



ANNUAL QUALITY ASSURANCE REPORT
June 2013 – May 2014
(AQAR)

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

ACADEMIC YEAR 2013-14

June 1, 2013 to May 31, 2014

PART – A

1. 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

principal@stellamariscollege.edu.in

Contact Nos.

O: 044 – 2811987/2811951

Name of the Head of the Institution:

Dr. Sr. Jasintha Quadras fmm

Tel. No. with STD Code:

044 - 28110121

Mobile:

09444539816

Name of the IQAC Co-ordinator:

Dr Geetha Swaminathan

Mobile:

09841413515

IQAC e-mail address:

iqacsmc@gmail.com

1.3 NAAC Track ID

TNCOGN10081

1.4 NAAC Executive committee
Number and date

EC/66/RAR/134 Dated: 21.2.2014

1.5 Website address:

www.stellamariscollege.edu.in

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Five Star	-	2000	-
2	2 nd Cycle	A	3.57	2008	-
3	3 rd Cycle	A	3.68	2014	2019

1.7 Date of Establishment of IQAC:

15/09/2004

1.8 AQAR for the year

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

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

1.10. 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

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

1.11 Type of Faculty/Programme Arts

Science

Commerce

1.12 Name of the Affiliating University

UNIVERSITY OF MADRAS

1.13 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

DBT 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 including administrative officers

16

2.2 No. of Technical staff

1

2.3 No. of students

60 (Students' Wing)

2.4 No. of Management representatives

2 +1 Chairperson

2.5 No. of Alumni

7

2.6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists community representatives

1

2.8 No. of other External Experts

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

27

2.11 No. of meetings with various stakeholders

No:

35

Faculty

27

Non-Teaching Staff

2

Alumni

-

Students' Wing

6

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.

11

International

National

State

Institution level

(ii) Themes

Preparation for NAAC Reaccreditation

Orientation for NAAC Peer Team Visit

SMART board Operations

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role in internalising a culture of quality within the institution. This culture is maintained and sustained by several initiatives taken by the Cell through the year. During the academic year 2013-14, the members of the IQAC were actively involved in the compilation of the Self Study Report for the third cycle of NAAC reaccreditation, and in coordinating the visit of the NAAC Peer Team. The College was reaccredited by NAAC in February 2014, with 'A' grade and a CGPA of 3.68 on a four point scale.

Orientation sessions were conducted for the faculty and periodical 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 Self Study Report was uploaded on the Stella Maris College website in August 2013 and hard copies of the same were submitted at the NAAC office in September 2013.

All the major committees of the College are represented in the IQAC. The Students' Wing meets periodically to plan activities which will enhance the quality of student life on campus. The IQAC has been coordinating the visits of teams of faculty members 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, to study the working of autonomy, the CBCS and the functioning of the IQAC.

The IQAC has been involved in preparing many reports highlighting the activities of the college. Capacity building programmes are regularly organised for both teaching and non-teaching staff. The IQAC, through its activities, has been an agent of change in the institution ensuring efficient performance of academic and administrative tasks.

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
Preparation of Self Study report for NAAC reaccreditation – Third cycle	<p>The process of reaccreditation and preparation of the Self Study Report began with designing a template for data input on the intranet. Sessions were organised to disseminate information on NAAC, the different criteria for assessment. The writing process was carried out by the different committees, constituted by the Head of the Institution and led by a member of the IQAC. The completed report was reviewed by the Steering Committee and the Self Study Report was uploaded on the website in August, 2013 and hard copies were submitted at the NAAC office in September, 2013.</p> <p>The members of the NAAC Peer Team visited the college on December 9, 10 and 11, 2013 to validate the data. The members of the team were highly appreciative of the steps taken by the College to ensure sustenance of quality, the team spirit shown within and across departments and the participatory style of management.</p> <p>The College was reaccredited by NAAC in February 2014, with an ‘A’ grade with a CGPA of 3.68 on a four point scale.</p>
Enhancing Research activities	<p>The Stella Maris International Centre for Multidisciplinary Research was set up in November. The initiative has helped build on international research collaborations bringing together a sustained network of institutional links and partnerships. The centre organised sessions on topics such as Research Capacity Building, Research Training and Counselling, Research Assessment and Social Impact Study, Research Design and Methodology for faculty and research scholars.</p>
Enhancing connectivity and Networking	<p>The Stella Maris Centre for Networking & Communications was established with the primary aim of enabling the College community utilize technology to keep pace with the changing educational scenario and to create a synergy of knowledge and skills through networks across the globe. The Centre has interactive video conferencing facilities in two halls. The master system in the video- conference hall has 1+3 connections, which enables rural – urban- global connectivity. Enhanced Industry-institute linkages.</p>

