

### ACTION TAKEN REPORT (2015-2016)

New Programmes	<p><b>Ph. D Chemistry</b> Approval Communication letter dated 13/August/2014 Initiated in 2015-2016</p> <p><b>B.Com Accounting and Finance</b> 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><b>Paper presentations - 46</b> Arts - 22 Sciences - 11 Commerce - 13</p> <p><b>Publications - 63</b> Arts - 10 Sciences - 45 Commerce - 8</p> <p><b>Books - 13</b> Arts - 11 Sciences - 1 Commerce - 1</p>
Enhance Extension 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"> <li>1. <b>Outreach for the urban poor</b> through Stella Maris Centre for Development of Resources for Inclusion and Vocational Enrichment - SMCDRIVE</li> <li>2. <b>Outreach the rural poor</b> through Stella Maris College Extension Project Centre SMCEPC Work with the rural poor and through Stella Maris Centre for Networking &amp; Communications - SMCNC\</li> <li>3. <b>Outreach for marginalized groups</b> (elderly children, dalits, differently abled, transgender etc) through Social Awareness Programme (SAP) and Service Learning (SL) projects</li> </ol>

SIGNATURE:



IQAC - CO-ORDINATOR  
 STELLA MARIS COLLEGE  
 (AUTONOMOUS)  
 17, CATHEDRAL ROAD,  
 CHENNAI - 600 086.

**STELLA MARIS COLLEGE (AUTONOMOUS)**  
**MINUTES OF THE IQAC MEETING HELD ON 15 APRIL 2016**

**Members Present:**

**Chairperson:** Dr. Sr. Jasintha Quadras, fmm., Principal

**Senior Administrative Members/Teachers:**

Dr. Leema Francis, Vice-Principal- Shift II  
Dr. Bernadine Joseph, Vice-Principal- Shift I  
Dr. Priscilla Jebakumari, Vice-Principal- Shift I  
Dr. Alamelu- Associate Controller of Examinations  
Ms. Shantha Gabriel- Public Relations Officer, SMC  
Sr. Francisco Nirmala - Faculty, Dept. of Physics  
Dr. Anne Samuel- Faculty, Dept of Fine Arts  
Ms. Victoria Henry- Faculty, Dept of Commerce

**Student Nominee:** Ms. Samreen Wani, Student Union President 2015-2016  
Ms. Nikita Wilson, Student Union General Secretary  
2016-2017

**Nominee from Local Society:** Prof. Dr. L. S. Ganesh, Professor & Former Dean,  
IIT Madras

**Nominee from Alumni:** Prof. Tmt. Eugenie Pinto, Former Principal,  
Queen Mary's College, Chennai

**Nominee from Industry:** Mr. V. A. George, President & CEO,  
Thejo Engineering Ltd.

**Coordinator of IQAC:** Dr. Sandra Joseph, Faculty, Dept of Social Work  
Ms. Chanchu Nair, Program-Officer, IQAC, SMC

**Members Absent:**

**Member of the Management:** Sr. Susan, fmm., Secretary

**Senior Administrative Members:** Dr. Renuka Rajarathnam- Dean, Research  
Dr. Rashida Banu – Dean of Academic Affairs

The meeting commenced with a prayer made by Ms. Victoria, Asst. Prof. Department of Commerce, Stella Maris College. Dr. Sandra Joseph, Associate Professor and IQAC Coordinator, Department of Social Work, extended a warm welcome to the members of the IQAC, conveying her gratitude to the members for their presence and extending their support towards the progress and development of Stella Maris College. Dr. Sandra shared with members the happy news published in "The Hindu" on April 13, 2016 for being granted the status 'Colleges with Potential for Excellence'.

The minutes of the previous meeting held on April 27, 2015 was read out, approved and passed by all members.

Dr. Sandra Joseph reported on the activities conducted by the IQAC and presented the proposed plan of action of IQAC for the year 2016-2017. Mr. V A George sought clarification on the utilization of Rs. 1.5 crores sanctioned through CPE. To this Sr. Principal responded that the grant was allocated for teaching, learning, research, extension and a part of it towards infrastructure development.

