



*(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**

**2017-May 2018**

**(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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

**STELLA MARIS COLLEGE (AUTONOMOUS)**

1.2 Address Line 1

**17, CATHEDRAL ROAD**

Address Line 2

City/Town

**CHENNAI**

State

**TAMIL NADU**

Pin Code

**600 086**

Institution e-mail address

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

Contact Nos.

**Tel. No: 91- 44-2 8 111987/28111951**

Name of the Head of the Institution:

**Dr. Sr. Rosy Joseph fmm**

Tel. No. with STD Code:

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

Mobile:

**8608246737**

Name of the IQAC Co-ordinator: **Dr. Sandra Joseph**

Mobile: **09840170746**

IQAC e-mail address: **iqacsmc@gmail.com**

1.3 NAAC Track ID **TNCOGN10081**

**OR**

1.4 NAAC Executive Committee No. & Date: **EC/66/RAR/134 Dated: 21.2.2014**

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

Web-link of the AQAR: <http://www.stellamariscollege.org/documents/iqacaqarreport2017-18.pdf>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Five Star	-	April, 2000	2005
2	2 <sup>nd</sup> Cycle	A	3.57	September, 2008	2013
3	3 <sup>rd</sup> Cycle	A	3.68	February, 2014	* Feb20, 2021
4	4 <sup>th</sup> Cycle	N.A.			

1.7 Date of Establishment of IQAC : DD/MM/YYYY **15/09/2004**

1.8 AQAR for the year (for example 2010-11) **2017-2018**

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

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
4. AQAR for the year 2015 – 2016 submitted to NAAC in February 2017
5. AQAR for the year 2016 – 2017 submitted to NAAC in February 2018

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

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)

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

Autonomy by State/Central Govt. / University	<input checked="" type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input checked="" type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other ( <i>Specify</i> )	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="11"/>
2.3 No. of students	<input type="text" value="33"/>
2.4 No. of Management representatives	<input type="text" value="2+1 Chairperson"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="4"/>
2.9 Total No. of members	<input type="text" value="32"/>
2.10 No. of IQAC meetings held	<input type="text" value="20"/>

2.11 No. of meetings with various stakeholders: No.  Faculty  Students   
Non-Teaching Staff  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 college regularly initiates training programmes for faculty members. Newly appointed faculty are required to complete an initiation programme planned and executed specifically for new recruits. Such programmes are mandatory.

**1. Personal Effectiveness of New faculty members**

- Communication and Motivation Skills
- Time Management
- Counselling Skills
- Managing Stress

**2. Values in Higher Education**

- Ethics in Teaching/ Learning and Evaluation

**3. Enhancing Research Quality**

- Need and Importance to enhance research

**4. Academic Audit Procedures and Requirements**

- Conceptual Clarity on Audit Procedures
- Internal Audit
- External Audit

**5. Curriculum Restructuring**

- Current Trends in Higher Education

**6. Student-Centred Learning**

- Workshops for Faculty, Admin staff and Student leaders at varied levels
- Offer training for Faculty of other city colleges

## 2.14 Significant Activities and contributions made by IQAC

<b>S. No</b>	<b>Title</b>	<b>Resource Persons</b>
1.	IQAC Advisory Board Meeting	Advisory Board and IQAC Members
2.	Orientation Sessions for newly recruited faculty	Senior Faculty Members
3.	Basic Communication and Motivational Skills	Ms. Vijayanthi Facilitator & Trainer, Chennai
4.	Time Management	Ms. Vijayanthi Facilitator & Trainer, Chennai
5.	Basic Counselling Skills	Ms. Nirmala Nandakumar Senior Consultant & Faculty, Chennai
6.	Biblical reflections on Peace	Fr. Charles Panackel, SDB. Chennai
7.	Care for our Common Home – Laudato si’ & Eco- spirituality	Fr. David, SDB. Chennai
8.	Department Presentations Plan of Action for 2017-2018	HoDs and Faculty
9.	Academic Audit - Procedures and Requirements	Dr Suresh Paul Antony IIM - Tiruchirappalli
10.	Curriculum Restructuring - Current Trends in Higher Education	Dr. Suresh Paul Antony IIM - Tiruchirappalli
11.	Promoting Values in Higher Education - Ethics in Teaching/ Learning & Evaluation	Dr. Prabhir Vishnu, IIM - Tiruchirappalli
12.	Promoting Research in Higher Education	Dr. Vincent Dean of Research, Loyola College (Autonomous) Chennai
13.	Managing Stress	Dr. Kumar Babu Reader and Head, (Retd.) Dept. of Psychiatry, Govt. Stanley Hospital, Chennai
14.	Awareness & Internal Auditor Course on ISO 9001:2015	Dr. Ananthasubramaniam Ganesan Auditor & Tutor, DNV- GL, Chennai
15.	Workshop on ‘Student-Centered Learning’ Heads and Senior Faculty, Stella Maris College, Chennai	Dr. Cynthia Dettman, Fullbright Scholar University of New Mexico, USA
16.	Workshop on ‘Student-Centered Learning’ Mid-level Faculty Group (1), Stella Maris College, Chennai	
17.	Workshop on ‘Student-Centered Learning’ Mid-level Faculty Group (2), Stella Maris College, Chennai	
18.	Workshop on ‘Student-Centered Learning’ Faculty from other Colleges Group (2),	
19.	Workshop on ‘Student-Centered Learning’ Faculty- Women’s Christian College	
20.	Workshop on ‘Student-Centered Learning’ Kalakshetra Foundation, Chennai	
21.	Workshop on ‘Student-Centered Learning’ Theosophical Society	



