

MARIS STELLA COLLEGE, VIJAYAWADA
MINUTES OF THE MEETING OF THE IQAC ADVISORY COMMITTEE HELD
ON 27.02.2016 AT 3 P.M. IN THE AUDIO-VISUAL ROOM

Members - Management

1. Dr.Sr.Kulrekha Mudartha
Principal
2. Sr. Sleeva Thumma,
Correspondent
3. Dr.Sr. Innyasamma
Vice-Principal
4. Sr. Aniamma Manuel
Controller of Examination

Kulrekha

Sr. Sleeva Thumma

Sr. Innyasamma

Sr. Aniamma Manuel

External Members

5. Fr.Francis Xavier,
Director
Andhra Loyola College of Engineering & Technology
Vijayawada
6. Sri. Vittal Rao
Controller of Examinations
P.B.Siddhartha College of Arts & Science
Vijayawada
7. Dr.B.Karuna
Dept. of English
Acharya Nagarjuna University
Guntur
8. Mrs.M.Mohini
Industrialist
ALEAP
9. Ms.Aparna- Alumni Representative
Business Entrepreneur
Aparna Jute Industries
Vijayawada

Fr. Francis Xavier

Vittal Rao

Dr. B. Karuna
27/2/16

Mrs. M. Mohini

Ms. Aparna
27/2/16

Members

10. Dr.K.Sandhya
IQAC Co-ordinator

K. Sandhya
27/2/16

11. Mrs.M.Triveni
Dean of Sciences

M. Triveni

12. Mrs.V.Satya Sudha
Dean of Humanities

V. Satya Sudha

13. Dr.Karuna Vincent
Dean, PG Department

K. Karuna Vincent

14. Dr.G.Little Flower
Dean of Students

G. Little Flower

15. Mrs. C.V.L.Karuna
Department of Botany

C.V.L. Karuna

16. Dr.G.Beulah Noel
Department of History

G. Beulah Noel
27.2.16

17. Dr.R.Syamalamba
Librarian

R. Syamalamba

18. Sr.Vinnarasi
Administration

Sr. Vinnarasi

19. Mrs.V.Sudha Devi
PG Department of Mathematics

V. Sudha Devi
27/02/2016

20. Mrs.K.Naga Sundari
Department of MBA

K. Naga Sundari
27/2/16

21. G.Manorama
Student, II M. English

G. Manorama

22. T.Swathi
Student, III B.M.S

T. Swathi
27/2/16

Agenda

- Discussion of the implementation of the new syllabus : UGC/APSCHE/University
- Suggestions to promote linkages with industry, other institutions of higher education for interfacing of knowledge and internship
- Introduction of skill development certificate courses
- Flexibility to create more employability for students
- Suggestions to strengthen alumni activities
- Discussion of measures to enhance campus placement and career guidance
- Generation of human and financial resources for institutional improvement
- Any other suggestions for quality assurance and sustenance

Suggestions





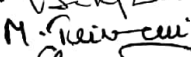


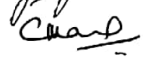
- Experts from other autonomous colleges in and around the state to be the members of the BOS
- 20-30% of the syllabus in all courses should be allotted to practical
- Certificate courses to be made mandatory
- Motivate students towards financial independence
- Linkages with industries to be strengthened
- Rate of internship to be enhanced
- Conduct get-togethers of alumni at the departmental level to increase the strength of members of Maris Stella Alumni Association.

Minutes of the IQAC core-committee meeting held on 09-03-2016

The meeting of the IQAC core-committee was held on 9th March, 2016, Wednesday at 3 p.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chairperson
- Vice principal
- Co-ordinator
- Dean of Humanities
- Dean of Sciences
- Dean of students
- 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. C.V.L Karuna 

AGENDA:

- ✓ To discuss syllabus to be implemented in the academic year 2016-2017.
- ✓ To fix date for Board of Studies meetings.

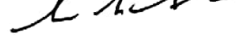
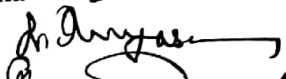

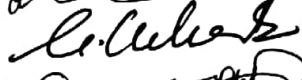
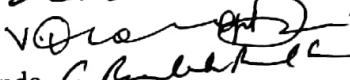
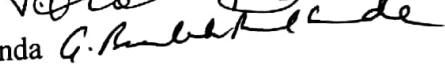
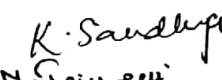
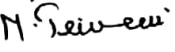
RESOLUTIONS:

- ✓ Resolved to follow the UGC syllabus with an allowance for deviation and fit it into APSCHE structure.
- ✓ To hold BoS meetings after the syllabus in all courses have been finalised.

