



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN
Name of the head of the Institution		Dr. Hanifa Ghosh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		044-25375753
Mobile no.		9444436959
Registered Email		cttewc@yahoo.com
Alternate Email		principal@cttewc.edu.in
Address		No.16, St. Mary's Road Maryland, Sembium, Perambur
City/Town		Chennai
State/UT		Tamil Nadu
Pincode		600011

2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Women																								
Location	Urban																								
Financial Status	Self financed																								
Name of the IQAC co-ordinator/Director	Mrs. Mercy Silvester, till February, Two Thousand Twenty and Dr. P.J. Queency Asha Dhas from then onwards																								
Phone no/Alternate Phone no.	04425375160																								
Mobile no.	9840161735																								
Registered Email	iqacctte@gmail.com																								
Alternate Email	queency@cttewc.edu.in																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	_https://www.cttewc.edu.in/iqac_gallery/0_AQAR_2018-2019.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.cttewc.edu.in/iqac_gallery/0_CTTE_College_Cal_2019-2020_Final_-1.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.59</td> <td>2014</td> <td>05-May-2014</td> <td>04-May-2019</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.04</td> <td>2019</td> <td>15-Nov-2019</td> <td>14-Nov-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.59	2014	05-May-2014	04-May-2019	2	A	3.04	2019	15-Nov-2019	14-Nov-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	2.59	2014	05-May-2014	04-May-2019																				
2	A	3.04	2019	15-Nov-2019	14-Nov-2024																				
6. Date of Establishment of IQAC	13-Jan-2012																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Capacity Building Workshop on Enhancing Quality in the Teaching-Learning Process	12-Mar-2020 1	78
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

9

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Preparatory work for the second Cycle of Assessment and Accreditation by NAAC

Regular Meetings with various Stakeholders

Made representation to the University of Madras regarding updating syllabus and received positive response

Capacity Building Workshop on Enhancing Quality in the Teaching-Learning Process was organised on March 12, 2020. The Resource Person for the Workshop was Dr. Krishnapillai Murugan, Professor / Director (Rtd.), Tamilnadu Open University,

Chennai.

Feedback collected from Stakeholders

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

Plan of Action	Achivements/Outcomes
To get ready for submission of SSR NAAC Peer Team Visit	• Submitted SSR successfully on July 31, 2019 and reaccruited with Grade 'A' on November 15, 2019.
To apply for NIRF Ranking 2020	• NIRF data submitted on September 29, 2019 and ranked above 200
To speed up the process of permanent affiliation in order to get 2(f) & 12(B) Status	• Under process
To introduce ERP, in order to integrate all functional areas	• Work in process by Techevo
To implement CO assessment systematically and gradually	• CO attainment was measured using Pass Percentage of each course offered by the Departments. PO and PSO attainment was measured using student Exit Surveys.
To motivate faculty to publish papers in UGC-CARE list of Journals	• Research Cell conducted a Faculty Development Programme on Contemporary Process of Academic Research Research Methodology on February 22, 2020. • Faculty have published 25 papers in Journals and 15 Chapters in Books / Conference Proceedings

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Chevalier T.Thomas Educational Trust (Regd)	27-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

24-Oct-2019

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	31-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The College has a Management Information System (MIS) developed by Sri Hema Info Tech which is custom designed to assist the various academic administrative activities of the College. The MIS modules were created to maintain student data from Admission to Course Completion and generation of Transfer Certificate.. It stores information about the student as well as faculty. It includes personal details, academic details like marks and attendance. It also stores records of the daily activities, cocurricular and extracurricular achievements of students. The bulk SMS services are integrated into the system. This allows bulk as well as selective SMS to be sent to parents and students related to the student attendance and other important communications from the college and University. Bulk emails have also been enabled. The Admissions Module enables online application for admissions, generating call letters, calling the applicant for interview, selection of applicant, sending SMS, email to selected applicants and generation of admission reports. The Fees module is designed to facilitate online payment of application and semester fees and generation of receipt and reports thereafter. The Fees Module is responsible for all fees processing information in the institution. The faculty module is designed to store information about the academic qualifications, research publications and other achievements. It also tracks the Casual leave, Medical leave, Earn leave and On Duty. The transport module can store the details about the bus routes, trip details, student information and attendance. The college also has a licensed private GSuite</p>

domain (cttewc.edu.in), wherein every faculty and student is given a unique email id. The administrative tasks are handled through this domain. All official circulars from Management and Principal are communicated to faculty and students through this email network. For all exam related data, the University of Madras has provided a Egovernance system with login id and password for each institution affiliated to it.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college affiliated to the University of Madras follows the Choice Based Credit System (CBCS) implemented 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 Curriculum Planning Committee frames the master time-table for the under graduate programmes 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. All academic plans are approved by the Principal and monitored by the Vice Principal and the Dean of Academics. 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 Technology Enabled Teaching Learning (TETL) pedagogy. The G-Suite partnership that began in 2017-18 became an integral part of learner-centric pedagogy in 2019-2020. The faculty adopted blended teaching learning method using the Google Classroom effectively. 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. Faculty members have been advised to adhere to Blooms Taxonomy while assessing students. Regular usage of Google Applications for Education has become an integral part of the teaching learning process.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Introduction to Research - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Introduction to Statistical Mechanics - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Introductory Organic Chemistry I - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Leadership - NPTEL	Nil	29/07/2019	30	Nil	Skill Development
Machine Learning for Engineering and Science Applications - NPTEL	Nil	29/07/2019	90	Employability	Nil
Management Accounting - NPTEL	Nil	29/07/2019	90	Employability	Nil
Marketing Management-I - NPTEL	Nil	29/07/2019	60	Employability	Nil
Marketing Research and Analysis - NPTEL	Nil	26/08/2019	60	Employability	Nil
Coordination Chemistry - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
Linear Algebra - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Literary Criticism (from Plato to Leavis) - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
English Literature for Competitive	Nil	27/01/2020	60	Nil	Skill Development

Exams - NPTEL	Nil	27/01/2020	90	Employabil ity	Nil
Literature, Culture and Media - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Management of Commercial Banking - NPTEL	Nil	27/01/2020	30	Employabil ity	Nil
Management of New Products and Services - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Mathematical Methods and its Applications - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Ordinary and Partial Differential Equations and Applications - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Pericyclic Reactions and Organic Photochemist ry - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Physics of Biological Systems - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Principles of Human Resource Management - NPTEL	Nil	27/01/2020	90	Employabil ity	Nil
Problem Solving through Programming in C - NPTEL	Nil	27/01/2020	90	Employabil ity	Nil
Programming in Java - NPTEL	Nil	27/01/2020	90	Employabil ity	Nil

Python for Data Science - NPTEL	Nil	27/01/2020	30	Employability	Nil
Quantum Mechanics I - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Social Networks - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Soft Skill Development - NPTEL	Nil	27/01/2020	60	Employability	Nil
Speaking Effectively - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Twentieth Century Fiction - NPTEL	Nil	27/12/2020	90	Employability	Nil
Android Application Development	Nil	22/08/2019	16	Employability	Nil
Tally ERP 9 GST	Nil	17/06/2019	25	Nil	Skill Development
Capital Markets and Mutual Funds	Nil	05/09/2019	5	Employability	Nil
Hindi for Beginners	Nil	01/07/2019	30	Employability	Nil
Mobile Phone Servicing (Reintroduced)	Nil	18/12/2019	3	Entrepreneurship	Nil
EDGE ON Spoken English (Reintroduced)	Nil	05/12/2019	30	Employability	Skill Development
EDGE ON Plus Spoken English (Reintroduced)	Nil	10/01/2020	30	Employability	Skill Development
C CPP - NMEICT Spoken Tutorial Certificate Course	Nil	01/07/2019	5	Employability	Nil
Libreoffice Writer - NMEICT Spoken	Nil	01/07/2019	5	Employability	Nil

