SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

NO.16, ST.MARYS ROAD, MARYLAND, SEMBIUM, PERAMBUR 600011

www.cttewc.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Chevalier T. Thomas Elizabeth College for Women, established in 1985, is managed by the Chevalier T. Thomas Educational Trust which also runs 5 schools in Chennai and Kottayam. It is the first self-financing college to be affiliated to the University of Madras.

C.T.T.E College, as it is popularly known, was founded by Dr. Elizabeth Thomas, wife of Chevalier T. Thomas (Founder of the Trust and the St. Mary's Group of Schools) after his demise in 1984. This was to fulfill his long cherished dream of starting a women's college in North Chennai.

The C.T.T.E Trust became a public trust in the year 2003 and Hon. Justice J. Kanakaraj, Retired Judge was chosen by the High Court of Madras to manage the affairs of this trust. He in turn selected a retired IAS officer Mr. L. Palamalai, as Managing Trustee and Correspondent. The other members of the Trust are selected as per guidelines laid down in the Trust Deed.

In the last 16 years, the present Management has worked hard with vision, commitment and integrity to transform the college into a premier institution in North Chennai. They have introduced new programmes, created state-of-the-art infrastructure and aesthetically redesigned and landscaped the campus. In 2016, the college was selected by the *Higher Education Review* as Chennai Institute of the Year. In 2018, *India Today* selected the institution as one of the top 100 in the country in the Arts and Science streams. It is one of the few Arts and Science colleges to receive recognition from MHRD to establish IIC (Institutional Innovation Council). The College has also been certified as the Best New Local Chapter outside the top 100 by NPTEL for the period ending December 2018. IIT Bombay, along with MHRD has recognized the institution as their partner to carry forward online computer education to schools. Recently IIT Kanpur selected the institution as a Zonal Centre for conducting a Two-Day Championship (IBTC-2020) Programme.

Vision

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

Mission

Mision: To empower women

- by providing the right academic atmosphere and the best knowledge resources
- by providing opportunities to develop knowledge-related and employability skills
- by inculcating values rooted in our culture and tradition, secularism and humanitarianism

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Good Governance** through a visionary Management and a committed and accessible Principal has resulted in

  ○ Introduction of socially-relevant programmes such as B.Sc. Psychology and MSW
  ○ Quality infrastructure - physical, IT, green and divyanjan-friendly
  ○ Recruitment of qualified teachers
  ○ Low attrition rate as teachers are well paid
  ○ **Partnership with MHRD and IIT Bombay** to carry forward online computer education to schools and establishing of NPTEL Local Chapter

- **Academic Excellence** is achieved through
    ○ Experienced, computer-savvy teachers
    ○ Exposure to best minds in academia and industry through invited talks, conferences, webinars, etc.
    ○ International-certification courses, scholar cards, paper presentation and publication assistance, etc. for advanced-learners; PILL and remedial programmes for slow-learners.
    ○ **TETL**: Integration of ICT into the teaching-learning process.
    ○ Cash-awards to top 10 University rank holders.
- **Robust Support System**

  ○ The enrichment programme STEP-UP along with in-house counselling and mentoring help in holistic development of students
  ○ Enrolment and availing of scholarship for students through NPTEL Local Chapter
  ○ Establishing of **MHRD's IIC** supports creativity and innovation
  ○ ED Cell (selected by ICTACT as one of the Best Practices across TN in 2017) provides vocational training in collaboration with Government and non-government organizations and hands-on training in managing small on-campus business units.
  ○ Placement Cell trains students and assists with placement
  ○ CTTE IAS Academy offers free training in UPSC, TNPSC and other competitive exams
  ○ Fine Arts Academy offers free courses in Yoga, Bharathanatyam, Veena Recital and Martial Arts

- **Others**

  ○ The location of the college in the industrial belt of North Chennai provides students with opportunities for experiential-learning through industries such as ICF, MRL, KVIC, Simpson-TAFE, TCMPF, Chennai Port Trust, etc.
  ○ Extension and outreach programmes include counselling prisoners in Puzhal Jail, teaching in a blind school, helping HIV positive and Night Shelter children, fund-raising, awareness programmes for public, etc.,
  ○ The registered Alumnae Association contributes significantly to the development of the institution

Institutional Weakness

- The location of the college in the less developed North Madras region discourages students residing in other areas from joining the institution.

- Despite completing 34 years, Permanent Affiliation is still pending with the University of Madras and without 2f/12b status, college is unable to avail of funds for development and teachers are not eligible to take up major and minor projects.
- Being an affiliated college we do not have the autonomy to introduce syllabus based reforms and new courses.
- As a self-financing institution we are able to help only about 2% with scholarships and freeships.
- Many students in the college are first generation learners who come from economically challenged homes and find it difficult to pay their fees. As a result student drop-out is atleast 1% every year.

Institutional Opportunity

- Starting Shift II will help the College make optimal use of the existing infrastructure and increase the revenue.
- The CMDA has planned a metro line which will connect the college to all important locations in Chennai. The Metro Station is being planned right across the college street on the Madhavaram High Road. This will improve not only the demand-supply ratio of admissions but also the profile of students who can then commute from different parts of Chennai. The neighbourhood will develop with the coming of the Metro-station.
- After the sanction of Permanent Affiliation, the college hopes to get autonomous status and funds for development.

Institutional Challenge

- Making students who come from economically backward families pay their fees.
- Improving infrastructure without funds and without raising fees as increasing fees affects admission.
- Attracting Core companies for placement
- Instilling values in the digital generation which is hooked to social networking sites.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The College offers 11 UG, 3 PG and 2 M.Phil programmes.
- The CBCS curriculum prescribed by the University of Madras is followed. Two of the senior faculty members are at present chairpersons of the University's Boards of Studies and they have had a positive impact on the prescribed curriculum in their disciplines.
- The Curriculum Planning Committee is in charge of framing the Master Timetable for the College and also the allotment of students for different Soft Skills and Non-Major Elective Courses which are handled through inter-departmental collaboration. Optimal utilization of available resources is a priority while planning the implementation of the curriculum.
- Department workload details, individual workload, Academic Plan and implementation of OBE are the responsibility of the Heads who are given the autonomy to plan along with the department faculty under the supervision of the Principal and the Dean (Academics).
- Lacuna in the syllabus is made up through Certificate Courses both off-line and online which include NPTEL certificate courses and NMEICT Online Spoken Tutorials. The College provides all support to

students who take up online courses.

- To reinforce classroom teaching, experts and specialists are invited to give guest lectures; seminars, conferences and workshops are conducted and subject-related competitions held. Experiential learning is provided through internships, industrial visits and fieldtrips. All teachers use ICT tools and blended learning is offered with the help of the LMS, G-Suite. Teachers also develop e-content and upload on YouTube.

- The college sensitizes students on gender issues through the Women's Cell, EVE (Empowerment through Values and Education) and develops global competencies through international certification courses in French & German. It imparts life skills and values through several value-added certificate courses offered in collaboration with professional organizations.

- Feedback on the curriculum is obtained from stakeholders and representation is made to the University. This academic year, the University responded positively to the letters sent to the Boards of Studies and has called for a major revamping of the syllabi. The curriculum feedback analysis has been posted on the website.

Teaching-learning and Evaluation

- The college strictly follows reservation policy and the report is submitted every year to AISHE and SC/ST Cell, University of Madras.
- The college is equipped with disabled-friendly infrastructure and admits the differently-abled.
- At present there are 25 students from other states and other countries.
- 12 teaching faculty are from other states and 29 have Ph.D.
- The average experience of teachers is 10.83 years.
- 100% of teachers use ICT and the Google Classroom has been successfully implemented. Teachers develop e-content for the CTTE Media YouTube Channel and one of the teachers has won the international YouTube Silver Creator Award.
- Experiential learning is provided through internships, field trips and industrial visits. PILL is an innovative collaborative learning programme wherein advanced learners are paired with slow learners to enable effective peer-learning.
- Faculty members have presented papers in national and international conferences and won best paper awards. Two teachers have received Certificates of Appreciation from MHRD for NPTEL Local Chapter and NMEICT Spoken Tutorials and 8 teachers have emerged toppers in NPTEL courses and 6 won gold. A senior faculty of Tamil was honored by the Government of TN with the Life-time Achievement Award. The librarian received 'The Best Librarian Award' from Madras Library Association in 2018.
- Bridge course and Entry Level Assessment are done for all new admits and remedial teaching and PILL planned. Advanced Learners attend conferences, present papers, do projects, publish research articles in journals and also take up add-on courses as well as International Certification courses in foreign languages. Advanced Learners are encouraged to apply abroad for Higher Studies through the institution's authorized TOEFL Consultancy.
- We follow the University framework for CIE and strictly adhere to the schedule printed in the College Calendar. Question banks are maintained as per Bloom's Taxonomy. Grievances are promptly addressed and transparency maintained.
- POs, PSOs and COs are posted on the website and students made familiar with them.
- In 2017–2018, the average pass percentage was 84 and 11 students secured top 10 university ranks in different disciplines.

Research, Innovations and Extension

- The College offers M.Phil programmes in English and Commerce. The Dean of Research is entrusted with the responsibility of checking the quality of dissertations. There is a stated code of ethics and students are warned against plagiarism.
- Teachers are encouraged to publish high quality research papers and take part in conferences. On-duty leave is sanctioned. A total of 138 research papers were published in the last 5 years of which 115 were in UGC recognized journals. Around 80 papers were presented in national and international seminars and conferences.
- 28 full-time teachers have completed their Ph.D and 24 are working towards it. 80% of the faculty are qualified with NET/SET/Ph.D.
- The college has 50 functional MOUs and 84 linkages for internships and industrial visits.
- Extension and Outreach activities which have a high impact on both students as well as the neighbourhood are undertaken regularly through NSS, CCC, YRC, RRC and the Departments. The CCC has formed a 'Villupattu' (an indigenous folk performance) group to convey socially relevant messages. This villupattu group has received several awards and recognitions. The NSS & CCC units have also received awards for their activities.
- The College has been recognized by MHRD for Unnath Bharat Abhiyan and Swachh Bharat Summer Internship.
- The College has always encouraged innovation and transfer of knowledge. The ED Cell has been very active since 2013 creating opportunities for students to run small business units such as the Aavin parlour which is a franchise of TCMPF and STU Bazaar, an outlet for students to sell their self-made and other products. It also trains students in different vocational skills and was recognized by ICT Academy of Tamil Nadu as one of the best practices across the state in the academic year 2017-2018. In 2018-2019 the IIC was established in the institution by MHRD. Students take part in hackathon events like Smart India Hackathon 2019 and one student secured the second prize at a National level technical Symposium on innovative ideas. Staff and students are given exposure to IPR through lectures, workshops and webinars.

Infrastructure and Learning Resources

- The college has 8 laboratories, 2 air-conditioned auditoriums, one OAT, 12 faculty rooms, 4 lecture halls, 1 seminar hall, 1 conference hall and 57 classrooms of which 13 are smart classrooms.
- There is a playground for outdoor games and an indoor sports facility located 1 kilometer away from the main campus.
- All the computer labs, language lab, library, seminar hall and the JJK Auditorium are Wi-Fi enabled with ACT Fibernet broadband speed upto 150 mbps. Computers in the faculty rooms have internet facility through NMEICT connectivity. The college has 214 computers, 7 laptops and13 LCDs. The student-computer ratio is 12:1.
- The Library is fully automated and has the following:
  - AUTOLIB Management Software, D-Space Repository, 14 LAN connected computers and remote access to NLIST, NDL, British Council resources and SAGE management journals
  - WEB-OPAC access and Wi-Fi connectivity of 150 mbps
  - 27219 books, 708 back volumes, 350 projects, 362 educational CDs including NPTEL lecture notes and subscription to 50 printed journals (34 national & 16 international), 32 magazines and 11 newspapers
  - A research section with 4 carrels and ethernet ports for laptops

- ○ Book bank with a collection of 1229 book.
- ○ Departmental libraries
- ○ A mobile library service (SEAL: Special Extension Activity of Library) to help the physically challenged
- ○ A Wall of Knowledge maintained outside the library to encourage students to share reading material
- ○ An e-resource section with 14 computers
- ○ The Reading Club which introduces new books to students
- An LMS, G-Suite has been introduced for teachers to supplement the classroom teaching by posting learning material in the virtual classroom and conducting tests and assignments through it.
- CTTE Media Centre with Lecture Capturing System and Recording facility helps teachers to record e-content and upload it on YouTube

Student Support and Progression

- The Student Support system is robust. Almost 30% of college students get scholarships from government, non-government and other organizations. In the last 5 years the college has provided 144 scholarships in the form of freeships to visually challenged, to outstanding Sports Students and first generation learners selected by the University of Madras.
- Assistance is given to needy students through the Staff Fund for Student Welfare (SFSW).
- The C.T.T.E. IAS Academy established in 2008 provides regular coaching through experienced trainers during the weekends for both UPSC and TNPSC exams. It also trains students for other competitive exams. Bank Coaching classes are conducted on a regular basis.
- Career Guidance and Counselling are offered to all students (100%) and capability enhancement programs are conducted regularly.
- ADEPT, the Language Lab offers training with the help of SNET and CLARITY SUCCESS software.
- The College believes in holistic development of students. The Fine Arts Academy provides certificate courses and free training in Bharatanatyam, Veena Recital, Yoga and Martial Arts. An average of 26 cultural and sports activities were conducted per year of which the highlight is the College Cultural. In the last 5 years, students have won 10 awards at the national and international levels in sports and 8 overall championships and 156 prizes in inter-collegiate cultural competitions.
- The Student Council plays a very important role in the College. They are in charge of the College Assembly and are part of several committees such as the IQAC, Anti-Ragging Committee, Cultural Committee, Placement Committee, etc., They form a very positive interface between the principal, faculty and students.
- The IQAC was established in 2012 and ever since, through an average of 5 quality initiatives per year has helped to bring about a positive transformation in the college's functioning.
- The C.T.T.E. Alumnae is a registered body and has contributed Rs.14.66 lakhs in the last five years to the development of the institution.
- The Placement Officer has rich experience in the industry. The placement for 2018 was 13% and student progression to higher education was 19.11%.

Governance, Leadership and Management

- The College Management consists of a retired judge of the High Court of Madras and a retired I.A.S. officer who believe in participative leadership and involve the Principal and senior faculty in the

college's decision-making processes. Besides the Trust, the Governing Council and the College Advisory Committee are part of the governance. Decentralization is practised by delegating authority and assigning responsibilities to different committees. There are a total of 44 committees which take care of different aspects of the college's functioning.

