YEARLY STATUS REPORT - 2020-2021

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. S. SRIDEVI
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04425375753
• Mobile no	9940519005
• Registered e-mail	cttewc@yahoo.com
• Alternate e-mail	principal@cttewc.edu.in
• Address	No.16, St. Mary's Road Maryland, Sembium, Perambur
• City/Town	Chennai
• State/UT	Tamil Nadu
• Pin Code	600011
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**University of Madras, Chennai**
• Name of the IQAC Coordinator	**Dr Queency Asha Dhas P J**
• Phone No.	**9840161735**
• Alternate phone No.	**04425375753**
• Mobile	**9940519005**
• IQAC e-mail address	**iqac@cttewc.edu.in**
• Alternate Email address	**office@cttewc.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://cttewc.edu.in/wp-content/uploads/2021/09/AQAR-2019-2020-1.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://cttewc.edu.in/wp-content/uploads/2021/12/College-Calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.59**	**2014**	**05/05/2014**	**04/05/2019**
Cycle 2	**A**	**3.04**	**2019**	**15/11/2019**	**14/11/2024**

6.Date of Establishment of IQAC	**13/01/2012**

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	**8**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Executive Training Programme to ensure quality in Online Teaching was organised on ICT Online Teaching Tools by Mr. Sarath Balaji, Co-Founder, Techevo from December 28 to December 30, 2020.

To make the Stakeholders aware of the upcoming transformative changes in Higher Education scenario a Webinar & Panel Discussion on New Education Policy was organised.

Regular meetings with various Stakeholders were held at regular intervals.

An initiative to document faculty members' academic, non-academic and research performances - Self Study Report.

Submitted data for the National Institutional Ranking Framework as required by Ministry of Education.

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

Plan of Action	Achievements/Outcomes
To enhance the quality of Online Teaching	Executive Training Programme to ensure quality in Online Teaching was organised on ICT Online Teaching Tools by Mr. Sarath Balaji, Co-Founder, Techevo from December 28 to December 30, 2020.
To follow the process of Permanent Affiliation	Under process.
To motivate the members of faculty to publish research papers in recognized International Journals	Faculty have published 35 research papers in Journals, 19 Books/Chapters in Books/Conference Proceedings.
To initiate the process of research journal publication	Under process.
To organize FDP to improve the technical and communicative skills of the administrative Staff	Workshops were conducted for Administrative and Technical staff.
To organize programmes using social media platforms to create awareness on various issues related to students community.	17 Facebook Live Series were conducted on various topics.

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

- Name of the statutory body

Name	Date of meeting(s)
Chevalier T. Thomas Educational Trust	22/10/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	29/01/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	390

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2202

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	455

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	723

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	82

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	85

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	59
4.2 Total expenditure excluding salary during the year (INR in lakhs)	6776237
4.3 Total number of computers on campus for academic purposes	194

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Curriculum delivery

- **Monitored by Dean Academics, Curriculum Development and Monitoring Committee (CDMC)**

- **Lesson plans - prepared, authorized by HoD**

- **Refresher classes, Remedial classes, PILL classes GT**

- **Internal academic/ administrative auditing by IQAC**

Covid 19

- **The academic calendar was prepared every month taking into account the dire needs of that particular month this year.**

- **Information communicated to all stakeholders**

- The internet availability for students was taken into consideration and accordingly, the timing of classes was adjusted.

- As almost all the students could manage online classes using a smartphone, the curriculum delivery could take place in a seamless manner.

Curriculum Planning Committee

- Supervised by the Dean of Academics; frames the master timetable for all the programmes; HODs frame the Department timetables.

- Departments conduct meetings to finalize the allotment.

- The course is allotted as per the expertise of the particular teacher.

- Lesson plans prepared and standardised reflecting the complexity of each unit.

- The information was posted on Google Classroom.

- Online/offline lectures by subject experts are regularly conducted to reinforce teaching.

- NMEICT Spoken Tutorials, NPTEL courses, subject-related certificate courses are offered.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://cttewc.edu.in/wp-content/uploads/AQAR 2020-21/Suggestions_Transforming-Reforms-under-NEP.pdf

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

The college adheres to the academic calendar; it is displayed on the

website.

Continuous Internal Evaluation

- Dean of Students monitorsthe semester academic calendar.

- If government cancels classes for some reason, those teaching hours are compensated; process recorded.

- Sufficient time given between each CIA; centralised/monitored by Dean of Academics.

- Frequent tests conducted; monitored by HoDs. Action plans available.

Internal Communication

- CIA dates are finalised by College Advisory Committee; informed to Faculty in Meetings.

- The circulars are sent to student email ids: the college 'Office Admin' sends these bulk emails monitored by the Principal with 'cc' to all the teachers.

- The non-teaching staff is informed about all the updates meticulously.

- Circulars posted in 'class WhatsApp groups' monitored by class teachers/ HoDs.