Tutorial Certificate Course	Nil	01/07/2019	5	Employabil ity	Nil
Libreoffice Calc - NMEICT Spoken Tutorial Certificate Course	Nil	01/07/2019	5	Employabil ity	Nil
Inkscape - NMEICT Spoken Tutorial Certificate Course	Nil	01/07/2019	5	Employabil ity	Nil
Jmol Application - NMEICT Spoken Tutorial Certificate Course	Nil	01/07/2019	5	Nil	Skill Development
Python 3.4.3 - NMEICT Spoken Tutorial Certificate Course	Nil	01/07/2019	5	Employabil ity	Nil
Scilab - NMEICT Spoken Tutorial Certificate Course	Nil	01/07/2019	5	Employabil ity	Nil
PHP MySQL - NMEICT Spoken Tutorial Certificate Course	Nil	02/07/2019	5	Employabil ity	Nil
Java - NMEICT Spoken Tutorial Certificate Course	Nil	02/07/2019	5	Employabil ity	Nil
Advanced Computer Architecture - NPTEL	Nil	29/07/2019	60	Nil	Skill Development
Advanced	Nil	29/07/2019	90	Nil	Skill

Materials and Processes - NPTEL						Development
An Introduction to Programming through C - NPTEL	Nil	29/07/2019	90	Employability	Nil	
Applied Linguistics - NPTEL	Nil	29/07/2019	90	Employability	Nil	
Body Language: Key to Professional Success - NPTEL	Nil	29/07/2019	30	Employability	Nil	
C Programming and Assembly Language - NPTEL	Nil	29/07/2019	30	Employability	Nil	
Corporate Social Responsibility - NPTEL	Nil	29/07/2019	60	Nil	Skill Development	
Cost Accounting - NPTEL	Nil	29/07/2019	30	Employability	Nil	
Data Analysis Decision Making - III - NPTEL	Nil	29/07/2019	60	Nil	Skill Development	
Decision-Making Under Uncertainty - NPTEL	Nil	26/08/2019	30	Nil	Skill Development	
Developing Soft Skills and Personality - NPTEL	Nil	26/08/2019	60	Employability	Nil	
Disability Studies: an Introduction - NPTEL	Nil	29/07/2019	60	Employability	Nil	
E-Business - NPTEL	Nil	29/07/2019	90	Employability	Nil	
Experimental	Nil	29/07/2019	90	Nil	Skill Development	

Physics - II - NPTEL					
Financial Derivatives Risk Management - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
German-I - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
History of English Language and Literature - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
Human Resource Development - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
Human Computer Interactions - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Innovation, Business Models and E ntrepreneurs hip - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Introduction to Abstract and Linear Algebra - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Introduction to Abstract Group Theory - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Introduction to Film studies - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
Introduction to Japanese Language and Culture - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
Introduction to Machine	Nil	20/09/2019	60	Nil	Skill Development

Learning - NPTEL	Nil	29/07/2019	60	Employabil ity	Nil
Introduction to Programming in C - NPTEL	Nil	29/07/2019	30	Nil	Skill Development
Mathematical Methods for Boundary Value Problems - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Matrix Analysis with Applications - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Numerical Methods- NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Numerical Methods and Simulation Techniques for Scientists and Engineers - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
Performance and Reward Management - NPTEL	Nil	29/07/2019	60	Nil	Skill Development
Positive Psychology - NPTEL	Nil	26/08/2019	60	Nil	Skill Development
Practical Machine Learning with Tensorflow - NPTEL	Nil	29/07/2019	60	Employabil ity	Nil
Programming in C - NPTEL	Nil	29/07/2019	90	Employabil ity	Nil
Programming in Java - NPTEL	Nil	29/07/2019	60	Employabil	Nil

Programming, Data Structures and Algorithms Using Python - NPTEL					ity	
Project Management - NPTEL	Nil	29/07/2019	90	Employabil ity	Nil	
Project Management for Managers - NPTEL	Nil	29/07/2019	90	Employabil ity	Nil	
Psychology of Everyday - NPTEL	Nil	29/07/2019	30	Nil	Skill Development	
Remote Sensing and GIS - NPTEL	Nil	26/08/2019	60	Nil	Skill Development	
Short Fiction in Indian Literature - NPTEL	Nil	29/07/2019	90	Nil	Skill Development	
Soft Skills - NPTEL	Nil	29/07/2019	90	Employabil ity	Nil	
Software Project Management - NPTEL	Nil	29/07/2019	90	Employabil ity	Nil	
Solar Phot ovoltaics Fu ndamentals, Technology and Applications - NPTEL	Nil	29/07/2019	60	Nil	Skill Development	
Stereochem istry - NPTEL	Nil	29/07/2019	60	Nil	Skill Development	
Stress Management - NPTEL	Nil	29/07/2019	30	Nil	Skill Development	
Technical English for Engineers - NPTEL	Nil	29/07/2019	60	Employabil ity	Nil	
The Joy of Computing using Python - NPTEL	Nil	29/07/2019	90	Employabil ity	Nil	

Training of Trainers - NPTEL	Nil	29/07/2019	90	Employability	Nil
Water, Society and Sustainability - NPTEL	Nil	26/08/2019	30	Nil	Skill Development
Working Capital Management - NPTEL	Nil	29/07/2019	90	Nil	Skill Development
Advanced Engineering Mathematics - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Basic Linear Algebra - NPTEL	Nil	24/02/2020	60	Nil	Skill Development
Basic Real Analysis - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Basics in Inorganic Chemistry - NPTEL	Nil	27/01/2020	30	Nil	Skill Development
Cloud Computing - NPTEL	Nil	24/02/2020	60	Nil	Skill Development
Consumer Behaviour - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Cryptography and Network Security - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Data Analytics with Python - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Data Mining - NPTEL	Nil	24/02/2020	60	Nil	Skill Development
Deep Learning - Part 1(IIT Ropar) - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Discrete Mathematics- NPTEL	Nil	27/01/2020	90	Nil	Skill Development

Effective Writing - NPTEL	Nil	27/01/2020	30	Nil	Skill Development
Electromagnetism - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Electronic Theory of Solids - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Emotional Intelligence - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
English Language for Competitive Exams - NPTEL	Nil	27/01/2020	90	Employability	Nil
English Literature of the Romantic Period, 1798 - 1832 - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Enhancing Soft Skills and Personality - NPTEL	Nil	24/02/2020	60	Employability	Nil
Entrepreneurship - NPTEL	Nil	27/01/2020	90	Employability	Nil
Feminism : Concepts and Theories - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Graph Theory - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Human Behaviour - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Information Security - 5 - Secure Systems Engineering - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Introduction to	Nil	24/02/2020	60	Nil	Skill Development

Blockchain Technology and Applications - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Introduction to Cognitive Psychology - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Introduction to Cultural Studies - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Introduction to Internet of Things - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Introduction to Modern Indian Political Thought - NPTEL	Nil	27/01/2020	90	Nil	Skill Development
Introduction to Operations Research - NPTEL	Nil	24/02/2020	60	Nil	Skill Development
Introduction to Probability and Statistics - NPTEL	Nil	27/01/2020	30	Nil	Skill Development
Introduction to Soft Computing - NPTEL	Nil	27/01/2020	60	Nil	Skill Development
Introduction to World Literature - NPTEL	Nil	27/01/2020	90	Nil	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MPhil	English	07/08/2019
MPhil	Commerce	07/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1406	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Bakery Products Making (reintroduced)	08/07/2019	54
Embroidery (reintroduced)	05/09/2019	20
Fabric Painting (reintroduced)	05/09/2019	20
Tailoring (reintroduced)	05/09/2019	25
EVS (reintroduced)	01/07/2019	678
Free Training Program on SIYB(Start and Improve Your Business) - MSME	27/01/2020	20
Campus To Corporate (C2C) Training Programme (reintroduced)	29/07/2019	40
International Certification Course in German (reintroduced)	01/08/2019	28
Fine Arts Academy - Veena (reintroduced)	17/06/2019	16

