



(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 2015-May 2016

(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

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2015 - 2016

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

smc@md3.vsnl.net.in
principal@stellamariscollege.edu.in
jquadras@yahoo.com

Contact Nos.

Tel.No:91-44 - 28111987/28111951

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:

(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)

EC/66/RAR/134 Dated: 21.2.2014

1.5 Website address:

www.stellamariscollege.edu.in

Web-link of the AQAR:

<http://www.stellamariscollege.org/documents/iqacagarreport2015-16.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Five Star	-	2000	2005
2	2 nd Cycle	A	3.57	2008	2013
3	3 rd Cycle	A	3.68	2014	2019
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

15/09/2004

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)

1. AQAR for the year 2012 – 2013 submitted to NAAC in February 2014
(after the Assessment and Reaccreditation by NAAC (Third Cycle)
2. AQAR for the year 2013 – 2014 submitted to NAAC in February 2015
3. AQAR for the year 2014 – 2015 submitted to NAAC in January 2016

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

*UGC and University of Madras

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. **IOAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

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 Level

(ii) Themes

The following were the broad thematic areas that emphasised on enhancing the quality of education through the IQAC:

1. Better utilization of ICT on Campus

- MOOCS – access to online learning
- Training on R software for question bank preparation

2. Initiating skill based learning through introduction of skill based programmes and courses

- Skill based elective courses offered by all departments
- Proposal for B. VOC submitted to UGC

3. Institutional Building

- Enhancing Leadership Skills, Personal and Professional effectiveness for Faculty members
- Enhancing Research Skills for faculty members
- Establishment of the DQAC (Departmental Quality Assurance Cell) for enhancing quality and assuring sustenance on campus.

2.14 Significant Activities and contributions made by IQAC

The IQAC aims to facilitate processes and opportunities for all faculty members, administrative staff and students to enhance performance and develop skills at all levels, thereby making quality assurance an integral part of functioning on campus.

Stella Maris College has been awarded the ‘**Colleges with Potential for Excellence**’ on April 12, 2016, granted by the UGC, New Delhi.

This academic year the IQAC has focused attention on increasing personal effectiveness of faculty members, creating opportunities with new methodologies of teaching/learning and building capacities of personnel at various levels in the college.

The IQAC maintains all reports of activities and proposals submitted to various statutory bodies. It also maintains a record of all departmental activities carried out through the year. Mandatory reports such as the Annual Academic Progress Report, the Annual Report for Affiliated Colleges were submitted to the UGC and the University of Madras respectively. The Annual Quality Assurance Report was submitted to the National Assessment and Accreditation Council (NAAC). The All India Survey on Higher Education – Teachers Information Form for University/ Institutions and Annual Data Capture – Format II was submitted to the Ministry for Human Resources Development (MHRD). Specific reports were submitted to the National Centre for Promotion of Employment for Disabled People.

As a quality sustenance strategy, and for the smooth functioning of activities, all departments are a part of the IQAC body represented by faculty members and students’ representatives. The aim of this session was to enable the activities of the IQAC to be more participatory in nature and provide the faculty and students with suitable needs. Faculty representatives of departments regularly update the IQAC database documenting all departmental activities. Through its activities, the IQAC hopes to channelize all endeavours and quality measures towards the institution’s core mission of service and high quality education. The following table indicates the schedule of programmes organised by the IQAC for the academic year 2015-2016.

Sl. No.	Date	Title	Resource Person
1.	Apr 2, 2015	Regional Seminar on 'New Education Policy'	Rev. Fr. Pushparaj, St Joseph's College, Trichy
2.	Apr 27, 2015	IQAC Advisory Board Meeting	Advisory Board and IQAC members
3.	June 8, 9 & 10, 2015	Orientation Sessions for newly recruited faculty	Senior Faculty Members, Stella Maris College
4.	June 10, 2015	Session on Basic Counselling Skills	Ms. Nirmala Nandakumar Senior Consultant & Faculty
5.	June 11, 2015	Sessions on Creative Ways of Communicating the Word of God	Fr. Gilbert Choondal sdb
6.	June 12, 2015	Sessions on 360 Degree Leadership	Mr. V. A. George CEO –Thejo Engineering, Chennai
7.	June 12, 2015	Session on 'We are a Big Team with One Big Goal'.	Mr. Wilfred Davidar, Principal Secretary to Government of Tamil Nadu Mrs. Shanthi Davidar Psychiatrist, CSI Rainy Hospital, Chennai
8.	June 12, 2015	Session on Teaching Value Education	
9.	June 12, 2015	Session on Concepts and Styles of Leadership	Mr. V. A. George CEO –Thejo Engineering, Chennai
10.	June 15, 2015	Session on Orientation to MOOCs	Prof. K. Mangala Sunder IIT – Madras, Chennai
11.	June 15, 2015	Session on Skills Development in Higher Education-Need and Importance	Dr. L. S. Ganesh Professor and Former Dean, IIT – Madras, Chennai
12.	Aug 6, 2015	Session on Personal Effectiveness	Fr. Joe Andrew sdb
13.	Sept 26, 2015	'R' Workshop for Question Bank Preparation	Dr. Venugopal Retd. Prof. in Statistics, Maharani College, Mysore
14.	Oct 7, 2015	IQAC Review Meeting	IQAC Faculty Members
15.	Nov 30, 2015	Session on Response to National Higher Education Policy	Fr. Xavier Alphonse Founder Director of Centre for Research and Development of Community Education (ICRDCE), Chennai
16.	Dec 10, 2015	Workshop on Psychosocial Care & Support	Psychosocial Care & Support Team NIMHANS, Bangalore
17.	Feb 16, 2016	Session on Teacher Effectiveness	Dr. Maher Spurgeon Asso. Prof. of Philosophy, Madras Christian College, Tambaram
18.	Mar 5, 2016	Session on Strength-based Leadership	Prof. Jonathan Michael Foresight Leadership Solutions, Adjunct Faculty Trinity Western University, Canada

2.15 Plan of Action by IQAC/ Outcome

The plan of action chalked out by the IQAC in the beginning of the academic year (2015-2016) towards quality enhancement is executed as per the suggestions recommended during the advisory meetings of the IQAC and during the course of the academic year 2014-2015. Feed back is obtained from participants for all sessions.

