

# **STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

## **ACTION TAKEN REPORT (2017-2018)**

### **I. Academic Audit Awareness and Training for Faculty Members**

1. Orientation on Academic Audit – Procedures and Requirements organised in June 2017 Resource Person: Dr Suresh Paul Antony, Indian Institute of Management, Tiruchirappalli(Focal Areas)
2. Awareness & Internal Auditor Course on ISO 9001:2015 for Faculty members was conducted in view of the forthcoming Academic Audit to be conducted in the academic year 2018-2019. Resource person: Dr. Ananthasubramaniam Ganesan, Auditor & Tutor, DNV- GL, Chennai

### **II. Expanding research facilities and Capacity Building for faculty in Research:**

1. Research skills training sessions for the UG students with Extra Credits is initiated. 96 students have registered
2. A Stella Maris international Journal –SMIJAR has been initiated
3. On-Line Research Skills development course is in the process
4. International Exchange Programmes organised for Faculty and students
5. Memorandum of Understanding between Le Tourneau University, Texas and Stella Maris College was signed in September 2017.
6. One –Day International Conference on Team Leadership: Collaboration, Management and Empowerment was conducted in November 2017 Jointly hosted by the Stella Maris College and the Trinity Western University, Canada

### **III. Faculty Empowerment Programmes:**

1. Curriculum Restructuring - Current Trends in Higher
2. Promoting Values in Higher Education - Ethics in Teaching/ Learning and Evaluation Promoting Research in Higher Education
3. Managing Stress
4. Student Centred Learning and Train the Trainers Workshops for faculty members and Trainers Resource Person: Cynthia Dettman, Fulbright Scholar, University of New Mexico, USA

### **IV. Arts and Science Journal Publication:**

- a. Stella Maris International Journal of Arts and Science SMIJAR – first Issue titled Anthropocene will be published in Jan 2019

### **V. International Conference on Peace Building:**

- a. The International Conference is to be held in 2019

### **VI. Facilities for Persons with Disability (PWD):**

- a. Ramps and lifts with brail facility are installed.
- b. Rest room facilities for PWD are installed
- c. Software Braille Magazine- Whiteprint installed
- d. Elevator with Braille Button facility S
- e. cribing facility for examinations

**VII. Sports and Fitness Facilities Expanded:**

- a. Sports and Fitness Facilities - A gym has been set up on campus in February 2018, with cardio and strength building equipment installed. An exclusive Strength Room will be setup shortly

**VIII. Increase Infrastructural facilities on campus:**

- a. New Academic Block (work in progress) Upgraded Seminar Hall (F Block) The auditorium at St. Francis Block was renovated in the month of January 2018, with air conditioning, remote controlled lighting, new seating and surround sound system New Guest House

**IX. Follow up of UG Programme in English and Communication Skills -Awaiting approval for academic year 2018-2019**

**X. Socially relevant programmes and Environmentally friendly practices:**

- a. The Stella Green House was inaugurated on October 11, 2017, funded by Rotary Club of Madras East and Dr. Priscilla Jebakumari, former Vice-Principal and Associate Professor, Department of Botany, Stella Maris College.
- b. A biogas plant was inaugurated on March 27, 2018. S
- c. Safe Food Practices – Workshop held on February 17 and 18, 2018 in collaboration with 'ReStore' to propagate safe food practices and the rights of farmers.
- d. Summer camp for Children organised in April 2017 Mental Health Care Clinic Services - every third Saturday of the month Counselling and Referral Services
- e. The Nalam Day Care Centre - for rehabilitated patients with mental disorders
- f. Livelihood Skill Training programme for the students
- g. Training in Indigenous Food Preparation
- h. Capacity building programme for the NGO Personnel
- i. Workshop on Art therapy Lay Counselling Certificate Course conducted by the BANYAN at SMCDRIVE. 31 Candidates benefitted from the course
- j. Negotiation for conducting Environment Audit is planned for the academic year 2018-2019

**XI. MoUs :**

- a. Le Touneau University, Texas, USA in the disciplines of Computer Sciences, Business Administration and English
- b. Design Department, University of Moratuwa, Sri Lanka with the Department of Fine Arts, Stella Maris College
- c. Holy Cross College, Agartala, West Tripura and Departments of English and Social Work, Stella Maris College
- d. Institut Catholique d'Etudes Supérieures (ICES), Vendée, France and Department of International Studies, Stella Maris College
- e. Liverpool Hope University and Stella Maris for faculty exchange in the Department of Mathematics
- f. Tunghai University, Taiwan, China and Department of Physics, Stella Maris College.