Eco friendly practices	As energy conservation measure, Solar panels have been installed in the campus with 50KW capacity.
Students Wing	New members have been inducted in the Students' Wing and the members play an active role in enhancing student involvement in College activities and facilitating inclusive education. They meet periodically and, along with members of the Rotaract Club, are also involved in working towards Green Initiatives on campus.
Sustenance and enhancement of quality	Sessions, workshops and interaction on topics such as quality sustenance, enhancing the activities of IQAC, Networking with other IQAC, Capacity Building, Time Management have been conducted and the suggestions are being implemented.
Increasing the number of certificate courses offered	The IQAC members are invited as Resource Persons / consultants to various colleges in South India to share expertise on Autonomy, CBCS and IQAC. Other institutions have visited Stella Maris College to acquaint themselves with the functioning of autonomous colleges.
Increasing visibility of the institution	Four new Certificate courses have been introduced The College has enhanced the visibility of the activities through wide media coverage

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The suggestions recommended in the future plans of the previous AQAR 2012 – 2013 were implemented over this academic year, such as:

- The College has been reaccredited with 'A' Grade with a CGPA of 3.68 on a four-point scale
- With an increase in the number of certificate courses, students are empowered with more knowledge and skills for the present job market.
- The installation of the Networking and Research Centres has set the tone for an enhanced and efficient output in communication, academic tie-ups and collaborative knowledge development and has generated greater research rigor on campus.
- Training programmes/capacity building sessions for faculty and non-teaching staff create an efficient and smooth functioning of the respective offices.

Criterion – I

1. 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		-	
M.Phil.	5			
PG	12		7	
UG	14		5	
PG Diploma	1		1	1
Advanced Diploma				
Diploma	1		1	1
Certificate	6	4	6	6
Others				

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

(ii) Pattern of programmes

Pattern	Number of programmes
Semester	31 + 1 PG Diploma
Trimester	-
Annual	-

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

Students Employers

Mode of feedback : Online Manual

Co-operating Schools (for PEI)

A well-conceptualised feedback system, involving all major stakeholders, provides an understanding of ground realities, 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 considered during the revision process. The faculty, in consultation with experts, and using feedback from all stakeholders, revise the syllabi every three years and ensure that they are up-to-date and comparable with the best in the country. The importance of preparing students for life outside campus, and grooming them for careers is an important consideration.

Teaching excellence is also enhanced through structured feedback systems that evaluate teacher effectiveness in every course. In addition to formal feedback, individual faculty members also obtain informal feedback from students, review 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 curriculum was restructured in 2011 hence only minor changes were made in the current year. Introduction of 4 credits GE Course on Business English by the Department of English and a 2 credit GE course on Quantitative Skills for Competitive Examinations by the Department of Mathematics.

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

The Stella Maris International Centre for Multidisciplinary Research was set up in November, 2013. The initiative has helped build on international research collaborations bringing together a sustained network of institutional links and partnerships. The overall purpose of seeking diverse collaborations is to raise the quality and ensure research output of international standards.