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	English	37
MA	English	13
BSc	Mathematics, Physics, Chemistry, Computer Science and Psychology	323
BCA	Computer Application	100

BBA	Business Administration	155
BCom	Commerce, Corporate Secretaryship and Accounting & Finance	472
MCom	Commerce	20
MSW	Social Work	7
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The College regularly collects feedback on Curriculum from various Stakeholders through Questionnaire. However, this academic year feedback from parents, employers and teachers could not be collected due to the lock down. Alumnae From the analysis of Alumnae feedback it is understood that 92 of them feel the Syllabus fulfills the requirements of life skills which help them improve their personality. Students The Students' feedback gives us the information that 68 of them are content with the present curriculum as it is in tune with global changes

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accounting & Finance	70	140	70
BCom	Corporate Secretaryship	140	263	141
BCom	Commerce	140	294	140
BCA	Computer Applications	100	128	66
BSc	Computer Science	100	134	65
BSc	Psychology	40	85	40
BSc	Chemistry	32	37	23
BSc	Physics	50	39	21
BSc	Mathematics	70	33	17
BA	English	70	99	55

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2153	110	69	3	13

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
85	85	445	13	13	25

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is available in the institution. One hour is allotted for mentoring every week. Mentoring session is allotted to all the 85 members of faculty covering the entire student strength of 2263, thus resulting in the mentor-mentee ratio of 1:27. Wide range of topics from personal hygiene to social responsibility is discussed and counselling given on relevant issues. Personal counselling is given at various levels, right from the class tutors to the respective Heads of Departments. In serious cases, the class tutors consult their respective Heads of Departments and Principal to sort out the issues. They are also referred to College Counsellors as and when required. Confidentiality is strictly maintained. Follow ups are done to ensure their wholesome well being.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2263	85	1 : 27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
85	85	Nil	4	Nil

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr .K.Fahamida Begum	Assistant Professor	Best Presenter Award for presenting a Research Paper

			titled: Temporal Distortion as a Postmodern Device in The Hours by Michael Cunningham
2019	Mrs. J. Jaya Parveen	Assistant Professor	Mewadev Laurel Award 2019
2019	Mrs. J. Jaya Parveen	Assistant Professor	Nation Builder Award
2019	Mrs. J. Jaya Parveen	Assistant Professor	Top Performing Mentor in NPTEL
2019	Mrs. K. Rajeshwari	Assistant Professor	Top Performing Mentor in NPTEL
2019	Mrs. Wajida Begum M.R	Assistant Professor	Teacher Innovation Award
2019	Dr.R.Kavitha	Assistant Professor	Best Professor Award for Teaching Research and Publications - ESN Publications
2019	Dr. C. Lalitha	Assistant Professor	Active SPOC
2019	Mrs.M. Kulandai Theresa	Assistant Professor	Elite in NPTEL (Introduction to Abstract Group Theory)
2019	Mrs. D. Ramani Bai	Assistant Professor	Elite in NPTEL ((Introduction to Abstract and Linear Algebra)

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	CYA	6th sem/III Year	24/09/2020	14/10/2020
BCom	CPG	6th sem/III Year	25/09/2020	14/10/2020
BCom	CPZ	6th sem/III Year	25/09/2020	14/10/2020
BSc	SAT	6th sem/III Year	25/09/2020	14/10/2020
BCA	SAZ	6th sem/III Year	24/09/2020	14/10/2020
BSc	TAT	6th sem/III	24/09/2020	14/10/2020

		Year		
BSc	SAE	6th sem/III Year	23/09/2020	14/10/2020
BSc	SAR	6th sem/III Year	24/09/2020	14/10/2020
BSc	TAM	6th sem/III Year	25/09/2020	14/10/2020
BA	BRA	6th sem/III Year	25/09/2020	14/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The University Criteria for internal assessments are followed (IA-25). 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 respective Heads of the Department. Class tutors also communicate the specific assessment criteria to their students. 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.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

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. 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 holidays marked in the gazette as well as other planned activities of the college such as College Cultural activities, Sports Day, etc. As a result these dates are not marked in the College Calendar. The University's Academic Calendar specifies the date of commencement of end semester Practical and Theory Examinations. First CIA is held approximately on the 30th day, the II

CIA on the 55th day and the III CIA was completed as per schedule. However, the practical examinations and even semester University examinations for the academic year 2019-2020 were postponed due to the lock down declared on March 22, 2020.

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 in website of the institution (to provide the weblink)

<https://www.cttewc.edu.in/obe/obe%20details%20merged%20.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SAT	BSc	Psychology	35	33	94
MAM	BBA	Business Administration	66	38	58
CY	BCom	Corporate Secretaryship	139	80	58
CPZ	BCom	General	152	143	94
SAZ	BCA	Computer Applications	59	28	47
SAD	BSc	Chemistry	30	17	57
SAE	BSc	Computer Science	52	31	60
SAR	BSc	Physics	25	18	72
TAM	BSc	Mathematics	48	31	65
BR	BA	English	64	55	86

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.cttewc.edu.in/news_events/368_Student%20Satisfaction%20Survey%202019-2020-%20Analysis.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	NIL	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Amritam Jalam - Save Water - Ashok Singh Raj Purohit, Senior Sub Editor, Rajasthan Patrika, Egmore, Chennai-08	Department of Hindi	01/07/2019
Seminar on Sama Kala Nadaga Chuzhal - Mr. K S Karuna Prasad, Koothu Pattarai Actor	Department of Tamil	24/01/2020
International Seminar on "E-Safety" - Dr.Chandrika Subramaniyan, Solicitor and Barrister, Supreme Court of NSW and High Court of Australia	Departments of Computer Science, Computer Applications and Consumer Club	27/09/2019
Workshop on "Mobile Phone Servicing" - Trainers from New Technology, Coimbatore	Departments of Sciences	16/12/2020
Interactive Session on "Cyber Security Ethical Hacking" - Mr. Naveen Kumar, Cyber Security Researcher Professional	Department of Computer Science	28/01/2020
Career Guidance Programme - Mr. K. L. Venkatesan, Senior Software Trainer, Image Creative Education	Department of Computer Science	28/01/2020
International Data Privacy Day - Mr. Nirmal Jose, Manager, Incident Response Team, HCL	Department of Computer Science	30/01/2020
International Seminar on "Emerging IOT Trends" - Mr. Jay Karthik, Pre-Sales Systems Engineer, Cisco Systems, Greater Boston, USA	Departments of Computer Science and Computer Applications	26/02/2020
AITHON 2020 - Mr. Saravanan, CEO, Foursteps Training Solutions Pvt Ltd Mr. Deepan Raj, Visteon Technical, Services Centre, Technical Trainer- Four Steps Solutions Pvt. Ltd.	Departments of Computer Science and Computer Applications	29/02/2020
Workshop on Mental Health - Dr. Nappinai Seran, Psychologist and	Department of Psychology	01/10/2019

Marital Therapist and Founder of PsyHub Brain and Behavioral Clinic		
Workshop on Stress Management - Mr.S.Arputhanesan, ICTC Counsellor at Southern Railway Hospital, Counselling Psychologist Trainer	Department of Psychology	12/06/2019
Workshop on Mental Status Examination - Ms.M.Anjana, Psychiatric Social Worker, Raju Hospital	Department of Psychology	26/02/2020
Workshop on Angular - Mr.Hemananth, Senior Associate, Cognizant Technology Solutions, Chennai.	Department of Computer Applications	18/09/2019
Seminar on Digital Marketing - Ms. Shobana, Tech Head, NIIT Chennai	Department of Commerce	02/07/2019
Orientation on Capital Markets and Mutual Funds - Mr.Binu, Trainer, Finmark	Department of B.Com(CS) and Business Administration	12/06/2020
Seminar on Digital Transformation in Banking Finance - Mr. Vijayasubramanian, NIIT Ltd. Sr.Faculty	Department of B.Com(Accounting and Finance)	20/02/2020
A Special Talk on "It's Time to Start" - E.John Kiran, CEO, Iconic Dream Focus Private Limited, Founder - Parambariyum APP, Chennai	Institution Innovation Cell	28/02/2020
Textile Fabric Screen Printing Workshop - Mr. M Rajavel DME, Chairman Raja Screen Printers, Theni District, Tamilnadu - 625 536	Entrepreneurship Development Cell	17/02/2020
Face Mask Making Workshop - N Shyamaladevi, Fevicryl Specialist, Pidilite Industry, Mumbai	Entrepreneurship Development Cell	14/05/2020
A Facebook Live Session - Webinar on "Education Goals" - Dr.Ramesh Pokhriyal Nishank, Minister of MHRD	Institution Innovation Cell	22/08/2019

