



*(Affiliated to the University of Madras)*

*(Re-accredited by NAAC with 'A' Grade with a CGPA of 3.68 on a 4 point scale)*

## **Annual Quality Assurance Report**

**June 2014-May 2015**

**(AQAR)**

**Submitted to**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

## Contents

	<b>Page No.</b>
Details of the Institution	..... 3
IQAC Composition and Activities	.....6
Criterion – I: Curricular Aspects	..... 12
Criterion – II: Teaching, Learning and Evaluation	..... 14
Criterion – III: Research, Consultancy and Extension	..... 19
Criterion – IV: Infrastructure and Learning Resources	..... 27
Criterion – V: Student Support and Progression	..... 31
Criterion – VI: Governance, Leadership and Management	..... 36
Criterion – VII: Innovations and Best Practices	..... 49

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2014 - 2015

#### I. Details of the Institution

1.1 Name of the Institution

Stella Maris College (Autonomous)

1.2 Address Line 1

17, Cathedral Road

Address Line 2

City/Town

Chennai

State

Tamil Nadu

Pin Code

600 086

Institution e-mail address

[smc@md3.vsnl.net.in](mailto:smc@md3.vsnl.net.in)  
[principal@stellamariscollege.edu.in](mailto:principal@stellamariscollege.edu.in)

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Name of the Head of the Institution:

Dr. Sr. Jasintha Quadras, fmm

Tel. No. with STD Code:

**Tel.No:91- 44-28111021**

Mobile:

**09444539816**

Name of the IQAC Co-ordinator:

**Dr. Sandra Joseph**

Mobile:

**09840170746**

IQAC e-mail address:

**iqacsmc@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**TNCOGN10081**

**OR**

1.4 NAAC Executive Committee No. & Date:

**EC/66/RAR/134 Dated: 21.2.2014**

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

[www.stellamariscollege.edu.in](http://www.stellamariscollege.edu.in)

Web-link of the AQAR:

<http://www.stellamariscollege.edu.in/documents/iqacaqarreport2014-15.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>Five Star</b>	-	<b>2000</b>	-
2	2 <sup>nd</sup> Cycle	<b>A</b>	<b>3.57</b>	<b>2008</b>	-
3	3 <sup>rd</sup> Cycle	<b>A</b>	<b>3.68</b>	<b>2014</b>	<b>2019</b>
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

Submission of the AQAR 2012 – 2013 after the Assessment and Reaccreditation by NAAC (Third Cycle) in February 2014.

AQAR for the year 2013 – 2014 submitted to NAAC on 12-9-2014

### 1.9 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

**UNIVERSITY OF  
MADRAS**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

3

2.2 No. of Administrative/Technical staff

8

2.3 No. of students

33

2.4 No. of Management representatives

2+1 Chairperson

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution

(ii) Themes

Academic Audit and Departmental Mentoring  
Curriculum Development and Restructuring  
Transformational Leadership  
Basic Counselling Skills and Mentoring for Newly-recruited Faculty  
Examination Reforms

## 2.14 Significant Activities and contributions made by IQAC

The IQAC played an active role in internalising a culture of quality within the institution. This culture was maintained and sustained by several initiatives taken by the Cell through the year. Orientation sessions were conducted for the faculty and periodic meetings/ discussions with department faculty representatives were conducted to collate the data pertaining to various activities of the departments. The writing process was carried out by the different committees, led by a member of the IQAC. The predominant focus for the IQAC meetings in the last academic year was on curriculum restructuring through the popularisation of online learning and skills and vocational training for students. The IQAC Advisory suggested possibilities for linking E-learning through the NPTEL (National Programme on Technology Enhanced Learning) which provides online Web and Video courses in the Engineering, Science and humanities streams. Several meetings were held with senior faculty on the need for institutional excellence, curriculum restructuring, and exam reforms.

<b>S No</b>	<b>Date</b>	<b>Title</b>	<b>Resource Persons</b>
1.	June 3, 2014	Preparing for Academic Audit	Dr. Lawrence Surendra Dr. Xavier Raj
2.	June 6, 2014	Preparatory Meeting for Academic Audit	Dr. Xavier Raj
3.	June 9, 10, & 1, 2014	Orientation Programme for Newly-recruited Faculty	Senior Faculty (In-house)
4.	June 10 & 11, 2014	Session on Transformational Leadership	Mr. V. A. George
5.	July 7, 16, 27, & 31, 2014	Session on Institutional Building	Dr. L. S. Ganesh
6.	August 5, 6, & 7, 2014	Session on Basic Counselling Skills and Mentoring for Newly-recruited Faculty	Ms. Shantha Joseph
7.	August 27, 2014	Session on Academic Audit	Dr. L. S. Ganesh
8.	September 10, 2014	Examination Reforms	Dr. L. S. Ganesh
9.	September 19, 2014	Session on Academic Audit	Dr. L. S. Ganesh
10.	September 22, 2014	Curriculum Restructuring	Principal, Vice-Principals, Dean of Academic Affairs, Dean of Research, Member of Restructuring Committee
11.	September 25, 2014	Taking Stock and Looking Ahead	Dr. L. S. Ganesh Dr. Balaraju



12.	September 26, 2014	Examination Reforms	Dr. L. S. Ganesh Dr. Prakash Sai- IIT Madras Ms. Deepika-TCS
13.	September 29 & 30, 2014	Department Mentoring for International Partnerships	Dr. Lawrence Surendra Dr. Xavier Raj Mr. V. A. George
14.	October 8 & 21, 2014	Session on Examination Evaluation Systems- Innovation and Improvement	Principal, Vice-Principals, Associate Controller of Examinations, Dean of Academic Affairs
15.	October 14, 2014	Session on Curriculum Restructuring	Principal, Vice-Principals, Dean of Academic Affairs, Dean of Research, Member of Restructuring Committee
16.	October 21, 2014	Follow-up Session on Examination Reforms	Principal, Vice-Principals, Associate Controller of Examinations, Dean of Academic Affairs
17.	October 28 & 29, 2014	Session on Basic Counselling Skills	Ms. Shantha Joseph
18.	October 29, 2014	Mentoring- Language Departments	Dr. Lawrence Surendra

The IQAC facilitated the submission of the proposal for the UGC scheme titled “Colleges with Potential for Excellence” in February 2015.

For the smooth functioning of activities involving the IQAC, all departments of the College are a part of the IQAC body represented by faculty and students. The IQAC coordinated visits and orientation sessions of visiting faculty teams from several institutions such as St. Joseph’s College, Bangalore; Sacred Heart College, Kerala; Fatima Mata National College, Kerala; Mar Ivanios College, Kerala; Sri Durga Malleswara Siddhartha Mahila Kalasala, Andhra Pradesh; and Parvathibai Chowgule College, Margoa, Goa, to study the working of autonomy, the CBCS and the functioning of the IQAC.