The Stella Maris Centre for Networking & Communications was established with the primary aim of enabling the College community utilize technology to keep pace with the changing educational scenario and to create a synergy of knowledge and skills through networks across the globe. The Centre has interactive video conferencing facilities in two halls. The master system in the video- conference hall has 1+ 3 connections, which enables rural – urban- global connectivity.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of faculty 175 + 8 part time

Total	Assistant Professors	Associate Professors	Professors	Others
Aided -70	30	39	-	1(Physical Directress)
Management-105 + 8 Part time	95	2		8 (Others) 8 (Part -Time)

2.2 No. of permanent/management faculty with Ph.D: 85

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
39	Nil	-	-	-	-	-	-	-	-

2.4 No. of Part time faculty: 8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State/Regional level
Attended Seminars/ Workshops	3	12	12
Presented Papers	21	15	2
Resource Persons	5	12	4

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

- Problem solving
- Case studies and Role play
- Weblems, blogs
- Demonstration using models
- Simulations
- 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 during this academic year

187

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Evaluation of students is based on both Continuous Assessment (internal) and the End Semester Examinations (external) with an allotment of 50% marks for each.
- Different methods of assessing the student – tests, quiz, seminars, assignments, projects, dramatization of plays, etc.
- Computer Based Testing (CBT), is administered for several courses
- Open Book Test is being administered for some papers.
- In many departments the question paper is composed of 30% objective type questions, 30% short type questions and the rest 40% essay type question

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 2013**

Title of the Programme		Total no. of students appeared	Division				
			Distinction (No. of students)	I class (No. of students)	II class (No. of students)	III class (No. of students)	Pass %
BA	History	51	4	16	12	3	68.63
	Sociology	63	4	14	12	8	60.32
	Economics	64	18	22	9	-	76.58
	English	62	-	22	30	3	88.71
BVA	Visual Arts	47	1	38			95.74
B Com	Section A	74	11	24	27	6	90.54
	Section B	216	41	94	57	12	94.44
	Corporate Secretaryship	61	1	23	21	7	85.25
BSc	Mathematics						
	Section A	66	22	23	12	1	87.88
	Section B	56	7	21	15	-	76.79
	Physics	46	16	24	5	-	97.83
	Chemistry	46	18	20	6	1	97.83
	Plant Biology & Plant Biotechnology	38	7	11	7	1	68.42
	Advanced Zoology & Biotechnology	40	10	22	6	-	95.00
BCA		103	16	36	32	2	83.5
BSW		45	2	32	2	-	80.00
MA	International Studies	23		18	2		86.96
	Economics	23	2	15	1		78.26
	English	33	1	24	5		90.91
	Fine Arts	18	1	8	1		55.56
	Public Relations	15	1	13	-		93.33
MSW	Social Work	34		32	2		100.00
M Com		38	5	29	2		94.74
MSc	Mathematics	33	6	21			81.82
	Information Technology	19	7	9	1		89.47
	Bioinformatics	6	2	4			100.00
	Chemistry	13	5	7			92.31
	Biotechnology	13	2	8			76.92

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

The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through professional skill development training programmes. The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia. Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement.

The ongoing policy of reviewing and redesigning curriculum/ syllabi once in three years helps in keeping pace with the changing trends in higher education and societal needs. The Deans of Academic Affairs, in consultation with the IQAC Coordinator undertakes periodical review of testing and evaluation patterns encourages creativity, originality and analytical thinking. Faculty members are motivated to design contemporary, skill based and value-added courses. Rigorous review of the functioning of the various units of the College is a part of quality enhancement/sustenance measures such as:

- Restructuring the curriculum once in three years
- Periodical review of the teaching-learning process at the end of each semester
- 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 benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	6
Faculty exchange programme	-
Staff training /conferences/seminars etc conducted by the university	9
Staff training/conferences/seminars/workshops etc. conducted by other institutions	20
Summer / Winter schools etc.	1
Organised by the institution	24
Conferences/workshops organised by the departments	54

2.14 Details of Administrative and Technical staff

Category	Number of Employees	Number of Vacant Positions	Number of positions filled during the Year	Number of positions filled temporarily
Administrative Staff	101	-	6	-
Technical Staff	10	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The Stella Maris International Centre for Multidisciplinary Research (SMICMR) was set up in November, 2013

- Focuses on Research Capacity building and provides forum for knowledge sharing
- Sessions and Projects are devised to improve and enhance research potential and initiate quality assessment standards
- A two week research assessment impact study initiated by Tata institute of Social Sciences helped students in special skill – documentation, data collection, tabulation and reporting
- Monthly events to improve skills in writing, interviewing, and reviewing research papers are conducted for interested research students
- The Postgraduate students were introduced to research software analysis by IIT tech researchers to develop a qualitative group of researchers who are technologically competent with leadership skills
- Eminent speakers including Fulbright Scholars professors and Heads of research Institutions are invited for motivational talk
- At all levels inter disciplinary scholarship enquiry is encouraged with scope of innovation and quality advancement with protection and ethical use of intellectual property

