The Annual Quality Assurance Report (AQAR) of the IQAC
2017-2018

Part – A

1. Details of the Institution

1.1 Name of the Institution

Chevalier T. Thomas Elizabeth College for Women

1.2 Address

No. 16, St. Mary's Road, Maryland, Sembium, Perambur

City

Chennai

State

Tamil Nadu

Pin Code

600 011

Institution e-mail address

cttewc@yahoo.com

Contact No.

Office: 044 - 25375753

Name of the Head of the Institution:

Dr. Mrs. Hanifa Ghosh

Tel. No. with STD Code:

044 - 25375753

Mobile:

+919444436959

Name of the IQAC Co-ordinator:

Mrs. Mercy Silvester

Mobile:

+919444380777

IQAC e-mail address:

iqacctte@gmail.com

1.3 **NAAC Track ID**

TNCOGN16931

1.4 **NAAC Executive Committee No. & Date:**

EC (SC) / 01 / A & A / 018

1.5 Website address:

www.cttewc.edu.in

Web-link of the AQAR:

http://www.cttewc.edu.in/iqac_gallery/0_AQAR_2017-18.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.59	2014	2019
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

13 / 01 / 2012

1.8 AQAR for the year

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC – **Sent to: capuaqar@gmail.com**

i. AQAR 2014-15 submitted to NAAC on 21/05/2015

ii. AQAR 2015-16 submitted to NAAC on 14/06/2016

iii. AQAR 2016-17 submitted to NAAC on 08/06/2017

1.10 Institutional Status

University   State √ Central - Deemed - Private -

Affiliated College   Yes √ No -

Constituent College   Yes - No √

Autonomous college of UGC   Yes - No √

Regulatory Agency approved Institution Yes | UGC |

Type of Institution   Co-education | - | Men | - | Women | √ |

Urban | √ | Rural | - | Tribal | - |

Financial Status   Grant-in-aid | - | UGC 2(f) | - | UGC 12B | - |

Grant-in-aid + Self Financing | - | Totally Self-financing | √ |

1.11 Type of Faculty/Programme

Arts | √ | Science | √ | Commerce | √ | Law | - | PEI (Phys Edu) | - |

TEI (Edu) | - | Engineering | - | Health Science | - | Management | ✓ |

Others   (Specify) | Nil |

1.12 Name of the Affiliating University   **University of Madras**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | | - |

UGC-Innovative PG programmes | - | Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers `7`

2.2 No. of Administrative/Technical staff `1`

2.3 No. of students `3`

2.4 No. of Management representatives `1`

2.5 No. of Alumni `1`

2. 6 No. of any other stakeholder and
    Community representatives `-`

2.7 No. of Employers/ Industrialists `1`

2.8 No. of other External Experts `1`

2.9 Total No. of members `15`

2.10 No. of IQAC meetings held `11`

2.11 No. of meetings with various stakeholders:

Faculty `8` Non-Teaching Staff `1` Alumni `1` Others `1`

2.12 Has IQAC received any funding from UGC during the year? Yes `-` No `√`

If yes, mention the amount `-`

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. `2` International `-` National `-` State `-` Institution Level `√`

(ii) Themes
- ICT Enabled Teaching
- Quality Initiatives in Teaching & Learning

2.14 Significant Activities and contributions made by IQAC

- The Departments were encouraged to conduct External Academic Audit by Senior Professors from other institutions
- A team of three members with Principal as Ex- Officio member was formed to conduct Internal Audit for all the departments to ensure quality.

- On September 12, 2017, an Investment Awareness Programme was conducted by Mr. Glenn Roger Carr, Director, Finmark Trainers Pvt. Ltd.
- On March 09, 2018, Faculty Development Programme on "ICT Enabled Teaching" by Mr. Sarath Balaji & Mr. Yukesh, Co-Founders, Techevo Solution
- To benchmark quality in the teaching learning processes, the IQAC conducted an FDP on "Quality Initiatives in Teaching & Learning" by Dr. M. Victor Louis Anthuvan, Professor of Finance & Chairperson of Ph.D Programme, Loyola Institute of Business Administration, Chennai on May 02, 2018.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year **- Refer to Annexure I** [Academic Calendar uploaded in pdf format in the web as a separate file]

Plan of Action	Outcome
• To improve teacher quality	• 2 Staff attended Short Term Courses • 16 staff members attended International Seminars & Conference • 7 Staff registered for Ph.D • Principal and 3 Staff attended ICT Training • Principal attended a Capacity Building workshop organised by University of Madras with MHRD
• To provide advanced learners more exposure and to introduce more certificate courses	• Webinars through video conference were arranged on subject related & current topics. • NMEICT certificate courses were conducted and 50 students were certified. • Edge On Plus: Online Spoken English training for advanced learners was conducted. • International certification courses in German & French were introduced. • NSE certification course on Fundamental of Capital Marketing. • Certification course on PHP & MySQL.
• International collaboration	• Webinar sessions were started this year in collaboration with Mr. Jay Karthick, Pre Sales

	Engineer, CISCO, California.
• To impart JEEE training	• As an outreach programme JEEE classes were started for the +2 students of St. Mary's Group of Schools.
• To include yoga training for all the students	• A yoga teacher was recruited to give free yoga training to all the interested students.
• To improve student discipline	• Parents meeting with management & principal were held. • Periodical parent-teacher meetings were conducted by the departments. • A code of conduct undertaking was collected from all the parents at the time of admission. • Mentoring system was strengthened. • Personal counselling undertaken. • Absentees reported through MIS to parents every day.
• To augment book bank collection	• Staff and students were requested to donate text books in good condition to the book bank. A total of 512 books were added to the collection.
• To create more ICT infrastructure	• The college officially registered in the G-Suite domain and a walk through session on GAFE was organised. • Perpetual licenses were bought from Microsoft Office Standard 2016 – 12 nos and Window 10 – 23 nos. • Fibernet - ACT new internet connection with 100 Mbps obtained for computer labs. • Enhanced NMEICT Wi-Fi connection from 2 mbps to 10 mbps for departments. • 4 laptops were purchased for the college. • Adobe InDesign installed in office laptop. • Two class room projectors and one Epson 6700 projector were purchased.

	• Wi-Fi connectivity provided for the new auditorium.
• To add more CCTV for better surveillance	• This year seven more CCTVs were added.
• To initiate more green campus projects	• An agreement with SIMS recycling solutions to collect E-waste. • Planted tree saplings. • A Kitchen garden started. • With the installation of Avancer Software Solution (MIS), e- governance with less paper work given a push. • Bio-gas plant installed.
• To apply for NIRF ranking	• Applied for NIRF and also for India Today Ranking

2.16 Whether the AQAR was placed in statutory body -**Yes**

Management | √ | Syndicate | - | Any other body | - |

Provide the details of the action taken

The Management read the report and suggested the following: • To conduct more Faculty Development Programmes on Quality Initiatives, IPR & new NAAC framework. • To make every staff a part of the Google Classroom for the benefit of the students. • To play a vital role in improving the quality of the staff. • To take efforts to reduce the dropout ratio.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes (All are self – financing)

Level of the Programme	Number of existing Programmes	Number of programmes added during 2017-18	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D (Part-time)	1	-	1	-
PG	3	-	3	-
UG	11	-	11	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
	-	-	-	-
Certificate (NME ICT Spoken Tutorials , NSE, PHP & MySQL and German & French)	-	-	-	10
M.Phil	2	-	2	-
Total	17	-	17	10

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	-
Annual	2
Other (Ph.D Part-time)	1

1.3 Feedback from stakeholders* Alumni [√] Parents [√] Employers [√] Students [√]
   (On all aspects)

Mode of feedback   :   Online [√]   Manual [√]   Co-operating schools (for PEI) [-]

Please provide an analysis of the feedback in the Annexure - Feedback from students on Teacher Evaluation (Refer to Annexure II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

University has updated the syllabi for some papers:

- BA English - Syllabus revised and updated with effect from 2017 –Subjects like Film & Literature, Myth & Literature made a part of the curriculum.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal
55	47	7	-	1

2.2 No. of permanent faculty with Ph.D. 26

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during 2017-18

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	-	-	-	-	-	-	-	5	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   5   35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	13	15	-
Presented papers	10	5	-
Resource Persons	1	-	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- The faculty use various open source classroom apps like Socrative and Edmodo for engaging students in a virtual interactive classroom environment.
- Online assignments and quizzes through blogs and apps like Edmodo, Verso and Socrative are given to students.
- ICT tools like Clarity SNET, YouTube videos, Study Skills Success, ESL Sites, Internet Research, E-Mails, Mobile Teaching and LCD projector are used in teaching learning.
- Internships and projects are given to final year and PG students.

- Students are encouraged to participate in online certification courses offered by NPTEL, IMAD and NMEICT as a part of MHRD initiative. Online certification tests are conducted in the computer labs.
- International Certification Courses like German and French are offered.
- PHP with MySQL certification course is conducted for the advanced learners.
- Students are given wide exposure to the latest trends in their field of study through webinars, guest lectures, seminars and workshops by highly experienced resource persons from renowned international and national institutions.
- Scrap book assignments, survey projects, field visits and rural camps are organised.

2.7 Total No. of actual teaching days during this academic year(2016 -17)

| Odd Semester - 90 days = 90 X 5 hrs = 450 hours |
| Even Semester - 78 days = 78 X 6 hrs = 468 hours |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Only the University of Madras initiates reforms.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop

4 Members of different Board of Studies

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I class%	II class %	III class %	Pass %
BA English	54	-	29.6	51.9	1.85	83.3
B.Sc Mathematics	49	36.7	42.9	4.1	-	83.7
B.Sc Physics	36	33.3	44.4	5.6	-	83.3
B.Sc Computer Science	99	23.2	64.6	5.1	-	92.9
BCA	49	26.5	73.5	-	-	100
B.Com General	128	9.4	69.5	14.8	-	93.8
B.Com (A&F)	70	2.9	64.3	17.1	-	84.3
B.Com (CS)	121	4.1	27.3	47.9	0.83	80.2
BBA	62	-	35.5	40.3	3.23	79
MA English	24	-	95.8	-	-	95.8
M.Com	30	20	80	-	-	100
M.S.W	3	-	100	-	-	100
M. Phil English	10	-	70	30	-	100
M.Phil Commerce	3	-	100	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The IQAC collects feedback on teaching and learning through Teacher Evaluation Reports, Feedback from Parents during Parent-Teachers Meeting and Extended IQAC meeting with the staff of the departments. These feedback reports are evaluated during the IQAC meetings for further action.

- The IQAC provides suggestions to departments to upgrade the teaching learning process of the institution. As a result this year, Edge-On and Edge-On Plus Online Spoken English training was launched by the Post-Graduate and Research Department of English, designed exclusively to develop the listening and speaking skills of the first year students and advanced learners respectively.