- In the last sixteen years of governance, the present Management has developed the infrastructure of the institution with the following :
  - an aesthetically renovated College entrance
  - an Indoor Sports Stadium
  - a new building (Dr. Elizabeth Thomas Block)
  - a new centrally air-conditioned auditorium (Justice J Kanakaraj Auditorium)
  - a language lab (ADEPT)
  - enhancement of ICT facilities such as a language lab with 31 systems, 13 smart class rooms, increasing broadband speed to 150 Mbps, purchase of 11 LCD projectors, membership to Microsoft Edu Cloud program till 2018 and G-Suite from 2018, purchase of perpetual licenses from Microsoft, establishing an e-resource section with 14 systems etc.
  - green initiatives such as solar panels producing 50 kw/hr of energy, a bio-gas unit, landscaping and rain water harvesting structures.
- Several welfare measures are in place for the employees:
  - Employees' State Insurance
  - Employees' Provident Fund
  - Gratuity
  - Pongal Bonus
  - Interest free Educational and Medical Loans
  - Fee Concession for Children of Employees studying in St. Mary's Schools
  - Accident Insurance Cover
  - Thrift & Co-operative Society Memberships
  - Medical, Maternity and On-duty leave with full pay
- Faculty members have attended 94 FDPs in the last 5 years and the institution has organised 23 professional development and administrative training programs.
- Technology enhanced teaching-learning (TETL) and OBE have been made mandatory.
- The IQAC has contributed significantly to the development of quality culture. AQAR submission, Academic & Administrative Audits and NIRF participation have been made mandatory.
- The institution ensures optimal utilization of funds and the external audit is done by M/s Ramachandran and Murali, Chartered Accountants.

Institutional Values and Best Practices

- Women's safety is taken very seriously by the institution and CCTVs have been installed both inside the campus as well as on the main road.
- Programmes are conducted in collaboration with Tamil Nadu Federation of Women Lawyers to create awareness on women's rights and legal avenues available for redress of abuse.
- Gender Sensitisation programmes are conducted regularly by the Women's Cell, EVE (Empowerment through Values and Education). NGOs which protect the rights of LGBT community and transgenders are also invited to address students.
- Human Values and Professional Ethics courses are offered through the curriculum.
- The College infrastructure is Divyanjan friendly with an elevator, ramps, railings, special washrooms, wheel chair, Braille books and software in the library. Support is given to the differently abled through

scribes, the services of the college counselor as well as Special Extension Services of the Library.

- The College has commissioned 50KW grid-tied solar energy and 19.95% of the annual lighting needs are met through LED bulbs.
- Segregation of waste at source has been introduced through twin-bin system and a bio-gas unit has been installed.
- Landscaping and other green initiatives have been undertaken for the academic year 2018 – 2019 at a cost of Rs. 25,63,570/- .
- E-waste is handed over to Trishyiraya Recycling India Pvt Limited, a unit of Sims Recycling Solution.
- Paper waste is recycled through ITC Paper Board and Specialty Paper Division
- All efforts are taken to make students aware of their rights and responsibilities. This is done by inviting experts to talk to students as well as through the college's STEP-UP sessions.
- The two Best Practices of the College are TETL (Technology Enhanced Teaching-Learning) and STEP-UP (Supplementary Training & Enrichment of Personality: Undergraduate Programme).
- The College is distinctive for its focus on women's empowerment which is done through academics as well as other activities of the college

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN
Address	No.16, St.Marys Road, Maryland, Sembium, Perambur
City	Chennai
State	Tamil Nadu
Pin	600011
Website	www.cttewc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Hanifa Ghosh	044-25375753	9444436959	91-25375753	cttewc@yahoo.com
IQAC / CIQA coordinator	Mercy Silvester	044-25375160	9444380777	91-25581929	iqacctte@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	23-03-1985

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	University of Madras	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1563774858.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	No.16, St.Marys Road, Maryland, Sembium, Perambur	Urban	3.21	6038.69

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,English	36	Higher Secondary Examination	English	70	58
UG	BSc,Mathematics	36	Higher Secondary Examination	English	70	32
UG	BSc,Physics	36	Higher Secondary Examination	English	50	26
UG	BSc,Chemistry	36	Higher Secondary Examination	English	32	20
UG	BSc,Psychology	36	Higher Secondary Examination	English	40	33
UG	BSc,Computer Science	36	Higher Secondary Examination	English	100	58
UG	BCA,Computer Applications	36	Higher Secondary Examination	English	100	49
UG	BCom,Commerce	36	Higher Secondary Examination	English	140	140
UG	BCom,Commerce	36	Higher Secondary	English	143	143

			Examination			
UG	BCom,Commerce	36	Higher Secondary Examination	English	70	70
UG	BBA,Business Administration	36	Higher Secondary Examination	English	71	62
PG	MA,English	24	Under Graduate	English	40	15
PG	MCom,Commerce	24	Under Graduate	English	40	21
PG	MSW,Social Work	24	Under Graduate	English	40	7
Pre Doctoral (M.Phil)	MPhil,English	12	Post Graduate	English	12	7
Pre Doctoral (M.Phil)	MPhil,Commerce	12	Post Graduate	English	12	6

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				1				6				81
Recruited	0	1	0	1	0	6	0	6	0	81	0	81
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				40
Recruited	17	23	0	40
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	0	4	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	2	0	0	25	0	28
M.Phil.	0	0	0	0	3	0	0	40	0	43
PG	0	0	0	0	1	0	0	16	0	17

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	13	0	0	0	13
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	101	2	0	0	103
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	2148	20	0	3	2171
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	168	224	191	175
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	2	3	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	539	596	533	501
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	38	48	54	34
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		747	871	778	710

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 386

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	16	16	13	13

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2287	2257	2152	2079	1981

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
709	807	719	676	738

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
701	640	724	641	530

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
88	86	85	79	78

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
88	86	85	79	78

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 65

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

2018-19	2017-18	2016-17	2015-16	2014-15
227.80	388.04	429.93	608.72	283.29

Number of computers

Response: 77

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college follows the Choice Based Credit System (CBCS) implemented by the University of Madras in the year 2008-09.Under this system in all UG courses, a candidate must earn a minimum of 140 credits and in PG courses, 91 credits. The College Academic Calendar is prepared keeping in mind the University Calendar and accommodating 450 instructional hours per semester. Optimal use of physical and human resources is ensured.

The master time-table for the college is framed by the Curriculum Planning Committee to incorporate all the courses common to different departments such as Foundation Courses, Soft Skills, Non-Major Electives and lab hours. The departments frame their time-table and action plan to synchronize with the master time-table and academic calendar.

The Heads of Departments plan the allotment of subjects well ahead of the semester keeping in mind subject expertise of the faculty members. The department meeting is held to finalize the allotment and plan for the Bridge Course which is mandatory for all departments. Lesson plans are prepared for each subject. Subject wise logbooks keep track of the implementation of the lesson plan through lesson summaries. This is monitored by the respective Heads of Department and Dean of Academics. From 2018-19, pedagogical practices used in the classroom are recorded in the log books. Course files are also maintained in the departments.

Faculty members are encouraged to use learner-centric pedagogy. The college has partnered with G-Suite (2017-18), an LMS and now it is mandatory for faculty to supplement courses through the Google classroom. Students can log in and go through the learning material as well as take quizzes and submit assignments online.

Faculty members prepare e-content and upload it on You-tube through the CTTE Media Lab. Wherever a gap is felt in the University prescribed curriculum, the college tries to bridge it through NMEICT Spoken Tutorials, NPTEL courses and other subject related certificate courses. Subject experts are invited on a regular basis to reinforce classroom teaching.

In 2018-19, Outcome Based Education was introduced and POs, PSO and Cos have been uploaded on the website. All efforts are taken to make students familiar with their Course Outcomes. Faculty members have been advised to adhere to Blooms Taxonomy while assessing students.

All academic plans are approved by the Principal and monitored by the Dean of Academics and the Vice Principal.

File Description	Document
Link for Additional Information	[View Document]()

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 155

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
135	13	5	0	2

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document]()
Details of the certificate/Diploma programs	[View Document]()
Any additional information	[View Document]()

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 21.63

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	2	5	2

File Description	Document
Details of participation of teachers in various bodies	[View Document]()
Any additional information	[View Document]()

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs

offered during last five years

Response: 4.4

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

Response: 17

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 87.5

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

Response: 14

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 30.64

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1480	1052	365	124	375

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

1.3 Curriculum Enrichment

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

Response:

A holistic educational programme aims at creating awareness and equipping students to the challenges of Globalization. In this regard, the curriculum designed by the University of Madras includes courses that cater to cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. Chevalier T. Thomas Elizabeth College for Women takes this forward and moulds students into responsible citizens.

Issues	Course name and code	Offered to	
Gender: These courses give an academic view of gender issues with a view to teach gender equality. They help students to identify existing gender differences and also to analyse and explain how these inequalities with the disadvantages they confer on women have shaped their experience and identity.	1.Women's Writing (BRA5C)	III BA English - Semester V	
	2.Writings by and on Women (HAB4B)	II MA English - Semester IV	
	3.Fundamentals of Social Anthropology (SBT2B)	I B.Sc. Psychology – Semest	
Environment and Sustainability: These courses aim at developing responsible actions necessary for preservation, conservation and improvement of the environment.	1.Environmental Studies (ENV4A)	II year students of Programmes - Semester IV	
	2.Disaster Management (HAWEB)	I MSW Semester II	
Human Values:			

The objective of these courses is to inculcate human values in students and help them to reflect on and acquire positive values and behaviour.	1.Value Education (VAE5Q)	III year students of Programmes - Semester V
	2.Counselling and Guidance (SET6A)	III B.Sc. Psychology – Sem VI
Professional Ethics: These courses aim at imparting knowledge of personal and corporate rules that should govern behaviour within the context of a particular profession.	1. Business Ethics and Values (2014-15) (MAM5R)- Old	III BBA – Semester V
	2. Principles Of Management (Unit V) – Business Ethics (MAM1D)- New	I BBA – Semester I
	3. Social Work Profession (HAW1A)	I MSW– Semester I
	4. Work with Individuals (HAW1B)	I MSW– Semester I
	5. Work with Groups (HAW1C)	I MSW– Semester I
	6. Social and Psychological Foundations for Social Work (HAWXA)	I MSW– Semester I
	7. Business Ethics, Corporate Governance and Social Responsibility (KDAXB)	II MCOM –Semester III
	8. Organizational Behaviour (KDA1C)	I MCOM –Semester I

The institution also conducts guest lectures/workshops/awareness programmes to sensitise students to the other genders and instil in them values, related to their personal life, environment and their profession.

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

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

Response: 36

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 36

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 53.52

1.3.3.1 Number of students undertaking field projects or internships

Response: 1224

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.81

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	25	17	12	9

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 81.48

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
747	871	778	710	786

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1030	1071	1050	833	834

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 99.95

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
709	807	719	676	736

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college identifies the learning levels of students in the first year and thereafter extends support to them. A Bridge Course is conducted to help them to bridge the gap between school and college syllabi.

Identifying Learning Levels:

- Entry level tests are given to the newly admitted students.
- Classroom activities and tasks further help assess their learning abilities.
- After the first CIE, the learning levels of the students are confirmed.
- Based on these tests and interactions, they are classified as slow-learners, average learners and advanced learners and pedagogical interventions are planned.
- Slow Learners with learning disabilities are also identified and necessary support provided.

Programmes for Advanced Learners:

- Scholar Cards are given to advanced learners to enable them to borrow extra books from the library.
- Special workshops, Guest lectures and Paper Presentation sessions are organized for the advanced learners.
- Advanced learners participate in inter-collegiate competitions, workshops, symposium seminars and conferences. They also present/publish papers in conferences/ journals under the guidance of their project supervisors.

- They participate in industry-oriented Mini Projects, In-House Research Projects and Case Studies.
- A Spoken English Online Course - EDGE ON PLUS - is conducted for advanced learners.
- International Certification in German and French, NMEICT Spoken Tutorials, NPTEL certificate courses and other Add-on courses are offered to advanced learners.
- Advanced Learners are encouraged to join the free C.T.T.E IAS Academy and Bank Examination Coaching Classes.
- Interested Advanced Learners take part in Hackathon contests through the Institutional Innovation Cell launched by MHRD in our college.
- UGC NET/SET training sessions are conducted regularly for MA English students and several have cleared NET Exam.

Taking care of Slow Learners:

For slow learners the reasons are identified and remedial measures taken.

- Counseling is done at different levels by the course instructor, the class tutor, the HOD, the mentor and the counsellor. If required, parents are also counselled.
- Collaborative learning initiatives such as the PILL (**P**artnership **I**n **L**anguage and **L**earning) programme is conducted weekly when advanced learners help slow learners to understand the subjects.
- Remedial classes are conducted for all slow learners and those with learning disabilities to help them improve their scores.
- Some slow learners who have a problem with English are identified and offered Spoken English as their Non-Major Elective. Edge On- an online Spoken English Certificate Course-is conducted to help them improve their communication skills.
- Teachers upload simplified lecture notes and study material in the Google Classroom.
- Parents' meetings are conducted on a regular basis to address difficulties and grievances.

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

2.2.2 Student - Full time teacher ratio

Response: 25.99

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.04

2.2.3.1 Number of differently abled students on rolls

Response: 1

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

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The teaching-learning process forms the crux of the goals set by the vision and mission of our institution. The faculty members adopt a learner-centric approach and each department chooses the pedagogy suitable to the course taught. Different student-centric methods are deployed.

I.Experiential Learning:

- Industrial Visits
- Field Trips
- Internships
- Lab Experiments
- Science Demos with working / non-working models
- Industry-oriented mini projects
- Educational Tours / Heritage Tours

II. Participative Learning:

- Dramatics or Theatrical arts
- Role Play
- Nature observation
- Interviews
- Field Surveys
- Paper Presentations

III. Collaborative Learning:

- Partnership in Language and Learning (PILL) programme - Advanced learners help the slow learners learn in groups inside the classroom.

IV. Problem Solving methods adopted:

- Case Studies
- Problem-based projects
- Brain-storming sessions

V. Technology Enhanced Teaching and Learning (TETL)/ Blended Learning:

- The LMS *G-Suite* (*Google Classroom)* is used by all the teachers to support classroom teaching and self-learning. Videos, audio notes, and other study material are uploaded regularly.
- Smart classrooms are used to enhance blended learning experience. Each department has been provided with one smart classroom.
- Students post their assignments and PPTs through *Google Classroom*.
- *Google Forms* and *Socrative* **App** are used by teachers to give online quizzes.
- Teachers act as mentors for **NMEICT tutorials** and **NPTEL certificate courses**which students take up to enhance their subject knowledge.
- *CTTE Media* - **a YouTube Channel** has been initiated by the college to enable teachers to upload subject related e-content for the benefit of the student community.

- **Flipped Classroom** methodology wherein learning material such as videos, audio notes, and e-links are uploaded on the *Google Classroom* for students for prior familiarization with the concepts and texts that are to be taught and discussed in the classroom later.
- **Mobile App-based Learning**: *Edmodo*, an LMS has been used to develop the online courses *Edge On* and *Edge On Plus*.
- **Blog Writing:** Students write blogs; and share *vlogs* on **YouTube**. They also share subject-related **videos** dowloaded from **YouTube**.
- **Language Lab interactive e-content**: Language Lab software like *Clarity S-Net* and *Study Skills* are used by students to develop communication skills.