Proposed Plan of Action	Achievements (2015-2016)
To organise Teacher Effectiveness Programmes for Faculty Members	Fifteen Programmes organised for faculty to enhance effectiveness, teaching and learning.
Enhance learning through ICT	MOOCs \ NPTEL and 'R' software workshop Wi fi in Library enhances learning through better & quicker access to information
To introduce skill-based learning through offering Elective Courses and the introduction of Skilled Based Programmes	<ul style="list-style-type: none"> • Curriculum has been restructured in all programmes to include elective courses that are skill based. • Proposal submitted for two B. Voc Degree programmes B. Voc Programmes sanctioned by the UGC vide communication dated July 29, 2015 [D.O. No. F.2-34/2015 (B. Voc)] • Affiliation to start B. Voc programmes from University of Madras vide communication dated September 16, 2015 No. A1/FFJ/2015-2016/789 to consider initiating B. Voc. courses for academic year 2016-2017. • Proposal submitted to University of Madras for introducing B. Sc Psychology (Shift II) (Submitted proposal to the University of Madras on October 16, 2015 for grant of affiliation) and BBA programmes. • Submitted proposal to the University of Madras on October 16, 2015 for grant of affiliation for B.B.A degree (Shift II)
To enhance Research Output	<p>Paper presentations - 46 Arts - 22 Sciences - 11 Commerce – 13</p> <p>Publications - 63 Arts - 10 Sciences - 45</p>

	Commerce – 8 Books - 13 Arts - 11 Sciences - 1 Commerce – 1
To consolidate and strengthen Outreach	The outreach programmes of the College are institutionalized and streamlined to work in three different areas: <ol style="list-style-type: none"> 1. Outreach for the urban poor through Stella Maris Centre for Development of Resources for Inclusion and Vocational Enrichment – SMCDRIVE 2. Outreach for the rural poor through Stella Maris College Extension Project Centre SMCEPC Work with the rural poor and through Stella Maris Centre for Networking & Communications – SMCNC 3. Outreach for marginalized groups (elderly children, dalits, differently abled, transgender etc) through Social Awareness Programme (SAP) and Service Learning (SL) projects

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Sl. No.	Proposed Plan of Action (2014-2015)	Achievements (2015-2016)
1.	To start new programmes	
	B. Voc (Shift II)	B. Voc Programmes sanctioned by the UGC vide communication dated July 29, 2015 [D.O. No. F.2-34/2015 (B. Voc)] Affiliation to start B. Voc programmes from University of Madras vide communication dated September 16, 2015 No.A1/FFJ/2015-2016/789 to consider initiating B. Voc. courses for academic year 2016-2017
	B.Sc. Psychology (Shift II)	Submitted proposal to the University of Madras on October 16, 2015 for grant of affiliation for B. Sc Psychology degree (Shift II)

	B.B.A (Shift II)	Submitted proposal to the University of Madras on October 16, 2015 for grant of affiliation for B.B.A degree (Shift II)
2.	Strengthen International Collaborations in Higher Education and Research Partnerships	
		<p>An MoU was signed with the Liverpool Hope University, UK, on January 28, 2015 in recognition of institutional collaboration ensuing the IMBA Programme that commenced in June 2015. The students completed their 1st Phase in SMC (Postgraduate Certificate in International Business) and the 2nd Phase in Liverpool Hope Business School.</p> <p>Stella Maris College and Trinity Western University, Canada signed an MoU on February 26, 2015 following which a Workshop titled “Strength- Based Leadership” was conducted for the student leaders.</p>
3.	Enhance Skill Component in all Programmes	
		<p>Through the course restructure process skill based courses were introduced in every department for the academic year 2015-16.</p> <p>The courses aim at promoting skill based learning among the students in specific areas of their interest. Departments have identified areas that offer scope for skill based learning that build the students’ skills in the chosen discipline of study.</p> <p>These courses aim at providing an opportunity to enhance learning in a environment that is participatory in nature.</p>
4.	Expand Community Outreach Programmes	
		<p><u>Stella Maris Centre for Development of Resources for Inclusion and Vocational Enrichment-SMCDRIVE:</u></p> <p>Initiated on October 27 2015 the Centre realigned its activities in keeping with the emerging needs of society. It works with women, children, adolescents, youth, transgender, the differently-abled and other groups keeping with its vision of empowering poor and disadvantaged individuals, families and communities towards fostering an inclusive and just society.</p> <p><u>Stella Maris Centre for Networking & Communications (SMCNC):</u> Set up in the year 2013, the Centre enables the College to reach out to Corporates, Government and Non-Governmental</p>

		<p>Organisations.</p> <p><u>Stella Maris College Extension Project Centre SMCEPC</u> is located 57 kms from the campus. A Common Service Centre (CSC) was launched at Thirupachur Village on October 3, 2015.</p> <p><u>Social Awareness Programme (SAP) and Service Learning (SL)</u>: seeks to enable and encourage student participate and grow in awareness of the needs of those who are economically and socially marginalized. The programme ensures that theoretical inputs are supplemented with action-based initiatives aimed at encouraging students to become active agents of social change.</p> <p>Service Learning is based on a mutual relationship where learning reinforces and strengthens service and service enriches and expands the boundaries of learning.</p>
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PART – B

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 (existing)	Number of value added / Career Oriented programmes
PhD	6	1 Chemistry Approval Communication letter dated 13/August/2014 Initiated in 2015- 2016	6	
PG	12	-	7	
UG	15	1 B. Com A&F Approval Communication dated 26/May/2015	6	
PG Diploma	2	0	2	
Advanced Diploma	-	-	-	
Diploma	1	-	1	
Certificate	10	2	-	
Others (M. Phil)	5	-	4	
Total	51	4	26	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	38 (UG+PG+M.Phil+PhD) Programmes 10 Certificate Courses
Trimester	--
Annual	2 (PG) Diploma Courses 1 Diploma Course

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

Mode of feedback : Online Manual Co-operating schools (for PEI)

MODE OF FEEDBACK

Teaching excellence is measured through structured online feedback systems that assess teacher effectiveness for every course. Class Committee Meetings are conducted once every semester to review the academic programme. The Class Committee consists of five student representatives, Vice Principals and Deans of Academic Affairs. These meetings are important forums where students give their feedback on course content, teaching methodology, evaluation procedures, attendance, infrastructure facilities, mentoring, internships, and Student Training Programmes (NCC, NSS, YRC, Sports and Games, SAP).