- The IQAC conducts internal audits every year in order to evaluate the quality of the teaching learning activities of the departments.

- The IQAC regularly collaborates with the departments to organise workshops and awareness programs. This year the IQAC in collaboration with departments has arranged 15 workshops / Webinar/ seminars / FDPs to ensure quality in teaching-learning.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	3
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	46
FDP	47 + 90
FDP conducted by IQAC	90 + 27 +57

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	-	-	-
Technical Staff	5	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC made it mandatory for Research Departments to conduct Periodic Research Meetings.
- IQAC also advised departments to invite external experts to deliver research based lectures.
- Every department was advised to encourage its students to take up small research based projects that would be useful for society.
- In order to promote research climate in the Departments, IQAC motivated and supported the conduct of National Symposiums and Conferences on various current topics.
- PG Department of Social work in collaboration with IQAC organized a workshop on "Data Analysis Using SPSS" for the social work students on February 17, 2018.
- IQAC insisted on plagiarism check on PG projects and M.Phil research projects.

3.2 Details regarding major projects **- Not Eligible**

3.3 Details regarding minor projects **- Not Eligible**

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	-	-
Non-Peer Review Journals	2	-	3
e-Journals	9	-	5
Conference proceedings	7	4	-

3.5 Details on Impact factor of publications – **(Ref to Annexure III)**

No. of Faculty with Research Papers that have impact factor – 10

No. of articles that have impact factor - 15

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

-Nil

3.7 No. of books published   i) With ISBN No. $\boxed{1}$ Chapters in Edited Books $\boxed{4}$

  ii) Without ISBN No. $\boxed{1}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{-}$ CAS $\boxed{-}$ DST-FIST $\boxed{-}$

DPE $\boxed{-}$ DBT Scheme/funds $\boxed{-}$

3.9 For colleges   Autonomy $\boxed{-}$ CPE $\boxed{-}$ DBT Star Scheme $\boxed{-}$

INSPIRE $\boxed{-}$ CE $\boxed{-}$ Any Other (CAG & Nokia) $\boxed{Rs. 11,120}$

3.10 Revenue generated through consultancy $\boxed{-}$

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1	2	-	2	-
Sponsoring agencies	-	Private Bodies	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{6}$

3.13 No. of collaborations   International $\boxed{1}$ National $\boxed{4}$ Any other $\boxed{5}$

3.14 No. of linkages created during this year $\boxed{59}$

Internship   - 39
Industrial Visit   - 10
Field work   - 10

3.15 Total budget for research for current year in lakhs :

From funding agency $\boxed{Nil}$ From Management of University/College $\boxed{Rs. 2, 22,524}$

Total $\boxed{Rs.2, 22, 524}$

3.16 No. of patents received this year–**Nil**

3.17 No. of research awards/ recognitions received by faculty and research fellows
of the institute in the year

Total	International	National	State	University	Dist	College
10	1	2	1	-	6	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides   2
and students registered under them   7

3.19 No. of Ph.D. awarded by faculty from the Institution   -

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF -   SRF -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level 100   State level 5   National level 2   International level -

3.21 (a) No. of students Participated in CCC* events: *(Citizen Consumer Club)

University level 200   State level -   National level -   International level -

3.22 No. of students participated in NCC events:

University level -   State level -   National level -   International level -

3.23 No. of Awards won in NSS:

University level -   State level   National level -   International level -

3.24 No. of Awards won in NCC:

University level -   State level -   National level -   International level -

3.25 No. of Extension activities organized   62

University forum -   College forum 1

NCC -   NSS 17   Any other

ISR – 25, CCC – 9

EVE – 5, YRC - 4

ECO Club- 1

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The College ensures the transmission of values, attitudes and beliefs that will encourage students to be sensitive to social issues and become responsible citizens. It encourages students to reach out to the community through Social Awareness Programmes / Service - Learning and Experiential Learning **(Ref to Annexure IV).**

<center>**Criterion – IV**</center>

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12976.75 sq.mts	-	-	12976.75 sq.mts
Class Rooms	48	7	Management	55
Laboratories	7	1	Management	8
Seminar Halls	2	4	Management	6
Auditorium	1	1	Management	2
OAT	1	-	Management	1
Lounge	-	1	Management	1
Gym	1	-	Management	1
Sports Indoor Stadium	1	-	Management	1
Student Council Room	1	-	Management	1
Student Counselling Room	1	-	Management	1
Exam Cell	1	-	Management	1
Staff Rooms	7	4	Management	11
Canteen	1	1	Management	2
Fine Arts Academy	1	-	Management	1
Student Recreation Hall	1	-	Management	1
NSS Cell	1	-	Management	1
Bakery Unit	1	-	Management	1
ED Hall	1	-	Management	1
Aavin Parlour	1	-	Management	1
Stu Bazaar	1	-	Management	1
Tailoring Room	1	-	Management	1
Washrooms	52	-	Management	52

Value of the equipment purchased during the year (Rs. in Lakhs)				
Sports equipment purchased	Rs. 6, 41, 902	Rs.86, 360	Management	Rs. 7, 28, 262/-
Others: • Lab Equipments • Laptops & Computers • Projectors, AC , Generator, CCTV & Sewing Machine • ICT	Rs. 9, 47, 978 Rs. 24, 82, 713 Rs. 25, 92, 111 Rs. 10, 44, 022	Rs. 12, 44, 449 Rs. 8, 44, 943 Rs. 21, 19, 783 Rs. 3, 21, 494	Management	Rs. 21, 92, 427 Rs. 33, 27, 655 Rs. 47, 11, 894 Rs. 13, 65, 516
• Projectors & Laptops	-	Rs. 3, 40, 145	Alumnae	Rs. 3, 40, 145

4.2 Computerization of administration and library

Administration

- For administrative purposes Office Automation has been done using Avancer Software Solutions. This MIS helps to maintain student and staff database and to communicate with students, staff and parents. Sending circular and generating TC is also done through this office system.
- The college office is equipped with five desktop computers that are upgraded with NMEICT Broadband (10Mbps) connectivity for easy and fast access to data.
- The college purchased four new laptops with high-end software for effective administrative and teaching purpose.
- The college fee counter systems (2) are upgraded with the latest TALLY software to enable hassle-free payments.

Library

- The Library is computerized using Library Management Software (AUTOLIB). The software has all the necessary modules needed for running library services efficiently.
- Online Public Access Catalogue (OPAC) facility is in use.
- 19 computers are available as well as a multifunction canon machine connected by LAN with 10 Mbps NMEICT Broadband.
- The Digital Library services provide access to several e-resource links namely INFLIBNET N-LIST, SAGE Management online journals, British Council online membership, membership with American Information Centre and National Digital India.
- The book accession is performed through barcodes and the library barcode membership is generated in the Students' Identity Cards.

- D-Space Software is available in the library to maintain Institutional Repository.
- Library blog and Facebook page highlight library activities regularly.

4.3 Library services:

	Existing		Newly Added			Total	
	No.	Value	Purchased	Value	Gift	No.	Value
Text Books	17199	Rs.22,77,552.59	439	Rs.1,47,453	915	18553	Rs.24,25,005.59
Reference Books	1677	Rs.20,01,76.55	86	Rs.24,226	-	1763	Rs.22,44,02.55
Book Bank	824	free	167	Rs.6744	123	1114	Rs.6744
e-Books	-	-	-	-	115	-	-
Journals	49	Rs.68,455	3	Rs.10,668	-	52	Rs. 79,123
e-Journals	SAGE Management Journals British Council Online Membership National Digital Library of India	Rs.33,320	INFLIBNET -NLIST SAGE Management Journals Civil Service India E-Magazine	Rs.68,470			Rs. 1,01,790
Digital Database	Dspace Software	Rs.15,000	-	-	-	-	Rs.15,000
CD & Video	178	Free	2	Rs.808	47	227	Rs. 808
Others (specify)	Audio-Video Notes for IAS Reference in a preloaded Mobile Renewal of Institutional Membership-American Library	Rs.6,450	-	-	-	Audio-Video Notes for IAS Reference in a preloaded Mobile Renewal of Institutional Membership-American Library	Rs.6,450

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Library	Browsing Centres	Office	Depart-ments	Others
Existing	200	159 (Labs-4)	130	8	11 (BC– 1)	5 PC's + 3 Laptops	10	IQAC-2 Principal room-1 Aavin -1
Added	12	6	74	-	-	3 Laptops	2	Fine Arts 1(Laptop)
Total	212	165	211	8	11	5 PC's+ 6 Laptops	12	5

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The college has NMEICT enabled Wi-Fi connectivity by MHRD with 5 Wi-Fi modems. All departments have computers with Internet facility.

- Seminar Hall and New Auditorium are equipped with Wi-Fi connectivity. RAM upgraded from 2GB to 4 GB for B.Sc (CS) and BCA labs.

- ICT enabled access to the e-journals and e-books through N-LIST, SAGE Management journals, British Council online resources, etc. helps in effective learning. NPTEL Videos / PDFs and open e-learning resources are available for students to enhance their subject knowledge.

- E – Governance through MIS managed by Avancer Software Solution.

- The institution is a member of Microsoft Edu-Cloud Programme.

- The college has initiated the process of implementing G-SUITE (LMS using Google cloud) for enhanced teaching and learning through Google classroom. A walkthrough session GAFE for faculty was organized on March 9, 2018.

- Certificate courses are conducted for final year students through NMEICT "Spoken Tutorial" for GIMP, Latex, Scilab, Javanet Beans, Libre Office and Inscape Software. 50 students were certified.

- The college has 7 LCD projectors for technology enhanced teaching.
- The Language Lab has 31 systems with Wi-Fi connectivity and digital learning platform software like "The Sky Pronunciation Suite," "Study Skill Success," "RENET" and "Clarity SNET"

4.6 Amount spent on maintenance in lakhs :

i) ICT   3.67

ii) Campus Infrastructure and facilities 20.03

iii) Equipments   4.17

iv) Others   53

Total: 80.87

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- As soon as classes commence for freshers, IQAC orients students and their parents on the welfare measures & support services available in the College. Details about scholarships available, the functioning of the Counselling Cell, STEP UP hour, fine arts academy, book bank facilities, availability of Grievance and Redressal etc is explained to them.

5.2 Efforts made by the institution for tracking the progression

- The Progress of the passed out students is tracked by collecting details through social media platform viz., E-mail, Face book and Whatsapp.
- Feedback received during the Annual Alumnae Meeting.
- Student Database is maintained by all the departments.
- Details are also collected through personal contact with students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2116	119	7	15

(b) No. of students from outside the State   15

(c) No. of international students   3

Percentage of international students

No	%
3	.133

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
126	477	1	1511	2	2117	133	551	11	1561	1	2257

[Demand ratio ~ 1.72:1 (applications received – 1589 / no. of seats available – 924)
Dropout % - 8.05]

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- CTTE IAS Academy, trains women candidate for entry into civil services through competitive examination conducted annually by the UPSC and State PSC. The objective of the academy is to offer free coaching classes for the benefit of the under privileged graduates. Enrolment in the academy is exclusively for women graduates, of our college and in and around Chennai.

