity and Access:** The vision is anchored in the belief that quality education must be accessible to all — regardless of economic background, social identity, or geographic location. This remains the defining commitment of the institution since its founding.

Section 4: Mission of the College

The Mission of Muslim Arts College articulates the concrete pathways through which its vision is to be realised. It is a declaration of the College's specific commitments to its students, faculty, community, and the nation:

To produce intellectually competent individuals equipped with critical thinking skills, moral values, emotional balance, and social commitment — dedicated to the welfare of society, the nation, and the world — irrespective of caste, creed, race, or gender.

The Mission is elaborated through the following five strategic dimensions:

4.1 Intellectual Competence and Critical Thinking

The College is committed to cultivating intellectual excellence in its students — fostering the ability to analyse, evaluate, synthesise, and apply knowledge across disciplines. The curriculum, pedagogy, and co-curricular programmes are designed to stimulate curiosity, encourage questioning, and develop independent and critical thinkers who can navigate the complexities of the modern world.

4.2 Moral, Ethical, and Spiritual Foundation

Higher education, in the philosophy of this institution, is inseparable from character formation. The College actively nurtures moral integrity, ethical sensitivity, and spiritual awareness in its students. Through its ethos, curriculum, and mentoring systems, it seeks to produce graduates who are honest, principled, compassionate, and guided by a strong inner moral compass.

4.3 Emotional Well-Being and Social Responsibility

Recognising that emotional health is the bedrock of academic performance and personal fulfilment, the College invests significantly in the emotional and psychological well-being of its students. Simultaneously, it cultivates a deep sense of social responsibility — encouraging students to see themselves as agents of change who have a duty to contribute to the welfare of their communities and society at large.

4.4 Inclusive Education

The College is unequivocally committed to providing equal educational opportunities to all students, irrespective of their caste, creed, race, gender, religion, economic status, or geographic origin. This commitment to inclusivity is not merely a policy position — it is embedded in the very founding history of the institution, which was established to serve communities that had been marginalised from mainstream educational opportunities.

4.5 Global Citizenship and Nation Building

The College envisions its graduates as global citizens who are simultaneously deeply rooted in their local contexts and capable of operating confidently in the international arena. The institution aims to contribute to national development by producing graduates who are skilled, ethical, and committed to the progress of India and the world community.

Section 5: Core Values

The institutional culture and all activities of the College are guided by the following core values, which represent the collective character and commitment of the institution:

EXCELLENCE	An unwavering commitment to the highest standards in teaching, learning, research, administration, and all institutional activities. The College pursues excellence not as a destination but as a continuous journey of improvement.
EQUITY	Ensuring that every student, regardless of background, has access to equal educational opportunities, support systems, and pathways to success. Equity means recognising and actively addressing disparities to create a truly level playing field.
INTEGRITY	Upholding honesty, transparency, accountability, and ethical conduct in every dimension of institutional life — from academic practices and financial management to interpersonal relationships and public communication.
INNOVATION	Encouraging creativity, experimentation, and new approaches in curriculum design, pedagogy, research, and institutional management. The College embraces change as an opportunity to improve and adapt to the evolving needs of students and society.
SERVICE	Promoting a spirit of selfless service and social responsibility in every member of the institutional community, embodied in the College's motto "Serve with Love." The College views its purpose not merely as educating individuals but as serving humanity.

CHAPTER III: HISTORICAL EVOLUTION AND GROWTH

Section 6: Establishment and Founding History

Muslim Arts College was established on the 5th day of July 1981 at Madhavalayam, Kanyakumari District, Tamil Nadu, under the patronage of the Muslim Educational Society (MES). The founding of the College was a landmark moment in the educational history of the region — it represented the realisation of a long-cherished dream of providing quality higher education to the Muslim community and other marginalised sections of society in one of the most geographically remote districts of Tamil Nadu.

The College was inaugurated with four foundational programmes:

B.Com Bachelor of Commerce	B.A. History Bachelor of Arts in History	B.Sc Mathematics Bachelor of Science in Mathematics	B.A. Tamil Bachelor of Arts in Tamil
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These four foundational programmes were carefully selected to address the most immediate educational and cultural needs of the region. B.Com provided pathways into commerce and trade; B.A. History offered preparation for civil services and public life; B.Sc Mathematics opened doors to science and technology careers; and B.A. Tamil affirmed the institution's deep commitment to the language, literature, and cultural identity of the Tamil-speaking communities of Kanyakumari. The founders were guided by a clear understanding of the aspirations and opportunities available to the communities they sought to serve.

Section 7: Affiliation History

At the time of its establishment in 1981, Muslim Arts College was affiliated to Madurai Kamaraj University, one of the premier universities of Tamil Nadu, which provided academic oversight and degree-granting authority to the College during its formative years.

Following the establishment of Manonmaniam Sundaranar University (MSU) in 1990 with its headquarters at Tirunelveli, the College was transferred to the affiliation of this new university, which was specifically created to serve the higher educational needs of the southernmost districts of Tamil Nadu. This re-affiliation was a natural and administratively appropriate step, as it brought the College under the jurisdiction of a university that better understood the specific academic and socio-economic context of the region. The College continues to be affiliated with Manonmaniam Sundaranar University and maintains a close working relationship with the University in matters of curriculum design, examination conduct, and degree certification.

