

MARIS STELLA COLLEGE, VIJAYAWADA
MINUTES OF THE MEETING OF THE IQAC ADVISORY COMMITTEE HELD
ON 15.01.2013 AT 3 P.M. IN THE AUDIO-VISUAL ROOM

Members - Management

1. Dr.Sr.P.Japamalai
Principal
2. Sr. Alberta Duggimpudi,
Correspondent
3. Dr.Sr. Lovely Jacob
Vice-Principal
4. Sr. Kulrekha Mudartha
Controller of Examination

Sr. P. Japamalai

Sr. Alberta
15/1/2013

K. Ketha.

External Members

5. Mr.Durga Prasad
Director, Westin College of Hotel Management
6. Mrs. Ch. Sudha
M.D., Kusalava Enterprises
Industrialist/Educationist
7. Prof. Sambasiva Rao
Head, Department of Bio-technology
Acharya Nagarjuna University
8. Prof.N.Vijaya
Department of Economics
Kakatiya University, Warangal

N. Vijaya
15.1.2013

Members

9. Dr.K.Sandhya
IQAC Co-ordinator

K. Sandhya
15-1-2013

10. Dr.Girija Nambiar
Department of English



11 Mrs. B.Santha Kumari
Department of Commerce

12. Mrs.V.Satya Sudha
Dean of Humanities

V. Satya Sudha
15-1-13.

13. Mrs.M.Triveni
Dean of Sciences

14. Dr.G.Little Flower
Dean of Students



15. Dr.R.Syamalamba
Librarian

R. Syamalamba

16. Mrs.K.V.L.Prasuna
Administration

K.V.L. Prasuna

17. Mrs.B.Josephine S Rani
Department of Economics

B. Josephine S Rani

18. Mrs.K.Naga Sundari
Department of MBA

K. Naga Sundari

19. Ms. I.Datta Sravani
Alumni

I. Datta Sravani

20. Ms.Matilda Meyer
Student

Matilda Meyer

21. Ms. Aarti Shad
Student

Aarti Shad

Agenda

- Suggestions for curriculum development
- Measures to improve student enrollment
- Suggestions to strengthen placement and career guidance services
- Any other suggestions for quality enhancement

Suggestions

- Suggested that a core committee could be set up with HODS AND Deems to compare the syllabi of the other universities and autonomous colleges before preparing a modified syllabus.
- Suggested that a course in computers be made mandatory for all disciplines
- Suggested that a moderation committee could be set up to study the syllabus and book into the question papers.
- Suggested that incentives could be given to students and faculty to enhance quality.
- Suggested that relations with industries be strengthened.
- Suggested that a full-time placement officer with industry exposure could be appointed.

Minutes of the IQAC core-committee Meeting held on 21-2-2013.

The meeting of the IQAC core committee was convened on 21-2-2013 at 3.30 p.m. in the AV room.

MEMBERS PRESENT:

- Principal chairperson
- Vice principal
- Co-ordinator
- Dean of Humanities
- Dean of Sciences
- Dean of students
- Two senior faculty

- : Dr. Sr. P. Japamalai
- : Dr. Sr. Lovely Jacob
- : Dr. K. Sandhya
- : Mrs. V. Satya Sudha
- : Mrs. M. Triveni
- : Dr. G. Little Flower
- : 1.Dr.Girija Nambiar
- 2. Mrs.B.Santha Kumari

Sr. P. Japamalai
Lovely Jacob
K. Sandhya
Satya Sudha
M. Triveni
Dr. G. Little Flower
Girija Nambiar
B. Santha Kumari

AGENDA:

- ✓ Setting up a core committee to draw a modified syllabus.
- ✓ Planning for quality enhancement in teaching, learning, evaluation, research etc.
- ✓ Planning to take up measures to strengthen ties with the industry.
- ✓ Orientation programme for the faculty before beginning the academic year 2013-14.
- ✓ Preparation for NAAC visit.
- ✓ Follow-up sessions in counselling.