- Coaching classes for bank exam are conducted for the final year students on all weekends. This is a free coaching offered for the benefit of our college students.

- The Department of Computer Application conducts special coaching in quantitative aptitude and technical test to train students to attend competitive exams.

- The Department of Mathematics conducts Aptitude Training classes for students who have registered for placement to enable them to appear for the competitive exams with confidence.

- The Department of English conducts NET / SET coaching classes for their PG students. (The College also conducts NEET & JEEE classes free of cost for school students).

No. of student beneficiaries:

- Free IAS coaching - 80
- Special free coaching in quantitative aptitude and technical test for BCA students- 45
- Bank coaching – 154
- Free Aptitude Training - 89
- NET/SET Competitive Examinations for M.A English students – 39

5.5 No. of students qualified in these examinations

NET [2] SET/SLET [-] GATE [-] CAT [-]
AS/IPS etc [-] State PSC [-] UPSC [-] Others [-]

5.6 Details of student counselling and career guidance

Student Counselling

The College adopts a well established system of counseling and mentor-mentee system to monitor the student activities. Apart from academic counseling, students with behavioural / personal problems are also counseled by their respective class tutors / mentors, who are further counseled by the HOD and the Principal. Significant cases are brought to the notice of the Counselors, Department of Psychology.

Student Counselling is done in the following ways:

- Through the Women's Cell, EVE (Empowerment through Values & Education)
- Through Mentoring Classes handled by the class -in- charge / Tutors.
- Through the Counselling Cell which is part of the Department of Psychology and makes available the services of a counsellor for all students.

Career Guidance programme conducted during 2017-18

- The placement officer conducted an orientation programme for all the final year students from June 19-23, 2017. The programme covered registration of the students, resume preparation, personality development, group discussion and facing interviews.
- CTTE IAS Academy conducted an awareness programme for all the II and III year students regarding the preparation for civil service exams. An orientation program was arranged for the registered students on July 26, 2017. IAS classes for this academic year started from July 29, 2017.
- Mr. CS B. Sukumar, B.Sc., B.L., F.C.S., ICSI Counsellor, gave a talk on courses like CA, AICWAI and ACS on August 9, 2017. 164 students from the Commerce stream attended the program.
- Mrs. Shiva Kirupa and Mrs. Sandhiya from Versatile Business School trained students in Interview Skills on September 21, 2017. 123 students attended the program.
- A Webinar session on Career Counseling & Mentoring was done by Mr. Jay Karthick, CISCO, Pre-Sales Engineer, ATMP, California on December 08, 2017. 3 students (Advanced learners) benefited out of this program.
- Dr.V.Prasannakumari, Professor, Raja Lakshmi Engineering College, Chennai, conducted a career guidance programme for 165 students on January 18, 2018.
- On January 22, 2018 Dr.U.Prasanna, Director, IIM addressed the students on "The importance of higher education with special reference to Business schools'. 193 students benefited.
- On January 30, 2018, Mrs. Sheela. A, Associate Professor, Department of English, Pachaiyappas College, Chennai addressed 49 students on career guidance.
- On February 06, 2018, Dr. D.Nedumaran, Associate Professor, Head, Department of Central Instrumentation & Service Laboratory, University of Madras acquainted the students with the various avenues and opportunities for Physics graduates. 95 students benefited.

- On February 16, 2018, Ms. V. Revathi, Assistant Professor, Department of Business Administration, Jeppiaar Engineering College addressed 277 students on "The End of Static Jobs".

- "Life Skills for Success" was organized by Saveetha School of Management on February 23, 2018. 18 students benefited.

- Placement Cell organized a career guidance programme on TOEFL & GRE for all UG & PG final year students on February 26, 2018.

    No. of students benefitted:
    - Personal Counselling -220
    - Career Guidance - 691

5.7 Details of campus placement– **Ref to Annexure V**

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	340	79	4

5.8 Details of gender sensitization programmes

EVE (Empowerment through Values and Education), the Women's Cell of our college aims at empowering students by creating awareness on their rights and strength as women and thereby helps them in achieving economic, social and cultural empowerment. The cell takes forward the vision and mission of the college by organizing several guest lectures by distinguished women achievers and also conducts activities to foster unity, confidence and self-reliance among students.

- On July 07, 2017 Advocate Mrs. K. Santhakumari, Founder President, Tamil Nadu Federation of Women Lawyers addressed the students on "Women Empowerment".

- On September 11, 2017, Dr. J. Indumathi, Director, Ramanujan Computing Centre, Anna University, Chennai, delivered a lecture on "Technology for Women's Empowerment."

- On December 15, 2017, EVE and the Department of Psychology along with IQAC organized a gender sensitization programme. Dr. U. Vijayabanu, Consultant Psychologist and Hypnotherapist, spoke on "Modern Women and their Safety Needs".

- On February 16, 2018 Dr. M. Periakaruppu, Training Director, Research and Action Center for National Integration and International Co-operation (RACNIICO), Chennai – 54, conducted a workshop on the topic, "Safety and Security for the Female Community".

- A Two Minute Video Presentation contest on the topic, "Why I wish to be born a woman again?" was conducted in the month of February, 2018.

- On February 16, 2018, a Gender Sensitization Programme was organized by the Student Council in coordination with IQAC. The resource person, Mr. Sunil Menon, Founder, SAHODARAN, NGO, addressed the students on the topic "Knowing the Other". Sensitizing students to the problems of the other sex, Mr. Sunil emphasized on the need to be more empathetic, to accept and respect people with different sexual orientations.
- On March 02, 2018, a panel discussion on "Women and Social Media" was organised. The panel consisted of eight students and the moderators were Mrs. Beena Thomas & Mrs. Vanishree.

5.9 Students Activities:

5.9.1 No. of students participated in Sports, Games and other events

Sports:

| University level | 292 | State level | 61 | National level | 20 | International level | - |

Culturals:

| University level | 315 | State level | 1 | National level | - | International level | - |

Other Events (Academic):

| University level | 468 | State level | 59 | National level | 293 | International level | - |

Co-curricular Activities (NSS, CCC & YRC)

| University level | 85 | State level | 1 | National level | 2 | International level | - |

5.9.2 No. of medals /awards / Prize won by students in Sports, Games and other events

Sports:

| University level | 46 | State level | - | National level | - | International level | - |

Culturals:

| University level | 83 | State level | - | National level | - | International level | - |

Other Events (Academic):

| University level | 146 | State level | 4 | National level | 5 | International level | - |

Co-curricular Activities (NSS, CCC & YRC)

| University level | 68 | State level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
• T. Thomas Scholarship	1	Rs. 2,000
• Dr. Elizabeth Thomas Scholarship	11	Rs.33,000
• Distress Fund	4	Rs.32,540
• Staff fund for students welfare(SFSW)	10	Rs.88,342
Financial support from government		
• SC/ST Scholarship	337 (excluding fresh renewal applied – under process)	Rs.20,50,980
• Minority	68 (fresh & renewal applied – under process)	Rs.4,08,000
• Central Sector	69 (fresh & renewal applied – under process)	Rs. 6,90,000
• Vice Chancellor Quota (free seat)	8	Rs.2,74,470
• SC/ST Scholarship award from university of Madras	3	Rs.11,000
Financial support from other sources		
• Alumnae Scholarship	4	Rs.93,720
• Sitaram Jindal Foundation	2	Rs.16,000
• Clarence & Rodrigues Anglo Indian Trust	12	Rs.5,69,440
• Sree Venkateswara Hostel	3	Rs.2,250
• Rajasthan Youth Association	17	Rs.34,000
• Sponsorship(Flat fish Network)	3	Rs.1,03,120
• Youth Vision	2	Rs.6,719
• Jain Sindia Trust	2	Rs.79,325
• Sri Mahalakshmi Welfare Trust	8	Rs.60,000
• Sri K.R Sundarajan Scholarship	2	Rs.6,000
• Mr. Sam Daniel, NDTV Anchor's Scholarship	1	Rs. 40, 000
• Vishal Foundation	1	Rs. 20, 000
Number of students who received International / National recognitions	3	Rs. 6, 000

5.11   Student organised / initiatives

Fairs   : State/ University level | √ | National level | - | International level | - |

Exhibition: State/ University level | √ | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 38 |

- ISR (Student Council)-2
- BCA-2
- B.Sc (C.S) – Computer Training for children of 'Shelter Home' - 1
- CCC (Road Safety) - 5
- MSW (HIV/ AIDS , Cancer Awareness, Breast Cancer & Uterus Cancer, Money Management & Book Reading, Women's Rights, Cleanliness – Biodegradable and Non – Biodegradable, Menstrual Health Management, Fishermen Community)- 12
- B.Sc Physics (Scribe) – 1
- B.Sc Physics, Mathematics & Chemistry (Science Fest for school children) - 1
- NSS (International Day against Drug Abuse for school students and Illicit Trafficking, Aids Awareness Program, Blood Donation Camp, Swachh Bharat Program, Dengue Awareness Programme, Voters' Day, Disaster Management Program, Tree Plantation, Child Abuse Awareness Program, Organ Donation Awareness, First Aid Awareness Program, Women Safety Awareness Program)- 12
- YRC (Breast Cancer Awareness) – 1
- Alumnae – Painting competition for school children - 1

5.13 Major grievances of students (if any) redressed:

Grievance:

- The student council brought to our notice that the canteen was getting too crowded during the lunch hour. As a result students either had to forgo their lunch or report to the post lunch classes late.
- The staff and student council express the view that our step up hour was scheduled from 8.30 am to 9.00 am, some students invariably miss the step up programme.

Redressed:

- A New canteen was started and step up hour was rescheduled between 11 am and 12 noon and the lunch hour was also staggered:
  - III years 11am to 11.30 am
  - I & II years 11.30 am to 12 noon
  - This reduced the crowd in the canteen. It also brought down the number of late comers.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Empowering Women through Education, Ethics and Economic Development.

Mission: To empower women by providing the right academic atmosphere, the best knowledge resources and the opportunity to develop knowledge-related and employability skills besides inculcating in them secularism, humanitarianism and values rooted in our culture and tradition.