**STELLA MARIS COLLEGE (AUTONOMOUS)  
INTERNAL QUALITY ASSURANCE CELL**

**ADVISORY MEETING**

**Date: 19/04/2018**

**Time: 4.30pm**

**Venue: Small Conference Room, CC Block**

**AGENDA**

Prayer

Welcome

Introduction of IQAC Advisory Members

Passing of the Previous Minutes

Presentation of the IQAC Report 2017-2018

Plan of Action for 2018-2019

Response from the Floor

Any Other Matters

Vote of Thanks

**IQAC ADVISORY COMMITTEE MEMBERS 2017-2018  
STELLA MARIS COLLEGE (AUTONOMOUS)**

**Chairperson**

Dr. Sr. Jasintha Quadras, fmm., Principal

**Member of Management**

Sr. Susan Matheikal, fmm, Secretary  
Sr. Veera Barboza fmm, Bursar

**Nominee from Local Society**

Ms. Latha Rajan, Director, MA Foi Strategic Consultants

**Nominee from Alumnae**

Dr. Fatima Vasanth, Deputy Principal, Loyola College

**Nominee from Employers/ Industrialist/ Stakeholders**

Ms. Rajshree, Cognizant Technologies Foundation

**Nominee from Local Society**

Dr. V. Suresh, General Secretary, PUCL

**Senior Administrative Members**

Dr. Leema Francis, Dean, Commerce & Business Studies - Shift -II  
Dr. Bernadine Joseph, Dean, Planning & Communication - Shift I  
Dr. Agnes Rozario, Vice-Principal - Shift I  
Dr. K. H. Rajini, Vice-Principal - Shift I  
Dr. Nirmala Kanagaraj, Vice-Principal - Shift II  
Dr. Sr. Rosy Joseph fmm, Controller of Examination & Associate Professor, Dept. of Mathematics  
Dr. Felbin C. Kennedy, Dean, Academic Affairs & Associate Professor, Dept. of Mathematics  
Dr. Sr. Francisco Nirmala, Dean, Student Affairs, Assistant Professor, Dept. of Physics  
Dr. Renuka Rajarathnam, Dean, Research & International Programmes  
Ms. Shantha Gabriel, Public Relations Officer

### **Senior Faculty Members**

Dr. Shiny John Vairamon, Associate Professor, Dept. of Chemistry  
Dr. Crystal David, Associate Professor, Dept. of Economics  
Dr. Rita Jayaraj, Head, Dept. of Zoology  
Dr. Sumithra Dawson, Head UG, Dept. of Fine Arts  
Dr. Dolly Thomas, Head, Dept. of History  
Dr. J. Maria Agnes Sasitha, Head, Dept. of Sociology  
Dr. Mary N. L, Assistant Professor, Dept. of Chemistry  
Dr. R. Shanmuga Sundari, Assistant Professor, Dept. of Physics  
Dr. Sujitha, Assistant Professor, Dept. of English  
Dr. Sr. Stella Mary fmm, Assistant Professor, Dept. of Economics  
Dr. Vidya Srinivasan, Head, Dept. of Commerce, Shift-II  
Dr. Birunda Antoinette Mary J, Assistant Professor, Dept. of Computer Science  
Ms. Priya Suresh, Associate Dean of Research

### **Student Nominee**

Ms. Sharline, Students' Union President 2017-18 (Students Union - President - Outgoing)

Ms Nora Alexy Students' Union President 2018-19 (Students Union - President - Incoming)

### **IQAC Coordinator**

Dr. Sandra Joseph, Associate Professor, Dept. of Social Work  
Ms. Chanchu Nair, IQAC, Secretary

**STELLA MARIS COLLEGE (AUTONOMOUS)**  
**MINUTES OF THE IQAC MEETING HELD ON 19 APRIL 2018 AT 4.30 PM**  
**CC SMALL CONFERENCE ROOM**

**MEMBERS PRESENT:**

**Chairperson**

Dr. Sr. Jasintha Quadras, fmm., Principal

**Member of Management**

Sr. Susan Matheikal, fmm, Secretary

Sr. Veera Barboza fmm, Bursar

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Ms. Priya Suresh, Associate Dean of Research