Mr. V.A George emphasized on the need for organizing an English course at the elementary and advanced levels and also emphasized on the need to enhance teaching abilities. He suggested analysing the needs of different departments and plan as to how similar and diverse programme needs can be met. He suggested, to prepare a comprehensive package, integrate and make it a unique model for Stella Maris College. He also suggested taking feedback from departments in separate and combined manner. Initial planning should be that each department gets together and puts down their requirements. He wished to see Stella Maris College as a globally well-known college. For which the college should mobilize to get outstanding speakers, never to compromise on quality, showcase all over India the standard of Stella Maris College.

#### **E- Teaching for faculty:**

It was suggested by Prof. L. S. Ganesh that small modules and online programmes be prepared and made accessible according to one's convenience. He supported the idea to encourage self-learning, research projects and seminar presentations even at the undergraduate levels. He suggested that related departments could come together and make one or two modules. He also emphasized creating a module for English

Sr. Principal informed the members about the NTPL Programme – 209 students registered and one student took the exam from the department of Commerce won the 3<sup>rd</sup> level (Score 60-89) Elite certificate in English language teaching. Mr. Mangal Sundar was invited to Stella Maris College to address the faculty on MOOCS and its benefits.

Looking at the internet revolution in teaching and higher education- inactive sessions, passive learning.

Ms. Shantha, the PRO mentioned that while lecturing to students she always preferred to hold the concentration of all the students on the lecture teaching should go beyond the lecture mode. A teacher should be a facilitator/ enabler.

Sr. Principal mentioned that peer group learning has been functioning in the college and instructions were given to encourage faculty to organise it in respective departments. Mr. V. A. George spoke on **participant centered learning** in education. It was successful in XLRI and IIM (Ahmadabad) however it was not successful in Loyola. He suggested case discussions as teaching material that challenge the students, this is also **application centered learning**. As a first step course teachers should decide as to what portions can be allocated for participant centered learning.

He further suggested a 3-5 years strategic plan for the college.

Dr. Priscillia mentioned that a workshop be organised for preparing modules – Sciences, Arts, English. Ms. Eugene Pinto suggested that one hour per week be allocated for a given topic relating to online courses and the faculty facilitates it and gets feedback from the students. She further suggested disseminating reading materials and discussing the same would make the teaching-learning process more effective and provide a platform for exchange of ideas.

With the support of external resource people such as British Council/Cambridge by using “BRAND STELLA” and make courses available to students.

Facilitator has to look at what portion to teach e.g. the first years need lectures, in the 2<sup>nd</sup> year a little change by enhancing reading habits and discussions.

**Dr. Ganesh made the following remarks:**

- Stella Maris College is the best Arts and Science College and the first choice for any course offered when compared to other colleges.
- Incorporate five hours of preparatory research apart from the books.
- A discussion on physical presence and mental absence of students.
- Organize debates to improve communication.
- Modify lecture methods
- Encourage - ask a question to gain attendance.
- Give five questions to be prepared and submitted before taking a class encouraging students for pre- preparation for class.
- A combination of lecture and passive learning methods.
- Test the creativity on the spot. Bring out the best in a person.
- MCQ on newspaper material related to course to be made a part of syllabus.
- Introduce half day to one-day workshop on writing good proposals.
- Go through an exercise to identify bench-marks – human resources - financial – infrastructure- progress of the institution qualitative and quantitative.
- Orientation is mainly on discussion and workshop with exercises.
- How to resolve difference of opinion.
- Change should happen gradually without knowing about it.

Ms. Nikita Pinto – Student Representative mentioned that the students of the Commerce department were asked to read the budget and pick up 5-6 points important to the middle class which made the students aware of the information on the budget but this initiative was not sustained. She mentioned that students come only to get attendance. Mr. V. A. George suggested that an environment be created and quoted the example of a visit to Fort St. George. Virtual tours to be organised. Departments should take a decision whether 35-40% of entire course be participant centered learning.

**The members suggested the following:**

- Need for workshop on alumni relationship networking and raising funds. Institution should reach out to tap the goodwill.
- Research projects to be sourced to receive funds.

- To utilize the public recognition received through CPE.
- Review the curriculum.
- Follow up on performance once in three months.
- At least one hour of faculty lecture to be video graphed.
- Open book method to be used for testing.