The feedback and suggestions given at the CCMs are recorded by the Deans of Academic Affairs and the Vice Principals who lead and direct the CCMs. The feedback and suggestions are discussed and reviewed by the faculty and remedial measures taken if required. The feedback is also used during subsequent revision of syllabi, to improve the teaching-learning-evaluation process, infrastructure, resources and facilities, to ensure the effective implementation of academic and administrative processes and to streamline Student Training Programmes. In addition to formal feedback, individual faculty members also obtain informal feedback from students, consider them and use them for improving their performance.

Student evaluation of teachers is done online for all courses taught in each semester. This is conducted after the second CA tests in a structured manner and confidentiality is maintained throughout the exercise. The evaluation is based on the following parameters: knowledge of subject, methodology, evaluation and testing, levels of professionalism and the student-teacher relationship. The questions on the online feedback form pertain to areas such as the teacher's knowledge of the subject, the guidance the students receive in reference work, handling of the subject, completion of syllabus within the specified time, communication skills, teaching methodology, objectivity and impartiality in evaluation, punctuality. Course teachers can view the consolidated report of the feedback on the intranet, in the form of computer generated bar diagrams. The feedback helps in enhancing teacher effectiveness. The Principal also discusses the general comments during the general staff meetings and specific problems are addressed with individual faculty members.

Parents are encouraged to give feedback to respective departments and the college. Parent-teacher meetings are regularly conducted.

During the annual Board of Studies meetings held in Departments, Annual Academic Council meeting and the IQAC Advisory meetings, members evaluate existing curricula and discuss ways of improving students' academic experience and performance. The members of the Governing Body examine the results of the various programmes and suggest ways to improve student learning outcomes.

Feedback is also obtained from the alumnae at the periodic AASMC alumnae meets that are organised by each department. India Today and The Week conduct a survey annually to select top colleges in the country. The College has been consistently ranked among the top twelve colleges at the national level.

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

Revision and update of syllabi is regularly presented and passed in the Academic Council Meeting. The Academic Council meeting was held on 9 April, 2016. The following are the salient aspects of revision/ update made by the departments:

Aspects of revision:

Modifications in title of Papers (Mathematics)

Shift in optionals from one Semester to another (Mathematics)

In consultation with experts on the Boards of Studies, feedback is incorporated. Minor modifications are made in the syllabi.

The recommendations of the UGC, the NAAC, the University of Madras, the Autonomy Review Commission, Governing Body, Academic Audit Committee and the Curriculum Restructure Committee are considered for the revision process.

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

NEW DEPARTMENTS:

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

ADDITIONAL SECTION:

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

NEW CENTRES:

- Stella Maris Center for Development of Resources for Inclusion and Vocational Enrichment. SMC DRIVE was initiated on 27 October, 2015. An MoU was signed on 27th October, 2015 with the NGO, 'The Banyan' to provide professional counselling services to students and community

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
183	134	39	--	10

2.2 No. of permanent faculty with Ph. D:

90

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (2015-2016)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
25	-	-	-	-	-	6	-	31	-

2.4 No. of Guest and Visiting faculty and Temporary faculty:

6

2.5 Faculty participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	42	37	29
Presented papers	30	14	2
Resource Persons	3	--	57

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

Skill based Learning: With the syllabus restructure under the choice based credit system vocational courses aim at promoting skill based learning in specific areas of students' interest. All departments have introduced courses with skill based learning components that equip students with requisite skills in the chosen discipline of study.

Learning through ICT: Introduction of online learning through NPTEL (MOOCs). Two-hundred and nine students from the departments of Botany, Chemistry, Commerce, Computer Science and Mathematics completed the course offered by the National Programme on Technology Enhanced Learning Project, (NPTEL), a joint initiative by seven IITs and IISc Bangalore. S. V. Kruthika of III B. Com was ranked third in the country for completing the course on Practical English: Learning and Teaching.

Research based learning: At the undergraduate level research projects are introduced for the third-year students.

Other ongoing innovative processes are:

English language and Life Skills programme

Stella Maris Pathway Programme:

Language Partnership Programme

Remedial Coaching Programme

The College continuously endeavours to innovate and implement processes that enhance teaching/learning and evaluation on campus.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution

- All supplementary exams can be taken by students across all semesters. Students who miss both CA tests are allowed to complete the requirement as an end-semester examination in the subsequent semesters.
- Single evaluation by external examiners for the undergraduate courses of 2015 batch onwards was introduced.
- Re-evaluation of answer scripts is permitted for the batch of undergraduate students of 2015 onwards, under Part III of the curriculum – Major Core, Major Electives, Allied Core and Allied Electives.
- Students obtain photocopies of answer scripts from Examination Office on payment of a prescribed fee within two days of the declaration of results.
- Evaluation for both Undergraduate and Postgraduate students is based on Continuous Assessment and the End Semester Examination held at the end of each Semester.

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

All faculty members are involved in curriculum restructuring/ revision/ syllabi revision. Faculty are members of their respective departmental Boards of Studies.

Feedback from course teachers and interaction with students in the respective departments contribute to incorporating ideas, current trends and interdisciplinary courses in the various programmes.