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Ms Nora Alexy Students' Union President 2018-19(Students Union - President - Incoming)

**IQAC Coordinator**

Dr. Sandra Joseph, Associate Professor, Dept. of Social Work  
Ms. Chanchu Nair, IQAC, Assistant

**MEMBERS ABSENT:****Senior Administrative Members**

Dr. Renuka Rajarathnam, Dean, Research & International Programmes

**Senior Faculty Members**

Dr. Crystal David, Associate Professor, Dept. of Economics  
Dr. Sumithra Dawson, Head UG, Dept. of Fine Arts  
Dr. Sr. Stella Mary fmm, Assistant Professor, Dept. of Economics  
Dr. Birunda Antoinette Mary J, Assistant Professor, Dept. of Computer Science

The meeting began with a prayer by Sr. Susan fmm, Secretary.

**Proceedings:**

Dr. Sandra Joseph IQAC Coordinator welcomed all members of the IQAC. Dr. V. Suresh was formally introduced to the members. Dr. Sandra Joseph presented the IQAC activities for the year 2017-2018 after which a call for discussion on the plan of action for the forthcoming academic year 2018-2019 was made.

**The discussion centered on the following key areas:**

- a) Research and Publication
- b) Faculty/Student Exchange Programmes and MoUs
- c) Course on Professional Ethics
- d) External Audit
- e) NIRF Parameters

**a) Research and Publication:**

The need for research and publication as complementary to teaching and training was reiterated by all the external members.

1. Dr. Suresh of PUCL suggested the formation of a small support or an informal group to collaborate with outside agencies and universities to support research

initiatives. Publication can be enhanced by identifying (a) themes (b) journals in the respective discipline (c) potential conferences where ideas related to the discipline can be shared. Dr. Suresh proposed the need to train students on the ethics of writing and research-oriented mentors. Dr. Suresh recommended that both faculty and students understand the significance of indexing, being accessible and indexed in well-known databases. According to Dr. Suresh it would be ideal if students can do research in the third and not in the last semester. The other aspect that he highlighted was collaborative, socially relevant multidisciplinary research initiatives.

2. Dr. Fatima Vasant, Deputy Principal, Loyola College shared some of the best practices initiated at Loyola College towards enhancing research and publication. To name a few: setting up of a research park, awards and incentives and 25% weightage to research and publication. To strengthen research, continuous mentoring programmes and workshops for grant proposal writing was recommended.
3. Rajshree of Cognizant Technology emphasized the need to train students in research and publications. She also explained the need for industry-college interface.
4. Latha Pandiarajan of MAFOI also reiterated the importance of research and the constant and continuous need to train students towards this endeavor.
5. Dr. Felbin Kennedy said an extra credit in the UG courses in Research has been initiated and several students have enrolled in the programme.
6. Dr. Sr. Jasintha Quadras fmm, Principal pointed out that to strengthen research SMIJAR a multidisciplinary journal has been initiated. She also shared with members about the International Multidisciplinary Conference on Peace that is to be held in 2019.

#### **b) Faculty/Student Exchange Programmes**

1. Dr. Fatima Vasant, Deputy Principal, Loyola College highlighted the relevance of MoUs in not only looking at collaboration but also looking at availing of faculty and student exchange programmes.
2. Dr. Sandra Joseph, IQAC coordinator stated that several MoUs have been signed and there are students from those universities with MoUs doing two semesters at Stella Maris College and credits transferred thereafter in the



Department of Commerce. Since credit transfers is a challenge, the frequency of students going for exchange programmes are not very high. To this Dr. Fatima Vasant said that since credit transfers require Syndicate approval from University of Madras it needs to be planned well ahead of time.

**c) Course on Professional Ethics**

1. Dr. Suresh explained that it is essential for professionals in any field to have an understanding of the ethical problems and principles in their respective fields. He also offered his expertise in setting up the course.

**d) External Audit**

1. Dr. Suresh emphasized the need for external audit. Dr. Sandra Joseph stated that institutional audit and training programme has been one of the important activities that the IQAC had initiated in this academic year. Training programmes have been organized in the year 2017.

**e) NIRF Parameters**

1. Dr. Fatima Vasant stated that though it is mandatory that institutes follow the NIRF, it is more important that we set-up our own benchmarks and standards to assess ourselves. She also commended the pass percentage of the college.