Minutes of the IQAC core-committee meeting held on 01-06-16

The meeting of IQAC core-committee was held on 1st June, 2016, Wednesday at 2 p.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
 - Vice-principal
 - Co-ordinator
 - Dean of sciences
 - Dean of Humanities
 - Dean of students affairs
 - Senior faculty
- :Dr. Sr. Kulrekha Mudartha 
- :Dr. Sr. G.Innayasamma 
- :Dr. G. Little Flower 
- :Mrs. G. Usha Kumari 
- :Dr. V. N. Manga Devi 
- : Dr. G. Beulah P.Sunanda 
- : Dr. K. Sandhya,
Mrs. M.Triveni 


AGENDA:

- ✓ To plan various activities for the academic year 2016-2017.
- ✓ To discuss the structure and evaluation of Foundation courses for 1st and 2nd semesters of under graduate programs.
- ✓ To discuss practical exams and conduct of practical exams semester-wise for 1st and 2nd year science students.
- ✓ To plan 1st CA exams for 1st year students during 1st semester.
- ✓ To draw concrete plans to make up working days that will be lost due to Pushkaram celebrations.
- ✓ To discuss initiating Biometric attendance for students.


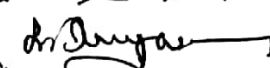


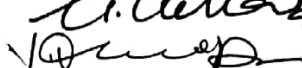
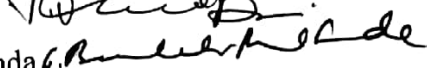
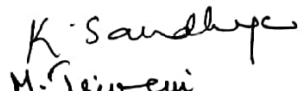
RESOLUTIONS:

- ✓ Resolved to instruct department to arrange invited talks by subject experts in respective areas and various academic student activities as part of department association activity.
- ✓ Resolved to offer Foundation Courses in APSCHE structure with Semester End examinations for 2 hours duration.
- ✓ Resolved to restructure practical exams with experiments based on the prescribed theory of the curriculum in each semester and conduct practical exams semester-wise.
- ✓ Resolved to conduct ICA for 1st years during the last week of July 2016.
- ✓ Resolved to work during afternoon session on all Saturdays in this semester as a measure to compensate Pushkaram holidays.
- ✓ Resolved to explain students about the need of biometric attendance as per the guidelines from the government.

Minutes of the IQAC core-committee meeting held on 08-07-2016

The meeting of the IQAC core-committee was held on 8th, July, 2016, Friday at 3:30 p.m. in the IQAC room.

MEMBERS PRESENT:

- | | | |
|----------------------------|--------------------------------------|---|
| • Principal chair-person | :Dr. Sr. Kulrekha Mudartha |  |
| • Vice-principal | :Dr. Sr. G. Innayasamma |  |
| • Co-ordinator | :Dr. G. Little Flower |  |
| • Dean of sciences | :Mrs. G. Usha Kumari |  |
| • Dean of Humanities | :Dr. V.N. Manga Devi |  |
| • Dean of students affairs | :Dr. G.Beulah P.Sunanda |  |
| • Senior faculty | : Dr. K. Sandhya,
Mrs. M. Triveni |  |

AGENDA:

- ✓ To discuss sending volunteers both staff and students for "Krishna Pushkaram" as a gesture of social responsibility.
- ✓ To discuss deputation of students for "Beautifying Vijayawada" project as per the orders of VMC.
- ✓ To discuss the inauguration of association activities.

RESOLUTIONS:

- ✓ Resolved to motivate students to voluntarily take up "Krishna Pushkaram" related responsibilities.
- ✓ Resolved to send students as volunteers for "Beautifying Vijayawada" campaign after 3:30 p.m. with the consent of parents.
- ✓ Resolved to invite commissioner of police Sri. Gowtham Sawang as the chief guest for the inauguration of association / Department activities.