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	1 (UGC major research project)	2 (UGC Major research projects)	-	-
	DST- FIST ACDA IFCU	DBT Star College		
Outlay in Rs. Lakhs	7,06,600 (UGC) 22,50,000 (FIST) 50,000 (ACDA) 5,48,276 (IFCU)	5,92,800 & 9,78,800(UGC) 10,85,000(DBT)	-	-

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	2 UBCHEA	5 (UGC Minor research projects) +1 UGC DAE project Archives project DFID through British Council) – Only travel grant)	-	-
Outlay in Rs. Lakhs	2,02,823 + 3,04,334	580000 (UGC) 35,000(UGC DAE) 1,59,000 (Archives)	-	-

3.4 Details on research publications:

Journals/Books	International	National	Others
Number of papers - 53	31	22	-
Books published - 8			

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 2013-14

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
MAJOR RESEARCH PROJECTS				
Dr. Sr. Jasintha Quadras fmm Department of Mathematics	3 years	UGC	5,92,800/-	3,88,800/-
Dr. Sandra Joseph Department of Social Work	2 years	UGC	7,70,200/-	3,80,200/-
Dr. N. L. Mary Department of Chemistry	3 years	UGC	9,78,800/-	5,64,800/-

MINOR RESEARCH PROJECTS				
Dr Padma V.McKertich Department of English	18 months	UGC	80,000/-	70,000/-
Ms. Rashida Banu Department of Commerce	18 months	UGC	90,000/-	65000/-
Dr. Agnes Rozario Department of Commerce	18 months	UGC	70,000/-	35000/- 28000/-
Dr. Mary George Department of Chemistry	18 months	UGC	1,70,000/-	1,63,500/-
Dr. K. H. Rajini Department of Physics	18 months	UGC	1,70,000/-	85000/-
Dr.Mary George, Ms.Avila Josephine Dept of Chemistry	Annual for three years	UGC-DAE	35,000/-	35,000/-
INTERDISCIPLINARY PROJECTS				
	nil			
INDUSTRY SPONSORED				
	nil			
PROJECTS SPONSORED BY THE UNIVERSITY/ COLLEGE				
	nil			
STUDENTS RESEARCH PROJECTS (OTHER THAN COMPULSORY BY THE UNIVERSITY)				
	nil			
ANY OTHER				
INTERNATIONAL RESEARCH PROJECT Studies on Policies and Practices in the field of Drug Use/Abuse	Till 2013	IFCU	5,48,000/-	
English department project on Translation & publication of four Tamil plays	2008-2013	UBCHEA	2,02,000/-	
STAR COLLEGE SCHEME	2009 – till date	DBT	10,85,000/-	10,85,000/-
SUSTAINABLE DEVELOPMENT AND WOMEN'S HEALTH	2013-14	UBCHEA	3,04,334.25/-	3,04,334.25/-
Total			352252.25	3204634.25

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
Number	2	1	10	3	38 24*

* Quality Enhancement programmes for faculty

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	<input type="text" value="18, 15,300/-"/>	From Management of University /College	<input type="text" value="13, 30,798/-"/>
Total	<input type="text" value="31, 46, 098/-"/>		

3.16 No. of patents received this year:

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

Total	International	National	State	University	District	College
2	1	1	-	-	-	-

3.18 No. of faculty from the Institution

Who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events: 108

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="1"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="4"/>	International level	<input type="text" value="1"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College	<input type="text" value="26"/>	NCC	<input type="text" value="2"/>
NSS	<input type="text" value="13"/>	Any other	<input type="text" value="-"/>		

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

Efforts are made to realise institutional social responsibility (ISR) inspired by the ideals of the vision and the mission of the College, by sensitising students and faculty on ISR and outreach programmes and their impact. Through core components in the curriculum, the College ensures the transmission of values, attitudes and beliefs that will encourage students to be sensitive to social issues and become responsible citizens. It encourages students to reach out to the community through Social Awareness Programmes/Service Learning and experiential learning. The college has taken up the following activities towards ISR:

