



Maris Stella College
(AUTONOMOUS)

A COLLEGE WITH POTENTIAL FOR EXCELLENCE
VILAKKANDA-8, A.P. 520116
ISO 9001:2015 CERTIFIED

Minutes of the IQAC meeting held on 05.06.2018

The meeting of the IQAC core-committee was held on 05.06.2018 (Tuesday) at 3.00 p.m. in the IQAC room.

Members Present:

Principal Chair-Person	: Dr. Sr. Kulrekha Mudartha
Vice-Principal	: Dr. Sr. P. Japumalai : Dr. Sr. G. Innyasamma
Coordinator	: Dr. G. Little Flower
Academic Dean for Humanities	: Dr. V.N. Manga Devi
Academic Dean for Sciences	: Mrs. G. Usha Kumari
Dean of the Student affairs	: Dr. G. Beaulah P. Sunanda Miss. K. Hannah Anuhyia
Dean of PG Section	: Ms. Shahimsha Begum
Senior Faculty Members	: Dr. K. Sandhya, HoD-English dept. Dr. Sr. Lovely Jacob, HoD-SW dept Mrs. C.V.L. Karuna, HoD-Botany dept

[Handwritten signatures and initials corresponding to the members listed in the table]
Dr. P. Japumalai
Dr. Sr. G. Innyasamma
Dr. G. Little Flower
Dr. V.N. Manga Devi
Mrs. G. Usha Kumari
Dr. G. Beaulah P. Sunanda
Miss. K. Hannah Anuhyia
Ms. Shahimsha Begum
Dr. K. Sandhya
Dr. Sr. Lovely Jacob
Mrs. C.V.L. Karuna

Agenda

- Reconstitution of the IQAC as per the guidelines mentioned in *Version 5 dated 12-01-2018 (23/5/2018)* released by NAAC
- Planning for Cycle IV NAAC re-accreditation
- Introduction of B.Voc programmes
- Appointment of Dean of Planning and Communication and additional degree Vice Principal for effective administration
- Arranging Faculty Development Programmes

- Setting up Employability Skill Centre (ESC) under Andhra Pradesh State Skill Development Corporation
- Introduction of short term value added courses.
- Effective conduct of bridge and remedial courses
- Planning activities for nationally significant days

Resolutions

Resolved to:

- Reconstitute the IQAC as per the guidelines in *Version 5 dated 12-01-2018 (23/5/2018)* released by NAAC.
- Review the progress of collection and validation of data of college activities every fortnight.
- Arrange a talk on 'Revised Accreditation Framework- NAAC'
- Apply for two B.Voc programmes 'Tourism and Hospitality Management' and 'e-commerce and Digital Marketing'.
- Endorse the appointments of Dr. Girija Nambiar the former NAAC Coordinator as Dean, Planning & Communication and Ms. K. H. Anuhya as additional degree Vice Principal for effective administration.
- Conduct Faculty Development Programmes / Workshops with special focus on 'e-learning and use of ICT tools in teaching, learning and evaluation'.
- Apply to Andhra Pradesh State Skill Development Corporation for recognition of Maris Stella College as an Employability Skill Center (ESC).
- Promote entrepreneurship skills by introducing short term value added courses like 'PCB Designing', 'Home Crafts', 'Counselling and Psychotherapy', 'Agricultural 'Biotechnology' 'Beauty and Fitness', 'Event Management', 'DTP in Telugu', 'Programming in C', 'Jute Products Making', 'Earn While You Learn', 'Career Training and Recruitment', 'Wealth Out of Waste', 'Soft Toy Making', etc.,
- Organize bridge courses during the third week of June for first year students.
- Organize remedial courses after the regular classes for II and III year students, for first years after the first continuous assessment exam with follow up of their progress.
- Organize relevant activities on nationally significant days.



IQAC Coordinator
Maris Stella College
 Vijayawada - 520 003.

New Composition of IQAC 2018-19

Sl. No.	Name of the Member	Designation
01.	Dr. Sr. Jasintha Quadras	Principal & Chairperson
02.	Dr. Sr. Kulrekha Mudhartha (Former Principal, Maris Stella College, Dept. of Mathematics)	Teacher representative from Science Stream
03.	Dr. Sr. Japamalai (HoD, Dept. of Zoology)	Teacher representative from Science Stream
04.	Dr. V. Satya Sudha (NAAC Coordinator, HoD, Dept. of English)	Teacher representative from Arts Stream
05.	Prof. K. Sandhya (Former IQAC coordinator, Director, PG departments)	Teacher representative, PG departments
06.	Dr. K. Naga Sundari (HoD, Dept. of MBA)	Teacher representative from Commerce Stream, MBA
07.	Sr. Sreeva Thumma (Correspondent)	Management representative
08.	Mrs. B. Santha Kumari (Dean of Administration, Former HoD, Dept. of Commerce)	Senior administrative Officer
09.	Dr. Rani Syammalamba (HoD, Library and Information Science department)	Senior administrative Officer
10.	Dr. Innasyamma (Degree Vice-Principal)	Senior administrative Officer
11.	Ms. K. Hannah Anuhya (Degree Vice-Principal, HoD, Dept. of Electronics)	Senior administrative Officer
12.	Mrs. V. Sudha Devi (Additional Controller of Examination, Department of PG Mathematics)	Senior administrative Officer