6.2 Does the Institution have a Management Information System? – Yes

- *Avancer* is the MIS which is used in the college for maintaining student database, generating student details for University and DCE, to send communication to parents, to generate TC, and for other support purposes. Circulars and instructions to the faculty members are sent through *Avancer* software.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The Management encourages the teaching faculty to be on the Board of Studies of the University as well as autonomous colleges, and in the Academic Council of the University of Madras.
- o Dr. Hanifa Ghosh, Principal, is a special invitee on BOS (English), University of Madras. She is also a senate and Academic Council Member.
- o Dr. R. Meenakshi, Associate Professor and Head, Department of Physics, is Chairperson, UG Board of Studies (Physics), University of Madras. She is also the Member of the Board of Studies in Women's Christian College and Quiad-e-Milleth College, Chennai.
- o Mrs. Beena Thomas, Head, Department of English, is a member of the Board of Studies in Meenakshi College, Chennai, and SDNB Vaishnav College for Women, Chennai.
- o Mrs. Mercy Silvester, Head, Department of Corporate Secretaryship, is a Member of Academic Council, University of Madras. She is also a Member of the Board of Studies in Auxilium College (Autonomous), Vellore.
- The teachers send suggestions and feedback to the Chairman, Board of Studies, University of Madras, regarding syllabus upgradation. They also write letters to the University regarding clarifications or changes in the syllabus.
- The Post-Graduate and Research Department of English has taken special initiative to include "Curriculum Planning and Development" component in the Language and ELT (English Language Teaching) paper in the revised M.A. (English) syllabus of the University of Madras.

6.3.2   Teaching and Learning

- As research enhances the teaching-learning experience, teachers are encouraged to upgrade their subject knowledge by doing Ph.D., presenting and publishing research papers, attending workshops, doing refresher and short-term courses, etc.
- The teachers use technology tools like PPT, videos, mobile apps, virtual learning platforms, etc. to improve the teaching / learning process.

Virtual Teaching and Learning - Webinars:

- As a part of Virtual Teaching and Learning initiative, the students of the Department of Physics had an online video interaction with Dr. Gianluca Masi, Director, Virtual Telescope Project (part of Bellatrix Astronomical Observatory, Italy) on January 30, 2018, regarding the lunar eclipse on January 31, 2018.
- On December 11, 2017, an International Webinar on *IOT & Networking* was organized by the Departments of Computer Science and Computer Applications in association with IQAC. Mr. Jay Karthik, Pre-Sales Systems Engineer at Cisco Systems, Greater Boston, USA, interacted with students on the current trends in IT especially networking and security.
- On February 26, 2018, 70 students from the Department of Corporate Secretaryship attended a Webinar session on "Goal setting & Prioritization" presented by Mr. Jay Karthick, CISCO, Pre-Sales Engineer, ATMP, California.

Digital Learning

1.OBE- Specific Online Spoken English Course:
- Edge-On Online Spoken English Course is a special initiative by the Post-Graduate and Research Department of English, designed exclusively to develop the listening and speaking skills of the undergraduate students. This course is Outcome Based Education (OBE) specific. It utilises the Virtual Learning Platform 'Edmodo' to create the teaching materials. The students download Edmodo 'student app' and do the assignments.
- Edge-On Plus - Spoken English Crash Course for Advanced Learners designed by the Post-Graduate and Research Department of English focuses on developing the fluency and accuracy of the advanced learners of I, II, and III year undergraduate students. Many students from various Departments participated in the course and benefitted.

2. NMEICT:
- Certificate course are conducted for UG final year students through NMEICT "Spoken Tutorial" for GIMP, Latex, Scilab, Javanet Beans, Libre Office and Inscape Software. 50 students were certified.

3. NPTEL:
- Students were encouraged to register in NPTEL (National Programme on Technology Enhanced Learning) online course in various subjects.

Mobile-Apps Based Teaching and Learning:

- With the view of introducing 'innovation' and 'creativity' in teaching-learning, teachers use Mobile Apps like *Versoapp* and *Socrative Learning* and also whatsapp to teach core courses.

    o Mythology through Technology:

    Myth and Literature is a part of II B.A. (English) syllabus. The teacher gives lectures in the classroom and uploads animated videos in *Versoapp* website to reinforce understanding of the mythological stories. The students download *Versoapp* mobile app in their smart phones. They view the animated videos and answer the assignment questions.

    Quizzes based on Indian Mythology are uploaded in *Socrative Learning App*. The students download the app in their smart phones. They complete the quizzes during their leisure time outside the classroom. The students love learning Indian Mythology through these apps.

    o *Classics in Translation* is a part of I M.A. (English) syllabus. The teacher gives lectures in the classroom and uploads movie clippings (of *Chemmeen*, *Parthiban Kanavu*, *Doll's House*) and animated videos (of *The Outsider*, *Oedipus the King*) in *Versoapp* website to reinforce understanding of the translated classics. The students download *Versoapp* mobile app in their smart phones. They view the movie clippings and animated videos and answer the assignment questions. This innovative method is called *Classics in Technology*.

    o *Film and Literature* is a part of II B.A. (English) syllabus. The teacher gives lectures on Film Adaptation and Film Studies theory. Movie adaptations *Slumdog Millionaire*, *War of the Worlds*, *Sense and Sensibility*, and *Kandukondain Kandukondain* were screened for the students. As a part of 'experiential learning', they are allowed to watch film adaptations using LCD projectors in the lecture halls.

    o *Sense and Sensibility* audio book and *Kandukondain Kandukondain* movie were uploaded on *Versoapp*. Activities based on Bloom's Taxonomy (Identify-Understand-Apply-Analyse-Evaluate-Create) are also uploaded. The students are encouraged to read the novel, hear the audio book, view the movies, and complete the activities.

    o As a part of 'participative learning', they are allowed to participate in group discussions in the classroom. Using 'problem-solving' methodology, they are motivated to compare the novel plot, setting, and characters with movie scenes using the movie-clippings sent through *Whatsapp*.

    o Quizzes based on Film Adaptation theory and movie adaptations are uploaded in *Socrative Learning App*. The students download the app in their smart phones. They complete the quizzes during their leisure time outside the classroom.

    o As Shakespeare's plays are important in English Literature classrooms, movie clippings from the film version of *The Tempest* are uploaded in the *Versoapp*. 5 activities based on Bloom's Taxonomy (Identify-Understand-Apply-Analyse-Evaluate-Create) are also uploaded.

III B.A. (English) students are encouraged to read the play, view the movie clippings, and answer the questions. This has enabled better understanding of the Bard's plays.

o For I year M.A. (English) *19th Century Fiction* paper, the teacher gives lectures and uploads videos on Colonial Expansion, French Revolution, and Conrad's *Heart of Darkness* in *Versoapp* to reinforce understanding. Assignments based on Bloom's Taxonomy (Identify-Understand-Apply-Analyse-Evaluate-Create) are also uploaded. The students read the texts, view the videos, and complete the assignments.

o The Department of Mathematics, Computer Science and Computer Applications gives online assignments and quiz through blogs and apps like Edmodo and Socrative to their students.

Participative Learning:

Various competitions, guest lectures, workshops, seminars, and conferences are organised for the students, supporting 'participative learning' in the campus.

- On July 14, 2017, a One Day Art Exhibition titled "Franco-Fest 2017" was organised to celebrate the French National Festival "Bastille Day". Students prepared models for display as part of the learning experience.

- The Department of Hindi conducted *Premchand Diwas* on July 31, 2017, to make students aware of the contributions of the great writer.

- On September 08, 2017, the Department of Physics organised an Intercollegiate Fest, "Reverberations 2K17" in which various competitions such as Model Expo, Comic Strip, *Cinemato* Physics etc. were conducted. Nearly 70 students from 12 different colleges participated.

- On September 15, 2017, an Interdepartmental Paper Presentation competition was conducted by the Department of Corporate Secretaryship on the topics "Work Life Balance" and "Demonetization - Boon or Bane".

- On September 21, 2017, a team of Professors from Versatile Business School trained the final year students on Interview Skills.

- Celebrating the World Space Week from October 4 to 10, SPACE Chennai team conducted several activities like Safe Solar Observation, Weight on Different Planets, Hydro Rocket Launch, Air Rocketry, etc. for the students of the Departments of Basic Sciences.

- On November 11, 2017, fourteen students from the Dept. of Physics attended a lecture on *Metallic Gases and their Applications and Societal Benefits* by Dr. Simon Pauly, Scientist & Head, Institute for Complex Material, Germany, at Tamilnadu Science & Technology Centre.

- On December 15, 2017, the Department of Psychology conducted an Intra-Departmental Competition titled "Sexual Harassment". The competition also included events such as case study presentation, poster presentation, and skit.

- On January 25, 2018, Ms. S. Kanaka Durga, Assistant Professor, Department of Physics, Quaid-E-Millath Govt. College for Women, conducted a One Day Training Programme on the basic concepts

of Physics using MATLAB software. Nearly 50 students participated in the programme.

- On January 29, 2018, the Department of Computer Applications organised a Workshop on "Python". Students of BCA & III B.Sc (CS) participated in the Workshop.

- On February 05, 2018, more than 30 students participated in the National Symposium on "Low Temperature Physics" conducted by Ethiraj College for Women.

- On February 17, 2018, a Workshop on "Data Analysis Using SPSS" was conducted by Dr. Duraisamy, Head, Department of Economics, Madras Christian College.

- On February 20, 2018, National Conference on "Mental Health - Need of the Hour" was held in collaboration with Schizophrenia Research Foundation (SCARF).

- On February 23, 2018, Ms. K. Keerthana and Ms. S. Anthea Vicky attended an International Seminar on "Business Analytics, Artificial Intelligence & GST" organised by the Institute of Cost Accountants of India (SIRC) along with the Ministry of Corporate Affairs and Dr. M.G.R Educational & Research Institute.

- On April 27, 2018, NPTEL (National Programme on Technology Enhanced Learning) lectures on Post colonialism were discussed through Mobile Conferencing. Four teachers and five M.A. (English) students participated.

- Hands-on training in the software Python was given by Dr. S. Bhagavathi Priya and Mrs. R. Anto Arockia Rosaline, Professors, Dept. of Information Technology, Rajalakshmi Engineering College, Chennai. The entire session was conducted using ICT Tools.

- The Department publishes a monthly magazine *Agnikunju* which showcases the creative writings of staff members and students. *Kavi Chadhukkam* provides a launching pad for young poets and gives them an opportunity to present their poetic creations. *Senthamizh Paasarai* is a platform for students to debate on important issues. Six sessions each of *Kavi Chadhukkam* and *Senthamizh Paasarai* were conducted during the academic year.

Industrial Visits and Internships:

- As a part of 'experiential learning', students are taken for industrial visits and field trips.

They are expected to undergo complete summer internships and projects for gaining credit points at UG and PG levels.

- o   Internships   - 39
- o   Industrial Visits   - 10
- o   Field work   - 10

Career Guidance Programmes:

- Various career guidance programmes are organized by placement cell, IAS academy and the departments for all the final year students in order to make them competitive in the global market. (Refer Criterion V – 5.6)

Competitive Exam Preparation:

- Classes for various competitive exams like IAS, UPSC, State PSC, SET / NET, NPTEL are conducted for benefit of the registered students. (Refer Criterion V – 5.4)

Remedial Classes & PILL (Partnership in Language and Learning) Programme:
- Remedial classes are conducted for slow learners after college hours.
- PILL (Partnership in Language and Learning) programme which is conducted after the college hours encourages 'peer learning', improving both the slow learners and advanced learners at the same time.