22.	Workshop on 'Student-Centered Learning' Faculty - University of Madras	Dr. Cynthia Dettman, Fullbright Scholar University of New Mexico, USA
23.	Workshop on 'Student-Centered Learning' Faculty- Loyola College, Chennai	
24.	Workshop on 'Student-Centered Learning' Faculty- MCC, Chennai Group (1)	
25.	Workshop on 'Student-Centered Learning' Faculty- MCC, Chennai Group (2)	
26.	Workshop on 'Student-Centered Learning' Faculty- MCC, Chennai	
27.	Workshop on 'Student-Centered Learning' Madras School of Social Work, Chennai	
28.	Workshop on 'Student-Centered Learning' Faculty -Patrician College of Arts and Sciences, Chennai	
29.	Feminist Social Work Practice Faculty, Dept. of Social Work, SMC	
30.	Group Work Skills with Communities Faculty, Dept. of Social Work, SMC	
31.	Lecture on Georgia O'Keeffe Faculty, Dept. of Fine Arts, SMC	
32.	Direct and Indirect Communication Administrative Staff, SMC	
33.	Training of Trainers on 'Student Centered Learning' Faculty from City Colleges Group (1)	
34.	Training of Trainers on 'Student Centered Learning' Faculty from other Colleges Group (2),	

#### 2.15 Plan of Action by IQAC/Outcome (2017-2018)

Enhancing quality on campus is an activity that is chalked out by the IQAC Advisory Body in the beginning of the year. It is further discussed at the Governing Body meeting and executed as per the suggestions recommended at other Staff Council meetings and other feedback received during the academic year. Regular feedbacks of sessions /programmes are obtained from participants for all sessions. This academic year the action plan was to increase infrastructure facilities, upgrade labs and provide sufficient computers, increase internet Wi-Fi facilities, and provide better sports facilities on campus.

Plan of Action (2016-17)	Outcome/ Achievements (2017-18)
Academic Audit Awareness Programme and Training for Faculty Members	Orientation on Academic Audit – Procedures and Requirements organised in June 2017 Resource Person: Dr Suresh Paul Antony, Indian Institute of Management, Tiruchirappalli
	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

Capacity Building for faculty in Research and expanding research Facilities	Research skills training sessions for the UG students with Extra Credits is initiated. 96 students have registered
	A Stella Maris international Journal –SMIJAR has been initiated
	On-Line Research Skills development course is in the process
	International Exchange Programmes organised for Faculty and students
	Memorandum of Understanding between Le Tourneau University, Texas and Stella Maris College was signed in September 2017.
	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
Faculty Empowerment Programmes	Curriculum Restructuring - Current Trends in Higher Education
	Promoting Values in Higher Education - Ethics in Teaching/ Learning and Evaluation
	Promoting Research in Higher Education
	Managing Stress
	Student Centred Learning and Train the Trainers Workshops for faculty members and Trainers Resource Person: Cynthia Dettman, Fulbright Scholar, University of New Mexico, USA
Arts and Science Journal Publication	Stella Maris International Journal of Arts and Science SMIJAR – first Issue titled <i>Anthropocene</i> will be published in Jan 2019
International Conference on Peace Building	The International Conference is to be held in Jan 2019
Facilities for Persons with Disability (PWD)	Ramps and lifts with brail facility are installed. Rest room facilities for PWD are installed
Sports and Fitness Facilities	Expanded 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.
Increase Infrastructural facilities on campus	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
Initiate UG Programme in English and Communication Skills	Awaiting approval for academic year – 2018-2019
Socially relevant programmes and Environmentally friendly practices	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. A biogas plant was inaugurated on March 27, 2018. 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. Negotiation for conducting Environment Audit is planned for the academic year 2018-2019
SMCDRIVE Activities	Summer camp for Children organised in April 2017 Mental Health Care Clinic Services - every third Saturday of the month Counselling and Referral Services The Nalam Day Care Centre - for rehabilitated patients with mental disorders Livelihood Skill Training programme for the students Training in Indigenous Food Preparation Capacity building programme for the NGO Personnel Workshop on Art therapy Lay Counselling Certificate Course conducted by the BANYAN at SMCDRIVE. 31 Candidates benefitted from the course
MoUs	Le Touneau University, Texas, USA in the disciplines of Computer Sciences, Business Administration and English. Design Department, University of Moratuwa, Sri Lanka with the Department of Fine Arts, Stella Maris College. Holy Cross College, Agartala, West Tripura and Departments of English and Social Work, Stella Maris College. Institut Catholique d'Etudes Supérieures (ICES), Vendée, France and Department of International Studies, Stella Maris College. Liverpool Hope University and Stella Maris for faculty exchange in the Department of Mathematics. Tunghai University, Taiwan, China and Department of Physics, Stella Maris College.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body    Yes  No

Management  Syndicate  Any other body

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	--	6	--
PG	12	--	7	--
UG	19	--	10	--
PG Diploma	2	--	2	--
Advanced Diploma	--	--	--	--
Diploma	1	--	1	--
Certificate	31	12	--	--
Others (M.Phil.)	5	--	4	--
<b>Total</b>	<b>76</b>	<b>12</b>	<b>30</b>	<b>--</b>
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

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

Pattern	Number of programmes
Semester	42 (UG + PG + M.Phil. + Ph.D.) Programmes 31 Certificate Courses
Trimester	--
Annual	2 (PG) Diploma Courses 1 Diploma Courses

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

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

*\*Please provide an analysis of the feedback in the Annexure*

Structured online feedback assesses teacher effectiveness. Class Committee Meetings (CCMs) are conducted once every semester to review academic programmes. The Class Committee consists of five student representatives, Vice Principals and Deans of Academic Affairs. Such 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 given at the CCMs are recorded by the Deans of Academic Affairs and Vice Principals. They are discussed and reviewed, and remedial measures taken if required. The feedback is also used during subsequent revision of syllabi, to improve teaching-learning-evaluation processes, infrastructure, resources and facilities, to ensure effective implementation of academic and administrative processes. 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. 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 13 April, 2018. The following are the salient aspects of revision/ update.