2.10 Average percentage of attendance of students

85%

B. Voc – 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of Students Appeared	Distinction	First	Second	Third	% of Pass
B.A History	58	3	11	18	9	70.69
B.A Sociology	59	2	25	13	9	83.05
B.A Economics	67	20	26	4	-	74.63
B. V. A Fine Arts	54	6	39	5	-	92.59
B. A English	70	5	27	24	6	88.57
B. Com - Section - A	70	15	34	17	1	95.71
B. Com - Section - A	67	15	36	10	1	92.54
B. Com - Section - B	68	10	38	9	1	85.29
B. Com - Section - C	68	6	37	21	1	95.59
B.Com. Corporate Secretaryship	69	6	30	26	4	95.65
B.Sc. Mathematics – Section- A	70	26	27	11	1	92.86
B.Sc. Mathematics – Section -B	69	22	27	15	-	92.75
B.Sc. Physics	48	19	20	7	-	95.83
B.Sc. Chemistry	49	17	27	4	-	97.96
B.Sc. Plant Biology & Plant Biotechnology	45	4	19	16	1	88.89
B.Sc. Advanced Zoology & Biotechnology	50	5	30	10	1	92.00
B.C.A Computer Application - Section- A	49	9	23	12	-	89.80
B.C.A Computer Application - Section- B	48	15	28	4	-	97.92
B.S.W - Social Work	47	2	33	6	-	87.23
M. A International Studies	19	-	15	-	-	78.95
M. A Economics	21	3	14	1	-	85.71
M. A Fine Arts	12	-	6	-	-	50.00
M.A. English	35	1	29	2	-	91.43
M.A. Public Relations	17	9	8	-	-	100.00
M.S.W - Social Work	38	1	27	4	-	84.21
M.Com Commerce	38	12	25	-	-	97.37
M.Sc. Mathematics	42	19	22	-	-	97.62
M.Sc. Information Technology	19	8	6	2	-	84.21
M.Sc. Bio Informatics	4	2	2	-	-	100.00
M.Sc. Chemistry	22	7	9	-	-	72.73
M.Sc. Biotechnology	9	2	7	-	-	100.00

2.12 How does IQAC contribute/monitor/evaluate the teaching & learning processes:

The IQAC periodically conducts programmes to explore avenues that enhance teacher effectiveness through the organisation of professional skills development training programmes. The college encourages faculty members to identify distinguished industrialists, field practitioners and researchers to share expertise with students through guest lectures, workshops, seminars and conferences.

The Principal along with the Vice Principals, Deans of Academic Affairs and the IQAC discuss and plan methods to incorporate and implement new ideas and creative projects for departments. Members of the faculty are encouraged to constantly update the syllabi and identify teaching methodologies that enhance learning.

As part of the quality enhancement/sustenance the following are the measures adopted:

- Restructuring the curriculum (once in three years)
- Periodical review of the teaching-learning process organised at the end of each semester in the respective Departments through the establishment of the DQAC.
- Feedback from students on curriculum, teaching, learning and evaluation.

The college has a well-structured feedback system that evaluates the teaching and learning processes. The feedback and suggestions given at the Class Committee Meetings are recorded by the Deans of Academic Affairs and the Vice Principals who lead and direct the CCMs. The feedback and suggestions are discussed and reviewed by the faculty and remedial measures taken if required.

Student evaluation of teachers is done online for all courses taught in each semester. This is conducted after the second CA tests in a structured manner and confidentiality is maintained throughout the exercise. The evaluation is based on the following parameters: knowledge of subject, methodology, evaluation and testing, levels of professionalism and the student-teacher relationship. The Principal also discusses the general comments during the general staff meetings and specific problems are addressed with individual faculty members.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	3
HRD programmes	12
Orientation programmes	3
Faculty Exchange programmes	--
Staff training conducted by the University/College	17
Staff training conducted by other Institutions	1
Summer / Winter schools, Workshops, etc.	--
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	117	-	-	-
Technical Staff	12		-	-

Criterion – III

3. Research, Consultancy and Extension

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

<p>The IQAC collaborates with the Research Centre (SMICMR) in organising research capacity building programmes both for faculty and students.</p> <p>It encourages and lends support to faculty members in the submission of Major and Minor research projects to the UGC and other research funding bodies.</p> <p>In the new curriculum restructure allocation of credits for mini research projects at the undergraduate level is proposed.</p> <p>It recommends students and faculty members in the participation of research training programmes offered by other institutions.</p>
--

3.2 Details regarding Major Research Projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	--	1
	UGC Major Research Project (Maths)	UGC Major Research Project (Chemistry)	--	--
Outlay in Rs. Lakhs	Rs.8,50,400/-	Rs.9,78,800/-	--	--
Number	--	1	--	--
	--	DST FIST (PG Science Depts)	--	--
Outlay in Rs. Lakhs	--	Rs. 1,00,00,000/-	--	--

3.3 Details regarding Minor Research Projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	--	--
	--	UGC Minor Research Project (Social Work)	--	--
Outlay in Rs. Lakhs	--	Rs.2,70,000/-	--	--
Number	--	1	--	--
Number	--	UBCHEA Minor Research Project (Zoology, History, Social Work)	--	--
Outlay in Rs. Lakhs	--	\$5.000/-	--	--

3.4 Details on Research Publications

	International	National	Others
Peer Review Journals	7	10	-
Non-Peer Review Journals	-	1	-
e-Journals	12	-	-
Conference Proceedings	35	-	-

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 Amount
Major projects				
UGC Major Research Project (Maths)	2011-2014	UGC	Rs.8,50,400/-	--
UGC Major Research Project (Social Work)	2011-2013	UGC	Rs.7,06,600/-	Rs.3,21,260/-
UGC Major Research Project (Chemistry)	2013–2016	UGC	Rs.9,78,800/-	--
Minor Projects				
UGC Minor Research Project (Social Work)	2015 – 2017	UGC	Rs.2,70,000/-	--
Interdisciplinary Projects				
Major projects				
DST FIST (PG Science Depts)	2016 – 2021	DST FIST	Rs. 1,00,00,000/-	--
Minor Projects				
UBCHEA Minor Research Project (Zoology, History, Social Work)	2015–2018	UBCHEA	\$5.000/-	Rs.3,23,848/-
Industry sponsored	2016-2018	No funding	Lab Facilities used	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No.

9

Chapters in Edited Books

2

ii) Without ISBN No.

4

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)

* UBCHEA & DST FIST

3.10 Revenue generated through consultancy

3.11 No. of conferences/seminars/workshops organized by the Institution:

Level	International	National	State/ Regional	Inter- collegiate	College/ Departmental
Number	2	1	18	5	31
Sponsoring agencies	Goethe Institute Chennai Stella Maris College	Chennai Centre for China Studies	Star College Fund (DBT) Ministry of Science and Technology, Govt. of India	Star College Fund (DBT) Ministry of Science and Technology Govt. of India	Star College Fund (DBT) Ministry of Science and Technology, Govt. of India Integra Forum, Dept. of Mathematics

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 Management of University/College
 Total

3.16 No. of patents received this year

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

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
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:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="6"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="13"/>
National level	<input type="text" value="8"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="3"/>
		Any other	<input type="text"/>

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

Stella Maris Centre for Development of Resources for Inclusion and Vocational Enrichment-SMCDRIVE:

Initiated on October 27 2015 the Centre realigned its activities in keeping with the emerging needs of society. It works with women, children, adolescents, youth, transgender, the differently-abled and other groups keeping with its vision of empowering poor and disadvantaged individuals, families and communities towards fostering an inclusive and just society.