- The CWS conducted gender sensitisation and women empowerment programmes.
- The departments of Chemistry and Botany conducted environmental awareness programmes to sensitize school students and public.
- The Department of Fine Arts have depicted environmental issues in the form of Murals on the exterior walls of the campus which has reached the public at large and has been appreciated by the officials of the government.
- Network with neighbourhood communities by establishing and building personal and institutional contacts with NGOs and voluntary organisations in order to conduct community development activities.
- Departments have also initiated intervention programmes in rural areas specifically in Tirupassur Panchayat, Tiruvallur district where the College has an extension project.

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 acres			
Class rooms	71			
Laboratories	20			
Seminar Halls	6			
No. of equipments purchased (\geq 1-0 lakhs) during the current year.	10			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.23,23,393/-			

4.2 Computerization of Administration and Library

Administration:

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.

Examination Office

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 to the End – Semester mark sheets.
- Declaration of results is executed online.
- Arrear Exams, Registration challans, Hall tickets and 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.

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 Books, Articles, Journals

and Circulation in most a economical and effective manner.

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

- Administration
- Librarian Desk
- Acquisition
- Document Catalogue
- Serial Control
- Members
- Web OPAC (Online Public Access Catalogue)
- Circulation
- Budgeting

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. The barcode printer in the library is used for printing the accession numbers of the books which would be scanned during books transaction and the barcode scanners are used in the library to scan the barcode of the books during issue and return of the books.

The LCD Projector in the library's Audiovisual room is used by the faculty for their classroom lectures, presentations and for screening of CDs and DVDs. Library users can access a range of software applications including MS-Word, Excel, PowerPoint on all the library computer systems.

ID card scanners record the entry of users into the library. Slot Readers are used in the library for calculating the daily report of users visiting the library, Month-wise report of users, department wise staff & student visit report.

4.3 Library services:

	EXISTING 2013		NEWLY ADDED 2013-14		TOTAL 2014	
	NO.	VALUE	NO.	VALUE	NO.	VALUE
TEXT BOOKS REFERENCE BOOKS	101878	RS.34317 (726 BOOKS)	1652	RS. 471390	103530	
E-BOOKS	78000 Approx.	(AVL IN N-LIST, QUESTIA &			78000 Approx	

		EBSCO DATABASES)				
JOURNALS	110	RS.402885	-10	RS.373038	100	RS.373038
E-JOURNALS	7000 APPX.	(AVL IN N-LIST, QUESTIA & EBSCO DATABASES)	NIL		7000 Approx.	
DIGITAL DATABASE	3	RS.195392	3	RS.219816	3	RS.219816
CD & VIDEO	753	NA	55	NA	808	NA
OTHERS (SPECIFY)	----	----	---	---	---	---

4.4 Technology up gradation

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres
Existing	550	11	550	2	6
Added	Desktop 30 Laptop :13	-	Campus Wi- Fi	-	-
Total	593	11		2	6

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

- Internet leased line upgradation 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 (Upgradation) 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.874060/-
ii) Campus Infrastructure and facilities	Rs.12932952/-
iii) Equipments	Rs.4028879/-
iv) Others	Nil
Total:	Rs.17835891/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As an innovative initiative, a Students' Wing of the IQAC was designed to directly involve the student community in quality enhancement and sustenance practices. The Wing comprises sixty members, whose responsibilities include liaising between IQAC and their peers, giving ideas and suggestions to enhance the quality of student life and to encourage their participation in meetings / sessions. The student members also assist in the Pathway Programme and the Language Partnership Programme as peer teachers.

They play an active role in enhancing student involvement in College activities and thus facilitate inclusive education. The members of the Students' Wing interact with the Student Council members and disseminate 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

Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring, which is offered in the College 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 meets her mentor, on a one-to-one basis, at least three times every 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, fulfilment of course requirements and so on, giving guidance where necessary on matters pertaining to academics.