13.	Sr. Vinnarasi (Bursar)	Senior administrative Officer
14.	Sri. Arava. Ramesh , District Coordinator, CHILDLINE-1098, Forum for Child Rights, Vijayawada	Local society representative
15.	N. Gayathri III MPCS, Maris Stella College	Student representative
16.	Ms. Aparna , (Entrepreneur, Aparna Jute industries, Vijayawada)	Alumni
17.	Mrs. M. Mohini , (ALEAP)	Entrepreneur
18.	Fr. Francis Xavier , Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada	Employer
19.	Mr. D. Anvesh , (Executive Manager, R &D, Efftronics Pvt., Ltd.,)	Industrialist
20.	Dr. Girija Nambiar (Former NAAC Coordinator)	Stakeholder
21.	Dr .G. Srinivasa Rao (IQAC Coordinator, Dept.of Physics, Andhra Loyola College)	Stakeholder
22.	Sri. S. L. Sreedhar, Express Guard, BZA/S.C.R.I.Y	Stakeholder
23.	Dr. G. Little Flower , Department of Physics	IQAC Coordinator

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Autonomous Colleges)***

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India



As per NAAC guidelines: **Version 5 dated 12-01-2018 (23/5/2018)**

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of **two years**. The IQAC should meet **at least once in every quarter**. The quorum for the meeting shall be **two-third of the total number of members**. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.



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ISO 9001:2015 Certified

Composition of the IQAC -2018-2019

Sl. No.	Name of the Member	Designation	Signature
01.	Dr. Sr. Jasintha Quadras	Principal & Chairperson	<i>J. Quadras</i>
02.	Dr. Sr. Kulrekha Mudhartha (Former Principal, Maris Stella College, Dept. of Mathematics)	Teacher representative from Science Stream	<i>K. Mudhartha</i>
03.	Dr. Sr. Japamalai (HoD, Dept. of Zoology)	Teacher representative from Science Stream	<i>Sr. P. Japamalai</i>
04.	Dr. V. Satya Sudha (NAAC Coordinator, HoD, Dept. of English)	Teacher representative from Arts Stream	<i>V. Satya Sudha</i>
05.	Prof. K. Sandhya (Former IQAC coordinator, Director, PG departments)	Teacher representative, PG departments	<i>K. Sandhya</i>
06.	Dr. K. Naga Sundari (HoD, Dept. of MBA)	Teacher representative from Commerce Stream, MBA	<i>K. Sundari</i>
07.	Sr. Sreeva Thumma (Correspondent)	Management representative	<i>S. Thumma</i>
08.	Mrs. B. Santha Kumari (Dean of Administration, Former HoD, Dept. of Commerce)	Senior administrative Officer	<i>B. Santha Kumari</i>
09.	Dr. Rani Syammalamba (HoD, Library and Information Science department)	Senior administrative Officer	<i>R. Syammalamba</i>
10.	Dr. Innasyamma (Degree Vice-Principal)	Senior administrative Officer	<i>Absent</i>
11.	Ms. K. Hannah Anuhyia (Degree Vice-Principal, HoD, Dept. of Electronics)	Senior administrative Officer	<i>K. H. Anuhyia</i>

12.	Mrs. V. Sudha Devi (Additional Controller of Examination, Department of PG Mathematics)	Senior administrative Officer	
13.	Sr. Vinnarasi (Bursar)	Senior administrative Officer	
14.	Sri. Arava, Ramesh , District Coordinator, CHILDLINE-1098, Forum for Child Rights, Vijayawada	Local society representative	
15.	N. Gayathri III MPCs, Maris Stella College	Student representative	
16.	Ms. Aparna , (Entrepreneur, Aparna Jute industries, Vijayawada)	Alumni	
17.	Mrs. M. Mohini , (ALEAP)	Entrepreneur	
18.	Fr. Francis Xavier , Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada	Employer	
19.	Mr. D. Anvesh , (Executive Manager, R &D, Efftronics Pvt., Ltd.,)	Industrialist	
20.	Dr. Girija Nambiar (Former NAAC Coordinator)	Stakeholder	
21.	Dr. G. Srinivasa Rao (IQAC Coordinator, Dept. of Physics, Andhra Loyola College)	Stakeholder	
22.	Sri. S. L. Sreedhar , Express Guard, BZA/S.C.RLY	Stakeholder	
23.	Dr. G. Little Flower , Department of Physics	IQAC Coordinator	


Dr. G. Little Flower
 IQAC Coordinator
 Maris Stella College
 Vijayawada - 520 008.