The Centre provides basic counselling and clinic services, links resources with people by providing referral services, trains and equips volunteers with basic helping skills (Lay Counselling), offers livelihood skills programmes for women, children and youth, provides education and support services for children, develops support groups for families in keeping with the changing trends in family and society and collaborates with Government and Non-Government Organizations in executing development programmes that enhances people's well-being.

Stella Maris Centre for Networking & Communications (SMCNC): Set up in the year 2013, the Centre enables the College to reach out to Corporates, Government and Non-Governmental Organisations. It facilitates networking of different activities of the departments with these organisations. The Centre assists in the utilisation of different print, broadcast and other media by the College so that communication becomes an integral part of the educational services of the College.

Its major role is to catalyse knowledge, encourage entrepreneurship and promote intellectual connectivity of the College with global, national and regional organisations through computers, internet and video-conferencing.

Stella Maris College Extension Project Centre SMCEPC is located 57 kms from the campus. A Common Service Centre (CSC) was launched at Thirupachur Village on October 3, 2015.

On October 7, 2015 Anganwadi workers underwent the Level 1 Computer training under the National Digital Literacy Mission. In collaboration with the Indian Institute of Corporate Affairs, New Delhi, a nine month online certificate programme in Corporate Social Responsibility (C.S.R) was organised and completed.

Social Awareness Programme (SAP) and Service Learning (SL): seeks to enable and encourage student participate and grow in awareness of the needs of those who are economically and socially marginalized. The programme ensures that theoretical inputs are supplemented with action-based initiatives aimed at encouraging students to become active agents of social change. Service Learning is based on a mutual relationship where learning reinforces and strengthens service and service enriches and expands the boundaries of learning.

SAP/ SL aims at:

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

Students are expected to earn 2 credits by completing any one of the following course options:

- Heritage Awareness
- Rural Realities - Village Visit
- Child Welfare /Art for Children
- Pollutants and Adulterants
- Plants and People
- Health and Hygiene
- Care of the Differently Abled
- Computer Basics
- Urban Realities
- Welfare of the Aged
- Socio Economic issues
- Civic Awareness

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	80	9	-	-
Laboratories	20	-	-	-
Seminar Halls	6	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	5	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	84.51	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Computerization of Administration:

- Internet leased line upgraded 8-12 mbps.
- Campus Wi-Fi access facility extended to library and OAT for students and staff.
- 130 new computers replaced across departments.
- Online Application for admission to UG & PG Courses.
- System OS upgraded from Windows XP to Windows7
- Smart boards and IP based Video Conferencing facility for Research Department.
- New Projectors provided for few departments
- CAT 6 replaced by Fiber internet connection for all departments separately from cc block.

Computerization of Library:

- Wide screen flat panel monitors has been installed for the browsing computer systems in the new air conditioned enclosure both in UG and PG library
- New book scanners have been procured for Remedial & Commerce departmental libraries
- With the advent of a new colour printer, Colour printing & Scanning facilities for the college community has commenced
- Headphone sets for accessing Audio based courses in the UG browsing enclosure
- In the postgraduate library, Hard disk memory of OPAC computer systems have been increased to 2 GB RAM
- An External Hard disk for the backup of the Institutional Depository “DSpace” has been procured

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	105506	Rs.5,27,763	1021	Rs.10,60,702	106527	-
Reference Books	-	-	-	-	-	-
e-Books	93,809 approx.	Avl in N-List, Questia & EBSCO Database	0	-	93,809 approx.	-
Journals	100	Rs.4,11,489	0	-	100	Rs.4,11,489
e-Journals	8247 Appx.	Avl in N-List, Questia & EBSCO Database	8,247	-	8247 Appx.	-
Digital Database	3	Rs. 2,43,149	3	Rs.2,59,169		Rs.2,59,169
CD & Video	837	NA	3	NA	840	NA
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	596 Computers	310 Computers	12 mbps	87	-	115	52	32
Added	--	--	10 mbps	-	-	-	-	-
Total	596	310	22 mbps	-	-	115	52	32

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

Computer and Internet Access:

- Internet leased line upgraded 8-12 mbps.
- Campus Wi-Fi access facility extended to library and OAT for students and staff.
- 130 new computers replaced across departments.
- Online Application for admission to UG & PG Courses.
- System OS upgraded from Windows XP to Windows7
- Smart boards and IP based Video Conferencing facility for Research Department.
- Projectors provided for some departments
- CAT 6 replaced by Fiber internet connection for all departments separately

Training for Teachers on technology upgradation:

- A workshop was organised in the use of 'R' software for faculty members
- An orientation on ICT enabled learning was organised for faculty members (MOOCS and NPTEL)

4.6 Amount spent on maintenance in lakhs :

i) ICT

10.85

ii) Campus Infrastructure and facilities

89.60

iii) Equipments

134.66

iv) Others

4.76

Total :

239.87

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC networks along with the Office of the Student Deans. It recommends needy students, provides linkages with other institutions and organisations for collaborative programmes that enhance student participation and leadership qualities.

The students wing of the IQAC functions as a link between the students and the IQAC. The student wing comprises of class representatives from every department. They offer suggestions and ideas on student needs, and to enhance student participation in programmes. Currently the IQAC has 55 students as part of the IQAC Student wing.

5.2 Efforts made by the institution for tracking the student progression

The College has a mentoring system in place. 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

4397

(b) No. of students outside the State

187

(c) No. of International students

19

Men	No	%	Women	No	%
	--	--		19	0.43

Last Year (2014-2015)						This Year (2015-2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1370	513	42	2201	17	4126	1397	724	33	2243	12	4397

Demand ratio	1: 8.8	Dropout %	5.25%
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5.4 Details of student support mechanism for coaching for competitive examinations (If any)

IAS Coaching:
Eighty students enrolled for the IAS Coaching classes held from July- December 2015.