RESOLUTIONS:

- ✓ Resolved to set up a core-committee to plan and draw the modified syllabus.
- ✓ Resolved to work for more quality enhancement in different aspects connected with teaching, learning, evaluation, research etc.
- ✓ Resolved to take-up action in the direction of strengthening ties with the industry.
- ✓ Resolved to conduct three day orientation programme for the faculty before beginning of the academic year 2013-14.
- ✓ Resolved to make preparations for NAAC peer team visit expected in July/August 2013.
- ✓ Resolved to conduct follow-up course in counselling to the faculty members who completed the phase one in 2012-13.
- ✓ Resolved to suspend MA Economics programme as there are no in takers for this programme this year.

MARIS STELLA COLLEGE, VIJAYAWADA
MINUTES OF THE MEETING OF THE IQAC ADVISORY COMMITTEE HELD
ON 28.06.2013 AT 2 P.M. IN THE AUDIO-VISUAL ROOM

Members - Management

1. Dr.Sr.Kulrekha Mudartha
Principal

K. Kethan

2. Sr. Alberta Duggimpudi,
Correspondent

Sr. Alberta Duggimpudi
28/6/2013

3. Sr. Innyasamma
Vice-Principal

Sr. Innyasamma 28/6/13

4. Sr. Aniamma Manuel
Controller of Examination

Sr Aniamma

External Members

5. Mr.Durga Prasad
Director, Westin College of Hotel Management

Durga
28/6/13

6. Mrs. Ch. Sudha
M.D., Kusalava Enterprises
Industrialist/Educationist

Chudha-c
28/6/13

7. Sri Vittal Rao
Controller of Examinations
P.B.Siddhartha College of Arts & Science

Vittal Rao
28/6/13

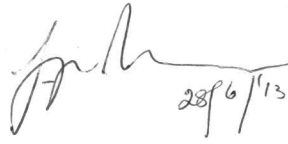
8. Prof.N.Vijaya
Department of Economics
Kakatiya University, Warangal

Members

9. Dr.K.Sandhya
IQAC Co-ordinator

K. Sandhya
28/6/13

10. Dr.Girija Nambiar
Department of English


28/6/13

11 Mrs. B.Santha Kumari
Department of Commerce

B. Santha Kumari
28/6/13

12. Mrs.V.Satya Sudha
Dean of Humanities

V. Satya Sudha
28.6.13

13. Mrs.M.Triveni
Dean of Sciences

M. Triveni
28.6.13

14. Dr.G.Little Flower
Dean of Students


28/6/13

15. Dr.R.Syamalamba
Librarian

R. Syamalamba
28/6/13

16. Mrs.K. V.L.Prasuna
Administration

K. V. L. Prasuna
28/6/13

17. Mrs.V.Sudha Devi
Department of Mathematics

V. Sudha Devi
28/06/13

18. Mrs.K.Naga Sundari
Department of MBA

K. Naga Sundari
28/6/13

19. Ms. Subha Gora
Alumni

Subha Gora
28/06/13

20. Ms.Matilda Meyer
Student, II M.A.Lit


28/6/13

21. Ms.Kranthi
Student, III B.Com TPP

K. Kranthi
28/6/13

Agenda

- Suggestions for curriculum development
- Measures to improve student enrollment
- Suggestions to strengthen placement and career guidance services
- Any other suggestions for quality enhancement

Suggestions

For curriculum Development

- Different syllabuses depending on the requirement of student be framed
- Second language syllabus to embed values and skills
- Content of the core subjects to be chosen according to students priority career or further studies
- Inter disciplinary application oriented syllabus to be developed
- A mandatory training programme for students to be draw up
- Etiquette Management to be included in the curriculum.
- On the job training to be introduced
- Internship on students choice to be considered
- Tie ups with industries to be strengthened

For Measures to improve student enrollments strengthening placement and Carrere guidance services.