Dr. Sandra Joseph proposed the formal vote of thanks. As she was completing her term of office, she thanked all the external members, members of the management, Sr. Susan fmm, Secretary and Sr. Veera fmm, Bursar for their constant support and encouragement, all faculty representatives of the IQAC, other faculty members of the college, administrative staff and students for their support extended to the office of the IQAC. She specially thanked Dr. Sr. Jasintha Quadras fmm, for all the support extended to IQAC during her term of office and welcomed Sr. Rosy Joseph who would be shortly taking up the position of Principal and hoped to work together in taking the college to greater heights.

Dr. Sr. Jasinthan Quadras fmm announced the new IQAC Coordinator Dr. Shiny Vairomon who will be taking over the office from Dr. Sandra Joseph and thanked Dr. Sandra Joseph for her committed services to the office of the IQAC. External members appreciated the services of Dr. Sandra Joseph to the IQAC.

Dr. Sr. Jasintha Quadras fmm announced that her tenure of Principal was completed and that Dr. Sr. Rosy Joseph fmm will be taking over office. She urged all members to extend their wholehearted support to the new Principal.

The external members thanked Dr. Sr.Jasintha Quadras fmm for her unstinted commitment and passion towards the growth of the institution and welcomed Dr. Sr. Rosy Joseph fmm as the new Principal.

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**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

Minutes of Meetings

International Journal – Meeting -October 20, 2017, 9.30 am  
Center for Research & International Programmes and IQAC, Stella Maris College  
(Autonomous)

**Members Present:**

Crystal David  
Padma V Mckertich  
Priya George  
Priya Suresh  
Rebecca Devaprasad  
Renuka Rajaratnam, Shailaja

**Agenda:**

Brainstorming session for International Journal

**Items Discussed:**

**Broad approach towards journal publication**

- a) Broad title for the Journal
- b) Scope of the journal
- c) Approach of the journal
- d) Possible Themes- Ecology, Philosophy, Development. Human Rights, Gender, Ethnicity, Education, Sustainable Development, Marginalized groups, Culture, Subaltern
- e) Website for hosting journal details

**Common agreement**

- f) Consensus to write the proposal for SAGE
- g) The proposed target date for the Journal - January 2019
- h) Proposal to be completed and sent to Sage tentatively on or before 20 December 2017.
- i) Common Gmail id for correspondence

**Consent from Sr. Principal**

- j) In terms of partnering with Sage and proposed date of publication of the Journal
- k) International Interdisciplinary Conference -January 2019.
- l) The Journal release date -2019

**Recommendation from Sr. Principal**

- m) Regarding the Advisory & Editorial Board for the Journal
- n) Funding for International Conference
- o) Frequent meetings

**Next Meeting**

23 October 2017 at 10.30 am

**Meeting 2 -23 October 2017**

## **Items Discussed**

Broad areas for Interdisciplinary approach was discussed keeping in mind the department in the College- English, Economics, Fine Arts, History, Psychology, International Studies, Social Work, Sociology

## **Why should we have an Interdisciplinary Journal or the need for this journal now**

The need for a wider interdisciplinary audience.

To publish papers that offers fresh thinking on various issues

Avoid disciplinary approach

## **Tentative Journal Title**

Samudra: Journal of Humanities & Social Science

Confluence

Triveni

## **Tentative Aim and Scope of the Journal**

Samudra Is a double blind peer reviewed journal which provides a platform for the publication of scholarly articles and research papers in the areas of social science and humanities.

The aim of the journal is to provide a forum for academicians, practitioners, social scientists and scholars to discourse on various issues, perspectives and approaches related to any area of study under the umbrella term of Humanities and Social Sciences, namely Economics, English Studies, Visual Arts, Sociology, History, Social Work, Political Science and International Relations.

The journal publishes original theoretical and empirical articles, case studies, reviews and commentaries.

The journal is premised on the principle that the various humanities and social science disciplines approach the relationship between the human person and the social and cultural context in different ways. However, there are no academic forums where the confluence of these disciplines can be articulated. Samudhra aims to fill this gap.