The IQAC maintained all reports of activities and proposals submitted to various bodies. It also maintained a record of all departmental activities carried out through the year. Capacity building programmes were regularly organised for both teaching and non-teaching staff.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<p>Advancement of Skills Development- Preparation of Proposals for the UGC Schemes-</p> <p><b>Under the KAUSHAL Scheme:</b></p> <p>Banking and Finance</p> <p>Beauty Therapy</p> <p>Media &amp; Communications) (February 2015)</p> <p><b>Preparation of College with Potential for Excellence (CPE) Report</b></p> <p><b>Star College Report</b></p>	<p>The IQAC facilitated the process of applying for three vocational undergraduate programmes under the UGC- administered KAUSHAL (Deen Dayal Upadhyay Centres for Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood) project and submitted the proposal for the same. The College applied for a B.Voc. degree programme in Banking and Finance, Beauty Therapy, and Media &amp; Communications.</p> <p>The IQAC along with a team of faculty members prepared and submitted a proposal to the UGC for consideration of this status.</p> <p>The College submitted the Star College Report to the Department of Biotechnology, Ministry of Science &amp; Technology, Government of India which has extended the Star College Scheme for the next two years. Stella Maris College is among the few Colleges to receive a Non - Recurring Grant of Rs. 40,00,000/- in addition to the Recurring Grant of Rs.12,00,000/- for this academic year.</p>

2.15 Whether the AQAR was placed in statutory body



Management

Syndicate

Any other body

Provide the details of the action taken

- An academic audit was conducted externally by the Sustainable Platform, Chennai and internally it was coordinated by the IQAC
- Curriculum restructuring was carried through
- Discussions on Examination reforms were established
- Research activities and publications were enhanced through SMICMR
- Faculty development and exchange programmes were conducted
- Faculty offered expertise through their respective disciplines to industry and community
- Ensured infrastructure facilities like solar panels, reverse osmosis water purification, grey water recycling, and rain water harvesting were periodically assessed, upgraded, and maintained for maximum utilisation
- The drive by the Students' Union ensured that eco-friendly measures were sustained
- Monitoring of quality standards of organic food outlet on campus was carried out

## Part – B

### Criterion – I

#### I. Curricular Aspects-

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	5	1	1	
PG	12		7	
UG	14	1	5	
PG Diploma	1		1	
Advanced Diploma				
Diploma	1		1	
Certificate	8			
Others (M.Phil.)	5			
<b>Total</b>	46	2	15	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: Choice Based Credit System (CBCS)

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All programmes follow the semester pattern (31 + 1PG Diploma +1 Diploma + 8 Certificate + 5 Other Courses)
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual

Co-operating schools (for PEI)

Major stakeholders provide a well-conceptualised feedback system, based on which guidelines are framed for programme planning, curriculum design and syllabus revision. The recommendations of the UGC, the NAAC, the University of Madras, the Autonomy Review Commission, the State Level Review Commission, Statutory Bodies, the Academic Audit Committee and the Curriculum Restructure Committee are all taken note of during the revision process. The faculty, in consultation with these experts, and incorporating feedback from all stakeholders, revise syllabi once in three years and ensure that they are current and comparable with the best in the country. The importance of preparing students for life off campus, and preparing them for careers is an important consideration.

Teaching excellence is also enhanced through structured feedback systems that assess teacher effectiveness for every course. In addition to formal feedback, individual faculty members also obtain informal feedback from students, consider them and use them for improving their performance.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabus was restructured in March 2015. The salient features are as follows:

1. Introduction of Allied Elective courses. The student has the option of choosing one 5 credit Allied Elective course from a pool of courses offered by related departments
2. Extra credits for independent electives, research, internships, projects, certificate courses, and vocational courses are awarded.
3. The teaching-learning process – thrust on skill development and application-oriented assignments and course work.
4. The number of credits has been increased to 149 for UG, 174 for BVA, and 91 for PG programmes

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The Department of Chemistry introduced a Ph.D. programme on August 13, 2014.

An additional section of B. Com Corporate Secretaryship (CS) was introduced for the academic year 2015-2016.

A new programme- B.Com (Accounting and Finance) has been sanctioned for the academic year 2015-2016.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
182	129	38	-	15

2.2 No. of permanent faculty with Ph.D. (aided and management)

79
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	-	-	-	-	-	5	-	25	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	7 (temp)
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	19	31	31
Presented papers	19	25	4
Resource Persons	11	7	28

## 2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Problem Solving and Project-Based Learning
- Case studies and Role play
- Weblems, Blogs
- Demonstration using Models and Simulations
- Flipped Classroom (English Department)
- Viewing and Discussion of Documentaries and Movies
- Article Reviews
- Experiential Learning to Reinforce the Fundamentals of the Subject

2.7 Total No. of actual teaching days

186

## 2.8 Examination/ Evaluation Reforms initiated by the Institution

Photocopies of Supplementary Examination answer scripts were given to students who requested them.

Question Bank was used to generate undergraduate supplementary exam question papers. It was started on a small level in 2013-14. In 2014-15, 127 question papers were generated. There were technical hitches with the question papers of the Science department courses and some Commerce courses.

Double Valuation is already in place for all courses that have an End Semester Examination except Foundation English for which one Internal External Examiner values the answer scripts.

Testing using Online multiple choice questions is already part of the system. It is used by the Department of Computer Science.

Sessions for faculty on examination/evaluation reforms to be implemented from the academic year 2015-2016 were carried out.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

All the faculty members are involved in curriculum restructuring and syllabi revision.

Feedback from the course teachers and interaction in the department help in incorporating current trends in various courses.

2.10 Average percentage of attendance of students 85%

2.11 Course/Programme wise: distribution of pass percentage:

Results - April 2014

Programme	Total No. of Students Appeared	Distinction (No. of Students)	I Class (No. of Students)	II Class (No. of Students)	III Class (No. of Students)	Pass Percentage
<b>PG Programmes</b>						
M.A. Economics	12	1	7	2	0	83.33
M.A. English	36	0	32	2	0	94.44
M.A. History of Fine Arts	18	4	10	?	?	77.78
M.S.W. Social Work	34	1	30	0	0	91.18
M.Sc. Mathematics	37	8	20	0	0	75.68
M.A. International Studies	14	0	10	3	0	92.86
M.A. Public Relations	19	9	9	1	0	100.00
M.Com. Commerce	40	8	32	0	0	100.00
M.Sc. Information Technology	22	9	12	0	0	95.45
M.Sc. Bioinformatics	12	8	4	0	0	100.00
M.Sc. Biotechnology	20	5	12	0	0	90.00
M.Sc. Chemistry	22	5	16	0	0	95.45
<b>UG Programmes</b>						
BVA	52	5	33	5	1	82.69



B.A. History and Tourism	63	2	22	13	5	66.67
B.A. Sociology	58	5	13	15	4	62.07
B.A. Economics	58	17	21	9	2	81.03
B.A. English	64	2	26	17	6	79.69
B.Com. Commerce Shift I	65	14	31	12	4	93.85
B.Sc. Mathematics	61	19	20	15	1	90.16
B.Sc. Physics	45	14	19	9	0	93.33
B.Sc. Chemistry	43	12	19	6	0	86.05
B.Sc. Plant Biology and Plant Biotechnology	35	2	13	6	0	60.00
B.Sc. Advanced Zoology and Biotechnology	35	7	16	8	1	91.43
B.Com. – Commerce - A	65	15	26	14	3	89.23
B.Com. – Commerce - B	67	11	30	25	0	98.51
B.Com. – Commerce - C	65	6	32	22	1	95.38
B.Com. – Commerce– (CS)	66	1	34	18	6	84.85
B.Sc. Mathematics	37	11	12	11	0	91.89
B.C.A. - A	49	6	23	9	1	79.59
B.C.A. - B	47	10	15	17	1	93.62
Bachelor of Social Work	48	3	37	4	0	91.67

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Professional skill development training sessions are periodically conducted by the IQAC to explore ways to enhance teacher effectiveness.

The College promotes research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.

Senior faculty and administrative heads make plans for the future of the institution and prepare a road map for quality assurance and enhancement.

The current policy of reviewing and redesigning curriculum/ syllabi every three years helps in staying on-board with the latest trends in higher education and societal issues.

The Deans of Academic Affairs, along with the IQAC Coordinator periodically review testing and evaluation patterns which encourage creativity, originality and analytical thinking.

Faculty members are motivated to design contemporary, skill- based and value-added courses.