Principal
 MARIS STELLA COLLEGE
 VIJAYAWADA-520 008



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A COLLEGE WITH POTENTIAL FOR EXCELLENCE
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Minutes of the IQAC meeting held on 14.09.2018

A meeting of the IQAC was held on 14.09.2018 (Friday) at 3.00 p.m. in the Audio Visual room.

Members Present:

Sl. No	Name of the Member	Designation	Signature
01.	Dr. Sr. Jasintha Quadras	Principal & Chairperson	<i>J. Quadras</i>
02.	Dr. Sr. Kulrekha Mudhartha (Former Principal, Maris Stella College, Dept. of Mathematics)	Teacher representative from Science Stream	<i>K. Mudhartha</i>
03.	Dr. Sr. Japamalai (HoD, Dept. of Zoology)	Teacher representative from Science Stream	<i>J. P. Japamalai</i>
04.	Dr. V. Satya Sudha (NAAC Coordinator, HoD, Dept. of English)	Teacher representative from Arts Stream	<i>V. Satya Sudha</i>
05.	Prof. K. Sandhya (Former IQAC coordinator, Director, PG departments)	Teacher representative, PG departments	<i>K. Sandhya</i>
06.	Dr. K. Naga Sundari (HoD, Dept. of MBA)	Teacher representative from Commerce Stream, MBA	<i>K. Sundari</i>
07.	Sr. Sreeva Thumma (Correspondent)	Management representative	<i>S. Sreeva Thumma</i>
08.	Mrs. B. Santha Kumari (Dean of Administration, Former HoD, Dept. of Commerce)	Senior administrative Officer	<i>B. Santha Kumari</i>

09.	Dr. Rani Syammalamba (HoD, Library and Information Science department)	Senior administrative Officer	R. Syammalamba
10.	Dr. Innasyamma (Degree Vice-Principal)	Senior administrative Officer	Dr. Innasyamma
11.	Ms. K. Hannah Anuhya (Degree Vice-Principal, HoD, Dept.of Electronics)	Senior administrative Officer	K. H. Anuhya
12.	Mrs. V. Sudha Devi (Additional Controller of Examination, Department of PG Mathematics)	Senior administrative Officer	Mrs. V. Sudha Devi
13.	Sr. Vinnarasi (Bursar)	Senior administrative Officer	
14.	Sri. Arava. Ramesh , District Coordinator, CHILDLINE-1098, Forum for Child Rights, Vijayawada	Local society representative	Sri. Arava. Ramesh
15.	N. Gayathri III MPCs, Maris Stella College	Student representative	N. Gayathri
16.	Ms. Aparna , (Entrepreneur, Aparna Jute industries, Vijayawada)	Alumni	Aparna
17.	Mrs. M. Mohini , (ALEAP)	Entrepreneur	M. Mohini
18.	Fr. Francis Xavier , Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada	Employer	Fr. Francis Xavier
19.	Mr. D. Anvesh , (Executive Manager, R &D, Elnronics Pvt., Ltd.)	Industrialist	
20.	Dr. Girija Nambiar (Former NAAC Coordinator)	Stakeholder	Dr. Girija Nambiar
21.	Dr .G. Srinivasa Rao (IQAC Coordinator, Dept.of Physics, Andhra Loyola College)	Stakeholder	Dr. G. Srinivasa Rao
22.	Sri. S. L. Sreedhar , Express Guard, BZA/S.C.RLY	Stakeholder	Sri. S. L. Sreedhar
23.	Dr. G. Little Flower , Department of Physics	IQAC Coordinator	Dr. G. Little Flower

Agenda

- Review the progress of SSR for NAAC IV cycle accreditation
- Organizing of Exhibitions
- Strengthening of placement training
- Industrial tours and field trips
- Celebration of National Nutrition Week
- Planning for Cultural Week
- NIRF / India Today ranking

Resolutions

Resolved to:

- Prepare week wise plan to collect data and form different teams to verify the validity of the data collected for SSR towards NAAC IV cycle accreditation.
- Motivate various departments to organize exhibitions.
- Arrange guest lectures and training programmes to strengthen placement training.
- Work with the Placement Cell to conduct placement drives to increase job opportunities for students.
- Motivate departments to organize more industrial tours and field trips to provide students industrial exposure and experiential learning.
- Direct the celebration of National Nutrition Week in association with the FMC Department.
- Organize Cultural Week in consultation with the Cultural Committee during the third week of November.
- Collect data for submission for NIRF / India Today ranking


IQAC Coordinator
Maris Stella College
Vijayawada - 520 008.