Aspects of Revision:

B. Voc. (Food Processing and Quality Control)

Syllabi for V and VI semesters - Food Processing & Quality Control passed with minor modifications

Syllabi for V and VI semesters for Sustainable Energy Management passed.

Department of Commerce, Shift II, revised syllabus of the V semester course on Taxation Law offered in the B. B. A. Programme

B.Com. (A&F) VI Semester Business Taxation

Two units included on GST

Department of English

B. A. English and Communications Skills

The programme was passed in the Academic Council and is to be initiated in the academic year 2018-19

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
202	155	35	--	12

2.2 No. of permanent faculty with Ph.D.

97
----

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (2017-18)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
24	--	--	--	--	--	1	--	25	25

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	36	37	39
Presented papers	42	47	1
Resource Persons	2	7	32

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

The following innovative practices initiated in the last academic year are in progress and have been continued.

**Learning through ICT:** Introduction of online learning through NPTEL (MOOCs).

**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

**The following innovative programmes are continued and have enhanced student performance at different levels.**

Stella Maris Pathway Programme

Language Partnership Programme

Remedial Coaching Programme

Besides these initiatives, the following teaching/learning methods are emphasised in campus.

- Use of online platforms- Google Classroom
- Online Courses from NPTEL
- Short term certificate courses
- Activity based Learning
- Research- based projects and term papers
- Independent study courses with credit allocations
- Meet the Author Sessions
- Scholar/Author in Residence Programmes
- Play and Panel Discussions
- wix.com-Repository for reading materials
- Mind mapping
- Visits to small and large-scale organization are organized
- Case Study method
- Practical based lectures
- Peer Teaching
- Simulation based practicals

## 2.7 Total No. of actual teaching days

during this academic year

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, n Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The Continuous Assessment pattern is continued for the current academic year which comprises of the following:

- One test is conducted for 25 marks
- Other components such as seminars, assignments etc., (2 to 3) 25 marks
- Improvement Test 25 marks (Improvement test can be taken both by students seeking to improve their marks in the test as well as absentees for the test)
- Best of two test marks and marks obtained in other components will be computed for Continuous Assessment (CA).
- Three question papers are set for all UG major & allied courses- one by the course teacher and one each by two external examiners.
- Bar codes numbers assigned to all candidates appearing for regular examinations conducted from November 2017.

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

Curriculum restructuring/revision/syllabus development:

**All** faculty members are involved in curriculum restructuring/ revision/ syllabi revision in their respective departments.

As members of Boards of Study:

**All** Faculty members

Curriculum Development Workshops:

**Select** Faculty members

2.10 Average percentage of attendance of students

85%

B.Voc.

75%

2.11 Course/Programme wise distribution of pass percentage :

2017-2018	S. No.	Title of the Programme	Students Appeared	Students Passed	Distinction	First	Second	Third	% of Pass
	1.	B.A History	67	47	6	19	18	4	70.15
	2.	B.A Sociology	65	54	2	27	21	4	83.08
	3.	B.A Economics	63	55	18	30	7	-	87.30
	4.	B. V. A Fine Arts	67	60	6	40	14	-	89.55
	5.	B.A English	73	65	1	43	19	2	89.04
	6.	B.Com - Section - A	73	72	13	37	19	3	98.63
	7.	B.Com - Section - A	73	69	13	33	22	1	94.52
	8.	B.Com - Section - B	75	60	7	36	17	-	80.00
	9.	B.Com - Section - C	72	61	6	36	19	-	84.72
	10.	B.Com. Corporate Secretary ship - A	71	53	5	29	19	-	74.65
	11.	B.Com. Corporate Secretary ship - B	74	59	7	34	17	1	79.73
	12.	B.Com. Accounting and Finance	72	63	13	37	12	1	87.50
	13.	B.Sc. Mathematics - Section- A	73	67	34	26	7	-	91.78
	14.	B.Sc. Mathematics - Section -B	77	68	22	41	5	-	88.31
	15.	B.Sc. Physics	54	46	17	28	1	-	85.19
	16.	B.Sc. Chemistry	55	49	16	24	9	-	89.09
	17.	B.Sc. Plant Biology & Plant Biotechnology	47	36	10	17	9	-	76.60
	18.	B.Sc. Advanced Zoology & Biotechnology	47	38	11	19	7	1	80.85
	19.	B.C.A Computer Application - A	54	51	12	31	8	-	94.44
	20.	B.C.A Computer Application - B	54	50	16	27	7	-	92.59
	21.	B.S.W - Social Work	47	43	2	32	9	-	91.49
	22.	M.A International Studies	16	14	-	12	2	-	87.50
	23.	M.A Economics	14	11	1	10	-	-	78.57
	24.	M.A Fine Arts	17	10	-	10	-	-	58.82
	25.	M.A. English	35	30	1	23	6	-	85.71
	26.	M.A. Public Relations	19	15	3	12	-	-	78.95
	27.	M.S.W - Social Work	34	34	1	30	3	-	100.00
	28.	M.Com. Commerce	39	35	4	31	-	-	89.74
	29.	M.Sc. Mathematics	38	32	18	14	-	-	84.21
	30.	M.Sc. Information Technology	23	23	11	12	-	-	100.00
	31.	M.Sc. Bioinformatics	24	21	6	15	-	-	87.50
	32.	M.Sc. Chemistry	22	22	12	10	-	-	100.00
	33.	M.Sc. Biotechnology	25	25	6	17	2	-	100.00

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

The IQAC conducts programmes for quality enhancement by regularly organizing training programmes for both teaching and non-teaching staff.