Covid

- Special care was given tostudents affected with COVID or faced with technical difficulties by class teachers.

- Dates for seminars/tests, and submission of assignments were announced in advance by class tutors.

- Videos explaining the assignment uploading process were circulated to the students prior.

- Changes due to Government orders were intimated to the students. Copy of the G.O. sent as attachment.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

16

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

7

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

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

1934

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

1.3 - Curriculum Enrichment

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

The curriculum designed by the University of Madras includes courses that cater to cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values, and Professional Ethics which is aimed at creating awareness and equipping students to the challenges of Globalization. The courses are as below:

Professional Ethics

Name of the Course

Programme & Year

Social Work Profession (HAW1A)

I MSW- Semester I

Work with Individuals (HAW1B)

Work with Groups (HAW1C)

Social and Psychological Foundations for Social Work (HAWXA)

Business Ethics, Corporate Governance and Social Responsibility (KDAXB)

II MCOM –

Semester III

Organizational Behaviour (KDA1C)

I MCOM –

Semester I

Gender

Name of the Course

Programme & Year

Women's Writing (BRA5C)

III BA English - Semester V

Writings by and on Women (HAB4B)

II MA English - Semester IV

Fundamentals of Social Anthropology (SBT2B)

I B.Sc. Psychology – Semester II

Human Values

Name of the Course

Programme & Year

Value Education (VAE5Q)

UG III year - Semester V

Counselling and Guidance (SET6A)

III B.Sc. Psychology – Semester VI

Environment and Sustainability

Name of the Course

Programme & Year

Environmental Studies (ENV4A)

UG II year - Semester IV

Disaster Management (HAWEB)

I MSW

Semester II

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

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

13

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

339

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://cttewc.edu.in/wp-content/uploads/2022/01/Feedback-on-Curriculum-1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://cttewc.edu.in/wp-content/uploads/AQAR2020-21/Criterion1/1.4.1&1.4.2/Feedback-action-taken.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

768

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

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

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

455

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

2.2 - Catering to Student Diversity

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

Assessment of the learning levels of the students

- The departments and each course instructor assesses the learning levels of students in the first year through entry-level tests.

- Programme-wise bridge courses are conducted and this too assess students' abilities and levels of understanding.

- After the first CIE, the learning levels of the students are evaluated.

Advanced learners

- Advanced learners are encouraged to participate in inter-college and intra-college competitions, workshops, symposium seminars, and conferences.

- They also present/publish papers in conferences/ journals under the guidance of their project supervisors. They are motivated to complete certifications through NPTEL, NMEICT, and other certificate courses offered by the college.

Slow learners

- 'Refresher courses' are conducted before the exams in addition to the simplified lecture notes provided for the slow learners.

- 'Counseling' is done at different levels by the course instructor, the class tutor who is also the mentor, and the HOD.

- If required, parents are also counseled.

- Collaborative learning initiatives such as the PILL (Partnership In Language and Learning) programme are conducted in whichadvanced learners help slow learners to understand the subjects.

- Edge-ON course provides different modules to enhance their English language skills to both advanced and slow learners.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2202	**82**

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

2.3 - Teaching- Learning Process

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

Collaborative teaching and learning methods were facilitated through Google Apps like Docs, Sheets, Forms, Slides, etc. Each department followed the pedagogy suitable to the course taught.

Participative learning tools for online classes: interactive tools like Kahoot, Padlet, etc. were used. Roleplay, video presentation on advanced topics are also done.

Experiential learning

- **This was provided through online simulations, lab experiments, science demos, internships, and industrial-oriented mini-projects.**

- **Workshops and webinars were live-streamed through CTTE Media, the college's official YouTube channel to enable students to learn from the experiences of the experts in the field.**

- **Important webinars are edited and uploaded on the college 'YouTube' channel.**

Problem-solving methodologies

- **Case studies, projects, and brainstorming were also conducted**

online.

- **Lab experiments were demonstrated using OER simulations and Virtual labs.**

- **Hands-on coding practice during lockdown was given through mobile apps like Cppdroid, Pydroid, JVDriod, Google Colab etc.**

- **Students were encouraged to enroll in certificate courses offered by NPTEL and NMEICT for self and participative learning.**

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[http://cttewc.edu.in/wp-content/uploads/AQAR 2020-21/Letters-to-UGC-and-UNOM.pdf]()

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

G-Suite

The college has an official G Suite domain under the name cttewc.edu.in from 2017-18. All the teachers are given an official email id. New recruits are given an id after their recruitment is confirmed. All the students are given an official email id after their student induction programme.