Regular and rigorous review of the functioning of the various units of the College is a part of quality enhancement/sustenance measures such as:

- Reviewing and revising the curriculum once in three years
- Periodic review of the teaching-learning process at the end of every semester
- Soliciting and incorporating feedback from students on curriculum, teaching, learning and evaluation

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher Courses	3
UGC – Faculty Improvement Programme	5
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	1
Staff training conducted by the university/college	12
Staff training conducted by other institutions	18
Summer / Winter schools, Workshops/ Conferences organised by the departments, etc.	55
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	85	-	13	-
Technical Staff	12	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The International Centre for Multidisciplinary Research was instituted in the college in 2013 as an extension of the existing Research Cell with the aim of strengthening research and development in the College. The IQAC forms part of the planning of activities that are carried out by the SMICMR.

The Research Centre provides information and services in support of research activities carried out within the College. The objective of the Centre is to assist the college community in gaining and managing research collaborations, shared research activities, grants and international contracts.

Currently the College facilitates the core research departments- Mathematics, English, Social Work, Economics, Fine Arts and Chemistry and aims to integrate a research ambience within our academic climate by positioning research as our best practice at every level of our academic programmes. A vibrant, rapidly expanding postgraduate /undergraduate student research culture is integrated into the research environment of the College. Building on areas of existing strengths the College aims to build sustained partnerships, networks and collaborations bringing together a critical mass of expertise.

Initiatives to address large scale multidisciplinary research challenges that influence global connections, raise teaching standards, and research policies have been initiated by the Centre.

#### ***Strategising Synergy levels in Teaching and Research***

Right from the UG level, departments adopt and promote the interdisciplinary approaches to scholarship enquiry encouraging collaborative understanding and integration of multiple perspectives, languages and frameworks. Research is positioned at every level of our academic programmes to promote research-based teaching and enhance scholarship through clearly linking research, professional practice, creative work and teaching.

Faculty members are encouraged to avail of opportunities for research grants, projects and fellowships offered by UGC minor and major research proposals, FIST, DST, and ICSSR also

participate in international collaborative research partnerships.

### ***Research and Technology***

The Research Centre has initiated the following strategies for improvement of research development.

- Installation of the latest research software-( or research ware)- for all research departments
- Technology transfer in accessing e- journals and other recent journal applications
- Application of SPSS, Moodle and R ‘research ware’.
- Research Training sessions in research technology offered regularly for all researchers.
- To increase the use and development of visual resources for conducting research.
- Promoting Online research academic writing skills.
- Develop Research- Smart rooms with high tech equipment to access more than 2 or more international /national institutional links for research collaborations, discussions and training.

### ***Research Accountability and awareness of intellectual property***

In order to ensure the quality of production plagiarism detection software is used and ethical committees in the sciences and humanities are sustained.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1.UGC Major Research Project 2.Star College Fund (SCF) by Department of Biotechnology (DBT), Government of India	UGC Major Research Project (2)	
Outlay in Rs. Lakhs		1.Rs. 9,78,800/- 2.Rs. 52,14,000	Rs. 15,11,600/- Rs.2,70,000/-	

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1. UGC Minor Project (Completed) 2. Handloom Export Promotion Council (HEPC), Govt. of India 3. UBCHEA (United Board for Christian Higher Education in Asia)			
Outlay in Rs. Lakhs	1.Rs. 1,70,000/- (UGC) 2.Rs.1,00,000 (HEPC) 3.Rs.1,50,000/- (UBCHEA)			

### 3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	37	4	-
Non-Peer Review Journals	-	-	2
e-Journals	-	-	-
Conference proceedings	-	-	-

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
<b>Major projects</b>				
Dr. Mary N. L.- Principal Investigator Dr. Revathy Rajagopal – Co- Investigator (Dept. of Chemistry)	2013-2016	UGC Major Research Project (On Going)	Rs. 9,78,800/-	Rs. 5,64,800/-

Dr. Sudha Venkatachalam (Dept. of Chemistry)	Recommended	UGC Major Research Project	Rs. 15,11,600/-	-
<b>Minor Projects</b>				
Dr. Mary George- Principal Investigator Ms. Avila Josephine & Ms. Mary Teresita Co- Investigator (Dept. of Chemistry)	2012-2014	UGC Minor Project (Completed)	Rs. 1,70,000/-	Rs. 1,70,000/-
Dr. Sr. Lourthu Mary – Principal Investigator Ms. Vijayalakshmi Co-Investigator Ms. Beulah J (Dept. of Social Work)	2015-2017	UGC (Minor Research Project)	Rs.2,70,000/-	Rs.1,05,000/-
<b>Any other(Specify)</b>				
Dr. Priscilla Jebakumari (Dept. of Botany) Dr. Benita Marian (Dept. of Social Work) Ms. Ramya K. Prasad (Dept. of Public Relations)	2014-2015	“Local Knowledge: Revisiting the Past for a Sustainable Future” UBCHEA (United Board for Christian Higher Education in Asia)	Rs. 1,50,000/-	Rs. 1,50,000/-
Dr. Margaret Thomas & Dr. Swapna Sathish (Dept. of Fine Arts)	April-May, 2014	Handloom Export Promotion Council (HEPC), Govt. of India	Rs.1,00,000/-	Rs.1,00,000/-
Dr. Juliana Joe Dept. of Zoology Coordinator- STAR College scheme- for four depts.- Physics, Chemistry, Botany, Zoology	From 2009 onwards	Star College Fund (SCF) by Department of Biotechnology (DBT), Govt. of India	Rs. 66,00,000	Rs. 52,14,000

Total			Rs. 83,94,400	
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3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State / Regional	Inter-collegiate	College / Departmental
	1	5	15	11	32

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations  International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
5	1	4	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides registered under them

13 and students 27

3.19 No. of Ph.D. awarded by faculty from the Institution

7

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows 5 Any other -

3.21 No. of students Participated in NSS events: 351

University level 300 State level 50  
National level 1 International level 0

3.22 No. of students participated in NCC events: 45

University level 45 State level 4  
National level 4 International level -

3.23 No. of Awards won in NSS: 6



University level  State level   
National level  International level

3.24 No. of Awards won in NCC: 8

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The Stella Maris College Extension Project Centre (SMCEPC) was inaugurated in November 2014 at Thirupachur village, Tiruvallur District, Tamil Nadu. This Centre will serve the needs of the local community. The facilities at the Project Centre will enable the students of the College and of the FMM schools in the city to visit the village for an exposure to rural realities and participate in the programmes conducted throughout the year. Many skill development programmes have been planned for the rural women and youth along with activities for children.

Social Awareness Programmes / Service Learning enable students to develop a sense of responsibility to the community and of the significance of the roles they play in society. It aims at

- bridging the gap between education, knowledge and its relevance
- the application of classroom learning to real life

Students earn two credits by completing any one of the following options:

Heritage Awareness  
Rural Realities  
Child Welfare  
Art for Children  
Pollutants and Adulterants  
Plants and People  
Health and Hygiene  
Care of the Differently Abled  
Computer Basics for the Differently Abled

The NSS and YRC (Youth Red Cross) unit play a vital role in cultivating in students the spirit of social service and a commitment to work for the marginalized sections of the society. The following are the social endeavours undertaken by them:

The NSS and YRC camp organized a blood donation camp on August 7th, 2014.

The Income Tax office of Chennai organized a special return receipt counter at Ayaakar Bhavan from 28th July to 31st July 2014. Fifty volunteers participated in the event.

NSS and YRC volunteers participated in several rallies and walkathons to commemorate World Peace day and Suicide prevention.