Workshop on 'Innovative Thinking' and release of CIIC's Logo - Dr. Uthra, Head, Department of Physics, D.G.Vaishnav College, Chennai	Institution Innovation Cell	24/09/2019
Lecture on "Product Development Phase - Story Telling" - Ms.Pallavi, Founder, MaapraTechnologies , Smart Parking Solutions, Nellore,Andrapradesh	Institution Innovation Cell	12/12/2019
Workshop on topic 'Design Thinking and Problem Solving' - Mr.Jaikanth Chinnathambi, CEO, Infinite Engineers, Chennai	Institution Innovation Cell	13/12/2019
Internal Smart India Hackathon 2020 - Dr. Saravanan, CEO Four Steps Training Pvt.Ltd.	Institution Innovation Cell	21/01/2020
A Facebook Live Session on"SIH - 2020 Insights" - Dr.Mohit Gambhir, Innovation Director, MHRD Innovation Cell, Delhi	Institution Innovation Cell	24/01/2020
A Webinar on "Smart India Hackathon 2020 Updates" Dr. Abhay Jere, Chief Innovation Officer, MHRD Innovation Cell	Institution Innovation Cell	24/01/2020
Lecture Series - I on Innovation Entrepreneurship and IPR on the topic Promotion in Innovation and Entrepreneurship - Dr. G. Gangi Reddy, Co-ordinator for TEPP Outreach cum Cluster Innovation Center - DSIR University Madras , Chennai, TN	Institution Innovation Cell	02/10/2020
Lecture Series - I on Innovation Entrepreneurship and IPR on the topic "Innovation" - Gowrishankar Wuppulura, Founder CEO, Padmaseetha Technologies Pvt.Ltd, IITM Research Park, Chennai, TN	Institution Innovation Cell	17/02/2020
Lecture Series - I on	Institution Innovation	24/02/2020

Innovation Entrepreneurship and IPR on the topic "Intellectual Property Rights" - Dr. A Balaji Ganesh, Dean (Research), Velammal Engineering College, Chennai, TN	Cell
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	Nil
International	English	8	6
National	Commerce	1	Nil
International	Corporate Secretaryship	5	6.2
National	Mathematics	1	5.3
International	Computer Science	1	Nil
International	Commerce	4	6
National	Business Administration	1	Nil
National	Corporate Secretaryship	1	Nil
International	Business Administration	1	6
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
Master of Social Work	2
Language - Tamil	2
Chemistry	1
Softskills and Placement	1
English	7
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A Kaleidoscopic view on the impact of financial knowledge on Investment Decision of Individual Investors	Mrs.Mercy Silvester	International Journal of Emerging Technologies	2019	Nil	Chevalier T Thomas Elizabeth College for Women	Nil
Determination and dominant groups of consumer perception and attitude towards beauty parlour services	Ms.Karthiga Priya M	International journal of intellectual property rights	2019	Nil	Guru Nanak College	Nil
The Role and perception of consumer on buying behaviour towards real estate industry	Ms.Ms. Karthiga Priya M	International journal of intellectual property rights	2019	Nil	Guru Nanak College	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	00
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	95	655	93	249
Presented papers	12	14	Nil	4
Resource persons	2	4	7	67
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Distribution of Nila Vembu Kudineer	National Service Scheme Greater General Chennai Corporation	2	300
Poshan Abhiyan	National Service Scheme	2	100
Fit India Programme	National Service Scheme	2	700
Blood Donation Camp	National Service Scheme Indian Voluntary Blood Bank	3	120
Rural Education Project	Unnat Bharat Abhiyan	2	14
Health and Hygiene Program for Village Children	Unnat Bharat Abhiyan	12	173
Livelihood Program for SHGs	Unnat Bharat Abhiyan	1	7
Programme on Social Values and Ethics to School Children	BBA Department in Collaboration with National Service Scheme	1	6
Workshop on Introduction to Python	Department of BCA in Collaboration with National	1	27

	Service Scheme		
Workshop on "3D Animation with Blender"	Department of Computer Science in Collaboration with National Service Scheme	2	6
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Summer Internship Program	National Service Scheme	Rural Summer Internship Programme	3	10
National Service Scheme	National Service Scheme International Alliance for Prevention of AIDS	AIDS Awareness Programme	2	700
National Service Scheme	National Service Scheme	Swachhta Pakhwara Programme	2	25
Unnat Bharat Abhiyan	National Service Scheme	Livelihood Programme for SHGs	1	7
Unnat Bharat Abhiyan	National Service Scheme	Health and Hygiene Programme for Village Children	9	173
Health Awareness	Youth Red Cross and Public Health Department	Sparsh Leprosy Awareness Campaign	2	60
Health Awareness	Youth Red Cross and Public Health Department	Leprosy Awareness Programme	2	500
International Coastal Clean Up Day	Indian Coastal Guard	Maintaining the Ocean Clean Green	1	14

Mental Health Awareness	Yuvathi-Mindcafe at YMCA Nandhanam.	Mindful Walkathon (Rally)	1	41
Road Safety Awareness	Thozhan NGO at Perambur Park and Pallavan Salai Park.	Road Safety Awareness Campaign "Good Samaritan Law"	4	252
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme	1	NIL	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Students shared their knowledge with school children	Field visit	KRM Public School , Shanthi Colony, Perambur, Chennai-11	18/10/2019	18/10/2019	35
Internship	Internship	Medopharm Pvt Ltd No 50, Kayarambedu Village Guvanchery-603202	08/05/2019	24/05/2019	5
Training on Invoice Billing	Internship	SRF Ltd-Manali, Chennai	21/05/2019	01/06/2019	3
Training on Online Assistance for Tourists	Internship	TamilNadu Tourism Corporation	27/05/2019	10/06/2019	4
To update real time technical knowledge	Internship	Sri Hema Info Tech, Chennai	05/12/2019	06/01/2020	11
Practical experience about	Industrial Visit	Times of India, Chennai	20/09/2019	20/09/2019	53

automated publishing, formatting, editing and colour printing of news paper					
Internship Training given to students - BBA	Project Work	Xllent Marine Line Pvt- Ltd Office No : 801803 8thFloor ,Raheja Towet No-113 , 134, Anna Salai, Chennai - 600 002	29/04/2019	15/05/2019	4
Internship Training given to students - BBA	Project Work	Mars Engineering No:5 Mosque Street, Pamma 1, Chennai-60 0 075	05/02/2019	26/05/2019	4
Internship Training given to students - BBA	Project Work	SanjanaMet alware India Pvt- Ltd, 21-H SIDCO Industrial E state, Ambat tur, Chennai- 600 098	02/05/2019	31/05/2019	4
Internship Training given to students - BBA	Project Work	ETA Star Property Developers Limited Chennai Citi Centre 4th floor ,1011, Dr-Radhakri shnanSalai , Mylopore , Chennai -600 004	05/02/2019	31/05/2019	3
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dr. MGR Janaki College of Arts	27/02/2019	To assure value addition and	36