- Career guidance centre for outsiders and insiders to be opened to attract the public
- College website be upgraded and updated to draw public attention
- Face book and Twitter entries to be made about the college with the latest updates reference scholarships be instituted
- Linkages with organizations be made
- Any other suggestions for quality enhancement certain topies in the syllabus be studied and understood by students independently
- Seminars by students be encouraged.

Minutes of core-committee of IQAC Meeting held on 15-7-2013

The meeting of the IQAC core committee held on 15-7-2013 at 12.30 p.m in the AV room.

MEMBERS PRESENT:

- Principal chairperson
- Vice principal
- Co-ordinator
- Dean of Humanities
- Dean of Sciences
- Dean of students
- Two senior faculty

: Dr. Sr. Kulrekha Mudartha

: Dr. Sr. Innyasamma

: Dr. K. Sandhya

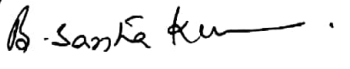
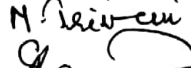
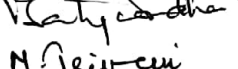
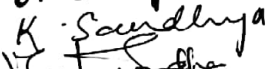
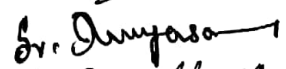
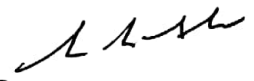
: Mrs. V. Satya Sudha

: Mrs. M. Triveni

: Dr. G. Little Flower

: 1. Dr. Girija Nambiar

2. Mrs. B. Santha Kumari



AGENDA:

- ✓ To discuss the suggestions made during the IQAC advisory committee meeting held on 28th June 2013.

RESOLUTIONS:

- ✓ Resolved to Re-structure courses in due course.
- ✓ Resolved to set up a mechanism within the department to monitor teacher quality among junior teachers.
- ✓ Resolved to consider initiating reference scholarships.
- ✓ Resolved to group students on the basis of their interest in career or higher studies for the mini project. Inter-departmental, Inter disciplinary topics to be thought of besides a theme for the department projects.

Minutes of core-committee of IQAC Meeting on 02-11-2013

The meeting of the IQAC core committee held on 2-11-2013 at 11.30 a.m in the AV room.

MEMBERS PRESENT:

- Principal chairperson
- Vice principal
- Co-ordinator
- Dean of Humanities
- Dean of Sciences
- Dean of students
- Two senior faculty

: Dr. Sr. Kulrekha Mudartha

: Dr. Sr. Innyasamma

: Dr. K. Sandhya

: Mrs. V. Satya sudha

: Mrs. M. Triveni

: Dr. G. Little Flower

: 1. Dr. Girija Nambiar

2. Mrs. B. Santha Kumari

K. Sandhya
M. Triveni
G. Little Flower
Girija Nambiar
B. Santha Kumari

AGENDA:

- ✓ To chalk out an academic plan of action for the even semesters II, IV and VI 2013-2014.

RESOLUTIONS:

- ✓ Resolved to implement the GO date 2-11-13 from CCE, WEF 3-11-13 to 23-2-14 to work on Sundays and Saturdays full sessions.
- ✓ Resolved to begin VI semesters for the final year students of UG on 18-11 -13 and II, IV for 1st and 2nd year students on 20-11-13.
- ✓ Resolved to the following dates for the CA's and Pongal holidays.
- ✓ I CA-6th, 7th, 8th & 9th Jan 2014 (in the syllabus completed before Christmas).
- ✓ Pongal holidays 12th, 13th, 14th and 15th Jan 2014.
- ✓ II CA -13th, 14th, 15th and 16th Feb 2014.
- ✓ Submission of mini projects 27-2-14.
- ✓ Project viva 4-4-14.
- ✓ Last instruction date for UG students 3-3-14.

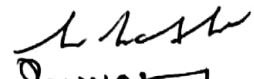
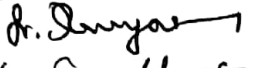
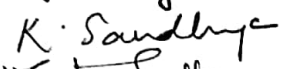

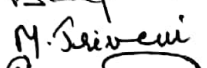
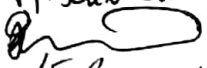

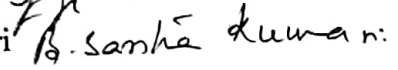
From 5-3-14 computer skills –practical exams SEE.10-3-14 to 24-3-14 semester end practical exams. 25-3-14 to 10-4-14 SEE for 2nd, 3rd, and 4th semesters.

- ✓ Additional course examinations-11 to 15 April 2014.
- ✓ 17-4-14 is the last working day.
- ✓ Resolved that all dept's fix dates for dept activities, plan for certificate courses and curriculum development for the academic year 2014-15.
- ✓ Resolved that the principal in consultation with dept's fix the dates for B.O.S meeting for 2013-14.
- ✓ Resolved that the IQAC members form the academic audit cell and visit all the dept's for constructive suggestions towards future development.

Minutes of core-committee of IQAC Meeting on 9-12-2013

The meeting of the IQAC core-committee was convened on 9-12-2013 at 3.00PM in the AV room.

MEMBERS PRESENT:

- Principal chairperson : Dr. Sr. Kulrekha Mudartha 
- Vice principal : Dr. Sr. Innyasamma 
- Co-ordinator : Dr. K. Sandhya 
- Dean of Humanities : Mrs. V. Satya Sudha 
- Dean of Sciences : Mrs. M. Triveni 
- Dean of students : Dr. G. Little Flower 
- Two senior faculty : 1. Dr. Girija Nambiar 
2. Mrs. B. Santha Kumari 

AGENDA:

- ✓ To discuss and prepare proposals for sanction of financial assistance under Rastriya Uchitha Siksha Abhyan (RUSA) scheme.

RESOLUTIONS:

- ✓ Resolved to apply for financial assistance for component 7 RUSA for which the college is eligible
- ✓ Resolved to draft the proposals with focus on the up-gradation and modernisation of the drainage system in the campus, installation of safe drinking water plant, solar lightening system, Improvement of net centre, library and science laboratories.

Minutes of the core-committee of IQAC Meeting on 21-12-2013

The meeting of the IQAC core-committee was convened on 21-12-2013 at 11.45AM in the AV room.

MEMBERS PRESENT:

- Principal chairperson
- Vice principal
- Co-ordinator
- Dean of Humanities
- Dean of Sciences
- Dean of students
- Senior faculty

: Dr. Sr. Rekha
:Dr. Sr. Innyasamma
:Dr. K. Sandhya
:Mrs. V. Satya Sudha
:Mrs.M.Triveni
:Dr. G. Little Flower
: 1.Dr.Girija Nambiar
2. Mrs.B.Santha Kumari

Dr. Rekha
Dr. Innyasamma
K. Sandhya
V. Satya Sudha
M. Triveni
Dr. G. Little Flower
Dr. Girija Nambiar
B. Santha Kumari

AGENDA:

- ✓ To discuss awareness creating program on "Water conservation".
- ✓ To think of how to conduct the Science day on 28-2-1014 as per guidelines of the UGC.
- ✓ To organise a session on "Pranic Healing" to sensitize students to alternate therapies.

RESOLUTIONS:

- ✓ Resolve to invite Sri A.Vara Prasad Rao , Deputy Direction Ground Water Dept, Govt of AP to talk on water conservation : Yuvatha-Jalabhavitha on 30-12-13 in view of the necessity of the issue and 2013 being the year of the "Water conservation"
- ✓ Resolve to discuss how to observe the "Science day" on 28-2-14, according to the guidelines given by the UGC in the circular
- ✓ Resolve to organise an awareness session on "Pranic Healing" to sensitize students to alternate drugless cost effective therapies on 4-1-2014.

