

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

CHELLAMMAL WOMENS COLLEGE

CHELLAMMAL WOMENS COLLEGE 112, ANNASALAI, GUINDY.
600032

www.chellammal.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Chellammal Women's College, named after its benefactor is an Arts and Science College affiliated to the University of Madras and is a unit under the Pachaiyappa's Trust. The College functions in two Shifts- Shift I,(Aided, Day) and Shift II, (Self-supporting, Evening) offering 12 UG courses, 4 PG courses and one M. Phil. course. Shift I offers U G courses Tamil, English, Economics, B.Com, and PG course in Tamil. The college is listed as a Research Institution by the University of Madras. The Department of Tamil offers Part time Ph.D there are qualified research guides in the Departments of English and Economics also.

Courses started by the Management in Shift II (Evening) are B.Com Degree, B.Sc. Mathematics, B.A Corporate Secretary ship, B.Sc. Computer Science, B. Com Accounting and Finance, M.Com., M.A. Economics and M.A. English.

At present, 2859 students are enrolled in the college in the two Shifts. The college has obtained 2(f) &12(b) status on 12-06-1998 and has been receiving UGC grants.

The College follows the CBCS System and syllabus prescribed by the University of Madras. It has enough infrastructure facilities, a partially automated main library and departmental libraries with a good collection of books for fostering academic work.

There are 3 units of NSS in the College, a Red Ribbon Club, a Red Cross unit of which all students are members.

The Placement cell from the year 2007 offers career training and a fair number of students get placed in comfortable jobs.

Vision

The Vision of Chellammal Women's College is to be of service to society and help achieve social and economic equity by imparting value based quality education to women especially to the economically and socially backward.

Mission

- To instill confidence, in young women through education, and create awareness in them of their position in society.

- To sensitize them about their rights and obligations by imparting the right values and ethics enabling them to face the challenges of life and be of service to society and the nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A transparent admission process effected as per Government norms.
- Good rapport between Management and staff and supporting staff
- Caring and friendly atmosphere prevalent on the campus between students and staff.
- Affordable fee structure for Shift II courses.
- Highly qualified staff with expertise in their areas of specialization.
- Partially automated Library with 14 computer and internet facility are available.
- Placement Cell offering training in communication skills, personality development, e-literacy classes, CPT training enabling employment facilities for students.
- Extension activities fostered on the campus and in the neighbourhood through NSS, YRC RRC, Rotaract club and Sports activities in a systematic way.
- A spacious eco-friendly campus with a number of trees, grounds for cricket, football and courts for Handball, Basketball, Ball Badminton and volley ball.
- Strong support system for students - tutor ward system, with counselling for academic and personal problems.
- Good canteen, RO drinking water facility, Washrooms facilitated with napkin vending units and incinerator on the campus .
- Effective parent teacher association.
- Students motivated to go for higher studies and pursue research.
- Number of Endowment and other prizes given to students who excel in academics, sports and extracurricular activities.
- Our Alumni support is strength for the institution.
- Efficient E-Governance and connectivity to internet facility.
- Yoga training imparted to students.

Institutional Weakness

- Location of the campus, though advantageous from the frontage, closeness to the river bed at the farthest end, makes the property vulnerable to flood.
- No provision to teach or for the student to learn any other language on the campus except Tamil. Only students who know Tamil apply and get admitted in college. Therefore student diversity is low.
- Research consultancy and skills to be improved.

Institutional Opportunity

- More staff members can be engaged in research.
- Upgrade the science departments for research and improve laboratories.
- Enriching students with employability skills.
- Scope for collaborative study and research within the college and with other institutions of national or international repute. Scope for extension activities with voluntary agencies
- Financial assistance offered by management, alumni, teachers and well wishers of the college for helping the economically weak and needy students with food,books and the like in addition to the government scholarships available.

Institutional Challenge

- Difficulty in keeping the large campus weed free since constant clearing is necessary with JCB incurring expenditure.
- Economic and social backwardness of the students enrolled as it reflects on their academic performance particularly language skills.
- Keeping abreast of industry needs and preparing students for employability by conducting training for competitive examinations, soft skills and personality development training and honing their English language skills.
- To provide professional and counselling services on the campus

To provide WIFI for the entire campus.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Admission to various UG and PG courses are based on the marks/ranking.

The Choice Based Credit System of the Madras University prescribes 140 credits for the UG and 90 credits for the PG Courses. There are a total of 18 courses in the college implementing CBCS system

Part I of syllabus offers Foundation Language. Only Tamil is offered by the college as Foundation Language for UG courses.

Part II deals with Foundation English which is offered to all Undergraduate courses of the Madras University for two years, Commerce and its allied courses are exempt from Foundation English in the Second Year,

Part III comprises all the Core and Allied courses, Practical, Projects and Internship training prescribed by the University.

Part IV prescribes such courses as non major electives and Environmental Studies, Personality Development, Soft skills, Computing Skills. Basic/Advanced Knowledge of Tamil as prescribed by the Government of Tamil Nadu.

Part V of the University Syllabus prescribes Extension activities which are mandatory and which also bring them Credits. All students are exposed to Sports, NSS, Youth Red Cross, Red Ribbon Club, Rotaract Club. Students are exposed to these various activities every week after regular classes for an hour.

Part IV & V are prescribed with the aim of empowering students and making them responsible for their commitment towards society.

Teaching-learning and Evaluation

Students are admitted the various UG and PG courses, following guidelines issued by the University of Madras.

The college organises a special orientation program of first year students with their parents/guardians on the first day of the course giving information regarding various aspects of college life.

Bridge courses are conducted for the First Year students.

Sports and cultural programs are also organized,

There is a tutor ward practice effective in the college helping students with their curricular and co-curricular work.

The staff cater to the diverse ways of comprehension and learning ability of the students complementing traditional class room teaching methods with PPT and other ICT tools.

Practical classes and projects which are an integral part of the curriculum are executed seriously. Special help is provided to weak learners.. The advanced learners are encouraged to take on tasks and assignments that call for a higher level of difficulty.

The library resources - books, e-resources like N-List, Edx, Phet, Khan Academy, CD's as well as internet facilities are made accessible to students.

Special attention and care is taken for the differently-abled students.

In accordance with the University of Madras' Academic calendar College Calendar is printed and distributed to every student and staff member.

A transparent system of evaluation is followed in the college. Continuous Assessment Tests and Model Exams are conducted to record Internal Marks.

The University of Madras conducts the end semester Examinations and issues the mark sheets.

Research, Innovations and Extension

The college has adequate infrastructural and academic facilities for research.

The libraries are well furnished with books, journals and e-resources necessary for research catering to the needs of the PG courses.

Staff members are encouraged to upgrade themselves by attending FDP's and seminars.

All the new staff members have been sent for Orientation and refresher courses.

35 staff members have doctoral Degrees and others are pursuing research.

In the department of Tamil M.Phil and Ph.D research is carried out in areas like Tamil studies and Culture studies.

14 Staff Members of the college from the departments of Tamil, English and Economics have been recognised

as research guides.

Our Staff members have received awards for Academics and Social Extension Activities.

Outreach programmes and camps have been conducted by the college through its NSS, YRC, RRC and Rotaract groups.

Placement drive is conducted on the campus for the final year UG students which enables a fair number of our students to get placed.

Infrastructure and Learning Resources

Chellammal Women's College works in two shifts, Shift I being the aided stream and shift II –the unaided self supporting stream. It has adequate infrastructure for all its administrative, and academic programmes including research, co-curricular and extracurricular activities, There are enough classrooms for the students. The classrooms, laboratories and all other infrastructural facilities like library, auditorium and seminar halls are shared by the two shifts.

All departments are equipped with computers. The ICT and internet facilities are there for use by all departments, for classroom teaching, workshops seminars, conducting viva voce examination, holding alumnae and other meetings.

There are enough resources on the campus for conducting all sports activities- Basketball , Handball, Throw ball and Volleyball, Ball Badminton courts, an ample Cricket and Football ground, facilities for indoor games like carom, chess , table tennis and the like and a Gym for fitness training.

The Library which follows the open access system houses adequate number of books for the needs of our students for their programmes and for general awareness. It is partly automated and has a large reading room with 14 computers provided with internet facility and e learning resources.

Wi Fi facility is extended to all departments of the college.

Student Support and Progression

All activities of the college are centred around the student.

There is a well structured mentoring system in the college. The tutor who is also the counsellor has nearly 30 students in her care. She monitors their academic as well as personal progress.

Student Union representatives of both Shift I and Shift II are elected. They co-ordinate with the teaching faculty and regulate the extension activities of the college as well.

56.99% of the students of the college are recipients of scholarships provided by the Government and 1.77% receives from Non government agencies.

Many students are benefited by career counselling, soft skills and personality development courses, remedial

teaching, bridge courses, yoga and meditation and personal counselling.

Projects initiated by the staff members and supported by others like the alumni and Rotaract clubs provide food and learning material to our students.

29.5% of students have been benefited by guidance for competitive examinations and career counselling offered by the college and 27.96% of outgoing students have been placed in the last five years from the campus.

52.93% of our students progress with their higher education.

Sports and games are encouraged on the campus .Trainers are hired to coach students

Teachers are sensitive to the needs of differently abled students in the classroom. Screen reader software is installed in the library computers for the visually challenged. .

There is a functional Alumni Association sharing its expertise with the college. >

Governance, Leadership and Management

Chellammal Women's College is one of the six colleges under the Pachaiyappa's Trust governed by the elected body of trustees.

The Board includes Financial Trustee, a Secretary, a Council member for the institution and a member along with the Chairman. The Board is entrusted with the responsibility of taking policy decisions like recruitment of staff members, improving the infrastructure etc.

The Principal takes the consultation of committee and council members of the college in carrying out her administrative work. The Head of the departments are entrusted with the work allotment among the staff of the department. The non- teaching staff are entrusted with the official routine work like maintaining the staff details, salary disbursement, fee collection, etc. There are various committees formed in the college like UGC, NAAC, Library, Calendar, Placement, Anti-ragging, Student Counseling and Student Welfare committees.