Section 8: Academic Expansion and Programme Growth

From its modest beginnings with four undergraduate programmes in 1981 — B.Com, B.A. History, B.Sc Mathematics, and B.A. Tamil — Muslim Arts College has grown substantially over the past four decades into a comprehensive multi-disciplinary institution. This growth is a testament to the sustained commitment of the Management, the dedication of its faculty, and the confidence of the communities it serves.

The College currently offers the following academic programmes:

Programme Level	Number of Programmes	Disciplines
Undergraduate (UG) Programmes	23	Arts, Science & Management
Postgraduate (PG) Programmes	15	Arts, Science & Management
Doctoral (Ph.D.) Programmes	08	Multiple Disciplines

Section 9: Campus and Learning Environment

The College campus at Madhavalayam offers a serene, focused, and intellectually stimulating environment for learning and personal development. The campus is characterised by an atmosphere of discipline, mutual respect, academic focus, and communal harmony that reflects the founding values of the institution. The physical infrastructure includes well-equipped classrooms, modern laboratories, a comprehensive library, sports facilities, and dedicated spaces for cultural and extracurricular activities. The campus environment is designed to support the holistic development of students — nurturing not only their intellectual growth but also their physical health, emotional well-being, and social engagement.

CHAPTER IV: GOVERNANCE AND ADMINISTRATION

Section 10: The Muslim Educational Society (Management)

The Muslim Educational Society (MES) is the sponsoring and governing body of Muslim Arts College. Established with the express purpose of promoting education among the minority and rural communities of Kanyakumari district, the MES is the ultimate authority responsible for the institutional identity, long-term development, and financial sustainability of the College.

The responsibilities of the Management encompass:

- **Strategic Vision and Long-Term Planning:** Formulating the long-term strategic direction of the institution, setting institutional priorities, and ensuring alignment with national and regional educational development goals.
- **Financial Support and Resource Mobilisation:** Providing and securing the financial resources necessary for the establishment, maintenance, and development of the College's infrastructure, programmes, and faculty.
- **Infrastructure Development:** Overseeing the construction, maintenance, and upgrading of all physical facilities including classrooms, laboratories, libraries, hostels, sports facilities, and administrative buildings.
- **Ensuring Adherence to Institutional Values:** Safeguarding the founding ethos of the institution, ensuring that all activities remain aligned with the College's vision, mission, and core values.
- **Appointment of Senior Leadership:** Exercising its authority in the selection and appointment of the Secretary/Correspondent as the Administrative Head, and in the appointment of the Principal and other senior leadership positions in accordance with UGC norms and applicable regulations.

Section 11: The Governing Body

11.1 Composition

The Governing Body of the College is constituted in accordance with the guidelines of the UGC and the affiliating University. It includes representatives from the Management, academic leadership, senior faculty, external experts from industry and academia, and nominees of the affiliating University. The composition is designed to ensure that governance decisions benefit from diverse perspectives and expertise.

11.2 Tenure and Meetings

The Governing Body shall meet at least twice in an academic year, or more frequently as required. Members shall serve terms as prescribed by the UGC and University guidelines. The Secretary/Correspondent, as the Administrative Head, co-ordinates the meetings of the Governing Body in association with the Principal.

11.3 Functions and Powers

The Governing Body exercises the following powers and functions:

- **Policy Formulation:** Framing and reviewing institutional policies covering all aspects of academic, administrative, and financial management.
- **Financial Oversight:** Approving annual budgets, reviewing audited accounts, sanctioning major expenditures, and ensuring sound financial management and accountability.
- **Academic Programme Approval:** Considering and approving proposals for the introduction of new programmes, discontinuation of existing programmes, and significant revisions to curricula.
- **Faculty and Staff Matters:** Approving appointments, promotions, and service conditions of faculty and senior staff in accordance with UGC norms and University statutes.
- **Regulatory Compliance:** Ensuring that the College remains in full compliance with the regulations, guidelines, and directives issued by the UGC, the affiliating University, NAAC, and the Government.
- **Review of Institutional Performance:** Evaluating the overall performance and progress of the College against its stated objectives, and directing corrective measures where necessary.
- **Delegation of Powers:** Delegating specific powers and responsibilities to the Secretary/Correspondent, the Principal, Committees, and other appropriate authorities as the Governing Body may deem fit.

Section 12: The Secretary / Correspondent — Administrative Head

The Secretary/Correspondent, selected by the Muslim Educational Society, is the Administrative Head of Muslim Arts College and the primary authority for all administrative affairs of the institution.

The Secretary/Correspondent is selected by the Muslim Educational Society from among its members or nominees and holds the position of Administrative Head of the College. This officer represents the Management in all institutional, regulatory, and external dealings and exercises supreme administrative authority within the College.