Minutes of the core-committee of IQAC Meeting on 02-01-2014

The meeting of the IQAC core committee was convened on 02-01-2014 at 3:15 p.m in the AV room.

MEMBERS PRESENT:

- Principal chairperson : Dr. Sr. Kulrekha Mudartha
- Vice principal : Dr. Sr. Innyasamma
- Co-ordinator : Dr. K. Sandhya
- Dean of Humanities : Mrs. V. Satya sudha
- Dean of Sciences : Mrs. M. Triveni
- Dean of students : Dr. G. Little Flower
- Two senior faculty : 1. Dr. Girija Nambiar
2. Mrs. B. Santha Kumari

AGENDA:

- ✓ To fix the dates for sports day, parent-teacher meet, academic audit-internal etc.

RESOLUTIONS:

- ✓ Resolved to conduct sports day on 01-02-2014.
- ✓ Resolved to hold parent-teacher meet in the campus on 25-01-2014 from 9A.M. to 1P.M.
- ✓ Resolved to invite Dr. B. V. R. Rao from prison fellowship India to address the teaching staff who have undergone 'counselling' program on 6th or 7th January 2014.
- ✓ Resolved that the IQAC members go on an internal academic audit to the departments as per the following schedules.

06-01-2014: MORNING

Telugu

Hindi

Sanskrit

Physics

AFTERNOON

Social work

Political Science

Computer Science

Electronics

AFTERNOON

07-01-2014: MORNING

History

Tourism

Botany

Zoology

Commerce

BMS

Bio-Technology

Maths & Statistics

08-01-2014: MORNING

Economics

Chemistry

AFTERNOON

English

Literature

09-01-2014: MORNING

Library

AFTERNOON

Examination section

10-01-2014: MORNING

Sports

M.A. English

M.Sc. Mathematics

AFTERNOON

MBA & M.Com

Minutes of core-committee of IQAC Meeting on 20-01-2014

The meeting of the IQAC core-committee was held on 20-01-2014 at 3:15 p.m. in the AV room.

MEMBERS PRESENT:

- Principal chairperson : Dr. Sr. Kulrekha Mudartha
- Vice principal : Dr. Sr. Innyasamma
- Co-ordinator : Dr. K. Sandhya
- Dean of Humanities : Mrs.V.Satya Sudha
- Dean of Sciences : Mrs.M.Triveni
- Dean of students : Dr. G. Little Flower
- Two senior faculty : 1.Dr.Girija Nambiar
- 2. Mrs.B.Santha Kumari

AGENDA:

- ✓ To draw of the schedule for the sports day.
- ✓ To organize a protest rally in view of the death of Ms.Esther Anuhya, a software engineer in Mumbai.

RESOLUTIONS:

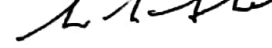
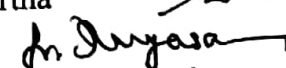
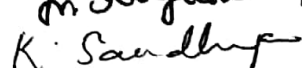
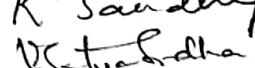
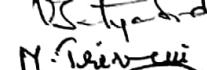
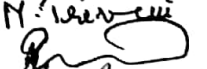

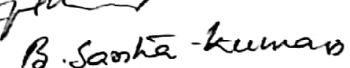
- ✓ Drafted the programme for the sports day.
- ✓ Resolved to invite Ms. Ch. Tulasi, Academic officer, CCE, Hyderabad as the guest of honour.
- ✓ Resolved to take out a protest rally to express solidarity to the cause of women in view of the heinous murder of Ms. Esther Anuhya a software engineer in Mumbai

Minutes of core-committee of IQAC Meeting on 14-02-2014

The meeting of the IQAC core committee was convened on 14-02-2014 at 11:45 a.m. in the AV room.