To enhance research-oriented teaching and learning, PG and M.Phil students as well as teachers, have conducted surveys on OBE, the effectiveness of using technology (e.g., NPTEL, G-Suite, Edmodo, and Verso App) for teaching and learning, and the results have been published in UGC-approved journals.

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

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 88

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 25.99

2.3.3.1 Number of mentors

Response: 88

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Faculty of our college have understood the need for evolution and incorporated various innovations in their teaching-learning process to enhance student understanding.

Innovations in Teaching-Learning:

Technology Enhanced Teaching and Learning (TETL) - *Anytime, Anywhere*

- Learning Management System, *G-Suite* enables *Google Classroom* which is used by all teachers to post e-learning material for students. Students login using mobile app and do the assignments **anytime, anywhere.**

- *Edge On* and *Edge On Plus* Online Spoken English courses have been designed using the LMS *Edmodo*. Students learn English in a fun way, using their smart phones.
- Teachers upload their e-content on *CTTE Media* **YouTube Channel**. Students view the videos and learn the subject.
- Along with paper-based quizzes, teachers give online quizzes to students through *Google Forms* or *Socrative Learning***.**

Edutainment :

Students use mobile phones both for education and entertainment.

- They watch subject-related animations, simulations, YouTube videos, TedX lectures, National

Geographic / Discovery Channel programmes, film adaptations, or science fiction movies referred to by teachers to get wide exposure and better understanding of subjects.

- Mathematical concepts are introduced through fun videos such as *The Relationship between Sambhar and Maths- Fourier Transform* and **Trigonometry Songs**.

Creativity in Teaching and Learning:

Game Based Learning (GBL):

- Teachers use **paper-based games** or **mobile-app based games** to teach basic concepts in their subjects.

- Students use **Mind Maps**, **Flash Cards,** *Pictionary* (Picture Dictionary), *Digi-Tales* (Animated Tales), and *Etch It* (sticky notes) to learn different subjects.

Blogs and *Vlogs*:

- Students write blogs, post pictures, and share *vlogs* **in YouTube**. They also share subject-related videos in YouTube.

Observation of Natural Phenomena:

- Students observe natural phenomena tounderstandscientific concepts, such as **zero-shadow day** as a part of 'experiential learning' in the campus.

Model Making:

- Teachers use models to demonstrate complex concepts in the classroom. Students also make models and demonstrate during presentations.

Role Play and Puppet Shows:

- Teachers use **Role Play** and **Puppet Shows** to make the students involve in a situation and understand complex concepts in practical ways.

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

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 23.98

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
28	26	20	17	10

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.82

2.4.3.1 Total experience of full-time teachers

Response: 952

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.2

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

10-09-2019 09:33:15

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 14.2

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	12	11	11	12

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The University Criteria for internal assessments are followed (IA-25). Every year the I years are given an induction program to explain the examination evaluation process and students are informed about various rules and regulations, evaluation methods and the value of minimal mandatory attendance. The continuous internal evaluation is for 25% in theory courses and 40% in practical/ project courses and continuous evaluation is based on tests, assignments, seminars, Lab records, projects and attendance.

With the introduction of Outcome Based Education,Programme Outcomes, Programme Specific Outcomes and Course Outcomes are communicated to the students through the Notice Boards and Google Classrooms.

Continuous Internal Assessment (CIA) question papers are modelled on Bloom's Taxonomy, and a Question bank is also maintained.A collection of assignments and seminar topics is maintained by all departments in the course files. In order to improve higher order thinking skills of students, it is made sure Bloom's Taxonomy verbs are used to frame assignment and seminar topics.

Assignment component (which is for 5 marks) is either paper based or online. Quizzes, mind maps, term papers and mini projects are given as paper based assignments. Technology is integrated in giving assignments and seminars as part of internal assessment. Online assignments are given through the Google Classroom. Google Forms and apps like Socrative Learning are used to give online quizzes. Presentation component (which is for 5 marks) is either an oral presentation or a PPT presentation.

The college has been constantly striving to introduce reforms keeping the quality of the students in mind.Besides CIAs, formative assessment is done through assignments, seminars, quiz, questionnaires, projects and other tasks completed manually and through the Google classroom.

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

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The induction program at the beginning of the year apprises students and their parents of the evaluation process and the schedule. The notifications and amendments from the University regarding internal assessments are duly communicated by the Principal to the HODs. Class tutors also communicate the specific assessment criteria to their students. The schedule of CIAs and Model examination is marked in the College Calendar. Formative assessment is done through assignments, individual and group seminars, group discussions, quizzes and questionnaires and other tasks completed through the Google Classroom.

The University has given the following pattern for CIA:

	Theory	Practical	
Tests	- 10 marks	30 marks	(Average of best 2 marks out of 3)
Seminar	- 5 marks		
Assignment	- 5 marks		
Record		5 marks	
Attendance	- 5 marks	5 marks	

Dates for submission of assignments are announced by faculty in the respective classes at least a week in advance. Progress reports are given to students after every CIA and they contain remarks by class tutors

countersigned by the Heads of the Departments. Parents-Teachers meetings are also held after the CIA. At the end of the semester the students check their marks in the department individually and sign against their names. Any discrepancy in Internal Assessment is brought to the notice of the teacher concerned and rectified and uploaded in the University's Online Internal Mark Entry System.

File Description	Document
Link for Additional Information	**View Document**

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

Response:

The timetable for the three Internal Examinations is printed in the College Calendar and the seating plan displayed on the notice board. Evaluation is completed within a week and answer scripts are returned to students.In case of any doubts and grievances, clarification is given and rectified.This strengthens the transparency of the system.Retests are conducted for Sports students and students who have missed the tests on medical grounds.

For lab courses, Lab Records are submitted by the students and the marks for each experiment is indicated in the Observation Note Book and Record. Students can express their grievance at any stage and it is addressed promptly. Students are made to check their marks and sign before their marks are uploaded on the University's Online Internal Marks Entry System. The final examination for the laboratory and projects are conducted with external examiners appointed from other colleges with the consent of the University of Madras.

The University examination schedule is displayed prominently on the notice board. If students or course teachers find anomalies in the University question paper, then representation is made to the University.

If any student has any grievance regarding the scores obtained in the University Examination, she is advised to apply for a photocopy of her answer script and then decide on applying for re-valuation / re-totalling within the stipulated time.As there has been an inordinate number of re-valuation requests, Principal represented the matter in the Academic Council of the University of Madras.

File Description	Document
Link for Additional Information	**View Document**

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college prepares its Academic Calendar every year in accordance with the Academic Calendar sent by

the University of Madras. This ensures uniformity, consistency and compliance in curriculum implementation. The University's Academic Calendar specifies the date of commencement of end semester Practical and Theory Examinations. First CIA is held approximatelyon the 30th day, the II CIA on the 55th day and the III CIA before the commencement of University Practical Examinations. The III CIA question paper is based on the University question paper model.

Regular staff meetings are conducted to ensure adherence to the schedule given in the academic calendar. In case of any unusual and unscheduled break in the working day like strikes or government declared holiday, a schedule to compensate the working days is prepared. Dates for conducting seminars and class tests and submission of assignments are all announced well in advance taking into consideration the gazetted holidays as well as other planned activities of the college such as College Culturals, Sports Day, etc. As a result these dates are not marked in the College Calendar.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Outcome Based Education (OBE) has been initiated in our college to streamline the teaching and learning process in such a way that students achieve specific outcomes through their learning experience (at large) and by the end of each course (in particular). Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) for all programmes offered by the institution have been framed by our teachers, under the guidance of IQAC team.

Programme Outcomes (PO) and Programme Specific Outcomes (PSO) have been drafted aiming at developing Graduate Attributes (GA) like discipline and dignity, self-esteem and integrity, critical thinking and creativity, communication skills, professional ethics, life skills to achieve work-life balance, and life-long learning.

Course Outcome (CO) statements are written using Bloom's Taxonomy which is used in classifying learning outcomes into levels of complexity and specificity, and training the students in six levels of thinking/learning: remember, understand, apply, analyse, evaluate, and create.

At the undergraduate level, students are expected to become socially responsible citizens with human values and ethics, creative and critical thinking, subject knowledge, effective communication skills, and professional competence. Innovative teaching methods are used in the campus to achieve the Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) by the end of each programme / course.

At the postgraduate level, students are expected to develop their analytical skills, advanced speaking and

writing skills, personal and professional abilities, potential for independent research across social and cultural boundaries, and get a competitive edge over others in the job market. Certificate courses, add on / value added programmes, workshops, seminars, hands-on training, in-house research, etc. are conducted to help the students achieve the desired outcomes at undergraduate and postgraduate levels.

Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) are communicated to all the teachers and students through these methods:

- Programme Outcomes (PO) are displayed in the library and the college noticeboard.
- Programme Specific Outcomes (PSO) are published in the college prospectus.
- Programme Specific Outcomes (PSO) and Course Outcomes (CO) for each Department are displayed on the college website under 'Academics'.
- Programme Specific Outcomes (PSO) are displayed on Department Notice Boards.
- Programme Specific Outcomes (PSO) and Course Outcomes (CO) are also given to the students along with the syllabus, at the beginning of the semester.
- The COs of Core Practical courses are printed in the laboratory manuals.
- Course Outcomes (CO) are maintained by the teachers along with the syllabi.
- Students are made aware of Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO).

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Programme Outcome (PO), Programme Specific Outcome (PSO), and Course Outcome (CO) attainment are measured through Continuous Internal Assessment (CIA) and University External Examination scores:

- Teachers have been specifically advised to use Bloom's Taxonomy model for setting Question Papers for Continuous Internal Assessment (CIA).
- The Departments give assignment and seminar topics which encourage higher level thinking, both critical and creative.
- Outcomes are assessed based on students' test average, assignment submission, seminar performance, and attendance percentage.
- After the declaration of university exam results, pass percentage of students for each course is calculated.
- Programme Specific Outcomes are assessed through feedback from final year students before they leave the institution.
- Programme Outcomes are assessed from feedback obtained from alumnae and their parents when they visit the institution.

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

2.6.3 Average pass percentage of Students

Response: 85.83

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

Response: 612

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

Response: 713

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.68

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

It has always been the endeavour of C.T.T.E College to encourage innovation and transfer of knowledge. To this end, the efforts of the E.D Cell bore fruit when the Government of Tamil Nadu selected the Cell in November 2013 for a grant of Rs. 1, 00, 000. With this grant, a Bakery Unit was started in collaboration

with Khadi Village and Industries Commission (KVIC) and students are regularly trained in making biscuits, cakes, etc. which are marketed through Stu bazaar. The students of Commerce and Business Administration also run a small business establishment inside the campus as a franchise of Tamil Nadu Co-operative Milk Producers' Federation Limited. Students learn how to advertise, sell and maintain accounts. The College Student Bazaar is yet another initiative which gives students exposure in buying and selling. Products are generally sourced from wholesale shops and sold for a marginal profit. Our student entrepreneurs also make their own products such as jute bags, files and purses and sell them through the Stu Bazaar outlet. Our E.D. Cell was selected by ICT Academy of Tamil Nadu in March 2017 as one of the best practices in the state.

In November 2018, MHRD established the IIC (Institutional Innovation Council) in our college and gave us the first Golden Star. On January 30, 2019, the C.T.T.E Idea and Innovation Cell was formally inaugurated with the motto "to nurture and implement innovative ideas generated by students"

In keeping with MHRD's IIC Calendar Plan, transfer of knowledge is done through webinars and live sessions of 'India Leadership Talk Series' which our students are made to participate in regularly. One IPR workshop was organized exclusively for faculty members by the IQAC and another for teachers and students by IIC.

- The first idea generated and successfully implemented by our students is the creation of a Vehicle pass with QR code for students.
- Our student Ms I. Mariya Joyce of II B.Sc (Computer Science) won the II place at a National Level Technical Symposium on "E-Waste Management Technocraft 18" at MGR Educational and Research Institute.
- The Idea and Innovation Cell encourages students to take part in hackathons

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

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 52

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	10	8	8	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 1.37

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

2018-19	2017-18	2016-17	2015-16	2014-15
90	11	4	5	4

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

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

Response: 0.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	5	6	4

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

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Our institution grooms students to carry out extension activities in the neighbourhood through the NSS, YRC, CCC and the Departments.

NSS

- Swachh Bharath Mission:

    Distributing Pamphlets, staging street plays, cleaning public places like streets, temples and corporation schools.

Giving awareness to the neighbourhood on Swachhta App.

Participating in Swachh Bharath Summer Internship: 10 students for 100 hours.

- Unnat Bharat Abhiyan - Outreach Programmes in 5 villages by all the departments.

- Blood Donation Camps:

  Conducted annually in the campus - Neighbourhood community is encouraged to participate.

- Medical Camps:

  Dental Camp & Eye camps with Pranav Eye Care & Sight Care Foundation, 30 Free reading glasses were provided to the public.

- Chennai Flood Relief Operation:

  10 volunteers packed and distributed flood relief materials during floods.

- NSS Volunteers raised funds - Rs.7630 to celebrate Christmas with 50 HIV Positive Children of SHELTER HOMES, an NGO (One of the girls is now getting free education in our college).
- Along with the Chennai Corporation, our 40 NSS volunteers created awareness on Dengue in the neighbourhood community. They prepared & distributed ayurvedic medicine Nilavembu Kudineer to the public.
- Road Safety Week was observed. NSS volunteers formed Human Chain on 11.1.2017. Students helped to control the traffic in the College Main Road.

  NSS Volunteers took part in Library Week Rally; Youth Awakening Day Rally; Green Kalam Rally; and a Walkathon.

Citizens Consumer Club organized

- World Literacy Day Campaigns: 4
- Awareness programmes with Civil Supplies & Consumer Protection, Government of Tamil Nadu: 9
- Awareness programme on Consumer Rights through FM Radio (9.12.14 to 18.12.14).
- Road Safety Awareness programmes with Civic Action Group: 2
- C.T.T.E Villu Paattu Folk Performance Team performed in 7 public places to create awareness on consumer rights.

YRC Activities

- Cancer & Leprosy awareness programmes for the public.
- As a part of SPARSH - National Leprosy Eradication Programme, 117 YRC volunteers were involved in leprosy detection campaign
- Medical camp for the neighbourhood.

Departments

- The faculty members of the MSW department have been approved and permitted by the Puzhal prison authorities to conduct counselling sessions for the inmates for a period of one year from 12 April, 2019.
- Awareness programme on each of the following: Cancer Awareness and menstrual health was conducted by the Department of MSW for the neighbourhood community.
- The Department of Psychology conducted programmes on Rapport Building, Child Abuse and Good-Bad Touch for the children of Maduma Nagar School: 5.7.17 - 27.7.17
- 25 student volunteers teach Spoken English to 40 visually challenged children in Mission to the Blind School and act as scribes.
- Our college has donated a sum of Rs.1, 00,000 for 2 CCTV cameras for police surveillance in the neighbourhood.
- All the above activities have helped in the holistic development of our students; making them mature, compassionate young women who learn not only to stand up for themselves, but also for the socially disadvantaged and downtrodden.