The Secretary/Correspondent's responsibilities include:

- **Administrative Leadership:** Serving as the primary administrative authority of the College, providing overall administrative direction and ensuring the smooth functioning of all non-academic and administrative operations.
- **Liaison with Management:** Representing the Governing Body and the Muslim Educational Society in all external dealings with regulatory authorities, government departments, funding agencies, and affiliated bodies.
- **Financial Administration:** Overseeing the financial administration of the College, including budget implementation, financial reporting to the Governing Body, and ensuring the integrity of institutional accounts.
- **Policy Implementation:** Ensuring that the policies and decisions of the Governing Body and the MES are implemented efficiently across all departments and wings of the College.
- **Infrastructure and Resource Management:** Supervising the development, maintenance, and optimal utilisation of all institutional infrastructure, assets, and resources.
- **Regulatory Compliance:** Ensuring that the College fulfils all statutory, regulatory, and affiliation-related requirements and maintains good standing with the UGC, NAAC, affiliating University, and the Government.
- **Staff Administration:** Overseeing matters pertaining to the appointment, service conditions, welfare, and administration of all staff in coordination with the Principal.
- **Institutional Representation:** Representing the College in legal matters, public dealings, and formal communications with all external authorities.

Section 12A: The Principal — Academic Head

The Principal is the Chief Academic Head of Muslim Arts College, appointed by the Management in accordance with UGC norms. The Principal holds academic authority within the institution and is responsible for the overall academic functioning, student welfare, and maintenance of academic standards. The Principal works in close coordination with and under the overall administrative oversight of the Secretary/Correspondent.

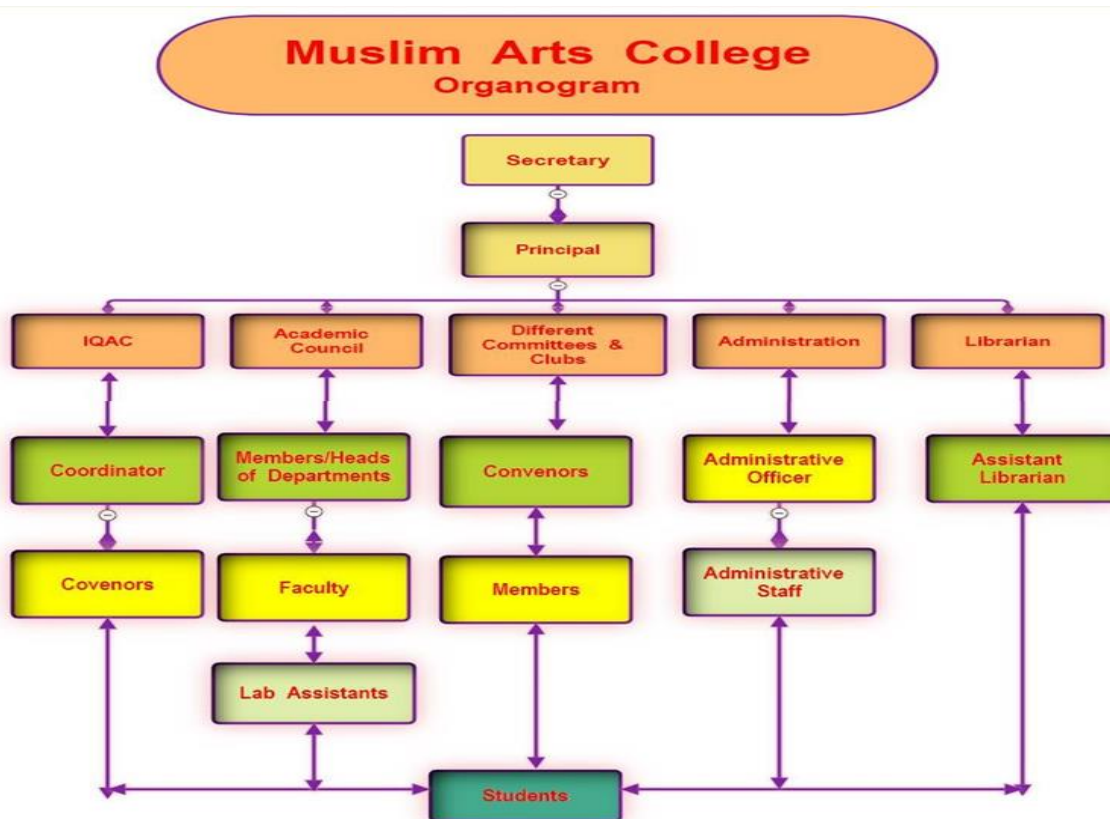
The Principal's responsibilities include:

- **Academic Leadership:** Providing visionary academic leadership, setting the intellectual tone of the institution, and ensuring the quality, relevance, and rigour of all academic programmes.