- 1 . 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.
- 2 . The Principal along with the Vice Principals, Deans of Academic Affairs and the IQAC Coordinator discuss and plan methods to incorporate and implement new ideas and creative projects.
- 3 . Members of the faculty are encouraged to constantly update the syllabi and identify teaching methodologies that enhance learning.
- 4 . As part of the quality enhancement/sustenance the following are the measures adopted:
  - Restructuring of 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
- 5 . The college has a well-structured feedback system that evaluates the teaching and learning processes.
  - C lass Committee meetings are held regularly. 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 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	4
HRD programmes	--
Orientation programmes	5
Faculty exchange programme	--
Staff training conducted by the university	4
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	129	--	--	--
Technical Staff	11	--	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC collaborates with the Research Centre (SMICMR) in organising research capacity building programmes both for faculty and students.

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.

It recommends students and faculty members in the participation of research training programmes offered by professional organisations /institutions.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	--	--
Outlay in Rs. Lakhs	--	Rs.8,00,000	--	--

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	3	3	--
Outlay in Rs. Lakhs	--	Rs.8,60,000	Rs.8,60,000	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	160	1	--
Non-Peer Review Journals	3	10	2
e-Journals	91	--	--
Conference proceedings	16	4	--

#### 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
Major projects	2017-2019	DBT	Rs. 8,00,000/-	Rs.6,00,000/-
Minor Projects	2017-2019	UGC-Minor Research Project	Rs.2,30,000/-	Rs.1,65,000/-
	2017-2019	UGC-Minor Research Project	Rs.4,70,000/-	Rs.3,60,000/-
	2017-2018	UGC-Minor Research Project	Rs.1,60,000/-	Rs.1,60,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	2017-2020	DST	Rs.2,20,000/-	Rs.2,20,000/-
	2015-2018	UBCHEA	Rs.9,00,000/-	Rs.9,00,000/-
	2017-2018	Malcolm & Elizabeth Adishesiah Trust	Rs.1,00,000/-	Rs.80,000/-
	2017-2018	UBCHEA	Rs.4,35,588/-	Rs.4,35,588/-
	2017-2020	IFCU	Rs.7,36,000/-	Rs.7,36,000/-
	2016-2021	DST-FIST	Rs.1,00,00,000/-	Rs.93,68,180/-
Total (Outlay)			Rs.1,40,51,588/-	Rs.1,30,24,768/-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	-	1	-	2
Sponsoring agencies	National Institute of Advanced Studies - Department of International Studies	-	Self Sponsored -Department of Commerce	-	UBCHEA- Department of History
	Self Sponsored - Department of Economics	-	-	-	UBCHEA- Department of History
	Self Sponsored - Department of Computer Science	-	-	-	

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

44

3.13 No. of collaborations

International

11

National

5

Any other

3

3.14 No. of linkages created during this year

23

3.15 Total budget for research for current year in lakhs :

From Funding agency

Rs. 1,20,00,000/-

From Management of University/College

Rs. 30,00,000/-

Total

Rs. 1,50,00,000 /-

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
23	12	8	1	--	--	2

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  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other



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

#### **Stella Maris Centre for Development of Resources for Inclusion and Vocational Enrichment (SMCDRIVE)**

Summer camp for Children organised in April 2017

Mental Health Care Clinic Services - every third Saturday of the month

Counselling and Referral Services

The Nalam Day Care Centre - for rehabilitated patients with mental disorders

Livelihood Skill Training programme for the students

Training in Indigenous Food Preparation

Capacity building programme for the NGO Personnel

Workshop on Art therapy

Lay Counselling Certificate Course conducted by the BANYAN at SMCDRIVE. 31 Candidates

Benefitted from the course

#### **Stella Maris College Extension Project Centre (SMCEPC)**

On 9th June 2017 PMGDISHA was launched with Digital Literacy training being offered to villagers and health personnel of Public Health and Medical Services in CSC – TPU. Making one person in every family digitally literate is one of the integral components of the Prime Minister's vision of "Digital India".

The eligible households can nominate one person from their family. The selected person to get themselves enrolled under this programme in a nearest Training Centre/ Common Service Centre (CSC) – Stella Maris College Extension Project Centre (SMCEPC), Thirupachur Village, Tiruvallur District.

Independent external evaluation will be conducted by a National level certifying agency like NIELIT, NIOS, IGNOU, HKCL, ICTACT, NIESBUD etc.

#### **Social Awareness Programme/ Service Learning (SAP/SL)**

Service-learning and Social Awareness Programme has actively involved students in a wide range of experiences. While also achieving the goal of gaining a deeper understanding of the community, social institutions and enhanced sense of civic responsibility among students. All departments are expected to earn two credits by completing any one of the following course options:

Heritage Awareness, Rural Realities- village visit/ urban visit, Child Welfare, Art and Children, Pollutants and Adulterants, Plants and People, Health and Hygiene, Care of the Differently Aabled, Computer Basics, Urban Realities- Underdeveloped Areas (Slums), Welfare of the Aged, Socio Economic issues, Civic Awareness, Learning from the community, Food Adulteration and Water Pollution. Students opt to choose their outreach area. Some of the social awareness programmes organised this academic year is as follows:

#### **Welfare of the aged (M.Com Department)**

Students visited old age home and spend time with the elderly, organized cultural programmers, games and activities. They also realize the importance of elderly people in the family, joint family system and care for the grandparents.