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

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	1	1

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 75

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	19	15	9	6

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 94.26

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2235	2107	2061	1850	1891

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 281

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
84	64	53	42	38

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)
Copies of collaboration	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 30

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

2018-19	2017-18	2016-17	2015-16	2014-15
17	1	6	2	4

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has good infrastructure with well-ventilated classrooms, auditoriums, lecture halls and laboratories.

- 13 smart classrooms, one per department
- 45 other well lit classrooms which are furnished with dual desks
- One centrally air conditioned and Wi-Fi enabled auditorium with a seating capacity of 700
- One air conditioned auditorium with a seating capacity of 500
- One open air theatre (OAT) which can accommodate up to 2500 students
- 10 staff rooms equipped with computers, internet connectivity and printers.
- 4 lecture halls with seating capacity of 120 each, equipped with an Overhead LCD Projector and screen
- One seminar hall with a seating capacity of 80, equipped with LCD Projector and internet connectivity
- Physics Laboratory with a working capacity of 50
- Chemistry Laboratory, with a working capacity of 32
- Psychology Laboratory with apparatus for assessing intelligence, learning, motivation, sensation and perception
- Microprocessor Lab
- 4 fully air conditioned Computer Labs equipped with computer systems of high end configuration and high speed internet connectivity of 100 mbps. The systems are configured in Star LAN and have 100% power backup through UPS. The details are:
    - Computer Science Lab with 54 computers and 1 server and broadband speed of 100 mbps,
    - Computer Applications Lab with 58 computers and 1 server and broadband speed of 100 mbps,
    - Maths lab with 20 computers with NMEICT internet connectivity.
    - Language Lab called ADEPT with 30 computers and 1 server and broadband speed of 100 mbps.

Other ICT Tools:

The college also has 8 laptops and 7 portable LCD projectors which are used by the departments during seminars, guest lectures and workshops.

College Library:

The Maryland library has a total area of 5600 sft. It has a dedicated Wi-Fi line with static IP 49.204.221.60 and speed of 150 mbps. The library has the following sections:

- journal section with a pigeon-hole cup board for displaying magazines and journals

- research section with 4 carrells with facility for laptop connection and Wi-Fi
- reading section
- Stack area
- OPAC section
- Braille section
- e-Resource Centre with computers, high speed internet connectivity and a reprography section.

CTTE Media Lab:

The college has a Media Lab equipped with:

- lecture capture system, chroma green screen, camcorder, studio lights and microphone to record lectures and upload e-content
- laptop with open source video editing softwares installed (Shotcut, Screencast-o-matic, Open Broadcaster Software)

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

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

Response:

The College encourages Sports, Games, Yoga and Cultural activities and has adequate infrastructure for the same.

I. Sports and Games

A qualified Physical Director, an Assistant and a Coach train students from 6.00 a.m to 8.30 a.m and from 2.00 p.m to 5.00 p.m. All support is provided for students participating in sports at different levels.

Main Campus

The play ground in the main campus has an area of 34.4 grounds with the following:

- Cricket ground with pitch and net practice facility.
- Volley Ball and Throw Ball Court.
- Space to practice Football, Handball and Hockey.
- Long Jump and Triple Jump pit and High Jump Bed.
- Kho Kho Court.
- Shot put, Javelin, Hammer, Hurdles and Discus Sectors.
- 200 metre-running track

Sports Annexe

The C.T.T.E Sports Annexe is located about 1km. from the Main Campus at Shanthi Nagar and has a total area of 13,250 square feet and has the following:

- Indoor Sports Facility has provision for 2 Badminton Courts, 1 Table Tennis court and other indoor games such as Chess and Carom.
- There is a playground attached to the Indoor Sports Facility where students can practise different sports like Volley Ball, Throw Ball and Kho Kho.

Mini Gym

A Mini Gym with advanced 6 station equipment and a tread mill is maintained in the Sports Recreation Room.

Yoga

Students are encouraged to enrol for free Certificate Courses in Yoga offered by the college through a qualified trainer. Yoga classes are held in the Lecture Halls/ Auditorium/ OAT.

Culturals

The Fine Arts Academy of the College offers Basic and Advanced Level Certificate Courses in Bharatanatyam and Veena through a qualified trainer.

The Fine Arts Club conducts various cultural activities and organizes the college culturals: Kalakiran and Chainika. The events are conducted in the Open Air Theatre (OAT), J.J.K Auditorium and T. Thomas Auditorium which are equpped with high-end audio equipment.

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

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

Response: 40

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 26

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 61.91

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
74.38	242.04	263.70	505.22	198.87

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

C.T.T.E. Maryland library has a total area of about 5206 sq. ft., and is located in Dr.Elizabeth Thomas Block. The library is open from 8.30 a.m. to 4.30 p.m. (Monday-Saturday). The library and the e- resource section have 28 computer workstations with an Internet connection of bandwidth 150 mbps. There are individual study carrels for students. It is well protected with fire alarms and CCTV Security system. It is fully automated with AUTOLIB software which supports all in-house operations like circulation, cataloging and public access to the library.

Name of the ILMS Software: **AUTOLIB** Integrated Library Management Software.

Nature of Automation: Fully automated with Barcode system

Version: Initially version 3.2 and subsequently updated with versions 4.2 and 5.1

Year of Automation: 2012

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

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Total Number of Books (Hard Copies)   22247

Total Number of Books in Book Bank   1229

Total Number of Books in Department Libraries   3730

Total Number of Rare Books   13

Total Number of Library Collection   27219

Subscription to Periodicals:

        1. Journals:

           National   34

            International   16

      2. Magazines   32

      3. Newspapers   11

      4. Periodical Back Volumes   708

Subscription to E-Resources:

        1. N- LIST - "National Library and Information Services Infrastructure for   Scholarly Content"

2. SAGE Management Journals

3. British Council – Online Membership

4. Civil Service India E- Magazine

5. NDL – National Digital Library

Other Knowledge Resources

Lecture Notes (Manuscripts)	25
Special Reports	20
M.Phil Dissertations	51
Ph.D. Theses	22
Educational & NPTEL CDs	362
UG & PG Project Reports	350
University Question Bank	138
Braille Magazines	93
E – Books	181

File Description	Document
Link for Additional Information	[View Document]()

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.83

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.42	3.48	3.94	1.64	1.67

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.79

4.2.6.1 Average number of teachers and students using library per day over last one year

	Response: 90	
File Description		**Document**
Any additional information		View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT Facilities	2014-2015	2015-2016	2016-2017	
Personal Computers	173	185	196	
Upgrades	-	-	-	
Laptop	2	2	4	
LAN	All labs are connected with LAN facility	All labs are connected with LAN facility	All labs/library are conne LAN facility	
Internet	1)MHRD's NMEICT Plan -BSNL 5 MODEMs with 10MBPS 2)1 BSNL MODEM with 8MBPS 3)1 BSNL MODEM with 5MBPS	No Upgrades	**1)MHRD's NMEICT Plan with MODEMs increased to 2**	
Software	1)Turbo C++ Suite 2)Oracle database 3)Visual Studio Pro2005 4)Clarity SNET Pack 5)AutoLib Library	1)Turbo C++ Suite 2)Oracle database 3)Visual Studio Pro2005 4)Clarity SNET Pack 5)AutoLib Library	1)Turbo C++ Suite 2)Oracle database 3)Visual Studio Pro2005 4)Clarity SNET Pack 5)AutoLib Library M	

	Management S/W	Management S/W	S/W
			6)Dspace Institutional Re
	6)The Sky Pronunciation Suite	6)The Sky Pronunciation Suite	7)The Sky Pronunciation
	7)Study Skill Success	7)Study Skill Success	8)Study Skill Success
	8)Renet	8)Renet	9)Renet
		9)Dspace Institutional Repository	10) **Microsoft E membership package following domains regi Microsoft**
			Company: 'cttet 'cttetrust.net ', 'cttetrust
Office Management-System(Avancer)		Installed Web based office management system Avancer through Avancer Software Solutions Private Limited	Web based office ma system Avancer through Software Solutions Privat
Learning Management-System(G-Suite)	-	-	-
LCD Projectors	2	3	5
Interactive Board	-	-	-
Website	www.cttewc.com	www.cttewc.com	**cttewc.com domain to cttewc.edu.in**

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

4.3.2 Student - Computer ratio

Response: 29.7

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

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

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

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Any additional information	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 9.51

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

2018-19	2017-18	2016-17	2015-16	2014-15
49.80	27.55	40.76	12.77	19.89

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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

Response:

There are established systems and procedures for the use of infrastructure.

- **Classrooms** are allotted on the basis of strength and proximity to labs and staff rooms as far as possible. For NME and Soft Skills, students move to different rooms. There is a general Stock Register which lists the furniture and electrical equipment in each room. Each department has been provided with one smart classroom for interactive teaching-learning.
- **Laboratories** are maintained by the departments. Each lab has a lab manual and a Stock Register. The Stock Register has a record of all equipments/substances/software/systems and servers with their configuration and date/year of purchase. At the end of every academic year inter-departmental stock checking is done.

The Science labs have lab assistants and the language and computer labs have programmers and a System Maintenance Engineer.

The lab sessions are held according to a time-table which is synchronized with the Master-time-table to enable optimal use of the laboratories. At the end of the academic year after the stock checking HODs make a list of requirements- of new equipment to be purchased and damaged
equipment to be replaced - and forward it through the principal to the Management. Any repair work/ renovations to be done are also intimated so that the labs can be got ready for the new academic year, in time.

- The **CTTE Maryland Library** is open from 8.30 a.m to 4.00 p.m. The library has a qualified Librarian, an Assistant Librarian and two attenders who maintain the books and help in the Reprography Section. To make optimal use of the library, one library hour is allotted per week for UG classes.

The library is fully automated with ILMS Autolib Software and OPAC. All issues and returns are through this system which has the database of books and can give information on whether a book is

available or out on circulation and when it will be returned. UG students can borrow 2 books, PG and research students 4 books at a time for a period of 14 days and faculty members can borrow 5 books for a semester. Late returns entail a fine. All borrowings and returns can be done through the bar-code on ID cards.

The **Research Section** has 4 carrels with Wi-Fi facility for students to work with their laptops. **The library Wi-Fi has static IP 49.204.221.60 and speed of 150 mbps.**

All **new acquisitions** are entered into the Accession Register with Accession number, Call Numbers and Bar Code. These new books are displayed in the New Arrivals Section for two to four weeks.

Library Stock-Checking is done either at the end or the beginning of the academic year. Work is divided amidst all the faculty members who check the racks allotted to them with the bar-code scanner and then give a report on the status.

Budget for new books is prepared by the librarian after receiving the list of books required by the departments at the beginning of each semester. This budget is then forwarded through the Principal to the Management and after release of funds, books are purchased.

The e-Browsing Section which has Reprography facility with Canon IRA 4525machine is attached to the library. Students can use the e-browsing section which has 15 dedicated systems for reading and research.

- **The Sports Facility** includes an open play ground in the main campus with a 200 meter track, a cricket pitch, throw ball court and high-jump and long-jump pit. There is a mini gym also.
- **The C.T.T.E. Sports Annexe** is located about 1 km away from the Main Campus. It has a playground with a Volley-Ball Court and an Indoor Sports Facility with 2 Badminton Courts and1 Table Tennis Board.

The Physical Director, Assistant and Coach identify students with potential and train them in Athletics and Sports from 6.00 a.m till 8.30 a.m everyday except Sundays. After Class hours, students stay back and train till 5 p.m.

The list of sports equipment required is sent to the Management at the end/beginning of the academic year through the Principal and the order is placed with Suppliers recommended by the Physical Director.

- **Auditoriums/Seminar & Lecture Halls** are made available for activities to all the departments and clubs though entries in a monthly planner available in the College Office. A qualified electrician takes care of all audio and video equipment.

Maintenance work is outsourced to individuals/companies through AMC:

1. Maintenance of Water Coolers and Air-conditioners by Premierr Air conditioning Service
2. Building Repair and Renovation by Colour Eye Decors
3. Maintenance of Garden by Master Plan Landscape Architects
4. Elevator maintenance and Repair by Johnson Lifts and Escalators
5. The RO plant maintained by Aqua Tech Systems & Services

6. CCTV maintenance by Keerthi Communication Systems
7. Solar Plant maintenance by Ensun Energy Systems Private Limited.
8. The KOEL Green DG Genset serviced by GBS Enterprises, an authorised service dealer of KOEL CARE.
9. Painting work done once in 5 years by Aarthi Painting Contract & Wood Polishing Works
10. Fire extinguishing equipment maintenance by National Fire Armour

- There is a **Press** common to all the institutions under the C.T.T.E Trust which takes care of printing work. All report cards, mentoring cards, Computer printout sheet, Record Note Books, Question papers for CIA tests and log books are printed by this press. The College needs to send a request letter to the Management with a copy marked to the press.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 25.46

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
642	620	532	470	484

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 4.8

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
109	117	92	92	106

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

5.1.3 Number of capability enhancement and development schemes –

    1. For competitive examinations
    2. Career counselling

       3.Soft skill development
       4.Remedial coaching
       5.Language lab
       6.Bridge courses
       7.Yoga and meditation
       8.Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
2287	2257	2152	2079	1981

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 18.14

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
75	345	727	629	160

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

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

Response: 12.61

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

2018-19	2017-18	2016-17	2015-16	2014-15
90	79	73	99	74

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

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

Response: 17.83

5.2.2.1 Number of outgoing students progressing to higher education

Response: 125

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 3.05

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
32	34	4	0	2

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<u>View Document</u>

5.3 Student Participation and Activities

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

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	1	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<u>View Document</u>
e-copies of award letters and certificates	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response:

Students play a very active role in various academic and administrative bodies and committees such as

The Student Council:

The Student Council has representation from all programmes and works under the guidance of the Dean of Student Affairs.

- The Student Council **conducts assembly** every day – organizes prayer, makes announcements and takes care of discipline.
- They form an important **bridge between students and the faculty**, representing the grievances of

students and having them redressed.

- They help to **organize major programmes** and functions in the college like the birth and death anniversaries of leaders, College Day, and the annual College Culturals – a major two-day event.
- They have a **representation in IQAC** and **Anti Ragging Committee**.
- They take care of the **ISR activities** like teaching school children, **organizing donations for the needy and reaching out to people affected by disasters** like the Chennai and Kerala floods as well as cyclones like *Vardah* and *Gaja*.
- They coordinate with student members of different committees.

The Junior Council:

- The Junior Council **is unique to our institution**. The members are from the second years and trained by the Student Council. So in times when the final years are busy with exams or placement, the Junior Council steps in and takes care of the responsibilities of the Student Council. For example when the final years had exams, the Junior Council organised Rashtriya Ekhta Diwas.

Committees:

- There are several clubs and committees in which student representations has been made mandatory such as Fine Arts Committee, Placement Committee, Library Committee,Sports etc. Each department has student coordinators in charge of their associations or clubs. Students in these committees work with the faculty to organize various programmes.

Class Representatives:

- Each class is led by a class representative. They help the class tutors in organising activities.