Minutes of IQAC core-committee meeting held on 27-08-16

The meeting of the IQAC core-committee was held on 27th, August, 2016, Saturday at 11:30 a.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
- Vice-principal
- Co-ordinator
- Dean of sciences
- Dean of Humanities
- Dean of students affairs

- Senior faculty

:Dr. Sr. Kulrekha Mudartha

:Dr. Sr. G.Innayasamma

:Dr. G. Little Flower

:Mrs. G. Usha Kumari

:Dr. V. N. Manga Devi

:Dr. G. Beulah P.Sunanda

: Dr. K. Sandhya,
Mrs. M. Triveni

K. S.
G. Annayasa
G. Little Flower
G. Usha Kumari
V. N. Manga Devi
G. Beulah P. Sunanda
K. Sandhya
M. Triveni

AGENDA:

- ✓ To discuss discipline related issues.

RESOLUTIONS:

- ✓ Resolved to take stringent measures to train students to be punctual to college.
- ✓ Resolved to discourage students from using mobile phones indiscriminately during college hours.
- ✓ Resolved to send SMS to parents about late coming / absence of their wards.

Minutes of the IQAC core-committee meeting held on 09-09-2016

The meeting of the IQAC core-committee was held on 9th, September, 2016, Friday at 3:15 p.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
- Vice-principal
- Co-ordinator
- Dean of sciences
- Dean of Humanities
- Dean of students affairs
- Senior faculty

:Dr. Sr. Kulrekha Mudartha

:Dr. Sr. G.Innayasamma

:Dr. G. Little Flower

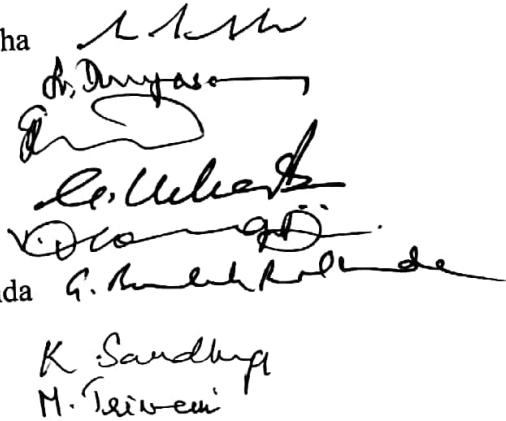
:Mrs. G. Usha Kumari

:Dr. V. N. Manga Devi

:Dr. G. Beulah P.Sunanda

: Dr. K. Sandhya,

Mrs. M. Triveni



AGENDA:

- ✓ To gear up for autonomy review committee visit.
- ✓ To discuss measures to taken to compensate classes during bandh days.

RESOLUTIONS:

- ✓ Resolved that all departments will be in the state of preparedness to meet the autonomy review committee.
- ✓ Resolved to make alternate arrangements to compensate classes lost due to "Bandh calls" on the following Sunday.

Minutes of the IQAC core-committee meeting held on 07-10-16

The meeting of the IQAC core-committee was held on 7th, October, 2016, Friday at 3:15 p.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
- Vice-principal
- Co-ordinator
- Dean of sciences
- Dean of Humanities
- Dean of students affairs
- Senior faculty

:Dr. Sr. Kulrekha Mudartha

:Dr. Sr. G.Innayasamma

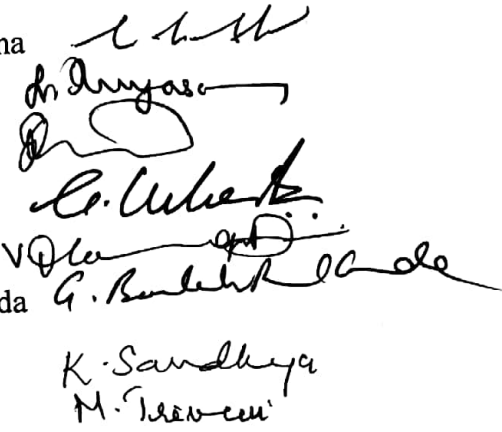
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:Mrs. G. Usha Kumari

:Dr. V. N. Manga Devi

:Dr. G. Beulah P.Sunanda

: Dr. K. Sandhya,
Mrs. M. Triveni



AGENDA:

- ✓ To plan for the National conference / seminar during even semester in 2016-2017.
- ✓ To discuss organising the culture week for the academic year 2016-2017.

RESOLUTIONS:

- ✓ Resolved to conduct cultural week in the fifth week of December with the theme "Beauty of Nature and me".
- ✓ Resolved to conduct the following events:
 1. Singing: solo, group-classical and light.
 2. Dance: solo, group-classical, folk and western.
 3. Telugu/English/Hindi/Sanskrit Drama/skit competitions.
 4. Rangoli and Floral decoration.
- ✓ To request the department of Mathematics to organize National conference with relevant theme during even semester in 2016-2017.