35 members of the staff have been awarded Ph.D. some of them had obtained their degrees through UGC Faculty Development Program.

35 teaching staff members have attended orientation and refresher courses during the last five years.

Shift-I stream is aided by the government, the salaries of the teaching and the non teaching staff are paid by the government.

Shift-II stream is self financing and a reasonable fee is collected from the students for providing salary to Shift-II teaching and non teaching staff.

The IQAC constituted in 2014 provides the support system to improve the quality of teaching and research.

Institutional Values and Best Practices

The college shows gender sensitivity in providing facilities to the students such as safety and security and counseling.

Common facilities necessary for women students are provided in the campus.

Awareness programs are conducted through the NSS, YRC, RRC on the campus.

There is a full time day and night security personnel appointed.

CCTV cameras have been fixed at vantage points to step up security.

Tutors take special care to address the personal problems of the students.

All the solid waste on the campus is removed by the garbage truck.

Rain water harvesting system is installed in the campus in various places.

Nearly 1500 students are provided with concessional passes for using transport.

Campus is plastic free.

The campus is friendly with ramps, and other physical facilities for the differently abled.

Value education is taught as part of the syllabus and students are sensitized to values like truth, righteous conduct, love, non-violence, integration, etc and human rights and ethics.

This institution celebrates all national days and all national and local leaders are remembered.

The institution maintains complete transparency in all financial matters relating to fees academic and infrastructure functions.

First year students are retained from Monday to Friday for Sports and other related activities.

This best practice is in effect for more than five years.

The Placement training effected on the campus from the first year onwards leading to placement of students in the third year is one of the best practices followed by the institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CHELLAMMAL WOMENS COLLEGE
Address	CHELLAMMAL WOMENS COLLEGE 112, ANNASALAI, GUINDY.
City	Chennai
State	Tamil Nadu
Pin	600032
Website	www.chellammal.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	V.G VIJAYA LAKSHMI	044-22351217	9445233572	-	cwc1971@yahoo.com
Associate Professor	V.KALAIVA NI	044-42640598	9444337571	-	vanirangam@yahoo.co.in

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Day Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	22-07-1971

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

State	University name	Document
Tamil Nadu	University of Madras	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	12-06-1998	View Document
12B of UGC	12-06-1998	View Document

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	CHELLAMMAL WOMENS COLLEGE 112, ANNASALAI, GUINDY.	Urban	9.25	9600

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Tamil	36	Plus Two	Tamil	80	80
UG	BA,English	36	Plus Two	English	80	80
UG	BA,Economics	36	Plus Two	English	160	149
UG	BCom,Commerce	36	Plus Two	English	154	152
UG	BCom,Commerce	36	Plus Two	English	77	75
UG	BCom,Commerce	36	Plus Two	English	82	82
UG	BCom,Commerce	36	Plus Two	English	77	77
UG	BSc,Chemistry	36	Plus Two	English	55	54
UG	BSc,Advanced Zoology And Biotechnology	36	Plus Two	English	55	55
UG	BSc,Mathematics	36	Plus Two	English	70	63
UG	BSc,Computer Science	36	Plus Two	English	55	55
UG	BBA,Business Administration	36	Plus Two	English	70	69

	ation					
PG	MA,Tamil	24	UG	Tamil	40	29
PG	MA,English	24	UG	English	20	12
PG	MA,Econom ics	24	UG	English	30	0
PG	MCom,Com merce	24	UG	English	40	21
Doctoral (Ph.D)	PhD or DPhil,Tamil	48	PG	Tamil	20	1
Pre Doctoral (M.Phil)	MPhil,Tamil	12	PG	Tamil	12	12

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				14				37			
Recruited	0	0	0	0	0	14	0	14	0	33	0	33
Yet to Recruit	0				0				4			
Sanctioned by the Management/Soci ety or Other Authorized Bodies	0				0				55			
Recruited	0	0	0	0	0	0	0	0	0	53	0	53
Yet to Recruit	0				0				2			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				30
Recruited	3	7	0	10
Yet to Recruit				20
Sanctioned by the Management/Society or Other Authorized Bodies				21
Recruited	8	13	0	21
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6
Recruited	2	3	0	5
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	11	0	0	24	0	35
M.Phil.	0	0	0	0	3	0	0	7	0	10
PG	0	0	0	0	0	0	0	2	0	2

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	6	0	6
M.Phil.	0	0	0	0	0	0	0	43	0	43
PG	0	0	0	0	0	0	0	4	0	4

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	1	0	0	0	1
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	12	0	0	0	12
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	989	2	0	0	991
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	62	0	0	0	62
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	238	243	319	380
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	2	5	2
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	468	479	618	681
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	7	13	16	14
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		714	737	958	1077

3. Extended Profile

3.1 Program

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

Response : 425

Number of self-financed Programs offered by college

Response : 9

Number of new programmes introduced in the college during the last five years

Response : 5

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2678	2271	1950	1971	1922

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

2016-17	2015-16	2014-15	2013-14	2012-13
542	453	401	376	401

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

2016-17	2015-16	2014-15	2013-14	2012-13
696	632	614	576	602

Total number of outgoing / final year students

Response : 3087

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
92	89	77	72	70

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

2016-17	2015-16	2014-15	2013-14	2012-13
92	89	77	72	70

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

2016-17	2015-16	2014-15	2013-14	2012-13
92	90	80	78	74

Total experience of full-time teachers**Response : 652****Number of teachers recognized as guides during the last five years****Response : 14****Number of full time teachers worked in the institution during the last 5 years****Response : 92****3.4 Institution****Total number of classrooms and seminar halls****Response : 28****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
223.37	152.21	232.90	118.77	123.23

Number of computers

Response : 93

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.3337

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.08341



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Admission to various UG and PG courses are based on the marks/ranking and following the communal reservation formula as per the guidelines of the Government of Tamil Nadu and the University of Madras.

From 2008-2009 the University of Madras prescribed some changes in the Regulations and Syllabi including Soft skills for the UG classes as per the format given by the Tamil Nadu State Council for Higher Education, consequent to the introduction of the Choice Based Credit System with a minimum of 140 credits for the UG Degree courses and 90 credits for the PG Courses.

Chellammal Women's College is an aided College affiliated to the University of Madras and hence follows the CBCS pattern prescribed for all such colleges. All the changes that have been made by the university to the Syllabus since then is being meticulously followed.

Part I of syllabus Foundation Language. Only Tamil is offered by the college as Foundation Language to all Undergraduate courses for two years, six hours a week. B.Com and its allied courses are exempt from foundation Language in the second Year,

Part II deals with Foundation English which is offered to all Undergraduate courses of the Madras University for two years. B Com and its allied courses are exempt from Foundation English in the Second Year, the course is offered four hours a week . 2 hours a week is allotted for Soft skills courses in English for all classes

Part III comprises all the Core and Allied courses, Practical, projects and internship training prescribed by the University.

Part IV prescribes such courses as non major electives and Environmental Studies, Soft Skills, Computing Skills. Basic/Advanced Knowledge of Tamil as prescribed by the Government of Tramil Nadu.

Non Major Electives such as Epic and Puranic Stories, Indian Ethics, Sutrulaviyal and Koil kalaigal(Tourism and Temple Arts) and Basics of insurance is offered in this college to our First and second Year Students by various departments. Students choose any one of these subjects and it helps them to have knowledge of other disciplines besides their core subjects.

Environmental Studies with a project/case study is made compulsory for all Second Year students of the college. Value education with ethics and gender sensitive components is offered to all third year students.

Part V of the University Syllabus prescribes Extension activities which are mandatory and which also bring them Credits. All students are exposed to Sports, NSS, Youth Red Cross, Red Ribbon Club, Rotaract Club.

Students are exposed to these various activities every week after regular classes for an hour.

Part IV & V are prescribed with the aim of empowering students and making them responsible for their commitment towards society. The recommendations given by the university to ensure employability of the students in our care is taken seriously. The college ensures participation of industrial sector as stake holders by allowing them to train our students in various ways and also to conduct recruitment on the Campus during the Third Year of study.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

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

Response: 10

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	03	02	01	00

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 25.18

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

Response: 107

File Description

Document

Details of the new courses introduced

[View Document](#)

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

Response: 100

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

Response: 18

File Description

Document

Name of the programs in which CBCS is implemented

[View Document](#)

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

Response: 5.91

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

2016-17	2015-16	2014-15	2013-14	2012-13
699	00	67	00	00

File Description

Document

Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs

[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Part IV of the Madras University curriculum relates to Environmental Studies with a project/case study made compulsory for all Second Year students of the college. This is followed up with other practical Eco sensitive activities like maintaining plastic free, clean campus, greening of the campus with plants and trees is by Eco Club. Value education with ethics and gender sensitive components is offered to all third year students. Students are exposed to number of awareness programmes by the other clubs like NSS, YRC, RRC.

Besides the execution of the prescribed syllabus, the college ensures the physical and mental health of the women students in their care by exposing them to Yoga and Gym activities. Commerce students are given opportunity to attend CPT classes. Each Department in its own way tries to help the advanced learners to excel and weak learners to improve during the hours prescribed after regular classes. The placement cell of the college with its numerous activities ensures the students have exposure to communication, personality development and professional ethics courses.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 65

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

Response: 65

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 0.75

1.3.3.1 Number of students undertaking field projects or internships

Response: 020

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Any additional information	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.03

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 93.46

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

2016-17	2015-16	2014-15	2013-14	2012-13
1089	965	737	714	692

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

2016-17	2015-16	2014-15	2013-14	2012-13
1124	966	832	755	792

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
542	453	401	376	401

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

2.2 Catering to Student Diversity

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

Response:

Students are admitted the various UG and PG courses, strictly following guidelines issued by the University of Madras . Ranking according to merit in the previous examination and reservation rules prescribed by the government are followed. Students with merit in sports and disability of different kinds are admitted thus making education in this college inclusive.