#### **Child Welfare (Bioinformatics, English, Mathematics, International Studies Department)**

Students were taken to NGO'S to understand the issues of underprivileged children and also to understand life of children in the orphanages without the love and affection of the parents and family. Students also visited underprivileged schools and spend time with children teaching basic subjects like Mathematics and English

**Heritage Awareness (History Department)**

Students visited historical places of importance there by creating Heritage awareness, its significance, associate stories and the recognizing its value. Also to educate and integrate the future stakeholders, i.e. students with their cultural and historical importance

**Rural Realities (Economics, Public Relations, Sociology Department)**

Students were given an exposure to rural villages to promote societal knowledge on rural life, communities, and the rural environment. They were able to integrate subject knowledge to reality. Students also did survey on related issues of interest.

**Plants and Environment (Botany Department)**

The Department of Botany worked on issues related to the environment, and organize awareness drive; students visit schools, distribute tree saplings and seed balls. They also show cased they talents on popularizing “Basic Science “on need for trees through street play in schools.

**Care for the differently Abled (B.Com Department)**

The students served in Ngo’s working for differently abled. The students put in a minimum of 20 hours in various agencies there by understanding special children, their needs, their rights & privileges, Challenges faced by children in the society. Games were conducted for children and activities on personal hygiene, daily exercise, Scribing.

**Health and Hygiene (Zoology, Computer Science, Bio- Technology Department)**

The students created Awareness on environmental hygiene, personal hygiene practices and communicable diseases among the school students.

**Computer Basics (Computer Science Department)**

The students conducted session for school children on *ComputerBasics* and training to familiarize students with the *basic* concepts underlying the *basic* workings of the *computer*, terminology, hardware, software, input and output devices, and the importance of file management.

## 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	--	--	--
Laboratories	29	--	--	--
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)	--	77.78	--	--
Others	--	--	--	--

#### 4.2 Computerization of administration and library

##### **Computerization of Administration and library**

##### **Upgradation of facilities and Equipment :**

All operations and services of the library have been automated with RFID (Radio Frequency Identification) technology for which the following equipment have been procured.

- 1. RFID Readers**
- 2. Self Kiosk**
- 3. Drop Box**
- 4. Security Gates**

##### **RFID Readers -2 numbers; One for UG Library & One for PG Library**

A radio frequency identification reader (RFID reader) is a device used to gather information from an RFID tag, which is used to track individual objects. Radio waves are used to transfer data from the tag to a reader.

##### **Self Kiosk**

These are Self-service facilities which allows for a much faster and more efficient way of borrowing and returning books by the users themselves. Not only does it mean less queueing to be served at the desk, but it also frees up Library staff time from routine transactions so they can answer your queries and provide the front-line help where it is most needed.

##### **Drop box**

The drop box gives 24/7 access for students to return the book. This can be utilized even when the library is closed. Students can drop the books from outside the library and it gets collected and stored in the book bin.

##### **Security Gates**

Security Gate System series enables to detect the items that have not been properly checked-out. The audible and visible alarms are automatically triggered when improperly checked-out materials are passed through the gate system.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	107934	523024	590	551021	108524	1074045
Reference Books	13060	256691	263	388826	13323	645517
e-Books	321880 9 approx.	Avl. In N-list Questia & EBSCO Database s	8545 approx.	Avl. In N-list Questia & EBSCO Databases	3227354 approx.	Avl. In N-list Questia & EBSCO Databases
Journals	100	394100	6	13660	106	407760
e-Journals	9953	Avl. In N-list Questia & EBSCO Databases, AEA & SAGE online	15	Avl. In N-list Questia & EBSCO Databases, AEA & SAGE online	9968	Questia & EBSCO Database s, AEA & SAGE
Digital Database	3	300187	1	56334	4	356521
CD & Video	875	----	9	----	884	-----
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	603	300	100 Mbps	92	--	124	54	33
Added	--	--	16 Mbps	--	--	--	--	--
Total	603	300	116 Mbps	92	--	124	54	33

**Note:** 100 Computers replaced

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:**

- Renewal of College Firewall for blocking Sites
- Symantech Antivirus Renewal
- RAM Updated in all the systems in all the departments
- Increased internet connectivity
- Extended WiFi facility on campus

4.6 Amount spent on maintenance in lakhs :

i) ICT	20.07
ii) Campus Infrastructure and facilities	96.97
iii) Equipments	166.98
iv) Others	6.93
<b>Total :</b>	<b>290.95</b>

## Criterion – V

### 5. Student Support and Progression

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

The IQAC along with the Office of the Student Affairs provides linkages with 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 42 students as members of the IQAC Student wing.

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

A mentoring system initiated by the College enables tracking student progression. Course teachers, class teachers constantly keep record of the students' progression. Each student has a mentor, whom she approaches for academic and personal counselling. Academic and personal mentoring is offered to the students at all levels of their study on campus.

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

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

UG	PG	Ph. D.	Others
4632	681	3	19

#### (b) No. of students outside the state

411
-----

#### (c) No. of international students

21
----

Men

No	%
--	--

Women

No	%
100	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1484	866	27	2581	26	4958	1506	960	27	2842	39	5335

Demand ratio 1:10          Dropout % >10 %

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

##### **IAS Coaching:**

A total of Sixty-One students enrolled for IAS Coaching classes in the academic year 2017-18.