Minutes of the IQAC core-committee meeting held on 11-11-2016

The meeting of the IQAC core-committee was held on 11th November 2016 Friday at 3:15 p.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
- Vice-principal
- Co-ordinator
- Dean of sciences
- Dean of Humanities
- Dean of students affairs
- Senior faculty

:Dr. Sr. Kulrekha Mudartha

:Dr. Sr. G. Innayasamma

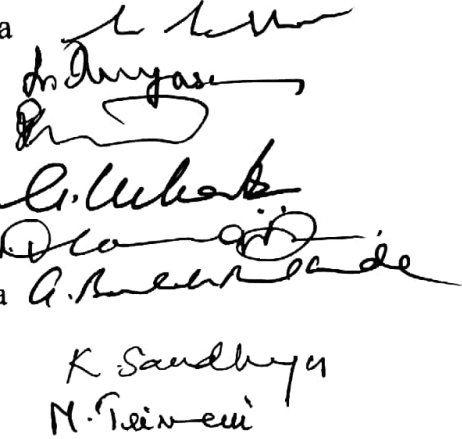
:Dr. G. Little Flower

:Mrs. G. Usha Kumari

:Dr. V. N. Manga Devi

:Dr. G. Beulah P.Sunanda

: Dr. K. Sandhya,
Mrs. M. Triveni



AGENDA:

- ✓ To plan for the FETE.
- ✓ To plan for "Happy Sunday program".

RESOLUTIONS:

- ✓ Resolved to conduct Christmas FETE on 17th December 2016.
- ✓ Resolved to have 'Miss. Maris Stella', 'Telugu Ammayee' and 'Super model' shows in auditorium and to give chance only for final year students.
- ✓ Resolved to invite 100 economically, socially deprived persons and share Christmas joy with them through refreshments, small entertainment program and distribute blankets to them.
- ✓ Resolved to visit old age home at Numbur, near Guntur and donate Rs.10,000/- to them. Leaders of various classes and few faculty members would exercise this social responsibility.
- ✓ Resolved to use the remaining fund for mid-day meals program.
- ✓ Resolved to select message based events like song, dance and skits with traditional values also some traditional games for Happy Sunday program.
- ✓ Resolved to impart training to students for the above program after 3:30 p.m. without disturbing regular classes.

Minutes of the IQAC core-committee meeting held on 09-12-16

The meeting of the IQAC core-committee was held on 9th December 2016, Friday at 3:15 p.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
- Vice-principal
- Co-ordinator
- Dean of sciences
- Dean of Humanities
- Dean of students affairs
- Senior faculty

:Dr. Sr. Kulrekha Mudartha

:Dr. Sr. G.Innayasamma

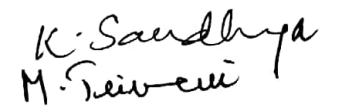
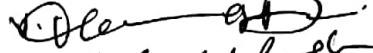
:Dr. G. Little Flower

:Mrs. G. Usha Kumari

:Dr. V. N. Manga Devi

:Dr. G. Beulah P. Sunanda

: Dr. K. Sandhya,
Mrs. M. Triveni



AGENDA:

- ✓ To plan External audit team visit during 1st week of January 2017.
- ✓ To plan UGC autonomy grant supported National events.


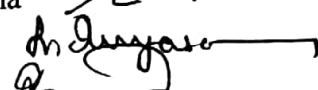

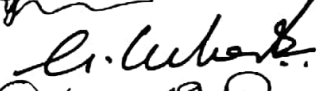
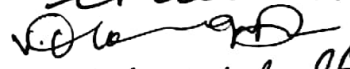
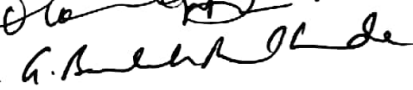
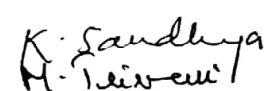
RESOLUTIONS:

- ✓ Resolved that all departments would be instructed to keep the necessary documents, proof of department activities and academic work as hard and soft copy and also a PPT presentation covering all these activities in the laptop.
- ✓ Resolved to organise a one day National Workshop on "Open Education Resources (OED)" by Library and Information Science department on 20th January 2017 with Dr. P. Divakar, consultant CCMB, Hyderabad as the Resource person.