The college organises a special orientation program of first Year students with their parents /guardians on the first day of the course. Information regarding various aspects of college life- the mission, vision, the CBCS system, the importance of attendance, the facilities afforded to students on the campus, the discipline expected of them on the campus etc, e are given to them by the head of the institution

Classes in English communication skills including grammar are conducted for all the students of the First Year to effectively bridge the gap between college and school learning experience during the first week after admission. Though no test is conducted at this point to stream them, the students after their oral and written responses in the classroom are identified by the staff of each department as weak or advanced learners. Special help is provided to students who are weak in studies during the hours prescribed after regular college hours. The advanced learners are encouraged to take on tasks and assignments that call for a higher level of difficulty. They lead their classes during seminars, discussions and other classroom activity and also function as group leaders in peer learning activities. Such students represent the college in other institutions for seminar, quizzes and other competitions that call for a higher level of intellectual activity. There are courses conducted in the college by various agencies to train students in communication skills and training for other competitive examinations like CPT .Most of our advanced learners shine in these and eventually choose research or get placed in comfortable jobs.

2.2.2 Student - Full time teacher ratio**Response:** 29.11

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.11**2.2.3.1 Number of differently abled students on rolls****Response:** 3

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

All activities in the college are centered around the students who have enrolled here. The prescribed Syllabus is taught in the various departments taking into consideration the needs and ability of the student. The lectures, use of black board , PPT presentations , use of the computer by many of the staff are used to highlight aspects of the subject. Practical classes and projects made mandatory in the curriculum are executed seriously. Staff members who are subject experts within the campus and from other colleges are invited to deliver lectures and conduct seminars for the students. Peer learning activities, seminar presentations made mandatory in the classroom are orientated towards effective delivery of the prescribed syllabus. Continuous internal Assessment Tests, group discussions, quizzes, workshops are conducted for them based on the curriculum. Assignments based on texts which will enhance and develop their critical and analytical skills are given. The library resources are made accessible to students and many of the advanced learners in various subjects benefit from then. One hour of library work per week is made mandatory for each student.

Other than academic activities and sports, there are cultural programmes conducted in the College to cater to student needs. The main objective being the empowerment of the student and her personality in all ways, a number of programmes to improve communication skills, personality development including Yoga are arranged for their benefit inside the college to ensure their mental moral, and spiritual well being.

There is a tutor ward practice effective in the college . Each staff member is allotted a certain number of students. Most of our students come from socially and economically backward background and hence they lack confidence. The staff member meets the ward periodically and checks her progress in the class and the

ward is expected to take the help of her mentor if she has any problem personal or otherwise. This kind of a help given to students helps boost their confidence level and morale.

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

Response: 86.96

2.3.2.1 Number of teachers using ICT

Response: 80

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 0

2.3.3.1 Number of mentors

Response: 00

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The curriculum already given by the Madras University allows flexibility only in the way it is delivered to the students. Our teachers regularly plan and prepare for their classes in advance, Notes of lessons are also prepared by some of them. Since our students are of diverse ability, the teacher does her best to cater to their diverse ways of comprehension and learning. Class room teaching using chalk and blackboard and lectures is of late being complemented by use of Power Point presentations, screening of online materials and documentaries related to the subjects which often enhance the concepts taught in the classroom. Sometimes on line material Our teaching staff keep in mind not only the University's evaluation methodology, but also the mission and vision of our college while teaching. It is mandatory for the student to attend classes in the department two hours a week after regular hours. Peer learning activities are encouraged in the class room along with seminars. Where necessary, educational tours are arranged for students. Learning process is monitored or assessed with the help of assignments, unit wise tests. The subject teachers, heads of department review the performance of the students. The Associations meetings and activities of each Department help largely to promote creative and innovative ways of teaching and learning.

Special attention and care is taken for the differently-abled students who have enrolled with us. There are visually challenged, hearing impaired and even students who have up to 40 percent mental disability. There is a visually challenged staff member in the Department of English who is able to provide students with help in language. When there are magazines in the library for the use of the mainstream students, the College also provides a Braille magazine for the visually challenged students. The staff members are sensitive to the needs of other similarly challenged students in the classroom.

2.4 Teacher Profile and Quality

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

Response: 96.41

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

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

Response: 34.18

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

2016-17	2015-16	2014-15	2013-14	2012-13
35	35	33	19	17

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 7.09

File Description	Document
List of Teachers including their PAN, designation, dept and experience details	View Document

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

Response: 7.5

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	3	0	00

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response: 1.22**

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

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

2.5 Evaluation Process and Reforms

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

The University of Madras has provided the blue print for the evaluation process. The continuous assessment tests for internal marks of 25 also include 5 marks for attendance at the U G and PG Level. While the university prescribes a minimum of three Internal tests to be given, our staff in order to enable our weak learners to score, lighten their burden by giving more tests for smaller units and thus facilitate the students. Assignments are given so that the student can carry her learning experience in the class to a higher level. Seminars and workshops in the class augment the learning process and also afford the teacher a chance to assess the student's critical and analytical skills. Model examinations are given to students to prepare them for the university examinations and sometimes the model examination marks are used for

internal assessment also. The students are apprised periodically of the marks they have secured and sometimes even parents are called in to inform them about their wards' performance.

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

Response:

The Internal assessment tests are given to the students just after 2 units of the syllabus have been taught in each semester. The assessment methods adopted by all the departments aims at transparency. The answer are valued and given back to the students and students are asked to improve their performance if necessary. The university prescribes that the best of three performances have to be taken as internal assessment. In order to help weak students many departments resort to more tests on smaller units. The assessment is not only made by tests. Assignments, Quizzes, Seminars in the classroom and student workshops, oral performances also(for languages) bring in variety into the assessment system. Attendance marks are allotted to the students according to the rules of the madras university. Students with 91% -100% attendance are awarded 5 marks, 76% – 90% get 4 marks, 65% – 75% get 3 marks. Those securing less than 65% are not eligible to attend the university examination. Students are apprised of their attendance details beforehand ensuring transparency. The online submissions of internal marks are made before the conduct of the university examination.

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

Response:

The University conducts the end semester examinations and question papers for all UG examinations are set for a maximum of 75 marks. The student is expected to score minimum of 30 marks in the University examination alone while the passing minimum is 40 marks. There is no passing minimum for Internal marks. Students become ineligible to write the examination if they do not have the prescribed 75% attendance in the classes. When there are grievances voiced by students or teachers relating to the questions set for the examination or any others relating to the student enrolment in the examination, conduct of exams, content of questions papers etc. the head and teachers of the department bring it to the notice of the Principal. The Letters sent to the controller of Examinations or the concerned department regarding grievances is redressed immediately.

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

Response:

All Activities of the college are usually planned ahead in accordance with the University of Madras' Academic calendar. There is a committee instituted in the college with the Principal as head for this work. The Handbook of the College or the College Calendar is printed and distributed to every student and staff member. The Reopening day, Closing day, the Semester Examination dates, are decided by the University.

All working days, holidays, and important dates for the College are mentioned in the Calendar. Continuous Assessment Tests are given every month. A Model examination is given to students just before the University practical exams begin. Dates for submission of projects, Seminars that are mandatory for internal assessment of the student are all informed well ahead so that even the slow learners will be prepared for the tests. Students are forewarned if they have shortage of attendance.

2.6 Student Performance and Learning Outcomes

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

Response:

Some of the courses offered in the college under the Madras University like Soft skills and Computing Skills, Personality Development, All Non-major Electives have to be valued internally and the marks have to be uploaded in the University website along with the internal marks for all subjects in the curriculum. After the central valuation of the University of Madras the marks are published by the University on their web site. The marks are downloaded and analysed by the various departments and the percentage of passes in each subject as well as the class average is recorded. The analysis of marks is done at the end of each semester and the reasons for good and poor performance is analyzed. If there are grievances recorded by students about unfair or wrong assessment, these are carried to the university to redress. Recently the university has announced the end semester examination which students of the third year who have to reappear only in one paper can attempt so that he/she gets a chance to get a degree along with others of their batch. This has helped to boost the confidence of many a student and also the pass percentage of the institution.

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

Response:

Every programme, every subject prescribed by the university comes with a learning objective. Performance of the student in the subject in the university examination after being subject to continuous assessment tests in the classroom is an indicator of whether the objective has been achieved or not, The university publishes the end semester results and they are displayed on the university website. The results are analysed in the college in the respective departments and student performance assessed.

The counselors in the department try to find out the level of performance of the students who are their wards. Their areas of difficulty are analysed This is one area of assessment and the difficulties of the students and the problems are addressed. If the problems of the students can be redressed with better coaching it is addressed at the college level itself. Where necessary, grievances are sent to the Controller of examinations of Madras university to redress.

Outstanding students are recognized. They are awarded prizes for proficiency on the Annual day. Many of our students secure ranks and their names are uploaded on our web site also.

2.6.3 Average pass percentage of Students**Response:** 73.53

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

Response: 489

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

Response: 665

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.7**File Description****Document**

Database of all currently enrolled students

[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 15.22

3.1.2.1 Number of teachers recognised as research guides

Response: 14

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

The College encourages research in all forms and there is a conducive atmosphere in the college for research. Staff and students are encouraged to attend seminars and to publish the results of their research. Staff members have also been permitted to go on Faculty development programmes to do research.

The college has a full fledged research Department for Tamil studies. The students of our college are able to provide good research output with the material available in our general and Tamil department libraries. Students from other institutions and universities seek permission to use our resources also.