PRINCIPAL
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Minutes of the IQAC meeting held on 18.12.2018

A meeting of the IQAC was held on 18.12.2018 (Tuesday) at 3.00 p.m in the Audio Visual room.

Members Present:

Sl. No	Name of the Member	Designation	Signature
01.	Dr. Sr. Jasintha Quadras	Principal & Chairperson	<i>J. Quadras</i>
02.	Dr. Sr. Kulrekha Mudhartha (Former Principal, Maris Stella College, Dept. of Mathematics)	Teacher representative from Science Stream	<i>K. Mudhartha</i>
03.	Dr. Sr. Japamalai (HoD, Dept. of Zoology)	Teacher representative from Science Stream	<i>S. P. Japamalai</i>
04.	Dr. V. Satya Sudha (NAAC Coordinator, HoD, Dept. of English)	Teacher representative from Arts Stream	<i>V. Satya Sudha</i>
05.	Prof. K. Sandhya (Former IQAC coordinator, Director, PG departments)	Teacher representative, PG departments	<i>K. Sandhya</i>
06.	Dr. K. Naga Sundari (HoD, Dept. of MBA)	Teacher representative from Commerce Stream, MBA	<i>K. Sundari</i>
07.	Sr. Sleeva Thumma (Correspondent)	Management representative	<i>S. Sleeva Thumma</i>
08.	Mrs. B. Santha Kumari (Dean of Administration, Former HoD, Dept. of Commerce)	Senior administrative Officer	<i>B. Santha Kumari</i>

09.	Dr. Rani Syammalamba (HoD, Library and Information Science department)	Senior administrative Officer	R. Syammalamba
10.	Dr. Innasyamma (Degree Vice-Principal)	Senior administrative Officer	A. Innasyamma
11.	Ms. K. Hannah Anuhya (Degree Vice-Principal, HoD, Dept.of Electronics)	Senior administrative Officer	K. H. Anuhya
12.	Mrs. V. Sudha Devi (Additional Controller of Examination, Department of PG Mathematics)	Senior administrative Officer	V. Sudha Devi
13.	Sr. Vinnarasi (Bursar)	Senior administrative Officer	
14.	Sri. Arava. Ramesh , District Coordinator, CHILDLINE-1098, Forum for Child Rights, Vijayawada	Local society representative	A. Ramesh
15.	N. Gayathri III MPCS, Maris Stella College	Student representative	N. Gayathri
16.	Ms. Aparna , (Entrepreneur, Aparna Jute industries, Vijayawada)	Alumni	Aparna J.
17.	Mrs. M. Mohini , (ALEAP)	Entrepreneur	M. Mohini
18.	Fr. Francis Xavier , Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada	Employer	Fr. Francis Xavier
19.	Mr. D. Anvesh , (Executive Manager, R &D, Entronics Pvt., Ltd.,)	Industrialist	
20.	Dr. Girija Nambiar (Former NAAC Coordinator)	Stakeholder	G. Nambiar
21.	Dr .G. Srinivasa Rao (IQAC Coordinator, Dept.of Physics, Andhra Loyola College)	Stakeholder	G. Srinivasa Rao
22.	Sri. S. L. Sreedhar , Express Guard, BZA/S.C.RLY	Stakeholder	S. Sreedhar
23.	Dr. G. Little Flower , Department of Physics	IQAC Coordinator	G. Little Flower

Agenda

- Arrange IQAC External Peer Team Visit
- Review of progress of SSR related work for NAAC IV cycle accreditation
- Conduct of internal academic and administrative audit
- Seminar on 'Skill Enhancement'
- Feedback

Resolutions

Resolved to;

- Arrange IQAC External Peer Team visit to review the functioning of the statutory bodies and check the respective documents.
- Arrange a general staff meeting and explain the current state of preparedness for NAAC IV cycle accreditation.
- Conduct an internal academic and administrative audit in January, 2019
- Arrange a national seminar on 'Skill Sets through Education'
- Collect feedback from various stakeholders and take necessary follow up action


IQAC Coordinator
Maris Stella College
Vijayawada - 520 008.