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

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 20.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	21	20	20	21

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The C.T.T.E College Alumnae Association was established in January 26, 2007 to foster the spirit of loyalty and to promote the welfare of the college with the motto "Let's join to make our dreams come true". The Association is a registered body under Tamil Nadu Registration of Societies Act 1975 (Sl.No.128/2013) and is governed by elected office bearers.

The association conducts its Annual meeting every January 26 and provides a platform for the alumnae to reunite. In this meeting, the President (Principal) presents the overall report of the association and showcases developments in the college. An Annual Bulletin is released every year.

The C.T.T.E Alumnae Association has contributed significantly to the development of the institution through the following activities:

Upgrading the infrastructure of the college every year:

- During 2014 -2015 books for library worth Rs 25,000/- were donated to the library.
- In 2015-2016 pedestal fans worth Rs.42, 940/- were donated.
- During 2016-2017 hundred and twenty five executive chairs worth Rs.2,03,355/- were donated for the newly built Seminar Hall and Lounge in the Dr. Elizabeth Thomas Block.
- In August 2017, two renovated Lecture Halls were furnished with Laptops, Projectors, Sound Systems and Chairs at a cost of Rs.3,10,145/-.
- During 2018-2019 an entrance arch to the college lane was built to give greater visibility to the college.

Awarding Scholarships: (Rs. 3000/- per annum)

- C.T.T.E Alumnae Assistance for the Less Privileged
- C.T.T.E Alumnae Means Scholarship
- C.T.T.E Alumnae Merit Scholarship

Awarding Tuition Fee Sponsorship for:

- Outstanding Talent in Sports

- Wards of class IV employees
- Meritorious Student from Economically Weaker Section.

1. Awarding **Full Fee Sponsorship** for one deserving student.
2. Giving **C.T.T.E Alumnae's Topper Award**, (cash award of Rs.5000/-) for student admitted with highest mark in Higher Secondary Examination.
3. Giving **Individual Championship Award** of Rs1000/- cash for Culturals & Sports. Partially sponsoring cultural events.

Other Activities:

1. Honoring faculty on their completion of 25 years of dedicated service.
2. Conducting Awareness Programmes on health and environment like World Heart Day, International Literacy Day and World Pollution Prevention Day through the morning assembly, poster displays and short films during STEP UP among the student community.
3. C.T.T.E Alumnae Outreach Programmes:

- As part of flood relief work in 2016, 100 sets of uniform were distributed to Madumanagar School students affected by the heavy rain in December 2015.
- Distribution of stationery items to Night School children through Navajeevan Trust and to Mission Education through Uttham Sewa Samiti.
- Organizing Interschool Painting competition under different levels to encourage student talents at different levels from Mid to Higher Secondary.

File Description	Document
Link for Additional Information	[View Document]()

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	[View Document]()
Alumni association audited statements	[View Document]()

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document]()
Any additional information	[View Document]()
Report of the event	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

Empowering Women through Education,Ethics and Economic Development.

Mission

To empower women

- by providing the right academic atmosphere and the best knowledge resources
- by providing opportunities to develop knowledge-related and employability skills
- by inculcating values rooted in our culture and tradition, secularism and humanitarianism

Core Values: Empowering Women;Creating a Globally Competent Work Force;Fostering Secularism and Humanitarianism.

- In tune with the above, the Management is constantly striving to realize its vision of a world class institution of higher education, producing empowered women of high caliber and integrity.
- The perspective plan is to provide infrastructure of international standards; achieve excellence in the teaching-learning process by attracting and recruiting the best talents through attractive salaries; to provide for all-round development of personality and character through the activities of various associations, clubs and cells; and finally, provide employability skills and placement opportunities through the Placement Cell.
- The Management also encourages self-employment by providing entrepreneurship training through the ED Cell.
- The four major decision-making bodies in which teachers play an important role are the Governing Council, the College Advisory Committee, the Curriculum Planning Committee and the College Action Council (CAC). All HODs are members of the CAC.
- The Governing Council has a University Representative nominated by the Vice Chancellor, a member of the Management,Principal and two senior faculty members. The University Representative monitors the functioning of the institution.
- The College Advisory Committee is an internal body that helps in taking major policy decisions.
- The Curriculum Planning Committee takes care of academic planning, master timetable and resource planning.
- The CAC meets well ahead of the new academic year to take important decisions regarding new programmes, recruitments, admissions and any other matter pertaining to the functioning of institution.

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

6.1.2 The institution practices decentralization and participative management

Response:

The Management of the Institution has always believed in participative management. Though the Chevalier. T. Thomas Educational Trust is the Governing Body, power is delegated to all the principals of the institutions (under the Trust) to make academic decisions.

In consequence the Principal of C.T.T.E College for Women is given the authority to decide on new programmes, recruitment of faculty, student admissions, certificate courses to be offered and other activities to be organised by the institution in keeping with the rules and regulations of the affiliating university.

The Principal in turn ensures the smooth functioning of the institution by constituting different committees at the beginning of each academic year and delegating authority through assigning of responsibilities which include planning, organising and conducting activities pertaining to that area. Budget proposal is obtained from these committees for the activities planned and the funds allocated to them. At the end of the academic year the committees submit a detailed report to the principal and accounts are settled with the Finance Committee.

Casestudy on decentralization and participative management

The institution practices decentralization and participative management. The College Action Council meets frequently to discuss issues related to improving quality and performance of students in various areas .Such suggestions are first placed before the College Advisory Committee and later passed as resolution in the Governing Council Meeting.

One such initiative was the introduction of "STEP UP" (Supplementary Training and Enrichment of Personality-Undergraduate Programme) in 2014 to improve the personality and communication skills of students .As students admitted were mostly first generation learners and from North Chennai, an industrial hub, it was decided in the College Action Council meeting held on March 27,2014 to conduct enrichment programmes to make students more comfortable in communication skills, to gain knowledge of current affairs, to inculcate values through mentoring and to develop skills in extension activities such as sports, yoga etc. This was placed before the Advisory Committee on July 21,2014 and later passed as a resolution by the Governing Council on July 31,2014.

A committee was formed for the proper execution of the programme .The Committee members plan the timetable and activities to be conducted during STEP UP. Effort has also been put in by a team consisting of faculty members and programmers for proper compilation of news through videos /news clippings. This unique programme has evolved as one of the best practices of the college.

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

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The vision of the Management as stated in the Strategic Plan Document is to build a world class institution of Higher Education. While it has been the constant endeavour of the Management to recruit qualified and meritorious faculty, the infrastructure needed attention and this is what the Management focused on and transformed in the last five years.

New Block

- To improve infrastructure, a new block was planned and CMDA approval obtained on October 3, 2013.The building was completed and inaugurated by Thiru. R. Venkatesan I.A.S on June 16, 2016.
- Named as Dr. Elizabeth Thomas Block after the Founder, this building contains the administrative wing, an aesthetically designed library, 2 computer labs, 16classrooms and an Auditorium with mezzanine floor and a seating capacity of 700.

IT Infrastructure

- The library and the e-resource section have 28 computer workstations with an Internet connection of bandwidth 150mbps.
- The Research Section in the library has been equipped with carrels and students can use Wi-Fi to work on their laptops
- The college has a total of 214 computers. Departments have been provided with systems and printers and also internet connectivity. The computers in the labs are constantly upgraded and also replaced. In July, 2018, thirty one old systems in Adept English Lab were replaced with new systems of 4 GB RAM & 1 TB HDD.
- Prior to 2014, the college had NMEICT internet connectivity with 10 mbps but the management has increased the bandwidth speed and added three more ACT Fibernet connections of bandwidths ranging from 100-150 mbps.
- Avancer Office Management System was obtained in 2014
- The college became a member of Microsoft EDU-CLOUD Program in 2016 and continued till February 2018. After February 2018 the college purchased 23 academic and 12 OfficeStd 2016 perpetual licenses from Microsoft. Adobe Creative Cloud license was also purchased.
- With the need to enhance technology assisted teaching and learning, the Management subscribed to G-Suite, an LMS through, Techevo Solutions, a Google Cloud Partner in February 2018. Through this, teachers and taught are able to connect and interact on this virtual platform, the Google Classroom. Learning material is uploaded; quizzes, tests and assignments are also given.
- Five lecture and seminar halls and one auditorium have overhead LCD projectors. The seminar hall has internet and the JJK auditorium is centrally air-conditioned with Epson overhead Projector EH TW 6700 and 100 mbps Wi-Fi connectivity. A sophisticated audio system has been installed.

* There are 7 portable LCDs and 8 laptops which can be used in any classroom.
* Every department has been provided with a smart classroom to enable interactive teaching.

Generator

* A Diesel Generator Set of 125 KVA, 3 Phase Frame has been provided for uninterrupted power supply.

Alternate Energy

* The Management has equipped the institution with sustainable energy resources through solar panels which provide grid-tied solar energy of 50 KW per hour.
* A bio-gas unit has been installed which provides green fuel to the canteen.

Landscaping

* The entrance to the college and the front of the building have been redesigned and landscaped aesthetically.

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Chevalier T. Thomas Elizabeth College for Women functions under the **C.T.T.E Trust** as per the guidelines (instructions) of the Trust, the affiliating University and the UGC. The C.T.T.E Trust is responsible for formulating policies related to governance and administration as well as planning. **The Chairman** is Hon.Justice J.Kanakaraj(Retd.) and the **Managing Trustee & Correspondent** is Thiru L.Palamalai I.A.S. (Retd.). All the members of the Trust are selected as per the guidelines of the Trust Deed.

The Governing Council Is an advisory body which has the Managing Trustee as Chairperson, a University Representative and the Principal and two or more senior faculty as members. The University Representative is a senior academician chosen by the Vice Chancellor of the affiliating University who monitors the functioning of the HEI by being present at the Governing Council Meetings.

All recruitments are made as per UGC norms after placing advertisements in a leading newspaper. Service rules and leave rules are communicated through the Trust Office. Employees avail of CL, EL, ML, OD,

Maternity leave and LOP leave. Promotions are strictly based on seniority and merit.

The Principal is the academic and administrative head of the institution and has powers delegated by the UGC, the University of Madras and the C.T.T.E Trust in all matters related to the functioning of the institution.

The Vice Principal assists the Principal in all administrative matters and in monitoring the working of different committees in the institution.

The IQAC was set up in February 2012 as per requirement of the NAAC. The IQAC is fully responsible for quality initiatives and for monitoring the quality of all activities in the HEI. It also conducts the Internal Academic & Administrative Audit periodically and sends the AQAR to NAAC every year.

The Dean of Research is responsible for the quality of research in the HEI, and takes care that there is no plagiarism. It is her responsibility to invite resource persons for research oriented lectures.

The Dean of Academics looks into academic matters and the functioning of the departments, maintenance of log books and course files. She is also an important member of the Curriculum Planning Committee along with the Vice Principal.

The Dean of Students is in charge of the Student Council and acts as a bridge between the Principal and students. All student grievances are directly addressed to the Dean of Students who in turn brings them for redressal to the Principal.

Heads of Departments are important members of the College Action Council (CAC). They are in charge of their departments and have full autonomy to plan their departmental activities. They are also responsible for workload allocation and the smooth functioning of the departments. The Faculty members of each department report to their HODs.

Student welfare is the focus of every committee and all work in harmony to provide support to and bring out the best in every student.

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

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The college believes in participative management and faculty members have a say in the functioning of the institution. There are 43 committees that ensure the smooth implementation of decisions taken at a higher level. Autonomy is given to the committees to have meetings and decide on strategies for implementing decisions under the guidance of the co-ordinator of the Committee.

The Three R Plastic Campaign: Reduce, Reuse, and Recycle

Keeping in mind the environmental hazard created by plastic pollution and the ban on single-use plastics that was to come into effect in the state from January 2019, the institution decided on a vigorous campaign to create awareness on Reducing, Reusing, and Recycling Plastic. The CAC (College Action Council) meeting was convened and the decision was confirmed after a brain-storming session.

A General Staff Meeting was held on June 11, 2018 and the faculty members were acquainted with The Three R Plastic Campaign plan. The PR Committee along with the Department of Social Work was given the chief responsibility of planning the strategy and involving all departments, clubs and associations.The departments and the other committees were instructed to have meetings to decide on their role and action plan.

Subsequently the College Publicity Committee and the Department of Social Work decided to create awareness in two phases -- first for teachers and non-teaching staff and then for students.

On July 25, 2018, Ms. Vishnu Priya, an architect turned environmentalist was invited to orient the faculty members. She first screened her documentary 'Meel' which was on source segregation of domestic waste and spoke on how to make India a zero – garbage country.

On October 29, 2018, Mr.Saravanan, Director of Visai, an NGO spoke to the non-teaching staff and the canteen employees on the harms caused by plastic and how to replace plastic with other eco-friendly products.

The PR Committee also briefed the Student Council and instructed them to come out with ways to reduce the use of plastic in the campus.

The Publicity Committee decided to take the campaign to the public in the neighbourhood. As a result, a slide with a voice-over was created on the ill-effects of using plastic and shown in 2 neighbouring theatres: -Brindha Theatre and Ganga Theatre.

All the departments followed up with initiatives such as sale of cloth bags to replace plastic bags, twin-bin system, abolishing of plastic water bottles, awareness meetings for the visually challenged (Department of English) and for orphans (Department of Psychology).

The Department of Social Work planted plantain saplings to provide banana leaves to the canteen to replace disposable plates.

The Student Council ensured that the plastic disposable cups and plates in the canteen were replaced by eco-friendly alternatives such as fresh banana leaves, mantharai leaf bowls (Dhonnai) and steel plates and tumblers.

The Eco Club along with the Department of Chemistry organized a science exhibition in which students showcased products made of plastic waste.

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

6.3 Faculty Empowerment Strategies

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

Response:

- Employees are covered under EPF
- Employees are covered under State Insurance Corporation: Temporary hands who get less than Rs. 21, 000 per annum are covered under this scheme.
- Employees are covered under Gratuity Scheme.
- Maternity/Medical leave with pay is sanctioned for all employees on completion of 3 years of

experience.

- For presenting papers at National and International Conferences and participating in other academic activities faculty are given leave on duty.
- Interest free loan for Higher Education for teaching faculty and also interest free Education Loan for employees' children (Teaching Faculty & Non-Teaching Staff have availed loans to the tune of 76,67,000 during the last five years from the Management)
- Pongal Bonus for non-teaching staff at 5% of Annual Basic Pay.
- Ex-gratia of Rs.1000 for teaching faculty as Academic Support Allowance paid in December/January every year.
- Employees can become members of the St. Mary's Educational Institutions Employees Co-Operative Thrift and Credit Society Limited (Reg. No. XC208) which gives them an opportunity to save on a monthly basis and also avail of loansat a lower interest.
- Tuition Fee Waiver given by the Management to children of employees studying in the St. Mary's Group of Schools (15 Teaching Faculty & Non-Teaching Staff have benefited by getting tuition fee waiver from the Management for their school going children).
- Accident Insurance coverage through General Insurance for all employees and students.
- Counselling facility through a qualified counsellor.
- Class IV employees and security personnel are provided with 2 sets of uniforms once every two years.