Library and E-resource Centre:
- Students are encouraged to use the college library during library hours. They can visit the library and read / borrow books during library hours as well as college hours. E-resource centre is open to them for accessing digital resources.

6.3.3 Examination and Evaluation

- Class tests, cycle tests, or slip tests are conducted in the classroom.
- For the smooth conduct of examinations, the college has two committees: Continuous Internal Assessment (CIA) Committee and University Examination Committee.
- The Continuous Internal Assessment (CIA) Committee conducts Continuous Internal Assessment (CIA) thrice every semester, the last of which is a model of the University examination.
- CIA marks, assignment / seminar marks, and attendance scores are recorded for the calculation of University Internal Marks.
- To maintain transparency, the students are advised to sign after seeing their University Internal Marks (out of 25).
- The University Examination Committee is in-charge of conducting the University Examinations (out of 75 marks). Malpractice is strictly prohibited in the campus. Any discrepancy or problem during the University exam is communicated to the Controller of Examinations, University of Madras through letters.

Departments are advised to write letters to the Controller of Examinations (COE) of the University regarding the following discrepancies in the University Exam question papers:
- Errors in questions asked.
- Uneven distribution of questions
- Questions omitted from specific units in the syllabus
- Out of syllabus questions

6.3.4   Research and Development

Quality Research Culture in the College:

- The college promotes quality research culture among the teachers and students.
- Faculty members are encouraged to register for Ph.D. and take part in workshops, short-term courses, refresher courses, etc.
- The Management provides *On Duty* leave to the teachers who present research articles in National / International Seminars and Conferences.
- The teachers participate in workshops, present papers during seminars, and publish research articles in UGC approved journals and Scopus-indexed journals.
- The college organises various workshops, seminars, and conferences for the teachers and students to promote research and development in the college.
- The college also encourages 'student research' by presenting Dr. V. A. Vasantha Memorial Award for the Best Research Scholars in English and Commerce every year.

Workshops, Guest Lectures, and Seminars Organised by the Departments to give students exposure to the cutting edge in their fields:

- On July 15, 2017, a Workshop on "Goal Setting, Time Management, Leadership & Communication Skills" by Mrs. Lekha C. Ravi, Assistant Professor, School of Maritime Management, Indian Maritime University, was organised by the Department of Corporate Secretaryship.
- On July 22, 2017, a National Symposium on *Emerging IT Platforms* was organised. The resource persons were:
    - o Dr. G. Rajesh, Assistant Professor, MIT Campus, Anna University, Chennai.
    - o Dr. Padmavathamma, Professor, Sri Venkateswara University, Tirupathi.
    - o Dr. E. Madhusudhanan, Professor & Research Dean, R.L. Jalappa Institute of Technology, Bangalore.
    - o Mr. Pon Saravanan , System Manager , Cenveo Publishers, Bangalore.
- On August 1, 2017, a Guest Lecture on "Neural Conduction and Synaptic Transmission" was given by Ms. Nikita Sunny, Assistant Professor, Madras School of Social Work, Egmore.
- On August 9, 2017, an International Seminar on *Advent of New Technologies & their Impact on Computer Applications* was organised and the Resource Person was Mr. N. Satheesh Kumar, Senior Director, Wipro Technologies, Saint Louis, Missouri, USA.
- On August 12, 2017, Mr. M. Sathya Kumar, CEO & Founder of Tycoon+ Advisors, gave a lecture on "Goods & Service Tax".

- On August 16, 2017, the Excel Management Club of the Department of Business Administration organised a Guest Lecture on "Recent Trends in Human Resource Management" by Dr. R. Thenmozhi, Professor and Head, Department of Management Studies, University of Madras.

- On August 23, 2017, the Physics Department along with the Department of Mathematics and Chemistry organised a Science Fest. Dr. D. Yogesh, Asst. Professor, Sri Sairam Institute of Technology, delivered a lecture on *Effective Learning of Mathematics*. Dr. K. Ravikumar, Asst. Professor of Physics, Sri Sairam Institute of Technology, spoke on the topic *World of Physics - Principles to Applications*. Dr. J. Judith Vijaya, Asst. Professor of Chemistry, Loyola College, spoke on *Applications of Chemistry in Daily Life*.

- On September 06, 2017, Mrs. Latha Anandan, Lecturer of IBRA, Oman, gave a speech on "Presentation Skills" and judged the final round of Info-Session.

- On September 13, 2017, Mr. Saravanan, Director, Aanand Info Solutions, briefed students on "Enterprise Resource Planning".

- On September 15 & 16, 2017, the Department of Chemistry, in collaboration with Indian Association of Nuclear Chemists and Allied Scientists (Southern Regional Chapter), IGCAR, Kalpakkam, organised a Two Day Workshop on *Radiochemistry*. Five scientists from IGCAR (Indra Gandhi Centre for Atomic Research), Dr. C.R.Venkata Subramani, Dr. K.A.Venkatesan, Dr. Rajeswari, Dr. C.V. Ashok Kumar, and Dr. R. Kumaresan were the resource persons.

- On September 23, 2017, a One Day Workshop on *Centering Postcolonialism* was conducted by Dr. S. Samuel Rufus, Assistant Professor of English, Madras Christian College, Chennai.

- On September 26, 2017, Mrs. S.N. Jayabalan from SEBI conducted a workshop on "Financial Planning".

- On December 14, 2017, a Workshop on *Applications of Mathematics* was conducted by Dr.R. Sivaraman, Associate Professor, Department of Mathematics, D.G. Vaishnav College, Chennai. He elaborated on factorization, Reuleaux Rollers, Pythagoras, and Mobius Band using simple models. Almost 200 students attended the workshop.

- On December 15, 2017, the Department of Psychology along with EVE, the Women's Cell and IQAC conducted a Gender Sensitization programme. Dr. U. Vijayabanu, Consultant Psychologist and Hypnotherapist, spoke on "Modern Women and their Safety Needs".

- On January 4, 2018, a Workshop on "Developmental Disorders" was conducted by Dr. Keerthi Pai, Clinical Psychologist, Consultant, Apollo Hospitals, Greams Road and Mrs. Janaki Balakrishnan, Consultant in Special Education, Intellectual and Developmental Disabilities (IDD). Faculties and students from 10 different Colleges and Institutions took part in this programme.

- On January 9, 2018, a One Day Workshop on *Eco-Literary Explorations* was organised in collaboration with Chennai Literary Association as a part of the 5th edition of the Chennai Literary Festival. The resource person, Dr. P. Mary Vidya Porselvi, Assistant Professor, Loyola College, spoke on the ecological aspects found in literary texts and theories.

- On January 24, 2018, Mr. S. Arun Kumar Davay, Senior Management Consultant, Indo German Training Centre, gave a lecture on "Maxellence: Marketing Excellence, Maximum Excellence".

- On January 30, 2018, Mr. CA Karthikeyan gave a lecture on "The Recent Changes in the Course Content of Chartered Accountancy".

- On February 23, 2018, Imayam, reputed Tamil novelist shared his experiences as a writer. In his conversation with Dr. B.V. Saraswathi and in the interactive session that followed, he shed light on his creative process inspired by life experiences.

- A Guest Lecture on *Aesthetics & Applications of Mathematics* was delivered by Dr. A. Uma Maheshwari, Associate Professor & Head, Department of Mathematics, Quaid-E-Millath Govt. College for Women, Chennai.

- On February12, 2018, a Seminar on "Digital Transformation" was held. The resource person was Ms. Shobana, Technical Head, NIIT Limited.

- On February 08, 2018, a Workshop on "GST" was conducted by NACIN (National Academy for Customs Indirect Taxes and Narcotics). Mrs. Rosa Usha Antony, Assistant Director and Mrs. Babitha, Superintendent, were the resource persons.

- On February 19, 2018, a Seminar on "Recent Advances in Costing" was organized. Mr. K. Hariharan, Chartered Accountant, was the resource person.

- On February 13, 2018, the Departments of Business Administration & Corporate Secretaryship organised a Workshop on "Goods & Service Tax". Ms. A. S. Babitha, Chief Superintendent, NACIN, and Ms. N. Malathi, Inspector, NACIN, were the resource persons.

- On January 18, 2018, Mrs. Amul Sofia, Head, Dept. of Tamil, Sri Malolan College of Arts and Science spoke on "Human Values in Tamil Literature".

- As a part of *Swarna-Sthambh* 2017-2018, a Guest Lecture was conducted on the topic "The Importance of Story Writing in Hindi Literature." Dr. Zainab Beevi, Head, Department of Hindi, DRBCCC Hindu College, Pattabiram, was the Guest Speaker.

- On February 12, 2018, a guest lecture on "Cultural Elements of Teaching French" was given by Mrs. Kavitha Krishnaraj, Assistant Professor, Department of French, Shree Sankarlal Sundarbai Shasun Jain College, T. Nagar.

Teacher Publications:

In order to enhance the teaching skills, bring research into class room, make themselves abreast with the changing trends, the teaching faculty present papers in the National, International Conferences & publish in reputed Journals:

- Dr. K. Fahamida Begum, Assistant Professor of English, has published a research article titled: "The Prime Perception: A Study of Michael Ondaatje's *The English Patient* as a Historiographic Metafiction" in *Contemporary Discourse: A Peer Reviewed International Journal* (UGC Approved Journal No. 48954) ISSN 0976-3686, Vol. 9, Issue 1, January 2018.
- Mrs. J. Jaya Parveen**,** Assistant Professor of English has published the following research papers:
  - "Who is the Sun-King? - A Contextual Study of Linda Hutcheon's *A Theory of Adaptation*" in the journal *Language in India*, ISSN 1930-2940, UGC Approved Journal - Serial Number 49042.
  - "Adaptation as an Adaptation - A Study of the Movie Adaptation" in *International Journal of English: Literature, Language and Skills* (IJELLS), Jan. 2018, ISSN 2278-0742, UGC Approved Journal - Serial Number 49014, Impact Factor 2.01.
  - "Thomas Leitch's *Twelve Fallacies In Contemporary Adaptation Theory* - A Contextual Study" in *Indian Scholar - An International Multidisciplinary Research e-Journal* (ISSN 2350-109X) Impact Factor 5.768, December, 2017.
  - "David Horsburgh's Neel BaghVs Activity Based Learning in Chennai Corporation Schools - A Study" in *Indian Scholar - An International Multidisciplinary Research e-Journal* (ISSN 2350-109X) Impact Factor 5.768, June, 2017.
  - "ABL Method in Chennai Corporation Schools - A Cross-Sectional View" in *LangLit - An International Peer-Reviewed Open Access Journal* (ISSN 2349-5189) Vol. 3. Issue 4. May, 2017.
- Mr. V. Vijayarangan, Head, Department of Tamil, has published the book *Arulolli Veesum Arutpa - Part 3.*
- Mrs. M. Ramya, Head, Department of Mathematics, published a paper "Local Metric Dimension of Mesh Related Architectures" in *International Journal of Pure and Applied Mathematics*, Vol. 109, No. 8, 2016, ISSN: 1311-8080 (Print), ISSN: 1314-3395 (On-line)
- Mrs. P. Poorani, Assistant Professor of Mathematics, has published a paper "Square Difference Labeling of Circulant Network G(n,±{1,2})" in *International Journal of Pure and Applied Mathematics*, Volume 109, No. 7, 2016, 109-113, ISSN: 1311-8080 (Print), ISSN: 1314-3395 (On-line)
- Mrs. E. Padmavathy, Assistant Professor of Mathematics, has published a paper "Signed and Signed Product Cordiality of Grid Graphs" in UGC-approved *Mathematical Sciences International Research Journal*, Vol. 7, Jan. 2018, ISSN: 2278 8697.