No. of students beneficiaries 80

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	18
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

The Student Counselling and Career Guidance Centre extends counselling assistance to students with academic concerns. These services are provided on appointments that seek to enable students 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 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. The staff at the CGC organise training programmes and attend meetings and conferences to connect with placement agencies.

RECRUITMENT

Four hundred and fifty students registered at the Career Guidance Cell during the campus recruitment programme. Many students have been placed in various multinational companies. Some of the companies that visited this year were Goldman Sachs, Deloitte, KPMG, Ernst & Young, Mckinsey, Tata Capital, RBS, Google, Facebook, Thomson Reuters, Cognizant Technologies, Tech Mahindra, Wipro, Zoho Technologies CNSI, Sutherland and Verizon. The job profiles varied from analyst, research associate, programmer, content writer, and designer to teaching, customer support and HR. Nearly 65% of our students are placed in the various companies.

ERNST & YOUNG (EY) SCHOLARSHIP

Stella Maris College is chosen for the EY scholarship. It is a case study competition. A keenly fought competition with 63 entries, with 5 finalists, this year's winner is Nikita Wilson of B. Com (2nd year). Apart from a cash award of 1 lakh the winner gets to intern with EY for two months in summer and also gets her first job with EY after graduation.

No. of students benefitted

465

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	258	3

5.8 Details of gender sensitization programmes

The IQAC Coordinator serves as a member of the Women's Studies Cell. Several gender related programmes are organised in keeping with the needs of the students. The Centre for Women's Studies organized a one day workshop titled "Gender Identity and Sexuality" on 10 October, 2015. International Women's Day was commemorated on March 8th, 2015. The Chief Guest for the event was Padmasri Dr. Jaya Arunachalam, eminent women activist and social worker. Students and Faculties from all departments were part of the celebration.

Various competitions were conducted amongst students and prizes were distributed. A diploma certificate was awarded to students who completed two general elective courses and participated at least in a workshop organized by the Centre for Women's Studies

A one day workshop for the English Language and Life Skills Students on Women's Empowerment was conducted on March 14th 2015. The first session was Media and Women, second session on Verbal Abuse and third session was an interactive one. Certificates were distributed to the students at the end of the workshop.

The Centre for Women's Studies along with Indian Association for Women's Studies (IAWS), Regional Association for Women's Studies, Bharathidasan University, Ethiraj College for Women and the University of Madras co-organized the Southern Regional Workshop on "Documenting Contributions of Women's Movements, Women's Organizations and Women" on 18 & 19, February, 2015. More than 100 participants from different parts of India attended the workshop.

Departments are encouraged to organised gender related seminars, conferences and workshops. Students are encouraged to participate in events organized by other institutions, NGOs and GOs concerning gender issues. Extension programmes of the College are specifically geared towards gender development and women's concerns.

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	608	2999220
Financial support from government	1112	6556292
Financial support from other sources	327	1641511
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: 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:

The vision of the College is 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:

The mission of the 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 Institution has its own tailor-made database for financial accounting programmed to suit the requirements of the college. The Administrative Office, Office of the Academic Deans, office of the Controller of Examinations and the IQAC have specific programmes for creating databases. Reports are generated for specific departments whenever necessary.

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

6.3.1 Curriculum Development

The College employs a systematic approach to curriculum restructuring, in response to the changes in external environment at both national and global levels.

From the academic year 2015–2016 students are expected to earn a minimum of 149 credits for an undergraduate degree, 91 for a postgraduate degree and 36 for the M. Phil Degree. Students of Visual Arts (UG programme) should earn a minimum of 174 credits for the degree.

The introduction of Allied Elective courses allows the student an option of choosing one 5 credit Allied Elective course from a pool of courses offered by related departments. Extra credits for independent electives, research, internships, projects, certificate courses, and vocational courses are awarded.

The teaching-learning process – thrust on skill development and application-oriented assignments and course work.

6.3.2 Teaching and Learning

Courses offer students a range of avenues for learning, thus optimising the effectiveness of the teaching–learning process. Focus is on student–centered learning pedagogies that encourage students to become involved in their own learning and thereby become active participants in the educational process.

A wide range of teaching/learning strategies such as collaborative/team teaching, integration of technology in the classroom, experiential and hands–on learning experiences, field and industrial visits, project work, summer internship, mandatory dissertation writing at the postgraduate level, group discussion, seminar, peer Learning, paper presentations, term paper and auditing of classes.

The following activities augment learning outcomes:

- Capacity building programmes on Soft Skills, Life Skills, Seminars, Conferences and Workshops conducted by the College and the departments at Regional, State, National and International levels.
- Interdepartmental and Intercollegiate academic, cultural and co–curricular activities.
- The Entrepreneurship Development Cell which orients students about entrepreneurship and motivates them for successful entrepreneurship.
- Inter–collegiate departmental fests, inter–year and inter–collegiate cultural programmes, Parliamentary debates, the college play, seminars, workshops and conferences at the International/ National/ Regional/ State levels that provide avenues for students to develop their talent and skills, and also hone their organisational and management skills.
- PG Diploma/Diploma /Certificate Courses.

6.3.3 Examination and Evaluation

Single evaluation by external examiners for the undergraduate courses of 2015 batch onwards was introduced. Re–evaluation of answer scripts is permitted for the batch of undergraduate students of 2015 onwards, under Part III of the curriculum – Major Core, Major Electives, Allied Core and Allied Electives. Students can obtain photocopies of the answer scripts from the Examination Office on payment of the prescribed fee within two days of the declaration of results. The revised result, which is the better of the two marks, is communicated to the student after ten working days from the receipt of application for re–valuation. Careful and meticulous planning is done in the smooth conduct of end semester examinations. The process is as follows:

Question papers set by external examiners

Question paper scrutiny is done by DQAC (Departmental Quality Assurance Committee)

The preparation of question papers, the conduct of end semester examinations and valuation is carried out at the Office of the Controller of Examinations

Norms for Consolidation of Marks are set

Class–wise Mark Galley showing codes, CA marks and ES marks after verification is prepared

Standing Committee meeting is held within a period of two weeks from the date of the last examination

Passing of results by Standing Committee after moderation

The results are released within two weeks after the approval of the Standing Committee

Online Declaration of Results and through Mark Galley

Mark Sheet Distribution

Conduct of Graduation Ceremony after Degrees are issued by the University

6.3.4 Research and Development

The Stella Maris International Centre for Multidisciplinary research facilitates the core research departments of the College- Mathematics, English, Social Work, Economics, Fine Arts and Chemistry. It aims to integrate a research ambience within the academic climate positioning research as a best practice at all levels of academic programmes.