## **The following aspects were discussed**

### **Rationale**

Gap in terms of availability of interdisciplinary journal in India/abroad

List of Journals availability

a) International Journal of Humanities and Social Science

a) International Journal of Humanities and Social Science

b) The Social Science Journal-Elsevier

c) Multidisciplinary audience

d) Novelty of research

e) Bring to the focus of wide range of audience from various disciplines

f) Opportunity to move from a discipline oriented approach-Conventional structure

g) Opportunity to move from subject specific methodology/theoretical explanation

h) Wide scope-usefulness of research to society/ researchers

i) Freedom of expression as they are not curtailed by subject specific expression of language and concepts have to be explained

j) Explanatory in nature- relevance need to be explained

b) Understanding the Editorial structure- Editorial Board/Function of Advisory board/Peer review team/format/invited papers/ the proposal page limit- Meeting with Debbie Dhar- Commissioning Editor-HSS Journal, Sage Publication at 10.15 am on 24 October 2017

c) Format/level/approach

- d) Target audience/market potential
- e) Associated institute/university

**Tentative Scholar consent**

Dr. Crystal : Gautam Hazarika, Associate Professor in Economics  
The University of Texas, Rio Grande Valley

**Next Meeting** 24 October 2017 @9.30 am @ the center for Research

**Meeting 3: 24 October 2017**

A working file (word document) has been created and each of us would work on the respective areas as recommended in the Sage Journal Proposal Form

An official gmail id created: [stellamarisij17@gmail.com](mailto:stellamarisij17@gmail.com) (the password has been shared in the what's app group)

A common letter to be drafted for getting consent to be a part of the Advisory Board/Editorial Board. for the journal - The letter draft on approval from Sr.Principal will be sent to the experts

The team to contact the HOD of Humanities and Social Science to get their input on scholars in their respective field

The main agenda was telecom meeting with

Debbie Dhar,  
Commissioning Editor – HSS Journals  
SAGE Publications India Pvt Ltd  
B 1/I-1 Mohan Cooperative Industrial Area  
Mathura Road, Post Bag 7, New Delhi 110 044  
INDIA, Mobile No: 9818742759

The following were discussed:

**Regarding Autonomy**

Absolute autonomy to SMC with regard to call for papers, peer review team, ,stylesheet, editorial board, theme ( keeping in line with the international standards for journal publication). The copyright of the journal remains with the author and the institution

**How to constitute the Editorial Board/Functions/ Responsibilities**

Absolute autonomy to SMC

The board should comprise of International/National scholars of repute

Overall structure of the editorial

- Advisory Board (titular role but would add value and credibility of the journal)
- Editorial Board ( working board international/national scholars)
- Editorial Team ( the working team /journal committee)

- d) Peer review team

**Nature of Journal**

Multidisciplinary/ Thematic approach

**Frequency**

Bi annual journal

**Journal Style**

APA

**Reviewing format**

a) Double blind peer review  
Marketing and Promotion of e journal and Print  
Sage  
First five years subvention from inst to sage (decided if the proposal is accepted)  
E journal-open access & subscribed

The next meeting is on 25 October 2017 at 11.00am

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**MINUTES OF MEETING**

**Date** : 10 November, 2017

**Venue** : Research Centre, F Block

**Agenda:** Planning for Leadership conference 16 November, 2017

The planning for the Leadership conference scheduled on November 16, 2017 co-hosted by Stella Maris College (Autonomous), Chennai and Trinity Western University, Canada in progress.

The schedule and details of registration in which nearly 200 students were to participate shared.

The Leadership Conference based on the themes of Team leadership, collaboration, management and empowerment.

The Conference jointly organised by the Research and International Programs office and departments of Commerce shifts 1&2, Social work and Sociology.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**MINUTES OF MEETING**

**Date** : 21 February, 2018

**Time** : 10.00 am

**Venue** : E block

**Agenda:** Interactive discussion with Ms. Cynthia Dettman, Fulbright scholar

Dr. Sandra Joseph, IQAC Coordinator welcomed all and initiated the interaction with Ms. Cynthia Dettman, Fulbright scholar.

Ms. Cynthia Dettman who spoke in Tamil with dexterity shared her varied experiences in India and specifically in Chennai, Tamil Nadu.

She was slated to visit the various departments in college to give presentations from her rich repertoire as a Fulbright scholar.

Ms. Dettman a docent at the Georgia O'Keefe Museum in New Mexico, gave an insightful presentation about the artist Georgia O'Keefe and her work to III year BVA students, Department of Fine Arts. The meeting ended with appreciation for Ms. Dettman's continued vision and in hope of fostering her future connection with Stella Maris College.