PRINCIPAL
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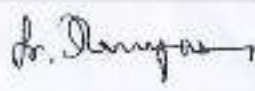
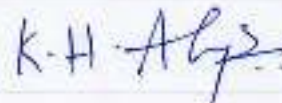

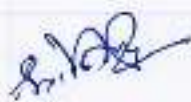

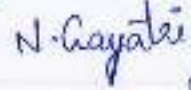

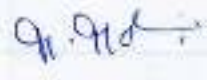

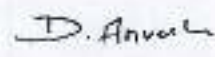

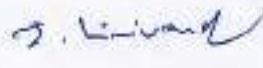


Re-accredited by NAAC at 'A' grade
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Minutes of IQAC Meeting on 11th March, 2019

The meeting of the IQAC was held on 11.03.2019 at 3 p.m at AV Room

Members present:

Sl. No.	Name of the Member	Designation	Signature
01.	Dr. Sr. Jasinthra Quadras	Principal & Chairperson	J. Quadras 11/3/2019
02.	Dr. Sr. Kulrekha Mudhartha (Former Principal, Maris Stella College, Dept. of Mathematics)	Teacher representative from Science Stream	K. Mudhartha
03.	Dr. Sr. Japamalai (HoD, Dept. of Zoology)	Teacher representative from Science Stream	Dr. P. Japamalai
04.	Dr. V. Satya Sudha (NAAC Coordinator, HoD, Dept. of English)	Teacher representative from Arts Stream	Absent
05.	Prof. K. Sandhya (Former IQAC coordinator, Director, PG departments)	Teacher representative, PG departments	K. Sandhya
06.	Dr. K. Naga Sundari (HoD, Dept. of MBA)	Teacher representative from Commerce Stream, MBA	K. Sundari
07.	Sr. Sreeva Thumma (Correspondent)	Management representative	Sr. Sreeva Thumma
08.	Mrs. B. Santha Kumari (Dean of Administration, Former HoD, Dept. of Commerce)	Senior administrative Officer	B. Santha Kumari
09.	Dr. Rani Syammalamba (HoD,	Senior administrative	R. Syammalamba

10.	Dr. Innasyamma (Degree Vice-Principal)	Senior administrative Officer	
11.	Ms. K. Hannah Anuhya (Degree Vice-Principal, HoD, Dept. of Electronics)	Senior administrative Officer	
12.	Mrs. V. Sudha Devi (Additional Controller of Examination, Department of PG Mathematics)	Senior administrative Officer	
13.	Sr. Vinnarasi (Bursar)	Senior administrative Officer	
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18.	Fr. Francis Xavier , Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada	Employer	
19.	Mr. D. Anvesh , (Executive Manager, R & D, Efftronics Pvt. Ltd.,)	Industrialist	
20.	Dr. Girija Nambiar (Former NAAC Coordinator)	Stakeholder	
21.	Dr. G. Srinivasa Rao (IQAC Coordinator, Dept. of Physics, Andhra Loyola College)	Stakeholder	
22.	Sri. S. L. Sreedhar , Express Guard, BZA/S.C.RLY	Stakeholder	
23.	Dr. G. Little Flower , Dept. of Physics	IQAC Coordinator	

1. Faculty development programmes
2. Introduction of a few employability based certificate courses
3. Introduction of a few short term inter-disciplinary value-added skill development courses during III & IV semesters
4. Nature of Embedded courses like B.A (Professional), B.Com. (Professional) and B.Sc (Professional)
5. Short term training for staff on latest trends in 'Teaching, learning and evaluation process'.
6. Skill based training for students
7. Effective placement initiatives,
8. National seminars / Workshops
9. Feedback analysis and action taken
10. Any other suggestions.

Resolutions:

1. Resolved to organize faculty development programmes on the following possible topics:
 - 'Shares and Stocks' for Commerce faculty members.
 - Training with industries and visits to trade fairs to get experiential learning connecting theory and practice.
 - Curriculum, teaching, learning and evaluation oriented
 - Student centric activities oriented
 - Research methodologies
 - Research mobilization and funding agencies
 - Cluster elective based programmes at departmental level
2. Resolved to offer any of the following possible Employability based Certificate Courses
 - AngularJS, IoT, Web designing & Gaming for Computer Science and Electronics based students
 - Installation of incubation centre with the support of ALEAP for courses on 'Jude products, Eco friendly products, Handloom designing, Kalamkari designs, Cosmetic herbal based products'
 - Technical writing, Effective Soft skills
3. Resolved to offer any of the following possible short term inter-disciplinary value-added skill development courses during III & IV semesters
 - A strong foundation in 'C' language
 - Reference to APSSDC, Andhra Pradesh innovation society, NASCOM for more job oriented courses and for innovative ideas

4. Resolved to offer training for staff on latest trends on 'Teaching, learning and evaluation process' using OER resources by concerned experts.
5. Resolved to offer skill based training for students using MHRD supported skill centres.
6. Resolved to have more collaboration with industries, internships, one semester for hands-on training with industries, inviting more companies to the campus for more placement, encouraging students to attend many placement drives etc.
7. Resolved to organize National seminars / Workshops in tie up with Government organizations like APEDA, Ministry of Food processing, CIPET etc. seeking funding from ICSSR, ICCR and other organizations.
8. Resolved to take up extension programmes ;community based research could be initiated in association with MEPMA, NGO for Women
9. Resolved to analyse the feedback from students, parents and alumni and take necessary action.