Science		quantitative improvement of students understanding through Faculty Exchange Programme	
ALB Multimedia	22/08/2019	To conduct certificate course on Android App Development	28
ALB Multimedia	06/02/2019	To train the students in Tally ERP 9 GST 2.Issue course completion certificate on completion of the program	40
Finmark	05/09/2019	To provide training in financial market related courses and certify through NSE, NISM and other leading financial organisations	57
Yuva Active Advocacy Forum	21/06/2019	To train the students on advocacy	21
Tamilnadu Cooperative Milk Producers Federation Limited	11/12/2019	To provide Franchisee License	102
TOEFL	01/01/2019	To orient students on TOEFL GRE	747
Bethany Industrial Training School	04/01/2019	To conduct certificate course	Nil

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3434706	3835202

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments	Existing

purchased (Greater than 1-0 lakh) during the current year	
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
AUTOLIB Integrated Library Management Software	Fully	7.1	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20661	3343093	649	211248	21310	3554341
Reference Books	1599	307869	30	43766	1629	351635
e-Books	3255000	Nill	Nill	Nill	3255000	Nill
Journals	41	71650	1	Nill	42	71650
e-Journals	13	40980	5	Nill	18	40980
Digital Database	4	37800	Nill	Nill	4	37800
CD & Video	362	Nill	35	Nill	397	Nill
Library Automation	1	90025	Nill	Nill	1	90025
Weeding (hard & soft)	388	38892	18	2210	406	41102
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
Dr. P. Malarvizhi	Calculation of Interest when Cash Price is not given in Hire Purchase Accounts	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	27/01/2020
Dr. S. Sridevi	The Reading Process	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	18/03/2020
Mrs. S. Gayathri	Ratio Analysis	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	25/03/2020
Dr. S. Sridevi	The Reading Process : A Phenomenological Approach	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	27/03/2020
Mrs.E.Padmavathy	Reduction Formula	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	31/03/2020
Mrs. S. Gayathri	Stock Turnover Ratio	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	06/04/2020
Mrs. S. Gayathri	Creditors and Fixed Asset Turnover	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	06/04/2020
Dr.T.Ramya	Atomic Nucleus	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	06/04/2020
Mrs. Jayashree M	Degrees of Performance Appraisal	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CCTEMEDIA	13/04/2020

		TTEMEDIA	
Mrs. Y. Kavitha	Funds Flow Statement	Microsoft Power Point Screencast-omatic(Licensed Version) / https://www.youtube.com/c/CTTEMEDIA	21/04/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	214	165	214	14	0	5	11	150	19
Added	0	0	0	0	0	0	0	0	0
Total	214	165	214	14	0	5	11	150	19

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
CTTE MEDIA CENTRE	https://www.youtube.com/c/CTTEMEDIA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6977234	8063431	4558600	4047518

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has 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 CTTE Maryland Library is open from 8.30 a.m to 4.00 p.m. The library is fully automated with IILMS 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. 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. 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. The e-Browsing Section which has Reprography facility with Canon IRA 4525 machine is part of the library. 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. 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. Maintenance work is outsourced to individuals/companies through AMC There is a Press common to all the institutions under the C.T.T.E Trust which takes care of printing work

[https://www.ctewc.edu.in/iqac_gallery/0_Maintenance_of_Physical_and_Support_Facility_\(1\).pdf](https://www.ctewc.edu.in/iqac_gallery/0_Maintenance_of_Physical_and_Support_Facility_(1).pdf)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	T. Thomas Scholarship, Dr. Elizabeth Thomas, University Rank Holder and Vice Chancellor Quota	40	489020
Financial Support from Other Sources			
a) National	SC/ST, Minority, Central Sector, SC Scholarship Award from University of Madras and Endowment Scholarship from University of Madras	561	3719750
b) International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	01/07/2019	2263	All the Faculty
Personal Counselling	01/07/2019	2269	College Counsellors
Yoga Meditation	01/08/2019	45	Yoga Instructor
Bridge Course	24/06/2019	707	Language, General English Concerned

			Departments
Language Lab	01/07/2019	1540	Department of English
Remedial Coaching / PILL	01/07/2019	2153	Departments
Soft Skills Development	01/07/2019	678	Soft Skill Trainer Departments
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Bank Exam Coaching	125	Nil	Nil	Nil
2019	CTTE IAS Academy	50	Nil	Nil	Nil
2019	Technical and Aptitude Training	60	Nil	Nil	21
2019	UGC NET/SET Coaching	38	Nil	3	Nil
2019	Career Counselling	Nil	2263	Nil	115
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
HCL, Technosoft Global Services, Capgemini, Just Dial, Infosys IT, CTS IT and Non IT, TCS	721	115	TCS	15	Nil

Non IT

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.Sc	Computer Science	St.Anne's Arts and Science College, Chennai	M.Sc (CS)
2020	1	B.Sc	Computer Science	Women's Christian College, Chennai	M.Sc (IT)
2020	1	BA	English	St. Christopher's College of Education. Chennai.	B. Ed.
2020	1	BA	English	Measi College of Education, Chennai.	B. Ed.
2020	1	BA	English	Mother Theresa Women's University, Kodaikanal.	B. Ed.
2020	1	BA	English	CSI Bishop Newbiggin College of Education, Chennai.	B. Ed.
2020	1	BA	English	Patrician College of Arts and Science, Chennai.	Master of Social Work
2020	4	BA	English	Chevalier T. Thomas Elizabeth College for Women, Chennai.	Master of Social Work
2020	2	BA	English	Anna Adarsh College for Women, Chennai	MA English
2020	8	BA	English	Chevalier	MA English

T. Thomas
Elizabeth
College for
Women,
Chennai.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	6
Any Other	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Retro (Group)	Institution Level	42
Western Dance (Group)	Institution Level	53
Dances of India (Group)	Institution Level	54
CTTE'S GOT TALENT! (Solo)	Institution Level	7
Adapt Tune (Solo)	Institution Level	10
Channel Surfing (Solo)	Institution Level	10
Singing - Western (Solo)	Institution Level	11
Singing - Carnatic / Semi Carnatic (Solo)	Institution Level	6
Classical Dance (Solo)	Institution Level	16
Freshers' Talents Meet (July 19, 2019)	Institution Level	192

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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)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	National Level Yoga thon- Advanced Level Winner	National	1	Nil	111703970	Bharathi. B
2019	SRM - Milan Colosseum III	National	1	Nil	69503828 6154	R. Sasikala
2019	7th All	National	1	Nil	77652470	N.

	India Silambam Premier League-II				3582	Tejaswini
2019	7th All India Silambam Premier League-I	National	1	Nil	77652470 3582	N. Tejaswini
2019	7th All India Silambam Premier League-II	National	1	Nil	77652470 3582	N. Tejaswini
2019	7th All India Silambam Premier League-II	National	1	Nil	77652470 3582	N. Tejaswini
2019	SRM - Milan Colosseum III	National	1	Nil	531800499	B.Sangeetha
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council has representation from all programmes and works under the guidance of the Dean of Student Affairs. They play a very active role in various academic and administrative bodies and committees such as the following:

- The President of the Student Council Ms. G. Keren Josandra of III B. Com (AF) is a member of the Internal Quality Assurance Cell, Anti-Ragging committee Fine Arts Academy.
- The Vice-President of the Student Council Ms. B. Bharathi of III B.A (English) is a member of the Fine Arts Academy.
- The Vice-President of the Student Council Ms. Subhashini of III B. Com (General) 'B' is a member of the Discipline Cleanliness committee.
- The members of the Student Council Ms. M. Kirubha Priyadarshini, Ms.V. Sweatha Shree, Ms. M. HarshaPriya are also part of the Discipline Cleanliness committee.
- The members of the Student Council Ms. R. NigilaRajan of III B.Sc (Chemistry) and Ms. Kowshalya of II MSW coordinate outreach activities.
- The members of the Student Council Ms. K. SarathaPriya of III B.Sc (Computer Science) and Ms.B. Shreesha of III B.C.A are part of the Public Relations committee.
- The members of the Student Council Ms. L. Dhanalakshmi of III B.com (CS) A and Ms.S. N. BismiParwin of III B.Sc. (Psychology) are part of the Health and Hygiene committee.
- The member of the Student Council Ms. A. AyshaSiddiqua of III B. Com (General) A coordinates sports activities.
- The member of the Student Council Ms. R.K. Saisree of III B.Sc. (Mathematics) is a member of the Library committee.