MEMBERS PRESENT:

- Principal chairperson
- Vice principal
- Co-ordinator
- Dean of Humanities
- Dean of Sciences
- Dean of students
 - Two senior faculty

: Dr. Sr. Kulrekha Mudartha 
: Dr. Sr. Innyasamma 
: Dr. K. Sandhya 
: Mrs. V. Satya Sudha 
: Mrs. M. Triveni 
: Dr. G. Little Flower 
: 1. Dr. Girija Nambiar 
2. Mrs. B. Santha Kumari 

AGENDA:

- ✓ To discuss the change of the colour of the college uniform for intermediate students.
- ✓ To fix dates for the annual Academic council meeting.
- ✓ To decide the dates for the re-opening of the college for the academic year 2014-15.

RESOLUTIONS:

- ✓ Resolved to change the colour and design of the college uniform for intermediate students. It will be applicable to students joining Junior Inter in 2014.
- ✓ Resolved to reopen college on 9-6-14 for the academic year 2014-15. An orientation programme for the teaching staff will be held on 6th and 7th June 2014.

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 is listed below:

Plan of Action	Achievements
Improve admissions	From 338 in 2012-13, admissions went up to 468 in 2013-14
Offer more Inter Disciplinary Electives(IDEs)	Three new IDEs were added to the existing six
Remedial coaching to be offered	298 students attended remedial classes. Of them, 270 took the semester end exams successfully.
Trained faculty in the use of smart classroom, to facilitate technology-aided teaching-learning	50 members of the faculty were trained
Facilitate faculty training in different aspects of teaching	All members of the faculty attended at least one such programme
Internships for students to acquire hands-on experience	Students of Computer Science were interned for 45 days with Efftronics
Encourage students to participate in seminars, workshops, exhibitions on and off campus	65 students presented papers, gained exposure to emerging areas of knowledge/ won prizes.

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

- Besides publicity through advertisement, handbook about the courses, programmes and facilities available in the institution, students passing out at the +2 and UG levels were counselled about the courses available. Vigorous word-of-mouth publicity was also taken up.
- Departments were counselled about possibilities of new IDEs. The departments of Botany, Zoology and Political Science designed courses in Indian Indigenous Medicine, Ornamental Fish Culture and Women in Politics respectively which were then offered in addition to the six IDEs already offered, to the first students of 2013, thus widening their choices.
- The first CA results were studied and lists of poor performers in each course were made, in consultation with the departments. Schedules for remedial classes were then drawn up. Strict monitoring of attendance and commuted support from the teachers ensured that of the 298 who attended, 270 succeeded in the end semester examinations, resulting in a marked improvement in results
- Arrangements were made with Young India Films for a two day training programme on campus in the use of smart classrooms, particularly the smart boards. Fifty members drawn from all the academic departments attended the training and have been enabled to make more effective use of technology in teaching.
- An orientation programme in teaching and in the general framework of the institution was held on 11.6.13 for new and inexperienced faculty. This was followed by input sessions for the entire faculty by Fr.Nobert. In addition, the following faculty attended programmes specific to their domain areas.
 - Dr.Innyasamma, Dr.R.Syamalamba – Higher Education : Policy and Practice - Christ College, Bangalore – 22nd -23rd November, 2013
 - Dr.G.Little Flower, Mrs.M.Archana – Faculty Development Programme - Christ College, Bangalore – 13th-15th November, 2013
 - Ms.Anuhya, Mrs.D.V.Saraja – SPSS Package - Christ College, Bangalore – 7th -9th May, 2014
 - Dr.Sr.Rekha, Mrs.G.Usha Kumari – Inter Faith Dialogue – AIACHE, New Delhi – 23rd -25th February, 2014
- An understanding with Efftronics Pvt. Ltd. facilitated internship for 45 days (15th April – 30th May, 2014) for students of Computer Science. This experience not only increased their employability, but also gave them valuable knowledge of Electronics.
- All the departments were directed to encourage students to participate in seminars, workshops, etc.