Online Tools

- **The classes during the academic year 2020-21 were mostly conducted online through Google Classroom and Google Meet.**

- **The teachers used various online whiteboard tools like Google Jamboard etc during their online classes. Brainstorming tools like Padlet, Kahoot, Quizlet, Quizizz, MindMeister, google forms, etc.,**

Lesson Plan and curriculum delivery in the Google classroom

- **The lesson plan, time-table, course materials, assignments, videos, and quizzes are posted by teachers based on the syllabus.**

Online Evaluation during the Pandemic

- **The formative and summative assessments were both online this academic year.**

- **The Internal Assessments and University exams were taken up online and the submission of answer scripts was duly done through Google Classroom with their G Suite Institution domain mail ids.**

- **The seminars, workshops, conferences, special talks, and quizzes were done by various clubs and departments which is enabled through technology and using the G Meet, YouTube Live Streaming and Zoom.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

82

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

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

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

28

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

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

2.4.3.1 - Total experience of full-time teachers

879

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

2.5 - Evaluation Process and Reforms

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

The Dean of Academics

- monitors the mechanism of internal assessment thoroughly and checks the marks and the transparency processes.

- Formative assessment is done through assignments, quizzes, and questionnaires, and other tasks completed through Google Classroom.

- At the end of the semester, the students check their marks in the department individually and sign against their names in the mark register, and this register is checked and verified by the Dean of Academics. During this academic year due to the pandemic they weren't allowed to enter the campus and hence they have not signed. It was made sure that there were no grievances.

The Dean of Students

- plans the student induction programme for freshers, which apprises students and their parents of the evaluation process and the schedule.

Internal communication regarding CIA

- The notifications and amendments from the University regarding internal assessments are duly communicated by the Principal using bulk emails sent by the Office Admin to all the teachers.

- Class tutors also communicate the specific assessment criteria to their students.

- Dates for submission of assignments are announced by faculty members in the respective classrooms, at least a week in advance.

University of Madras - CIA rules

- As per the university regulations

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

Student Grievances resolved by Dean of Students

- There is a box for student grievances in which the grievance letters can be dropped.

- There is an email id for online grievances

- Students can express their grievance at any stage and it is addressed promptly.

Student Grievances resolved by HoDs

- Grievances in internals addressed by HODs immediately.

- Students are made to check their marks and sign and if issues are noticed, they can be taken to the HoD. During this academic year due to the pandemic they weren't allowed to enter the campus and hence they have not signed. It was made sure that there were no grievances.

- If any discrepancy in Internal Assessment isfound after it is uploaded in the University's Online Internal Mark Entry System, letters are drafted to the University Controller of Examinations by the HoD, authorised by the Principal and the student grievance is well taken care of every semester, and the grievances are rectified with care.

Covid 19 related grievances redressal by HODs/Class Teachers

- Extra time for uploading was given based on the request letter from the student to the HoD.

- In case of any doubts and grievances, clarification was given

and rectified.

- Retests were conducted for students affected by COVID after submission of the Test report.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The students are appropriately informed about the outcome of the programme they have chosen to study and the outcome of each course.

Website

- The Programme outcomes (PO) and Course Outcomes (CO) were formulated by the University of Madras during the academic year 2020-21 and are included in the Preamble document for each programme.

- For batches prior to 2020-21, the POs and COs were framed by the college.

- The Programme outcomes (PO) and Course Outcomes (CO), both prior and after 2020-21 is displayed on the college website in the Department page, under the "Academics" tab.

- It is also published in the prospectus.

Google classroom

- The course objectives and Course outcomes were posted in the Google Classroom along with the syllabus by the teachers handling the courses, at the beginning of the Semester.

- The teachers regularly explain the outcome of the subject to the students before commencing the teaching.

- **The Course Outcomes of core practical courses were also printed in the laboratory manuals.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

Formative assessments - knowledge and skills evaluated by the teachers

- **The college measures attainmentthrough continuous Internal Assessment (CIA). The attainment of Outcomes is also done through group activity based learning assignments, quizzes, seminars and various blended learning testing methodologies.**

- **The students are advised to take upinternships, mini projects, certificate courses apart from those offered in curriculum.**

Covid 19 Situation

- **During the academic year 2020-21, the COs were evaluated online through E-Quiz, Video based assignments and open book assessments, apart from regular examinations.**

- **The teachers have been specifically advised to use Bloom's taxonomy model for setting question papers for CIA examination posting materials and assignments in Google Classroom may help in fulfilling the phases involved in Bloom's Taxonomy.**

- **The knowledge and skills outcomes are assessed based on students' test average, assignment submission, seminar performance and other types of learning through online/offline mode along with attendance percentage.**

- **The Placement Cell reports the employability skills gained by**

the students from regular presentations, seminars, and other academic programmes.

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

2.6.3 - Pass percentage of Students during the year

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

723

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://cttewc.edu.in/wp-content/uploads/AQAR2020-21/Criterion2/2.6.3/Report-of-COE.pdf

2.7 - Student Satisfaction Survey

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

https://cttewc.edu.in/wp-content/uploads/2021/12/Student-Satisfaction-Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has an Institutional Innovation Council, formed under the guidelines of the Ministry of Education. The IIC conducts online workshops and events to enhance the capacity and develop the entrepreneurial skills of the students.