We have no post graduate Department for sciences and our laboratories are sufficient for the needs of our UG students. However some of the staff of departments like English, Commerce, Chemistry, Economics are resource persons. They share their knowledge with others as resource persons in the college and other institutions and Board of Studies members. Dr. V. Shanthi of the Department of Economics has been invited to present papers in other countries. The department of English and commerce also shares knowledge and syllabus material with other colleges.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

File Description	Document
List of Awardees and Award details	View Document

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

Response: 0.21

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 03

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

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

Response: 0.23

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	3	3	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 0.45

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

2016-17	2015-16	2014-15	2013-14	2012-13
19	16	00	01	00

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

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

Response:

Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years.

The curriculum of the Madras University incorporates the necessity of students to engage in extension activities. The NSS/RRC/YRC and the Rotaract clubs of the college have been very active in the College and in the neighborhood organising, collaborating with outside agencies-NGO s and Governmental and taking part in social outreach programmes,/campaigns and awareness activities . In the process of these activities they sensitize others as well as get sensitized to the needs of those around.

During the last five years, the two NSS Units and all the first year students engaged everyday in Campus cleaning and greening, with other clubs of the college. The units also engaged themselves in Community development activities outside the college with awareness campaigns, rallies and Camps.

Some of the seminars and awareness programmes and camp activities are listed below.

Seminars were conducted by NSS on leadership qualities with the Thozhan Trust for the students, on environment awareness with the Gandhi Anjali trust, on the importance of organic and composted manure with the Safe trust, Traditional Medicine with the Govt . Siddha Hospital, on Road safety awareness jointly with The MTC depot of K K Nagar, on Green environment with the Good Will Trust, on Human Resource Management with the Human Rights NGO.

Leprosy awareness programme was conducted with the Chetput leprosy centre, First Aid, and Aids Awareness programmes were conducted in collaboration with the Goodwill trust. Awareness on population control and Health Awareness programmes were conducted in collaboration with DMS Human chain awareness programmes were also conducted on Road safety.

The annual camp of the NSS units for the past five years have been held at Kilkodungalur and Melkodungalur Thindivanam. The activities of the college camps in this area has resulted in the greening of the area and also initiating a host of activities leading to the improvement of the Panchayat area.

The YRC and RRC have also been active with Awareness programmes and Rallies on Aids awareness and other health programmes like Blood donation camps in the college and in the neighborhood.

Two Rotaract groups affiliated to the R A Puram and Naganallur branch of Rotarians do service with their parent branches to the college and to the neighboring places. While the R A Puram rotarcat group have initiated a Book Project and Food project helping the needy students within the campus, the Nanganallur unit has connected with various orphanages and old homes around the college providing food, celebrating festivals with the inmates, organizing competitions for students, honouring teaches. They have also conducted seminars on drug abuse, cancer awareness global warming and climate change and also taken part in a marathons for social causes.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

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

Response: 57

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

2016-17	2015-16	2014-15	2013-14	2012-13
11	13	10	16	7

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

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

Response: 34.54

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

2016-17	2015-16	2014-15	2013-14	2012-13
70	250	700	1300	1100

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Chellammal Women's College has ample physical facilities and infrastructure for the existing academic programmes and administrative functions; and co-curricular and extra-curricular activities. The College campus is spread over an area of 9.25 acres of land with 4 blocks of buildings and an auditorium.

A host of other support facilities are available on the campus:

- The spacious auditorium has a capacity to accommodate 1200 people with good lighting, and acoustic system
- The lobby adjoining the auditorium is spacious and used for conducting, conferences and workshops
- A newly redesigned, well-equipped seminar hall with 120 seating capacity for organizing Seminars, Ph.D. viva-voce examinations ,conducting departmental association activities and meetings
- Every department is provided with a computer
- Shift I and shift II share the 26 spacious class rooms with elevated platforms, green boards, fans and lights.
- 5 laboratories for Physics, Chemistry, Botany, Zoology and Computer science
- One of the rooms in the main block is reserved for the Redington group who conduct personality Development and Communication Skills classes.
- Audiovisual aids like LCD, OHP, Computer projector, microphones, speakers, and acoustic system are also accessible for all departments whenever required
- A Basket ball court with portal equipment , a Hand ball court, a Volley ball court, a Badminton court, a Cricket and foot ball ground are available on the campus
- A Gym with modern equipment is accessible for students and staff on the campus
- A room adjoining the gym is provided for indoor games activities like table tennis, carom, chess and other games.
- A separate NSS office with all required NSS equipment and instruments
- In the college, all the blocks are Wi-Fi enabled for the benefit of all staff.
- Two Canteens with enough seating facility to serve the staff and the students remain operational from 7.30 am to 6.30 pm.
- Two Reverse Osmosis units provide the safe and clean drinking water to the campus
- The well cleaned and maintained 43 toilets with two napkin vending units and an incinerator are available.
- A medical room is available with first aid facilities
- Two generators for uninterrupted electric power supply
- To provide uninterrupted water supply to all buildings on the campus, a huge well, a metro water sump, two bore wells with three submersible motors are available

The campus is entirely eco-friendly with a dense canopy of trees to provide the pollution free ambience.

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

Response:

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

Sports and Cultural activities are an important aspect of student life in Chellammal Women's College. They contribute to the holistic development of students in our care. The college provides all necessary support to promote extracurricular activities in the campus. The Physical director of the college is ably assisted by a student union sports minister and supporting staff in the conduct of all activities. The sports committee comprising of other staff members also provides inputs. Even at the time of admission, students who have excelled in sports and athletics are identified; some of the students are admitted in sports quota and all facilities such as free training, fee waiver and provision of all necessary equipment for games, uniforms and shoes are made available to them. In the self- supporting stream, eight players have been exempted from paying their fees. Handball, Football, Volley ball, Throw ball, Chess, Carom, Table Tennis, Badminton, Ball badminton, Kho- Kho, Kabbadi, Tennis, Basket ball, Hockey, Cricket and Athletics are played on the campus. Some of our students excel in martial arts like, taekwondo and fencing. Special coaches are invited to provide training for the students. The students, who have been selected at the University level, take part in Regional and National level tournaments and athletics. Since 40 hours of engagement in sports activity is made compulsory as per the University directive, all first years students engage in sports activities every week.

Inter departmental matches are conducted in Handball, Football, Volley ball, Throw ball, Chess, Carom, Table Tennis, Badminton, Ball badminton, Kho- Kho, Kabbadi, Tennis, Basket ball, Hockey Cricket and athletics for the Sports day. Students take part in Inter collegiate matches and tournaments as well. Chellammal Women's College conducts a series of inter collegiate tournaments in the name of Vadamalai Gramani every year. On the sports day, all the winners, and champions are awarded prizes and trophies.

A gym with modern equipments available on the campus is part of Physical education department. The staff and students use it to keep themselves fit.

Yoga training is given for all students of the first year as an extension activity. The classes are conducted in the lobby of the auditorium every evening by the trainers.

The cultural activities are the part of the college extracurricular activity. The annual cultural program Swarakrithi with invited guests and judges is a platform to show case all student talents in dance, singing, artistic activities of all kinds like hair dressing, jewelry making, soap and vegetable carving, bouquet making, creating art from waste, cooking etc. Two full days are set aside for cultural activities.

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

Response: 14.29

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 35.12

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

2016-17	2015-16	2014-15	2013-14	2012-13
80.37	40.80	92	56.14	32.10

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The main library of the college is located above the auditorium. It follows the open access system, is partially automated using INSPRO PLUS, ERP 6.1 version and being continually upgraded. A screen reader software for the use of the visually challenged is also installed.

The library is well maintained and spacious with seating provision for 80 -100 people. There is also a spacious reading room attached to the library where 15 computers with internet access are available to students and staff,

The Principal along with the senior staff of the college comprise the Advisory committee of the Library. The committee allocates funds to various departments from the UGC funds and Special fees for purchase of books.

Bought with UGC funds the various Departments had a large collection of books which was lost in the floods of 2015. Attempts are being made to replenish that store. A small section of the General and

departmental library now comprises of Donor books from various generous individuals and organizations.

The library is user-student friendly and the Librarian assists the readers to locate books and reference material. Besides text books and reference material in all subjects, Dictionaries and Encyclopedias, there is a collection of rare books in the Tamil section of the Library. Students can loan a book for a week at present against their name,

There are CD's, Journals, popular magazines, and English and Tamil newspapers in the library. Magazines on Environmental Studies and science, Health, Sports and Development, Yoga, Religion and Culture, Economics, Commerce and Employment are also subscribed to. Magazines on General knowledge and Competitive exams, Yearbooks, and CSIR/ UGC NET, SLET guides help our final year students and staff. Published proceedings of the Conferences held in the College, M.Phil. and Ph.D. research thesis copies of our students as well as project reports of Under graduate students and Post Graduate students of various departments are made available in the library for researchers. The Librarian takes care to keep a collection of Question papers of each Semester Examination for the benefit of our students.

There are plans to make the library fully automated and offer a remote access facility for researchers. Increasing the book loan facility as well as offering photocopied material to students is also considered. More UGC approved journals will be added to the library in the forthcoming years.

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

Response:

The magazines on general knowledge and specialized knowledge of different subjects, the copies of thesis in the library, Proceedings of conferences held, and the rare books in Tamil in the general and departmental libraries fulfill the needs of UG and PG students for research and knowledge enrichment. Four P.hD thesis are submitted by the part time P.hD scholars. There are around 65 rare books available in the library. Projects prepared by M.Phil students, M.Com, M.A English students are available in the library. B.Com(Corporate Secretaryship), EVS project copies are maintained in the respective departments.

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above**Response:** B. Any 3 of the above

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

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 1.17

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.59252	0.73191	0.43482	3.38159	0.72166

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 2.89

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

Response: 80

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution takes all necessary steps to update its IT facilities.

Yes, the new planning and IT infrastructure developments are carried out as and when necessary. There is constant discussion at the level of Principal, administrative staff, Governing Body and the Management Body.

