



**STELLA MARIS COLLEGE**  
(Autonomous), Chennai, India



**SMC<sup>75</sup>**  
Since 1947

**STELLARCHIVES**

2021



## Vision

Designing a software that would enable a central cloud computing in Archives.

## Mission

We strive to be a significant support in retracing the heritage of the College while recording momentous contemporary events to ensure authentic referencing sources for posterity.

## Activities

- ♦ Assessing, attaining and conserving the records of the Institution.
- ♦ Promoting access to digitized information while protecting the primary source documents.
- ♦ Offering reference services to the college community.
- ♦ Fostering document management skill among the students.
- ♦ Inspiring the college community with thematic exhibitions based on its roots, achievements and fine traditions.

# Roots

The idea of beginning an archive for the College was introduced by Dr. Gita Balachandran, the former Librarian, who after retirement, embarked on setting up the Stockroom and collecting information resources.

The then Principal Dr. Sr. Jasintha Quadras fmm generously funded the novel establishment, and gave a solid foundation for the College archives. The first three years were filled with visiting various archives, designing the stock area and collection of archival materials.



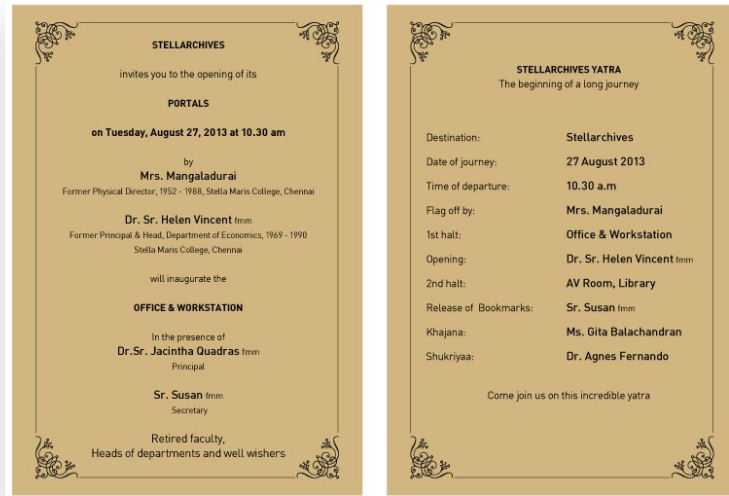
Dr. Sr. Jasintha Quadras fmm  
Principal (2008-2018)



Dr. Gita Balachandran  
Librarian 1977-2010  
Archivist: 2010 –2018

# Official Inauguration

The archives of Stella Maris College was officially inaugurated on 27 August 2013 and received its name “**Stellarchives.**”



Stellarchives is located on the mezzanine floor of the Stella Maris College Library. It houses archival artefacts and materials which document the history of the institution from its founding in 1947 to the present day. A well designed room, the wooden and glass paneled Stellarchives smells of perfumed oils and herbs. The temperature and humidity is controlled. The shelves are brushed with lemon grass oil, and special herbs packed in pouches are tucked into corners — all measures to preserve the contents of this room and keep them safe from decay.



Dr. Mangaladurai  
Former Physical Directress of the College  
Cutting the flower bedded ribbon at the inauguration



Interior View of Stellarchives



Display Panels



# Stellarchives' Collection



Artefacts



Photographs



College Magazines



Department Journals



Paintings



Newspaper Clippings

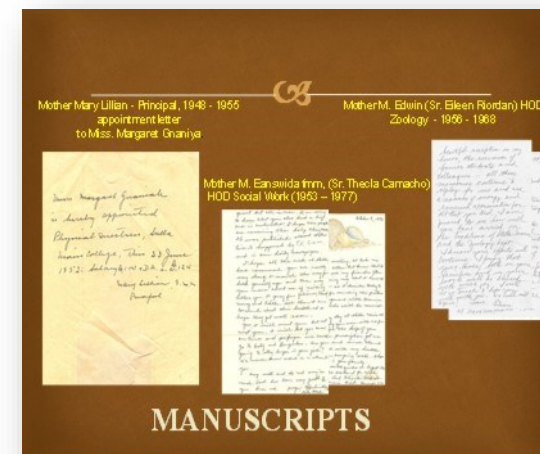
# Stellarchives' Collection



Ephemerals



Awards



Manuscripts

- \* Photo Galleries
- \* Documents and Manuscripts
- \* Records and Achievements of Student Training Programmes
- \* Extension Programmes
- \* Visitors' Books
- \* Artifacts and Ephemerals
- \* Speeches and Voice Recordings
- \* History of the College Logo and the College Song
- \* Blueprints of all College Buildings and their History
- \* Achievements of Distinguished Alumnae

- \* Awards of the Institution
- \* Historical sketches of heads of the Institution and Departments
- \* Affiliation Certificates
- \* NAAC Certificates
- \* Books written by the faculty and students of SMC
- \* Doctoral Dissertations of faculty and students of SMC
- \* Event log of the year
- \* Thematic albums
- \* Tagged Class photographs of the final year

# Best Practices

## Combining Indigenous Practices and Modern Technology in the Conservation of Archival Material in Stella Maris College

Stellarchives continuously attempts to integrate preservation and archival management with a focus on safe handling and storage of material in an eco-friendly environment.



As a result of using a variety of indigenous practices over the past nine years, both the library and Stellarchives are free from pests. In addition to this, the staff working in the stack areas no longer suffer from skin and respiratory problems. From this we conclude that the use of natural products not only ensures that the documents and the material are well preserved, but also protects both the students and the faculty from harmful chemicals.

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**Air conditioner and dehumidifier:** to maintain stable temperature and humidity

**Hepa vacuum cleaner:** to ensure dust and mite free environment

**Archival CDs, external hard disc and cloud:** to preserve digital material

**Acid free boxes:** to protect from radiation and pollution

**Scanner:** to transform print to electronic format

**LED lights:** to lower heat & UV emission and deter insects



## Student Feedback

Stellarchives welcomes the student community to draw inspiration from its collections. The feedback received from the students has been encouraging and gratifying. Bella Bharathi, a student of III year English said, **“My getting to know about Stellarchives motivates me to inscribe my name in our archives. I look ahead to that day when I will be able to add a feather to the cap of my Alma Mater.”**

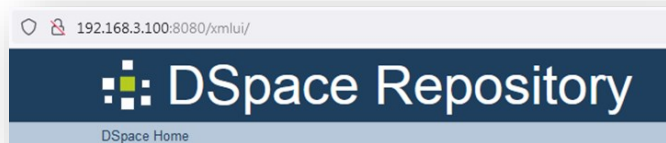


Stellarchives gives awareness, specially to the students of the Department of History about the field of Archives and its job opportunities.

Left to right

Archivist, Elfreda Janita Afariah, Keerthana R, Keryn Justina Roy  
04/03/2019

Third year History students Efrela Janita Afariah (16/UHSA/081), Keerthana R (16/UHSA/015) and Keryn Justina Roy (16/UHSA/023) had this to say: **“Our experience not only gave us an insight about our prestigious institution but also enlightened us about our academic roots. It would be great to see Stellarchives grow and receive more recognition and make the students more aware of its functions. These treasures, though preserved beautifully deserve a bigger space. It would give us immense joy to see the Archives grow and include even some of our work.”**



## Tech use

DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organisation's legacy; they facilitate digital preservation and scholarly communication. Stellarchives updates DSpace with College Magazines, College Calendars, Departmental Journals, Newspaper Clippings, College Reports, Awards, Achievements, Historical sketches about Principals, timeline of Heads of the Departments, etc



## Annual Highlights 2014—2015



Ms. Gita Balchandran, Archivist, **resource person** at the UGC Sponsored National Conference on “The Role of Libraries in the Information Era: Optimizing knowledge resources in learning and research” at Jyoti Nivas College Autonomous, Bangalore on 17th and 18th February 2014. She spoke on the **“Best Practices for Effective Use of Libraries in the Digital Era in an Academic Library for Optimising Knowledge Resources”**.

The first book to be published through the Stellarchives was **“Micro Finance and Women’s Development”** by **Sr. K. Stella Mary, faculty of Economics Department**.



Archivist Dr. Gita Balachandran gave a lecture on Archives to the History students on 10th October 2014 as part of the project on "Conservation and Heritage".



The inaugural meeting of the representatives from the departments was held on 20th August 2014. The purpose was to update them on the functioning of the archives and to enlist their co-operation in enhancing the collection.

## Visitors at Stellarchives during 2014-2015



**Dr. John Bennett,**  
Higher Education Academy Fellow, Chair Arts  
And Humanities Faculty Quality Learning And  
Teaching Committee Liverpool University



**Dr. Penny Haughan,**  
Dean of Students,  
Liverpool University



**Dr. Glenn Shive,**  
Vice President for Programmes,  
**Dr. Ricky M. Cheng,**  
Executive Vice President, UBCHEA



**Mr. William Dalrymple,**  
British Historian and Writer  
visited the Stellarchives on 16th October  
2014 and autographed his book "Nine Lives"  
for our collection.



**Ms. Sathyabhama Badhreenath,**  
Regional Director (S) Archaeological survey of  
India.



**August 5, 2014 - Dr. Manash Ranjan Mishra,**  
National Archives of India, came for an  
inspection of the Stellarchives regarding the  
Scheme of Financial Assistance for Preservation  
of Manuscripts/Rare Books, 2012-2013

## Annual highlights 2015—2016

A paper on “COMBINING INDIGENOUS AND MODERN TECHNOLOGY IN THE CONSERVATION OF ARCHIVAL MATERIAL IN STELLA MARIS COLLEGE, CHENNAI: A CASE STUDY” has been selected for the AIC’s (American Institute for Conservation of Historic and Artistic Work) 43rd Annual Meeting held in Miami, Florida, USA from May 13th- 16th, 2015.



Gita Balachandran at the Meeting of the American Institute for Conservation of Historic and Artistic Works, held in Miami, Florida from 13 to 16 May 2015

### Autograph

Mr. Imayam, prominent Indian novelist autographed his novel “Pethavan”  
Mr. Cho. Dharman, another well known subaltern writer autographed his work “Koogai” translated by Vasantha Surya



Ms. Shobha Warriar Journalist and author of “The Little Flower Girl and Others”



### Visitor

Three faculty members from Mount Carmel College, Bengaluru came to study the Stellarchives for setting up an archive at their institution.



## Coin Collection: A new Initiative



1944  
1 Pice - India 1944  
(Asia)



1950  
1 Krone -Norway  
(Europe)



(1877  
20 Cents - Mauritius  
Africa



1898 Rare  
10 Centavos - Argentina  
South America



1922  
5 cents – Canada  
North America

**The collection also has a few rare coins.**



The early coins of Travancore were manually struck by hand. But many of them (especially the common copper coins) did not survive due to the humid tropical climate of the region and hence they are very rare. Stellarchives is proud to house a few such coins



Coins were first made out of scraps of metal, and ancient coins were produced through a process of hitting a hammer positioned over an anvil. Stellarchives has a few such coins.



This coin is from the princely state of Gwalior and has the name “Shri Madhav Rav Ma Scinde Bahadar” 1953 inscribed on it.

## Annual Highlights 2016—2017

The following writers autographed their books during their visit to Stellarchives: *Light in Darkness* by Mr. Hamish Boyd; *Nature, Culture and Gender* by Mary Vidya P Porselvi; *Mounaththai Kalaikum Mozhi* by Nanthamizh Nangai; *Masterpieces of Chola Art* by Dr. R. Nagaswamy; *Butterflies on Campus* by Kalpana Jayaraman; *Dr. Vishvanath Tripathi ke sahitya mein chitrit grameen jeevan sabhyata* by A. Fatima; *Antimdashakke mahila kahanikaron ke badhalte samajik sandarbh* by Srabani Bhattacharyya and *The Weavers* by Geetha Iyer.

Dr. R. Nagaswamy  
Art Historian, Archaeologist



Annual Meeting of the  
Stellarchives representatives  
23rd August 2016



Ms. Geetha Iyer  
Author, Teacher, Wild Life Enthusiast



Mr. Hamish Boyd  
Poet, Performer, Multi Media Creator



Dr. Meenakshi Gopinath, Chairperson,  
UGC Expert Committee for Autonomy



Dr. M.R. Srinivasan, Dean I/C,  
College Development Council,  
University of Madras

Sr. Leena D'Souza, fmm,  
Provincial, Chennai Province

# Annual highlights 2017 –2018

## Visitors



**Gerald J. Pillay,**  
Vice Chancellor,  
Liverpool University, UK



**Murali Krishna,**  
General Manager  
BSNL



**Dr, Fr. Victor Lobo S.J.,**  
Principal  
St. Joseph's College,  
Bangalore

- **Capt. Indu Dinesh Nair**, Dept. of Chemistry, 1990 – 1993 batch, ex NCC student.
- **Dr. Fr. Victor Lobo S.J.**, Principal of St. Joseph's College, Bangalore.
- **Ms. Madhuri Shekar**, Dept. of History, 2004 – 2007 batch.
- **Sr. C.T. Theresa fmm**, from Villa Theresa Convent, Mumbai.
- **Eight FMM sisters** from Maris Stella College, Vijayawada
- **Winston A. Henry**, and **John J. Moses** from Chennai.
- **Sr. Noreen Murray**, fmm, New York.
- **Dr. Fr. Victor Lobo S.J.**, Principal of St. Joseph's College, Bangalore



## Annual Highlights 2017-2018

**Stellarchives was used extensively for garnering information on the following occasions.**

Sr. Mary John - We helped her to write an article by giving her information on Indian spiritualism (Shaivism and the Vedas). She also referred to her doctoral dissertation "Future time perspective self-concept and vocational interests by adolescents" that is preserved in the Archives.

Madras Heritage Week Display: In keeping with the theme of Heritage, on 30 August, Stellarchives put together a small but striking exhibition in the entrance to the library which showcased a few pages from the history of the College. Students paused to catch a glimpse and read about former Principals and important visitors to the College.

Journalists from the Times of India collected information and photographs for their article on Stella Maris College

Sr. Diana fmm found material in the form of photographs and information for her Power Point Presentation on the contribution of FMM sisters to the development of Stella Maris College

Ms. Priya George, Dept. of Social Work sought and obtained information about the percentage of students who had passed in her department.

**The following writers had autographed their books during their visit to the Stellarchives**

*"Drugs Use/ Abuse among Youth of a Fishing community in Chennai city – India"* by Sandra Joseph, Dept. of Social Work

*"Policies and Practices of Drug use in India"* by Sandra Joseph, Dept. of Social Work

*"Surya Prakash Retrospective 1960 onwards"* by Ashrafi S Bhagat, Dept. of Fine Arts

*"Regional Modernity"* by Ashrafi S Bhagat, Dept. of Fine Arts

*"Folklore, Culture and Heritage of Tamil Nadu"* by Kalpana Jayaraman, Dept. of Zoology; Priya George, Dept. of Social Work; and Dolly Thomas, Dept. of History

*"In Love and Warcraft"* by Madhuri Shekar, Dept. of History, 2004 – 2007 batch

*"Victims for sale"* by Nish Amarnath, Author and Journalist, USA, former student of the Dept. of Economics, 2003 – 2006.

# Annual Highlights 2018– 2019

The end of the academic year 2018-2019 was a period of transition between archivists with Sr. Jebamalai fmm taking on her new role as an Archivist from Dr. Gita Balachandran. It was also a year that saw the completion of a phenomenal level of data back-up. A number of path breaking initiatives were also introduced this year.



Sr. Jebamalai fmm, stood first in a class of 26 students, scoring 95% in the examination conducted after the Archival Record Management training programme held by Tamil Nadu Archives and Historical Research Centre.



Systematic record keeping is at the heart of archive keeping. Therefore, the very first initiative this year was to prepare the rack register and index register to identify the holdings and their location.

Item Type: PhD THESIS

Provenance: Arranged by Subjects

Archive SL. NO	Acc. No	Title	Scholar	Subject	Year
<b>BIOTECHNOLOGY</b>					
52.	TH1632	Isolation, characterization and identification of moderate thermophilic bacteria in the Coramandal coast of Tamil Nadu, India	Dr. Aruna Sharmili	Biotechnology	2008

Item Type: PhD THESIS

Provenance: Chronological Arrangement

Archive SL. NO	Acc. No	Title	Scholar	Subject	Year
126.	TH1740	History of the Hungarian Chapel in Aachen	Dr. Sr. Edith Tomory FMM	Fine Arts	1931

Item Type: PhD THESIS

Provenance: Arranged by Accession Number

Archive SL. NO	Acc. No	Title	Scholar	Subject	Year
1.	T1686	A feminist Semiotic Study of select Women's Fiction	Dr. Thilagavathi Gnana	English	1999

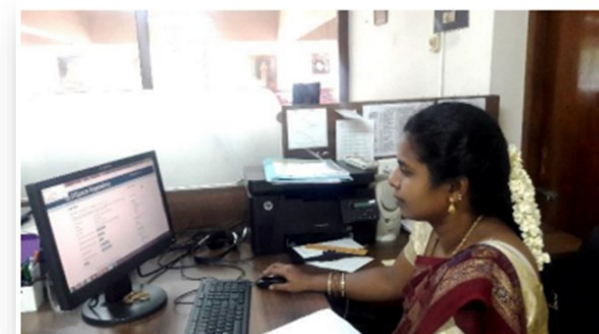
Stellarchives has successfully tagged all the class photographs for 2018-19 with the cooperation of all the departments. It comprises details about the office bearers, administrative staff, faculty, final year students, student union leaders, clubs, award winners, etc



The staff engaged in de-acidification of the documents and in strengthening the brittle documents with chiffon mending after digitisation. A fumigation chamber has been added to the preservation division to eradicate insects and mould.

Stellarchives has added the oldest gazetteers to its collection and uploaded 25 volumes of “The Ridpath Library of Universal Literature” in ‘D’ space and bookmarked old issues of the College Magazines (2016 -7, 2017-2018), department journals [Ankur (2017-18), Khilti Kaliyan (2016-2017), The Literary Journal (2015-16,2017-18), Parivarthana (2015-16, 2017-18)].

Extraordinary care was taken to create complete and accurate records by collecting first-hand information and evidence like invites, photographs, department journals, certificates of achievers, primary source documents, and so on.



Ms. Metilda updating the DSpace



## Annual Highlights 2019 –2020

To popularise and publicise its activities and work, the Archivist, Sr. Jabamalai Eruthayaraj fmm, in collaboration with the students of the Department of History arranged a two day exhibition, “Touchstones of Stellarchives,” on 18 and 19 September 2019. It was for the first time that Stellarchives had organised such a mega poly-thematic exhibition.



Sr. Susan Matheikal fmm , Secretary, Stella Maris College and  
Dr. Dolly Thomas , HoD of the Department of History inaugurated the exhibition



Exhibition and Event Management Team



Visit of the students and staff



Creative quiz on the history of the institution



Huge display panels were prepared by the  
College Carpenter Mr. Deveraj

# Annual Highlights 2019—2020

The archive houses 371 rare and ancient books that are more than 100 years old and some even 200 years old. Stellarchives had brought its entire vintage book collection under two broad sections, namely Fiction and Non Fiction. All the books were labeled and arranged. The extensive task of categorising the books' genre and digitally classifying them has been done.

## Archives' Interaction for Service

Dr. Madhavi from the Department of Social Work approached the archives to gather information and photos to prepare official papers to be sent to Madras University in view of 50 years of NSS in Stella Maris College.

Prerna Bhandari, 17/UFAA/049, a third year student of the Fine Arts Department approached the Archives to have copies of old photos for her photography project.

A few students from the English Department visited the archives to gather information for an essay writing project.

10 M.Phil Students from the English Department requested to be permitted to refer to doctoral theses.

Alumnae of the 1982-84 batch visited the archives; Anu Ganesan (1982-84 Batch) from the USA, Revathy Vasudevan (USA), Lucy (Pune) and Mala Ramanujam (Chennai) presented their class photographs, tagging and their nationalities. The tagging was incomplete; therefore the archivist completed the tagging with the help of the archive advisor Sr.Helen Vincent fmm, the former Principal.



Mrs. Manohari Rasanayagam, Vice President of Student Union 1961 had donated old photographs of the College and received copies of her articles published in the College Magazines



## Annual Highlights 2020—2021

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A short video clipping on the activities of the Archives was prepared for the College YouTube Channel

<https://www.youtube.com/watch?v=6lkveil7Gck>

The College Magazine of the year 2019-2020 and the Department Journals were bookmarked and added to the D space collection. Newspaper articles about the College were also uploaded and their hard and digital copies are retained in the Archives.

Dr. Poppy Kannan who worked in the Department of Social Work had donated original documents on Service Learning, NSS, Rotary Club, and Alumnae with photographs. These are being treated with fumigation and de-acidification before being archived.

Biographical sketches about each Principal was undertaken and these have been updated in D Space

The Internationality of the Congregation of the Franciscan Missionaries of Mary, which is the Management of the College, is reflected in the fact that the Foundress and the first four Principals belonged to five different nationalities, thus bringing to the Institution the best international standards in Higher Education. The Pioneers of the College were all professionally and academically equipped for administration and teaching at the University level. They contributed to the College not only in terms of academic excellence but also inculcated socio-cultural and religious values in young women, ultimately preparing them to be agents of social transformation

The Achievements of the College under each of these stalwarts and their contribution to Higher Education is documented in the Archives. The source of this information was garnered from “The Journey Continues,” the history of the institute in India authored by Dr. Sr. Sheila O’Neil fmm, one of the former principals and from the previous College Magazines.



**“Without archives many stories of real people would be lost, and along with those stories, vital clues that allow us to reflect and interpret our lives today.”  
— Sara Sheridan**

**“It has been said that, at its best, preservation engages the past in a conversation with the present over a mutual concern for the future.”**

**— William J. Murtagh, 1988**

**Sr. Jabamalai Eruthayaraj fmm**

**Archivist**

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