Each student has a mentoring booklet in which she enters her personal details and updates details of her academic performance and curricular progress. 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.	M.Phil
3342	609	17	23

(b) No. of students outside the State - admitted in 2013-14

Location	Number
Within the State TN	1338
Outside the State TN	159
Foreign Students	10
Total Number of Students	1507

(c) No. of international students

32

No	%
NA	

Men

No	%
32	100

Women

Last Year 2012-13						This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1436	695	40	1779	20	3950	1363	253	44	2331	24	3991

Demand ratio ~1:5

Drop out: ~ 4.5%

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

IAS Coaching Classes continue to be held in collaboration with Manidhaneyam Civil Services Coaching Academy. About 60 students have been enrolled in the coaching classes which are held twice a week.

No. of students beneficiaries

60

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 **Student Counselling Centre** extends counselling assistance to students with psychological, academic and social concerns. These services are provided on appointments that seek to enable students to function effectively and improve their wellness quotient. Students with serious psychological problems are referred to a psychiatrist or a clinical psychologist for further evaluation. The centre also conducts workshops for staff and students on counselling and life skills.

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 are heading various organizations in India and abroad.

Certificate programmes for the students from various departments were initiated this academic year. Banking preparatory courses for both PSU banks and multinational banks were organized. Apart from this, Insurance, Financial Planning, in collaboration with the Economics department, were organized. This meant greater exposure for the students in these areas, particularly with practical simulated experiences.

The Career guidance Cell of the College secured placements for this year from Corporates such as Deloitte, Goldman Sachs, Ernst and Young, McKinsey, KPMG, Google, RBS, Wipro, Tech Mahindra and Cognizant. Placement officers attended meets organized by Wipro and Madras University. Almost 70% of the students registered have been placed on jobs. As a student enrichment programme the concept of 4 E's+1 – Energize, Envision, Execute, Edge and the all-encompassing E of Ethics was imparted to the students.

No. of students benefitted 3991

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
22	260	238	-

5.8 Details of gender sensitization programmes

The College has introduced elective courses on Women's Studies.

The Centre for Women's Studies has organised various seminars and workshops on Women & Identity, Empowerment of women in Higher Education, Violence against Women- Vulnerabilities and Strategies, Self defence for Women.

The Centre also organised a National campaign for Gender Equality "Beti Zindabad", a 16 day activism against Gender violence.

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	780	29,83,105
Financial support from government	886	53,66,389
Financial support from other sources	207	6,81,050
Number of students who received International/ National recognitions	---	

5.11 Student organised / initiatives

Fairs /seminar: State/ University level National level

Exhibition: State/ University level National level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

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

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, following 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 adhered to.

Based on the framework given, departments develop an outline of the proposed programme/course, with 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 discussed 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 every 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 follows 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

Investment in state of the art technology for promoting innovative teaching methodologies. Constant review of testing and evaluation patterns encourages 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

The College has several mechanisms in place to ensure that all stakeholders - students, parents, faculty members, administrative staff and the Management - are aware of the evaluation processes. The Evaluation processes consist of Continuous Assessment and End Semester Examinations (ESE).

Equal weightage is given to the CA and ESEs. Third component an innovative evaluation methodology which may include open book tests, seminars/assignments/projects/quiz/data analysis/any other, at the discretion of the course teacher. All components carry equal weightage.

The following reform measures have been adopted:

- Online Publication of End Semester Examination results
- Online registration of Supplementary Examinations
- Mark sheets printed with six security features including the photograph of the students

6.3.4 Research and Development

Research in the College has been given a strong thrust since the last reaccreditation cycle. There has been renewed focus on interdisciplinary research in the College. The award of major and minor research projects to faculty and collaborations between faculties of different departments underscore the growing importance given to research in the College. Currently, faculty are engaged in five minor and three major research projects supported by the UGC. Other research projects include those supported by the Department of Science and Technology and other international funding agencies. Postgraduate research has been encouraged by the introduction of dissertation/project work. Some departments encourage undergraduate research in various ways –by way of projects, seminar papers and assignments.