The role of the Student Council in various college activities are as follows:

- 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 Cultural - a major two-day event.
- They take care of the ISR activities like teaching school children, organizing donations for the needy.
- 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. 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 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The C.T.T.E College Alumnae Association was established on January 26, 2007 to foster the spirit of belongingness and gratitude to the Alma Mater. It aims at promoting the welfare of the college with the motto "Let's join to make our dream 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 14th Annual Alumnae meeting was held on January 26, 2020. The President of the Association, Principal, Dr. Hanifa Ghosh, presented the annual report highlighting the developments in the college. It was followed by the release of the Annual Bulletin. The association encourages meritorious and needy students by providing full tuition fee waivers • Outstanding Talent in Sport • Wards of class IV employees • Meritorious Student from the Economically Weaker Section. The association gives the CTTE Alumnae Cash Award for Individual Championship in Sports which carries a cash prize of Rs. 1000/-

5.4.2 – No. of enrolled Alumni:

809

5.4.3 – Alumni contribution during the year (in Rupees) :

1000

5.4.4 – Meetings/activities organized by Alumni Association :

1(January 26,2020)

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The College decided to give exposure to the Faculty Members to the Accreditation processes and procedures for the National Assessment and Accreditation Council and National Institute Ranking Framework. Hence series of instruction sessions were conducted and the work was decentralized among the teachers. Periodical meetings took place during which brain storming and open discussions brought forth multiple ideas that benefitted the work. Faculty members were able to approach the concepts from fresh perspectives and discussions moved on towards future type of performances. 2. College Advisory Committee meets the College Action Council to discuss policies regarding the following areas a. Admission b. Fees Structure c. Pass percentage d. Extension activities e. Continuous Internal Assessment

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The college follows the Choice Based Credit System (CBCS) implemented by the University of Madras (UG courses - 140 credits and in PG courses - 91 credits). The College Academic Calendar is prepared accommodating 450 instructional hours per semester. 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 Heads of the respective Departments plan the allotment of subjects. Lesson plans, subject wise logbooks with lesson summaries are maintained.</p>
Teaching and Learning	<p>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. Experiential Learning, Participative Learning, Collaborative Learning, Problem Solving methods and Technology Enhanced Teaching and Learning (TETL)/ Blended Learning are adopted. Teachers use paper-based games or mobile-app based games to teach. Learning Management System, G-Suite enabled Google Classroom ensured a smooth transition to Online mode of teaching during the time of lock down.</p>
Examination and Evaluation	<p>First CIA is held approximately on 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. Dates for conducting seminars and class tests and submission of assignments are all announced well in advance. Students are made to check their marks and sign before their marks are uploaded on the University's Online Internal Marks Entry System. The University examination schedule is intimated. Any anomalies in the University question paper, representation is made to the University.</p>

<p>Research and Development</p>	<p>Research departments are encouraged to involve the students in research based projects. They are encouraged to publish their research findings in journals and present them in Conferences. The research code of ethics is strictly followed. Research Cell organizes events to promote and encourage the value of socially relevant research work. Research meetings are held at regular intervals to guide the students and to improve the quality of the work.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>C.T.T.E. Maryland library has a total area of about 5206 sq. ft. The library has the following sections: Journal, Research, OPAC, Braille, Reading Area, Stack Area, e-Resource Centre and Reprography Section. The college has good infrastructure with well-ventilated classrooms, smart classrooms, auditoriums, lecture halls and laboratories. The College has adequate infrastructure for Sports, Games, Yoga and other extracurricular activities . The college also has laptops, Projectors and portable LCD projectors which are used in the teaching learning process.</p>
<p>Human Resource Management</p>	<p>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 college believes in participative management and faculty members have a say in the functioning of the institution. There are several committees that ensure the smooth implementation of the decisions taken.</p>
<p>Industry Interaction / Collaboration</p>	<p>The institution is an Associate Member of ICTACT (No: 03126). Staff and students of various departments upgrade their technical skills through the ICTACT collaboration. Twelve MoUs were signed by various departments with their respective industrial partners. Internship Training: M.A. (English), M.Com, III B.Com (CS) BBA students undergo Internship programmes in reputed institutions during the course of study to enhance their employability skills.</p>

Admission of Students	<p>The College website provides access to Online Application. The college prospectus provides all the necessary information about the programmes and the related courses. Reservations are made as per Government Quota. Other seats are made available for meritorious students from underprivileged section of the society. Cut-off marks are decided prior to the commencement of admissions. The applications are scrutinized by the faculty and the interview card is sent to them. The students are interviewed and counseled by the faculty. Eligible candidates are admitted as per the University and Government norms.</p>
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>1. G-Suite (E-mail) - Training Support by Techevo No.49/1 2nd Street, Kamaraj Nagar, Avadi, Chennai-71 2. Through Whatsapp (Shikshagan Group)</p>
Administration	<p>Management Information System Vendor : Sri Hema Infotech No: 1A, 2nd Floor, Paper Mills Road, Gopal Colony, Perambur, Chennai - 600 082. Tamilnadu, India. E-Mail : help@cwd.co.in , srihemainfotech@yahoo.co.in Web : www.cwd.co.in</p>
Finance and Accounts	<p>e-Payment Maruthi Infotech 19 A , 1st, Floor, Kamaraj Salai, Kodungayur, Chennai-118</p>
Student Admission and Support	<p>C.T.T.E College Website : https://www.cttewc.edu.in https://www.cttewc.edu.in/admissionform Vendor : Sri Hema Infotech No: 1A, 2nd Floor, Paper Mills Road, Gopal Colony, Perambur, Chennai - 600 082. Tamilnadu, India. E-Mail : help@cwd.co.in , srihemainfotech@yahoo.co.in Web : www.cwd.co.in</p>
Examination	<p>1.G-Suite - Training Support by Techevo No.49/1 2nd Street, Kamaraj Nagar, Avadi, Chennai-71 2. University Examination Through University of Madras Website</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support

		support provided	fee is provided	
Nil	NIL	NIL	NIL	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Capacity Building Workshop on Enhancing Quality in the Teaching-Learning Process Organised by IQAC, C.T.T.E College for Women	NIL	26/02/2020	26/02/2020	78	Nil
2020	Faculty Development Programme on LaTeX in association with Spoken Tutorial Project - IIT Bombay	NIL	05/03/2020	30/06/2020	641	Nil
2019	Faculty Development Programme on Python 3-4-3 in a association with Spoken Tutorial Project - IIT Bombay	NIL	01/07/2019	31/12/2019	14	Nil
2019	Faculty Development Programme on	NIL	01/07/2019	31/12/2019	18	Nil

	Inkscape in association with Spoken Tutorial Project - IIT Bombay					
2019	Faculty Development Programme on Expeyes in association with Spoken Tutorial Project - IIT Bombay	NIL	01/07/2019	31/12/2019	4	Nil
2019	Faculty Development Programme on Scilab in association with Spoken Tutorial Project - IIT Bombay	NIL	01/07/2019	31/12/2019	3	Nil
2019	Faculty Development Programme on Latex in association with Spoken Tutorial Project - IIT Bombay	NIL	01/07/2019	31/12/2019	2	Nil
2019	Faculty Development Programme on Libreoffice Writer in association with Spoken Tutorial Project - IIT Bombay	NIL	01/07/2019	31/12/2020	4	Nil
2019	Faculty Development	NIL	01/07/2019	31/12/2019	3	Nil