- 1 laboratory with 50 computers.
- 15 computers in the central library equipped with internet access for the use of faculty and students.
- 12 Laser printers, 2 Dot Matrix printers, 3 Xerox machines and 5 scanners cum printers are available in administrative offices of Shift I and Shift II.
- 10 computers in Shift I and 9 computers in Shift II administrative offices.
- 9 computers are available in Staff rooms of Shift I and Shift II
- CCTV cameras have been installed to step up security to the college
- Campus has networking facilities.

7 leased lines with 5 Mbps and 7 WIFI connections for internet access extended to the entire campus.

4.3.2 Student - Computer ratio

Response: 28.8

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 74.57

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

2016-17	2015-16	2014-15	2013-14	2012-13
176.23	112.07	139.47	84.04	110.53

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

There is an effective mechanism for the maintenance of the infrastructure facilities. The College has a full-fledged maintenance (building/environment and furniture) committee.

- The building maintenance committee and the furniture committee identify from time to time the

problems relating to building, furniture, electrical apparatus, carpentry, computers and plumbing etc.

- The college uses out sourcing for the repair of equipments and computers.
- There are permanent lab assistants appointed for all the science laboratories and they take essential steps to maintain the equipments in the labs.
- The library assistant maintains the library.
- The Physical Education Department maintains the grounds for both indoor and outdoor games and the equipment.
- Every now and then, maintenance staff visits the college for electrical, plumbing and carpentry work.
- There is permanent as well as temporary Housekeeping staff appointed to keep the campus clean and eco-friendly.
- The Corporation Garbage truck visits frequently and collects the waste from the bins provided at the gate.
- A JCB is hired to clear the weeds whenever required.
- A permanent gardener, a marker and a watchman are in service to maintain and safeguard the college campus.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 56.99

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

2016-17	2015-16	2014-15	2013-14	2012-13
1265	1204	1183	1222	1210

File Description

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

Document

[View Document](#)

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

Response: 1.77

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

2016-17	2015-16	2014-15	2013-14	2012-13
33	27	43	50	33

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

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

Response: 4.18

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

2016-17	2015-16	2014-15	2013-14	2012-13
560	00	00	00	00

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

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: No

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

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

Response: 24.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
86	492	63	35	87

File Description	Document
Details of student placement during the last five years	View Document

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

Response: 6.03

5.2.2.1 Number of outgoing students progressing to higher education

Response: 42

File Description	Document
Details of student progression to higher education	View Document

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

Response: 1.82

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	0	0

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

2016-17	2015-16	2014-15	2013-14	2012-13
25	22	17	2	3

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

5.3 Student Participation and Activities

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

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

Response:

The Institution has an active Student Council comprising of a Prime Minister and Deputy Ministers for various departments like Culturals, Research and Development, Sports and Human Resources. The student representatives of each class also assist the council.

The Students are encouraged by the College to form the union with elected representatives. Every year, the College Election committee comprising of Principal and Staff members call for nomination for the various posts. The students are given time to make or withdraw their nominations. Shift I and Shift II have separate Students' Councils.

- Ten students from each class represent their class and vote
- Once the voting is over, the election committee counts the votes and announces the elected representatives
- The elected office bearers collectively function as a Student Council.
- They effectively function as student representatives as well as liaison officers between the staff and students

The Elected Student Council members for the year 2017 - 2018

SHIFT - I

POST	STUDENT NAME	DEPARTMENT
PRIME MINISTER	Gayathri.K	III B.Sc Adv Zoology & Bio Tech
Deputy Prime Minister	Mitra Vinda.N	II B.Com(G)
Home Minister	Anusuya.R	III B.A Tamil
Deputy Home Minister	Ishanya.W	II B.Sc Chemistry
Cultural And Broadcasting Minister	Sowntharya.V	II M.A Tamil
Deputy Cultural And Broadcasting Minister	Poomullai.P & Anitha.G	II B.A Tamil & III B.A Tamil
Research And Development	Hemalatha.R	III B.Sc Adv Zoology & Bio

Minister		Tech
Sports And Youth Affairs Minister	Vincy Malar.K	III B.A English
Deputy Sports And Youth Affairs Minister	Lakshmi.S	II B.A Economics
NSS Secretary	Poornima.K	II B.A Tamil
Deputy NSS Secretary	Hemalatha.S	II B.A Economics
Human Resource And Development Minister	Preethi.G	III B.A Economics
Research And Development Minister	Hemalatha.R	III B.Sc Adv Zoology & Bio Tech

SHIFT - II

POST	STUDENT NAME	DEPARTMENT
Prime Minister	Kanimozhi.P	III B.Sc Computer Science
Deputy Prime Minister	Sharon Angel G.J	II B.B.A
Home Minister	Sabitha.A	III B.B.A
Deputy Home Minister	Vishali.S	II B.Sc Maths
Cultural And Broadcasting Minister	Pavithra.V	III B.Sc Maths
Deputy Cultural And Broadcasting Minister	Ajitha.R	II M.Com (G)
Research And Development Minister	Vinothini.J	III B.Sc Maths
Sports And Youth Affairs Minister	Asha.M	III B.Com(G - 'A' Sec)
Deputy Sports And Youth Affairs Minister	Dharani A.R	III B.Com (A & F)
NSS Secretary	Saranya.H	III B.Com (A & F)
Deputy NSS Secretary	Sangeetha.R	II B.Com(G - 'B' Sec)
Human Resource And Development Minister	Harini.K	III B.Com(G - 'A' Sec)
Deputy Human Resource And Development Minister	Sangavi.K	III B.Sc Maths

The council involves in the conduct of all student activities on the Campus such as Freshers' day, Teachers' day, Women's day, Cultural fiesta, Environment protection day, AIDS Awareness Day, Pongal Vizha, Muthamizh Vizha, Sports day, NSS, YRC, RRC etc. They lead activities for cleaning and greening the campus and maintaining discipline. Their services are of great help for the smooth functioning of every event on the campus. In every committee of the college, an office bearer is involved for supporting the academic and administrative matters.

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

Response: 1

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

during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	01	01

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

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

Response:

The Institution has a functional alumni association. The IQAC of the college has suggested to the Alumni committee to conduct its Annual meeting every year. The Principal and staff members attend these meetings. The alumni usually participate in the significant programs like Annual day, Graduation day and the Cultural program. At present, the contact with the alumni is maintained through social networking such as mail, e-mail, sms and phone calls. The college website posts the dates of the meeting as well. At the most recent alumni meeting held on December 27, 2017, 161 members attended and shared their experiences and future plans to support and strengthen the Institution. They offered to support the institution with their expertise in various fields of specialization, and also offered financial support for the projects initiated by the Institution. The entrepreneurs in the group came forward to motivate the students to become entrepreneurs.

A few of our past students who have qualified with post graduate and research degrees have come back to us as our teaching faculty. The alumni feedback is solicited during Alumni Meet, Graduation Day and on informal visits of alumni to the college. The feedback is consolidated and analyzed. The valid points are taken into active consideration for the betterment of the institutional progress. A fair number of the alumni members are residing in various parts of India and abroad. Every student who leaves the Institution enrolls her name in alumni association and becomes its member by paying Rs.200 and this collected amount is used significantly to the development of the institution. In the last five years, the part of the money is utilized for building a toilet and infrastructural transformation of the Administrative offices. Some of our alumni have initiated and contributed to welfare Schemes for students such as the Food project which provides needy students with lunch.

Members of the Alumni committee:

1. Dr.(Tmt.) Anbarasi , Head and Assistant Professor of Mathematics (Shift I)
2. Dr. (Tmt.) Thenmozhi, Assistant Professor of Tamil (Shift I)

3. Tmt.K.Kavitha, Assistant Professor of Computer Science**4. Tmt.T.Sivakamasundari, Assistant Professor of English****5. Mrs.A. Rajini (Alumna)****6. Mrs. A. Parimala (Alumna)**

The Alumnae of Chellammal College have done us proud in many ways. Some of our students who have qualified with post graduate and research degrees have come back to us as our teaching faculty. A fair number of our past students teach in Schools and Colleges in and around Chennai. A few students have chosen to work where they received placement- in Corporate and commercial institutions.

Alumnae Meetings have been held in the previous years in an unorganised way with students meeting their teachers in the departments on Graduation and Annual Days to inform of their progress in life and career, The Alumnae association now collects feedback from the students. Some of our alumni have initiated and contributed to welfare Schemes for students such as the Food project which provides needy students with lunch.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)**? 5 Lakhs****4 Lakhs - 5 Lakhs****3 Lakhs - 4 Lakhs****1 Lakh - 3 Lakhs****Response: <1 Lakh**

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response: 0****5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

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

The lofty intention of Vallal Pachaiyappa is to educate the poor: economically weak, socially deprived, underprivileged, backward and most backward sections of society and Chellammal Women's College is a premier institution under the of the Pachaiyappa's Trust, a living testimony of the munificence of Mayilai Chellammal sharing the same ideals.

The institution strives:

- to fulfill the educational needs of the underprivileged and downtrodden students and make them socially responsible
- to enhance teacher potential and guarantee a conducive learning atmosphere
- to meet academic demands at the College and University level
- to encourage the students and staff to participate in the co-curricular and extra-curricular activities
- To improve the infrastructure and generate additional resources to benefit the college in general

On the whole the Management, the Principal and the Staff strive to inculcate morals, ethics, and values in students to create noble citizens. The institution has accomplished its vision and mission effectively through various initiatives and activities and it will continue to achieve excellence in various fields in the forth coming years as well.

6.1.2 The institution practices decentralization and participative management

Response:

The College has sound and well-defined managerial and administrative structure.