Minutes of the IQAC core-committee meeting held on 06-01-2017

The meeting of the IQAC core-committee was held on 6th January 2017 Friday at 11:30 a.m in the IQAC room.

MEMBERS PRESENT:

- | | | |
|----------------------------|--------------------------------------|---|
| • Principal chair-person | :Dr. Sr. Kulrekha Mudartha |  |
| • Vice-principal | :Dr. Sr. G. Innayasamma |  |
| • Co-ordinator | :Dr. G. Little Flower |  |
| • Dean of sciences | :Mrs. G. Usha Kumari |  |
| • Dean of Humanities | :Dr. V. N. Manga Devi |  |
| • Dean of students affairs | :Dr. G. Beaulah P. Sunanda |  |
| • Senior faculty | : Dr. K. Sandhya,
Mrs. M. Triveni |  |

AGENDA:

- ✓ To plan one day National workshop with autonomy grant support.
- ✓ To plan for College day celebrations.
- ✓ To plan participation in National Women's parliament during 10th, 11th, and 12th February 2017.
- ✓ To initiate introducing "Appreciation of excellent performance Award" during College day.

RESOLUTIONS:

- ✓ Resolved to organise a one day National workshop on "Role of Human Values for personal and professional excellence" on 1st February 2017 with Prof. R. Pradeep Kumar, IIIT Hyderabad as the resource person.
- ✓ Resolved to depute Dr. K. Sandhya from English Department and six students from different disciplines who could interact with the eminent women speakers of the event to take part in National Women Parliament.
- ✓ Resolved to bring awareness about the significance of "National Women Parliament by conducting debate and elocution, competition on "Women development" topics debate topic; Social-political challenges and Women empowerment. Elocution topics; Be your own SHE hero.
- ✓ Resolved to celebrate College day on 4th February 2017 and invite
 - Smt.B.UdayLakshmi, IAS, Commissioner, Intermediate Education, AP as Chief Guest.
 - Smt.A.Surya Kumari, IAS, Executive officer, Sri Durga Malleswara Swamy Vari Devasthanam, Indra Keelandri, Vijayawada as Guest of Honour and
 - Smt.J.Sailaja Rao,Asst.Director(programs), All India Radio, Vijayawada as Guest of Honour.

- ✓ Resolved to select 100 NSS students who are regular in all respective subjects with good marks to render service during “National Women Parliament”.
- ✓ Resolved to present “Appreciation of excellent performance award” at all level of word during college day.

Minutes of the IQAC core-committee meeting held on 10-02-2017

The meeting of the IQAC core-committee was held on 10th February, 2017, Friday at 3:00 p.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
- Vice-principal
- Co-ordinator
- Dean of sciences
- Dean of Humanities
- Dean of students affairs
- Senior faculty

:Dr. Sr. Kulrekha Mudartha

:Dr. Sr. G.Innayasamma

:Dr. G.Little Flower

:Mrs. G. Usha Kumari

:Dr. V. N. Manga Devi

:Dr. G. Beaulah P.Sunanda

: Dr. K. Sandhya,
Mrs. M. Triveni

Innayasamma

G.Little Flower

G. Usha Kumari

V. N. Manga Devi

G. Beaulah P.Sunanda

*K. Sandhya
M. Triveni*

AGENDA:

- ✓ To discuss introducing new courses in various disciplines.
- ✓ To plan for cluster elective for 3rd B.A, B.SC and B.Com students programs
- ✓ To plan for staff training program in March.

RESOLUTIONS:

- ✓ Resolved to instruct all departments to discuss the possibilities of introducing new courses and submit proposals.
- ✓ Resolved to gather information and download the document from Krishna university website and discuss the relevance of it and choose cluster electives accordingly.
- ✓ Resolved to organize staff training program on "MOOCs and online courses on 18th and 19th March 2017, with Prof. K. Srinivas, ICT, NUEPA, MHRD, Govt.of India as Resource person.

Minutes of the IQAC core-committee meeting held on 10-03-2017

The meeting of the IQAC core-committee was held on 10th March 2017 at 11:30 a.m. in the IQAC room.

MEMBERS PRESENT:

- Principal chair-person
- Vice-principal
- Co-ordinator
- Dean of sciences
- Dean of Humanities
- Dean of students affairs
- Senior faculty

:Dr. Sr. Kulrekha Mudartha

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:Mrs. G. Usha Kumari

:Dr. V .N. Manga Devi

:Dr. G. Beulah P. Sunanda

: Dr. K. Sandhya,
Mrs. M. Triveni

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AGENDA:

- ✓ To plan shift system for MBA and PG plan course.
- ✓ To plan staff supporting system during admission process immediately after the declaration of results.