- Curriculum and Pedagogy: Overseeing the design, delivery, and evaluation of all academic programmes, ensuring alignment with UGC standards and the affiliating University's regulations.
- Student Affairs: Taking overall responsibility for the academic welfare, discipline, and holistic development of students.
- Faculty Management: Coordinating the work of teaching departments, supporting faculty development, and maintaining standards of academic performance.
- Academic Compliance: Acting as the primary interface with the affiliating University on matters of examination, curriculum, affiliation, and academic administration.
- IQAC Leadership: Providing leadership to the Internal Quality Assurance Cell and driving continuous quality improvement in academic processes.
- Reporting to Secretary/Correspondent: Reporting to the Secretary/Correspondent on all significant academic and administrative matters, and seeking guidance on policy implementation.

Section 13: Institutional Organogram

The following organogram illustrates the hierarchical governance and reporting structure of Muslim Arts College, depicting the flow of authority from the Secretary/Correspondent through the Principal to all functional wings, committees, faculty, staff, and students.



The above organogram reflects the institutional hierarchy as amended effective July 2025. The Secretary/Correspondent, appointed by the Muslim Educational Society, occupies the apex administrative position. The Principal functions as Academic Head reporting to the Secretary/Correspondent. Five functional wings — IQAC, Academic Council, Committees & Clubs, Administration, and the Library — report directly to the Principal. All wings collectively serve the students, who are the ultimate beneficiaries of all institutional activities.

Section 14: Participatory Governance

Muslim Arts College is firmly committed to the principles of participatory governance — recognising that the collective wisdom and engagement of all stakeholders enriches institutional decision-making and promotes a culture of shared ownership and accountability. The College promotes participatory governance through the following bodies:

- **College Council:** The apex deliberative body at the College level, consisting of the Principal, Heads of Departments, and elected representatives of faculty. The College Council advises on academic policies, curriculum matters, student welfare, and all major institutional decisions.
- **Departmental Committees:** Each department maintains a Departmental Committee comprising all faculty members, which functions as the primary forum for departmental decision-making on academic programmes, student matters, research activities, and resource utilisation.
- **Internal Quality Assurance Cell (IQAC):** As mandated by NAAC, the IQAC functions as the nerve centre of the College's quality assurance activities, involving faculty, students, management, external experts, and industry representatives in the continuous improvement of institutional processes and outcomes.
- **Staff Council:** A representative body of non-teaching staff that provides a structured mechanism for staff participation in institutional governance and welfare matters.
- **Student Union:** A democratically elected body representing the interests of the student community, which participates in College governance through formal consultation mechanisms.

CHAPTER V: ACADEMIC STRUCTURE AND PEDAGOGY

Section 15: Academic Organisation

The College is organised into several academic departments, each responsible for one or more related programmes of study. The departments collectively span the disciplines of Arts, Science, and Commerce, providing students with a rich and diverse academic environment. Each department is headed by a Head of Department (HoD) who is responsible for academic planning, faculty coordination, student guidance, and departmental administration. Departments are supported by adequate faculty, laboratory facilities, and library resources specific to their disciplines.

Section 16: Teaching-Learning Process

The teaching-learning process at Muslim Arts College is guided by the principle that education must be centred on the learner, not merely on the transmission of content. The College adopts a multi-modal, student-centred pedagogy that includes:

- **Student-Centred Learning:** Active learning strategies that engage students as participants in the learning process rather than passive recipients of instruction. This includes group discussions, seminars, case studies, presentations, and collaborative projects.
- **ICT-Enabled Teaching:** Integration of information and communication technologies into teaching, including the use of smart classrooms, digital learning resources, online platforms, and educational technology tools to enhance learning effectiveness and student engagement.
- **Experiential Learning:** Learning through direct experience, including laboratory work, field visits, internships, community projects, and industry attachments that connect classroom learning to real-world applications.
- **Project-Based Learning:** Assignment of research and application projects that require students to apply their knowledge, develop problem-solving skills, and engage with authentic challenges.
- **Flipped Classroom and Blended Learning:** Progressive adoption of flipped classroom approaches and blended learning models that combine face-to-face instruction with online learning elements.

Section 17: Curriculum Design and Innovation

The curriculum of Muslim Arts College is designed to be academically rigorous, practically relevant, and responsive to the evolving needs of students, employers, and society. The curriculum is developed and periodically reviewed by Boards of Studies constituted at the departmental level and is subject to the approval of the College Council and the affiliating University. Curriculum innovation is promoted through:

- **Add-On Courses and Certificate Programmes:** Short-duration courses that supplement the regular curriculum and provide students with additional skills, certifications, and competencies valued by employers.
- **Skill-Based Programmes:** Dedicated skill development programmes that equip students with vocational, technical, and professional skills aligned with industry needs and career aspirations.
- **Industry Collaborations:** Partnership with industries and professional organisations to co-design curriculum, provide guest lectures, facilitate internships, and support placement activities.
- **Interdisciplinary Electives:** Provision for students to select courses from disciplines outside their primary programme, encouraging interdisciplinary learning and broadening their intellectual horizons.

Section 18: Outcome-Based Education (OBE)

Muslim Arts College has fully adopted the Outcome-Based Education framework as mandated by the UGC and consistent with global best practices in higher education. Under OBE:

- Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are clearly defined for every programme and course offered by the College.
- Teaching methodologies, learning activities, and assessment strategies are deliberately aligned to ensure the attainment of the defined outcomes.
- Outcome attainment is regularly measured, analysed, and reported, and the findings are used to drive continuous improvement in curriculum design and pedagogical practice.
- Students are made aware of the expected outcomes at the beginning of each course, enabling them to align their learning efforts accordingly.

