



ज्ञान-विज्ञान विमुक्तये
UGC

University Grants Commission

UGC PARAMARSH SCHEME

MENTOR INSTITUTION



STELLA MARIS COLLEGE (AUTONOMOUS)

CHENNAI – 600 086



Sanction Letter: F 50-125/2019 (IC) dated 27 November 2019

REPORT

October 2021



Stella Maris College (Autonomous), Chennai

Report on

UGC - PARAMARSH Scheme

Sanction Letter : F 50-125/2019 (IC) dated 27 November 2019

Paramarsh is a UGC sponsored Programme upholding the quality mandate enshrined in the schemes offered by UGC to promote Quality Assurance in Higher Education. It is a matter of great pride and privilege that Stella Maris College has been chosen as a Mentor Institution due to its consistent good ranking in the previous NAAC accreditations. The UGC communication stating the approval of the college as a Mentor, was received on September 11,2019. The objective of the Paramarsh scheme is to mentor NAAC accreditation aspirant institutions for promoting quality assurance and enable them to get accredited. Striving to fulfill this objective, **under this scheme Stella Maris College has chosen Six Mentee Institutions** that have not yet been accredited and are seeking NAAC accreditation . MoUs that affirm cooperation in the conduct and implementation of the scheme have been signed by Stella Maris College and the six Mentee Institutions.

The Mentee Institutions are:

Chennai National Arts & Science College, Avadi

Sindhi College of Arts & Science, Numbal

Soka Ikeda College of Arts And Science for Women, Madhanangkuppam

St. Anne's Arts & Science College, Madhavaram

St. Joseph's College (Arts & Science) , Kovur

St. Thomas College of Arts and Science , Koyembedu

The Stella Centre for Effective Education and Development (SCEED) and Internal Quality Assurance Cell (IQAC) jointly coordinate this programme.

The Paramarsh Team consists of

MENTORING TEAM



Dr. Sr. Rosy Joseph fmm
Principal



Dr. K. Shyamala
Accreditation Ambassador



Dr. Geetha Swaminathan
Director, SCEED



Dr. Lakshmi Priya Daniel
IQAC Coordinator

The MoUs were signed in August 2019





The college constituted a Standing committee and has assigned a mentor for each mentee college to follow up with the colleges. A pool of experts along with the Paramarsh team shared their knowledge and facilitated the smooth implementation of the programme.

The team closely works with the six Mentee Institutions and conducts regular consultation meetings, Training sessions and workshops.

The Six mentors for the Mentee colleges are :

Dr. Geetha Swaminathan, Director SCEED, Former Vice Principal , IQAC Coordinator,
Controller of Examinations

Dr. Nirmala Kanagaraj, Former Vice Principal, SMC

Dr. Priscilla Jebakumari, Former Vice Principal , Dean of Academic Affairs and
Dean of Student Affairs, SMC

Dr. Mary George, Associate Professor, Former Head, Dept. of Chemistry, Former Dean of
Student Affairs

Dr. Lora Devaprasanna, Assistant Professor, Dept. of Social Work, Former Dean of Student Affairs

Ms.Charulatha Rajkumar, Assistant Professor, Dept. of Computer Science

To achieve the envisaged benefits of enhancement of overall quality of the mentee institutions and facilitate the sharing of knowledge, information and opportunities, the members of Paramarsh provided inputs as resource persons, organised Faculty Development Programmes and sessions on topics ranging from *Teaching-Learning Evaluation, Academic Audit, Documentation, Student Support Services, Infrastructure, Avenues for research augmentation, Enhancing faculty profile ICT Tools for teaching etc.*

The **Inauguration** of the Paramarsh Programme was conducted on September 30, 2019 and the Principals, IQAC members and faculty of the Mentee Institutions and the Paramarsh Team of the college participated. Dr. Sr. Rosy Joseph fmm, Principal, welcomed the members and extended due support to the Mentee Institutions. An account of the programme, expectations and timeline was outlined by Dr. K. Shyamala. The Mentee Institutions gave a brief introduction about themselves and shared their concerns regarding the NAAC accreditation. Dr. Geetha Swaminathan explained briefly the procedures of NAAC accreditation and allayed their concerns. There was an interactive session where the Principals, IQAC Coordinators and faculty from the mentee colleges discussed the modalities and action plan of the scheme. Dr.LakshmiPriya highlighted the role of the IQAC coordinator in maintaining the quality in Higher Education Institutions.





As a preliminary measure, the initial programmes were conducted commonly for all the colleges highlighting the importance, relevance and the process of NAAC Accreditation.

Further to the initial sessions, visits to individual colleges were undertaken to interact with the faculty body of the colleges. The team from the mentor institution made multiple visits to the mentee institutions to get acquainted with the profile of the college and the status of the institution.

After due ground assessment of the potential areas of improvement for each college, individual programmes catering to their needs for quality enhancement in specific areas are being conducted depending on their strengths and challenges.

The pool of experts and the mentors along with the team provides guidance through interventions such as training, guest lectures, workshops.

