YEARLY STATUS REPORT - 2023-2024

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	TAMILNADU
• 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	**Mrs. J. MARY CATHERINE**
• Phone No.	**9543326499**
• 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/2024/05/Final-AQAR-2022-2023.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/2023/08/Content_Calendar-2023-24_CTTE-College-for-Women.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
Institutional	-	TNSCST	2023-24 (one year)	20000
Institutional	-	UNIVERSITY OF MADRAS	2023-24 (one year)	38,492
Institutional	-	CTTE TRUST	2023-24 (one year)	12,000

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	10
• 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)

Initiating reforms and optimizing the single window admission policies and procedures.

Spearheading the process of realigning the policies of the college in line with the requirements of National Education Policy 2020.

Organization of administrative training and professional development programmes for teaching and non-teaching faculty.

Preparation of academic reviews and organization of internal and

external audits for continuous quality checks.

Coordination of college outreach activities.

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 increase the community welfare activities in the neighborhood of the college through MoUs with NGOs and other educational institutions.	A number of outreach activities were organized under the guidance of IQAC for community welfare.
To realign the policies of the college in line with National Education Policy 2020.	New in house internships and certificate courses were introduced to provide experiential learning and skills development.
To restructure CTTE brand-building activities - online & offline	Regular posts on Instagram, LinkedIn, and leading newspapers are done.
To increase the number of women empowerment activities in neighborhood schools and communities.	Women empowerment programs were organised throughout the year. Women achievers and mothers of outstanding and dyslexic students were honored on Women's Day.
To organise more events on Gender Equity	Several awareness programs on Women's health issues, sanitation, and social issues were organised.

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	08/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	29/02/2024

15.Multidisciplinary / interdisciplinary

The college is affiliated to the University of Madras. Along with the core courses, the curriculum offers Electives, Skill Enhancement Courses and skill based certificate courses through Naan Mudhalvan Scheme of Tamilnadu Govt., to provide interdisciplinary knowledge to the students. The departments conduct interdisciplinary seminars and workshops to improve the academic and research parameters. Apart from the courses in the curriculum, the college offers various skill development courses like Tally, Advanced Excel are offered to students. Multidisciplinary teams are formed for representation in events like Hackathons.

16.Academic bank of credits (ABC):

The college is affiliated with the University of Madras follows the CBCS system, and has not yet implemented the Academic Bank of Credits (ABC).

17.Skill development:

The college offers skill development courses through three channels namely, Naan Mudhalvan Nodal Center, ED Cell, and TSDC. The Entrepreneurship Development cell offers skill development training and workshops. The main focus is on computer-based skill development courses like Advanced Excel, Tally, Python, etc. The students are encouraged to take up internships, mini-academic projects, and certificate courses apart from those offered in the curriculum.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Not Available

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college is affiliated to University of Madras and follows CBCS system. The University curriculum has clearly defined Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Course Outcomes (COs). The POs, PSOs and COs are displayed in the institutional website. Continuous Internal Assessments and class test question papers are prepared in order to test the CO attainment. The college measures the CO attainment through continuous Internal Assessment

(CIA). The attainment of Outcomes is also done through various group activity based learning like academic research based assignments, quizzes, seminars and uses various blended learning testing methodologies.

20.Distance education/online education:

Not Available

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**16**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1814**

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	**411**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**504**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**81**

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	**54**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**16,609,680**
4.3 Total number of computers on campus for academic purposes	**188**

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

- **As an affiliated College to the University of Madras, the university prescribed syllabus is followed and the curriculum delivery is monitored by Dean Academics & Curriculum Development and Monitoring Committee (CDMC)**

- **The academic calendar is prepared in line with the academic calendar of the University of Madras and uploaded in the**

College Website and also circulated as a part of the College handbook to all the students.

- Lesson plans authorised by HoD are submitted for scruting

- Refresher classes, Remedial classes, PILL classes are conducted regularly

- Internal academic/ administrative auditing by IQAC

Curriculum Implementation Planning Committee

- Supervised by the Dean of Academics; the master timetable is framed 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 respective teacher.

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

- The information is posted on Google Classroom.