The Endrum Punnagai Programme was developed by Y.R. Gaitonde Centre for AIDS Research and Education, a non-profit organization, under which five YRC volunteers from our college worked as volunteers.

YRC volunteers supported Avanti Fellows an NGO working for children of disadvantaged communities to enhance their academic and overall performance.

The NSS & YRC volunteers placed at Don Bosco Beatitudes celebrated "World Elder's Day" coordinated by Ms. Preethi Justina of the Commerce Department and Ms. Shirly Priya of the Chemistry Department with a total participation of 15 volunteers.

Our volunteers shared the joy of Christmas with terminally ill cancer patients in Jeevodaya.

Thirty YRC volunteers participated in a workshop organized by Cancer Institute, Adyar to sensitize the youth regarding cancer awareness.

Fifty Youth Red Cross volunteers underwent an intensive training program organized by The Youth Red Cross Society in order to have a vivid idea about their role in rendering service to humanity.

One hundred and sixty-six NSS volunteers worked with the socially disadvantaged groups in Montford Community Development Society, Church Park Slum Extension School Project, Gandhi Peace foundation, St.Helen School, and Don Bosco Beatitudes.

Seventy students were placed in organizations working for mentally challenged, namely: Anugraha, Opportunity school, Mithra and Shishu Bhavan.

Eighty students were placed in organizations working for the visually impaired like: Lotus blind, St. Louis Institute for the Blind, Thakkar Baba and Little Flower School.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	19.5	-	-	-
Class rooms	71	4	-	-
Laboratories	20	-	-	-
Seminar Halls	6	-	-	-
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.	-	9	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	88,86,279	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

##### **Administration:**

**Admissions Process:** Registration of applications were done online and offline. Scrutiny of applications was carried out by the Admission Committee. Based on the criteria for admissions, students were called for written tests and interviews. The call letters to students were sent through mail, posted on the college website and sent through mobile-SMS. The following lists were generated through the computer:

Called list, Selected list, Admission galley, Selection galley.

**Office of the Academic Deans:** The credit based system for every batch was set both in part and category wise. The students were registered with their respective courses semester-wise. The allotted faculty members have to post the student's attendance through the intranet software and the same is available on the college website to be viewed by students and parents. Internal marks are also entered by respective faculty members. Finally the lack of attendance report is generated. Online elective registrations can also be done.

**Office of the Controller of Examinations:** The selection process for the panel members for Question paper setting is also automated. The exam fee payment is confirmed by an electronic scanning process. Online arrear registrations are also made available for the students. Issuing of

Hall tickets, end semester marks entry, computerized mark lists are also generated through the intranet software. Convocation reports, question labels, answer sheet labels, panel reports etc., are also generated through the software. Tasks executed through intranet:

- List of students appearing for examinations are transferred through intranet from the Academic Deans office to the Examination office.
- Exam Panel, Examiner selection and Hall Tickets are computerized.
- CA marks computed and included in the End – Semester mark sheets.
- Arrear Exams, Registration challans, Hall tickets and Publication of results are declared online.
- Mark Sheets are computerized.
- Queries from students can reach the Controller of Examination Office through Email.
- Course registrations and Graduation Day registration are done online.
- Computerized Transfer Certificates are made available through the intranet software.

**Pay and Accounts Office:** Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format), Income Tax have been computerized through administration office.

- Online payment for Fees.

**Internal Quality Assurance Cell:** All official documents such as those for NAAC, UGC, MHRD, University of Madras, Governments departments are prepared and uploaded /downloaded through inter/intranet facilities.

**Library:** The Library has been automated using the Library Management software “ eBLIS “. eBLIS is a user-friendly software designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of the Books, Articles, Journals and Circulation in most economical and effective way.

eBLIS offers a total solution for all functions of a library with the following modules.

- 1 Administration
- 2 Librarian Desk
- 3 Acquisition
- 4 Document Catalogue
- 5 Serial Control
- 6 Members
- 7 Web OPAC (Online Public Access Catalogue)
- 8 Circulation
- 9 Budgeting

**Networking has been done in library which facilitates** access of information of various types such as online databases, e-journals, e- books, digitally through networked systems. Access may be allowed online remotely through the internet or intranets.

The Institutional repository namely **DSpace** holds publications that originate locally from within the college community such as reports, lecture notes, conference papers and seminar papers, course schedule, Question papers and Syllabi .

The library subscribes to electronic databases like **EBSCO, Questia & N-List** which can be accessed throughout the college campus through intranet. The OPAC (Online Public Access Catalog) can be accessed from all the library computer systems which can also be used for browsing and surfing the internet to supplement the Library sources.

**The Library has been provided with E-mail facility which serves as a means of** communication between the library and its users. A **printer cum photocopier** is used in the library for the printouts & photocopies as per the copyright policy

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	103530	Rs. 4,71,390 (1652 books)	1976	Rs.5,27, 763	105506	-
Reference Books	-	-	-	-	-	-
e-Books	78,000 Approx.	Avl in N- List, Questia & EBSCO Database	-	-	93,809 approx.	-
Journals	100	Rs. 3,73038	0	Rs.4,11, 489	100	4,11,489
e-Journals	7,000 Appx.	Avl in N- List, Questia & EBSCO Database	8,247	-	8247 Appx.	-
Digital Database	3	Rs.2,19,816	3	Rs. 2,43,149	-	2,43149
CD & Video	808	NA	29	NA	837	NA
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	585	318	-	37	-	73	115	42
Added	50	50	-	-	-	-	-	-
<b>Total</b>	<b>635</b>	<b>638</b>	<b>-</b>	<b>37</b>	<b>-</b>	<b>73</b>	<b>115</b>	<b>42</b>

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Internet leased line upgrading in progress.
- Campus Wi-Fi access facilities for students and staff including hostels.
- Video Conferencing facilities for online programmes and sessions.
- Internet access to staff and students in Departments.
- Upgraded Intranet facilities for staff to post attendance.
- Networking (Upgrading) done for Research Centre, IAS, SMCNC, PRO, CGC/Alumnae departments.
- Online Alumnae Details Management Software.
- Online Fee Payment (Academic) for students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 8,76,414/-
ii) Campus Infrastructure and facilities	Rs. 57,45,537/-
iii) Equipments	Rs. 1,20,76,442/-
iv) Others	Rs. 4,34,483/-
<b>Total</b>	<b>Rs. 1,91,32,876/-</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

A Students' Wing of the IQAC helps to directly involve the student community in quality enhancement and sustenance practices. The Wing comprises thirty three members who act as contact persons between the IQAC. Students give ideas and suggestions to improve the quality of student life and encourage student participation in meetings / sessions. The members of the Students' Wing interact with the Student Council members and provide information to the students on the various support services, in addition to the information provided by the Deans of Student Affairs.

#### 5.2 Efforts made by the institution for tracking the progression of students

Academic and personal mentoring is made available to the students at multiple levels. Besides the course teachers, each class has a class teacher and each student has a mentor, whom the students can approach for academic and personal counselling.

Each student is required to meet her mentor, on a one-to-one basis, at least three times per semester. These are out-of-classroom personal meetings in which the mentor gets to know the student personally and keeps track of her academic performance, attendance record, course registration, and fulfilment of course requirements among other things, offering guidance where necessary on matters pertaining to academics.