No. of students beneficiaries

61

#### 5.5 No. of students qualified in these examinations

NET	1	SET/SLET	1	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	1

#### 5.6 Details of student counselling and career guidance

Department-wise briefing /counselling for the final years on companies that visited the previous year job opportunities etc.by all CGC members from June 12-24, 2017

Employability Skills Training Programme was conducted between July17-29, 2017 on the following:

- Resume writing
- Aptitude test
- Group discussion
- Interview Techniques

CGC had facilitated Mahindra Pride School{CSR wing of Mahindra Group} 80 hrs training for second years students and as a follow up along with these students about 100 did soft skills training programme .25 students were placed in TCS ,2 in IBM and 1 in Mckinsey

Global Education Fair was conducted on campus on Feb.23 2018 by CGC and Education Matters .23 Overseas Universities and colleges participated .Students from15 colleges in and around Chennai visited the fair to know about studying abroad various courses offered and opportunities available

Summer Internships for second year students with Goldman Sachs and Ernst Young were organised by the CGC

Best interns Manisha Jovvita and Agnella Nikitha were awarded scholarship to attend a Leadership Conference at Florida ,and Senior Managers Conference in the Middle East respectively

Ms. Sharadha attended the Zifo Placement Officers meet and Ms. Mathavi and Ms. Vasanthi attended the Deloitte placement officers meet this year Ms. Sarala attended the EY officers meet. These meets ensures continuous academic support from the Corporates, faculty training programmes and facilitates industrial visits for the students.

No. of students benefitted 364

### 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
59	568	364	--

### 5.8 Details of gender sensitization programmes

The Centre for Women's Studies seeks to consolidate and strengthen many of the college initiatives towards women's education, research and interventions on gender issues.

The Centre not only takes up research and documentation in the field, but also seeks to focus on links between activism, intervention and academics. Working across languages, it hopes to build a local thrust.

The Centre endeavours to realize its aims of empowering women through seminars and workshops. The Centre also plans to network with national and international women's groups to strengthen solidarity and to build resources for positive cultural interventions through theatre, film and social advertising. The initiatives of the Centre are focused on Teaching, Research, Training, Documentation, Field Action and Linkages.

The activities of the Centre are planned and organized by a team of faculty, some of whom are well recognized in the field of women and gender. With the objective of sensitizing the student community, the Centre has organized short term courses and competitions as well as awareness and training programmes.

### 5.9 Students Activities

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

State/ University level 144 National level 64 International level 2

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	655	3445250
Financial support from government	971	5621417
Financial support from other sources	577	4550230
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 has 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. The Board of Studies for every department meets annually to review the curriculum and offers suggestions to make changes in the syllabus.

The Academic Council meeting is held annually wherein all departments bring in their restructuring requirements, minor modifications in syllabi etc for the approval of the Academic Council. The curriculum is reviewed after a cycle of three years and restructured thereafter.

### 6.3.2 Teaching and Learning

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. 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 are organised regularly to provide wider scope for peer learning

### 6.3.3 Examination and Evaluation

Single evaluation by external examiners for the undergraduate courses initiated from 2015 batch onwards continues.

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.

### 6.3.4 Research and Development

In order to sustain the standard of excellence in research within the College the Centre aims to motivate faculty and student researchers to publish research papers in new areas of knowledge.

Research Promotional activities and strategies in R&D:-

Potential and Capacity building sessions for researchers are organized in alignment with the IQAC under the development of Faculty enrichment programmes.

Increase in research publications (Improvement Strategies through conducting workshops, seminars, Training programmes etc).

Mobilisation and Facilities: The Centre provides data, knowledge and research mobilization to faculty and research scholars.

Networking and Research Technology Support

Training programmes are conducted with research technology experts from the IIT,SRM university, LIBA, CASS, Institutional Solutions

CL Educate Limited Blackboard Intelligence and Analytics

International research collaborations bringing together a sustained network of institutional links and partnerships.

Maintain infrastructure and advanced facilities for research at all times.

Incentives and research facilities to academic staff to conduct research in and outside the country.

Adequate and trained human resources to promote research activities.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Computerization of library**

Upgradation of facilities and Equipment :

All operations and services of the library have been automated with RFID (Radio Frequency Identification) technology for which the following equipment have been procured.

1. RFID Readers
2. Self Kiosk
3. Drop Box
4. Security Gates

RFID Readers -2 numbers; One for UG Library & One for PG Library

A radio frequency identification reader (RFID reader) is a device used to gather information from an RFID tag, which is used to track individual objects. Radio waves are used to transfer data from the tag to a reader.

Self Kiosk

These are Self-service facilities which allows for a much faster and more efficient way of borrowing and returning books by the users themselves. Not only does it mean less queueing to be served at the desk, but it also frees up Library staff time from routine transactions so they can answer your queries and provide the front-line help where it is most needed.

Drop box

The drop box gives 24/7 access for students to return the book. This can be utilized even when the library is closed. Students can drop the books from outside the library and it gets collected and stored in the book bin.

Security Gates

Security Gate System series enables to detect the items that have not been properly checked-out. The audible and visible alarms are automatically triggered when improperly checked-out materials are passed through the gate system.

### 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

### 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

#### **Industry Interaction**

All departments organise industry interactions in their respective fields. Mutual sharing of expertise from the industry and academia contributes to enhancing the student's knowledge and provides students with an exposure to the world of work.

Job fares are organised by the Career Guidance Cell where students gain an opportunity to interact with experts from the Corporate sector, INGOs, NGOs and Government Bodies.