- Mrs. Lavanya. R, Assistant Professor of Psychology, has co-authored the following papers:
  - "Internet Addiction and Loneliness" presented in a National Conference titled "Growth Digital World: Multiphasic Insights and Responsibilities", organized by Madras School of Social Work, in collaboration with Child Safe Media on 23rd-24th Jan 2018.
  - "The Impact of Smart Phone Usage among Male and Female" in a National Conference titled "Growth Digital World: Multiphasic Insights and Responsibilities", organized by Madras School of Social Work in collaboration with Child Safe Media on 23rd-24th January 2018.
- Dr. C. Lalitha, Assistant Professor of Computer Science, has published the following papers:
  - "Analysis of Land Use And Land Cover Changes Using GIS, RS, and Determination of Deforestation Factors using Unsupervised Classification and Clustering" in *IOSR Journal of Applied Geology and Geophysics (IOSR-JAGG)* (May - June 2017), e-ISSN 2321–0990, p-ISSN: 2321–0982.Volume 5, Issue 3.
  - "An Efficient Methodology To Develop A Secured E-Learning System Using Cloud Computing Services" in *International Journal of Modern Engineering Research (IJMER)*, ISSN 2249–6645, Vol. 7, Issue 7, July 2017.
- Dr. Hajeema Rabiath Beevi. S, Assistant Professor of Commerce, published a paper on the topic "Life Style dimension of Adolescent Consumers - A Study with Reference to Chennai City" in *DBJC Journal of Business Research*, ISSN 2248-9711, Vol.1 April-June 2017.
- Dr. Durga Devi S, Assistant Professor of Commerce, published a paper titled, "Impact Strategic HRM Practices on Organisational Commitment - A Study with Reference Manufacturing Companies in and around Chennai" in *DBJC Journal of Business Research*- ISSN 2248-9711, Vol.1 April-June 2017.
- Dr. S. Durga Devi and L. Devipriya, Assistant Professors of Commerce, have jointly published "A Study on Impact of Advertisement on Children" in *Journal of Management* (JOM) Volume 4, Issue 2, October 2017, ISSN 2347 3940, Impact factor: 2.4352.
- Dr. Malarvizhi. P has published a book on *Entrepreneurial Development* in 2017 through Thakur Publication, Lucknow.
- Mrs. K. Rajalakshmi, Assistant Professor of Economics, has published a research article entitled "Inegualities of Development in Tamil Nadu" in *Asia Pacific Journal of Research (A Peer Reviewed International Journal)*, Vol. 1, Issue LVV, February 2018, ISSN (0): 2347-4793, ISSN (P): 2320-5504.
- Dr. K. Kanchana, Assistant Professor of Corporate Secretaryship, has published a paper on "Assessment of Institutions' Effectiveness through Faculty Engagement - An SEM Approach" in the *International Journal of Advance Management Research* (UGC Approved, Impact Factor - 4.598; ISSN : 2393-9664, Vol.05, Issue- 05, December 2017).

- She has also presented a paper "720 Degree Performance Appraisal-An Emerging Instrument in Leveraging Faculty Engagement" in the International Conference held at Sri Kanyaka Parameswari Arts and Science College for Women on August 31, 2017. The same article has been published in the *Intercontinental Journal of Human Resource Research Review*.

Student Research:

Students at UG, PG, and M.Phil. levels are encouraged to participate / present papers in Seminars and Conferences.

- On September 22, 2017, *Retelling Indian Myths: A Purview*, an Intercollegiate Students' Conference was organised. The keynote address was delivered by Dr. Bharathi Harishankar, Professor and Head, Women's Studies, Member of Syndicate, University of Madras. 16 participants from various colleges presented their research papers.

Student Publications:

- *Blurring Boundaries: Changing Paradigms*, a compilation of select students' research papers on the diminishing differences between fiction and nonfiction was published by the Department of English with ISBN: 978-87-923994- 3-0, in which the chapters were added by three senior faculty of the Department of English.
- Teachers guide potential students to publish their research articles in National and International journals. Some of the students' research publications are:
  - Keerthana. T. R. "Surpanakha's Enemy - Ram or Ravan? Kavita Kane's Lanka's Princess - A Study" in *LangLit - An International Peer-Reviewed Open Access Journal*, Vol. 4, Issue 3, May, 2017, ISSN 2349-5189.
  - Magha Devi. A. "A Study of RP (Received Pronunciation) in North Chennai, Tamilnadu, India" in *LangLit - An International Peer-Reviewed Open Access Journal*, Vol. 3, Issue 4, May, 2017, ISSN 2349-5189
  - Roshini Jayantika. M.V.P. "Text to Screen. A Study of Heart of Darkness and Apocalypse Now" in *International Journal of English: Literature, Language, & Skills (IJELLS)*, Volume 6 Issue 1, April 2017 ISSN 2278-0742

Belgiliya Lincy. "Task-Based Approach to Teaching English Speaking Skills at the Tertiary Level: A Study" published in *International Journal of English: Literature, Language, & Skills* (IJELLS), Volume 6 Issue 1, April 2017 ISSN 2278-0742

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- The College Library can accommodate 170 students at a time and has a total of 21,000 volumes of scholarly works and reference materials, and subscribes to 37 Magazines, 53 Journals (38 National and 15 International Journals) and 9 newspapers.

- It uses a commercial Library Management Software (AUTOLIB), which supports all in-house operations and services of the Library.

- Dspace is the Digital Institutional Repository.

- To keep pace with digital learning services, our library has an e-resources centre with eleven computers and NMEICT network connectivity. The following e- resources are available:
  o UGC-INFLIBNET (N-List Programme), through which readers can access more than 6,000 e-journals and 31,35,000 e-books
  o Sage Online Publication Management Package - 13 peer-reviewed journals available both in print and online
  o National Digital Library (MHRD) through which 86, 90,862 items can be accessed
  o British Council Online Membership through which 1,20,000 academic e-books, 7000 e-journals, 4,000 newspapers and 3,50,000 titles of English Literature can be accessed (Separate User ID and Password are provided to the users to access e-resources)

- Our institution is an Associate Member of ICT Academy of Tamil Nadu and receives its publications regularly.

- The Open Access System makes the library user-friendly. Other supplementary services offered by our library include:
  o Reprography
  o Library Catalogue – OPAC (Online Public Access Catalogue)
  o Question Paper Bank (Bound Volume & e-format)
  o Book Bank for needy students
  o Library Blog and Face book Page
  o Competitive Exam Section provides books for IAS, Bank, NEET, JEE and other exams
  o SEA Programme (Special Extension Activity), initiated for the differently abled students
  o Readers Club
  o Institutional Membership with American Information Centre
  o Use of laptops inside the Research Section of the library is permitted and WiFi password is provided.

ICT & Physical Infrastructure:

- 2 new lecture halls have been equipped with LCD projectors, mikes, amplifiers and speakers.

- 3 laptops have been purchased for teaching purposes.

- 12 Perpetual licenses for *Microsoft Office* Standard Package and 23 *Windows OS* have been purchased.

- Institutional member of Microsoft Educloud Programme.

- Renewable license for *Adobe In-Design* has been bought to teach e-publishing course.

- *G-Suite* license has been bought to enable virtual teaching and learning through Google Classroom.

6.3.6   Human Resource Management

- All HODs were asked to submit departmental and individual work load with staff requirement for the new academic year.

- Advertisements were placed in leading news papers and 6 new staff recruited for different departments including new courses.

- Well-qualified and experienced teachers are recruited into service.

- As per UGC norms academic work allotment is done by HODs.

- Orientation for teachers is done by the Principal about work culture in the institution.

- General staff meetings are conducted periodically by the Principal to plan and review the activities of the college.

- The faculty are made accountable to the HODs and HODs to the Principal, who works in tandem with the Vice – Principal & the Dean of students.

- Performance of the teachers is evaluated periodically. Annual salary increment is given to all the teachers.

- Teachers are encouraged to prepare for NET / SET exams and do Ph.D. in their respective subjects. Those who prove themselves competent, clear NET / SET exam, and complete 3 years of service in the college are given UGC scale of pay. This helps the institution to retain the best faculty and prevents attrition.

- Besides teaching, the faculty members are assigned responsibilities in various committees to ensure smooth functioning of the Departments and the college as a whole.

- The College also facilitates grievance redressal and the services of the college counsellor for staff.

- The Class IV employees are monitored by the Caretaker.

- Periodical meeting are conducted for the non-teaching staff.

- A bio-metric attendance system is in operation for supporting staff.

- The Liaison Officer and Caretaker are accountable to the CTTE Trust under which the college functions.

6.3.7 Faculty and Staff recruitment

Faculty recruitment:

- At the end of academic year, the College Management identifies vacancies and posts advertisements in the newspaper for new recruitment. The applicants are called for the interview.

- The Interview Panel that consists of the Management Trustee and Correspondent, Principal, and Head of the Departments conduct the interview. The teacher-applicants are shortlisted through a teaching demo and a personal interview.

- A Selection Panel is formed as per UGC norms, and the short-listed candidates are interviewed again and their names are sent to the University for approval. The appointments are made according to the procedures and policies of the affiliated University.

- The probationary period of teachers is two years. Their positions are made permanent if their performance is found to be satisfactory.

Non – Teaching Staff recruitment:

- Vacancies are advertised in standard newspapers. The received applications are scrutinized and shortlisted by a committee. The candidates are called for an interview. After selection, appointment orders are given. After submitting a joining report, the recruited staff join the college.

6.3.8 Industry Interaction / Collaboration

- The institution is an Associate Member of ICTACT (No: 03126). Staff and students of various departments upgrade their technical skills through the ICTACT collaboration.