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

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

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

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 which is displayed on the website. Continuous Internal Evaluation

The Dean of Academics and the Dean of Students monitor the semester academic calendar.

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

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

- Frequent tests conducted; monitored by HoDs. Test schedule available.

Internal Communication

- CIA dates finalised by the College Advisory Committee and informed to faculty through official circulars.

- The circulars are sent to the student's email ids by the College 'Office Admin'. Communications sent via bulk emails monitored by the Principal.

- The non-teaching staff are updated meticulously.

- Circulars posted in 'Class WhatsApp groups and Community' is monitored by class teachers HoDs.

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 | B. Any 3 of the above |

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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)	**No File Uploaded**

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)

30

File Description	Documents
Any additional information	View File
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

1814

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. Organizational Behaviour, Customer Relationship Management, Social Work Profession-History and Philosophy, Social Casework, Social Group Work, Community Organization & Social Action,

Corporate Management,

Corporate Governance

and Ethics, Writings by

and on Women, Gender

and Development,

Women's Writing,

Fundamentals of Social

Anthropology, Value

Education, Guidance

and Counselling

Psychology,

Counselling Theory and

Practices,

Environmental Studies

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.	View File

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

740

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	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CI/1.4.1-1.4.2/1.4.1_23-24.pptx.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	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CI/1.4.1-1.4.2/Minutes-of-the-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

664

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

411

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 learning levels

- **The departments and each course instructor assesses the learning levels of students in the first year through entry level tests, classroom responses and performance in internal assessments.**

- **Programme-wise bridge courses are conducted to orient the students' on higher education requirements and fill in the learning gap. Assessment of the learning level is done at the end of the course.**

Advanced learners

- **Advanced Learners are encouraged to present/publish papers in conferences/ journals under the guidance of their respective teachers. They are motivated to complete certificate courses through NPTEL, NMEICT, and other certificate courses offered by the college.**

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

Slow learners

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

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

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

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
1814	81

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 are facilitated through the G Suite domain. Each department follows the pedagogy suitable to the course taught.

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

Experiential learning

- **Experiential Learning happens through online simulations, lab experiments, science demos, internships, and industry oriented mini-projects.**

- **Workshops and webinars are 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.**

Problem-solving methodologies

- **Case studies, projects, and brainstorming sessions are also conducted both in online/offline mode.**

- **Lab experiments were demonstrated using OER simulations and Virtual labs, during the lockdown period.**

- **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 paced participative learning.**

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

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

The college has an official G Suite domain under the name cttewc.edu.in from 2017-18. All the teachers have an official email id. Similarly, all the students are given an official email id after their student induction programme. The classes were conducted online during the lockdown period using Google classroom and other G Suite tools. The lesson plan, time-table, course materials, assignments, videos, and quizzes were posted in the respective Google Classroom by teachers based on the syllabus.

Online seminars and assignments were also posted through Google Classroom. The seminars, workshops, conferences, special talks, and quizzes organised by various clubs and departments using online platforms like G Meet, YouTube Live Streaming.

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

54

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

81

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

38

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

972

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 Transparency & periodical scheduling of Internal Assessments is monitored by

The Dean of Academics,

- monitors the mechanism of Internal Assessment thoroughly and checks the marks.

- 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 HOD followed by the Dean of Academics.

The Dean of Students,

- apprises the newly enrolled students and their parents of the evaluation process and the schedule, during the Student Induction Programme.

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 stakeholders.

- Class Tutors and Course Instructors also communicate the specific assessment criteria to their students.

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

University of Madras - CIA Regulations

- As per the university regulations, the Internal Assessments are conducted for the students.

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(grievances@cttewc.edu.in) for online Grievances**

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

HoDs

- **Students are made to check their marks and sign and issues are taken to the notice of the Head of the Department.**

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.

POs & COs posted in the website and the respective Google Classroom.

The students are 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) formulated by the University of Madras is part of the Preamble document of the respective programmes.**

- **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 respective Course Instructors at the beginning of the Semester.**

- **The teachers regularly refer to the outcome of the course to the students during the course of 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.