Suggestions

Suggested that B.A./B.Sc./B.Com. Professional programmes could be opted if viable.

Suggested courses are:

- B.Sc. in Physiotherapy, Bio-informatics, Forensic Science, Telecommunications, Optometry, Audiometry etc.
- B.Com in Business Analytics, Corporate training, Banking & Insurance, Event Management, Advertisement.

Student Suggestions

A strong foundation in C & C++ and Communication / Soft skills is to be imparted as abilities in these areas are mostly tested by the Companies.



Dr. G. Little Howard
IQAC Co-ordinator
Maris Stella College
Vijayawada - 520 008.

J. Quadras 
PRINCIPAL
MARIS STELLA COLLEGE
VIJAYAWADA-520 008



Minutes of the IQAC meeting held on 02-04-2019

The meeting of the IQAC core-committee was held on 02-04-2019 (Tuesday) at 9:30 a.m. in the IQAC room.

Members present:

Sl. No.	Name of the Member	Designation	Signature
01.	Dr.Sr.JasinthQuadras	Principal & Chairperson	J Quadras
02.	Dr. Sr.KulrekhaMudhartha (Former Principal, Maris Stella College, Dept. of Mathematics)	Teacher representative from Science Stream	K. K. K.
03.	Dr. Sr. Japamalai (HoD, Dept.of Zoology)	Teacher representative from Science Stream	S. P. Japamalai
04.	Dr.V.Satya Sudha (NAAC Coordinator, HoD, Dept.of English)	Teacher representative from Arts Stream	Satya Sudha
05.	Prof. K. Sandhya (Former IQAC coordinator, Director, PG departments)	Teacher representative, PG departments	K. Sandhya
06.	Dr. K. Naga Sundari (HoD, Dept.of MBA)	Teacher representative from Commerce Stream, MBA	K. Sundari
07.	Sr.SleevaThumma (Correspondent)	Management representative	S. S. Thumma
08.	Mrs. B. SanthaKumari (Dean of Administration, Former HoD, Dept.of Commerce)	Senior administrative Officer	B. Santha Kumari
09.	Dr.Rani Syammalamba (HoD, Library and Information Science department)	Senior administrative Officer	R. Syamalamba

	Library and Information Science department)	Officer	
10.	Dr. Innasyamma (Degree Vice-Principal)	Senior administrative Officer	Absent
11.	Ms. K. Hannah Anuhy (Degree Vice-Principal, HoD, Dept. of Electronics)	Senior administrative Officer	K. H. Anuhy
12.	Mrs. V. Sudha Devi (Additional Controller of Examination, Department of PG Mathematics)	Senior administrative Officer	Sudha V
13.	Sr. Vinnarasi (Bursar)	Senior administrative Officer	S. Vinnarasi
14.	Sri. Arava. Ramesh , District Coordinator, CHILDLINE-1098, Forum for Child Rights, Vijayawada	Local society representative	Arava Ramesh
15.	N. Gayathri III MPCs, Maris Stella College	Student representative	N. Gayathri
16.	Ms. Aparna , (Entrepreneur, Aparna Jute industries, Vijayawada)	Alumni	Aparna D
17.	Mrs. M. Mohini , (ALEAP)	Entrepreneur	M. Mohini
18.	Fr. Francis Xavier , Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada	Employer	Francis Xavier - 1.
19.	Mr. D. Anvesh , (Executive Manager, R & D, Eñtronics Pvt., Ltd.,)	Industrialist	D. Anvesh
20.	Dr. Girija Nambiar (Former NAAC Coordinator)	Stakeholder	Girija Nambiar
21.	Dr. G. Srinivasa Rao (IQAC Coordinator, Dept. of Physics, Andhra Loyola College)	Stakeholder	G. Srinivasa Rao
22.	Sri. S. L. Sreedhar , Express Guard, BZA/S.C.R.LY	Stakeholder	S. L. Sreedhar
23.	Dr. G. Little Flower , Dept. of Physics	IQAC Coordinator	Dr. G. Little Flower

Agenda:

Agenda

- Introduction of a new programme.
- Introduction of B.A /B.com/ B.ScProfessional programme.
- Strengthening the use of ICT tools for effective teaching, learning and evaluation.
- Conduct Faculty Development Programmes,
- Organize Seminars/ Workshops / training programmes
- Plan for admission process.
- Upgradation ofOnline application for admission /fee payment / feedback mechanism.
- Online courses for self-learning.