MoUs:

- The Department of Computer Science has signed a MoU with Dreamzone, a franchise of CADD Center. It offers a certificate course on Web Development using PHP and MySQL.

- Department of B.Com (CS) along with the Department of Business Administration signed an MoU with 'Finmark' in collaboration with NSE to conduct a certificate course on "Fundamentals of Stock Exchange". From 5th to 9th October, 2017, Mr. Glen, Director of Finmark, conducted the NSE Certificate Course on "Fundamentals of Capital Market" for the students of B.B.A and B.Com (Corporate Secretaryship).

- Department of Commerce signed a MoU with the Andhra Chamber of Commerce & Scientific Research Association for economics and finance.

- The ED cell of the college signed a MoU with KVIC (Khadi and Village Industries Commission), Campus Tiger and Ms. N. Shyamala Devi to support the ED cell and Stu Bazaar (a student initiative).

Field Visits and Industrial Visits:

- On June 24, 2017, the Department of Physics, organised a field visit to Regional Science Centre, Tirupati.

- B.Com (CS) students went on an Industrial Visit to Aavin Product Dairy, Ambattur, in 2 batches on December 12, 2017 & December 14, 2017.

- On January 19, 2018, B.Sc Physics students were taken to Regional Meteorological Centre on account of IMD Foundation Day Celebration.

- On February 13, 2018, I & II year B.Sc. Chemistry students were taken to Indian Additives Limited, Manali, to learn about the operation of the Effluent Treatment Plant.

- On February 21, 2018, students of II BBA and III BBA were taken to Sanjana Metalware Pvt. Ltd. for an industrial visit.

- BCA students went on an Industrial Visit to Nokia Solutions & Networks India Pvt. Ltd, Oragadam.

- The Department of Social Work arranged field visit to their students in order to provide them exposure on their specialisation on four different occasions.

Internship Training:
- M.A. (English) students undergo Internship in Emerald Publishers, *News Today*, *New Indian Express*, and Corporate Tech Solutions.
- III B.Com (CS) & BBA students undergo internship in government and other companies after the IV semester.

Placement Drive:

- The following companies visited our institution for campus interview:
  - NTrust Infotech Pvt Ltd drive was conducted on September 16, 2017. 14 students got placed
  - TCS (Non IT) drive was conducted on November 17, 2017. 18 students were placed.
  - Sylpox Technologies drive was conducted on December 13, 2017. 24 students were placed.
  - Alcance Technologies drive was on February 07, 2018. 5 students were placed.
  - Cap Gemini (IT) off-campus drive for B.Sc (CS), BCA, B.Sc (Mathematics) was conducted on February 27 & 28, 2018 at Bharat University Campus. 63 students have registered for the drive.
  - Go Smart Academy conducted its placement drive on February 19, 2018. 47 students were placed.

6.3.9   Admission of Students

- The College strives hard to help the economically and socially marginalised sections of the society.
- Students can buy application forms from the office. They can also download application forms from the college website.
- The college prospectus provides all the necessary information about the courses.
- Staff at the Help Desk provide information about the college, courses, fee structure, facilities, etc.
- Certain number of seats is reserved for students as per Government Quota System.
- Other seats are made available for meritorious students from underprivileged homes.
- Cut-off marks are decided prior to commencement of admissions.
- The students submit filled-in applications to the college office after the results are published.
- The applications are scrutinised by the faculty, and the interview card is given / sent to the students.
- The students are interviewed and counselled by the faculty. Eligible candidates are admitted as per the University and Government norms.
- Admission to Research Courses is done through an entrance exam and personal interview.

6.4 Welfare schemes for Teaching &Non-teaching

Teaching & Non-teaching	- Employees Provident Fund (EPF) with contributory PF by the Management - Employees State Insurance for staff who get less than Rs. 21,000 per annum - Interest-free Medical Loan and Educational Loan for all the employees - Interest-free loan for children's education - Pongal Bonus for non-teaching staff at 5% of Annual Basic Pay - Ex-gratia of Rs. 1000 for teaching faculty as Pongal gift - St. Mary's Educational Institutions' Employees Co-Operative Thrift and Credit Society Limited (Reg. No. XC208) gives all the employees the opportunity to make investments and get loans at low rates of interest. - Fee Concession for the staff children studying in St. Mary's Group of Schools - Accident Insurance cover through General Insurance for all the faculty

Students	• Free IAS and competitive examination coaching
	• Free Bank Exam Coaching
	• Free Yoga, Bharathanatyam, and Veena classes
	• Fee waiver for students excelling in sports
	• Free education for Visually Challenged students
	• Free education for First Generation Learners selected by the University under Vice-Chancellor's free seat scheme
	• Aid for students in Financial Distress through SFSW (Staff fund for students welfare)
	• Free coaching with breakfast for deserving Sports Students
	• Free counselling and mentoring for students
	• Accident Insurance Cover through GI scheme

6.5 Total corpus fund generated

Rs. 12, 00,000 approximately

6.6 Whether annual financial audit has been done ? Yes

✔

6.7 Whether Academic and Administrative Audit (AAA) has been done? - Scheduled for June 2018

6.8 Does the University declare results within 30 days?

For UG Programmes   Yes | - | No | √ |

For PG Programmes   Yes | - | No | √ |

6.9 What efforts are made by the University for Examination Reforms?

- The University of Madras introduced e-governance in the Examination System in 2013.
- The college prepares the Nominal Roll online. Exam registration is done online.
- The college gets a password from the University. Hall tickets and seating plans are downloaded from the University website.
- Internal Marks Entry is done in the University website online. Discrepancies, complaints, or enquiries, related to the University Examinations can be reported through e-mail to the Controller of Examinations (COE).
- Arrear exam registration and revaluation application are also available online.
- All exam-related payments are done online.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- The University of Madras has made NAAC Accreditation mandatory for Permanent Affiliation. Colleges can apply for 'autonomous status' after getting Permanent Affiliation.
- CTTE College for Women has fulfilled all the requirements and expects to get 'Permanent Affiliation' from the University of Madras soon.

6.11 Activities and support from the Alumni Association

- The C.T.T.E Alumnae Association is a registered body that plays an important role in the growth of the college.
- Every year the Annual Alumnae Meeting is held on January 26.
- The Twelfth Annual Meeting of the Alumnae Association was held on January 26, 2018. More than two hundred and fifty alumnae attended the meeting, in which the Association Bulletin was released.
- Several of our alumnae have joined the institution as faculty and they work with pride and commitment leading others in their efforts to contribute to the development of the institution.
- On August 30, 2017 the Association organized an Inter-School Painting competition, "Varna – 2017" under three different categories namely Sub Junior, Junior and Senior and the themes were Holiday, Cityscape and Technology – 2050 respectively. More than 200 students from 27 schools participated and the winners were awarded a cash prize.
- The Association has completely furnished two renovated Lecture Halls with chairs, laptop, screen and projector and other accessories worth Rs. 3, 45, 145.
- The Association contributed stationery to children under "Mission Education" through *Manav Uttham Sewa Samiti* and to Night School children in Tirunelvelli district through MSW department.
- The Association also encourages meritorious and needy students by giving several Full Fee and Course Fee Waivers.
  o Full Tuition fee waiver for Outstanding Talent in Sports.
  o Full Tuition fee waiver for the wards of class IV employees.
  o Full Tuition fee waiver for one Meritorious Student from the Economically Weaker Section.
  o C.T.T.E Alumnae along with Puthiya Thalaimurai Vizuthugal has given full fee waiver for one student from the Economically Weaker Section.

To motivate students to actively participate in Sports and Cultural Events the following Awards have been instituted:

o The C.T.T.E Alumnae Cash Award for Best Group Dance which carries a cash prize of Rs.1000.
o The C.T.T.E Alumnae Cash Award for Individual Championship in Sports which carries a cash prize of Rs.1000.

Apart from the awards, the Association sponsored the events of the Cultural Festival with a contribution of Rs.9, 000.

6.12 Activities and support from the Parent – Teacher Association

- The college does not have Registered Parent-Teacher Association. However, parents are encouraged to attend the various events / programs organised by the college.
- The parents are advised to attend the Parents - Teachers Meetings to know about their wards' performance in studies.
- This year several Parent-teacher meetings were organized by each department.

6.13 Development programmes for support staff

The supporting staff are provided with interest-free educational loan to pursue higher studies.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- A Biogas Plant which can convert 10 kg of food waste per day into fuel and manure is installed in the college campus. The fuel is used in the College Canteen, and the waste generated is used as manure for the kitchen garden.
- A Guest Lecture on *Green Initiatives in a Household* was delivered by Mr. D. Suresh, popularly known as Solar Suresh. He is the Director of Computer Access Private Ltd. He emphasised on saving electricity and using solar energy as an alternative resource.
- Students from different Departments prepared Seed Balls with seeds, soil, and cow dung.
- They also donated medicinal plants, saplings, and flower plants to the college.
- Students were taken to *Farm Guru*, an Agri-tech Centre, located in Red Hills, Chennai, where they learnt about organic farming and ecological sustenance.
- Students are strictly instructed to switch off lights and fans as they come out of the classrooms. Stickers on conversation of energy were put up in classrooms.
- Students are instructed to throw bio-degradable and non-biodegradable waste in different dustbins.
- Students are advised not to throw electronic products like chargers, headphones, Bluetooth, etc. into the garbage bin.
- The Management is in the process of installing solar panels to provide clean sustainable energy.

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

---

1. **G-Suite**

G-Suite, is the cloud computing, productivity and collaboration platform developed by Google to connect the teacher & students through Google classroom. Our college officially registered in the G-Suite domain and partnered with Techevo Solutions for IT support in the month of March 2018. A G-Suite team was formed and a walkthrough session on GAFE was organized on March 09, 2018. The faculty members have started learning about the Google classroom. Follow up sessions were held on June 12 & 13, 2018.

2. **International Certification Course**

With the globalisation of education & opportunities, our college has opened up International Certification Courses in German & French. These are offered to UG & PG students. It has been out sourced to the Foreign Language Centre, Chennai. Students feel empowered with knowledge of a foreign language.

3. **Special Extension Activity**

Our library plays an important role in sharing resources with the differently abled students through SEA (Special Extension Activity). A proactive approach to identify & remove barriers has resulted in improved services for these students. A mobile library has been created for the benefit of these students where by books are issued to them in their classroom after getting a requirement whatsapp or sms from these students. Extended dates are given to enable them to make the best use of the resources.

4. **Webinar Session**

Web based international seminars transmitted using video conference software (Cisco WebEx) were given to our students on various topics. The key feature of the webinar is the ability to interact with experts from different parts of the globe. This year 3 session were held by Mr. Jay Karthick, CISCO, Pre-Sales Engineer, California.