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

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

Response: 4.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	2	4	2	6

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 23.59

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
62	19	1	8	11

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

A Performance Appraisal System has been in place for the teaching faculty and it has evolved over the years.

- At the end of every semester / academic year, all faculty members fill in a Self-Appraisal Form

    This form collects information on Committees in which they worked and responsibilities other than teaching that they took up.

    Conferences attended, papers published NPTEL courses completed are also filled up with details of any awards / recognitions won.

    The above has been in practice ever since the first accreditation in 2014. There is a personal file for each teacher in which these completed appraisal forms are kept.

- Till November 2017, at the end of each semester, students were given a manual-feedback form and they had to rate the teachers on parameters related to teaching, subject-knowledge, punctuality and commitment. The idea was to weed out temporary teachers who lacked commitment and warn others.But getting an analysis of this manual-feedback proved very difficult. The concerned HOD had to study the feedback and give a report to the Principal on the teachers. From April 2018, the college switched over to online feedback through Google Forms which enables instant feedback analysis.
- Based on the Self- Appraisal and the Student Feedback, Principal gives a Confidential Report to the Managing Trustee at the end of the academic year. The newly appointed faculty are retained or relieved based on this confidential report.

    For Non-teaching, self-appraisal was introduced in 2014-15. Submitting a Confidential Report to the Managing Trustee has always been a practice.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Financial requirements of the college and all the institutions under the Trust are taken care of by the Trust Office which is directly under the control of The Managing Trustee & Correspondent.

    The College Finance Committee manages funds allotted to the institution by the Trust Office. It calls for an estimate from all departments / clubs / committees at the beginning of the Academic Year. Based on these estimates a master budget is prepared which also takes into consideration expenses of major functions such as College Day, Graduation Day and Farewell. This Master Budget is forwarded through the Principal to the Managing Trustee & Correspondent. Once the funds are sanctioned by the

Trust, disbursement is done for the execution of planned activities.

A flexible finance system allows for spending more or less than the amount sanctioned. Optimal utilisation of the budget is monitored by the Finance Committee which also conducts periodic checks.

Acquisition & maintenance of capital assets are taken care of by the Management directly based on recommendations made by the Principal

At the end of the academic year, detailed statements of accounts with supporting bills /vouchers are called for by the Finance Committee. After obtaining all documents, statements of accounts, vouchers, bills maintained by departments & committees in respect of transactions, the accounts are checked and verified by the Finance Committee.

A consolidated statement of accounts with receipts & payments and details of deficit or surplus of the budget is submitted to the Trust office duly authenticated by the Principal for further action.

An External Financial Audit is conducted by a firm of auditors M/s Ramachandran & Murali Associates who do the half yearly audit during the month of October & annual audit in the month of April /May. Audited statements of accounts & the Auditors Report are received every financial year. A No-Objection Certificate is also received from the auditors.

Every year the internal financial scrutiny is conducted by the finance committee before the last working day.

Annual audit for the financial year April 2014 – March 2015 was conducted by the Auditors and audited statement of accounts was given on Sep 19, 2015.

Annual audit for the financial year April 2015 – March 2016was conducted by the Auditors and audited statement of accounts was given on Sep 22, 2016.

Annual audit for the financial year April 2016 – March 2017was conducted by the Auditors and audited statement of accounts was given on Sep 1, 2017.

Annual audit for the financial year April 2017 – March 2018was conducted by the Auditors and audited statement of accounts was given on Aug 24, 2018.

Annual audit for the financial year April 2018 – March 2019was conducted by the Auditors and audited statement of accounts given on July 12, 2019

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

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the

last five years (not covered in Criterion III) (INR in Lakhs)

Response: 4.82

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.57	0.32	0.54	0.31	1.08

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response:

As a Self-Financing Institution the major source of revenue for the College is fees collected from the students. A copy of the fee structure is submitted to the University. The fee collected is deposited in the bank under savings account and fixed deposit schemes. The deposits are withdrawn at periodic intervals to pay the salaries of the employees, to meet other expenditures such as upgradation of infrastructure and other recurring expenses. The college gets funds by providing the college campus as an examination centre for conducting IDE Examination of the University of Madras, UPSC and other Government Examinations.

Funds are mobilized from various sources like Government Agencies, Non Government Organizations, Sponsors, Alumnae Association etc and it is used for the following purposes

- Organizing Seminars, Conferences, Symposium etc..
- Entrepreneurial Development Projects
- NSS Activities
- Consumer Club Activities
- Library Development Activities
- Payment of fees for needy students
- Conduct of cultural events

Strategies for optimum utilization of resources

- Principal instructs all HODs and Coordinators of Clubs and Associations to submit their budget to the Finance Committee.
- The Finance Committee forwards the same to the Trust Office through the Principal and the required fund is sanctioned.

- The Finance Committee allocates the funds received to all the Departments, Clubs and Associations.
- For special events like College Day, Convocation Day, Sports Day, Farewell Day and Culturals the Finance Committee in consultation with Principal prepares an estimate which is sent to the Trust Office and after the event the accounts are checked by the committee and sent to the Trust Office for final settlement.
- At the end of the year, the Departments, Clubs and Associations prepare a receipt and payment statement which they submit to the Finance Committee.
- Finance Committee conducts an Internal Audit and submits the same to the Trust Office.
- At the end of the year, the External Audit is conducted by M/s.Ramachandran and Murali, Charted Accountants.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

After the formation of the IQAC in February 2012, several initiatives were taken to ensure quality in all the activities of the institution. IQAC identified the most important area where quality was to be sustained and effort taken to pursue excellence: the teaching-learning process.

The first practice to be institutionalised as a result of IQAC initiative was the ensuring of appointment of qualified staff and then getting their approval from the University of Madras. As a result, the Management calls for candidates qualified as per UGC norms in advertisements placed in leading dailies. The qualified candidates are called for an interview which is conducted by the Managing Trustee, the Principal and the HOD. After this selection process, the Principal writes to the University requesting for the list of names for the Selection Panel. Once the list is obtained, the University Representative and three other outside subject experts are called and the Selection Panel interview is held. The names of faculty recommended by the Selection Panel for approval are sent to the Registrar of the University along with the minutes. This practice is followed every year when vacancies occur and need to be filled up. Despite being a self-financing institution, the Management decided to give UGC scale of pay to qualified staff who put in 3 years of experience in this institution. This was in order to retain quality faculty and prevent attrition.

The University held centralized selection panel interviews for staff approval during the academic year 2018-19. Thanks to the efforts of the IQAC, 80% of faculty members have got approval from the affiliating University.

The second practice to be institutionalised by the IQAC is the conduct of the Academic and Administrative Audit. At the end of every academic year, the date for the AAA is fixed by the IQAC. HODs were initially permitted to invite a senior faculty from a NAAC accredited institution of their choice. Then it was noted by the IQAC that such faculty did not give insightful criticism which could help the institution move towards excellence. As a result, for the year 2017-18, IQAC invited a team of three experienced faculty to scrutinize the functioning of the institution and the departments. This proved to be a great learning experience. The Academic and Administrative Audit for 2018-19 was conducted on April 8, 2019.

File Description	Document
Link for Additional Information	<u>View Document</u>

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC has brought in several reforms in the teaching-learning process which have made a positive impact.

Reform No: 1

It was decided by the IQAC to bring in a pedagogic expert to acquaint teachers with different interactive and participative teaching techniques. On January 23, 2015, Dr. Joseph Catherine, Associate Professor, Stella Matutina College of Education, Chennai was invited for an FDP on the teaching-learning process. She acquainted teachers with student-centred pedagogic practices. She also advocated that technology be integrated into the teaching-learning process.

After the AAA in 2017, the IQAC decided that it would be beneficial for students if an LMS could be introduced which would make it mandatory for all teachers to use technology in the teaching-learning process. In February 2018, the Management signed an agreement with Techevo Solutions for G-Suite membership. G-Suite is an LMS that makes it possible for teachers to connect with students through the Google Classroom.

Training sessions were conducted by Techevo Solutions for teachers to empower them to offer courses through the Google Classroom. IDs were created for the entire teaching faculty. In June 2018, it was made mandatory for all teachers to offer atleast one course through the Google Classroom and now all courses are supported by the LMS. Students have been enrolled as members of G-Suite and induction programmes have been conducted to empower them to learn through the Google Classroom. Continuous follow-up sessions and trouble-shooting for students and faculty is done by the Department of Computer Science. Students can log in to the Google Classroom at any convenient time. The faculty upload videos and other learning material as well as give assignments, tests and quiz to track student performance. Students submit assignments through the Google Classroom. Most students find this online teaching-learning interesting and have responded positively.

Reform No: 2

On July 31, 2017, three members of the IQAC of the college attended a lecture on the new assessment process of NAAC, organized by the University of Madras which highlighted the importance of OBE. The IQAC then organized a meeting of the College Action Council (CAC) to review the existing teaching-learning and evaluation process. It was decided to implement OBL step-by-step. The first step was to send teachers to attend workshops on OBE. These teachers then conducted an in-house OBE Workshop on December 21, 2017 and the need for and nuances of OBE elements were discussed threadbare. The CAC decided on the rubrics to be followed. Based on the input given by the experts, various OBE elements such

as GA,POs, PSOs and COs were designed. They were validated through brain-storming sessions and consultations. The approved OBE elements have been put up on the website and their implementation is sure to make a positive impact on the teaching/learning/evaluation process.

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

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	2	1	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Post accreditation quality initiatives

1. **Academic**

- Participation in NIRF from 2017-18 made mandatory.
- New Programmes introduced:
    - B.Sc. Chemistry - 2016
    - B.Sc. Psychology - 2016
    - MSW- 2016
- OBE introduced:
    - POs, PSOs, COs framed.
- Online Courses introduced:
    - NMEICT Spoken Tutorials - 2014
    - NPTEL introduced - 2017
    - NPTEL Local Chapter established – 2018
- STEP-UP: An enrichment programme for UG students.
- International Certification Courses in French & German offered
- G-Suite - Google Classroom, an LMS introduced in March 2018 and it has been made mandatory for all teachers to support courses through Google Classroom.
- From 8 teachers with Ph.D.in 2014, the college now has 28 teachers with PhD. 80% of teachers have NET/SET/Ph.D. and 71 have obtained approval from the University of Madras.
- To encourage e-content development, C.T.T.E. Media Centre was established with LCS. Teachers develop e-content on their subject and upload on C.T.T.E Media YouTube Channel. One teacher has won the YouTube Silver Creator Award.
- MHRD has recognized our college for establishing Institutional Innovation Cell, conducting Swachh Bharat Summer Internship and Unnat Bharat Abhiyan

2. **Infrastructure**

A) Physical:

- One new block constructed with the following:
    - 16 classrooms and 24 restrooms.
    - 1 spacious lounge with elevator.
    - 1 centralized AC Auditorium with seating capacity of 700.
    - Library (5206 sq.ft.) with 150 mbps connectivity, 28 computers, e-browsing section and remote access to e-resources.
- Renovated Infrastructure
    - Eleven classrooms
    - Four Lecture Halls
    - One Psychology Lab
    - Chemistry Lab upgraded
    - Physics Lab renovated

- **B) IT Infrastructure**

- 13 smart classrooms, 1 for each departments.
- Purchased 56 new computers for BCA and Language Labs.
- Purchased 9 new computers and one server for the Library.
- Purchased 8 new Laptops and13 LCD Projectors
- Purchased new server with 16 GB RAM and 2TB Hard disk for Computer Science Lab.
- Ram Upgradation from 2 GB to 4 GB made in 52 computers for Computer Science Lab.
- NMEICT Broadband connectivity enhanced to 25 mbps from 10 mbps.
- ACT Fibernet connectivity with 100 to 150 mbps speed installed in labs and library.
- D Space Repository created in Library
- NLIST Inflibnet membership acquired
- Membership to G-suite - Google Classrooms.
- Microsoft Edu Cloud Membership till February 2018.
- Microsoft perpetual licenses purchased
    - WINDOWS 10 Single Language (23 nos.)
    - Microsoft Office Std. 2016 (12 nos.)
- Adobe In-Design software acquired.
- Avancer MIS introduced in the Office in 2016.
- ICT Academy of Tamil Nadu Associate Membership renewed in 2018.
- Latest version of Study Skills Clarity SNET Pack acquired for Language Lab

C) Green Initiatives

- Solar Panels commissioned for 50 k watts per hour through Ensun Energy Systems Private Ltd.
- Bio-gas fuel plant installed.
- Waste-paper recycling through MOU with ITC Paper Board.
- E-waste disposed through MOU with Trishyiraya Recycling India Pvt. Ltd.,
- Rain Water Harvesting Structures installed by Prajnas Builders.
- Landscaping done
- College Entrance renovated.
- Solar empowered LED name board of College installed

The college is on a continuous journey of progress and development and has addressed most of the issues

raised by the NAAC Peer Team in 2014.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 26

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	7	3	2	4

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

  1. **Institution shows gender sensitivity in providing facilities such as:**
     1. **Safety and Security**
     2. **Counselling**
     3. **Common Room**

Response:

Our college is a women's college and as a single-sex institution, our focus is on ensuring safety and security for our women students.

29 CCTVs help monitor the happenings in the campus and surveillance is done by the principal from her room. In collaboration with Sembium Police Staion, 2 CCTVs have been fixed by the college on the Main Road and surveillance is done by the police.

Counselling has been made available for all students and even when gender harassment / sexual abuse in the personal lives is reported, the college takes up the issue seriously and counsels and supports the victimized student, sometimes with the help of Women's Rights groups. There is a Common Room attached to the College Canteen for students.

The Women's Cell, EVE (Empowerment through Values and Education) was established in 2014 and ever since, it has been the endeavour of the institution to bring women lawyers to address students on their rights and the various kinds of legal recourse and aid available to them, if they are abused. Sensitisation

programmes are conducted to create awareness about the other gender. The college has been creating awareness on LGBT community by organizing programmes with NGOs such as Sahodaran which works for their welfare. Transgenders are also invited to address students and familiarize them with the challenges they face.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 61.32

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 74825

7.1.3.2 Total annual power requirement (in KWH)

Response: 122032

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 19.95

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 4399

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 22047

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
* **Solid waste management**
* **Liquid waste management**
* **E-waste management**

Response:

The college follows the 3Rs (Reduce, Re-Use and Recycle) principle in managing the waste generated.

SOLID WASTE MANAGEMENT:

Solid wastes include paper, plastic wrappers, kitchen waste and broken chairs and tables.

* **Paper waste Reduction**

     E-governance helps to reduce the consumption of paper. Online databases are maintained in the following areas:

     - Student database (Avancer Software Solutions) http://139.59.70.228/ctte/index.php

     - Library database (AUTO LIB and D-Space) http://106.51.154.111:8080/Autolib/

     - Fee details database (Tally)

     - We reduce the use of paper by using G-Suite for some tests and assignments. One side papers are re-used.