Webinars

- During this pandemic webinars were organized on various topics which focused on Entrepreneurship opportunities during the pandemic. Some of them are:

  - "Innovation for Women in Business", "Demystifying Entrepreneurship", "Fortune favors the Bold & Brave".

  - A special webinar on "How to write a Research Article" was organized to foster research during the pandemic to enhance the creation and transfer of knowledge.

Ministry of Education's Innovation Cell

- As per MOE's-AICTE- Innovation Cell, GOI, for initiating the implementation of National Innovation and Startup Policy (NISP),which is a guide to promote students' and faculty-driven innovation and startups in the campus, our college nominated a faculty member as NISP coordinator.

  - A seven-day lecture series covering topics such as "Innovation and Creative Commons License", "An Idea to Startup & Internship" was organized.

  - Students put up stalls selling food and fancy jewellery, stationery items in the Campus run retail stores and gained hands-on entrepreneurial experience.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

6

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

35

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published

in national/ international conference proceedings per teacher during the year

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

19

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

3.4 - Extension Activities

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

Pandemic and SOP

- **The NSS, YRC, CCC and RRC units of our college have been actively involved in spreading awareness among the general public and the students of the college during the pandemic.**

- **A Webinar on "Corona Vaccine Development - Current Status" and "Swachh Bharat and Hygiene related to Covid-19" was conducted by the Citizen Consumer Club of our college.**

Webinars/online programmes

- **Quizzes on "International Disaster Management Day" and "World Population" were organized. Several webinars on awareness on "Cancer", "Tuberculosis", "Women and Diabetes", "Road Safety", and "Leprosy" were organized.**

- **Many participants across the state, participated in these webinars and benefitted from the expertise shared by the highly knowledgeable resource persons.**

Offline programmes

- **A Tree plantation campaign was organized to promote greenery on the campus and spread awareness on the importance of trees to the environment.**

- **On "World Kindness Day", the students of our college shared their kindness by distributing gifts to the needy in the college neighborhood.**

File Description	Documents
Paste link for additional information	http://cttewc.edu.in/wp-content/uploads/AQAR2020-21/Criterion3/3.4.1/3.4.1-Website-Link-of-the-Event.pdf
Upload any additional information	View File

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

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

0

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

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

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2176

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

6

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Physical Infrastructure

- **The college has 53 classrooms, 2 auditoriums, 1open-air theatre, 4 lecture halls, 1 seminar hall, 1 conference hall and laboratories.**

ICT

- **There are 13 smart classrooms, 2 air-conditioned and Wi-Fi enabled auditoriums, 11 staff rooms equipped with computers with internet connectivity and printers.**

Laboratories

- **Physics Laboratory with a working capacity of 50**

- **Chemistry Laboratory with a working capacity of 32**

- **Psychology Laboratory with a working capacity of 40**

- **Computer Science Laboratory with 80 computers and 1 server with WiFi. The lab is shared with the Maths department.**

- **Computer Applications Laboratory with computers and 1 server with Internet connectivity.**

- **Language Laboratory called ADEPT with 30 computers and 1 server with Internet connectivity.**

- **The College has a Media Lab equipped with a lecture capture system to record lectures and upload e-content.**

General

- **The college also has 8 laptops and 13 LCD projectors.**

- **The library has a total area of 5600 sq ft. with Internet connectivity.**

- **The library has a Journal section, Research section, Stack area, OPAC section, Braille section, E-Resource Centre, and a reprography section.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

Facilities for cultural activities

- **The college permits students to conduct cultural activities in the 2 auditoriums, Open Air Theatre, Seminar halls and the conference hall.**

- **Students frequently use the assembly space in front of Elizabeth Block for dances and celebrations.**

- **The classrooms are used for their practices.**

- **They also practice under the trees in the open space.**

- The fine arts academy also has a room in which students have practice sessions in veena and dance

Facilities for sports/games

Physical Director

- A qualified Physical Director, an Assistant and a Coach train students.All support is provided for students participating in sports at different levels.

Playground

- The playground in the campus has a Cricket ground with pitch and net practice facility, Volleyball and ThrowBall Court, and a 200 metre-running track.

In-door Games

- The sports room has the space to play chess, carrom and other games.

In-door sports

- The C.T.T.E Sports Annexe, an Indoor Sports Facility has provision for 2 Badminton Courts, 1 Table Tennis court.

- It also has a playground where students can practise different sports.

Facilities for gymnasium

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

24

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://cttewc.edu.in/wp-content/uploads/AQAR2020-21/Criterion4/4.1.3/4.1.3-Geo-Tag.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

2775331

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Library Management System

- **Library is fully automated with AUTOLIB software which supports all in-house operations like circulation, cataloging and public access to the library.**

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

- **Nature of Automation: Fully automated with Barcode system**

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

- **Year of Automation: 2012**

Other Details

- **Technical issues are handled by the Systems Maintenance Engineer.**

- **The librarian is in charge of the total system.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

100480

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

139

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi

The college frequently updates its IT facilities. The management of the college sanctions all IT related upgrades immediately.