- On December 8, 2017, a session on "Career Counseling & Mentoring" for Advanced Learners Keerthana V, Anthea Vicky S and Karthika T of III B.Com (CS).
- On December 11, 2017, a session on "IOT & Networking" was organized by the Departments of Computer Science and Computer Applications in association with IQAC.
- On February 26, 2018, 70 students from the Department of B.Com (CS) attended a session on "Goal setting & Prioritization".

---

4. Online Spoken English Training

This programme was introduced by the Department of English to develop the spoken English skills of UG students using ICT tools with the help of Edmodo app. The exercises include listening to audio recordings and responding to them. The training is administered at two levels which have been named: Edge On & Edge On Plus. 623 I year UG students have registered for the training.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action Taken
• To improve teacher quality	• Faculty were asked to attended Short Term Courses / National & International Seminars & Conferences. • Staff were encouraged to register for Ph.D • Staff were asked to attend ICT Training programmes.
• To provide advanced learners more exposure and to introduce more certificate courses	• Planned to arrange webinar sessions through video conferences in current topics. • Conducted NMEICT certificate courses through MHRD & IIT Bombay. • Introduced Edge On Plus: Online Spoken English training for advanced learners. • Introduced International certification course in German & French.
• International collaboration	• International collaboration through webinar sessions.
• To impart JEEE training	• Started JEEE classes for the +2 students of St. Mary's Group of Schools, as an outreach programme.
• To include yoga training for all the students	• Started free yoga training for all the interested students.
• To improve student discipline	• Periodical parent – teacher meeting. • A code of conduct undertaking to be collected from all the parents at the time of admission. • Mentoring system to be strengthened.

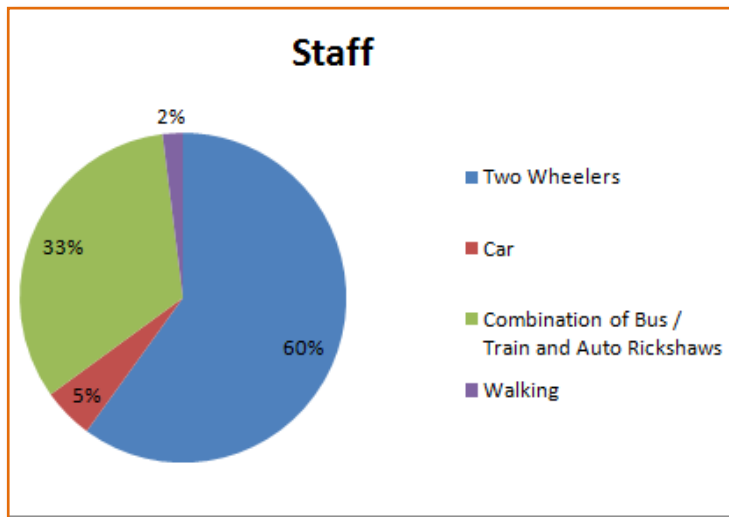|	
• To augment book bank collection	• Requested staff and students to donate text books in good condition to the book bank.
• To create more ICT infrastructure	• Got 20 perpetual license for MS office. • Enhanced Wi-Fi connectivity. • Implemented e-learning through the LMS, G-Suite.
• To add more CCTV for better surveillance	• Added more CCTVs.
• To initiate more green campus projects	• Initiated E-waste recycling. • Planted more tree saplings. • Installed a Bio-gas plant. • In the process of installing solar panels.
• To apply for NIRF ranking	• Took part in NIRF ranking.

7.3 Give two Best Practices of the institution– **(Ref to Annexure VI)**
- Citizen Consumer Club
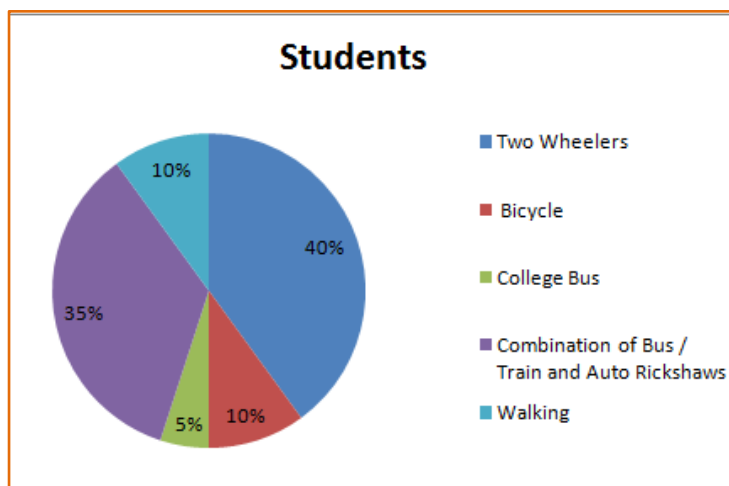- Online Spoken English Training

7.4 Contribution to environmental awareness / protection

o Guest lecture on **"Green Initiatives in a household"** was delivered on September 19, 2017 by Mr D.Suresh , Director, Computer Access Private limited, Telecommunications. He is popularly known as Solar Suresh.

o A Sintex biogas plant which can convert 10 kg of food waste per day into fuel and manure was installed on September 23, 2017 and the fuel is used in the College canteen and the waste generated is used as manure for the kitchen garden.

• Waste Management: **(Refer to Annexure VII)**
  o Agreements with Sims Recycling Solution to collect E-Waste of the college.

• Rain Water Harvesting:
  o Collection of rain water from the terrace and ground which is stored into natural reservoirs through infiltration of surface water into subsurface aquifers is well maintained in our college campus.

• Other Green Practice:
  o On October 09, 2017 Ganga Foundation, an NGO in Chennai donated 20 tree sapling which were planted in the College campus.
  o II year UG students were taken to Farm Guru on February 27, 2018 where a workshop was conducted which provided them exposure in Farming and ecological sustenance.
  o As part of the green initiatives taken by the college, 30 saplings have been planted during 2017-2018. The herbal and kitchen garden continues to be of interest of the students

- Transport use:
  o Staff :

  Two Wheelers - 60 %

  Car - 5%

  Combination of Bus / Train and Auto Rickshaws - 33%

  Walking - 2 %

  o Students:

  Two Wheelers - 40 %

  Bicycle - 10 %

  College Bus - 5 %

  Combination of Bus / Train and Auto Rickshaws – 35 %

  Walking - 10 %

- The students of the NSS took part in cleaning the college campus as a part of Swach Bharat campaign launched by the Government of India.
- BCA students have donated and are watering medicinal plants in the college.
- More of e-governance and communication through digital apps like Whatsapp groups and E-mail ensures less use of papers.
- Microsoft Edu cloud is used to send the CIA question papers.
- The following works are carried through the college Avancer Software Solution (MIS):
    - Storing staff and students data
    - Sending bulk sms
    - Generating TC
- Waste printout sheets are used for rough work of the office and departments in order to save paper.
- Most of the data is maintained as softcopy and hardcopy is taken only when required

7.5 Whether environmental audit was conducted?   Yes | √ | No | |

7.6 Any other relevant information the institution wishes to add.

Strengths

- Supportive and secular Management with long term vision and participative style of administration.
- The Management, Principal and Faculty are easily accessible.
- The institution has a Principal with 38 years of collegiate service and who has worked with the college for over thirty years. Many departments are headed by faculty members with about thirty years of experience. More than 60 percent of the faculty members are fully qualified and approved by the University of Madras.
- As college gives UGC scale of pay on clearing NET / SET, attrition rate of faculty is very low.
- College gives admission to economically and socially challenged students and make them successful and responsible students.
- All inclusive education with special facilities for the differently abled.
- Student Support Services like academic mentoring by class tutors and personal counselling by the Counsellor enhance the overall development of students.
- Good infrastructure with Microsoft Edu-Cloud enabled campus.
- Good library with excellent ambience for reading and research.
- Free training in IAS / Bank Exams, Athletics and arts like Veena, Bharatanatyam & Yoga

- In order to empower women EVE the Women's Cell of the college sensitizes them on various issues which they confront and the ED cell provides them with the required life skills and managerial skills to become an entrepreneur.

- Our college was ranked 72 and 83 in the Arts & Science streams respectively among the Best Colleges of India Ranking 2018 by India Today & MRDA.

Weakness

- As college is an exciting phase of life and students are fun loving, they expect many recreational facilities around the college which cannot be fulfilled by our college as it is located in North Chennai which does not have any such attraction nearby and is located in a lane, off the main road.

- Majority of the students do not make the best use of the opportunities offered by the institution like free IAS training, Bank Coaching, Bharatanatyam, Veena & Yoga classes.

- Students are mainly from socially & economical backward section of the society who find it difficult to pay their semester fees. As a result the revenue of the institution is affected by a large number of fee defaulters.

- Even after fulfilling all requirements and completing thirty three years, the college is yet to receive permanent affiliation from the University of Madras and is unable to get 2f & 12B recognition.

- The college is unable to carry out micro / mini projects as it does not have 2f & 12B status of the UGC and obtaining funds from Government and other agencies become impossible.

- Despite many companies visiting & recruiting students, many are reluctant to take up jobs as they come from very conservative families who join only for getting a degree before settling down.

Opportunities

- In keeping with our vision and mission statement, we have the opportunity, as the first women's college in the area to educate and empower women from the less privileged sections of society.

- The outreach programmes organised through the ISR, NSS, CCC & YRC gives us an opportunity to reach out to the needy in the neighbourhood and offer practical guidance and services on processing a ration card / getting voters ID and creating awareness on consumer rights.

- In order to utilise the infrastructure to the fullest extent management plans to start shift II in the forth coming year.

- CMRL (Chennai Metro Rail Limited) is planning a station very close to the college and this will attract many students from all over the city. This will also help the locality to develop fast.

Challenges

- Receiving funds from DST / UGC.

- Making students pay their semester fees on time

- Motivating students to attend remedial classes and other extended activities.

- Although the dropout rate has decreased with mentoring and counselling, reaching the zero dropout rate is still a challenge.

- Retaining students after class hours to provide them with value added courses and ED courses becomes a herculean task.

- In a country with high employment, our students refuse to take up job offers.

- Students placed in night shifts and Indigo airlines refused to take up the jobs because of family resistance.

- Grooming students for placement is a challenge as many families are hesitant to allow students to adopt themselves to global requirements.

8. **Plans of institution for next year**

- Applying for NAAC Reaccreditation 2nd cycle.

- To persuade the university to give us Permanent Affiliation as we have fulfilled all requirements.

- To apply for ISO.

- To redesign college entrance.

- Landscaping of college campus with more greenery.

- College to send more staff for short term specialization.

- Departments to introduce more value added courses.

- Introduce more webinar sessions.

- MOUs with reputed institutions for conducting certificate courses and placements

- G – Suite Google Class room. The college has made it mandatory for every teaching faculty to offer one subject through the Google classroom.

Name: Mrs. Mercy Silvester   *Name:* Dr.Hanifa Ghosh

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*