Each student entered information about her personal details, academic performance and curricular progress in a mentoring booklet. Mentors offer academic counselling to students, help them choose elective courses, recommend them for remedial coaching, if necessary, and also meet parents of their mentees to update them on their progress.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
3494	606	6	20	4126

(b) No. of students admitted from outside the state

Location	Number
Within the State TN	1360
Outside the State TN	129
Foreign Students	4
Total Number of Students	1493

(c) No. of international students

No	%
-	-

Men

No	%
20	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1363	253	44	2331	24	3991	1370	513	42	2201	17	4126

Demand ratio ~1:6.6      Dropout % 4.053%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NET Coaching Classes continue to be held. A total of 80 students have registered for the programme.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others



## 5.6 Details of student counselling and career guidance

The Career Guidance Cell (CGC) provides comprehensive services in the area of training, options regarding higher studies, internships and full-time placements for both undergraduate students and post-graduate students. This Cell is an initiative of a group of Alumnae of the college. It draws on the rich expertise of the Alumnae who head various organizations in India and abroad.

The Academic year 2014-15 started with approximately 450 students registering for campus recruitment. Due to the demand for early recruitment by some companies, campus recruitment started as early as September. The students of Commerce and the Economics departments opted for jobs offered in Finance, R& D, and Banking by companies such as KPMG, Deloitte, Goldman Sachs, EY, McKinsey, RBS and Tata Capital. Tech Mahindra, WIPRO, Cognizant Technologies, CNSI and Sutherland recruited many BCA and Maths students for programming and IT enabled services. The demand for copy writing, content writing and language skills has increased this year. Companies like Exeter Premedia, Mobius selected students from all departments. Teach for India and Tapas India foundation were NGO s recruiting for social cause programmes. Sixty five percent of students have been placed this academic year.

Beyond Horizons the annual Career Fair was conducted on 8th October, creating awareness of overseas education and postgraduate programmes. CGC members attended Placement Officers meets organized by University of Madras, NASSCOM, and Sutherland to connect with corporates and know the latest trends in recruitments. A training and internship programme by Ntrust, was started this year, with the promise of it becoming a yearly activity. Special training to perform well on the Bank exams was also conducted this year. Portfolio management, Financial Planning, and Cartooning are certificate programmes organised by the CGC with collaboration from external trainers.

All these programmes help students to focus on career options after their undergraduate programmes.

No. of students benefitted by counselling

4126

No. of students benefitted by the CGC 450

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
35	450	320	2

### 5.8 Details of gender sensitization programmes

The Centre for Women's Studies seeks to consolidate and strengthen many initiatives of the College for women's education, research and interventions on gender issues. As a resource centre, it takes up research and documentation in the field. The Centre also seeks to focus on linkages between activism, intervention and academics. The following were the activities of the Women's Studies Centre for the academic year 2014-2015-

- Director of the CWS, Stella Maris College was the resource person for 20 college lecturers at Theivanai Ammal College for Women, Villupuram on Gender sensitization on 13<sup>th</sup> August 2014
- 'One day work shop on Women's Identity and Legal Rights' was organized on September 30, 2014. Three resource persons were invited and around 75 students participated.
- Special Lectures for the course on Women Studies were arranged.
- Arranged for special lectures for the students of English Language and Life skills on issues related to women and Gender. Dr. Millie Nihila, Director CWS was one of the resource persons.
- International Women's day was organised. Essay and poetry competitions, both in English and Tamil were organized and prize winners were selected.
- The Centre offers elective courses in women's studies.
- A certificate course on Women's Studies was conducted and certificates were issued for 30 students who completed it by March 31, 2015.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	592	32,14,695
Financial support from government	1006	58,80,268
Financial support from other sources	385	15,79,970
Number of students who received International/ National recognitions	4	Travel/accommodation/food grant to attend Summer School in Hochschule Coburg University, Germany

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition/ Seminars: State/ University level  National level  International   
level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## **Criterion – VI**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### **Vision statement**

To build a vibrant and inclusive learning community in a culture of excellence sustained by a sound value system that promotes responsible citizenship and effects social change.

#### **Mission statement**

The mission of Stella Maris College is to empower young women to face the challenges of life with courage and commitment, to be builders of a humane and a just society, and to promote a learning community in which all, especially those from less privileged backgrounds, feel part of the collaborative high quality educational process which is value-based and leads to holistic growth.

6.2 Does the Institution have a management Information System?

The College ensures a system of participative management whereby information flow and decision- making processes are systematised and channelled through all key constituents of the College. The suggestions given by the Governing Body, the Management Committee and the Finance Committee are implemented by the various administrative offices, under the leadership and guidance of the Principal.

The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department. Regular meetings of the Staff Council are held to discuss and decide on matters relating to academics and administration. For the smooth and effective functioning of the College, interactions with stakeholders comprising of faculty, parents, alumnae and the students, are regularly organised. Feedback received from faculty, students, alumnae and other stake-holders are considered for continuous review and revision which are relevant to the changing needs of higher education.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Application- oriented and experiential learning are given prominence. The third component includes research, mini projects and innovative methods of teaching, learning, and evaluation methods. An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty, students, alumnae, subject experts, employers and members of the academic audit. After reviewing suggestions from all stakeholders, the Curriculum Restructuring Committee brainstorms for additional inputs. Relevant and innovative suggestions for the restructuring are discussed at Staff Council and general staff meetings, after which a general curricular framework is designed for the institution. Care is taken to ensure that the norms and guidelines recommended by the University of Madras are followed.

Based on the framework provided, departments develop an outline of the proposed programme/course, supplying details such as course description, objectives, unitisation of the courses, evaluation patterns and references. The experience gained by faculty members as resource persons at conferences, seminars/workshops and also as members of Boards of Studies and Academic Audit Committees in other institutions facilitates the process of revision. The revised courses and syllabi are then reviewed at Boards of Studies meetings. The recommendations of the Boards are brought to the Academic Council for its approval.

The syllabus is reviewed and revised once in three years. The major restructuring is done periodically after taking into consideration the feedback from all the stakeholders such as alumni, employers, industry and academic experts from educational institutions. The College adheres to the guidelines for curriculum development and restructuring set down by the UGC and the University of Madras. Boards of Studies, the Academic Council and Governing Body of the institution are constituted according to the norms laid down by the UGC.

#### 6.3.2 Teaching and Learning

Appropriate technology is used and regularly upgraded for promoting innovative teaching methodologies. A vigilant review of testing and evaluation patterns ensures creativity, originality and analytical thinking. Faculty members are motivated to design contemporary, skill-based and value-added courses. Training sessions for the faculty are conducted to enhance their teaching skills.

#### 6.3.3 Examination and Evaluation

Hall tickets are issued with the following additional features: 1. Course codes 2. Date 3. Time of Examination 5. Room allotted. These details give the students ease of access to the respective

examination hall on the specified dates.

Online downloading of hall tickets was enabled for Supplementary Examination and this was useful for outstation students.

The Departmental Quality Assurance Committees from all departments had to scrutinize the question papers on two specified dates close to the End Semester Examination. This measure made the scrutiny process faster.

#### 6.3.4 Research and Development

The International Centre for Multidisciplinary Research was instituted in the college in 2013 as an extension of the existing Research Cell addressing aims, initiatives and strategies of strengthening research and development in the college.

The Research Centre provides information and services in support of research activities carried out within the college. The objective of the Centre is to assist the college community in gaining and managing research collaborations, shared research activities, grants and international contracts.

Currently the College facilitates the core research departments of the college- Mathematics, English, Social Work, Economics, Fine Arts and Chemistry and aims to integrate a research ambience within our academic climate positioning research as our best practice at every level of our academic programmes. The College also has a vibrant, rapidly expanding postgraduate /UG student research culture which is now being fully integrated into the college's research environment. Building on existing strengths the Centre aims to build sustained partnerships, networks and collaborations bringing together a critical mass of expertise from across the region and the world.

These strategic research initiatives aim to address large scale multidisciplinary research challenges to influence global connections, teaching standards, research policies and keep our goals open to further scope and extension of research.