ERP- Faculty in-charge and technical staff

- **The college revamped the ERP package during the academic year 2020-21, to accommodate online admissions during the pandemic.**

- **The online ERP portal was linked to the website to provide global access to admission.**

G Suite - Faculty in-charge and technical staff

- We have a special technical staff to take care of all G Suite class needs, who monitors the mechanism thoroughly and attends to all grievances within hours.

- She takes care of regular renewals for the G-suite ids.

WiFi connectivity - System Maintenance Engineer

- We have a special mechanism to upgrade all IT related work and the System Maintenance Engineer is put in charge of that.

- He takes all complaints relating to WiFi connectivity and all grievances are meticulously addressed in a day or two. He upgrades the modems regularly as per the grievances.

Electrical support to WiFi - electrician

- We have a stationed electrician who takes care of all electrical needs.

- Grievances are attended to immediately.

Hardware upgrades: Due to the pandemic, no upgrades were made to the hardware.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

194

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the

A. ? 50MBPS

Institution

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

4000906

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The policy document for maintenance and usage of infrastructural facilities is displayed in the website under the Infrastructure menu.

Laboratories

- **Laboratories are maintained by the departments.**

- **The HoDs have a stock register that records all the infrastructure of the labs. The Stock Register has a record of all equipment/substances/software/systems and servers with their configuration and date/year of purchase.**

- **Stock checking is done at the end of the year.**

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

Library

- The library has a qualified librarian.

- There are two 'attenders' who take care of the maintenance work.

- Frequent stock checking is done by the team.

Sports complex

- The physical director is in charge of all sports facilities.

- The Liaison officer is in charge of the playground and sports annexe.

Computers

- The system maintenance engineer takes care of all the computers in the college

Campus and Classrooms

- Maintained by the college office under the guidance of the Vice-Principal

- A clerk is in charge of supervision

- 2 faculty members are in charge of monitoring the classrooms and the campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

461

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

99

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to Institutional website	http://cttewc.edu.in/wp-content/uploads/AQAR2020-21/Criterion5/5.1.3/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1233

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

1233

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

184

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)
Details of student placement during the year (Data Template)	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

158

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

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

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council

- **The college has an active student council, whose members are**

nominated by the faculty of the respective departments.

- One among them is chosen as the Council President.

- The junior council members, department coordinators, club secretaries, and class representatives also play their roles effectively in the functioning of the college.

Activities during the Pandemic

- During the pandemic, the student council, and other department and club portfolio holders played a major role in orienting students to the online platform for education.

- They actively assisted the faculty in onboarding the first-year students into the G-Suite platform and hosting several online events and celebrations of the college.

- The Student Council hosted several programmes like a "Panel discussion on NEP 2020", "Road Safety Awareness", "Choose to Challenge" as a part of Women's Day Celebrations, "Guidance for online examinations" etc.

- Events like Christmas Carols and Pongal were celebrated in blended mode.

- A Selfie Point was put up by the Student Council as a part of Valentine's Day celebration on the theme 'I am an awesome woman' to cherish the concept of love yourself, which turned out as a huge success.

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

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

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

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

Departments are encouraged to invite their alumnae to give lectures, arrange for programmes etc. We also have given employment to some of the meritorious students and they are serving under various categories as teachers, clerks etc.

The Fifteenth Annual Meeting of the Alumnae Association was held on January 26, 2021, virtually. Many alumnae attended the meeting enthusiastically.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**C. 3 Lakhs - 4Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission statements are displayed prominently on the college website. All our academic and non-academic programmes are directed towards achieving these goals. The college has a strong academic ecosystem and curriculum delivery is its primary objective. Ample opportunities are given to students to develop the required skills through department activities, college activities, and club activities. Women leadership is a major thrust area and we have class leaders, PILL leaders, club leaders, Junior Council and Student Council. Student research also is encouraged creating an environment of knowledge, research, and skills. Departments conduct certificate courses to train a strong workforce.

The teachers monitor most of these student activities and they govern the students keeping the vision of the college in mind. The students are free to approach the Principal and the Dean of Students with their plans and suggestions apart from grievances.

Fee Relaxation during COVID period

- **The Management has not specified any due date for semester fee payment and permitted part payments.**

- **The Management has given advance loans to the college to support the students who were unable to pay the University Exam fee, due to financial loss due to lockdown.**

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

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

Decentralised and Participative Management

The Chairman regulates the functioning of the college.

The Managing Trustee and Correspondent constantly guides and supports and sanctions the annual budget proposals and other ad hoc expenses.

The Principal monitors the overall performance of the college: academics, infrastructure, clerical etc.