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.

Strategies to Strengthen Research Development:

- Research Promotion:
 1. Capacity building sessions for researchers
 2. Increase in research publications (Improvement Strategies through conducting workshops, seminars, Training programmes etc)
- Mobilisation and Facilities
- Research Engagement and Management
- Networking and Research Technology Support
- International research collaborations bringing together a sustained network of institutional links and partnerships.
- Provide and maintain infrastructure and basic facilities for research at all times.
- Provide incentives and research facilities to academic staff to conduct research in and outside the country.
- Provide adequate and trained human resources to promote research activities.

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

- The Library has been partially air conditioned thereby making use of computers more comfortable in June 2015
- Wide screen flat panel monitors has been installed for the browsing computer systems in the new air conditioned enclosure both in UG and PG library in June 2015
- New book scanners have been procured for Remedial & Commerce departmental libraries in June 2015
- With the advent of a new colour printer, Colour printing & Scanning facilities for the college community has commenced from July 2015.
- Three Headphone sets for accessing Audio based courses in the UG browsing Enclosure in February 2016.
- Hard disk memory of OPAC computer systems have been increased to 2 GB RAM February 2016.
- An External Hard disk for the backup of the Institutional Depository “DSpace” has been procured in February 2016.
- Under the NME-ICT funded by UGC, UGCINFONET Digital Library Consortium extends access to e-resources.
- Bookshare, an online community that enables students with visual and other print disabilities to legally share and download scanned academic resources in December 2015. Hence six computer systems with JAWS (Job Access with Speech) software has been added to the library in March 2016.

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

An MoU was signed with the Liverpool Hope University, UK, on January 28, 2015 in recognition of institutional collaboration ensuing the IMBA Programme that commenced in June 2015. The students completed their 1st Phase in SMC (Postgraduate Certificate in International Business) and the 2nd Phase in Liverpool Hope Business School.

Stella Maris College and Trinity Western University, Canada signed an MoU on February 26, 2015 following which a Workshop titled “Strength- Based Leadership” was conducted for the student leaders.

INTERNATIONAL COLLABORATIONS

In partnership with Liverpool Hope University, UK we have the International MBA programme running in its 3rd year.

With Trinity Western University, Canada Certificate programmes in Leadership and Environment studies are initiated.

Student exchange programmes with Liverpool Hope, University of Paris and with State University of Georgia and Trinity Western, Canada

6.3.9 Admission of Students

For the academic year 2015-2016 the college adopted the online application system. Help desks are available on campus to assist in the online application process. 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.

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.

6.4 Welfare schemes for:

Teaching	Loan facilities Flexi-timings for medical reasons Contributory Provident for Management Faculty Contribution towards Medical Insurance Maternity Leave Advance to meet emergency expenditure
Non teaching	Loan facilities Uniform for support staff Financial aid for children's education Festival advance Admissions, scholarships and fee concessions for daughters of administrative and support staff Refreshments during working hours for administrative and support staff
Students	Career Guidance Cell provides training for students to enhance their employability Fosters partnerships and linkages with the corporate sector for placement and

	training opportunities Wellness Centre under the supervision of a Visiting Doctor and resident nurse Professional Counsellor on campus Scholarships, financial aid, food tokens and stationery for the less privileged Bus Passes in collaboration with the Metropolitan Transport Corporation
--	--

6.5 Total corpus fund generated

Rs 1, 52, 53, 000/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	IQAC
Administrative	Yes	Government	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, IQAC Coordinator and Senior faculty members.

For the 2015-2016 batch, single evaluation with re-evaluation option was implemented. End-semester paper-setting continues to be done by an external examiner. The current, first year PG students have one CA test with the option for improvement. It has been suggested that this be extended to undergraduate departments from the next academic year.

Supplementary Hall Tickets are downloaded by the students from the College website. The examination office is now using advanced computer programmes in Hall Ticket printing with photographs, application form printing, seating arrangements, mark entry and publication of results.

Photocopies of answer scripts given to students for applying for re-evaluation.

Single valuation with total transparency. Refer 6.3.3

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 Alumnae contributed to flood relief work by collecting funds, bringing in a donation of 2000 notebooks from ITC and blankets and sheets through various NGOs. More than thirty students received the Student Support Fund to pay exam fees. Ten alumnae participated in the Entrepreneurs Day on Campus, put up stalls and interacted with the students.

The Annual Reunion of the Alumnae Association of Stella Maris College (AASMC) was held on October 10, 2015. This year the Association felicitated 13 alumnae for outstanding contributions to their respective fields. The awardees included such luminaries as Bindu Ananth the President of the IFMR Trust, Sharan Apparao of Apparao Galleries, and Dr. Preetha Reddy, Vice Chairman of Apollo Hospitals, Chennai. The Stella Alumnae News Letter-2015 was also released at the Reunion.

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.

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

6.13 Development programmes for support staff

The support staff meets once a month for review and recollection. Resource persons are invited to provide programmes on ‘personal effectiveness’. Annual picnic/excursions are organised by the management for the support staff.

Besides the above programmes support staff are provided with loan facilities, uniforms, financial aid for children’s education, festival advance, admissions, scholarships and fee concessions for daughters and bonus.

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

The College has always believed in the need to inform students of the changing nature of the environment. Today’s environmental issues with the increasing problems of pollution and global warming present formidable challenges in science, public policy and technology. One of the main objectives of the college is to sensitize students about environmental issues, motivating them to promote ecological justice and sustainable practices. The college promotes sound institutional practices, which balance environmental concerns to conserve energy and resources.

Some of the initiatives are rain water harvesting, solar panels, RO plants, vermin composting, mushroom cultivation, herbal garden, grey water recycling, and segregation of waste.

As energy conservation measure 50kw Solar Power panel were installed and continues to be in operation on Campus.

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.