##### ***Aims***

- to carry out research and creative work of a consistently high international standard that will contribute to the advancement of knowledge, and to the national goals of innovation, economic development, social development, and environmental sustainability.
- to implement effective management policies and practices that foster academic excellence which supports project and programmatic research, encourages interfaculty research co-

operation, and ensures the highest ethical standards and quality in research and creative work.

In today's transnational world, internationalization of research and innovation have become key academic goals in higher education. It is therefore the mandate and vision of Stella Maris College to initiate an agenda of Internationalization of programmes in Research and development in order to secure a strong and sustained culture of research collaborations.

The internationalization of research moves towards achieving these goals:

- to strengthen the development of competitive and innovative research culture among staff and students.
- to foster a spirit of enquiry and increase research excellence and innovation potential through greater access to external sources of knowledge.
- to develop a global collaboration and innovation network that can promote and utilize new knowledge and technologies
- to promote excellence in learning and teaching, technology transfer and applied research by facilitating the development and implementation of strategic research and postgraduate support policies that stimulates sustainable growth and increases the research base.
- The Research Capacity Development (RCD) programme is part of the college's commitment to initiate and foster programmes that develop researchers and run a number of RCD initiatives for staff and students through the year with the purpose of enhancing research skills.

### ***Strategising Synergy levels in Teaching and Research***

Right from the UG level, departments adopt and promote the interdisciplinary approaches to scholarship enquiry encouraging collaborative understanding and integration of multiple perspectives, languages and frameworks. Research is positioned at every level of our academic programmes to promote research-based teaching and enhance scholarship through clearly linking research, professional practice, creative work and teaching.

Faculty members are encouraged to avail opportunities for research grants, projects and fellowships offered by UGC minor and major research proposals, FIST, DST, ICSSR and also participate in international collaborative research partnerships.

### ***Research & Technology***

The Research Centre has initiated the following strategies for improvement of research development:

- Installation of the latest research software-( or research ware)- for all research departments
- Technology transfer in accessing e- journals and other recent journal applications
- Application of SPSS, Moodle and R 'research ware'

- Research Training sessions to be regularized in Research technology for all researchers
- To increase the use and development of visual resources for conducting research
- Promoting Online research academic-writing skills
- Develop Research- Smart Classrooms with high tech equipment to access more than 2 or more international /national institutional links for research collaborations, discussions and training

***Research Accountability and awareness of intellectual property***

To raise ethical awareness of prevention of plagiarism, protection and ethical use of intellectual property. In order to ensure the quality of research production the College is now using plagiarism detection software and striving to strengthen its ethical committees in the science and humanities disciplines.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The books procured for the four Science departments which has been selected for research funding under the Star College Scheme of the Department of Biotechnology (DBT) has been accessed.

A New Server with higher capacity has been procured for hosting our Institutional Repository “DSpace.”

The Barcode Scanners which are ideal for scanning barcodes in the library books were procured one for the under graduate library and one for the post graduate library.

Identity card scanner which records the In and Out time of the library users were procured for the post graduate library.

British Council Institutional Membership was renewed for the benefit of both the faculty and the students.

With growing shortage of power supply, power shutdown and supply mismatches, it is safe to protect the servers and computers by connecting them to a UPS. With this regard, a new 6 KV UPS has been bought for the server room.

In order to track the over time missing books, replacements, withdrawals, Inventory of the library books must be done at the end of every year for which a new Barcode Reader has been procured for Inventory Control.

ICT: The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities. In keeping with rapid advancements in technology, and for students to benefit from state-of-the-art equipment, the College has set up six SMART



Boards in selected classrooms located in different buildings on campus. Additionally, every department has been provided with a laptop and a portable/mounted LCD projector.

A multimedia language lab, computer labs and science labs provide opportunities for hands-on training. The College also has two computers with JAWS and Super Nova Access Suite version 13.03 Dolphin software that cater to the academic needs of visually challenged students.

#### Physical Infrastructure/Instrumentation:

Open air theatre, seminar halls, conference rooms, audio visual rooms, classrooms (some equipped with SMART Boards), buildings to house administrative offices, staff rooms, well equipped laboratories, a video conferencing facility, Fine Arts studios, library, a chapel, a common prayer room, students' common room, guest rooms, infirmary, wellness centre, games field, browsing centre, DTP centre, a telephone kiosk with STD and ISD, a bank with ATM facility, canteen, a Nestlé kiosk, a juice centre, parking area and residential facilities for students and a few staff are provided. An additional floor has been constructed in Hélène Block for the Department of Social Work.

A new building for the support staff has been constructed on campus. All the large halls have LCD and screen facilities. Digital notice boards with LCD screens have been installed in strategic locations in order to disseminate information relating to events, news, and other important information that every student needs to know. In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus. Fire extinguishers have been installed on campus and students and staff have been trained in handling the equipment.

The last re-accreditation cycle fore-grounded the need for the College to respond to the growing importance of developing a vibrant research culture on campus. As a first initiative to enhance infrastructure to facilitate research, particularly interdisciplinary research, and enrich the teaching-learning process, the Centre for Research in Science and Technology was set up with sophisticated equipment.

### 6.3.6 Human Resource Management

At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.

Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff, need-based training/workshops are organised for faculty, administrative, and supportive staff.

Recreation programmes are also organised for teaching, non-teaching and supportive staff.

### 6.3.7 Faculty and Staff recruitment

Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria stipulated by the UGC and the University of Madras are called for an interview- cum- trial teaching session. The selection panel consists of the Principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty and an external subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year. They are given a permanent position by the Management after assessment of their performance.

### 6.3.8 Industry Interaction / Collaboration

#### **Collaborations with the following institutions have been established-**

Visible Difference School of Cosmetology, Chennai

Central Leather Research Institute (CLRI), Chennai

Indira Gandhi Centre For Atomic Research (IGCAR), Kalpakkam, Tamilnadu

Anabond Adhesives, Chennai

Malladi Pharmaceuticals, Chennai

Subh Sangam Technoplast Industries, Chennai

EXEL Water Systems, Chennai

Exeter Premedia Pvt.Ltd

Silk Route, Chennai

Weavers' Service Centre, Chennai

Institute of Airlines & Travel Agencies

Institute of Hotel Management, Taramani

Department of Criminology, University of Madras

### 6.3.9 Admission of Students

The admission process is based on the philosophy that access to quality education is the fundamental right of all citizens. The College is committed to serving the economically and socially marginalised sections of society and to this end, privileges them in the admission process. This philosophy shapes the admission policy of the College.

As a minority institution, 50% of the seats are reserved for the Catholic community. Other communities are admitted based on government-regulated policies on reservation.

The College website, prospectus and handbook contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.

A customised admission software package has been developed to facilitate the admission process.

All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions. Student volunteers assist in guiding the candidates and their parents during the admission process.

The use of ICT has facilitated the admission process and has reduced the amount of paperwork as well as the use of paper. The ICT- enabled process has facilitated the generation of student profile reports. An analysis of the profile helps in identifying students who need special assistance, such as those from regional language medium schools, students from rural backgrounds and first generation learners. Special training programmes are conducted for these students. This enhances their communication skills and helps them blend in with the College community.