The Vice-Principal monitors the teachers' professional ethics, behaviour, leave patterns and is the authority to sanction leave under normal circumstances and consult the Principal in complex issues.

The Dean of Academics monitors the curriculum planning committee; they plan the academic calendar.

The Dean of Students monitors all student activities and checks if they are aligned with the vision of the college.

The College Advisory Committee meets to pass important resolutions frequently.

The HoDs meet in the College Action Council.

The IQAC is in action, monitoring the functioning of the college and frequently reports to the Principal and suggests new avenues of planning.

Class teachers are in charge of classes and all their activities.

The Liaison Officer monitors all campus infrastructural issues. There are faculty members in charge of supervising these works done by the Liaison Officer.

The Student Council, Junior Council, Class leaders, and PILL leaders assist the faculty at various levels.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college puts thrust on women leadership.

Regular meetings as strategies:

- **Governing Council Meetings**

- **College Advisory Committee Meetings**

- **College Action Team Meetings**

- **General Faculty Meetings**

- **Department meetings**

- **Office Clerks Meetings**

- **Supporting Staff Meetings**

The other strategies are:

- **To empower the faculty with essential technical knowledge and skills: a number of training programmes are being conducted in this regard**

- **to do collaborative research with industry and other institutions: continuous efforts are being taken to get industry - institution negotiations**

- **to inculcate social and ethical values: departments conduct seminars and discussions to inculcate these values; separate clubs are also involved in this work**

- **to implement Green Initiatives in the Campus: the Liaison officer plans separate works; the clubs too take care of green**

initiatives

- **to improve Placement Activities: the placement training as steadily extended its activities and online placement drives are encouraged**

- **Regular meetings by the College Development Council and the College Action Team to evaluate existing methods and suggest changes; these minutes are communicated to the stakeholders immediately.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

Policies

- **Code of Conduct and Professional Ethics for faculty, administrative and supporting staff and students, stated and displayed on website.**

Administration

- **Managing Trustee and Correspondent: Top-level guidance and planning programmes to deploy the vision of the college; approving valid proposals from the Principal, HoDs, Clubs etc. and sanctioning financial support.**

- **Principal: to enable the vision of the institution to be deployed; monitoring all works and program outcome**

- **Vice-principal: monitoring teachers' behaviour to make sure they align with the vision of the college**

- **Head of the Departments: monitoring the ethics, academic**

quality, skill development, program outcome etc.

- **College Office: monitoring leave, salary, allotting work to supporting staff, internal and external communication, maintaining management information system, data mining, monitoring data related work, supporting teachers to conduct university exams, get data ready for NAAC and NIRF etc.**

- **Liaison Officer: monitoring the campus, security, ecological environment, canteen, infrastructure etc.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	http://cttewc.edu.in/index.php/organogram/
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

The CTTE Trust Office has a detailed mechanism to take care of staff welfare.

- **Note: In spite of a fall in admissions, and a high rate of fee arrears, the management did not remove any staff of any category from service.**

- **ON DUTY: special on-duty leave is given for research paper presentations, viva-voce, etc.**

- **Covid 19 Leave: Enough leave was given to all staff who were affected by Covid 19 as per government norms, sometimes even more if it was required. Details maintained by the College Office and the CTTE Trust Office.**

- **Co-operative Society: The CTTE Trust has a co-operative society that supports all stakeholders with financial support.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

63

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

- **A Self Study Report format has been introduced to the teachers from this academic year. It aims at assessing the quality of reading of the teachers and their knowledge-sharing abilities.**

- **The Self Study Report is collected by the IQAC and analysis is done by the Principal, Vice Principal, and Dean and the outcome was communicated to the departments during the Academic Audit.**

- **A similar one has been planned for the non-teaching staff from the next academic year.**

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

6.4 - Financial Management and Resource Mobilization

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

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.

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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

0

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

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

Funds are mobilized from various sources like Government Agencies, Non-Government Organizations, Sponsors, Alumnae Association, etc and it is used for the following purposes: Organizing Seminars, Conferences, Symposium, etc. Entrepreneurial Development Projects NSS Activities Consumer Club Activities Library Development Activities Payment of fees for needy students Conduct of cultural events Strategies for optimum utilization of resources Principal instructs all HODs and Coordinators of Clubs and to submit their budget to the Finance Committee. The Finance Committee forwards the same to the Trust Office through the Principal and the required fund is sanctioned.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

General Strategies:

- Annual academic and administrative audit is initiated

- Regular training programmes are initiated for all stakeholders

- Eco friendly initiatives are encouraged

- Feedback system has been initiated

- Technology Enabled Teaching and Learning (TETL) has been institutionalized

- Partnership InLanguage and Learning (PILL) has been institutionalized

- Annual Quality Assurance Report (AQAR)

- Self-Study Reports of various accreditation bodies

- Action Taken Reports

- New Programmes as per National Missions and Govt. Policies

During the academic year 2020-21, several online programmes to promote National missions and Govt. policies were organised, for the benefit of the faculty and students. The vents include a webinar on "National Education Policy 2020", a two day FDP on "Sensitisation on Intellectual Property Rights", 17 Facebook live series on various topics, a seven day Capacity Building Workshop on "Quality Initiatives in Higher Education".