RESOLUTIONS:

- ✓ Resolved to depute faculty members department wise in turns for a week to support admission process every year from MAY-2017 on words.
- ✓ Resolved to adopt shift system for MBA and PG degree courses.

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 *

Plan of Action	Achievements
Curriculum Enhanced seats for B.Sc MPC, MECs, MSCs, MPCs programmes	Increase in student strength
Facilitated the review of the UG syllabi of all disciplines to be on par with the UGC Syllabus	Implemented the revised UG syllabus for the II & III year
Teaching-Learning Conducted workshop on Science and Technology of Nanomaterials and its Applications	Students came to know about the process of synthesizing Nonoparticles and their applications
Guest lecture on Laser Matter Interaction	Students learned applications of laser interactions in various fields
Guest Lecture on Importance of DNA Replication	Students learned about the experimental evidence of proving DNA as genetic material
Demonstration on Chromatography Techniques	Students observed the practical demonstrations of four types of chromatographic techniques
SPARK Ingenious Minds	Students were exposed to creative writing
Workshop on Mushroom Cultivation	Students learned the various stages of mushroom cultivation
Diversified Agriculture and Aquaculture	Students learned the mechanization technology of aquaculture
Symmetry through Geometry	Learned the symmetry reduction of beautiful geometric structure of space filling polytypes
Organized Statistics day	Conducted various competitions
Herbal Medicine	Learned about the Herb-drug interaction
Celebrated World Tourism Day	Students came to know about the scope of tourism in India and the effort of private and public sectors in promoting tourism
Awareness programme on Consumerism	Came to know the legal procedure to solve the consumer related problems
Organized study tours and industrial tours	Students gained practical knowledge in their respective fields of study
Provided opportunities to the students to reach out to the society	Exposure programmes to child welfare, NGOs, Street Children's, Special Children, HIV/AIDS Patients, Deaf and Dumb, Disadvantaged Women & Old Age Homes.
Student Support Orientation on Autonomy Pattern and CBCS for	Orientation on rules and norms of autonomy, Continuous Assessment, Semester End

the I year students	Examinations, Credits, II Component, Attendance, Co-curricular Activities, Departmental Activities
Orientation on Anti-ragging	Awareness programme on Anti-ragging measures, cause and effects was conducted
Workshop on Life Skills	Learnt how to face the interview and the challenges in life, aptitude and communication skills, employment opportunities
Certificate courses in French, Teachers Training programme, Soft Skills, VB.Net, Mushroom Cultivation, Vermiculture, Herbal Medicine, Martial Arts, Fashion Designing were offered	Enhancement of job opportunities and Entrepreneurial abilities
Welfare and Exposure Programmes: Midday Meal, Book Bank, Scholarships, Field Trips, Educational Tours, Mini Projects, Student Seminars and paper presentations in national seminars and conferences, Awareness Programmes	Students are supported and gained knowledge skills and confidence in facing society.
Placement Drive	106 students were placed in different organizations
Counselling for students	Many of the students were benefitted in their studies and personal lives
Provided opportunity to showcase various traditions, customs, opportunities given to showcase the talents in their respective mother tongue	Provided a platform to prove unity in diversity
Promotion of Eco-Friendly Campus in collaboration with the departments of Botany, Zoology and Eco-club	Encouraged to participate in Vanam-Manam programme. Promotion of planting saplings (Avenue and Block plantation), Swatch Bharath. Production of organic manure from organic waste generated on the campus.

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

- Syllabus of all disciplines revised on the guideline of UGC and APSCHE
- A two day National Conference on “Emerging Trends in Mathematics and Mathematical Education in collaboration with NBHM on 17th & 18th February, 2017
- One day workshop on “Science and Technology of Nanomaterials and Fundamentals to Applications on 23rd November, 2016
- Organized two workshops on “Reading Strategies” and “Writing Strategies” on 26th & 30th July, 2016 respectively
- One day workshop on “Creative Writing” on 1st December, 2016
- One day national seminar on “World Literatures in English Translation” in commemoration of 400th Death Anniversary of William Shakespeare on 18th January 2017
- One day workshop on “Open Educational Resources” on 20th January, 2017
- Workshop on “Human Values for Professional and Personal Excellence” on 1st