	Programme on Libreoffice Calc in association with Spoken Tutorial Project - IIT Bombay					
2019	Faculty Development Programme on Libreoffice Impress in association with Spoken Tutorial Project - IIT Bombay	NIL	01/07/2019	31/12/2019	3	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Enhancing Quality in the Teaching - Learning Process	8	12/03/2020	12/03/2020	1
FDP on Contemporary Process of Academic Research Research Methodology	85	22/02/2020	22/02/2020	1
FDP on Contemporary Process of Academic Research from the Perspective of Science Humanities and Commerce	1	22/02/2020	22/02/2020	1
FDP on Inspirational Teaching	1	07/02/2020	08/02/2020	2

:Tips,Tricks Techniques				
FDP on Inkspace	4	01/07/2019	31/12/2019	180
FDP on Libre Office Suite Impress	2	01/07/2019	31/12/2019	180
FDP on Libre Office Suit Writer	2	01/07/2019	31/12/2019	180
FDP on Libre Office Suite Calc	2	01/07/2019	31/12/2019	180
FDP on Focus on Quality Initiatives of NAAC The New Framework.	1	23/06/2019	23/06/2019	1
FDP on Modern Day Teaching - An Insight	1	14/06/2019	14/06/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
81	85	38	40

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Faculty are covered under EPF. Faculty who receive a consolidated pay(less than 21,000 per month) are covered under ESIC. Faculty are covered under Gratuity Scheme. Maternity/Medical leave with pay is sanctioned for all faculty 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</p>	<p>Employees are covered under EPF. Employees are covered under ESIC. Employees are covered under Gratuity Scheme. Maternity/Medical leave with pay is sanctioned for all employees on completion of 3 years of experience. Interest free Education Loan for employees children. Pongal Bonus at 5 of Annual Basic Pay. Employees can become members of the St.Marys 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</p>	<p>Accident Insurance coverage for all employees. Counselling facilities through qualified counsellors. Free coaching class for IAS and Bank Coaching. Free coaching class for Veena, Bharathanatiyam, Yoga and Martial arts. Student Welfare Fund</p>

faculty children. Ex-gratia of Rs.1000 for teaching faculty as Academic Support Allowance paid in December/January every year. Faculty can become members of the St.Marys 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 loans at a lower interest. Tuition Fee Waiver given by the Management to children of faculty studying in St.Marys Group of Schools. Accident Insurance coverage for all faculty. Counselling facilities through a qualified counsellors.

avail of loans at a lower interest. Tuition Fee Waiver given by the Management to children of employees studying in St.Marys Group of Schools. Accident Insurance coverage for all employees. Counselling facilities through qualified counsellors. Class IV employees and security personnel are provided with 2 sets of uniforms once every 2 years.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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 utilization 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.

Every year the internal financial scrutiny is conducted by the finance committee before the last working day. 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. Annual audit statement of accounts for the financial year April 2019 - March 2020 was

given on November 4,2020

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, Non-Government Bodies, Individuals and Philanthropies	1294424	To pay the students fees, to award the best student, Sports Day Individual Championship and Culturals
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Could not conduct due to pandemic	No	Could not conduct due to pandemic
Administrative	No	Could not conduct due to pandemic	No	Could not conduct due to pandemic

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No registered Parent - Teachers Association. Department have periodic meeting with the parents to discuss the performance of their wards. Every year a structured feedback is collected from the parents (stakeholders) on curriculum and analysed.

6.5.3 – Development programmes for support staff (at least three)

Interest free Education Loan for higher studies Employees can become members of the St.Marys 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 loans at a lower interest. Counselling facilities through qualified counsellors.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Research Based Teaching - It was insisted that teachers publish papers on the courses taught in addition to their areas of expertise Research Publications - Research Cell was formed to inculcate the spirit of research among the members of faculty and students. It encourages them to take up research based activities, to present research papers in national and international conferences and publish them in research journals. Internship Programme - Students are advised to enrol for internship programme to enhance their employability skills Introduction of Certificate Courses- To increase the number of Certificate courses to enhance their entrepreneurship skills Promoting Leadership among Students - Greater participation to be given to students in academic and administrative committees

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Capacity Building Workshop on Enhancing Quality in the Teaching-Learning Process Organised by IQAC, C.T.T.E College for Women	26/02/2020	26/02/2020	26/02/2020	78
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Orientation Programme on 'Gender Equality	05/07/2019	05/07/2019	500	Nil
World Population Day - Guest Lecture on "Reproductive Health and Gender Equality"	11/07/2019	11/07/2019	600	Nil
SHEROES-2019" - (Inter-Collegiate Competitions)	14/09/2019	14/09/2019	100	50
Awareness on "Women Safety and Security" by City Traffic Police, Chennai, Tamil	09/12/2019	09/12/2019	500	Nil

Nadu.				
Awareness Program on the "Importance and Usage of Kavalan Application" by Law and Order Department	10/12/2019	10/12/2019	500	Nil
Awareness Program on , "Safety and Security for Women ." by Dr. M. Periakaruppu, Training Director, Research and Action Center for National Integration and International Co-operation (RACNIICO)	19/12/2019	19/12/2019	100	Nil
Guest Lecture on "Importance of Women Empowerment" on International Women's Day	06/03/2020	06/03/2020	600	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

• 54.5 percentage of power requirement of the college is met by the renewable energy sources • Longer life span and energy efficient LED bulbs are used to lower carbon emission. • An interactive talk with Mr. Arun Krishnamoorthy, Environmentalist, Founder (E.F.I) was conducted on December 16, 2019. • All second year students were involved in planting and nurturing herbal plants as "Pot Planting" Activity. • Based on an MOU with ITC paper Board and Specialty Paper Division old newspapers from the Library and shredded waste paper from the office, various departments, classrooms and from the students are exchanged for A4 reams, notebooks and stationery. This ITC Paper Exchange Programme was conducted on January 10, 2020. • Field visit to SRCM Meditation Centre, Manapakkam was organized in the month of February and March. Students were involved in Seed ball making, Tree walk, Meditation and Yoga. • Various competitions such as "Wealth out of Waste, Painting using organic colours, etc. was conducted in the month of February. • Tree Saplings donated by faculty members are planted around the campus. • On May 27, 2020, the Department of Chemistry organised a webinar on "Energy Sources for the Future" conducted by Dr. B. Muthuraaman, Assistant Professor Head (i/c), Department of Energy, University of Madras.120 participants throughout Tamilnadu took part in the webinar.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	29/07/2019	3	Medical Camp by Youth Red Cross and Aadithya Eye Care	Provided Free and High-Quality Medical services for Public, Staff and Students	160
2019	Nil	1	06/08/2019	1	Blood Donation Camp by National Service Scheme Indian Voluntary Blood Bank	To Create Awareness on the Importance of Voluntary Blood Donation.	123
2019	Nil	1	20/08/2019	1	Department of Physics organised a workshop on "Handling Physics Apparatus"	To develop practical skills and to make learning understandable, enjoyable	19

					for Higher Secondary students of Chennai Girls Hr.Sec School, Perambur	and perceivable, various experiments were taught	
2019	Nil	1	30/10/2019	1	Organ Donation Camp by National Service Scheme Rajiv Gandhi Chronic Disease Health Care Awareness Association	To create awareness on the significance of Organ Donation.among the public	300
2019	Nil	1	21/10/2019	1	Programme on Social Values and Ethics to School Children by BBA Department in Collaboration with National Service Scheme	To sensitize students on social values and ethics	7
2019	Nil	1	22/11/2019	1	MSW-Student's Association for Welfare and Empowerment(SAVEETHA) in collaboration with Saveetha Medical college organized "FREE MEDICAL	To provide free health care services for the people who lack access to basic medical services	17