A new format for Self Study Report for the faculty was introduced to capture the efficiency of content delivery by the faculty in online mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC operates in full swing and monitors the functioning of the institution's system. The Principal, Vice-Principal, the Dean of Academics, the Dean of Students, the senior HoDs are all part of this team and hence planning and monitoring is seamlessly done every semester.

Teaching learning process

- The Dean of Academics is a senior IQAC member and she plans her calendar well in advance.

- The course files are checked every semester.

- Every Google class has the lesson plan and the course file.

- These classes can be viewed by the IQAC Chairperson and the other members and frequently monitored. Teachers are guided accordingly.

Structures & methodologies of operations

- The CIAs are planned in advance.

- Lesson plans are posted in the Google classroom.

- The question papers are tallied with the lesson plan.

- Activities in the online classes are monitored.

- Common Mark Registers are maintained in a transparent manner that record, attendance and other components for the CIA.

Learningoutcomes

- **The external experts evaluate the outcome of knowledge**

- **The placement cell guided by the IQAC discusses the outcome of skill based teaching in the classroom**

- **Both knowledge and skills are assessed. Accordingly, IQAC suggests fresh programmes.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://cttewc.edu.in/wp-content/uploads/AQAR 2020-21/Criterion6/6.3.3/IQAC-REPORT-2020-2021.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Equity and Sensitization in Curriculum

These courses give an academic view of gender issues with a view to teach gender equality. They help students to identify existing gender differences and also to analyse and explain how these inequalities with the disadvantages they confer on women have shaped their experience and identity.

Name of the Course

Programme & Year

Women's Writing (BRA5C)

III BA English - Semester V

Writings by and on Women (HAB4B)

II MA English - Semester IV

Fundamentals of Social Anthropology (SBT2B)

I B.Sc. Psychology – Semester II

Gender Equity and Sensitization through Co-Curricular Activities

- The EVE- Empowerment through Values and Ethics Cell aims at empowering students by creating awareness of their rights and strength as women and thereby helps them in achieving equal participation in the social, cultural, and economic arenas of life.

- Webinars were organized on topics like "Conversation on COVID-19: Gender Dimensions of the Pandemic", "Choose a Challenge ", "Women Safety and Security".

- Various conferences and competitions were organized for gender sensitization

Facilities for Women on campus

- A resting room with bed

- **Napkin vending machine and incinerator installed in all floors near the restrooms**

- **CCTV cameras installed throughout the campus for safety**

File Description	Documents
Annual gender sensitization action plan	http://cttewc.edu.in/wp-content/uploads/AQAR2020-21/Criterion7/7.1.1/7.1.1-Action-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://cttewc.edu.in/wp-content/uploads/AQAR2020-21/Criterion7/7.1.1/7.1.1-1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

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

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

This work is done by the Eco club of the college. The Corporation of Chennai collects these wastes every morning as per norms prescribed by the government. The supporting staff clean the campus in the morning. The fallen leaves are collected and put in a separate bin. The canteen deposits its waste separately. The other plastic wastes are collected in a separate manner. The Liaison Officer monitors these works and the campus is kept clean throughout the day.

The waste from the canteen kitchen is used to produce biogas.

Due to the pandemic, the canteen was closed and the plant was not fed.

The work is monitored by the Head of the Chemistry department and the Liaison Officer takes care of these works.

The e-waste and materials wastes are periodically sent for recycling to the Trishyiraya Recycling India Pvt. Ltd., (Unit of Sims Recycling Solutions), Chennai every year, but due to pandemic, this was not carried out last year.

Based on the MOU signed with ITC Limited - Paperboards & Speciality Papers Division, the college has contributed 1207 kgs of dry recyclable waste for recycling during the FY 2020-21, in exchange we received A4 reams.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | D. Any 1of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**

4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college is secular and is inclusive in all its functioning procedures. It treats all its stakeholders in a manner of egalitarian principle practicing social justice.

Our student admission processes are driven by the principles of our constitution. We follow the norms of the government and follow the policies of reservation meticulously. As we are very particular about women leadership, we extend support to students who are physically challenged, dyslexic and so on. We take special care of them throughout the year. Our class teacher system is very inclusive and has proved to be very effective in recording student grievances immediately and following it up.

Staff appointments also are inclusive and selections are based on written examination followed by oral examination for teachers. The office staff also take up written examinations to be selected. The work culture in the campus is multicultural and reflects the vision of our nation. No fresh appointments during 2020-21.