### 6.3.9 Admission of Students

The college continues to use the online application system. Help desks are installed 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 studying on campus 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

6.5 Total corpus fund generated

Rs. 1,50,000/-
----------------

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	Yes	Faculty/ Experts from other institutions	Yes	IQAC
Administrative	Yes	Government	Yes	Management

6.8 Does the University/ Autonomous College declares 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 comprising of the Principal, Vice Principals, Controller of Examinations, Associate Controller of Examinations, IQAC Coordinator and Senior faculty members regularly meet to review examination procedures.

Single evaluation with re-evaluation option was implemented. End- semester paper-setting continues to be done by an external examiner. First year PG students have one CA test with the option for improvement.

Supplementary Hall Tickets are downloaded by the students from the College website. The examination office is uses 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 is followed.

6.11 Activities and support from the Alumni Association

The Alumnae Association of Stella Maris College (AASMC) has always played a significant role on campus. This year the AASMC began the year by getting a new Vice President.

Kalanjiyam meet with author Aditi Mukherjee held in collaboration with the English department where the 1<sup>st</sup> and 2<sup>nd</sup> PG students attended the meet along with the alumnae. The author discussed her books and her journey becoming an author.

AASMC began working a vision and mission statement and on developing an app along with Engage to Serve a company who agreed to support us on this mission. The App with its basic features has already been hosted on both IOS and Android platforms. Further additions to the app will include an online payment gateway and common interest affinity groups.

AASMC celebrated Christmas with great fervor. The students of the history department took on the responsibility of EMCeeing the event and did a remarkable job as they even hosted the games.

AASMC also took part in the entrepreneurship day organized by the students' union in January. A few stalls were put up by the alumnae who sold products ranging from clothes to accessories to food, a planner and even a Dutch University put up a stall to open its door to students of the College.

The main focus of the AASMC presently is to develop the app into a full-fledged app which will help us reach out to Alumnae across the globe and also in various cities. We also want to use this app to form common interest affinity groups so we can meet more often. The other aim of the app is to enable alumnae to give back to their alma mater. The online payment gateway will make these transactions easily possible.



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

N A

6.12 Activities and support from the Parent – Teacher Association

The College does not have an established Parent – Teacher Association. Parents involve themselves in activities organised by the college. Resources from parents are tapped to enhance the academic and skill transfer of knowledge among students. Departments organise a one-on-one dialogue with parents through mentors if further support and counselling services to enhance performance is required.

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.

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 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

## 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.

<ul style="list-style-type: none"> <li>• Initiation of a professional training programme for trainers (Senior Faculty) on Academic Audit Procedures</li> <li>• Use of digital technology to enhance teaching learning processes</li> <li>• Focus on Student-Centred learning</li> <li>• Enhanced sports facilities</li> <li>• Encourage Safe food practices on campus (two day National Workshop organised in collaboration with Safe Food Alliance, Chennai)</li> </ul>
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

<b>ACTION TAKEN (2017-18)</b>	
Academic Audit Awareness and Training for Faculty Members	Orientation on Academic Audit – Procedures and Requirements organised in June 2017 Resource Person: Dr Suresh Paul Antony, Indian Institute of Management, Tiruchirappalli
	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
Expanding research facilities and Capacity Building for faculty in Research	Research skills training sessions for the UG students with Extra Credits is initiated. 96 students have registered
	A Stella Maris international Journal –SMIJAR has been initiated
	On-Line Research Skills development course is in the process
	International Exchange Programmes organised for Faculty and students
	Memorandum of Understanding between Le Tourneau University, Texas and Stella Maris College was signed in September 2017.
	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
Faculty Empowerment Programmes	Curriculum Restructuring - Current Trends in Higher

	<p>Education</p> <p>Promoting Values in Higher Education - Ethics in Teaching/ Learning and Evaluation</p> <p>Promoting Research in Higher Education</p> <p>Managing Stress</p> <p>Student Centred Learning and Train the Trainers Workshops for faculty members and Trainers Resource Person: Cynthia Dettman, Fulbright Scholar, University of New Mexico, USA</p>
Arts and Science Journal Publication	Stella Maris International Journal of Arts and Science SMIJAR – first Issue titled <i>Anthropocene</i> will be published in Jan 2019
International Conference on Peace Building	The International Conference is to be held in 2019
Facilities for Persons with Disability (PWD)	<p>Ramps and lifts with brail facility are installed. Rest room facilities for PWD are installed</p> <p>Software Braille Magazine- Whiteprint installed</p> <p>Elevator with Braille Button facility</p> <p>Scribing facility for examinations</p>
Sports and Fitness Facilities	<p>Expanded Sports and Fitness Facilities</p> <p>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.</p>
Increase Infrastructural facilities on campus	<p>New Academic Block (work in progress)</p> <p>Upgraded Seminar Hall (F Block)</p> <p>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</p> <p>New Guest House</p>
Followup of UG Programme in English and Communication Skills	Awaiting approval for academic year 2018-2019
Socially relevant programmes and Environmentally friendly practices	<p>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.</p> <p>A biogas plant was inaugurated on March 27, 2018.</p> <p>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.</p> <p>Summer camp for Children organised in April 2017</p> <p>Mental Health Care Clinic Services - every third Saturday of the month</p> <p>Counselling and Referral Services</p> <p>The Nalam Day Care Centre - for rehabilitated patients with mental disorders</p> <p>Livelihood Skill Training programme for the students</p> <p>Training in Indigenous Food Preparation</p>

	Capacity building programme for the NGO Personnel Workshop on Art therapy Lay Counselling Certificate Course conducted by the BANYAN at SMCDRIVE. 31 Candidates benefitted from the course
	Negotiation for conducting Environment Audit is planned for the academic year 2018-2019
MoUs	Le Touneau University, Texas, USA in the disciplines of Computer Sciences, Business Administration and English. Design Department, University of Moratuwa, Sri Lanka with the Department of Fine Arts, Stella Maris College. Holy Cross College, Agartala, West Tripura and Departments of English and Social Work, Stella Maris College. Institut Catholique d'Etudes Supérieures (ICES), Vendée, France and Department of International Studies, Stella Maris College. Liverpool Hope University and Stella Maris for faculty exchange in the Department of Mathematics. Tunghai University, Taiwan, China and Department of Physics, Stella Maris College.