CHAPTER VI: ADMISSION AND STUDENT SUPPORT

Section 19: Admission Policy

The admission policy of Muslim Arts College is designed to ensure that access to higher education is provided on the basis of merit while simultaneously fulfilling the legal obligations of the institution with respect to reservation and the rights of minority communities. The admission process is transparent, fair, and conducted in accordance with the regulations of the affiliating University, the UGC, and the Government of Tamil Nadu.

Admissions are governed by the following principles:

- **Merit:** All admissions shall be based primarily on academic merit as demonstrated in qualifying examinations, ensuring that the most academically deserving candidates are given priority.
- **Reservation Norms:** The College fully complies with the reservation policies prescribed by the Government of Tamil Nadu and the Government of India, including reservations for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and persons with disabilities (PwD).
- **Minority Rights:** As a minority institution established by the Muslim Educational Society, the College exercises its constitutional right under Article 30 to admit students of its choice, with particular emphasis on providing educational opportunities to Muslim students and other minority community members.
- **Non-Discrimination:** The College shall not discriminate on the basis of gender, religion, caste, creed, race, or economic background in its admission process, subject to applicable reservation norms and minority rights.

Section 20: Student Support Systems

Muslim Arts College recognises that academic success depends not only on the quality of teaching and curriculum but also on the adequacy of the support systems available to students throughout their academic journey. The College maintains a comprehensive array of student support services:

- **Scholarships and Financial Assistance:** The College facilitates access to a wide range of scholarships, including government scholarships for SC/ST/OBC students, minority scholarships, merit-based scholarships, and institutional grants. Financial counselling is provided to help students identify and apply for available support.

- **Academic Counselling and Mentoring:** Every student is assigned a faculty mentor who provides regular academic guidance, monitors academic progress, addresses learning difficulties, and provides support during personal challenges.
- **Career Guidance and Placement Support:** A dedicated Placement Cell provides comprehensive career guidance services including aptitude assessments, career counselling, resume writing workshops, mock interviews, and facilitation of campus recruitment activities.
- **Psychological Counselling:** Trained counsellors are available to provide confidential psychological support to students facing personal, emotional, or social challenges. The College recognises the importance of mental health in academic success.
- **Remedial Classes:** Students who are academically at risk or who require additional support are provided remedial coaching and supplementary instruction to help them achieve the required academic standards.
- **Anti-Ragging and Grievance Mechanisms:** The College maintains strict anti-ragging policies and a structured grievance redressal mechanism to ensure a safe and supportive campus environment for all students.

CHAPTER VII: HUMAN RESOURCE DEVELOPMENT

Section 20: Faculty Recruitment and Appointment

The recruitment and appointment of faculty is the most critical human resource function of the College, directly determining the quality of teaching, research, and mentoring that students receive. All faculty appointments are made in strict accordance with the norms prescribed by the University Grants Commission and the affiliating University.

The faculty recruitment process adheres to the following principles:

- **Eligibility Criteria:** All faculty appointees shall meet the minimum eligibility criteria prescribed by the UGC, including required academic qualifications (such as NET/SET qualification or Ph.D. degree), teaching experience, and research record as applicable to the respective cadre.
- **Fair and Transparent Selection:** Faculty selection shall be conducted by duly constituted Selection Committees, whose composition and procedure shall comply with UGC and University regulations. The process shall be fair, transparent, and free from bias or discrimination.
- **Promotion and Career Advancement:** Faculty promotions shall be governed by the UGC's Career Advancement Scheme (CAS) and shall be based on objective assessment of academic performance, research contributions, and service to the institution.
- **Contract and Temporary Faculty:** Where regular faculty positions cannot be filled immediately, contract or temporary faculty may be appointed on a time-bound basis. Such appointments shall not compromise the quality of instruction or the welfare of students.

Section 21: Professional Development and Faculty Welfare

The College is firmly committed to the continuous professional development of its faculty, recognising that the quality of the institution is inseparable from the quality of its teachers. A wide range of faculty development activities are conducted and facilitated:

- **Faculty Development Programmes (FDPs):** Regular in-house and external Faculty Development Programmes on pedagogy, curriculum design, research methodology, ICT integration, and institutional management.
- **Research Support:** Faculty are actively encouraged and supported to engage in research activities, including funding support for research projects, publication assistance, and provision of research infrastructure.

- **Conference and Seminar Participation:** Faculty are encouraged and financially supported to present their research at national and international conferences and seminars, enhancing their professional networks and scholarly reputation.
- **Orientation and Refresher Courses:** Faculty are required to periodically attend UGC-sponsored Orientation and Refresher Courses to update their subject knowledge and pedagogical skills.
- **Staff Welfare Measures:** The College ensures that all faculty and staff receive their entitled emoluments, benefits, and welfare provisions as prescribed by UGC norms and applicable service rules. A grievance mechanism for staff matters is maintained and kept accessible.