Thestudent council comprises members that are inclusive of all communities. The student's leaders of the college, thus, represent the nation in its multicultural and heterogenous identity.

Festivals of all religions like Christmas, Ramzan, Pongal, Onam are celebrated which reflects the communal harmony.

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

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

Lots of importance is given to sports and cultural activities other than regular academics.

The fine arts programmes are advised to bring forth songs and dances that reflect the ideology of the nation. Our students celebrate national days and the birthdays of great leaders. Students plan activities, and during the pandemic, they celebrated these events online. Apart from celebrating at the collegiate level, departments also organize programmes and competitions to create the sense of citizenship in the minds of students.

The Swachh Bharath and consumer clubs are very active in the college. During the pandemic the student council took active measures to make sure an awareness was created on the responsibility of citizens to wear masks and maintain social 'distancing.' There were a number of posters that were created by our students in this regard.

EVE conducts programmes on our rights; every Republic Day celebration concentrates on the constitutional rights of the Indian citizen.

CTTE students are shaped to be responsible citizens of the nation and have begun to build teams and will practice mutual toleration.

Our teachers are naturally a part of all these programmes, and hence the college continues to contribute to the nation by creating responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://cttewc.edu.in/wp-content/uploads/AQAR 2020-21/Criterion7/7.1.9/7.1.9.pdf
Any other relevant information	http://cttewc.edu.in/portfolio/celebrating-india/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates national festivals like Independence Day and Republic Day regularly to remind students of the sacrifices made by our freedom fighters and also to make them proud of their country. Birth and Death Anniversary of leaders of the nation and states like Mahatma Gandhiji, Dr. APJ Abdul Kalam, Honorable Rajiv Gandhiji, Dr. J Jayalalitha, and Dr. U. V. Swaminathan Iyer, etc., Birth anniversaries of scientists like Sir Issac Newton, Sir Michael Faraday.

Competitions and events are organized on the occasion of World

Population Day, National Science Day, National Mathematics Day, World Mathematics Day, etc.

Birth anniversaries of famous international and national poets and writers are also commemorated by the respective departments.

Commemorative days on environmental like World Water Day, Data Privacy Day, and other awareness campaigns like Cancer Awareness, etc are observed. Awareness talks are organized on these topics.

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

7.2 - Best Practices

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

Best Practice 1

Technology-Enabled Teaching- Learning (TETL)

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

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

Best Practice 2

Partnership in Language and Learning (PILL)

PILL program is collaborative learning through peer learning by pairing advanced and slow learners. Soon after the model exam, PILL is encouraged among students to enhance the academic, communication and leadership skills among advanced learners and who in turn help

the slow learners to understand the subjects and complete the program successfully. Advanced learners help the slow learners in groups.

To elevate the first generation learners

- To help the students with learning disabilities

- To create interest in each course

- To imbibe teaching abilities among PILL leaders

- To boost leadership skills of PILL Leaders

- To enhance self paced learning

- To increase the pass percentage

File Description	Documents
Best practices in the Institutional website	http://cttewc.edu.in/wp-content/uploads/2022/01/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Area of high performance - Placement

Though our students are mainly from the middle and lower middle classes, we make sure that they are guided into career or higher studies.

Academic and socio-economic background of our students

- Academic performance from schools (2020-23):

    - Students above 90% marks in plus two board exam - 1 %;

    - 80% to 90% - 5%;

    - 70% to 80% - 24%

- 60% to 70% - 23%

- 50% to 60% - 23%

- 35% to 50% - 25%

- **Lower socio-economic background 2018-21 batch:**

  - **UG (2071 students)**

    - **Socially challenged (SC,ST, OBC) - 1966(95%)**

    - **Economically backward (GT less than 2.5 lakhs) - 75(4%)**

    - **Economically backward (GT above 2.5 lakhs) - 30(1%)**

  - **PG (128 students)**

    - **Socially challenged (SC,ST, OBC) - 113(88%)**

    - **Economically backward (GT less than 2.5 lakhs) - 10(8%)**

    - **Economically backward (GT above 2.5 lakhs) - 5(4%)**

- **Community Breakup(2017 - 20):**

  - **OC - 5 %;**

  - **OBC - 68% ;**

  - **SC/ST - 27%**

Campus Placement

Number of drives for:

- **2020-21 - 8 drives; Number registered - 440; number placed - 184 (42%).**

- **2019-20- 7 drives ; Number registered - 616; number placed -**

102 (16%).

Off campus Placement

- **Academic year 2020-21: 24 students placed in various companies**

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- **To initiate reforms in the functioning of the college office.**

- **Signing MoU's with institutions of national importance.**

- **To initiate entrepreneurial activities in the campus**

- **Organizing online programmes for the benefit of the academic community.**

- **Enhancing the digital infrastructure of the college.**

- **Providing In-house internships for students to enhance employability skills.**

- **Organizing free online certificate courses for students.**

- **To improve the number of placement training sessions.**