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

**Best Practice 1 – Focus on ‘Whole Person Development’ for students**

Students provided with several opportunities to showcase and utilize their latent talents. The college provides opportunities to bring out student creativity through several activities are constantly organised on campus through various clubs on campus. Currently the college has 18 clubs on campus.

**Best Practice 2 – Focus on Student-Centred Learning for faculty members**

Faculty were provided with opportunities to participate in a series of workshops on the theme ‘Student-centred Learning’ that were organised by the IQAC and conducted by a visiting Fulbright Scholar Dr. Cynthia Dettman who was attached to the Department of Social work on Campus for a whole semester

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

#### 7.4 Contribution to environmental awareness / protection

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.

A biogas plant was inaugurated on March 27, 2018.

Under the Swacch Bharath initiative of the Government of India a pledge was taken on August 1, 2017 by NSS Programme officers, the Vice Principals and all NSS and YRC volunteers. The pledge was led by Sr. Susan, Secretary of our college to safeguard the environment and be a part of the Swacch Bharath Mission.

A Workshop was organised on the August 7, 2017 at Stella Maris College. More than 180 volunteers attended the Workshop. Mr. Kulandaisamy, Director of Gandhi Peace Foundation and Mr. Kumaran of Team Everest were the keynote speakers, who enlightened the youth on promoting health and hygiene. On August 8, 2017, around 50 volunteers, Volunteered for the Cleanup drive with determination and responsibility. Dr. Nirmala Alex, Coordinator, NSS, participated in the Swachh-a-thon 1.0 organised by the Ministry of Rural Development on August 10, 2017.

As part of Swacch Bharath mission the NSS and YRC unit collaborated with the Tamil Nadu Slum Clearance Board on August 12, 2017, identified Srinivasapuram a coastal area situated along the Marina Beachline to sensitize the community on environmental issues. Pamphlets on importance of health and hygiene were distributed in the community.

7.5 Whether environmental audit was conducted?

Yes

No

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

<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<ul style="list-style-type: none"> <li>• Campus –Located in the heart of the city Well maintained with excellent infrastructure Environment -friendly measures undertaken</li> <li>• Committed and well-structured outreach and extension centre</li> <li>• A holistic educational experience with a broad-based curriculum emphasizing skills development</li> <li>• Strong commitment to community, service, social justice, empowerment of women</li> <li>• Highly qualified faculty, committed to student welfare</li> <li>• Support programmes for slow learners and Scholarships to students</li> <li>• Well-structured mentoring system</li> <li>• Add-on certificate courses</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of Consultancies among faculty</li> <li>• Slow increase in research and publications</li> <li>• Insufficient student strength in selected PG programmes</li> <li>• Homogenous student profile.</li> </ul>
<b>OPPORTUNITIES</b>	<b>CHALLENGES</b>
<ul style="list-style-type: none"> <li>• Possibilities for partnerships, networking and collaborations with the International Research Centre.</li> <li>• Expanding opportunities for multidisciplinary and interdisciplinary research activities at both national and global levels.</li> <li>• Increased opportunities to develop and establish new programmes to meet new and growing demands of society</li> <li>• Increasing interest from foreign institutions for collaborations</li> <li>• Expertise of faculty to tap the corporate sector for consultancy and funding for research projects</li> <li>• Potential for leaderships role in the country- through innovative curricula, consultancy, networking and knowledge exchange</li> </ul>	<ul style="list-style-type: none"> <li>• Need to increase more skil oriented degree programmes that are currently required in the job market.</li> <li>• Continued perception that all educational processes be directed towards preparing students for job market</li> <li>• Societal focus on marks rather than holistic development of students</li> <li>• Growing perception about foreign universities being the best.</li> </ul>

## 8. Plans of institution for next year

1. Increase infrastructure facilities on campus:
  - a. New Buildings - Guest House, New Academic Block, Extended Canteen Area
  - b. Up-grading of class rooms and Seminar halls
  - c. Science labs and Language lab upgradation
  - d. Increase Teaching Aids
  - e. Increase and upgrade existing Computers
  - f. Internet Connectivity
  - g. Sports Equipment
2. Library
  - a. Increase Books and Journals
  - b. Enhance Library facilities
3. Enhance Student-Centred Learning Approaches
  - a. Organise training programmes for faculty at various levels
  - b. Organise training programmes for admin staff
  - c. Organise training programmes for Student Council members
4. Networking with institutions of repute and experts from respective fields
  - a. Provide opportunities for increasing research output
  - b. Increase faculty and student exchange programmes
  - c. Semester abroad programmes
  - d. Broader reach of consultancies
  - e. Strengthen Outreach and Rural Campus
  - f. Conduct Academic Audit with an agency of repute for training of trainers
  - g. Conduct Environment Audit

*Dr. Sandra Joseph*



*Signature of the Coordinator, IQAC*

*Dr. Sr. Rosy Joseph fmm*



*Signature of the Chairperson, IQAC*

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