Resolutions

Resolved to:

- Introduce a new programme on 'B.Sc Bio-Technology, Microbiology, Chemistry'.
- Introduce B.A Professional programme in 'Tourism and Hospitality Management' and B.Com Professional programme in 'e-commerce and Digital Marketing'.
- Arrange many short term training programmes on OER, Content Development, MOOCs and Moodle for effective teaching, learning and evaluation.
- Arrange faculty development programmes on 1. Spoken English for effective communication, Reading Skills, General errors while writing Leave Letters by Hema Biswas, a Professional Trainer from Delhi on 29th, 30th 1st May, 2019.

2. 'Indian Higher Education System: Challenges Today' on 5th & 6th, June, 2019.

Other programmes include:

3. Programme Outcomes, Learning Outcomes by Dr. Mercy Pushpalatha.
 4. Individual Professional Development & Institutional Development.
 5. Team building and Inter-personal Skills.
 6. 'Teachers as academic mentors' for students by Jaya Abraham from Mumbai.
- Invite Chemistry, Political Science and MBA departments to organize Seminars/ Workshops / training programmes and apply for financial support from related organizations.
 - Prepare the schedule with names of faculty members for admission process.
 - To take the support of HDFC bank for upgrading online application for admission / fee payment / feedback mechanism.
 - To assign one unit of every course of I Degree for self-learning through online course and test them online by respective course teachers.



Dr. G. Little Hawes
IQAC Coordinator
Maris Stella College
Vijayawada - 520 008

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VIJAYAWADA-520 008



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Minutes of the IQAC meeting held on 21.05.2019

A meeting of the IQAC was held on 21.05.2019 at 3 p.m. in the AV Room

Members present:

Sl. No.	Name of the Member	Designation	Signature
01.	Dr. Sr. Jasintha Quadras	Principal & Chairperson	J. Quadras
02.	Dr. Sr. Kulrekha Mudhartha (Former Principal, Maris Stella College, Dept. of Mathematics)	Teacher representative from Science Stream	K. L. Latha
03.	Dr. Sr. Japamalai (Former HoD, Dept. of Zoology)	Teacher representative from Science Stream	Sr. P. Japamalai
04.	Dr. V. Satya Sudha (NAAC Coordinator, HoD, Dept. of English)	Teacher representative from Arts Stream	V. Satya Sudha
05.	Prof. K. Sandhya (Former IQAC coordinator, Director, PG departments)	Teacher representative, PG departments	K. Sandhya
06.	Dr. K. Naga Sundari (HoD, Dept. of MBA)	Teacher representative from Commerce Stream, MBA	K. Sundari
07.	Sr. Sreeva Thumma (Correspondent)	Management representative	S. Sreeva Thumma
08.	Mrs. B. Santha Kumari (Dean of Administration, Former HoD, Dept. of Commerce)	Senior administrative Officer	B. Santha Kumari
09.	Dr. Rani Syammalamba (HoD, Library and Information Science department)	Senior administrative Officer	R. Syammalamba

10.	Dr. Innasyamma (Degree Vice-Principal)	Senior administrative Officer	<i>Dr. Innasyamma</i>
11.	Ms. K. Hannah Anuhya (Degree Vice-Principal, IloD, Dept.of Electronics)	Senior administrative Officer	<i>K. H. Anuhya</i>
12.	Mrs. V. Sudha Devi (Additional Controller of Examination, Department of PG Mathematics)	Senior administrative Officer	<i>Sudha V</i>
13.	Sr. Vinnarasi (Bursar)	Senior administrative Officer	
14.	Sri. Arava. Ramesh , District Coordinator, CHILDLINE-1098, Forum for Child Rights, Vijayawada	Local society representative	<i>Arava Ramesh</i>
15.	K. Gayathri III MSCS, Maris Stella College	Student representative	<i>K. Gayathri</i>
16.	Ms. Aparna , (Entrepreneur, Aparna Jute industries, Vijayawada)	Alumni	<i>Aparna P</i>
17.	Mrs. M. Mohini , (ALEAP)	Entrepreneur	<i>M. Mohini</i>
18.	Fr. Francis Xavier , Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada	Employer	<i>Fr. Francis Xavier</i>
19.	Mr. D. Anvesh , (Executive Manager, R & D, Efftronics Pvt., Ltd.,)	Industrialist	
20.	Dr. Girija Nambiar (Former NAAC Coordinator)	Stakeholder Dean, Planning & Communication	<i>Girija Nambiar</i>
21.	Dr .G. Srinivasa Rao (IQAC Coordinator, Dept.of Physics, Andhra Loyola College)	Stakeholder	<i>G. Srinivasa Rao</i>
22.	Sri. S. L. Sreedhar , Express Guard, BZA/S.C.RLY	Stakeholder	<i>S. Sreedhar</i>
23.	Dr. G. Little Flower , Dept. of Physics	IQAC Coordinator	<i>Dr. G. Little Flower</i>