The Stella Maris International Centre for Multidisciplinary Research (SMICMR) was set up in November, 2013 that focuses on Research Capacity building and provides forum for knowledge sharing. Various sessions and projects are devised to improve and enhance research potential and initiate quality assessment standards. At all levels interdisciplinary scholarship enquiry is encouraged with scope of innovation and quality advancement with protection and ethical use of intellectual property.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

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 lay down 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

MOU's with the following institutions have been established;

- Association of Chartered Certified Accountants - ACCA
- Orient Black Swan Pvt Ltd
- **Exeter Premedia Services**
- Pivot Animation
- Chartered Institute of Management Accountants, UK- CIMA
- International Federation of Catholic Universities, Paris- IFCU
- Indira Gandhi Centre for Atomic Research- IGCAR
- Institute Catholique D'Etudes Superier, Vendee, France
- Institute of Peace and Conflict Studies, New Delhi
- IESEG School of Management, France
- The Institute of Social Sciences, New Delhi
- Central Leather Research Institute – CLRI
- Assisi Aid – Australia

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

<p>Teaching</p>	<p>A Day Care Centre housed in Shanthi Bhavan Welfare Centre on campus for children of staff</p> <ul style="list-style-type: none"> • Loan facilities • Flexi-timings provided for medical reasons • Contributory Provident Fund for management faculty • Contribution towards medical insurance • Maternity leave • Advance to meet emergency expenditure of the staff
<p>Non teaching</p>	<ul style="list-style-type: none"> • Loan facilities • Uniforms for the supportive staff • Financial aid to educate the children of supportive staff • Festival advance • Admissions, scholarships and fee concessions for daughters of administrative and supportive staff • Bonus for administrative and supportive staff • Refreshments during working hours for administrative staff
<p>Students</p>	<ul style="list-style-type: none"> • The Career Guidance 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. • A Wellness Centre under the supervision of a visiting doctor and a resident nurse. • Trained and professional counsellors are available on campus. • The Deans of Student Affairs: <ol style="list-style-type: none"> 1. Organise student welfare activities 2. Help in students' counselling 3. Disburse scholarships, financial aid, food tokens and stationery material to the less privileged 4. Distribute bus passes in collaboration

	<p>with the Metropolitan Transport Corporation</p> <p>5. Organise orientation programmes for the first year students on all matters relating to academics, student discipline and services</p> <p>6. Organise a medical camp for first year students</p> <p>7. 22 Scholarship schemes</p> <p>8. No. of students benefited : 1873</p>
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6.5 Total Corpus fund generated

Rs.1, 61, 51,250/-

6.6 Whether annual financial audit has been done Yes No

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

External Evaluation

The National Assessment and Accreditation Council (NAAC) Peer Team visited the College from December 9-11, 2013 for the third cycle of re-accreditation. The College has been awarded 'A' grade with a CGPA of 3.68 on a four point scale with effect from February 21, 2014. (See appendix)

Internal Evaluation

The College conducts periodic evaluation in a structured manner through class committee meetings and online evaluation of teachers. These provide feedback on the syllabus, teaching methodology, evaluation, etc. The feedback is used to assess the teaching-learning process. The Academic Council and Governing Body also provide valuable feedback. The College plans to conduct an Academic Audit in the year 2014-15 to facilitate curriculum restructuring.

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 following reform measures have been adopted:

- Online Publication of End Semester Examination results
- Online registration of Supplementary Examinations
- Mark sheets printed with six security features including the photograph of the students

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

The members of the Alumnae Association manage four wings of the association namely, the Career Guidance Cell (CGC), Kalanjiam (a regular meet organised with alumnae who have exemplary contributions to society), the Newsletter and the Student Support Fund. The activities of the CGC include placement services, planning and arranging workshops and programmes for life - skills development and communication.

The CGC is a constructive and motivated wing. Kalanjiam is a forum that organises regular sessions on a variety of topics ranging from cookery, travel, discussions on books, social service to medicine. This year there were two interesting activities as part of the Kalanjiam initiative. One was an interactive session with Ms. Nirmala Ramaswamy, on her book "Idlis to I pads". The other was organized by the Social Work Department as part of their three day seminar. The inauguration of the seminar was part of the Kalanjiam programme. Sheelu Srinivasan founder of Dignity Foundation addressed the gathering on Gerontology and Geriatrics, the problems of aging and needs of the elderly. It was both informative and enlightening.