CHAPTER VIII: EXAMINATION AND EVALUATION

Section 22: Examination System

The College follows the examination and evaluation system prescribed by Manonmaniam Sundaranar University, supplemented by institutional provisions for continuous and comprehensive assessment. The key components of the examination system are:

- **Choice Based Credit System (CBCS):** All programmes are structured under the CBCS framework as mandated by the UGC, enabling students to choose elective courses and accumulate credits across a range of disciplines, promoting flexible and multi-disciplinary learning.
- **Continuous Internal Assessment (CIA):** Continuous Internal Assessment is conducted throughout each semester through class tests, assignments, seminars, presentations, practical examinations, and other assessment activities. The CIA component ensures regular assessment of student learning progress and provides early intervention opportunities.
- **Semester End Examinations:** University-conducted semester end examinations are held at the conclusion of each semester, covering the entire syllabus of each course. These examinations, conducted under the supervision of the affiliating University, constitute a significant component of the final grade.
- **Practical and Viva-Voce Examinations:** For science and applied programmes, practical examinations and viva-voce assessments are conducted to evaluate students' laboratory skills, experimental knowledge, and application of theory.
- **Project Work Evaluation:** Final-year students are required to complete and submit project work or dissertations, which are evaluated by both internal and external examiners.

Section 23: Transparency and Grievance Mechanisms

The College is committed to ensuring that its evaluation processes are transparent, fair, and accessible to challenge through legitimate processes. Transparency in evaluation is ensured through:

- **Clear Communication:** Assessment criteria, marking schemes, and evaluation standards are clearly communicated to students at the commencement of each course and assessment activity.
- **Answer Script Return:** Evaluated answer scripts for internal assessments are returned to students along with feedback, enabling them to understand their performance and areas for improvement.

- **Examination Grievance Redressal:** A structured grievance redressal mechanism is available to students who wish to contest evaluation decisions. Students may apply for re-evaluation or re-totalling of their answer scripts through the channels prescribed by the affiliating University.
- **Prevention of Malpractice:** The College maintains strict invigilation protocols and disciplinary procedures to prevent and address examination malpractice, ensuring the integrity of the evaluation process.

CHAPTER IX: RESEARCH AND EXTENSION ACTIVITIES

Section 24: Research Promotion and Support

Research is recognised as a core function of any higher educational institution of excellence. Muslim Arts College actively promotes and supports research activities across all disciplines, with the aim of generating new knowledge, addressing societal challenges, and building the research reputation of the institution.

The College promotes research through the following mechanisms:

- **Research Centres and Doctoral Programmes:** The College maintains recognised research centres in multiple disciplines and offers Ph.D. programmes in 8 disciplines, providing the infrastructure and mentoring support necessary for advanced scholarly research.
- **Internal Research Funding:** Provision of seed grant funding and research support to faculty and student researchers to undertake original research projects.
- **External Funding and Grants:** Active facilitation of faculty in applying for and obtaining research grants from external funding agencies including the UGC, DST, ICSSR, DBT, and other government and private funding bodies.
- **Publications and Scholarly Output:** Faculty are encouraged and supported to publish their research findings in peer-reviewed journals, present at conferences, and contribute to books and other scholarly publications.
- **Research Ethics:** The College maintains a Research Ethics Committee to ensure that all research conducted under its auspices adheres to the highest ethical standards and complies with applicable regulations.
- **Academic Collaborations:** Research partnerships and collaborations are established with other universities, research institutions, and industry partners, both nationally and internationally, to enhance research quality and impact.

Section 25: Extension Activities and Community Engagement

Muslim Arts College views community engagement and extension activities as an integral part of its educational mission — consistent with its motto of 'Serve with Love.' The College is committed to using its academic resources and intellectual capital in the service of the surrounding communities.

- **National Service Scheme (NSS):** The College operates active NSS units that organise regular community service activities, awareness campaigns, health camps, environmental

initiatives, and rural development programmes involving students in direct community service.

- **Community Outreach Programmes:** Regular outreach activities are conducted in partnership with local government bodies, NGOs, and community organisations, addressing issues such as health awareness, literacy, environmental sustainability, and social welfare.
- **Social Awareness Campaigns:** The College organises campaigns on issues of public importance including social harmony, gender equality, environmental protection, disaster preparedness, and civic responsibility.
- **Adult Education and Literacy Programmes:** In keeping with its commitment to the educational upliftment of the region, the College supports adult education and literacy initiatives that extend its educational impact beyond the formal student community.