Teams from the mentee colleges were invited to visit the different offices such as IQAC, Dean of Academic Affairs, Dean of Student Affairs and the functioning of these offices were explained to them. They also visited the library and the automation of the library, access to online journals was explained by the Librarian Ms.Mahalakshmi. The various eco-friendly initiatives of the college were described to them.

The sessions/training programmes focused on the various criteria of the NAAC accreditation process, Standard Operating Procedures and Documentation and validation. The sessions also highlighted on the importance of having the appropriate processes in place. Periodic review and interactive meetings with the mentee institutions are being conducted.

The drawn up Plan of Action:

- Preliminary Meeting to gather information and work out the modalities
- Relevance of NAAC and Time frames of the processes
- The Role of IQAC in the matters of NAAC
- Introduction to the Seven Criteria of NAAC
- Directions for the Working Committees
- Training Faculty and Staff for strengthening documentation and presentation
- Compilation of the required data as per the NAAC Format
- Checking of the documentation with evidence
- Workshop / Training on ground assessment and SWOC analysis of the Institution
- Workshop on drawing up the Action Plan / implementation plan with clear timeline and schedules
- Developing strategies, defining goals and deliverables and splitting them into modules for Implementation of the Action Plan
- Facilitate the preparation of SSR – Pointers and suggestions
- Mock NAAC Peer Team visit

The report of the mentoring process for each of the mentee institution is as follows:

1. Chennai National Arts & Science College, College Road, Avadi, Chennai 600054

The Principal Dr.Chandra and the IQAC Coordinator Dr.Shibe Remo along with a few of the faculty who attended the inaugural session on September 30 2019, had interactions with the Accreditation Ambassador and the Paramarsh Team. Further to the interaction the plan of action and dates for the experts to address the faculty of their college was fixed.

Dr.Shyamala and Dr.Geetha Swaminathan visited the departments /library /infrastructural facilities of the Chennai National Arts & Science College to get acquainted with the institution. They addressed the faculty on “NAAC Assessment and Accreditation- Quest for Excellence”. The Question Answer Session after the presentation focused on highlighting the different steps in the accreditation process. The Feedback of the session was that they had a lucid and clear presentation and they were now better informed of the process.

A few faculty attended the session at Stella Maris College on “Academic Audit” conducted by Dr.Priscilla Jebakumari and Dr.Hima Bindu. The resource persons explained the importance of academic audit and the process involved.

Noting that the Faculty profile is an important dimension in the field of education, Dr.Shyamala and Dr.Geetha interacted with the faculty and enumerated the various ways in which the faculty profile can be enhanced through attending FDPs, upgrading their knowledge and skills through conferences/workshops at the National/International levels. They were encouraged to document all the certificates pertaining to their academic background and experience.

Dr.Lora Devaprasanna, former Dean of Student Affairs. SMC spoke at length on the various “Student Support Services” that the college can offer. She also spoke on the ways of integrating these services into the schedule which will motivate them.

The seven criteria of NAAC Accreditation were touched upon in the FDP conducted by the Team of professors from Presidency college viz. Dr.Jaishankar who spoke on “Dimensions of Curricular Aspects”, Dr.N.Sureshbabu on”Strategies for Teaching-Learning-Evaluation and Research Innovations and Extension”, and Dr.P.T. Devarajan on “Management of Infrastructure, Student support, Governance data for A&A Process”.

As a follow up to enhancing faculty profile, Dr.Priscilla, Dr.Shyamala and Dr.Geetha visited the college and interacted with the faculty of individual departments and guided them in augmenting their profile. In a subsequent session, they also perused the Academic audit documents, the department files pertaining to the Lesson plan, student data, programmes conducted, attended, student support services and also the additional coaching details. The modalities of Student Satisfaction Survey was discussed. The Technical requirement for uploading of documents during the submission of SSR was presented by Ms.Gayathri.

To help the faculty in using ICT Tools in Teaching Learning and Evaluation, Ms.Charulatha Rajkumar conducted workshops on Google Class, Edmodo and other ICT Tools.

Dr.Lakshmipriya and Ms.Charulatha coordinated the visit of the faculty to SMC and explained the functioning of various offices. They were also shown the infrastructure, library, labs and eco initiatives of the college.

Dr.Nirmala and Dr.Priscilla enumerated various innovative methods in evaluation of the internal assessment. TQM was discussed by the Paramarsh team to enhance quality sustenance in all facets of education.





Besides the above sessions, the faculty also attended various conferences, seminars conducted by SMC such as a Two-day State Level Technical Workshop on “Intellectual Property Rights” , a Two Day National Conference on ”Emerging Paradigms in Higher Education : 2020 and Beyond” and Sessions on scientific writing and the nuances of writing project proposals “ Language of Science”.

The above programmes equip them to continue the preparation of SSR and work towards accreditation. As a measure of quality enhancement, the mentee college is organising programmes on Faculty Improvement and Student Enrichment.

The feedback of the faculty is being used to conduct additional sessions as per their individual requirements.

2. Sindhi College of Arts & Science, Numbal

The Principal Dr.Sathyanarayana and the IQAC Coordinator Ms.Hemalatha and, IQAC members attended the inaugural session on September 30, 2019 at SMC. Dr.Sathyanarayana thanked the mentor institution for offering to assist their college for NAAC Accreditation. He queried on the time line and procedures to be followed. The faculty had interactions with the Accreditation Ambassador and the Paramarsh Team. Further to the interaction the plan of action and dates for the experts to address the faculty of their college was fixed.