The Pachaiyappa's Educational Board has several schools and six colleges under its Trust. The trust is governed by the elected body of trustees, elected as per the norms of the Trust. The elected bodies headed by the Chairman who is entrusted with the power to make policy decisions, appoint the Principals and the staff, take decisions regarding infrastructural developments like construction of buildings, laboratories and take other major decisions concerned with the overall development of the institution. The Principal is entrusted with responsibility of taking care of academic and routine work of the institution like maintaining the attendance, promotions, fee collections, conduct of examinations, process of admissions, conduct of functions, following the schedule of the University of Madras calendar pertaining to details regarding the opening day, number of working days, conduct of examinations, feeding of Internal marks into the website

of UNOM, etc. The Principal takes the consultation of committee and council members of the college in carrying out her administrative work. The Head of the departments are entrusted with the work allotment among the staff of the department, monitoring the student curricular and co-curricular activities, following innovating practices in teaching- learning process and the non- teaching staff are entrusted with the official routine work like maintaining the staff details, salary disbursement, fee collection, paying the examination fees to the University of Madras , receiving application for admission and examination, and maintaining the infrastructure and the routine work contribution from every end is connected and the participative management from every domain is involved effectively in the institution which makes the it to function efficiently.

6.2 Strategy Development and Deployment

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

Response:

The Institution is a constituent college of the University of Madras and as such it functions as per the guidelines of University of Madras. The institution has a formally stated quality policy designed and developed for academic affairs, administrative activities, data usage, and comprehensiveness.

- The College council and the Head of the Departments plan teaching – learning activities of the various departments according to the calendar provided by the University
- Based on the analysis of the Students performance, various activities like soft skills and personality development training yoga and remedial classes are planned
- The community engagements, awareness programmes through co-curricular and extra-curricular activities like sports, NSS, YRC, RRC, Rotaract, and Eco-club activities are planned as well.
- The College council with the Research departments plan the research activities of the year such as conduct of Conferences, Seminars, lectures, Internships and Journal Publications
- The College committee indentifies the vacancy position among teaching and non-teaching staff and intimates the Management. To strengthen the academic and administrative matters, the existing staff members are encouraged to attend the Orientation Programmes , Refresher courses, Faculty Development programmes, workshops, National and International Seminars and Conferences etc.
- The committee with the Placement cell reviews the feedback given by the students' alumni and the industry stakeholders and plan Internships, Industrial training programmes, Projects to enable employment opportunities for students.

IQAC in conjunction with the administrative machinery of the college plans to enhance the quality of academics and infrastructure by chalking out effective measures.

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

Response:

Organizational structure of the Institution:

The benefaction of Pachaiyappa Mudaliar, the most munificent patron of learning and religion in modern south India, is the source for the foundation of the Pachaiyappa's Trust Board. Chellammal Women's College is one of the colleges that functions under the governance of the Pachaiyappa's Educational Trust Board.

Board of Trustees

Name	Designation
1. Thiru. S.Jayachandran, B.Sc. B.L	Chairman
2. Dr. V. Ramanathan, M.Sc., B.Ed., M.Phil., Ph.D	Financial Trustee
3. Dr. R. Prabhaakaran, M.A., M.B.A, B.L., Ph.D	Trustee - Member of College Council
4. Thiru K. Hemanath, B.E., M.B.A	Trustee
5. Thiru. V. Durai Mohan, B.Com	Member Secretary & Trustee

College Committee

Name	Designation
1. Dr. (Tmt.) V. G. Vijayalakshmi, M.Com., M.Phil., Ph.D	Principal
2. Dr. (Tmt.) V. Kalaivani, M.Com., M.B.A, M.Phil., Ph.D	H.O.D., Dept. of Commerce
3. Dr. (Tmt.) S. Angayarkanni, M.Com., M.Phil., Ph.D., Commerce	Assoc. Professor of
4. Dr. (Tmt.) V. G. Poompavai., B.Com., M.L.I.S., M.Phil., Ph.D.,	Office Superintendent
5. Dr. (Tmt.) M. Uma Maheswari., M.A, M.Phil., Ph.D..	University Representative

To monitor and advise college on academic matters, the college has Council comprising of educationists. The composition of the Council is as follows:

College Council

Name	Designation
1. Dr. R. Prabhakaran, M.A., M.B.A, B.L, Ph.D	Trustee
2. Dr. (Tmt.) V. G. Vijayalakshmi, M.Com., M.Phil., Ph.D	Principal
3. Dr. (Tmt.) V. Kalaivani, M.Com., M.B.A, M.Phil., Ph.D	H.O.D., Dept. of Commerce
4. Dr. (Selvi) N. Meera, M.Sc., M.Phil., Ph.D.	H.O.D., Dept. of Adv. Zoology
5. Dr. (Tmt.) V. Shanthi, M.A., M.Phil., Ph.D	H.O.D., Dept. of Economics
6. Dr. (Tmt.) R. Chitra Devi., M.Sc., M.Phil., Ph.D.,	H.O.D., Dept. of Chemistry
7. Dr. (Tmt.) R. Sreelatha, M.A., M.Phil., Ph.D.,	H.O.D., Dept. of English
8. Tmt. V. Malarvizhi, M.Sc., M.Phil.	H.O.D. Dept. of Physics
9. Tmt. K. Anbarasi, M.Sc., M.Phil.	H.O.D. Dept. of Mathematics
10. Dr. (Tmt.) M. Rajakumari, M.Sc. M.Phil., M.P.Ed.-M.Phil, Ph.D.	Director of Physical Education
11. Dr. (Tmt.) P. Vimala., M.A., M.Phil., Ph.D	H.O.D., Dept. of Tamil
12. Dr. (Tmt.) G. Lakshmi Sai, M.Sc., M.Phil., B.Ed, Ph.D.,	H.O.D., Dept. of Botany
13. Dr. (Tmt.) M.A.B. Saraswathi, M.A., M.Phil., Ph.D.,	H.O.D., Dept. of History

14. Dr.(Tmt).D.Manimegalai, M.A.,M.L.I.S, M.Phil., Ph.D,
 15. Dr.(Tmt).C.Chitra, M.A, M.Phil., Ph.D,

Librarian
 Junior Council Member

College Committees

1. UGC Committee
2. NAAC Committee
3. Library Committee
4. NSS Committee
5. Calendar Committee
6. Sports Advisory Committee
7. Cultural Committee
8. Placement Cell Committee
9. Canteen Committee
10. Student Election Committee
11. Anti-Ragging Committee:
12. Building / Maintenance Committee
13. YRC Committee
14. Retract Committee
15. P.T.A Committee
16. Alumini Committee
17. Public Relations Committee
18. Inter Collegiate Competitions
19. Website Committee
20. Magazine Committee
21. Student Counseling
22. Student Welfare/Grievance redressal Committee
23. Furniture Committee
24. Environment Committee

The members of the above mentioned academic committees sit together as and when required and act according to the directives from the Principal.

FACULTY RECRUITMENT:

The Pachaiyappa's Trust Board has paid its full attention in appointing the staff both teaching and non-teaching in approved posts fulfilling all the norms of the UGC and the Government of TamilNadu.

PROMOTIONAL STRATEGIES:

The efforts made by the institution to enhance the professional development of its teaching and non-teaching staff as follows:

- 35 members of the staff have been awarded Ph.D. some of them had obtained their degrees through UGC Faculty Development Programme
- 5 new courses have been added in Shift II Self-supporting Stream
- Around 100 students have obtained University ranks in the past ten years
- Many staff have presented their papers in Seminars and Conferences; published their articles in

- peer reviewed UGC journals; written and edited books on various envisioning titles
- The staff members are encouraged to attend the Refresher courses, Orientation Programmes , Faculty Development programmes, Workshops, National and International Seminars and Conferences
 - Non-teaching staff are encouraged to acquire additional skills and qualifications.

RESEARCH

The Management has given full free hand to the Principal to encourage the faculties to do their research work. Adequate faculties are recognized as supervisors for guiding M.Phil (Part and Full time) and Ph.D. (Part time) candidates.

1. Research scholars are motivated by the Principal and Staff members to present and publish their research papers in National /International /Peer reviewed journals /Seminars and Conferences.
2. The College also invites papers of the student researchers and staff members both within the college and in other colleges.
3. Staff papers have presented published their papers and articles in UGC recognized National and International journals/ National and International Seminars and Conferences/Newspapers and Weekly magazine.
4. Staff and Students are encouraged to attend Workshops in various Colleges

EXTENSION

The management has encouraged the students who are participating in various sports / games / cultural activities at various levels and the winners are being awarded with various prizes as a token of encouragement. Free seats were allotted to 8 sports candidates who excel in sports during the academic year 2017-2018. In keeping with vision mission of the college, the staff and the students are encouraged to take part in seminars, rallies, camps, awareness and sensitizing programmes under the banner of NSS, YRC, RRC, and Roaract to extend their support to the society.

6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

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

Response:

The admission committee decides about the issues of Prospectus, scrutinizing the applications, ranking, fixing the admission date etc., as per the State Reservation Government policy, and the guidelines laid down by the University of Madras, the admissions of the students are purely made on merit basis. The ranking list is displayed on the notice board and selected candidates are intimated regarding the admission date through SMS. The candidates who are on the waiting list are also intimated and called for the interview with essential notification to get admitted in unfilled seats on the next day.

The Examination Committee has two senior members of the faculty as coordinators. The Head of every department directs the staff to inform the yearly programmes of the home assignments, class tests and conduct of tutorials to the students in the very beginning of the each semester. They also maintain all the concerned records of continuous internal assessment tests and model examinations. The Institution strictly follows the norms of the University of Madras. Every semester, two internal class tests and a model practical and theory examinations are conducted and assignments are given to assess the students' performance. Some subjects require a project to be taken and still others have to attend internship as part of their programme. The Semester Practical and Theory examinations are also conducted as per the guidelines laid down by the University of Madras. The system of 75% compulsory attendance by students in order to be eligible for the examinations is strictly followed.