Agenda


- Capacity building exercises.
- National Seminar/Workshop
- New certificate /online courses to be offered during even semester
- Course plans and alignment towards outcome based education
- Schedule of BoS
- Skill development through practical and practical manual preparation

Resolutions:

Resolved to

1. Arrange a FDP on 'Principles and Practices in Teaching/Learning' on 4th October, 2019. Resource Person: Prof.L.S.Ganesh, Professor, Department of Management Studies, IIT Madras.
2. Conduct a National Workshop for faculty on 'Constructive Alignment and Outcome Based Education.' during 21st – 23rd October, 2019.
Resource Person: 1. Dr. Suparna Majumdar Kar, Associate Professor,
Department of Sociology & Social Work,
CHRIST University, Bengaluru.
Resource Person: 2. Dr. Sweta Mukherjee, Associate Professor, Department of English, CHRIST University, Bengaluru.
Resource Person: 3. Dr. Vinay, Asst. Professor, Department of Computer Science,
CHRIST University, Bengaluru.
3. Organize a Three Day National Workshop sponsored by Andhra Pradesh Pollution Control Board, Vijayawada on 'Physics and Technology: Modern Sensors Characteristics, Interfacing & Programming' from 7th to 9th November 2019.
4. Arrange a FDP on 'Developing MOODLE-Enabled Blended Learning Courses' on 8th & 9th November, 2019.
Resource Person: Dr. Indira Koneru, Associate Professor at ICFAI Business School, Hyderabad.
5. Organize a Workshop on "IPR in Indian Scenario: Current perspectives and Future Challenges" on 16th November, 2019.
6. Organize a Two day National conference on "Intellectual property Rights (IPR): Issues and Challenges during fourth week of February 2020.
7. Offer a compulsory blended course in Communicative English to all undergraduate students, scheduled in the regular timetable for capacity building and market-readiness.
8. Instruct all faculty members to prepare course plans for every course and map them with learning outcomes and submit them to the Curriculum Development Cell under the Deans of Academic Affairs.
9. Conduct BoS twice a year as per instructions from CCE, the first for all disciplines during the fourth week of November, 2019 and the second BoS during the fourth week of February, 2020 and minutes of BoS to be submitted to Academic Deans.

10. Instruct all faculty of Sciences to prepare practical manuals and submit the soft copy to the Curriculum Development Cell under the Deans of Academic Affairs.


Dr. G. Little Howard
SAC Coordinator
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Internal Quality Assurance cell (IQAC)

Action Taken Report 2018-19

Various actions taken by IQAC are listed below:

- **An Orientation Programme** was arranged for faculty having less than five years of experience on 6th-7th, June, 2018. Dr. Girija Nambiar, senior faculty member, Department of English, Maris Stella College addressed about "Institutional expectations of faculty and related faculty roles". Dr. K. Sandhya, senior faculty member, Department of English, Maris Stella College addressed about "Vision and Mission of Maris Stella College and its relation to departmental goals". Dr. R. Syamalamba, Librarian, Maris Stella College explained about "Open Source e-resources for making teaching more effective". **45 faculty members participated.**
- **An Orientation Programme** was arranged for the core committee members of IQAC on the topic "A review about NAAC" on 28.08. 2018. Dr. Vijaya Babu, Department of English, Government College for Women (Autonomous), Guntur, was the resource person. **20 members participated in it.**
- **An Orientation Programme** was arranged for faculty having less than five years of experience along with the new recruits on "Proficiency in English" from 29th April to 1st May, 2019. Ms. Hemalatha Biswas, Free Lance Trainer in Spoken English, Gurgaon was the resource person. **50 faculty members participated.**
- **A faculty development programme** was arranged for all the staff members on 8th & 9th of June, 2018. Dr. A. Raja Reddy, Loyola Academy, Hyderabad presented a talk on "Effective Teaching". Prof. Mahesh Kumar Sama, Loyola Academy, Hyderabad presented a talk on "Team building". **120 members got benefitted.**
- **A faculty development programme** was arranged for staff members on "Google Classroom as a Tool of Support of Blended Learning to Enhance Quality of Teaching, Learning and Evaluation" on 15th and 16th October 2018. Mr. Samuel Johnson, Learning Research Cell, VIT Chennai and Dr. N. Anupama, Associate Professor, CSE department, VIT Chennai were the resource persons. **32 faculty members participated in it.**

- **Deputed Faculty for FDPs at the International/ National/ State Level organized by external organizations.**

International Level

- