STELLA MARIS COLLEGE
(AUTONOMOUS), CHENNAI - TAMILNADU

(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 2016-May 2017

(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

CONTENTS

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. 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
jquadras@yahoo.com

Contact Nos.

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

Name of the Head of the Institution:

DR. SR. JASINTHA QUADRAS FMM

Tel. No. with STD Code:

Tel. No: 91-44-28111021

Mobile:

09444539816

Name of the IQAC Co-ordinator:

DR. SANDRA JOSEPH

Mobile:

09840170746

IQAC e-mail address:

iqacsmc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

TNCOGN10081

1.4 **NAAC Executive Committee No. & Date:**

EC/66/RAR/134 Dated: 21.2.2014

1.5 Website address:

www.stellamariscollege.edu.in

Web-link of the AQAR:

http://www.stellamariscollege.org/documents/iqacaqarreport2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Five Star	-	April, 2000	2005
2	2nd Cycle	A	3.57	Sept, 2008	2013
3	3rd Cycle	A	3.68	Feb, 2014	* Feb20, 2021
4	4th Cycle	-	-	-	-

* extended validity period from 5 years to 7 years. Revised certificate enclosed.

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15/09/2004

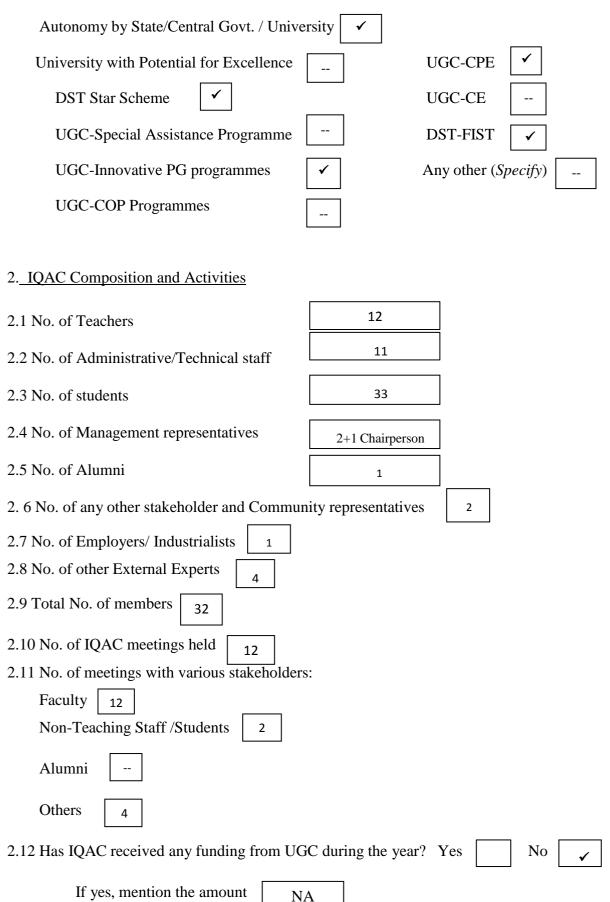**1.8 AQAR for the year** *(for example 2010-11)*

2016 - 2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC *((for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

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

1.10 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 ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

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 ☐

1.11 Type of Faculty/Programme

   Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

   Others   (Specify)   NIL

1.12 Name of the Affiliating University *(for the Colleges)*   UNIVERSITY OF MADRAS

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

Autonomy by State/Central Govt. / University ✔

University with Potential for Excellence --   UGC-CPE ✔

DST Star Scheme ✔   UGC-CE --

UGC-Special Assistance Programme --   DST-FIST ✔

UGC-Innovative PG programmes ✔   Any other (*Specify*) --

UGC-COP Programmes --

2. IQAC Composition and Activities

2.1 No. of Teachers   12

2.2 No. of Administrative/Technical staff   11

2.3 No. of students   33

2.4 No. of Management representatives   2+1 Chairperson

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and Community representatives   2

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   4

2.9 Total No. of members   32

2.10 No. of IQAC meetings held   12

2.11 No. of meetings with various stakeholders:

Faculty   12

Non-Teaching Staff /Students   2

Alumni   --

Others   4

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ✔

If yes, mention the amount   NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 26 | International | -- | National | -- | State | -- | Institution Level | 26

(ii) Themes

The following were the thematic areas of **quality** emphasised by the IQAC:

1. **Personal Effectiveness of faculty members**

   Teachers as Effective Leaders

   Revisiting Vision & Mission of the College

   3Q Education - Life Transformation

2. **Models of teaching/ learning and evaluation**

   Models of Teaching-learning-Evaluation

   Programme and Curricula Design – Principles and Practices

   Course Design and learning Models

   Courses Integration

   Student Performance Evaluation

3. **Enhancing Research Capacity**

   Training sessions on research skills through various disciplines

4. **Improve Social Relevance by Strengthening Outreach Programmes**

   Collaborations with Government/Non-Government agencies

2.14 **Activities and contributions made by IQAC**

S. No	Title	Resource Persons
1.	IQAC Advisory Board Meeting	Advisory Board and IQAC Members,
2.	Orientation Sessions for newly recruited faculty	Senior Faculty Members, Stella Maris College
3.	Professional Ethics	Dr. Evelyn Chandrasekaran Former Vice Principal, SMC
4.	Mentoring	Dr. G. M. James Retd. Prof. in English & Dean of Student , Loyola College, Chennai
5.	Basic Communication and Motivational Skills	Ms. Vijayanthi Facilitator & Trainer, Chennai
6.	Time Management	Ms. Vijayanthi Facilitator & Trainer, Chennai

7.	Basic Counselling Skills – Session I& II	Ms. Nirmala Nandakumar Senior Consultant & Faculty, Chennai
8.	Teaching the Scriptures	Rev. Fr. SJ Antonysamy Bishop"s House, Chennai
9.	Christian Life and Responsibility	Fr. Jayaraj, sdb Director, Youth Animation Centre Ennore, Chennai
10.	Higher Education in India – Pathways to Excellence	Dr. Victor Louis Anthuvan LIBA, Loyola College, Chennai
11.	Session 1- Orientation Models of Teaching- learning- Evaluation	Dr. L.S. Ganesh IIT – Madras, Chennai
12.	Session II - Orientation Models of Teaching- learning- Evaluation	Dr. V. Vijayalakshmi IIT – Madras, Chennai
13.	Session I - Programme and Curricula Design – Principles and Practices	Dr. L.S. Ganesh IIT – Madras, Chennai
14.	Session II - Workshop Programme and Curricula Design	Dr. L.S. Ganesh
15.	Session III - Course Design and learning Models	IIT – Madras, Chennai
16.	Session I - Workshop Course Design and learning Models	Dr. L.S. Ganesh IIT – Madras, Chennai
17.	Session II – Workshop Courses Integration	Dr. C. Vijayan IIT – Madras, Chennai
18.	Session III – Workshop Student Performance Evaluation	Dr. L.S. Ganesh IIT – Madras, Chennai
19.	Teachers as Effective Leaders	Fr. Joe Antony SJ Maduralaya, Dindigul.
20.	Revisiting Vision & Mission of the College (Science Department)	Dr. L.S. Ganesh IIT – Madras, Chennai
21.	Research Capacity Building Programme For Faculty -Physics/ Chemistry/Botany/Zoology	Prof. Jayavel, Centre for Research Anna University, Chennai.
22.	Revisiting Vision & Mission of the College (Economics, Public Relations, Computer Science & International Studies).	Dr. L.S. Ganesh IIT – Madras, Chennai
23.	Research Capacity Building Programme For Faculty – Mathematics	Prof. Sundar, Department of Mathematics IIT Madras, Chennai
24.	Research Capacity Building Programme For Faculty – Economics /Sociology/ Social Work / B.Com (Day)	Prof. Shanshanka Bhide Director Madras School of Development Studies, Chennai
25.	Research Capacity Building Programme For Faculty - English	Prof. Ganesh Krishnamoorthy Head, Department of English, Madras Christian College, Chennai

26.	3Q Education - Life Transformation	Dr. Sr. Anita Demonte Educator, facilitator & 3Q practitioner 3Q Institute Melbourne, Australia

2.15. Plan of Action by IQAC/Outcome*

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year. The Plan of Action is executed as per the suggestions recommended during the advisory meetings of the IQAC and other feedback of the academic year 2015-2016. Feedback of sessions/programmes is obtained from participants for all sessions. This academic year the plan was to introduce new courses in the college and on enhancing faculty members" skills in teaching/ learning and evaluation and on building research capacities.

Plan of Action	Achievements (2016-2017)
1. Preparation for Extension of Autonomy from 2008-2017	Autonomy granted for a period of six years w.e.f. 2017 to 2022-2023 including ex-post-facto approval from the period of 2014-2015 to 2016-2017
2. To augment quality education by providing induction programme for newly recruited faculty and other faculty development programmes	**June 6-8, 2016** Organised Induction Programmes for all newly and recently recruited faculty (25) on „Teacher Effectiveness" Feedback: Sessions were motivating, informative, useful and practical. **May 23-June 3, 2016** Train the Trainer Training programme by British Council for faculty of English Department
4. To equip faculty with current trends in Higher Education • Excellence in Higher Education • Curricula Planning and Development • Teaching-Learning-Evaluation	**June 9, 2016: (All faculty)** Higher Education in India – Pathways to Excellence **June 10, 2016: (All faculty)** Models of Teaching-learning-evaluation Programme and Curricula Design: Principles and Practices. **June 14, 2016: (All faculty)** Course Integration

	June 24, 2016: (Faculty with 10 years teaching)
	„Teachers as Effective Leaders"
	July 11, 2016 (Science Depts.)
	Revisiting the Vision and Mission of Stella Maris College
	Nov 16, 2016 (Mid-level Faculty)
	3Q Education - Life Transformation
5.To increase research culture on campus and research output by providing capacity building opportunities for faculty Research Output	**For all Faculty** **Aug 31, 2016 – (Depts. of Physics, Chemistry, Botany and Zoology)** Resource Person - Prof Jayavel, Centre for Research, Anna University, Chennai **Sept 2, 2016 – (Dept. of Mathematics)** Resource Person - Prof. Sundar, IIT (Madras) **Sept 19, 2016 – (Depts. of Economics, Sociology, Social Work and Commerce)** Resource Person - Prof Shanshanka Bhide, Director, Madras School of Development Studies, Chennai **Sept 24, 2016 (Science Departments)** **Resource Person: Prof. L.S. Ganesh, IIT (Madras)** (Depts of Economics, Public Relations, Computer Science & International Studies). **Oct 24, 2016 (Dept. of English)** Resource Person - Prof. Ganesh Krishnamoorthy, Head, Dept. of English, Madras Christian College, Chennai. **Publications: 25 publications** Arts – 9 Sciences – 12 Commerce – 4 **Books: 8 books** Arts – 8
6. Improve Social Relevance through meaningful outreach	• The *NALAM* Centre initiated on 8 August 2016 seeks to establish wellness oriented multi-dimensional services for rehabilitated psychiatric patients. • Tailoring, block printing and jute production

	initiated on 15 November 2016.
	• Sponsorship for children‟s education
	• Certificate programme in „Community Mental Health Care‟ Thirty one participants received Certificates
	• Stella Maris College Networking Centre signed an MoU with Alamo Group of Colleges, Texas, USA on 3rd Aug 2016
	• Two day training programme on „cashless transaction‟ on 13th, 14th Feb 2017
	• One day Seminar on „Gandhian Ideology/ Philosophy and rural industrialization - 28th Feb, 2017

* Academic Calendar of the year – See Annexure-2

2.15 Whether the AQAR was placed in statutory body   ✔️   ☐

Management ✔️   ☐   Syndicate ☐ Any other body

New programmes initiated for the academic year 2016-2017:

1. B.Sc. Psychology

2. B.B.A. Bachelor of Business Administration

3. B. VOC. Bachelor of Vocational Programme
   • B. Voc. Food Processing and Quality Control
   • B. Voc. Sustainable Energy Management

Part – B

Criterion – I

1.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	-
M. Phil	5	-	-	-
PG	12	-	7	-
UG	19	4*	10	-
PG Diploma	2	-	2	-
Advanced Diploma	-	-	-	-
Diploma	1	-	1	-
Certificate	19	10	-	-
Others	5	-	4	-
Total	**69**	**14**	**26**	**-**

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

*Programmes added - B.Sc. Psychology / B.B.A / B.Voc. (FPQC) / B.Voc. (SEM)

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 12 Certificate Courses
Trimester	---
Annual	2 (PG) Diploma Courses 1 Diploma Course

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

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 11 April, 2017. The following are the salient aspects of revision/ update.

Aspects of Revision:

Department of Tamil:
Foundation Syllabus in Tamil passed for B. Voc Degree Programme

Department of French:
Foundation Syllabus in French passed for B. Voc Degree Programme

Department of English:
English for Communication and Business English passed

B. Voc
Syllabi for III and IV semesters - Food Processing & Quality Control passed.
Syllabi for III and IV semesters for Sustainable Energy Management passed.

B.Com (Corporate Secretaryship) Shift II
Allied Core (Business Mathematics replaced with Business Analysis using Computers for III and IV semesters passed

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

The following courses were introduced for the Academic year 2016-2017
- B.Sc. Psychology
- B.B.A (Bachelor of Business Administration)
- B.Voc. Bachelor of Vocational Programme
    - B. Voc. Food Processing and Quality Control
    - B. Voc. Sustainable Energy Management

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
193	143	40	__	10

2.2 No. of permanent faculty with Ph.D.   91

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (2016 -2017)

Type	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
Aided	15	--	--	--	--	--	--	--	15	--
Self-Financing	20	--	--	--	--	--	3	--	23	--

* *Vacant posts are filled in by management appointed faculty.*

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	30	43	36
Presented papers	51	35	4
Resource Persons	4	3	22

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

Feedback from course teachers and interaction with students in the respective departments contribute to incorporating ideas, current trends and interdisciplinary courses in the various programmes.

Skill based Learning: With the syllabus restructure under the choice-based credit system vocational courses aim at promoting skill based learning in specific areas of students" interest. All departments have introduced courses with skill based learning components that equip students with requisite skills in the chosen discipline of study.
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 Skill
Programme Stella Maris Pathway
Programme Language Partnership
Programme Remedial Coaching
Programme

Besides these initiatives, the following teaching/learning methods are included on campus.
- Use of online platforms- Google Classroom
- Online Courses from NPTEL
- Programme related short term certificate courses offered
- 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 practical's

2.7 Total No. of actual teaching days during this academic year

180

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

- Single evaluation by external examiners for the undergraduate courses of 2015 batch onwards was introduced.
- 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 obtain photocopies of answer scripts from Examination Office on payment of a prescribed fee within two days of the declaration of results.
- Evaluation for both Undergraduate and Postgraduate students is based on Continuous Assessment and the End Semester Examination held at the end of each Semester.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Boards of Study/Curriculum Development Workshops

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:

2016-17 Title of the Programme	Total no. of students appeared	Distinction	First	Second	Third	Pass %
B.A History	64	1	21	21	4	73.44
B.A Sociology	61	3	18	21	7	81.97
B.A Economics	64	13	22	13	3	79.69
B. V. A Fine Arts	47	5	31	2	1	82.98
B.A English	67	4	38	16	1	91.04
B.Com - Section - A	70	17	34	15	2	97.14
B.Com - Section - A	67	18	31	10	1	89.55
B.Com - Section - B	72	18	39	6	1	88.89
B.Com - Section - C	68	15	35	11	2	92.65
B.Com. Corporate Secretaryship-A	75	2	26	25	3	74.67
B.Sc. Mathematics - Section-A	69	34	24	7	0	94.20
B.Sc. Mathematics - Section-B	70	24	34	6	0	91.43
B.Sc. Physics	48	25	19	2	0	95.83
B.Sc. Chemistry	46	14	25	6	0	97.83
B.Sc. Plant Biology & Plant Biotechnology	45	8	25	11	0	97.78
B.Sc. Advanced Zoology & Biotechnology	48	15	22	5	1	89.58
B.C.A Computer Application - A	52	13	29	8	0	96.15
B.C.A Computer Application - B	53	13	19	13	0	84.91
B.S.W - Social Work	47	0	36	4	0	85.11

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

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

2. 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.

3. 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.

4. Members of the faculty are encouraged to constantly update the syllabi and identify teaching methodologies that enhance learning.

5. 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.

6. 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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	1
Faculty exchange programme	--
Staff training conducted by the University	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	1

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	128	--	--	--
Technical Staff	12	--	--	--

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 Research Projects** (2016-2017)

Number	Completed	Ongoing	Sanctioned	Submitted
2.	Yes	Synthesis and Characterization of Novel Metal Polymer Nano composites and its application in Optoelectronics (Chemistry) 2013-2016 with one year extension 2017	Sanctioned Amount Rs. 9,78,800/- Received Amount Rs. 5,64,800/-	Yes
Outlay in Rs. Lakhs			**Rs. 9,78,800/-**	

3.3Details regarding **Minor Research Projects** (2016-2017)

Number	Completed	On-going	Sanctioned	Submitted
1.	NA	Combating the Alzheimer"s disease through gold nanoparticles using extracts of Vitex negundo (2 years) (Oct 2016-Oct 2018)	Yes Oct, 2017 Rs. 1,80,000/-	--
2.	No	Assessment of Entrepreneurship Development Among NGOs in Four Districts of TamilNadu – Chennai, Kancheepuram, Tiruvallur and Tiruvannamalai" (Jan 2015- Dec 2016) 2 years	Yes Jan, 2015 Rs. 2,70,000/-	–

3.	No	Green Route Synthesis of Nanoparticles and Evaluation of their Antimicrobial Efficacy on selected Bacterial and Fungal Species" 18 months (Oct 2016-Apr 2018)	Yes Aug, 2017 Rs. 2, 30,000/-	--
4.	No	Reactive Dyes of Textile Industry Effluent Degradation by an Alkaliphilic Bacterial Consortium – 18 months (Oct 2016- Apr 2018)	Yes Sept, 2017 Rs. 4,70,000/-	--
Outlay in Rs. Lakhs		**TOTAL**	**Rs.11, 50,000/-**	--

Others: United Board of Christian Higher Education (UBCHEA), DST-FIST, DBT

Number	Completed	On-going	Sanctioned	Submitted
1.	NA	Strengthening Research and Teaching in Sciences DST FIST (PG Science Depts.) 2015-2021	Sanctioned Rs.1,00,00,000/- Received Rs. 82,50,000/-	NA
2.	--	Promotion of Folklore, Culture, Heritage of Tamil Nadu for Sustainable Development (2 years) funded by UBCHEA 2015-2018	Rs. 3,00,000/- (US $ 5,000/-)	--
3.	--	Strengthening Basic Sciences Star College Scheme funded by DBT	Sanctioned Amt Rs. 1,16, 90,000/- Received Amt Rs. 13,00,000/-	--
Outlay in Rs. Lakhs	--		Sanctioned Amt Rs. 2,19,90,000/- Received Amt Rs. 98,50,000/-	--

3.4   Details on Research publications:

Details	International	National	Others
Peer Review Journals	32	1	--
Non-Peer Review Journals	7	--	1
e-Journals	1	--	--
Conference proceedings	2	4	--

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [✔]   Nos. in SCOPUS [1]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations (2016-2017)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Research Projects				
Strengthening Research and Teaching in Sciences DST-FIST (PG Science Depts.)	2015-2021	DST-FIST	Rs.1,00,00,000/-	
Synthesis and Characterization of Novel Metal Polymer Nano composites and its application in Optoelectronics (Chemistry) 2013-2016 with one year extension	2013-2016	UGC	Rs. 9,78,800/-	Rs. 5,64,800/-
Minor Research Projects				
Combating the Alzheimer's disease through gold nanoparticles using extracts of Vitex negundo	2 years 2016-2017	UGC	Rs. 1,80,000/-	
Assessment of Entrepreneurship Development Among NGOs in Four Districts of Tamil Nadu – Chennai, Kancheepuram,	2 years Jan 2015- Jan 2017	UGC	Rs. 2,70,000/-	

Tiruvallur and Tiruvannamalai". (UGC - Minor Research Project				
Green Route Synthesis of Nanoparticles and Evaluation of their Antimicrobial Efficacy on selected Bacterial and Fungal Species"	18 months	UGC	Rs. 2,30,000/-	
Reactive Dyes of Textile Industry Effluent Degradation by an Alkaliphilic Bacterial Consortium	18 months	UGC	Rs. 4,70,000/-	
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify) Promotion of Folklore, Culture, Heritage of Tamil Nadu for Sustainable Development	3 years 2015- 2018	United Board for Christian Higher Education (UBCHEA)	Rs. 3,00,000/- (US $ 5,000/-)	

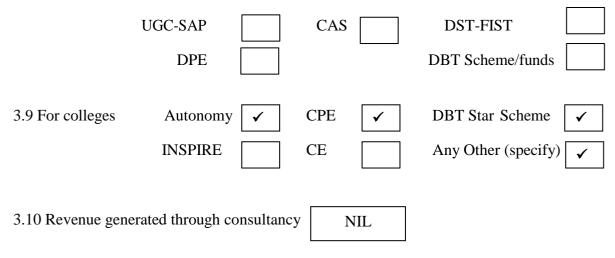3.7 No. of books published i) With ISBN No.   [2]   Chapters in Edited Books   [4]

ii) Without ISBN No.   [2]

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   [NIL]

3.11 No. of Conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1	--	--	--
Sponsoring Agencies	(self)	(self)	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons [29]

3.13 No. of collaborations [14]   International [3]   National [8]   Any other [4]

3.14 No. of linkages created during this year [2]

3.15 Total budget for research for current year in lakhs: Rs. 100 lakhs

From funding agency   [Rs. 80, 00, 00/-]

From Management of University/College   [Rs. 20, 00,000/-]

Total   [Rs. 1, 00, 00, 000/-]

3.16 No. of patents received this year

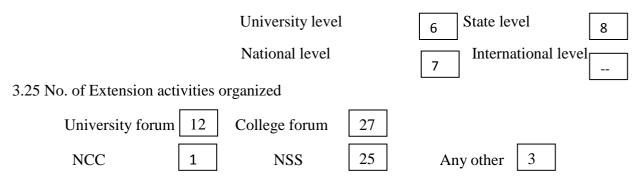| Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
of the institute in the year 2016-2017

Total	International	National	State	University	Dist	College
	10	20	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides   14

and students registered under them   40

3.19 No. of Ph.D. awarded by faculty from the Institution   4

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 1   SRF 1   Project Fellows 1   Any other   1

3.21 No. of students Participated in NSS events:

University level   250   State level   --

National level   3   International level   --

3.22 No. of students participated in NCC events:

University level   75   State level   14

National level   26   International level   --

3.23 No. of Awards won in NSS:

University level   1   State level   1

National level   3   International level   --

3.24 No. of Awards won in NCC:

University level | 6 | State level | 8

National level | 7 | International level | --

3.25 No. of Extension activities organized

University forum | 12 | College forum | 27

NCC | 1 | NSS | 25 | Any other | 3

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)

- Beginning in June 2016 The centre offered a six-month Diploma beginning on „Community Mental Health Care‟ for various grass-root development and health workers in collaboration with the Banyan and Rajiv Gandhi National Institute for Youth Development (RGNIYD). A total of 30 participants registered for the diploma. The participants were provided with adequate knowledge and training in mental health care thereby increasing their employability and promoting sustainable livelihood.
- On 8 August 2016, the NALAM Centre was initiated at SMCDRIVE. The Centre aimed at establishing a wellness oriented, multi-dimensional services for rehabilitated psychiatric patients.
- SMCDRIVE organised series of workshops and awareness programmes on gender and development.
- On August 24, 2016 in collaboration with Sarwin Counselling the centre organized a half day workshop on Child Behavioural Problems.
- On 20 September 2016 a Legal Awareness Programme was organized.
- On 3 February, 2017 an interactive session on HIV and safety of girl children was conducted.
- On 3 and 4 March 2017 a two days workshop was organized for the Community level workers, caretakers and clients of the Banyan.
- On 7 MARCH 2017, The International Women's Day was celebrated with the on the theme *'Pengal Natin Kangal'*.
- On 24 March 2017 a session on Legal Mediation was organized for the I and II year BSW students
- On 27 March 2017 the Valedictory function for the Certificate Course in Counselling was organised. Thirty one students successfully completed the programme and received the Certificates.

Stella Maris College Extension Project Centre (SMCEPC)
- From 20-31 May 2016, SMCEPC at Tirupachur village under the National Digital Literacy Mission (NDLM) supported by the State Department of Electronics and Information Technology (D.I.E.T.Y) organised a ten-day long computer literacy Level 1 programme for women and children. The programme was conducted in two batches. A total of 37 participants enrolled and were trained.

- On July 2016, the third batch of Level 1 training was conducted. A total of 14 participants enrolled and were trained
- On July 24 an online examination for all the 3 batches were conducted.
- A Common Service Centre started in April 2016 and is in operation as on date. The CSC Services continue to offer 14 business to consumer, 9 government to citizen and 5 skill development and training services.

Social Awareness Programme/ Service Learning (SAP/SL)
In order to create a sense of social responsibility students and faculty conduct surveys and visit several urban slums and villages in and around Chennai as a part of the Service Learning and Social Awareness Programme. Following are the socially relevant programmes organised by various Departments in the College.

- A Study on the significance of NREGA was undertaken by the faculty and students in Kolianur block of Villupuram district.
- Under the programme "Care for the Elderly" faculty and students visited Little Sisters of the Poor, Home for the aged Chetpet.
- On World Elder day, cultural programme was organised at Annadhanam encouraging participation from senior citizens.
- Under the "Child Welfare" initiative, an interactive session with the children of SMCDRIVE, Stella Maris College was organised.
- As a part of the *"Health and Hygiene"* initiative students visited nearby schools. Workshop, Storytelling exercises and drawing and painting competitions were conducted on the significance of healthy body and mind.
- As a part of the *Rashtriya Madhyamik Shiksha Abiyan* and to encourage the study of science among school students, our faculty and students visited the Hobart School. Simple experiments in Chemistry was demonstrated, concept charts and periodical tables were prepared and given to the students of the school.
- Keeping in vision the UN goals on "Water and Sustainable development" the college organized several awareness programmes on the theme "*Water and Security*".
- Interactive sessions and educational programmes on the importance of water was organized for the students of Cathedral Free Primary School, and CSI Higher Secondary School for the Deaf, Mylapore
- Creating a Blue Community within and outside the college
- Lectures on "Water-Blue Gold" was organized
- Poster competition on water security
- Water conservation initiatives and training
- Recycling of water
- Save Water Save Life initiative
- Interactive session on "Water Preservation and Security"
- Drawing and painting completion on the theme "Save Water"
- Theatre and puppet shows highlighting the significance of water
- Field visits to schools -Little Flower Convent, Dr. Arulappa School, Nerkundram, Vidyodaya Matriculation Academy for Girls, Aarvind Foundation

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 (≥ 1-0 lakh) during the current year.	--	4	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	69.84	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

Computerization of administration

Computerization of library

Library services: The Library has been automated using the Library Management software "eBLIS. "eBLIS is a user-friendly software designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of the Books, Articles, Journals and Circulation in most economical and effective way. eBLIS offers a total solution for all functions of a library with the following modules.
1. Administration
2. Librarian Desk
3. Acquisition
4. Document Catalogue
5. Serial Control
6. Members
7. Web OPAC (Online Public Access Catalogue)
8. Circulation
9. Budgeting

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	106528	-	1406	523024	107934	523024
Reference Books	12927	-	133	256691	13060	256691
e-Books	3218809 approx.	Avl in N-List, Questia & EBSCO Database	3218809 approx.	Avl in N-List, Questia & EBSCO Database	3218809 approx.	Avl in N-List, Questia & EBSCO Database
Journals	100	394100	-	0	100	394100
e-Journals	9953 Appx.	Avl in N-List, Questia & EBSCO Database, Sage & AEA	9953 Appx.	Avl in N-List, Questia & EBSCO Database, Sage & AEA	9953 Appx.	Avl in N-List, Questia & EBSCO Database, Sage & AEA
Digital Database	3	300187	3	300187	3	300187
CD & Video	837	-	38	-	875	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	**Computer Labs**	**Internet**	**Browsing Centres**	**Computer Centres**	**Office**	**Departments**	**Others**
Existing	603 Computers	300 Computers	100 mbps	92	-	124	54	33
Added	-	-	12 mbps upgraded to 16 mbps	-	-	-	-	-
Total	603	300	100 mbps	92	-	124	54	33

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgrading (Networking, e-Governance etc.)

Computer and Internet Access:

- Internet leased line upgraded to 16 mbps.
- Campus Wi-Fi access facility extended to library and OAT for students and staff.
- 100 new computers replaced across departments.
- Online Application for admission to UG & PG Courses.
- System OS upgraded from Windows7 to windows 8 including basic software
- Smart boards and IP based Video Conferencing facility for Commerce Department.
- Projectors provided for some departments

4.6 Amount spent on maintenance in lakhs:

i) ICT | 10.23

ii) Campus Infrastructure and facilities | 188.97

iii) Equipments | 66.14

iv) Others | 4.85

Total: | 270.19

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 student 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 fulfillment 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   4958

UG	PG	Ph. D.	Others-(M.Phil.)
4325	610	2	21

(b) No. of students outside the State   330

(c) No. of international students   16

No	%	Men
NA	NA	

No	%	Women
NA	NA	

Demand ratio: <u>1:9</u>   Dropout % : <u>10.84%</u>

Last Year (2015-2016)						This Year (2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1397	724	33	2243	12	4397	1484	866	27	2581	26	4958

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

IAS Coaching:

Ninety Eight students enrolled for IAS Coaching classes in the first semester from June – November 2016 and twenty eight students enrolled for IAS Coaching classes in the second semester from November – April 2017.

A total of one hundred and twenty six students enrolled for IAS Coaching classes in the academic year 2016-17.

No. of students beneficiaries   126

5.5 No. of students qualified in these examinations

NET   3   SET/SLET   --   GATE   2   CAT   --

IAS/IPS etc   --   State PSC   --   UPSC   --   Others   --

5.6 Details of student counselling and career guidance

- Initial Counselling was given to the entire batch of final year students department-wise by members of the CGC. Students were briefed about the previous year recruitments, the companies that came to campus, the kind of job roles offered, the selection process and the skillsets expected from the students.
- The first generation students were given special attention to prepare them for the recruitments. Soft Skills training was given to them with help from corporate houses. A 30 hrs workshop on employability skills was conducted with professional help from TCS. Mahendira Pride School also came to campus to prepare our students for the recruitments
- A retired banking professional and a freelance trainer Mr. Rajamani was invited to give training for 30 hrs to students interested in taking banking competitive exams
- The previous year saw huge openings in relatively new fields like content writing, digital marketing and copy editing. Ms. Chithralekha an alumina of Stella who is running an editorial company was invited to address our students to throw some light on the functions of these job profiles and the industry practices
- Major recruiting companies from the past years were approached to provide for a pre recruitment preparation to our students. A single day workshop by name "Evolve" was conducted this year with sponsorship from CTS.
- The Career fair is an annual event conducted to help students gain exposure to the opportunities in job market as well as higher education. It was held this year in February with more than 20 stalls.

No. of students benefitted   285

5.7 Details of campus placement

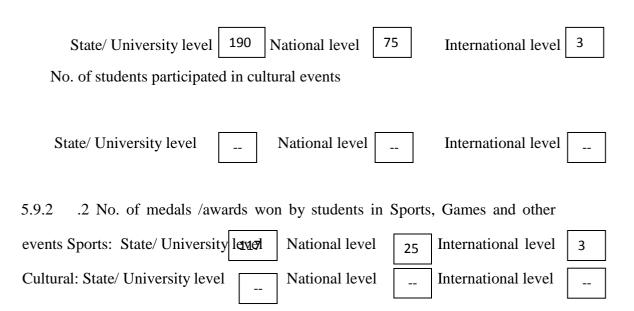| On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
51	599	342	--

5.8 Details of gender sensitization programmes

The IQAC Coordinator serves as a member of the Women‟s Studies Cell.
In an effort to encourage gender universalization and creating liberal space for conversation on pressing social issues, the Centre in collaboration with the Departments of the College organised Guest lectures, workshops, interactive sessions, theatre workshops etc.

- The Centre awards Special Certificate for those students who opt for two elective courses on women centric studies. Totally 18 students were awarded this Special Certificate.
- Workshops, lecture series, essay writing was organised to Commemorate the International Women‟s Day.
- A workshop on gender issues was conducted by Ms. Shankari, transgender and Mr. Shivakumar from Nilangal. About 120 students participated in the workshop.
- On July 27 the Centre along with Damini Club, the student wing of the Women‟s Studies Centre) organised a lecture titled „What does it mean to be a woman‟.
- On September 6, talk by West Indies Cricketer Bravo was organised on the theme "Women in Sports".
- On September 8, interactive session on gender was conducted by V. Balakrishnan from Theatre Nisha.
- On November 25, the centre observed United Nations International Day for the Elimination of Violence against women. 16 days of activism programme against Gender based violence was organised. Programmes such as online completion, sticker board presentation were conducted.
- On January 11-12, an interactive workshop on „Women Empowerment‟ was conducted by Kirthi Jayakumar of Red Elephant Foundation and Geetha Jeyakumar a leading Psychologist and women‟s rights activist.
- Ms. A Revathy, Activist and writer was invited by the Department of English for "Meet the author" programme
- The Department of Public Relations organised a workshop on Block Printing. Dr. K. Dakshina Murthy,his design and contribution to tissue sarees was discussed at the workshop.
- A workshop on „Digital Marketing‟ was conducted by Ms. Mahalakshmi Saravanan, Founder of Women‟s Entrepreneurs of India
- The Department of History organised a lecture by Dr.S Annandhi of MIDS on "Women‟s Movement in India".
- Dr. Ann Samuel and Dr.Millie Nihila, Faculty, Stella Maris College conducted a workshop on Poster Making on the theme "Women‟s Issues". Dr. Sr. Helen Vincent fmm, Director, ELLS organised an exhibition of the posters.

5.9 Students Activities

   5.9.1   .1   No. of students participated in Sports, Games and other events

   State/ University level [190]   National level [75]   International level [3]

   No. of students participated in cultural events

   State/ University level [--]   National level [--]   International level [--]

   5.9.2   .2 No. of medals /awards won by students in Sports, Games and other
events Sports: State/ University level [two]   National level [25]   International level [3]

   Cultural: State/ University level [--]   National level [--]   International level [--]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	570	3243585
Financial support from government	955	5634106
Financial support from other sources	263	2055457
Number of students who received International/ National recognitions	---	---

5.11   Student organised / initiatives

Fairs   : State/ University level [--]   National level [--]   International level [--]

Exhibition: State/ University leve [--]   National level [--]   International level [--]

5.12   No. of social initiatives undertaken by the students [5]

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

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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.

</div>

6.2 Does the Institution has a management Information System

<div style="border:1px solid black; padding:10px;">

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.

</div>

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

<div style="border:1px solid black; padding:10px;">

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.

</div>

6.3.2 Teaching and Learning

Encouraging faculty to carry out 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. 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. 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

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

Two MOUs with Universities abroad
Liverpool Hope University, UK, the International MBA programme running in its 3rd year. A research module has been introduced for study since 2016.
Certificate Programme in Leadership and Environment with Trinity Western University and summer study tours to Canada were initiated. Student exchange programmes with Liverpool Hope, UK, University of Paris and the SMCIMR, Departments of Sociology and Psychology are collaborating with Nottingham Trent University, UK. A MoU with the Le Tourneau University, Texas, US has initiated an inflow of experts in the field of Computer Studies who have visited the Stella Maris College.

Research & Capacity Building initiatives
Research capacity building workshops have been organized throughout the academic year
Research training sessions have been conducted in collaboration with faculty from IIT, SRM, LIBA, CASS, Institutional Solutions, CL Educate Limited Blackboard Intelligence and Analytics
Research enhancement sessions to enable critical thinking, understand use of research methods and writing proposals have been organized for the UG students. A total of 182 students have enrolled for these sessions

Faculty Exchange/Awards
Jayashree Venkatraman Endowment for Research has been instituted by TAFE for enhancing training in teaching and research
The Trinity Western University, Canada offered a two week fully funded training programme
Two of our faculty were invited to Canada to attend the programme

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library is **Wi-Fi**-enabled.
- Added 6 computer systems with NVDA Software have been added to the Library to aid the visually challenged.
- Facilitated American Library Membership drive on 19 August 2016.
- Book exhibition organized on 09 September 2016
- Established a **NPTEL Local Chapter** September 2016 to encourage students to participate in NPTEL Project
- Interactive session with Ms. Geetha Iyer, former head of Sahyadri School (KFI), Pune organized on 30 November 2016
- 2 Ton Air conditioner installed in the Library Audio Visual room in November 2016.
- Orientation for **NPTEL** Courses conducted in December 2016
- Four Journals subscribed for Commerce Departmental Library in February 2017.

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 staff.

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.

Collaborations

Trinity Western University, Canada

MoU-Student exchange, Exchange of Academic and Educational Information including Research, Research Collaboration in Equity and Gender, International Foundation Programmes and Provision of long and short courses in Canada, conferences etc..

LeTourneau University, Longview, Texas, U.S.A.

MoU- Faculty Exchange/ Visiting Faculty , Special non- Credit Programme, Student Exchange, conference and others

Tunghai University, Taiwan

MoU- Exchange of Faculty members, Students, Research Projects, Cultural Programmes, Special Interest Programmes

6.3.9 Admission of Students

For the second year in succession the college continues to use the online application system. Help desks are installed on campus to assist in t h e 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

Teaching Staff	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 Staff	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   1, 23, 57, 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	No	--	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.

From the last academic year 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.

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

NA

6.11 Activities and support from the Alumni Association

Dr Kiran Bedi, the honorable Lt Governor of Puducherry inaugurated the Diamond Jubilee celebrations of the History department. 100 alumnae and retired faculty and 14 distinguished alumnae including Malini Parthasarathy of The Hindu and Kamini IPS were felicitated on the occasion.

The launch of STELLA GIVES, a campaign to raise funds for the new building in College. The campaign was online in order to enable people from across the globe to give back to their Alma Mater. A new office was set-up for the Alumnae Association and a person appointed to work on building the alumnae database. We decided to have an alumnae festival in July to enable former students from across the globe to visit campus. This included fields such as entrepreneurship, entertainment and workshops. As a regular feature the Annual Reunion of the Alumnae Association of Stella Maris College (AASMC) was held.

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.

- Introduction of demand-driven Certificate courses

- Use of digital technology to enhance teaching learning processes

- Establishing institute-industry linkages and with professional bodies (FICCI, CII, ISDC)

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

ACTION TAKEN (2016-2017)	
Preparation for Extension of Autonomy from 2008-2017	Applied for extension and Autonomy granted for a period of six years w.e.f. 2017 to 2022-2023 including ex-post-facto approval from the period of 2015-2015 to 2016-2017

Introduction of new programmes	• B.Sc. Psychology
	• B.B.A (Bachelor of Business Administration)
	• Bachelor of Vocational Programme
	  • B. Voc. Food Processing and Quality Control
	  • B. Voc. Sustainable Energy Management

Augmenting quality education by providing orientation programmes and faculty development programmes	Orientation Programme for new recruits and recently recruited faculty on „Teacher Effectiveness" June 6, 7, 8, 2016: Teacher Effectiveness • Professional Ethics • Counselling Skills • Mentoring • Communication Skills • Time Management
To equip faculty with current trends in Higher Education 1. Excellence in Higher Education 2. Curricula Planning and Development 3. Teaching-Learning-Evaluation	**June 2016:** Higher Education in India – Pathways to Excellence Models of Teaching-learning-evaluation Programme and Curricula Design: Principles and Practices. Course Integration **(Faculty with 10 years teaching)** „Teachers as Effective Leaders" **July 2016 (Science Depts.)**

	Revisiting the Vision and Mission of Stella Maris College **Nov 2016 (Mid-level Faculty)** 3Q Education - Life Transformation
To increase research culture on campus and research output by providing capacity building opportunities for faculty	**Aug 2016 – (Depts. of Physics, Chemistry, Botany and Zoology)** Resource Person - Prof Jayavel, Centre for Research, Anna University, Chennai **Sept 2016 – (Dept. of Mathematics)** Resource Person - Prof. Sundar, IIT (Madras) **Sept 2016 – (Depts. of Economics, Sociology, Social Work and Commerce)** Resource Person - Prof Shanshanka Bhide, Director, Madras School of Development Studies, Chennai **Sept, 2016 (Science Departments)** **Resource Person: Prof. L.S. Ganesh, IIT (Madras)** (Depts. of Economics, Public Relations, Computer Science & International Studies). **Oct 2016 (Dept. of English)** Resource Person - Prof. Ganesh Krishnamoorthy, Head, Dept. of English, Madras Christian College, Chennai.
Research Output	**Publications: 24 publications** Arts – 9 Sciences – 12 Commerce – 4 **Books: 8 books** Arts – 8
Improve Social Relevance through meaningful outreach	- The NALAM Centre initiated on 8 August 2016 seeks to establish wellness oriented multi-dimensional services for rehabilitated psychiatric patients. - Tailoring, block printing and jute production initiated on 15 November 2016. - Sponsorship for children's education - Certificate programme in „Community Mental Health Care" Thirty one participants received Certificate - Stella Maris College Networking Centre signed an MoU with Alamo Group of Colleges, Texas, USA on 3rd Aug 2016 - Two day training programme on „cashless transaction" on 13th, 14th Feb 2017 - One day seminar on „Gandhian Ideology/Philosophy and rural industrialization on 28th Feb, 2017

7.3 Give two Best Practices of the institution

Best Practice 1 – Support for Training and Development (Faculty & Students)

Faculty are provided with financial support to participate in international, national, regional and local conferences workshops, seminars and conferences. Faculty are also encouraged to conduct workshops and seminars in their respective disciplines.

Best Practice 2 - Support for intellectually, social and physically challenged Students

Support offered to intellectually, socially and economically disadvantaged students through scholarships and tuition fee waivers, food tokens, Pathway Life Skills Programme. Use of multi-media language lab through interactive software, software such as JAWS, Super Nova Access Suite Version 13.03 for visually challenged students.

7.4 Contribution to environmental awareness / protection

The Enviro Club and Photography Club organised the following awareness programmes:

International Tigers Day on 29/07/2016 with the notion of spreading awareness on the threats face by the Tiger. A signature screen was set up with a pledge that each student signed the same. Documentary titled 'Last chance for the wild tiger' by the world wildlife fund (WWF).

World Elephants Day on 08/08/2016 Elephant themed hangings were put up to spread awareness on threats faced by the 'Grey Giants'. Posters and articles regarding issues and problems face by wild elephants were displayed on campus.

Campus Clean up on 7th of November. The Rotaract Club organised a campus clean-up

The Department of Botany and the Enviro club with Student Council participated in a nature walk. The walk was a consequence of the destruction by *Vardah* storm. With several trees uprooted and damaged, this nature walk served as a tool to provide information and knowledge on the do's and don'ts of tree planting and landscaping.

7.5 Whether environmental audit was conducted? Yes ☐ No ☑

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

STRENGTHS	WEAKNESSES
- Campus – Located in the heart of the city Well maintained with excellent infrastructure Environment -friendly measures undertaken - A holistic educational experience with a broad-based curriculum emphasizing skills development - Strong commitment to community, service, social justice, empowerment of women - Highly qualified faculty, committed to student welfare - Support programmes for slow learners and Scholarships to students - Well-structured mentoring system - Add-on certificate courses	- Slow increase in research and publications - Insufficient student strength in selected PG programmes
OPPORTUNITIES	CHALLENGES
- Possibilities for partnerships, networking and collaborations with the International Research Centre. Expanding opportunities for multidisciplinary and interdisciplinary research activities at both national and global levels. - Increased opportunities to develop and establish new programmes to meet new and growing demands of society - Increasing interest from foreign institutions for collaborations - Expertise of faculty to tap the corporate sector for consultancy and funding for research projects - Potential for leaderships role in the country- through innovative curricula, consultancy, networking and knowledge exchange	- Perception that all educational processes be directed towards preparing students for job market - Societal focus on marks rather than holistic development of students - Growing perception about foreign universities being the best.

8. Plans of institution for next year

The following are the initiatives for the next academic year:

1. Professional training on audit processes and procedures leading to a self-study and the conduct of an internal academic audit.

2. Capacity building for faculty in research and expanding research facilities.

3. Faculty empowerment programmes focussing on student centered teaching and learning and on multiple intelligences (Emotional Quotient, Spiritual Quotient, etc.).

4. Arts and Science publication for the institution –Stella Maris Multidisciplinary International Journal for Academic Research (SMIJAR)

5. A multidisciplinary international conference on 'Peace building and Conflict Transformation: Moving from Violence to Sustainable Peace', in keeping with the sesquicentennial birth anniversary of Mahatma Gandhi (2019).

6. Enhance facilities on campus for persons with disabilities (PWD).

7. Install a gymnasium for improving physical health on campus.

8. Organise socially relevant programmes and conduct an environmental audit of the campus.

Name _____SANDRA JOSEPH_____   Name _____JASINTHA QUADRAS_____

Signature of the Coordinator, IQAC   _Signature of the Chairperson, IQAC_

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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