### 6.4 Welfare schemes for

Faculty	<ul style="list-style-type: none"><li>•Loan facilities</li><li>•Flexi-timings provided for medical reasons</li><li>•Contributory Provident Fund for management faculty</li><li>•Contribution towards medical insurance</li><li>•Maternity leave</li><li>•Advance to meet emergency expenditure of</li></ul>
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	faculty members
Non-Teaching Staff	<ul style="list-style-type: none"> <li>•Loan facilities</li> <li>•Uniforms for the support staff</li> <li>•Financial aid to educate the children of supportive staff</li> <li>•Festival advance</li> <li>•Admissions, scholarships and fee concessions for daughters of administrative and support staff</li> <li>•Bonus for administrative and supportive staff</li> <li>•Refreshments during working hours for administrative staff</li> </ul>
Students	<ul style="list-style-type: none"> <li>•The Career Guidance Cell provides training for students to enhance their employability, in addition to providing information on job availability. It fosters partnerships and linkages with the corporate sector for placement and training opportunities.</li> <li>•A Wellness Centre under the supervision of a visiting doctor and a resident nurse.</li> <li>•Trained and professional counsellors are available on campus.</li> <li>•The Deans of Student Affairs: <ol style="list-style-type: none"> <li>1.Organise student welfare activities</li> <li>2.Help in students' counselling</li> <li>3.Disburse scholarships, financial aid, food tokens and stationery material to the less privileged</li> <li>4.Distribute bus passes in collaboration with the Metropolitan Transport Corporation</li> <li>5.Organise orientation programmes for the first year students on all matters relating to academics, student discipline and services</li> </ol> </li> </ul>

	6.Organise a medical camp for first year students  7. Thirty one scholarship schemes  8.No. of students benefited : 1983
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6.5 Total corpus fund generated Rs.1, 06, 18, 993

6.6 Whether annual financial audit has been done  Yes  No

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

In 2014-2015, all Departments were involved in undertaking academic audits with a view to restructuring the curriculum. External experts were invited to conduct sessions for the faculty on a wide range of topics covering curriculum restructuring, examination reforms and networking of higher education institutions for institutional development and growth. The newly designed structure will enable students to focus on skills development in addition to academics, and give them better and greater choices in the job sector after graduation.

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	The Sustainable Platform (TSP) Chennai	Yes	IQAC
Administrative	No	-	Yes	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The Examination committee of the college comprising of the Principal, Vice Principals, Controller of Examinations, Associate Controller of Examinations and senior faculty members met several times with the agenda being 'Innovations and Improvements'.

The ideas of bar coding and giving photocopies of answer scripts to students were the main

themes of discussion in the Examination Committee meetings. Bar Coding was discussed and debated upon by the Examination Committee during the year 2014-15 along with Dr. L.S. Ganesh, IITM, Prof. Dr. Prakash Sai Chairman, IITJEE and Ms. Deepika, TCS.

The merits and demerits of External examiners evaluating the answer scripts were discussed. The idea of single valuation with total transparency was mooted. It could be one internal examiner or Internal External examiner or one External Examiner who will value the answer scripts which could be shown to students who apply for it after due payment of fees. It was felt that this would ensure commitment and transparency in valuation.

These were shared with the Management Committee and with the Staff Council. Feedback was obtained from the departments. Following these meetings and feedback it was decided to defer and consider these only for the following year (2015-16).

However giving photocopies of answer scripts to students who apply for it on due payment of fees is planned for the year 2015-16 and thereafter. Also introducing bar coding in the year 2015-16 is under active consideration.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

In September 2014, new office bearers were elected during the Annual General Meeting of the Alumnae Association of Stella Maris College (AASMC) with the vision of bringing in new members and giving back to the College.

A memorial meeting was held for an alumna who passed away in November 2014 and her friends fondly remembered moments spent with her, her warmth and love for the College and for music.

Then rang in the joyous festival of Christmas and the AASMC shared their joy with the under privileged. This time the AASMC supported the orphans of Karna Prayag Trust. During the Christmas celebration of the AASMC held in December 2014, which was attended by many alumna including former principal Dr. Sr Annamma Philip FMM, with a lot of zest and fervor, carols and Christmas messages, Santa and of course cakes and goodies, the association collected about Rs. 25000 which was handed over to the Karna Prayag Trust towards taking care of the babies housed there.

Kalanjiyam programmes are an essential part of AASMC activities. This term we had two Kalanjiyam programmes, the first one being a book reading with an alumna Suraksha Giri in February 2015. She released her book "It Happened Like This" and read excerpts from the book

which was followed by a panel discussion led by Leela Chaudhry, Mr Vasudevan and Mr Ram during which parts of the book were read aloud and analysed.

Our second Kalanjyam Program was in March 2015 with Sr. Susheela FMM who gave the AASMC a talk on the important topic ‘Our Health is in our Hands.’ She spoke about Accupressure and gave us useful tips on how we can cure many health problems by pressing these pressure points rather than rushing to doctors.

The last activity for the term was the Valedictory function held at the end of March 2015. Ms Leela Ray Chaudhry an alumna of the College was the chief guest and she gave an inspiring speech to the students filled with humour recalling her moments at Stella Maris. The AASMC gifted beautiful folders to all the out-going students as they lit lamps and bid adieu to their Alma Mater.

The Student Support Fund of AASMC offered financial aid to 35 deserving students towards payment of their End Semester fees twice during the academic year 2014-15.

It was an eventful year for the AASMC as they prepare for their Annual Reunion-2015. The Stella Alumnae News Letter-2015 will be released at this gathering.

#### 6.12 Activities and support from the Parent – Teacher Association

The College does not have an established Parent – Teacher Association. However there are activities organised by the college wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of first year students attend an Orientation on all academic programmes and student support services offered on campus.

Departments organise a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.

#### 6.13 Development programmes for support staff

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#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. Some of the initiatives are as follows:

Energy efficient lighting – LED lights and energy efficient PL lamps which consume less power

are used in the College.

Use of Renewable Energy: This year the College has installed a 50 KW Solar Power Plant. Solar powered lights and hot water systems are used in the hostel and the convent. An Energy Audit has been initiated and measures are being taken to increase the use of solar energy on campus.

The existing RO plants supply potable water for the entire college.

Some of the other eco initiatives are rain water harvesting system, Vermicomposting, Herbal garden, Grey water recycling, Segregation of waste, and “Green” lab-waste disposal, Solar powered lights, Safe disposal of laboratory wastes, Panels depicting eco issues.



## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

**Academic Audit:** This year all Departments were involved in undertaking academic audits with a view to restructuring the curriculum. External experts were invited to conduct sessions for the faculty on a wide range of topics covering curriculum restructuring, examination reforms and networking of higher education institutions for institutional development and growth. The newly designed structure will enable students to focus on skills development in addition to academics, and give them better and greater choices in the job sector after graduation.

**Pedagogical Innovations:** Innovative pedagogical strategies to maximise teaching and learning like problem-solving, case studies and role-play, project-based learning, peer-teaching, weblens, blogs, and experiential learning are utilised. The English Department is also using the Flipped Classroom Approach.

**Value-Based Teaching and Learning:** Every morning and afternoon for the Shift I and II students respectively a spiritual or value-based message and prayer are read out to the students over the PA system. Students are also actively encouraged to participate in community service through the Social Awareness Programme (SAP)/Service Learning (SL). Retreats and workshops for students are conducted on topics such as Diversity, Interreligious Harmony, Peace and Conflict Resolution.

**The Stella Maris College Extension Project Centre:** was inaugurated in November 2014 at Thirupachur village, Tiruvallur District, Tamil Nadu. This Centre will serve the needs of the local community. The facilities at the Project Centre will enable the students of the College and of the FMM schools in the city to visit the village for an exposure to rural realities and participate in the programmes conducted throughout the year. Many skill development programmes have been planned for the rural women and youth along with activities for children.

**Star College Scheme:** The four science departments, Botany, Zoology, Physics and Chemistry were selected by the Department of Biotechnology, Govt. of India, for financial assistance under the Star College Scheme in 2009. The scheme aims at strengthening life science and biotechnology education and training at the Undergraduate level thereby encouraging life sciences as a career.