Teachers should also be prepared towards participant centered learning. Mr V.A George quoted the example of Harvard University where teachers workload was 5 hours per week. He urged Stella Maris College to move towards this and said that change should be gradual such that it is not noticeable. Ms. Shantha pointed out the example of reading the Hindu newspaper on campus. (Invite people like Mr. Sriram and Mr. Muthiah on History of Fort St. George). She mentioned how the quiz club and the IAS coaching were also encouraged to read the Hindu, but it did not succeed. She wondered if some amount of compulsion would work. Much depends on the openness and creativity of the teacher. The third component could be as creative as possible.

Dr. Ganesh suggested that the center for teaching-learning of IIT could be urged to enhance such initiatives on campus and suggested names –Dr. Edamana Prasad, Head of TLC, IIT and Dr. V. Vijayalakshmi. A three-day workshop should be organised in this regard. Dr. Ganesh also talked about the **inverted classroom concept** where students are considered as partners.

Dr. Sandra Joseph requested the Principal to share with the board the functioning of DQAC and what she envisaged should be its role in enhancing teaching-learning and smooth functioning at the Department level.

Dr. Ganesh suggested Dr. Nagarajan for a workshop on Alumni networking. Dr. Ramamoorthy, Dean of Academics, IIT for online test for PGs. He suggested micro – teaching for faculty. Dr. Ganesh extended his support in teaching and conducting of the BBA programme in college.

**Stella Maris College (Autonomous), Chennai 600086**

**IQAC Faculty Representatives' Meeting**

**Date: 7/10/2015**

**Time: 11:15 am (Shift I) and 1:15 pm (Shift II)**

**Summary of Suggestions from Faculty IQAC Representatives**

IQAC Representatives in attendance:

1. Sagaya Jansi for Dr. K. Shyamala (Bioinformatics)
2. Aruna Sharmili for Dr. Anbumalarmathi (Biotechnology)
3. Dr. H. Shakila for Ms. Antony Rose Immaculate (Botany)
4. Dr. Mary N.L. (Chemistry Shift I)
5. Dr. Avila Josephine (Chemistry Shift II)
6. Ms. Victoria Henry (Commerce Shift I)
7. Ms. S. Jothilakshmi (Commerce Shift II)
8. Ms. Renuka Devi (Computer Science )
9. Ms. Karthika (Computer Science)
10. Ms. Jayalakshmi for Ms. Rebecca Devaprasad (Economics)
11. Dr. Aparna Srinivas (English)
12. Dr. Swapna Sathish (Fine Arts)
13. Dr. A. Fathima (Hindi)
14. Dr. Susan Paul (History)
15. Ms. Geraldine Maria Smith (International Studies)
16. Dr. Josephine Lissie (Mathematics Shift I)
17. Ms. Sindhiya Therese (Mathematics Shift II)
18. Dr. K. H. Rajini (Physics)
19. Dr. Catherine Joseph (Social Work)
20. Ms. B. Maria Aishwarya (Sociology)
21. Dr. Mithila Rengaswamy (Tamil)
22. Dr. Juliana Joe (Zoology)

- Dr. Juliana Joe said that we should get student admission details straight from the administrative staff. In fact, she said that the administrative staff concerned should be given standing orders to hand over these details to us when it is ready every year. She and Dr. K.H. Rajini said that the administrative staff must be briefed on this.

- Some of the faculty felt that the subject matter of the faculty development sessions were repetitive in nature.
- Dr. Sandra Joseph (the IQAC coordinator) asked the faculty if they would prefer to have the option to choose the faculty session that they would like to attend. This was met with instant approval. The faculty would have to attend a minimum of one or two sessions, but sessions thereafter would be on an optional basis.
- The Shift I faculty also felt that sessions should not start at 1:00 pm sharp as they were still in class at that time. Sessions for them they suggested should start no earlier than 1:15 pm.
- They also came up with the idea that student data should be collected by the students themselves. A student template could be created and the student IQAC representative could be in charge of collecting the data and reporting it in the template. This would then be handed over to the faculty representative for verification and submission to the IQAC.
- Dr. Catherine Joseph also stated that there should be a student IQAC representative from each year.
- Dr. K.H. Rajini and some of the other faculty felt that the teaching/evaluation/extension or other hours that they report should be uniform throughout the college or each department. This discrepancy was particularly noted when they had to fill out their annual staff returns and each professor had to calculate her average number of hours, with the number fluctuating from faculty-to-faculty. There should be a standard number of hours that the college fixes for all faculty.
- The IQAC ensured the faculty in attendance that these suggestions would be forwarded to the Principal.