Dr.Shyamala and Dr.Mary George visited Sindhi College for an interaction with the faculty and also to know the ground situation of the institution. They gave an Overview on “NAAC Accreditation” and spoke to the faculty on the importance of Team work and Time management for the smooth conduct of the accreditation. The faculty raised their queries which were answered by the resource persons.

As an initial step, to reiterate the importance of organised documentation, Dr. Geetha Swaminathan and Dr. Shyamala gave a presentation on “Significance of Documentation- An Introduction”. They explained the advantages of maintaining evidence for the documentation of data for each department/ office.

An FDP programme was conducted on the seven criteria of NAAC Accreditation by the Team of professors from Presidency college viz. Dr.Jaishankar who spoke on “Dimensions of Curricular Aspects”, Dr.N.Sureshababu on”Strategies for Teaching-Learning-Evaluation and Research Innovations and Extension”, and Dr.P.T. Devarajan on “Management of Infrastructure, Student support, Governance data for A&A Process”. The faculty of the college felt that the programme gave them a clear understanding of the various criteria.

Noting that the Faculty profile is an important dimension in the field of education, Dr.Shyamala and Dr.Geetha interacted with the faculty and enumerated the various ways in which the faculty profile can be enhanced through attending FDPs, upgrading their knowledge and skills through conferences/workshops at the National/International levels. They were encouraged to document all the certificates pertaining to their academic background and experience.

The Quality in Higher Education emphasises on Student centric learning and student support services. Dr.Lora Devaprasanna, former Dean of Student Affairs. SMC enumerated the possible avenues of providing “Student Support Services” . She shared her experience on conducting student training programmes in life skills, computer skills and employability skills.

A few faculty attended the session at Stella Maris College on “Academic Audit” conducted by Dr.Priscilla Jebakumari and Dr.Hima Bindu. The resource persons explained the importance of academic audit and the process involved.

The Technical requirement for uploading of documents during the submission of SSR was presented by Ms.Gayathri.

Ms.Charulatha Rajkumar and Ms.Shailaja conducted Hands on Training on the use of ICT Tools for online teaching and evaluation. They conducted workshops on the use of Google Class,Google Meet Edmodo and other ICT Tools for effective online education.

Dr.Lakshmipriya and Ms.Charulatha organised a tour of the premises of SMC and explained the functioning of various offices and infrastructure. Dr.Sathyabama showed the faculty the implementation of the eco initiatives of the college.

Pertaining to Criteion3, to encourage the faculty to pursue research, a session on “Research Opportunities” was conducted by Dr.Mary Geoge and Dr.Hima Bindu. They also gave lectures on “Innovations in Evaluation”

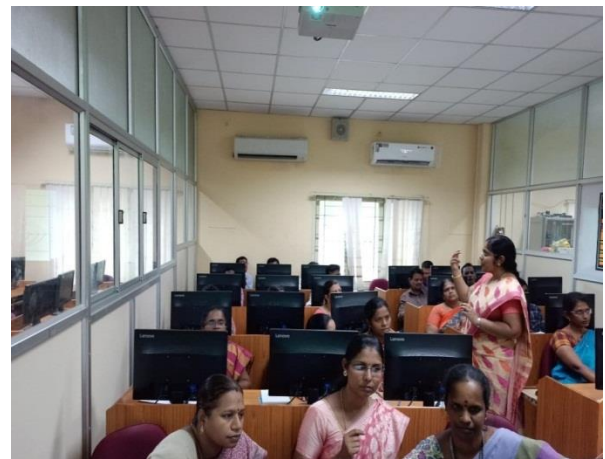
As a follow up to enhancing faculty profile, Dr. Geetha and Dr.Priscilla initiated the conduct of Auditing of the departments. They guided them in the processes of the audit. They advised the departments in maintain documentation pertaining to the Lesson plan, student data, programmes conducted, attended, student support services and also the additional coaching details. The modalities of Student Satisfaction Survey was discussed.

Dr.Lakshmipriya, Dr.Shyamala and Dr.Hima Bindu spoke on TQM measures and motivated the faculty to enhance quality sustenance in all facets of education.

Besides the above sessions, the faculty also attended various conferences, seminars conducted by SMC such as a Two-day State Level Technical Workshop on “Intellectual Property Rights” , a Two Day National Conference on ”Emerging Paradigms in Higher Education : 2020 and Beyond”

and Sessions on scientific writing and the nuances of writing project proposals “ Language of Science”.

The above programmes equip them to continue the preparation of SSR and work towards accreditation. The college is now on the verge of finalising the SSR preparation.



3. Soka Ikeda College of Arts And Science for Women, Madhanangkuppam

The Principal Dr.Samshath, the IQAC Coordinator Dr.Sandhyalakshmi , Ms. Mary Sujatha and other faculty of the college attended the inauguration of Paramarsh Scheme at SMC on September 30, 2019. Dr. Sandhyalakshmi appreciated UGC for the Paramarsh programme. She expressed that the guidance by SMC will help them undertake the preparation of the SSR for accreditation. Dr.Samshath informed that they will avail this opportunity and extend their cooperation for the successful conduct of the scheme.