STUDENT WELFARE/GRIEVANCE ADDRESSAL COMMITTEE

Every student is facilitated to address their grievance and complaint using the suggestion box which is placed outside the Principal's office. The Grievance Redressal Committee takes the complaint into consideration and takes necessary action to ensure that the problem is solved. Along with the Grievance Redressal Committee, Anti-Ragging Committee, Student Counseling committee, also play a vital role in addressing the issues of the students. In addition, the students are encouraged to address their problems through their staff members, Heads of the Department and the Student Council representatives. The ward-tutor system addresses many student academic and personal grievances and creates comfortable environment for the student at the department level itself. Whenever, any complaint is received, immediate action is taken. On the whole the prime motto of the institution itself is to ensure the welfare of all students.

College committee along with the calendar committee chalks out the entire activities of the Academic year. The quality policy of the college is determined by the IQAC of the college. They do the planning and monitoring of various activities of the college. The UGC Committee earmarks and makes use of the funds

for all the programmes for the betterment of infrastructural aspects and academic details of the college. The objective of the cultural committee is to promote and arrange extracurricular activities to bring out the talents of students in the performing art. It is responsible for all intra and inter-collegiate cultural events in the college. The Committee plans and schedules cultural events for the academic year. The Sports committee coordinates with the student sports secretary. They keep stock of previous and current year's sports goods. The Committee also orders sports goods, maintaining records of sports events attended by students outside the college. The Placement Committee helps students to prepare for placement interviews and help them to choose an appropriate organization. The Placement Committee organizes campus placement programs for various IT and non IT companies visiting our college. The Library Committee's objective is to collect and organize and also takes stock of available books in the college. It enhances and supports the research activity of the college. The motto of our NSS unit is to develop committed youth for nation building, social commitment and personality development. Every year we have managed residential camps in various nearby villages. In addition to this we have conducted clean campus in various villages. Anti Ragging Committee of the college prevents ragging in any form in the college by pro-actively involving and giving wide publicity to prevent ragging by taking rounds and other such preventive measures.

6.3 Faculty Empowerment Strategies

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

Response:

The institution has welfare schemes for teaching and non-teaching staff to meet their needs, which are as follows:

- Annual Medical Check up
- PF Benefit
- Gratuity
- Medical Insurance
- Medical Leave
- Maternity Leave

In addition, the benefits like providing festival advance to teaching and non-teaching staff; Personal loans are facilitated to be availed through banks and in case of medical emergency, financial assistance is provided to non-teaching staff; for the professional development of the teaching staff, the Institution encourages the staff to attend Orientation Course, Refresher Courses, Faculty Department Programmes, Workshops, Conference and Seminars; they are also motivated to present papers, publish articles and books. Apart from these, the people who have specialized in certain disciplines are encouraged to make their contribution as subject experts within the campus and in other institutions; the attendance of senior staff members as BOS members and Chairpersons of evaluation committees is encouraged. To create awareness about health issues, various programmes are organized inside the campus.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)

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

Response: 0.8

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	0	0

File Description**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

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

Response: 8.31

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	16	16	1	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

The institution has not developed a well-defined mechanism like performance appraisal system for teaching and non-teaching staff however it regularly monitors the academic and administrative activities; and contributions of the staff using various other mechanisms.

The examinations results are analysed systematically, the formal meeting is conducted to discuss and assess the merits and demerits of the results obtained. The Principal exhorts the staff members to address the grievance in the evaluation system and encourages them to conduct remedial classes and promote their instructional skills with effective methodology. After the formal scrutiny of the results obtained, the reports are sent to the Management by the Principal.

The Institution plans to develop an appropriate performance appraisal system of the teaching and non-teaching staff.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Institution conducts its audit regularly.

The Institution has aided courses in Shift I and self- supporting stream in Shift II. The salary of the Shift I staff is provided by the Government of Tamilnadu as per the norms of UGC. The salary of the Shift II staff is provided by the Management of Pachaiyappa's Educational Trust. The accounts pertaining to the aided Courses are being audited by the office of the Regional Joint Director of Collegiate Education, Chennai Region and office of the Accounts General, Chennai periodically for which the financial statements of the college as per the prescribed proforma has to be submitted regularly at the end of the every academic year. As far as the accounts pertaining to the Unaided Courses, the Management appoints chartered accountants to audit the account and submit the reports to the Pachaiyappa's Educational Board.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 10.56

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

2016-17	2015-16	2014-15	2013-14	2012-13
3.05	2.55	2.02	1.74	1.20

File Description**Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The management provides a sizable amount as financial assistance towards overall development and improvement of the infrastructure in the College. In addition, UGC allocates funds to the Institution and a small amount is raised every year through the Parent Teachers Association (PTA) and The Alumni Association. The PTA and the Alumni association funds have been utilized for building a toilet and the infrastructural development of the Administrative offices. The Accounts and Administration Section of the college ensures right utilization of available funds. Since the Shift I stream is aided by the government the salaries of the teaching and non-teaching are paid by the Government. A very small amount is collected as fees from the students to provide calendar, magazine and to conduct cultural and other programs. As the Shift II stream is self-financing a reasonable fee is collected from the students for providing salary to Shift II teaching and non-teaching staff, to conduct various programs and develop the infrastructure of the Institution. The funds of the Management and UGC are utilized for the requirements of College like purchasing books, equipment, computers, printers, instruments and other consumables.

6.5 Internal Quality Assurance System**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes****Response:**

The IQAC of the institution was constituted in the year 2014 with the required constituent members. Systematizing academic and administrative performance of the institution, the enhancement of the quality of education at all levels beginning from admission of students to their academic performance and

motivating them to excel in multiple ways to aspire to reach high standards are the thrust areas of the cell. Improving infrastructure, quality of teaching and research, providing the support systems to academic and extracurricular activities of the college to help the stake holders at all levels and maintain a high level of quality especially in academics is the constant endeavor of the IQAC.

MEMBERS of IQAC for the year 2017

Chairperson: Dr.V G. Vijayalakshmi, Principal

Trust Member in the College Council: Dr.V. Prabhaakaran

Co-ordinator: Dr. V.Kalaivani

Members : 1. Dr.R.Sreelatha
2. Dr.V.Kavitha
3. Mrs.S.Susa
4. Dr.M Chitra
5. Ms. Z.Ayesha Siddiqha
6. Mrs.R.Shanmuga Priya
7. Dr. V.G. Poompavai – Office Supdt.

Alumna Member: Mrs. Prabha Kumar

Employer/Industrialist/Stakeholder: Mr.V.J. Johnson, CSR – Lead Consultant – Redington

The cell works in conjunction with the administrative machinery of the College to organise and plan effective measures to improve and assess the quality of academics and to achieve this will offer constructive suggestions and provide opportunities to students, teaching staff and supporting staff. Its key functioning role is as follows:

- Motivates the teachers to use innovative methods replacing the conventional methods
- Encourages the teachers to use the latest ICT tools and techniques; and student centric learning methodologies
- Monitors the success of learning outcome based on the students' performance in tests, exams, practicals.
- Plans to add new courses in the Shift II
- Supports to enhance the quality of the teaching and learning through organizing various programs.
- Arranges the training programs on soft skills, Spoken English, Bridge Courses, Personality Development, yoga, sports to help in their curricular work as well as to prepare them to face interviews for Placement.

- Encourages teacher participation in Seminars and Conferences
- Facilitates the staff to take students for education tours and internships
- Encourages the YRC, Rotract, NSS, and RRC to involve the students participation in extending their support to the Society
- Conducts regular meetings with the Heads of the department and the staff to discuss the matters related to focus on holistic growth of the students.

Submits the minutes of the meetings to the management and recommends the progress of the institution in terms of infrastructure and related areas.

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

Response:

IQAC plays a vital role in connecting and coordinating the various units in the College, especially in matters related to teaching –learning process. It interacts with the other systems of the college and helps to materialize all goals and the objectives relating to quality performance. The IQAC collects feedback from the staff and the students whenever they attend curricular, co-curricular and extra-curricular activities held in the college. It assists the departments with the evaluation process, identifies the infrastructural requirements of the different constituents in the institution, and facilitates the formation of various staff teams for activities conducted in the college. In this manner it is able to offer valuable feedback to the institution regarding the bench marks for progress in academic, administrative and other areas. The annual report and the timely feedback given at intervals by the IQAC, allows the institution to review its goals and meet the requirements for academic and administrative excellence.

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

Response: 2.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	3	3	0	0

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

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

Response:

Preparation of academic calendars, academic diary to help improve quality of teaching and learning process. Use of ICT makes teaching effective. The teachers are motivated to participate and present papers in various seminars, conferences and workshops. Project, seminars of the students and Group discussion enhance the learning process. The teachers update their knowledge by attending orientation and refresher course. Library is enriched every year. The feedback taken by the students is useful for teaching and learning process for skill development. Remedial Committee and monitorial committee fulfils the need of the weak and advanced students respectively. The college organizes workshop at the regional level. The college is constantly in touch with society through the retention activities of the N.S.S such as Tree plantation, cleanliness campaign in nearby villages. Rallies were conducted regarding Road safety, Aids awareness programs were conducted in college. There is an effective mechanism for human resource management the available human resource is utilized for maximum development of the college. The Principal gives the responsibilities of the committees to the faculties by judging their knowledge and skills. The Placement Cell of the college guides the student regarding jobs entrepreneurship. The College gives publicity to the activities through college website. LCD Projectors are used by the teachers as and when required to incorporate visual based content delivery. Text and reference books available for students and the library is updated every month with new additions, journals or magazines, e-books, e-journal are available. Remedial classes are arranged regularly for the students in need. Conduction of unit test, surprise

test, mock interview and group discussion, student records, attendance, internal marks and fee payments are fully computerized. Students grievance cell functions for handling complaint or grievance. Periodical invited talk by communication skill experts are arranged for the students. Direct communication between the experts and the students are encouraged. Free food project as lunch coupons given for needy students. Feedback taken from the alumni and the regular students evolves in the effective functioning of the college. The Alumni diction of the college had organized funds for developing the welfare of students.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	0	0	0	00

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

Gender sensitivity in providing facilities such as:

1. Safety and security
2. Counseling
3. Common room

Safety and security

Since the students admitted into the college are all women, common facilities necessary for such students are provided on the campus. The washrooms and toilets have running water. A sanitary pad vending machine and an incinerator are provided in the washroom area.