‘Stellar News’ is the official voice of the AASMC and is a regular feature brought out twice a year. The Student Support Fund is a contribution from the members to support needy and deserving students from all departments in paying examination fees. This magnanimous gesture exemplifies the continued involvement of the members of the AASMC in the education of the students of the College. The Annual General Body Meeting (AGBM) and Reunion were held on 14th September 2013. The event saw a good turnout. A number of Stella Maris alumnae gathered in a spirit of fellowship and love for their Alma Mater.

The Christmas Programme in December 2013 saw enthusiastic Alumnae celebrate Christmas in a spirit of sharing and caring. As part of reaching out to the underprivileged in society, some alumnae, students and youth wing co-ordinates visited MITHRA, a home for the physically and mentally challenged people. They spent quality time with them and distributed gifts. The AASMC is active outside Tamil Nadu as well. Some of our Alumnae participated in get – together at Kerala and Bangalore. The spirit of fellowship and love for the Alma Mater is very active wherever there are Stella Marians.

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 I yrs’ 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 supportive staff

Session on ‘Stress Management’ for Administrative Staff was organised in April 2014.

A Programme on ‘Demonstration and training on Principles and Handling of fire Extinguishers’ for the Laboratory Assistants and Supportive Staff was organised in November 2013.

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.

The College periodically introduces new and innovative courses in its curriculum. These courses are introduced by various departments to cater to the different needs of the students.

The following initiatives were taken to enhance knowledge, skills and employability:

- Summer Internships made mandatory for PG students to enhance research and industry-institute linkage.
- Projects/internships undertaken at the UG level.
- Introduction of Skill Development courses which enhance employability.
- Introduction of Interdisciplinary courses to impart broad based learning.
- Independent Electives encourage the students to widen their knowledge and earn additional credits.
- Auditing of courses gives students an opportunity to study subjects of their interest.
- Training in Soft Skills increases self confidence, builds leadership qualities and skills for holistic development.

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

Action taken Report (ATR):

- The College has been reaccredited with ‘A’ Grade with a CGPA of 3.68 on a four point scale
- Increase in the number of certificate courses.
- Enhanced research output.
- Training programmes/capacity building sessions for faculty and non-teaching staff.
- Increased academic tie ups

7.3 Give two Best Practices of the institution

Best Practice - I

Language Partnership Programme for Enhancement of Communication in English

This programme was initiated to help first year students who lack the required competency in English and to improve their proficiency and enhance communication in English to help them understand their core disciplines and subjects.

The outcome was that the students were able to blend with the rest of the class. Improved English language competence lead to improvement in academic performance. About 200 students benefitted by this programme.

The unique feature of this practice is that the teachers are senior student volunteers from the II and the III year UG or from the PG classes. The involvement of student helpers in this programme has several advantages. Informal, interactive teaching methods are creatively used by student- teachers and the enthusiasm which they radiate in the classroom is an instant success with the learners. The impact of this programme extends beyond academics and has created a sense of togetherness, mutual understanding and has narrowed the divide between the different sections of the student population on campus.

Best Practice – II

Institutionalising the Mentoring System

The Mentoring System was introduced to monitor student progression both in academics and help students deal with issues related to life on campus and also give guidance related to their personal issues

Each member of the faculty is assigned students belonging to her department. A booklet with student details has been designed by the College to keep track of the student's growth and development on campus. Each student is required to meet her mentor in a one-on-one session at least three times every semester. If the mentor feels that her mentee requires additional help, she is recommended for remedial coaching. The mentor also guides students on matters relating to higher education and careers.

The mentor refers her to a professional counsellor if required. The mentor also identifies students who need financial assistance and direct them to the appropriate authority for availing of fee concessions, scholarships, food tokens and other assistance. The mentoring system enables students and teachers to establish a personal bond with each other.

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 800 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)

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

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

8. Plans of institution for next year:

- Academic Audit
- Curriculum Restructuring
- Administration Reforms
- Examination Reforms
- Enhance Research Activities and Publications
- Faculty Development and Exchange Programmes
- Enhance Consultancy Services
- Introduction of eco-friendly infrastructure facilities
- Introduction of Traditional and Nutritious Food on Campus

Name DR SANDRA JOSEPH

Name DR. SR. JASINTHA QUADRAS



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