The topic “NAAC Assessment and Accreditation- Quest for Excellence” was deliberated on by Dr.Shyamala and Dr.Geetha Swaminathan who visited Soka Ikeda College of Arts and Science and interacted with the faculty. The IQAC coordinator made a presentation about the institution and the steps they had taken so far for the accreditation process. After assessment of the status, programmes were designed to familiarise them with the details of Assessment and Accreditation. The resource persons explained the different criteria and their weightage.

Dr.Hima Bindu and Dr.Prisiclla explained on the need and significance of an Academic Audit in institutions of Higher Education, which will help them to move forward and sustain quality. The different steps involved in Academic Audit was dealt with in detail.

Discussing the criterion wise inputs, in which Faculty Profile play an important role, Dr.Shyamala and Dr.Geetha interacted with the faculty of the college and guided them in enhancing their profile. They stressed on the need to upgrade individual profiles through attending conferences, publishing papers, members of Academic Committees and also adding skill sets through short term courses.

To equip the faculty in preparing Criterion 5 for the SSR, Dr.Lora Devaprasanna, former Dean of Student Affairs and Asst.Professor, Dept. of Social Work, lead a discussion on Student Support Services which will help the students in holistic development. She enumerated the various interventions that the college can take for student uplift.

The seven criteria of NAAC Accreditation were touched upon in the FDP conducted by the Team of professors from Presidency college viz. Dr.Jaishankar who spoke on “Dimensions of Curricular Aspects”, Dr.N.Sureshbabu on”Strategies for Teaching-Learning-Evaluation and Research Innovations and Extension”, and Dr.P.T. Devarajan on “Management of Infrastructure, Student support, Governance data for A&A Process”.

The faculty from Soka Ikeda College visited SMC to be acquainted with the library facilities, functioning of different offices, centres, laboratories, infrastructure and their maintenance. Dr.Lakshmipriya, the IQAC Coordinator explained the working of the IQAC , its relevance the functioning of other offices. Dr.Mahalakshmi , the Librarian explained the computerization of the accession system and other library facilities. Dr.Sathyabama conducted a tour of the premises of SMC and its green initiatives.

Further to the introductory discussion on Academic Audit, Dr.Geetha, Dr.Shyamala and Dr.Mary George conducted a Workshop on Auditing of the Departments They gave their suggestions and inputs for data collection and documentation for proof of evidence. Ms.Gayathri gave the technical inputs needed for uploading the documents.

Dr.Shyamala, Dr.LakshmiPriya and Ms.Charulatha discussed the concept of Total Quality Management and its importance in education.

Besides the above sessions, the faculty also attended various conferences, seminars conducted by SMC such as a Two-day State Level Technical Workshop on “Intellectual Property Rights” , a Two Day National Conference on ”Emerging Paradigms in Higher Education : 2020 and Beyond” and Sessions on scientific writing and the nuances of writing project proposals “ Language of Science”.

The above programmes equip them to continue the preparation of SSR and work towards accreditation. The feedback of the faculty is being used to organise further sessions as per their individual requirements.





4. St. Anne's Arts & Science College, Madhavaram

The Principal Dr. Annammal, the IQAC Coordinator Ms. Adela and other faculty of St. Anne's Arts & Science College attended the inauguration of Paramarsh Scheme on September 30, 2019 at SMC. Dr. Annammal thanked the college for selecting St. Annes College which is a young college. She expressed her whole hearted thanks and hoped that the Paramarsh Scheme would give them an advantage for the NAAC Accreditation. The faculty interacted with the mentors and drew up a schedule for further programmes to facilitate the accreditation process.

The objective of the NAAC and its relevance in Higher education was deliberated on by Dr. Shyamala and Dr. Geetha Swaminathan on the topic "NAAC Assessment and Accreditation- Holistic Approach". They underlined the key areas to concentrate to fare well in the entire process which was the need of the hour. Ms. Adela the IQAC coordinator presented a brief history of the college and explained the various courses offered and activities done by the institution. Being a young and enthusiastic college, the faculty queried about the relevance and importance of NAAC in quality sustenance in Higher Educational Institutions.

The various student support services that can be extended to students was elaborated by Dr. Lora Devaprasanna, former Dean of Student Affairs and Asst. Professor, Dept. of Social Work. She initiated a healthy discussion and drew up an implementation plan for the college. This session helped in motivating more faculty in evincing interest in conducting activities for students. The feedback from the faculty indicated that the inputs has helped them in looking for different avenues to support students.

The role of Academic Audit and its modalities were described by Dr. Hima Bindu and Dr. Priscilla. The significance of Academic Audit in raising the benchmark for Teaching learning was explained in detail.

The experts from Presidency college conducted FDP on The seven criteria of NAAC Accreditation. Dr. Jaishankar spoke on "Dimensions of Curricular Aspects", Dr. N. Sureshbabu on "Strategies for Teaching-Learning-Evaluation and Research Innovations and Extension", and Dr. P. T. Devarajan on "Management of Infrastructure, Student support, Governance data for A&A Process". These sessions were appreciated by the faculty who were reassured about the preparation of SSR.

Dr.Shyamala and Dr.Geetha Swaminathan explained the “New Format” with Standard Operating Procedures, DVV process and the Timeline of Assessment. After discussion with the faculty, a session on “Opportunities for Research Collaboration” was conducted by Dr.Mary George and Dr.Jaishankar. They gave an overview of the avenues for research, research grants and tips for publication.

ICT is a key factor in keeping up-breast with digital world. Ms.Charulatha and Dr.Shilaja conducted a Training session on “Technology Enabled Teaching” . They enlightened the faculty on how technology in the hands of teachers can be transformational. Trends like Micro learning, Gamification, Video Based Learning, Mobile Learning were proposed to be initiated to make the class room sessions more innovative and creative. A live online demonstration was given to the faculty to get hands on experience on how to start a Google classroom or an Edmodo classroom session. It encouraged the teachers to initiate the process of Google Classroom immediately.

The faculty from St.Anne’s College visited SMC to be acquainted with the library facilities, functioning of different offices, centres, laboratories, infrastructure and their maintenance. Dr.Lakshmipriya, the IQAC Coordinator explained the working of the IQAC , its relevance the functioning of other offices. Dr.Mahalakshmi , the Librarian explained the computerization of the accession system and other library facilities. Dr.Sathyabama conducted a tour of the premises of SMC and its green initiatives. Ms.Gayathri gave inputs on Technical requirements for uploading SSR.

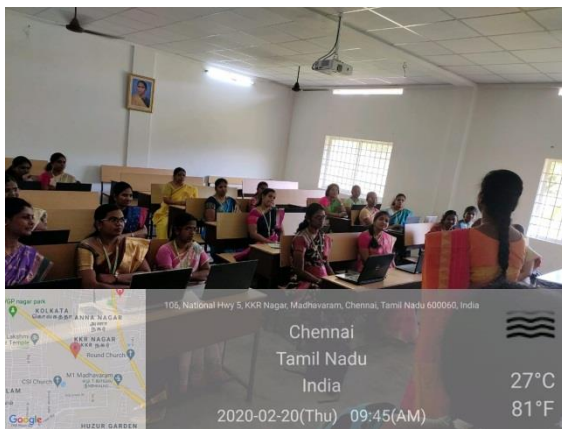
Further to the introductory discussion on Academic Audit, Dr.Mary George and Ms.Charulatha conducted a review meeting on auditing of the departments. They guided them on data compilation and collection of evidence. Ms.Gayathri gave the technical inputs needed for uploading the documents.

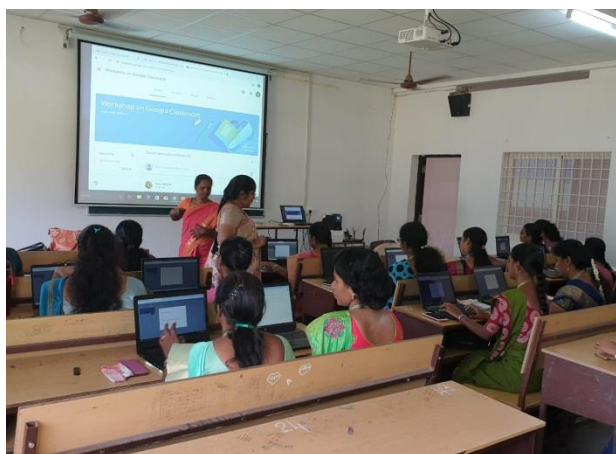
Dr.Shyamala, Dr.Lakshmipriya and Dr.Himabindu discussed the concept of Total Quality Management and its importance in education.

Besides the above sessions, the faculty also attended various conferences, seminars conducted by SMC such as a Two-day State Level Technical Workshop on “Intellectual Property Rights” , a Two Day National Conference on ”Emerging Paradigms in Higher Education : 2020 and Beyond” and Sessions on scientific writing and the nuances of writing project proposals “ Language of Science”.

The mentoring team of faculty from Stella Maris College are assisting them in the preparation of SSR. The college continues to upgrade themselves through Faculty Development Programmes.

The college has strengthened the Industry-Institution linkage, Alumni association, Career guidance cell activities, students support system over the past two years.





5. St. Joseph's College (Arts & Science) , Kovur

After the Inaugural session, the Paramarsh Team consisting of Dr.Shyamala and Ms.Charulatha addressed the faculty of St.Joseph's College on " NAAC Assessment and Accreditation- Quest for Excellence". They gave a detailed account of the seven criteria and their role in quest for excellence.

Dr.Priscilla and Dr.Himabindu spoke on Academic Audit and the documents that have to be kept ready for internal and external academic audit.

Dr.Geetha , Dr.Shyamala and Dr.Priscilla visited the mentee college and checked the documents and data compilation for individual departments and guided them in augmenting their profile , data compilation, documentation of evidences, student support services, student satisfaction survey. Resource materials and appropriate check lists were prepared and circulated to the faculty to assist them in the preparation of SSR.. After perusal of the documents, the resource persons gave their inputs for better clarity and organisation of the data.

An FDP programme was conducted on the seven criteria of NAAC Accreditation by the Team of professors from Presidency college viz. Dr.Jaishankar who spoke on "Dimensions of Curricular Aspects", Dr.N.Sureshbabu on "Strategies for Teaching-Learning-Evaluation and Research Innovations and Extension", and Dr.P.T. Devarajan on "Management of Infrastructure, Student support, Governance data for A&A Process".

To equip the faculty in preparing Criterion 5 for the SSR, Dr.Lora Devaprasanna, former Dean of Student Affairs and Asst.Professor, Dept. of Social Work, lead a discussion on Student Support Services which will help the students in holistic development. She enumerated the various interventions that the college can take for student uplift.

Dr.Shyamala and Dr.Geetha had an interactive session on the revised format and discussed the NAAC Manual. The documents to be kept ready as per the SOP was elucidated. Ms.Gayathri gave the technical inputs needed for uploading the documents.

Dr.Nirmala and Dr.Priscilla enumerated various innovative methods in evaluation of the internal assessment. TQM was discussed by the Paramarsh team to enhance quality sustenance in all facets of education.

Besides the above sessions, the faculty also attended various conferences, seminars conducted by SMC such as a Two-day State Level Technical Workshop on “Intellectual Property Rights” , a Two Day National Conference on ”Emerging Paradigms in Higher Education : 2020 and Beyond” and Sessions on scientific writing and the nuances of writing project proposals “ Language of Science”.

The inputs have motivated the faculty and they are striving to get accredited at the earliest. The feedback from them indicate that their confidence level has increased and they are now preparing the SSR as per the guidelines.





6. St. Thomas College of Arts and Science, Koyembedu

The Inaugural session was attended by Dr.Shibi Mathai, the IQAC Coordinator and Dr.Jayakumar, the Vice Principal of St.Thomas College of Arts and Science College. A brief overview of the programme was given which was followed by an interactive session in which the plan of action and time lines were discussed by the mentor institution team. Dr.Shibi thanked the management and UGC for this opportunity.

Dr.Shyamala , the Accreditation Ambassador and Dr.Lakshmipriya, IQAC Coordinator, Stella Maris College) visited the institution and gave a presentation titled “ NAAC Accreditation- a Holistic Approach’ and briefed on the necessity, benefits and explained the seven criteria of NAAC Accreditation. Mr.Shibi Mathai gave a brief description about St.Thomas College based on which the mentors drew up a plan for further action. Queries raised were addressed by the resource persons.

An FDP programme was conducted on NAAC Accreditation by a Team of professors from Presidency college viz. Dr.Jaishankar who spoke on “Dimensions of Curricular Aspects”, Dr.N.Sureshbabu on”Strategies for Teaching-Learning-Evaluation and Research Innovations and Extension”, and Dr.P.T. Devarajan on “Management of Infrastructure, Student support, Governance data for the assessment process.

The importance of Academic Audit in institutions of Higher Education was stressed on by Dr.Priscilla and Dr.Himabindu who spoke on Academic Audit- process and the documents that need to be organised for internal and external academic audit.

Dr.Geetha and Dr.Shyamala visited the different departments of the institution to assess the ground situation of data compilation. They elaborated on the metrics formed by NAAC for the submission of the SSR. They suggested remedial measures in areas of faculty profile, student support, alumni engagement and extension activities. The documents to be kept ready as per the SOP were elucidated. Resource materials and appropriate check lists were prepared and circulated to the faculty to assist them. They were given three weeks to set the process in motion. After a couple of weeks another visit to the institution was made to check the documentation of evidences, student

support services, student satisfaction survey. After perusal of the documents, the resource persons gave their inputs for better clarity and organisation of the data.

To help the faculty in using ICT Tools in Teaching Learning and Evaluation, Ms. Charulatha Rajkumar and Ms. Shailaja conducted workshops on Google Class, Edmodo and other ICT Tools.

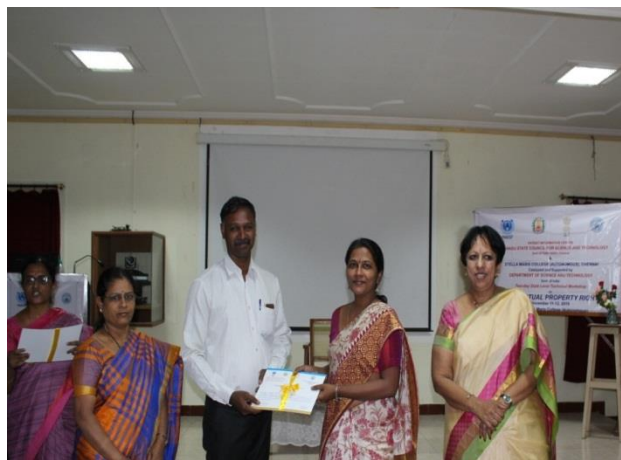
A Team of faculty from the mentee institution visited Stella Maris College and the automation of the library and facilities available both on line and off line in terms of books, journals, periodicals and also the NPTEL course was explained by Ms. Mahalakshmi the librarian. The infrastructure and the working of various offices were described by Dr. Lakshmi Priya, the IQAC Coordinator of SMC. The eco-friendly practices were elucidated to the visiting team of faculty.

Dr. Nirmala, Dr. Geetha and Dr. Priscilla enumerated various innovative methods in evaluation of the internal assessment. TQM was discussed by the Paramarsh team to enhance quality sustenance in all facets of education.

Besides the above sessions, the faculty also attended various conferences, seminars conducted by SMC such as a Two-day State Level Technical Workshop on “Intellectual Property Rights”, a Two Day National Conference on “Emerging Paradigms in Higher Education : 2020 and Beyond” and Sessions on scientific writing and the nuances of writing project proposals “ Language of Science”.

A webinar titled “NAAC Evaluation and Assessment- New format for Quality Enhancement for Higher Education” was conducted by St. Thomas College in collaboration with Stella Maris College on August 18th, 2020 with Dr. S. Ganapathy, Head, Dept. of Corporate Secretaryship, S.A. College of Arts & Science. The resource person enlightened the faculty about the multifarious aspects of Accreditation, benchmarking and quality sustenance.

The association of the Mentor-Mentee institution has driven the faculty to be focused and raise the benchmark for a holistic education. The inputs have motivated the faculty and they are striving to get accredited at the earliest. The feedback indicated that their confidence level has increased and they are now preparing the SSR as per the guidelines.







Activities during the lockdown period – April 2020 to September 2021 :

The lockdown period was utilised for enhancing the knowledge capital and also trained the faculty to face the challenges of online teaching and communication. Besides the activities mentioned earlier, the Mentor institution organised Faculty Development programmes through Webinars.


The webinars covered various aspects of quality in higher education and also included briefings on NAAC accreditation. The topics included Essential Technology skills for Online teaching, learning and assessment, Strategies for using various online classes such as Google meet / Google class, Edmodo and other related soft wares, Workshops were conducted on “Present and Future of Technology in Education” by Ms.Jeyapiya, Ms.Charulatha and Dr.Faustina.

Dr.Rajkumar , Assistant Professor, Vivekananda College, Madurai trained the faculty on “Development of Educational Videos” . Dr.M.G. Sethuraman, Director of R&D, Gandhigram Rural Institute, Dindugal enumerated the “Issues and Challenges in Implementing Outcome Based Education”.


Webinars to enhance research capacities were conducted on topics such as Scientific Thinking Manuscript writing, Ethical practices, Preparation of grant proposals and publishing. The faculty from the mentee institutions under the Paramarsh Scheme participated enthusiastically.

To facilitate the preparation of SSR, Dr.Kannan , Research Officer, RUSA conducted an interactive session on “Tutorial on NAAC Accreditation Framework” through a webinar in which he addressed queries from the mentee faculty. “Institutionalising Best Practices for Quality Sustenance” was explicitly explained by Dr.Anne Mary Fernandez, Former Registrar, University of Madras and Karunya University.

The mentors were engaged in regular discussion and had interactive input sessions with the mentee institutions to keep abreast of the developments in the educational field through online and offline communication.




STELLA MARIS COLLEGE (AUTONOMOUS)
CHENNAI - INDIA
(UGC Paramarsh Scheme)
Stella Centre for Effective Education and Development
organizes
A Two-Day Online Workshop on
The Present and Future of Technology in Education
20 & 21 May 2020 from 11 am to 4 pm




Coordinator: Paramarsh - Accreditation Ambassador
Dr. Shyamala K
Facilitated by
IQAC

For registrations, visit the link <https://forms.gle/np8kAkW6eGfyyFTX6>



STELLA MARIS COLLEGE (AUTONOMOUS)
CHENNAI - INDIA
(UGC Paramarsh Scheme)
Stella Centre for Effective Education and Development
organizes
A Webinar on
DEVELOPMENT OF EDUCATIONAL VIDEOS
25 May 2020 from 10 am to 12 noon
Resource Person
Dr. Rajkumar Ph.D.
Assistant Professor, Vivekananda College, Madurai



Coordinator: Paramarsh - Accreditation Ambassador
Dr. Shyamala K
Facilitated by
IQAC

For registration, visit the link <https://forms.gle/vkP5t5yoCZJGZnAY8>
Last date for registration: 23 May 2020 | e-Certificates will be provided
For queries contact: scecdsmc@gmail.com


STELLA MARIS COLLEGE (AUTONOMOUS)
 Chennai, India
 (UGC Paramarsh Scheme)
 Stella Centre for Effective Education and Development
 Organises
A Webinar
 on
**Institutionalising Best Practices for
 Quality Sustenance**
 Resource Person

Dr. Anne Mary Fernandez
 Former Registrar
 University of Madras and Karunya University
25 July, 2020 from 10.30 a.m. to 12.30 p.m.
 For registration, visit the link
<https://forms.gle/TpbiaduPd6iHcSY26>

- No Registration Fee.
- e-Certificate will be provided.



Coordinators:
 Dr. Geetha Swaminathan, Director, SCEED
 Dr. K. Shyamala, Accreditation Ambassador
 Facilitated by: Internal Quality Assurance Cell (IQAC)
 For queries contact: sceedsmc@gmail.com




STELLA MARIS COLLEGE (AUTONOMOUS)
 Chennai, India
 (UGC Paramarsh Scheme)
 Stella Centre for Effective Education and Development
 Organises
A Webinar
 on
**Tutorial on NAAC Accreditation
 Framework**
 Resource Person

Dr. S. Kannan
 Research Officer,
 State Project Directorate,
 Rashtriya Uchchar Shiksha Abhiyan (RUSA),
 DOTE Campus, Chennai
20 June, 2020 from 10.30 a.m. to 12 noon
 For registration, visit the link
<https://forms.gle/hGC74wpUacigJe4s7>

- No Registration Fee.
- e-Certificate will be provided.

 Supported by
 Internal Quality Assurance Cell (IQAC)
 For queries contact: sceedsmc@gmail.com


ST. THOMAS COLLEGE
 OF ARTS & SCIENCE
 Koyambedu, Chennai - 107
 in collaboration with

STELLA MARIS COLLEGE (Autonomous)
 Cathedral Road, Chennai - 86
 under the
UGC PARAMARSH SCHEME
 cordially invite you for the National Level Webinar on
**NAAC EVALUATION AND ASSESSMENT SYSTEM:
 NEW FORMAT FOR QUALITY ENHANCEMENT
 FOR HIGHER EDUCATION**
 Resource Person : **Dr. S. GANAPATHY**
 Head, Dept. of Corp. Secretaryship
 S.A. College of Arts & Science
 Date : 18.8.2020 * No registration fee
 Time : 10.30 am - 12.30 pm * e-certificate will be given
 Google meet link : <http://meet.google.com/mxu-kfxe-vrg>
Mr. Shibi Mathai * **Dr. N. Thangavel**
 IQAC Co-ordinator Principal


STELLA MARIS COLLEGE (AUTONOMOUS)
 CHENNAI - INDIA
 Stella Centre for Effective Education and Development
 organises
Webinar
 on
Issues and Challenges in Implementing Outcome Based Education
 Resource Person

Dr. M. G. Selvaraman
 Professor of Chemistry & Director (R&D)
 The Gandhigram Rural Institute
 (Deemed to be University)
 Gandhigram, Dindigul District
 Date: 15 December, 2020
 Time: 3.00 pm to 4.30 pm
 For registration, visit the link: <https://forms.gle/gQgz1L1UgT8PYm7o8>

- Participants – Faculty.
- No Registration Fee.
- E-Certificate will be provided.

Coordinators:
 Dr. K. Shyamala
 Dr. Mary George
 For queries contact: sceedsmc@stellamariscollege.edu.in

Frequent engagement with the mentee colleges and guiding them is continuing till date, to assist them in the NAAC Accreditation.

In 2020- 21, Dr. Geetha and Dr. K.Shyamala visited the Mentee Colleges to plan the timeline for the NAAC accreditation. They had review meetings to update the plan of action and discussed the data to be evaluated criterion wise.



Some of the topics included Organisation of Online data, Nuances of documenting geotagged photos, drawing up a road map for the submission of SSR.

Dr. Priscilla and Dr. Nirmla visited all the Mentee colleges to evaluate the data compiled thus far and suggestions were given appropriately.



A one day seminar was organised for the IQAC members and faculty of the Mentee colleges on “Significance of Career Guidance Cell”. The seminar was moderated by Ms. Madhavi, Placement Officer, Career Guidance Cell, Stella Maris College.



Both online and offline workshops were conducted for all the colleges by Ms. Vyjayanthi, Corporate Soft Skills Trainer on topics such as Success Skills, Communication and TEAM – Together Everyone Achieves More.




STELLA MARIS COLLEGE (AUTONOMOUS)
 Chennai, India
 Stella Centre for Effective Education and Development
 under
 UGC Paramarsh Scheme
 organises
A Webinar
 on
TEAM - Together Everyone Achieves More
 Resource Person
Ms. Vijayanthi Jagannathan
HRD Consultant
 Date: 27 January 2021
 Time: 3.00 p.m. to 4.30 p.m.
 For registration, visit the link
<https://forms.gle/5vTxXYM63Gdnhtkg7>
 • Participants - Faculty
 • No Registration Fee.
 • e-Certificate will be provided.
 Coordinator
 Dr. K Shyamala, Accreditation Ambassador
 For queries contact: sceedsmc@stellamariscollege.edu.in



Outcome:

The UGC Paramarsh Scheme was initiated with the aim of enhancing the overall quality of Educational institutions. This new initiative promotes mentoring the aspiring non accredited institutions to go through the process of accreditation with the assistance of mentor institutions and get NAAC accredited by 2022. Working towards this objective Stella Maris College has taken the steps to train faculty in maintaining processes, documentation, enhance faculty development through sharing of knowledge and is guiding the Six mentee institutions to adopt the best practices. The past two year have benefited both the mentor and the mentee institutions in sustenance of quality in higher education. It has also given room for self - improvement and overall development.

The mentee institutions are well prepared and have initiated the compilation of SSR and are planning to submit the IIQA in 2021.

The college continues to guide the mentee institutions as per their individual requirements and hope to raise the quality benchmarks.