* **Exchange of used paper**

     An MOU with **ITC Paper Board and Specialty Paper Division** enables old newspapers from the Library and shredded waste paper from the office, various departments, classrooms and students to be exchanged for A4 reams, notebooks and stationery.

* **Recycling Food waste**

     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.

* **Disposal of other solid waste**

Twin-bin system is in force for biodegradable and non-biodegradable waste. Waste is collected by the corporation regularly. Broken chairs are repaired and reused. The Management takes care of the disposal of non-usable furniture through tenders.

LIQUID WASTE MANAGEMENT:

Water wastage is minimized at an optimal level.

* The taps in chemistry lab are designed in such a way as to ensure minimal usage of water to clean the apparatus.
* Overflow of water from overhead tank during the refill is prevented by water level controller.
* Waste water from Reverse Osmosis plant is collected and re-used for watering plants.
* Leaking taps if any are periodically checked and serviced.
* Other liquid wastes are disposed off safely by connecting the drainage pipes to the main sewerage of Chennai Corporation.

E-WASTE MANAGEMENT:

E- waste such as old computers, keyboards and spare parts, CDs, batteries, etc., are collected periodically and sent to **Trishyiraya (A unit of Sims Recycling Solution**) to re-use and recycle in an environmentally controlled way.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain Water Harvesting:

CTTE College follows Nature Based Solutions to conserve rainwater.

* Permeable pavement in the college campus allows rain water to recharge the ground.
* The college ground is filled with river sand and red soil to allow the rain water to seep in.
* The trees in the campus help to absorb the rain water and enhance percolation of water into the soil.
* Green landscaping has been done which helps in water absorption.

As the alarming threat of depletion of water table is becoming a reality, the college has taken the above steps to recharge the ground water and thereby raise the water table. This helps the neighbourhood community also. It is to be noted that during the severe drought faced by Chennai during the last six months, the college has been able to sustain the water supply to students through bore-wells.

The College has the following rainwater harvesting structures in place.

Recharge Well with Rainwater Chamber

This is the first constructed well for collecting rainwater from the surface. The surface area of the well (5 feet diameter, 13 feet depth) is large and it is located in an area where major portion of runoff rain water stagnates. A rainwater chamber has been constructed nearby to filter the water and excess water from chamber is directed to the well.

One Perforation Pit

It is situated near T Thomas Auditorium which collects water from the southern part of the terrace of Elizabeth Thomas Block and recharges the ground water and it is constructed with filtering mechanism. Water from the adjacent pavement also seeps into the pit.

Three Recharge Pits

- Water from the northern part of the terrace of Elizabeth Thomas Block and the roof of the Justice J. Kanakaraj Auditorium is directed to two recharge pits.
- A pit of 4 feet depth and 10 feet diameter has been constructed on the west of Elizabeth Thomas Block, with efficient filtering system. The filter consists of different layers of gravel and bricks of varied sizes. Two slotted pipes are inserted 10 feet deep inside the ground for percolation of water into the soil.

Rainwater is efficiently conserved by the above rainwater harvesting methods.

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

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green/ Eco-friendly Practices

- 88 trees in the campus are ample proof of an eco-friendly campus. Regular tree planting is

undertaken to maintain the numbers. The campus has around 210 varieties of plants including herbs, shrubs, medicinal plants and shade trees. This provides home to flora and creates a haven for nesting birds.

- Awareness programmes on food adulteration, caring for trees and nature, environment and human health are organized for sustainable development and eco-friendly life style.
- To increase the ground water level rainwater is harnessed by creating recharge wells and recharge pits at various points inside the college campus.
- The Eco Club, Alumnae Association, along with other departments organize tree planting frequently.
- Guest lectures are organized on subjects like vermicomposting, segregation of waste, kitchen gardening.Van Mahotsava day was also celebrated.

Composting and Green Fuel

A Sintex biogas plant which can convert 10 kg of food waste per day into fuel and manure was installed on Sep 23rd 2017 near the canteen area. The green fuel is used in the canteen and the waste generated is used as manure for the kitchen garden.

Organic Kitchen Garden

A small patch has been allocated for kitchen gardening. Vegetables like green chilies, ladies finger, bottle gourd, snake gourd are cultivated and maintained by students with the help of the college gardener and monitored by the members of the eco club periodically.

Nearly 64.06% of our students and faculty members either walk, use a bicycle, or take public transport to reach college every day promoting a greener environment, by controlling carbon emission.

Paperless Campus

Usage of paper on campus is minimized. Maximum communication to departments and students is made through professional G-Suite mail ids and other electronic platform like Whatsapp, Avancer Office Management System. An MOU with ITC's Paper Boards and Specialty Devision enables the institution, its students, staff and faculty members to exchange old and used papers for new note books and paper reams. The students of the Department of Chemistry recycle old newspapers and prepare handmade paper as a part of their departmental activity.

Energy Conservation

- The college periodically issues instructions to switch off the lights, fans and AC units when not in use.
- Stickers are pasted in classrooms creating awareness on conservation of energy.
- 20% of lighting requirements are met through LED bulbs. When old bulbs have to be replaced, the college ensures that only LED bulbs are used.
- Roof-Top 50kW/hr Grid-tied Interactive Solar PV system has been installed on the terrace area of the college building and 61% of the power requirement is met by Solar Energy.

Minimizing Plastic

Awareness on the usage of plastics inside the campus is being done through the Plastics 3R Campaign. The campaign stresses the need to restrict excessive usage of plastics in our day to day life through the principle of Reuse, Recycle and Reduce.

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

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 2.75

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
24.56	0	0.12	0.45	8.15

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 76

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	15	16	14	11

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 94

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	27	11	6	3

File Description	Document
Report of the event	[View Document](#)

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 96

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
32	17	17	16	14

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrates national festivals regularly to remind students of the sacrifices made by our national leaders and also to make them proud of their country.

National Festivals

National Festivals	Activity Organized
Independence Day- August 15th	During the years 2014 - 15 & 2015 - 16, Independence Day was organised by the NSS. After that each department takes turns to celebrate, Independence Day. Principal hoists the flag followed by various programmes.
Republic Day- January 26th	Principal hoists the flag and delivers the Republic Day message followed by other celebrations.

Birth/ Death anniversaries of great Indian Personalities

Birth/ Death Anniversary	Activity Organized
Mahathma Gandhi,150th Birth Anniversary - October 2, 2018	Gandhianjali - a musical tribute', organised and Mr. K. Mohan Chairman, Gandhi Study Centre, addressed the students.
Mahathma Gandhi, Death Anniversary - January 30th	Is observed as Martyr's Day and observe two minutes silence at the stroke of 11.00 am
Dr. APJ Abdul Kalam, Birth Anniversary - October 15th	Observed as 'Youth Inspiration Day'. NSS & Student Council organized an essay competition and a debate.
Dr.APJ Abdul Kalam, Death Anniversary - July 27th	Students view the interactive session of Dr.APJ Abdul Kalam with the students during his visit to the college in the year 2011. The council members paid their homage. Department of Tamil organises poem writing and speeches.
Dr.RadhaKrishnan, Birth Anniversary - September 5th	Celebrated as Teachers Day. The student council organises various programmes.
Rajiv Gandhi, Birth Anniversary - August 20th	Students administer the 'Sadbhavana Divas' pledge.
K.Kamarajar, Birth Anniversary - July 15th	Observed as 'Kalvi Valarchi Naal' (Education Development Day). The council members arrange a special assembly.
Dr.S.R.Ranganathan, Birth Anniversary - August 9th	Celebrated on 12th August as National Librarian's Day. CTTE MARYLAND Library invites Speakers and conducts competitions.
Munshi Premchand Birth Anniversary - July 31st	Department of Hindi conducts guest lecture and Inter Departmental Competitions.
Homage paid to Atal Bihari Vajpayee - August 16, 2018	Department of Tamil released a special issue of their newsletter "Agni Kunchu".
Homage paid to Dr. J Jayalalithaa - December 5, 2016	Department of Tamil released a special issue of their newsletter "Agni Kunchu".
Homage paid to Dr. M. Karunanidhi - August 7, 2018	Department of Tamil released a special issue of their newsletter "Agni Kunchu".

Homage paid to U.R.Ananthamurthy - August 22, 2014	Department of English organised a National Symposium on U.R.Ananthamurthy in collaboration with Sahitya Akademi on Feburary 13, 2014.
Sardar Vallabhai Patel, Birth Anniversary - October 31st	Sardar Vallabhai Patel's birthday was observed this year, 2018 as National Unity Day. NSS and Junior Student Council organized the programme and Major V.V.Narayanan, Retired Commando of Indian Army was the speaker
Srinivasa Ramanujam, Birth Anniversary - December 22nd	The Department of Mathematics conducted a workshop on the topic " Mathematical Modelling" and an Intra- Departmental competition.

During STEP-UP (news hour) all major national festivals and anniversaries are highlighted by showing videos, brief biographies of personalities, etc.

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

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College is an integral part of CTTE Trust and is governed by the byelaws of the Trust which have been framed as per the scheme given by the High Court of Madras.

Financial

- The Chairman and the Managing Trustee & Correspondent are the authorised signatories for all financial transactions.
- Salary payments to employees are through account transfer only. Pay slips are issued and acquittance registers maintained by the Trust Office.
- Payment to vendors above Rs.20,000 are made by cheque after deduction of TDS.
- University fees are remitted online.
- For every payment received, receipts are given.
- For all donations, receipts are given and donations exempted U/S 80G.
- The Finance Committee keeps track of all college expenses after receiving funds from Trust Office. At the end of the academic year a detailed statement of receipts and payments is submitted through the Principal to the Trust Office.
- Half-yearly and Annual Audits are conducted by M/s Ramachandra & Murali Associates for all the institutions under the Trust.
- All financial statements are placed before the Trust Board and ratified.

Academic

- The PSOs and COs of the different programmes are displayed on the website.

- The Academic Calendar, Action Plan and other activities of the departments are uploaded on the website.
- Report cards are given after each CIA and Parents-Teachers Meetings held regularly.
- Students are made to check and sign their internal mark components before uploading on the university portal every semester.
- Courses are allocated to the faculty members keeping in mind their subject expertise.
- Work load allotment is done on equitable basis for the faculty members in the Department and submitted to the Principal.
- After publication of results, result analysis is done and submitted to the Board. The Management calls for a Meeting with faculty members whenever the need is felt.

Administration

- Trust Board Meetings are conducted regularly.
- All matters are placed before the Board and implemented after passing resolutions.
- Any emergency decision taken by the Managing Trustee has to be ratified by the Board.
- Faculty/Staff vacancies are advertised in leading dailies and recruitments done as per UGC rules.
- Annual increments are given according to UGC rules and percentage of the DA hike is fixed by the Board every year.
- All decisions and resolutions are communicated to the employees through circulars which are displayed on the notice board.

Auxillary

- Details about scholarships (SC/ST/other private) are informed to students by the Scholarship Committee through the HODs and Scholarship Coordinators and also put up on the notice boards.
- Information on Training Programmes and Certificate courses is given to all students by the departments.
- Sports/Cultural events are conducted by making student coordinators part of the process. Score boards are maintained to avoid conflicts amongst students.
- Placement information on training and recruitment is given to students and parents through Student Placement Coordinators and Placement Officer and follow up is done by the Placement Cell. Information is also posted on the website.

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

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1

1.Title of the Practice : Technology Enabled Teaching- Learning (TETL)

With the advances in technology, the college realized the need to integrate technology into the teaching-learning process and over the years the pedagogic practices have evolved and become more and more supported by technology.

2.Objectives / Intended Outcomes:

- To integrate technology-enabled teaching-learning with traditional practices for more effective teaching-learning outcomes.
- to make the teaching-learning process interesting, interactive and relevant to the digital generation.

3.Contextual Features / Challenges:

- Getting the required know-how on technology-enabled teaching.
- Investing in IT infrastructure.
- Motivating and training teachers to use technology.

4.The Practice:

- The first major step taken by the Management towards TETL was to establish the Language Lab in 2007 with 30+1 systems and wifi connectivity (now enhanced to 100 mbps). Software such as RENET, SNET, Author Plus and Clarity English Success and Sky Eng Pronunciation installed by Young India make interactive learning possible. The Language Lab is open to all UG, PG and Research Students. The Language Lab hours are incorporated into the Foundation English Time-table and all students compulsorily use the lab. Course content is reinforced by videos shared on the interactive platform and through SNET broadcast from online sites. Students can also practice grammar and pronunciation.
- In the year 2010, two of our faculty were part of an international project funded by Canada and undertaken by PAN dora (Pan Asia Networking Distance and Open Resource Access), University of Madras. The project was on RLO Based Open Educational Resources. This opened up the world of Open Educational Resources through Moodle and teachers started using lectures and learning material available on the internet in the classrooms with the help of LCD projectors. Not only do teachers use ICT tools like PPTs but they also encourage students to make presentations with the help of PPTs.
- Since January 2015, we have been offering NMEICT Spoken Tutorials to interested students in collaboration with IIT, Bombay. A total of 2183 students have benefitted till date.
- From 2017, our faculty and students have been encouraged to register for MOOC courses through the NPTEL platform and all support is provided by mentors. In 2018, the NPTEL Local Chapter was established and it has been very active ever since.
- Teachers use learning apps such as Verso, Socrative and Edmodo to make the teaching-learning process more interactive. An online Spoken English Course Edge-on has been designed by the Department of English with the help of the Edmodo App. Students can register and log-in through their smart phones and complete daily tasks given to them. Both the basic and advanced level courses have received very positive feedback from students. In the last two years 1339 students enrolled and were certified.
- In February 2018, our college signed an agreement with Google Cloud through their partners Techevo Solutions and became a member of G-suite, an LMS which helps faculty to interact with

students through the Google Classroom. Students are given ids with which they can log in to the Google Classroom and go through learning material posted by the teachers. Students are also administered tests, quizzes and assignments through this virtual learning platform. All teachers offer courses through the Google Classroom.

- One of our teachers Mrs. Kauser started a Youtube Channel called Kauser Wise in 2015 and started posting e-content in her discipline. This proved to be a very big success with number of views crossing 1 million and she received the You Tube Silver Creator Award in 2017. This has inspired other teachers and today we have established the CTTE Media Centre with the required infrastructure and teachers have started recording e-content and uploading on You Tube under CTTE Media Channel for the benefit of the student community.

5.Evidence of Success:

- The NPTEL Best New Local Chapter outside the top 100 Award received for the 6 month period ending December 2018.
- Certificate of Appreciation received by our SPOC Dr. Lalitha C, Assistant Professor of Computer Science for most active SPOC.
- Our NMEICT Spoken Tutorials Coordinator Mrs. Kalaivani, Assistant Professor of Computer Applications selected to take forward online Computer Education to Schools and our institution being recognized for this purpose as a partner of IIT, Bombay. Mrs. Kalaivani has also received a Certificate of Appreciation from IIT- Bombay, NMEICT, MHRD, Govt. of India.
- Several of our faculty and students have excelled in NPTEL exams during the year 2018-19.
  - 115 Elite
  - 18 Silver
  - 12 Toppers and
  - 9 Gold
- The e-content recorded in the CTTE Media Centre and uploaded on YouTube CTTE Media Channel is being watched by hundreds of students.
- Many students find learning through Google Classroom interesting and regularly read-up learning material posted on the virtual platform and respond. They also submit assignments in the Google Classroom.
- The Google classroom engagement has received Appreciation from Google Partner-Techevo Solutions.