CHAPTER X: STUDENT DEVELOPMENT AND DISCIPLINE

Section 26: Holistic Development of Students

Muslim Arts College is deeply committed to the holistic development of its students — nurturing not only their academic abilities but also their physical, cultural, social, and leadership capacities. The College provides a rich and varied co-curricular and extracurricular environment:

- **Sports and Physical Education:** The College maintains sports facilities and conducts inter-departmental and inter-collegiate sports competitions in a wide range of disciplines. Regular physical education is provided to all students, promoting physical fitness and the values of sportsmanship, teamwork, and fair play.
- **Cultural Activities:** The College actively promotes participation in cultural activities including fine arts, music, dance, drama, and literary events. Annual cultural festivals provide students with platforms to showcase their talents and celebrate India's rich cultural diversity.
- **Leadership Development:** Leadership training programmes, workshops, and student club activities are designed to cultivate leadership qualities, communication skills, decision-making abilities, and civic responsibility in students.
- **Student Clubs and Forums:** Various student clubs and forums exist across academic, cultural, social, and professional domains, providing students with opportunities for peer learning, collaborative projects, and professional networking.
- **Soft Skills and Personality Development:** Dedicated programmes are conducted to develop communication skills, interpersonal skills, interview readiness, and professional etiquette, enhancing students' employability and social confidence.

Section 27: Discipline and Code of Conduct

The maintenance of discipline and a culture of ethical conduct is fundamental to the academic environment of Muslim Arts College. The College's disciplinary framework is designed to protect the rights and welfare of all members of the institutional community while fostering a culture of personal responsibility and mutual respect.

- **Code of Conduct:** All students, faculty, and staff are required to abide by the College's Code of Conduct, which sets out the standards of behaviour expected of members of the institutional community in academic and non-academic settings.
- **Disciplinary Procedures:** Violations of the Code of Conduct are addressed through a fair and transparent disciplinary process, ensuring that the accused individual has the opportunity to be heard before any disciplinary action is taken.

- **Anti-Ragging Policy:** The College strictly prohibits ragging in all its forms, in conformity with the Supreme Court of India's directives and the UGC's Anti-Ragging Regulations. Anti-ragging committees are constituted and active, and violations are dealt with severely.
- **Gender Sensitisation and Anti-Harassment:** The College maintains an Internal Complaints Committee (ICC) as mandated by the POSH Act, and actively promotes gender sensitisation and the maintenance of a safe, respectful environment for all women students and staff.

CHAPTER XI: FINANCE AND QUALITY ASSURANCE

Section 28: Financial Management and Accountability

Sound financial management is the foundation of institutional sustainability and the prerequisite for academic excellence. Muslim Arts College maintains rigorous financial management systems that ensure the efficient, transparent, and accountable utilisation of all institutional resources.

- **Transparent Accounting:** All financial transactions are recorded in accordance with accepted accounting principles and subject to regular internal review. Financial records are maintained in a systematic and auditable manner.
- **Annual Budget:** An annual budget is prepared by the Finance Committee and approved by the Governing Body, providing a clear financial framework for institutional operations and development.
- **Internal and External Audit:** Regular internal audits and annual external audits are conducted to verify the accuracy of financial records, ensure compliance with applicable regulations, and identify opportunities for financial efficiency.
- **Resource Mobilisation:** The College actively pursues diverse revenue streams including tuition fees, UGC grants, government schemes, research funding, and philanthropic contributions to support its programmes and infrastructure.
- **Efficient Resource Utilisation:** The College is committed to the efficient, equitable, and purposeful allocation of its financial resources, prioritising academic quality, student welfare, infrastructure development, and faculty development.

Section 29: Quality Assurance — The IQAC

The Internal Quality Assurance Cell (IQAC) was established in Muslim Arts College in compliance with the directives of the National Assessment and Accreditation Council (NAAC). The IQAC functions as the primary institutional mechanism for the systematic pursuit of quality enhancement across all dimensions of the College's functioning.

The IQAC monitors and promotes quality in the following areas:

- **Academic Standards:** Regular monitoring of teaching quality, curriculum relevance, learning outcome attainment, and examination performance, with a view to identifying areas for improvement.
- **Annual Quality Assurance Reports (AQARs):** The IQAC prepares and submits Annual Quality Assurance Reports to NAAC, providing a comprehensive account of the institution's quality initiatives, achievements, and plans.

- **Best Practices Documentation:** The IQAC identifies, documents, and disseminates institutional best practices in teaching, learning, governance, and student support.
- **Institutional Development Plans:** The IQAC contributes to the formulation of the College's short and long-term development plans, ensuring that quality improvement is built into institutional planning.
- **Stakeholder Feedback:** Regular feedback is collected from students, faculty, alumni, employers, and parents on various aspects of institutional functioning. Feedback is analysed and used as an input to quality improvement processes.

CHAPTER XII: COLLABORATIONS AND FUTURE DEVELOPMENT

Section 30: Collaborations and Partnerships

Muslim Arts College recognises that no institution can achieve excellence in isolation. Strategic collaborations and partnerships with industry, academia, and international organisations are essential to enriching the educational experience, enhancing research capacity, and improving student employability.