Institutionalization of the Departmental Quality Assurance Cell (DQAC). The cell looks into the quality requirements at the department level. Scrutiny of continuous assessment question papers, assignments, attendance, and other activities of the departments are closely monitored by the DQAC. This has contributed to the smooth functioning at the level of the departments.

Examination Reforms: Single evaluation with re-evaluation option was implemented. End-semester paper-setting continues to be done by an external examiner. The current, first year PG students have one CA test with the option for improvement. It has been suggested that this be extended to all classes from the next academic year. Supplementary Hall Tickets are downloaded by the students from the College website. The examination office is now using advanced computer programmes in Hall Ticket printing with photographs, application form printing, seating arrangements, mark entry and publication of results.

Introduction of Skill Based Courses: These courses include independent elective courses, certificate courses, diploma courses, audited courses, skill-based courses, and social awareness programmes (SAP) or service learning (SL).

Two B.Voc. programmes- one in Food Processing and Quality Control and another in Sustainable Energy Management have been sanctioned by the UGC. The purpose of starting these vocational programmes is to develop skills in students to equip them for jobs in these sectors.

Strengthening of Extension and Outreach:

- a. Stella Maris College Development of Resources for Inclusion and Vocational Enrichment (SMC DRIVE) works with women, children, adolescents, youth, transgender, the differently-abled and other groups keeping with its vision of empowering poor and disadvantaged individuals, families and communities towards fostering an inclusive and just society.
- b. Stella Maris College Extension Project Centre SMCEPC is located 57 kms from the campus. A Common Service Centre (CSC) was launched at Thirupachur Village. Anganwadi workers underwent the Level 1 Computer training under the National Digital Literacy Mission. In collaboration with the Indian Institute of Corporate Affairs, New Delhi, a nine month online certificate programme in Corporate Social Responsibility (C.S.R) was organised and completed.

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

Action Taken (2015-2016)	
New Programmes	<p>Ph. D Chemistry Approval Communication letter dated 13/August/2014 Initiated in 2015-2016</p> <p>B.Com Accounting and Finance Approval Communication dated 26/May/2015 Initiated in 2015-2016 Additional Section in B.Com Corporate Secretaryship</p>
Teacher Effectiveness Programmes for Faculty Members	15 Programmes organised for faculty to enhance effectiveness, teaching and learning.
Enhance learning through ICT	MOOCs \ NPTEL and 'R' software workshop Wi fi enabled in Library
Introduce skill-based learning	Curriculum restructuring in all programmes for including elective courses on skills based learning Proposal submitted for two B. Voc Degree programmes (Sanctioned by the UGC vide communication dated 29 July 2015 [D.O. No. F.2-34/2015 (B. Voc)])
Enhance Research Output	<p>Paper presentations - 46 Arts - 22 Sciences - 11 Commerce – 13</p> <p>Publications - 63 Arts - 10 Sciences - 45 Commerce – 8</p> <p>Books - 13 Arts - 11 Sciences - 1 Commerce – 1</p>
Strengthen of Outreach	<p>The outreach programmes of the College are institutionalized and streamlined to work in three different areas:</p> <ol style="list-style-type: none"> 1. Outreach for the urban poor through Stella Maris Centre for Development of Resources for Inclusion and Vocational Enrichment - SMCDRIVE 2. Outreach the rural poor through Stella Maris College Extension Project Centre SMCEPC Work with the rural poor and through Stella Maris Centre for Networking & Communications – SMCNC 3. Outreach for marginalized groups (elderly children, dalits, differently abled, transgender etc) through Social Awareness Programme (SAP) and Service Learning (SL) projects

7.3 Give two Best Practices of the institution

Best Practice 1- Environmental Initiatives

The College has always believed in the need to inform students of the changing nature of the environment. Today's environmental issues with the increasing problems of pollution and global warming present formidable challenges in science, public policy and technology.

One of the main objectives of the college is to sensitize students about environmental issues, motivating them to promote ecological justice and sustainable practices. The college promotes sound institutional practices, which balance environmental concerns to conserve energy and resources. Some of the initiatives are rain water harvesting, solar panels, RO plants, vermin composting, mushroom cultivation, herbal garden, grey water recycling, and segregation of waste.

Best Practice 2 – Extension and Outreach

This academic year the College displayed utmost commitment in reaching out to the victims of the Chennai Floods that occurred in December 2015. The Management, Faculty and students were quick to respond to the needs of the people in and around the city of Chennai. The Stella Maris College – Development of Resources for Inclusion and Vocational Enrichment (SMCDRIVE) came to the rescue of marginalized communities who were affected by the floods from the neighbourhood, namely Thiruvika kudiirapu, M.K. Radha Nagar, Gangaikaraipuram, S.S.Puram, Nakeeran Nagar, and MKR Nagar. The relief work was started immediately by the BSW students and the II MSW field work students. With the support of Bhoomika Trust, students networked with Chennai Volunteers and personally visited the nearby flood affected slum communities.

A need based rapid assessment was carried out. Based on the information collected and observations made relief materials were distributed to the flood victims residing in the nearby slum communities of the College. About 780 families were given immediate relief with the provision of dry rations and clothes.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

The College 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 continues to support the eco initiatives initiated on campus. The following are the initiatives:

- 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
- 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"> •Campus – a. Located in the heart of the city b. Well maintained with excellent facilities and infrastructure c. Environment -friendly measures undertaken •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 •Well structured mentoring system 	<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
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 •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 •Natural Calamities – Chennai Floods

8. Plans of institution for next year

1. Initiate New Programmes – B.Voc., B.Sc Psychology, BBA
2. Increase number of Certificate Courses in Sciences
3. Preparation of Autonomy Extension
4. Research Capacity Building for all Faculty
5. Leadership and Management Training for Faculty - Revisiting Vision and Mission
6. Building Career Paths and/or Enhancing Competencies for Global Opportunities for Students
7. Involve student partnership in Teaching and Learning Strategies
 - i. 'Teaching and Learning – Students as Partners'
 - ii. 'Student Engagement Methods in Enhancing Quality of Learning'

Name DR. SANDRA JOSEPH

Name DR. SR. JASINTHA QUADRAS

Sandra Joseph

Signature of the Coordinator, IQAC

JQuadrass

Signature of the Chairperson, IQAC

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