The scheme envisages:

- Substantial increase in the proportion of hands-on-experimental work by students
- Improvements in access to books and journals
- Workshops and training programmes for students

•Field trips / lab visits / industrial visits

•Upgrading of faculty member's skills by organising / attending training programmes

The fund has enabled the departments to purchase equipments and to enable more students to individually handle regular and new experiments. It has also enabled the concerned departments to organize field trips, lab visits, industrial visits, guest lectures, workshops, training programmes and compilation of manuals.

**E-learning:** Currently E-learning is available through the NPTEL (National Programme on Technology Enhanced Learning) which provides online Web and Video courses in the Engineering, Science and humanities streams. Many students in the Science Departments such as Bioinformatics, Biotechnology, Botany, Chemistry, Commerce, Computer Science, and Mathematics are enrolled in these courses, which are counted as elective courses towards their degree.

**Examination Reforms:** Hall tickets are issued with the following additional features: 1. Course codes 2. Date 3. Time of Examination 5. Room allotted. These details give the students ease of access to the respective examination hall on the specified dates.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Applied for KAUSHAL (Deen Dayal Upadhyay Centres for Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood) in Banking and Finance, Beauty Therapy, and Media & Communications.
- Approval of two B.Voc. programmes by the UGC in August 2015. The departments of Chemistry, Zoology and Botany will coordinate the B.Voc. programme in Food processing and Quality Control, while the department of Physics will offer a B.Voc. programme in Sustainable Energy Management.
- Prepared and submitted a proposal for the UGC for consideration of College with Potential for Excellence (CPE) status.
- Examination reforms were instituted (refer to question 7.3)

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**Best Practice 1- Examination Reforms:**

-Hall tickets are issued with the following additional features: 1. Course codes 2. Date 3. Time of Examination 4. Room allotted. These details give the students ease of access to the respective examination hall on the specified dates.

-Online downloading of hall tickets was enabled for Supplementary Examination and this was useful for outstation students.

-The Departmental Quality Assurance Committees from all departments had to scrutinize the question papers on two specified dates close to the End Semester Examination. This measure made the scrutiny process faster.

These additional exam measures were adopted:

-Photocopies of Supplementary Examination answer scripts were given to students who requested them.

-Question Banks were used to generate undergraduate supplementary exam question papers. It was started on a small level in 2013-14. In 2014-15, 127 question papers were generated. There were technical hitches with the question papers of the Science department courses and some Commerce courses.

-Evaluation is already in place for all courses that have an End Semester Examination except Foundation English for which one Internal and External Examiner values the answer scripts.

-Testing using Online multiple choice questions is already part of the system. It is used by the Department of Computer Science.

**Best Practice 2- Skill-Based Learning:**

Two B. Voc. Programmes- one in Food Processing and Quality Control and another in Sustainable Energy Management were sanctioned in August of 2015. The department of Chemistry in collaboration with the Department of Zoology and Botany will coordinate the B. Voc programme in Food processing and Quality Control, while the department of Physics will coordinate the programme in Sustainable Energy. The programme was sanctioned in August 2015. The College also applied for grants for three vocational undergraduate programmes under the UGC- administered KAUSHAL (Deen Dayal Upadhyay Centres for Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood) project - a B. Voc degree in Banking and Finance offered by the Department of Commerce, one in Beauty Therapy- offered by the Department of Botany, and another in Media and Communications- offered by the Department of Economics. The total grant under this scheme is Rs.5 crores.

#### 7.4 Contribution to environmental awareness / protection

The College constantly seeks to promote the Care of Mother Earth initiative. One of the primary objectives of the institution is to sensitise students on environmental issues and to motivate them to promote ecological justice and sustainable development. The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. The three 'R's: "Reduce", "Reuse" and "Recycle" form the essence of every eco-friendly practice adopted in the College. Some of the eco initiatives of the campus include:

- Green cover with seven hundred-odd trees
- Reverse Osmosis plant
- Grey water recycling
- Rain water harvesting
- Herbal garden
- Energy efficient lighting
- Solar powered lights
- Waste management (Composting and Vermicomposting)
- Safe disposal of laboratory wastes
- Panels depicting eco issues
- Sensitising the public on environmental issues and reaching out to the community on working towards environmental protection

Commitment to the environment and fostering student involvement for "green" campus initiatives has always been our priority at Stella Maris. This year as a 'green initiative' the College installed a 50 KW Solar Power Plant.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> <li>•Campus –               <ul style="list-style-type: none"> <li>a. Located in the heart of the city</li> <li>b. Well maintained with external facilities and infrastructure</li> <li>c. Environment -friendly measures undertaken</li> </ul> </li> <li>•High quality academic programmes at both graduate levels</li> <li>•A holistic educational experience</li> <li>•Broad-based curriculum with emphasis both on skills development and knowledge building</li> <li>•Strong commitment to community, service, social justice, empowerment of women</li> <li>•Highly qualified faculty, committed to student welfare</li> <li>•Support programmes for slow learners</li> <li>•A large number of scholarships disbursed to students from marginalized and economically deprived section</li> <li>•Mentoring system well structured</li> <li>•Excellent reputation at both national and international levels</li> <li>•A strong focus on high quality, student-centred teaching-learning processes committed and dedicated faculty</li> <li>•Well-established partnerships with other higher education institutions and research institutes</li> <li>•Positive and sustained approach to research and related academic activities</li> </ul>	<ul style="list-style-type: none"> <li>•Limited number of Certificate Courses</li> <li>•Insufficient student strength in some PG programmes</li> <li>•Slow progress in identifying funding agencies for research projects</li> </ul>

<ul style="list-style-type: none"> <li>•Excellent library facilities</li> <li>•Well maintained and safe residential facilities for students</li> <li>•Strong, inclusive, value-based education offered to students</li> <li>•Well-equipped labs</li> <li>•Several opportunities for students to develop and enhance their creative potential and individual talent</li> <li>•Positive experience with all external stakeholders</li> <li>•Excellent placement opportunities offered</li> <li>•Strong support staff</li> </ul>	
<b>OPPORTUNITIES</b>	<b>CHALLENGES</b>
<ul style="list-style-type: none"> <li>•Increasing possibilities for partnerships, networking and collaborations with the setting up of the International Research Centre</li> <li>•Expanding opportunities for under taking multidisciplinary and interdisciplinary research activities at both national and global levels.</li> <li>•Increased opportunities to develop and establish new programmes to meet the new and growing demands of society</li> <li>•Increasing interest from foreign institutions for collaborations</li> <li>•Expertise of faculty to tap the corporate sector for consultancy and funding for research projects</li> <li>•High levels of interest in agencies/corporate sector to tap student potential for internships, projects and research-related activities</li> <li>•Potential for leaderships role in the country-</li> </ul>	<ul style="list-style-type: none"> <li>•Delay in government approvals for filling up retired and resignation vacancies</li> <li>•Focus on vocationalisation of higher education in future policy making</li> <li>•Perception that all educational processes should be directed towards preparing students for jobs</li> <li>•Focus on marks rather than holistic development</li> </ul>


through innovative curricula, consultancy, networking and knowledge exchange

### 8. Plans of institution for next year

- To start a B.Sc. Psychology programme
- To establish international collaborations in higher education and research partnerships (IMBA with Liverpool Hope University)
- To introduce B.Voc. programmes
- To enhance the skill component in all programmes
- To consolidate and expand community outreach programmes (Stella Maris Centre for Development of Resources for Inclusion) and Vocational Enrichment)

Name DR. SANDRA JOSEPH

Name JASINTHA QUADRAS



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

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