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

- **The students are encouraged to take up internships, mini academic projects, certificate courses apart from those offered in regular curriculum.**

- **The COs were evaluated online/ offline 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 and assignments in Google Classroom that will 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.**

- **The Placement Cell reports the employability skills gained by the students from regular participation in 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

469

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/AQAR2023-2024/CII/2.6.3/Pass-Percentage.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/AQAR2023-2024/CII/2.7.1/Student-Satisfaction-Survey_2023-2024.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)

70492

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	No File Uploaded

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

70492

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CIII/3.1.1-3.1.3/Link-to-the-Funding-agency-website.docx.pdf

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 workshops, seminars and webinars to enhance the capacity and develop the entrepreneurial skills of the students with main focus on Entrepreneurship and Innovation. The following events were organised during the academic year 2022-2023:

- **Special Lectures on Entrepreneurial Career Opportunities, Venture Capital Funding Opportunities, Disruptive and Design Thinking.**

- **Skill development training sessions on Textile Screen Printing, Bakery Products making, Aari Designing, Mehendi Designing, Stock Market Trading, LED Bulb making.**

- **Field Visit to KVIC , Parle.**

- **International Webinar on Social Entrepreneurship & International Panel Discussion on Diversity in Education.**

- **Exhibition Stalls in Commemoration of Azadi Ka Amrit Mahotsav, International year of Millets and Christmas.**

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

50

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

7

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

47

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

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 on various social issues. Awareness programmes and competitions were conducted on Eye camp, Dental Camp, Blood donation, Science and Mathematics day rally etc

Days of national/international importance were observed and competitions and rallies were organized. NSS camps in villages were also conducted.

File Description	Documents
Paste link for additional information	Nil
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

27-11-2024 02:06:15

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

181

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

1814

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

455

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

28

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 48 classrooms, 2 auditoriums, 1 open-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, and 13 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 72 computers and 1 server with WiFi.`

- `Computer Applications Laboratory with 65 computers 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 18 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 provides students platforms to conduct cultural activities in the 2 auditoriums, Open Air Theatre, Seminar halls and the conference hall.**

- **Students frequently use the space in front of Elizabeth Block for cultural activities.**

- **The fine arts academy room is used by students to practice 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/AQAR2023-2024/CIV/4.1.3/4.1.3-Geo-Tag-23-24.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)

`1,050,049`

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, cataloguing 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)

`335084`

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

`216`

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

The college frequently updates its IT facilities. The College Management sanctions all IT related upgrades immediately.

ERP- Faculty in-charge and technical staff

- **Online admissions through cloud ERP package (Fedena) linked to college website, carried out along with manual admissions.**

G Suite - Faculty in-charge and technical staff

- **We have a trained 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 of the G-suite ids.**

WiFi connectivity - System Maintenance Engineer

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

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

Electrical support to WiFi- electrician

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

- **Grievances are attended to immediately.**

Hardware upgrades:

- **25 Acer Desktop Computer were purchased to BCA Lab & 1 Acer Desktop Computer to Physics Department.**

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

4.3.2 - Number of Computers

188

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

15559631

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 Departments maintain a stock register that records all the infrastructure details 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 academic year.**

- **The 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.**

- **The library encourages book donors to donate books regularly.**

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 is incharge of maintenance 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	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CIV/4.4.2/GIFT-BOOKS-2023-2024-1.pdf

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

310

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

291

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	**A. All of the above**

File Description	Documents
Link to Institutional website	https://cttewc.edu.in/holistic-capability-enhancements/
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

`1814`

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

`1814`

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	`No File Uploaded`
Details of student grievances including sexual harassment and ragging cases	[View File](#)

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

270

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

134

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

The students in various capacities are involved in institutional activities to balance academic and co-curricular activities.

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 and each member is allotted a portfolio.**

- **The junior council members, department coordinators, club secretaries, and class representatives also play their roles effectively in facilitating the various academic and cocurricular activities.**

- **Awards and Recognition are given to the student office bearers based on their performance.**

Activities of the Student Council

- **Events like Deepavali, Ramzan, Christmas Carols and Pongal were celebrated.**

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

26

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 on 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 alumni 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.

Alumnae who have taken up entrepreneurship as a career, are honoured by the college. The canteens in the campus are run by alumnae.

The Sixteenth Annual Meeting of the Alumnae Association was held on January 26, 2024, virtually. Many alumni 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)	A. ? 5Lakhs

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 and all our academic and non-academic programmes are directed toward achieving these goals. The college has a strong academic ecosystem and effective curriculum delivery is itsprimary objective. Ample opportunities are given to students to develop the required skills through department activities, college activities, and club activities. Women's 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 ambiance of knowledge, research, and skills development. Departments conduct certificate courses to train a strong workforce with employability skills.

The teachers monitor most of these student activities and guide 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.

Important decisions and performance reports are placed before the Governing Council regularly.

Fee Relaxation

- The Management did not specify 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.

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, 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, behavior, and 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 implementation planning committee activities and plans the academic calendar.

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

The College Advisory Committee meets to pass important resolutions frequently.

The HoDs regularly meet in the College Action Council to discuss important academic and administrative issues.

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

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 members of Student Council, Junior Council, Class leaders, and PILL leaders are part of various decision making.

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 institutional strategic plan is effectively deployed using the following mechanism:

Regular strategic plan meetings by:

- Governing Council Meetings
- College Advisory Committee Meetings
- College Action Team Meetings
- General Faculty Meetings
- IQAC Meetings
- Department meetings
- Office Clerks Meetings
- Supporting Staff Meetings

The other measures deployed are:

- To empower the faculty with essential technical knowledge and

skills, a number of training programmes are being conducted.

- 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: Eco club too take care of green initiatives. The Liaison officer involves and monitors the works of the gardener.
- to improve Placement Activities: the placement training has steadily extended its activities and online and offline placement drives were 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	View File

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 all the stakeholders are stated and displayed on the website.
- IQAC monitors the implementation of it.

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	**No File Uploaded**
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 are 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	<u>Nil</u>
Upload any additional information	<u>View File</u>

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

3

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

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

15

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
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

80

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

The faculty submits the Self Study Report in the prescribed format every semester. 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 thePrincipal, Vice Principal, and Dean and the outcome was communicated to the departments during the Academic Audit.

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 Auditor's 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	View File

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)	View File

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 Associations, 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 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.

Add-on and Certificate courses are conducted using the existing lab facilities, thus optimizing its usage.

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

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 audits conducted**

- **Regular training programmes are initiated for all stakeholders**
- **Eco-friendly initiatives are encouraged**
- **The feedback system is being monitored**
- **Technology Enabled Teaching and Learning (TETL) has been enhanced**
- **Partnership InLanguage and Learning (PILL) is being effectively implemented**
- **Annual Quality Assurance Report (AQAR)**
- **Self-Study Reports of various accreditation bodies**
- **Action Taken Reports**
- **Initiation New Programmes as per National Missions and Govt. Policies**
- **Conduct of portfolio review meetings during the academic year.**

During the academic year 2022-23, the IQAC conducted an administrative training programme for the non-teaching and administrative staff. Professional/Faculty Development programmes were conducted for the teaching faculty. Quality initiatives and reforms in office were initiated.

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 monitors the quality functioning of the institution's teaching-learning process. The Principal, Vice-Principal, the Dean of Academics, the Dean of Students, and the senior HoDs are all partof this team and hence planning and monitoring is seamlessly done every semester.

Structures and Methodologies of Operations:

Review of the Teaching learning process

- **The Dean of Academics is a senior IQAC member and the academic calendar is prepared well in advance.**

- The course files are checked every semester.
- Every Google class has the lesson plan and the course file.
- These classes are monitored by the IQAC Chairperson and the other monitoring committee members. Teachers are guided accordingly.

Monitoring of Internal Assessments

- 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 records attendance and other components for the CIA.

Learning outcomes

- The external experts evaluate the outcome of knowledge .
- The Placement Cell guided by the IQAC discusses the significance of skill-based learning in the classroom and evaluates its outcome.
- Based on the periodical evaluation of learning outcomes appropriate remedial/enhancement measures are taken by the IQAC.

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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/FINAL/6.3.3-6.3.4/IQAC-REPORT-.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.

Gender

Name of the Course

Programme & Year

Writings by and on Women

II MA English

Gender and Development

I MSW

Women's Writing

III BA English

Fundamentals of Social Anthropology

I B.Sc. Psychology

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 helping them in achieving equal participation in the social, cultural, and economic arenas of life.**
- **Several awareness programmes and other events on women's issues like Breastfeeding, Mental Health, and Preventing, and Combating Violence Against Women were organised.**

Facilities for Women on campus

- **A resting room with bed**
- **Napkin vending machines 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	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CVII/7.1.1/GSAP-2023-24.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	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CVII/7.1.1/7.1.1_23-24.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. The canteen was closed during the pandemic period. 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 ofSims Recycling Solutions), Chennai every year, but due to pandemic, this was not carried out last year.

MOUs have been signed with ITC WOW and Trashman Waste Management Pvt. Ltd. - Paperboards & Speciality Papers Division, for exchange of paper waste.

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: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
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 practising 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.

The student council comprises members that are inclusive of all communities. The student 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

The college places significant emphasis on sports and cultural activities alongside regular academics. Fine arts programs encourage students to present songs and dances that reflect the nation's ideology. Our students actively celebrate national days and the birthdays of prominent leaders, organizing these events themselves, including online celebrations during the pandemic.

In addition to college-wide celebrations, various departments organize programs and competitions to instill a sense of citizenship among students. The Swachh Bharat and consumer clubs play an active role in promoting social responsibility.

National Voters Day was commemorated highlighting the importance of voting and its impact on the future of the country.

EVE conducts programs focused on our rights, with every Republic Day celebration highlighting the constitutional rights of Indian citizens. CTTE students are being nurtured as responsible citizens, forming teams that practice mutual tolerance. Our teachers actively participate in these initiatives, ensuring that the college contributes to the development of responsible citizens for the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CVII/7.1.9/7.1.9_23-24.pdf
Any other relevant information	Nil

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	View File
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, etc.,

Competitions and events are organized on the occasion of 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 issues like World Water 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)

The 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 andwho 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 the leadership skills of PILL Leaders**
- **To enhance self-paced learning**
- **To increase the pass percentage**

File Description	Documents
Best practices in the Institutional website	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/CVII/7.2.1/7.2.1_23-24-Best-Practices.pdf
Any other relevant information	https://cttewc.edu.in/wp-content/uploads/AQAR2023-2024/FINAL/7.2.1/Best-Practices-Report_.pdf

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

Being situated in North Chennai which has mixed population mostly comprising of class IV employees, most of our students are first generation learners. Though 191our students are mainly from the middle and lower middle classes, we make sure that they are guided into careers or higher studies. The main priority of the college is Women Empowerment through financial independence. The College is committed to empowering the students by guiding them into higher studies and offer campus placements. During the academic year 2023-2024, 270 students out of the 500 registered students were placed. A total of 270 offer letters were given with few students getting more than one offer. 95 students have enrolled in postgraduate studies.

Free coaching classes for competitive exams like TNPSC, Bank exams

etc.

Technical and Entrepreneurship Skill Development is offered through TETL & TSDC initiatives of the College & MoE's IIC & ED Cell of our College.

Considering the economic background of the students and the financial crunch due to the pandemic fine for late payment of fees was waived off. The Management also paid the university examination fees of the defaulters, and the amount was collected from the students after the due date without any fine in order to ensure continuation of education.

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

Internal Quality Assurance Cell Action Plan

1. Initiate Community Development Activities: Launch programs through various clubs and cells to engage with the community.

2. Restructure Faculty and Non-Teaching Portfolios: Align faculty and staff roles with the NEP 2020 guidelines to enhance educational effectiveness.

3. Streamline Documentation Systems: Improve the documentation processes used by the college office for greater efficiency.

4. Promote Entrepreneurial Activities: Foster entrepreneurship initiatives on campus to encourage innovation and business development.

5. Advance Research and Entrepreneurship Development: Implement measures to support research activities and entrepreneurial growth.

6. Enhance Digital Infrastructure: Upgrade the college's digital resources to facilitate better learning and administration.