- **Industry Partnerships:** The College establishes formal and informal partnerships with industries, businesses, and professional organisations to co-design curricula, facilitate internships, enable campus recruitment, support entrepreneurship, and provide students with real-world learning experiences.
- **Academic Collaborations:** The College seeks collaboration with reputed Indian universities, research institutions, and academic bodies through Memoranda of Understanding (MoUs), joint research projects, faculty exchange programmes, and collaborative academic events.
- **International Linkages:** The College actively pursues international academic linkages with universities and institutions abroad, facilitating student exchange, faculty visits, joint research, and participation in global academic networks.
- **Government and Funding Agency Partnerships:** The College maintains productive relationships with government bodies and funding agencies including the UGC, DST, ICSSR, and State Government departments to access grants, participate in sponsored programmes, and contribute to national development initiatives.

Section 31: Future Vision and Development Plans

Muslim Arts College is committed to continuous institutional development and aspires to achieve new heights of academic excellence in the coming years. Its future development agenda includes:

- **Research Excellence:** Significantly expanding the College's research output, establishing new research centres, attracting external research funding, and building a culture of inquiry and scholarship across all departments.
- **Global Presence:** Enhancing the international visibility and reputation of the College through academic collaborations, international student exchanges, participation in global academic forums, and accreditation by international bodies.

- **Employability Enhancement:** Strengthening the College's career development and placement infrastructure to ensure that graduates are well-prepared for the demands of the modern job market and have access to rewarding employment opportunities.
- **Technology Integration:** Deepening the integration of digital technologies into teaching, learning, research, and administration to create a truly 21st-century educational environment.
- **Autonomous Status:** Working towards the grant of autonomous status under the affiliating University, which will provide greater academic flexibility and enable the College to design and implement innovative curricula responsive to emerging needs.
- **NAAC Re-Accreditation:** Pursuing NAAC re-accreditation with an enhanced grade, reflecting the continuous improvement in institutional quality and performance.

CHAPTER XIII: MISCELLANEOUS PROVISIONS

Section 32: Power to Make Rules and Regulations

The Governing Body of Muslim Arts College is vested with the authority to frame, amend, and repeal rules and regulations necessary for the implementation of this Act and the effective governance of the College. Such rules may cover:

- Procedures for the conduct of meetings of the Governing Body, College Council, and other institutional bodies.
- Service conditions, conduct rules, and code of ethics for faculty and staff.
- Student disciplinary procedures and the conduct of examinations.
- Financial management procedures and delegation of financial powers.
- Any other matter necessary for the effective functioning of the institution.

All rules and regulations framed under this section shall be consistent with the provisions of this Act, the guidelines of the UGC, and the statutes of the affiliating University, and shall come into force upon approval by the Governing Body.

Section 33: Amendments to this Act

This Act may be amended in whole or in part by the Governing Body, subject to the following conditions:

- Any proposed amendment shall be placed before the Governing Body at a duly constituted meeting with adequate notice.
- Amendments shall be consistent with the guidelines and directives of the UGC and Manonmaniam Sundaranar University.
- Amendments that affect the fundamental character, vision, or mission of the institution shall require the approval of the Muslim Educational Society in addition to the Governing Body.
- All amendments shall be properly documented, dated, and circulated to all relevant stakeholders.

Section 34: The Institutional Motto

"SERVE WITH LOVE" — This motto shall guide all activities, decisions, and interactions of the College, its faculty, staff, and students, serving as a constant reminder of the institution's fundamental purpose: to serve humanity through the transformative power of education.

The motto 'Serve with Love' encapsulates the philosophy that education is not merely an intellectual endeavour but an act of service — service to students, service to communities, and service to humanity. It calls on every member of the institutional community to bring to their work not only professional competence but also a spirit of genuine care, compassion, and commitment to the well-being of others.

CONCLUSION

Muslim Arts College stands as a symbol of educational empowerment, social responsibility, and academic excellence in the Kanyakumari district and the wider region of Tamil Nadu.

Established in 1981 by the visionary leadership of the Muslim Educational Society, this institution has transformed thousands of lives over more than four decades of dedicated educational service. From its humble beginnings with three programmes and a few hundred students, it has grown into a comprehensive centre of learning offering 46 programmes across undergraduate, postgraduate, and doctoral levels — touching the lives of students from across Kanyakumari district and beyond.

The Muslim Arts College Act, 1981, as elaborated in this comprehensive document, provides the statutory and philosophical framework within which the College pursues its noble mission. It articulates the governance structures, academic systems, student support mechanisms, quality assurance frameworks, and development aspirations that together define what this institution is and what it aspires to become.

This Act is a living document — one that must grow and evolve in response to the changing needs of students, the advances of knowledge, the requirements of the economy, and the imperatives of national development. The Governing Body, Management, Principal, faculty, staff, and students of Muslim Arts College are collectively entrusted with the responsibility of upholding the principles enshrined in this Act and of building, generation by generation, an institution worthy of the trust placed in it by the communities it was established to serve.

In all that this institution does — in every classroom, every laboratory, every research project, every community service activity, and every act of personal mentoring — it remains guided by its founding vision, its enduring mission, its cherished values, and above all, its motto:

"SERVE WITH LOVE"

MUSLIM ARTS COLLEGE, THIRUVITHANCODE, KANYAKUMARI

Affiliated to Manonmaniam Sundaranar University | Established 22nd August 1981

Managed by the Muslim Educational Society, Kanyakumari