The Metropolitan Public Transport has been asked to stop its buses just outside the college so that students

do not need to walk distances to have access to transport especially after the Second Shift.

Awareness programmes that benefit the women students such as Self Defense Training, Family planning, Breast cancer detection, Breast feeding, Child abuse and Sexual harassment, Domestic violence, Health and Hygiene, T B Awareness programme and Yoga are being conducted through the NSS, YRC, RRC on the campus.

There is a full time security at the gate who records the movement of people to and from the campus. There is a Security who takes up duty at night time on the campus.

Recently CCTV cameras have been fixed at vantage points to step up security.

Since the Campus with its tree cover gets really dark by the evening adequate lighting facilities are provided to enable students to move without fear on the campus.

Counseling

Since most of our students come from socially and economically backward areas, they face many problems in their homes. Many come from broken homes. Though there is no resident student counselor on the campus, the staff members, especially the class- in -charges and tutors take special care to address their problems outside their classes. Since the teachers have at least a working knowledge of the background of their wards, a food project scheme was initiated on the campus providing lunch to many needy students.

Common room

There is no common room on the campus that serves as a Non resident Student Centre. Students have not complained about this lack of facility either, since all belong to the same gender. The IQAC of the college has given recommendations to the Principal in this regard and the Management has been apprised of this long standing need which will be realized soon.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

Response: 0000

7.1.3.2 Total annual power requirement (in KWH)

Response: 546790

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 51.05

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

Response: 9664

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 18930

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Waste Management steps including:

1. Solid waste management
2. Liquid waste management
3. E-waste management

Solid waste management

The college is an eco-friendly with a large number of trees. The waste generated on the campus can be divided as natural waste and result of human activity. The natural waste collected from the campus is deposited in the two compost pits at the farthest end of the college and later used for the gardens.. After the 2016 **Vardha** storm, the fallen trees and boughs were cut up and given away to the scrap dealer. The plastics and the papers waste is collected by the garbage trucks from the large number of garbage bins placed at the strategic places on the campus. The staff and students are being sensitized on environmental issues and the idea of a green campus is now promoted. The canteens have been advised to stop using plastics and Styrofoam. In the past two years, the ITC Corporate had negotiated with the college and collected paper waste from the college and provided the college with fresh writing paper in return.

Liquid waste management

Managing liquid waste is another area of concern for the college; the waste water from the RO process is diverted to the toilets and used for watering plants. Liquid waste from the science laboratories is managed safely.

E-waste management

Very little e-waste is generated on the campus. After the 2015 flood, when all the computers and printers were all wasted, they were collectively sent to the scrap dealers along with the books.

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

Rain water harvesting system was installed in the college nearly ten years ago. The College actually does not require this facility as most of the space is open and the campus is large. There are five pits available on the campus. The college has a very large well to meet the needs of water requirement and since this well is in an area which is open and connected to rain water harvesting system, it does not dry up. It is only in summer that the College has to buy water in Lorry loads for drinking purposes.

7.1.7 Green Practices

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

Response:

Green practices are followed by the college.

Some of the students of the college who live near the college use bicycles to come to college and few supporting staff of the college also use bicycles. Three fourths of the students and a fair number of the staff use the public transport system, buses and trains. 1500 students are provided with concession passes for the same. The college advises the students to keep the college litter free-especially plastic free. Plastic and Styrofoam cups and plates are not allowed to be used in the canteens.

The University of Madras is encouraging all its constituent colleges to shift to a paperless office system. Now all the examination procedures such as entering of internal and external and attendance details, issue of Hall tickets, publication of marks is done via the madras University website.

The land on which the college is situated is actually an extension of the Guindy reserve forest. It is green with tall trees around. Grass and bushes grow wild on the campus at all time. The college incurs a lot of expense using JCB's to clear the bushes from time to time. In collaboration with an NGO organization called **Maithreyi**, a small vegetable garden called Buddar thottam and number of saplings are periodically being planted on the already green campus. The Monday assemblies of the college are usually conducted in the open, under a green tree cover.

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

Response: 0.97

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

2016-17	2015-16	2014-15	2013-14	2012-13
1.67	1.80	1.38	1.38	1.46

File Description

Document

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

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

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

Response: 6

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	1	1

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

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

Response: No

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

Response: No

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

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

Response: Yes

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

Response: Yes

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

Response: 00

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

This institution organizes and celebrates a number of events both national and local. The National Flag is hoisted on all independence and Republic days with all fanfare and honour given to the flag. The roles of

the freedom fighters is once again highlighted and students organize a number of programmes for these two national holidays, Besides this, Gandhi Jayanthi, Abdul Kalam day, Bharathiyar day, are celebrated on the campus. On the occasion of Gandhi Jayanthi, many programmes are planned on the campus and outside,. Students take part in the activities in Gandhi Mandapam Adayar on this day. On teachers day,

Dr. Radhakrishnan's role as a teacher and statesman is remembered and students organize programmes to honour their staff members. Dr,Abdul Kalam's birthday is usually commemorated with tree planting ceremonies and other empowering programmes on the campus. Bharthiyar day like independence and Republic day is celebrated with Bharathiyar songs and other competitions. Students take part in activities elating too the birthday of VOC Chidambaranar, Rajiv Gandhi and other leaders who have significantly contributed to the state and the country. Yoga day is also celebrated on the campus with staff and student demonstration of yoga.

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

Response:

The institution maintains complete transparency in all financial matters relating to fees academic and infrastructure functions. The college calendar or handbook besides giving details of the college working days and holidays also provides the following details:

- Description of the logo of the college
- List of the Trust members
- History of the founder and Trust
- List of College Advisory Committee, College council, teaching and nonteaching staff of shift I and II
- Courses offered in shift I and II
- Rules of the college regarding admission procedures, discipline and attendance and examination procedures
- Details about the fee structure for each course, the scholarships available for students, prizes and endowments of the college

The tutor ward, system, placement cell, sports activities, NSS and other related co-curricular activities of the college.

7.2 Best Practices

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

Response:

Best Practices 1

TITLE: Effective implementation of extension activities prescribed by Part V of the Curriculum

The management and staff who had been seeking a way to effectively plan and regulate the extension activities of the College decided to allocate an hour after regular classes from Monday to Friday for all the First Year students of Shift I. Accordingly, a time table was drawn up for such activities allotting an hours' engagement with Sports, NSS and other related extension activities, Yoga, Library usage, and Departmental extension activity.

This system works effectively. Sports talent among the students is identified and training is given to such students, enabling them to represent college even in other institutions. The 40 hours of compulsory sports prescribed by the University is also addressed in this manner. Students are encouraged to use the Gym on the campus also.

All the students in the institution contribute to NSS activities. They resort to campus cleaning and greening in the hour allotted besides taking part in awareness rallies and seminars organized by the NSS Units of the college.

The College felt the need to empower the students and to inculcate moral and spiritual values to them . This was addressed when yoga training was imparted to them. For the past five years, the college has been engaging trainers from outside to impart introductory yoga classes to them

The students engage with their staff members in extra academic related work on one or two days of the week. This helps the teachers in identifying the special talents, their academic strengths and weaknesses and they are able to encourage students to perform better in all academic related areas.

The Library hour prescribed for the students help them to know the use of the library, to search for learning material in books and on line. The students have access to the magazines and newspapers and the special competitive examination related material in the library.

This practice is being effectively conducted for more than five years. The staff members have found it to be the most effective solution for empowering the students in diverse ways without affecting active academic work. Students also develop a sense of belonging with the college and their peers during these activities.

Best Practices II

Empowerment of students through Placement Training

In keeping with the Mission and the Vision of the college, empowerment of Women to face the challenges of life, to benefit themselves and society at large is the constant endeavor of the college.

The Placement training activities initiated and executed under the able guidance of the Principal and the Placement and Student Guidance Cell of the college have helped to address this challenge. Ever since its initiation, Placement officers of the college have been inviting the industrial sector not only to stage career fairs and placement drives, they have successfully invited and allowed many corporate and Training academies to train our students even from the first year, There are organizations like the Redington Academy that offer scholarships to our students and offer free orientation training for our First Year student in batches. Besides orientation, students are trained in soft skills, personality skills and value based education, language communication skills and computing skills. My English Courses are conducted for students with a small fee. There is a room allotted for the Redington Academy on the campus.

All these training courses instill confidence in the socially and economically backward students who are timid or lack language skills and social graces. By the time they reach the Final year of study, most of them are confident of taking their places in society, empowered with these skills besides their academic training. The success of this venture so far drives the Placement cell to invite many companies to the campus to recruit our students.

7.3 Institutional Distinctiveness

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

Response:

The College and its parent institution believe in uplifting the weaker section of society by instilling confidence in them and empowering such students to face the challenges of society through education. It encourages students and helps them to achieve economic and social equity by instilling the right values and ethics enabling them to face the challenges of life and thus be of service to society and the nation. As some of the students are found not having either breakfast or lunch the staff members of the institution have decided to start a food project with their contribution in order to cater to the needs of those students. This project is managed by two staff members and everyday around 80 students, chosen by the HOD's are given the free token to collect the food from the canteen. This act of kindness had made those students concentrate more on their studies and we hope to include more numbers in the future.

5. CONCLUSION

Additional Information :

There is a staff association which addresses the needs and welfare of the staff on the campus. This unit encourages and appreciates the achievements of the staff, looks to and initiates staff welfare schemes. It felicitates teaching and non teaching retiring staff.

Concluding Remarks :

Since its inception in 1971, the college has grown from strength to strength, adding to its courses, its infrastructure and manpower empowerment. 46 batches of students from economically and socially backward background who would otherwise not have had a chance of education, have gone out of this institution empowering others and serving society and the nation.