6.Problems Encountered:

- Making TETL a success needed a lot of determination. It was a very big challenge as we needed money to invest in the Language Lab, smart classrooms, CTTE Media Centre and other equipment. As a self-financing institution run on a no-profit basis by a Public Trust, financial resources are limited. Increasing the fees, which is our chief source of income, generally has an impact on admissions. But still the management through their unfailing leadership have managed to provide us with all the required infrastructure to make TETL a great success. They even provide free transport to our students who take their NPTEL exams in remote parts of the city.

Resources Required

- A well equipped Language Lab with software such as SNET, Author Plus, Clarity English Success and Sky English Pronunciation.

- Sufficient number of computers
- Adequate lecture halls/seminar halls/ labs with high speed Wi-Fi connectivity as well as LCDs and laptops.
- Smart class rooms
- Systems with ear phones for NMEICT and NPTEL courses.
- Media Centre which is sound proofed and equipped with Lecture Capturing System, a camera with tripod, chroma green background screen, two sets of studio lights with reflectors, laptops with the following software: Open Broadcaster Software for video recording and live streaming; Screencast-o-matic software for screen recording and video-editing.

Best Practice 2

1.Title of the Practice: STEP UP

- An acronym for **S**upplementary **T**raining &**E**nrichment of **P**ersonality - An **U**ndergraduate **P**rogramme, STEP UP was launched in the year 2014 to help students develop their personality and communication skills.

2.Objectives / Intended Outcomes

- The objectives are:

    ○ to make students more comfortable in Spoken English skills
    ○ to improve their knowledge of current affairs through watching and discussing news
    ○ to inculcate values and right behaviour through mentoring
    ○ to develop an interest in extension activities by giving time for gardening, sports, yoga etc.,

- The intended outcome is a total transformation in the personality of the student.

3.The Context

- Our college is situated in North Chennai which is an industrial belt. In the year 2017-18, as per data compiled for NIRF it was found that 2142 students out of 2270 admitted came from the socially backward sections of society and several of them were first generation learners. Even with English medium education, a section has difficulty communicating in English and following English news channels. They lack social skills also. As a result the college felt the need to set apart an hour everyday to train them and transform their personality.

4.The Practice

- STEP-UP was first conceived of in 2014 as a brief zero-hour session soon after Morning Assembly. Five minutes from each class were taken and a time table was worked out for the entire college. As at that point of time, we had only one Auditorium, we decided that only first and final years could be accommodated for watching news. We also had to accommodate STEP UP for final years after

the first hour class while others had it during the zero-hour.

- For second years, we introduced News Discussion in the classroom.While students watched and discussed news on alternate days, we also worked into the time table, mentoring, gardening, yoga and readers club activities.
- Important news had to be culled everyday from different news channels and put together. We installed the Movie-maker software to make this work effective. As the visual medium is very powerful, we decided to add one video at the end of the news everyday which would propagate a powerful message on ethics and values.
- We have been successfully running STEP UP for the last five years and after the completion of the new Auditorium in 2017, we have opened up news-watching for second year students also. (As a supplement to news-watching, students are encouraged to subscribe to an English newspaper which is procured by the college for them at subsidised rates)

5.Evidence of Success

- By the end of the UG programme, students are able to understand the Spoken English of the news anchors and stay abreast of current affairs. This is assessed by their performance in the quiz conducted at regular intervals on the news shown by the team incharge of STEP-UP
- Performance of students in intercollegiate and other state-level essays, quizzes and oratorical competitions has improved in the last few years.
- The value inculcating videos are welcomed by students.
- Interested students use the time to grow and water plants in the kitchen garden.
- The C.C.C has a Villupattu team (folk performance team) which practices during the time given to them and they have won accolades from both Government and non-government organizations.
- Mentoring sessions are highly successful as teachers have been able to identify students with personal problems and help them.

6.Problems Encountered

- The first difficulty was getting the latest news and putting it together every day. In 2014, not many news apps were available.
- The STEP UP team had to be taught how to identify important news and keep it brief and crisp. Very long interviews were to be avoided. Sensational news also was to be avoided. So the college oriented the team.
- Sometimes the audio would not be effective and students would get distracted.
- For optimal utilisation, the STEP UP time had to be rescheduled so that late comers do not miss the sessions.
- From 2018-19 we have STEP UP after class hours.

Resources Required

- Auditoriums equipped with audio-video facilities such as LCD projectors, powerful audio systems and laptops.
- Movie-maker and Adobe Creative Cloud Software
- A team of dedicated faculty

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The vision and priority of this institution is the empowerment of women. The founder Dr.Mrs. Elizabeth Thomas who was from a middle-class background and had worked in the Post-Office had dreamed of providing meaningful education to young women which would empower them and make them stand on their own feet. In 1985, when the college was founded, there were no women's colleges in this part of North Chennai which was and continues to be an industrial area. Most of the families belong to the labour class. The college admits students even with poor marks as long as they come from the neighbourhood. The success story of the college lies in transforming these young women into independent, confident young women with global competencies who can take on the challenges at the national and international levels and prove their worth.

(i)Empowerment through Academics

- The college continuously strives to provide quality education. The management recruits qualified teachers and ensures that there are no vacancies. 80% of our faculty are approved and 32% are Ph.Ds.
- Through a wide range of pedagogic practices which include the use of Google classroom, smart classrooms, development of e-content and lectures by invited experts, these students are made competent in their subjects.
- Students are also encouraged with incentives such as prize-books and cash awards to perform well in the university exams.
- Opportunities are provided to students to take part in co-curricular activities like presenting and publishing papers, attending add-on certificate courses and participating in subject related competitions.
- Global competencies are developed through Spoken English courses & International Certification Courses in French & German.

(ii)Empowerment through Employability Skills

- The Placement Cell provides training for placement to all the final year students. It collaborates with the Department of English for soft skill training and with the Departments of Computers and Mathematics for aptitude training.
- Since 2018-19, a CtoC (College to Corporate) Certificate Course is being conducted by faculty trained by TCS and the course is for 70 hours as specified by TCS.
- The Entrepreneurship Development Cell offers certificate courses in tailoring, baking, jute-product-making along with Government and Non-Government Organisations. It also trains students to run a business through the AavinParlour (a franchise of Tamil Nadu Co-operative Milk Producers

Federation Limited) in the college campus and Stu Bazaar, a student-store that sells stationery, jute products etc. All these initiatives provide employment skills to our students making them ready for placement and self-employment.

(iii)Empowerment through Free Competitive Exam Training

- Free training for competitive exams such as UPSC and TNPSC is provided by the C.T.T.E IAS Academy.
- Free coaching for Bank Exams is done for final year students with the help of experienced professionals from the banking sector.

(iv)Empowerment through Inculcation of Values

- The Morning Assembly is a very powerful means to inculcate values.
- The Women's Cell, EVE (**E**mpowerment through **V**alues &**E**ducation) invites lawyers and resource persons who familiarize students with their rights and responsibilities and also give information on whom to approach in case of abuse.
- Gender sensitization programmes are conducted regularly.
- STEP UP is an innovative enrichment programme through which students are made to do non-academic meaningful activity for an hour every day. The activities included are watching news with 3 minutes videos inculcating values, mentoring sessions and eco-club activities.
- A certificate course which imparts values to students is offered regularly through Live-Life Foundation.

(v)Empowerment through Extension and Outreach Activities

Besides teaching them to stand up for themselves, we also teach them to stand up for the oppressed and the voiceless. They reach out to the less fortunate through outreach and extension activities.

- Besides adopting villages and conducting awareness programmes in the neighbourhood, our girls reach out to special children & children affected by HIV. They regularly visit orphanages and old age homes and donate essentials to the inmates.
- In times of disasters like the Chennai Floods, Vardah and Gaja cyclones, they organise relief work.
- Our students are given opportunities to work with ChennaiCorporation and conduct programmes related to health and hygiene.
- English department has adopted a Blind School in the neighbourhood and students regularly visit the school and help the inmates.
- MSW students are taken on visits to Puzhal Prison in the neighbourhood to sensitise them to the plight of prisoners.
- Our students take part in Swachh Bharat Summer Internship and are also part of MHRD's Unnath Bharat Abhiyan.

(vi)Empowerment through Fine Arts

The college believes that some exposure to traditional art forms is essential for cultural-grounding.

- Free training and certificate courses are conducted in Yoga, Martial Arts, Bharata Natyam and Veena by the CTTE Fine Arts Academy after class hours.

- Students are encouraged to participate and showcase their talents in the two-day mega College Culturals: Kalakiran and Chainika.
- Students are also empowered to participate in inter-collegiate cultural competitions.

(vii)Empowerment through Leadership Training

 Training women to become leaders is also an important part of our vision. Students with potential are selected to the Student Council and the Junior Council. An induction programme is conducted and then they are made part of decision-making and organising committees.

- The Student Council takes care of the college assembly every day, organises departmental programmes, college culturals and other similar activities.
- They help in maintaining discipline and monitoring late-comers.
- They act as an effective bridge between students and teachers, representing student grievances and getting them addressed.

(viii)Empowering Women to Dream Big

 We teach our women students to dream big and towards this end we have the CTTE IAS Academy which motivates them to take the Civil Services Exams; and the C.T.T.E Idea and Innovation Cell which encourages them to become innovators. We also encourage them to apply abroad for higher studies through the institution's authorised TOEFL Consultancy.

Recently one of our students from the Department of Psychology started an initiative called The Knowledge Box to help IAS aspirants prepare for the UPSC exams and provide emotional support and counselling. Several of our alumnae are working in responsible positions both in India as well as abroad.

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

5. CONCLUSION

Additional Information :

C.T.T.E. College for Women has been a trailblazer as the first self-financing institution to be affiliated to the University of Madras. Ever since, it has remained constant in its commitment to excellence in education. It is one of the very few self-financing HEIs to retain its teachers who joined soon after its inception and as a result there are teachers with more than three decades of teaching experience heading departments.

The student support system has won acclaim from different quarters and the college is proud of the contributions made by the Citizen Consumer Club's Villupaatu (folk performance) team, the Women's Cell, EVE, the language lab ADEPT, the Fine Arts Academy, the NPTEL Local Chapter etc.

The Management is truly secular in spirit with Honourable Justice J. Kanakaraj (Retired Judge of the High Court) as Chairman and Mr. L. Palamalai (Retired IAS Officer) as Managing Trustee and Correspondent. The Principal is Dr. Hanifa Ghosh.

Concluding Remarks :

The College has always focused on empowerment of women and brought about a transformation in the lives of thousands of women students who have passed through its portals. We can proudly say that we produce citizens who are truly Indian in spirit and global in competencies.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.2	Number of certificate/diploma program introduced during the last five years 1.1.2.1. **Number of certificate/diploma programs introduced year-wise during the last five years** Answer before DVV Verification: {{TABLE_A}} Answer After DVV Verification : {{TABLE_B}} Remark : DVV has not considered screenshots of the NMEICT syllabus.
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: {{TABLE_C}} Answer After DVV Verification : {{TABLE_D}} Remark : DVV has made the changes as per pro-rata basis of provided nomination letter by HEI.
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 19 Answer after DVV Verification: 17
1.3.3	Percentage of students undertaking field projects / internships

Table A:

2018-19	2017-18	2016-17	2015-16	2014-15
136	14	6	1	3

Table B:

2018-19	2017-18	2016-17	2015-16	2014-15
135	13	5	0	2

Table C:

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	4	5	2

Table D:

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	2	5	2

	1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 1276 Answer after DVV Verification: 1224 Remark : DVV has counted one student once for a year.
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification:
2.2.3	Percentage of differently abled students (Divyangjan) on rolls 2.2.3.1. Number of differently abled students on rolls Answer before DVV Verification : 3 Answer after DVV Verification: 1
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification:
3.1.2	Percentage of teachers recognised as research guides at present

For 2.1.3.1 Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
480	525	492	412	415

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
709	807	719	676	736

For 2.4.4.1 Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
17	4	3	0	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

Remark : DVV made the changes as per certificate of award for 2016-17 provided by HEI. Provided some certificate of award are in regional language. DVV has not considered certificate of award without signed by principle.

	3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 11 Answer after DVV Verification: 0 Remark : Supporting document not provide by HEI.
3.3.3	Number of Ph.D.s awarded per teacher during the last five years 3.3.3.1. How many Ph.Ds awarded within last five years Answer before DVV Verification : 0 Answer after DVV Verification: 0 3.3.3.2. Number of teachers recognized as guides during the last five years Answer before DVV Verification : 2 Answer after DVV Verification: 0 Remark : Supporting document not provide by HEI.
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: Answer After DVV Verification :
3.3.5	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years 3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years Answer before DVV Verification: Answer After DVV Verification :

3.3.4.1 Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
90	11	5	5	4

3.3.4.1 Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
90	11	4	5	4

3.3.5.1 Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	24	15	14

3.3.5.1 Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	5	6	4

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	4	3	6	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	1	1

3.4.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
31	24	21	16	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
26	19	15	9	6

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
70.44	238.40	277.55	510.67	187.35

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
74.38	242.04	263.70	505.22	198.87

	Remark : DVV made the changes as per total expenditure on infrastructure augmentation duly signed by CA.
4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs) 4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
3.40	3.65	3.94	1.64	1.66 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
3.42	3.48	3.94	1.64	1.67	
4.2.6	Percentage per day usage of library by teachers and students 4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 320 Answer after DVV Verification: 90 Remark : DVV has made the changes as per average of teacher and students using library per day on 12/11/2018, 13/11/2018, 14/11/2018, 15/11/2018 and 16/11/2018.
4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years 4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
157.36	149.63	152.38	98.05	95.94 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
49.80	27.55	40.76	12.77	19.89	
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. 5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	1	1	1	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	1	4

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
23	26	25	26	28

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
19	21	20	20	21

6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
88	48	56	16	40

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
62	19	1	8	11

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	1	5	1	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	2	1	1

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	7	4	2	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10	7	3	2	4

Remark : DVV has not considered Signature campaign- Anti Human Trafficking.

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
25.64	0.48	0.47	0.59	8.23

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
24.56	0	0.12	0.45	8.15

Remark : DVV made the changes as per expense on tree plantation and Gardening, Solar Power Plant and Rain Water harvesting in audited statement duly signed by CA.

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
24	17	23	19	18

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
20	15	16	14	11

| 7.1.11 | Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years |
|---|---|

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
56	27	11	6	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
47	27	11	6	3

2.Extended Profile Deviations

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
523	542	534	427	426

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
709	807	719	676	738

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
718	662	741	655	544

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
701	640	724	641	530

2.3	Number of computers Answer before DVV Verification : 194 Answer after DVV Verification : 77