					CAMP" at Siruvapur iVillage.		
2020	Nil	1	25/01/2020	7	National Service Scheme Special Camp at Siruvapuri Village	To serve the community of Siruvapuri Village	58
2020	Nil	1	22/02/2020	2	Livelihood Program for SHGs by Unnat Bharat Abhiyan	To create awareness on livelihood programmes	9
2020	Nil	1	26/02/2020	4	Health and Hygiene Program for Village Children by Unnat Bharat Abhiyan	To create awareness on basic health and hygiene practices	185
2020	Nil	1	06/03/2020	2	Rural Education Project by Unnat Bharat Abhiyan	To sensitize students on the basic right for education	16

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Yet to be published

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Student Council Inauguration (Promoting Righteous Conduct)	19/07/2019	19/07/2019	2263
Tribute Paid to Dr. A P J Abdul Kalam on his Death Anniversary (Promoting Universal Values)	26/07/2019	26/07/2019	600

Independence Day (Observance of Fundamental Duties)	15/08/2019	15/08/2019	2263
Dr. RadhaKrishnans Birth Anniversary Celebrated as Teachers Day	05/09/2019	05/09/2019	2263
Christmas Celebration (Promoting Communal Harmony)	20/12/2019	20/12/2019	600
Pongal Celebration (Promoting Social Cohesion)	10/01/2020	10/01/2020	2263
National Voter's Day - 'Right to Vote' (Creating Awareness on Fundamental Duty)	13/01/2020	13/01/2020	46
National Voters' Day (Promoting of Fundamental Duties)	23/01/2020	04/02/2020	85
Republic Day (Observance of Fundamental Duties)	26/01/2020	26/01/2020	2263
Sensitization Programme on Consumer Awareness (Promoting Human Rights)	07/07/2019	07/07/2019	600
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Green/ Eco-friendly Practices • The trees in the campus are ample proof of an eco-friendly campus. Regular tree planting is undertaken to maintain the green canopy. The campus has around 210 varieties of plants including herbs, shrubs, medicinal plants and trees. • Awareness programmes on 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. • Guest lectures are organized on subjects like vermicomposting, segregation of waste and kitchen gardening . 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 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 Division enables the institution, its students, staff and faculty members to exchange old and used papers for new note books and paper reams.. Energy Conservation • Instructions to switch off the lights, fans and AC units when not in use are constantly given. • Stickers are pasted in classrooms creating awareness on conservation of energy. • 20 of lighting requirements are met through LED bulbs. • 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 through the principle of Reuse, Recycle and Reduce.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title of the Practice: Technology Enabled Teaching- Learning (TETL) Virtual classrooms to integrate technology with Teaching-Learning process and physical classrooms with smart boards enhance the existing pedagogical practices. The teachers were encouraged to develop e-content and upload them in the CTTE Media. Hence, during the period of lockdown, there was a smooth transition from the physical to online mode of teaching. Objectives / Intended Outcomes: • To enhance the usage of technology-enabled teaching-learning process to improve the academic skills of the learners. • To make the teaching-learning process innovative, interactive and relevant to the digital generation. Contextual Features / Challenges: • Investing in IT infrastructure. • Motivating and training teachers to use technology. Practice: • The first major step taken by the Management towards TETL was to establish the Language Lab in 2007 with 301 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. • In 2010, two of our faculty were part of an international project funded by Canada and undertaken by PAN dora, University of Madras. Open Educational Resources through Moodle was introduced and teachers started using. • Since January 2015, we have been offering NMEICT Spoken Tutorials to interested students in collaboration with IIT, Bombay. A total of 2883 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. • 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. In the last three years 1658 students enrolled and were certified. • In February 2018, our college signed an agreement with Google Cloud and became a member of G-suite, an LMS. 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. • CTTE Media Centre with the required infrastructure helps teachers in recording e-content and uploading on You Tube under CTTE Media Channel. Problems Encountered: 1. Making TETL a success needed a lot of determination. The investment required for the purchase of digital gadgets and equipment was a challenge. As a self-financing institution run by a Public Trust on a no-profit basis, financial resources are limited. But still the management through their unfailing leadership has provided 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. Evidence of Success: • Certificate of Appreciation received by our SPOC. • Several of our faculty and students have excelled in NPTEL exams during the year 2019-20. o 42 Elite o 15 Elite Silver o 1 Elite Silver and Topper • The e-content recorded in the CTTE Media Centre and uploaded on YouTube CTTE Media Channel is being watched by students. • Students find learning through Google Classroom very interesting and interactive. • The Google classroom engagement has received Appreciation from Google Partner-Techevo Solutions. Best Practice 2 Title of the Practice: STEP UP • An acronym for Supplementary Training Enrichment of Personality - An Undergraduate Programme, STEP UP was launched in the year 2014 to help students develop their personality and communication skills. Objectives / Intended Outcomes • The objectives are: o to make students more comfortable in Spoken English skills o to improve their knowledge of current affairs through watching and discussing news o to inculcate values and right behaviour through mentoring o 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. The Context • Our college is situated in North Chennai which is an industrial belt. As per the data compiled for NIRF for the academic year 2019-20, it was found that 2134 students out of 2263 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. 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) Resources • 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 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 onwards we have STEP UP after class hours. 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.cttewc.edu.in/igac_gallery/0_Best_Practice_1_&_2.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Digital Learning is one thrust area distinctive to institutions vision to empower women to face the challenges of the present times. The following achievements in digital learning indicate the priority given to the digital learning apart from the regular usage of Google Applications for Education in teaching learning process: National Programme on Technology Enhanced Learning (NPTEL) Our College has been placed 126th Rank in All Over India, 5th Rank amidst Arts and Science College and also received "Best New Local Chapter" Award outside top rated Local Chapters based on performance in SWAYAM-NPTEL Certification Online Courses for July - October, 2018 NMEICT-Spoken Tutorials Our college is one of the Academic Centers of the Spoken Tutorial Project, an initiative of National Mission on Education through ICT (NMEICT), MHRD, Government of India since 2014. As an active member of this project, we have conducted software training workshops to facilitate 2884 students till date. Cloud Literate Campus Award CTTE College for Women had hosted "Cloud Literacy Day" in the month of October 2019 organized by the ICT Academy of Tamil Nadu in association with AMAZON WEB SERVICES. The students underwent a series of challenges and earned "Cloud Inventor/ Cloud Computing 101" badges. The College has been awarded with Cloud literate campus award in the Institution category by Amazon Web Services (AWS) in association with ICTACT on 26/02/2020 for the same.

Provide the weblink of the institution

[https://www.cttewc.edu.in/igac_gallery/0_Distinctive_Practice_of_the_institution_\(1\).pdf](https://www.cttewc.edu.in/igac_gallery/0_Distinctive_Practice_of_the_institution_(1).pdf)

8.Future Plans of Actions for Next Academic Year

In the next academic year, efforts to obtain permanent affiliation status from the University of Madras would be prioritized. The future course of action for the academic framework would be chartered out on the basis of New Education Policy. Research based teaching to be made the thrust area of teaching learning process. Learning Outcome based Curricular Framework to be effectively implemented with the support of full-fledged technology enabled teaching learning process. Outcome-based Teaching/learning Process will be encouraged and Teachers' Academic Semester Self-study Report would be implemented gradually. PILL [Partnership in Language and Learning] would be strengthened as part of Department Self-study Semester Progress Report. Curricular e-content development will be increased. Certificate courses to enhance employability skills will be introduced. As an institution of higher education with digital learning as its distinctive practice, relevant Programmes to enhance digital skills in different professions across the social spectrum will be organized under Institutional Social Responsibility. Faculty Development Programmes to enhance the technological skills of the non-teaching members of the staff will continue to be organised. We hope to bring in digital operating administration style as far as

possible, as we have begun to initiate ERP. Online admission process will also be initiated gradually. Being a private education with no government support, we have to increase the intake of students and fill the sanctioned strength in future to balance our economic needs. We hope to increase our public perception in future so that our demand ratio will improve. We have helped around 12,000 students graduate till now. These women students have contributed to the society. We will continue to work for society following the vision of the institution to empower women through education, ethics and economic development.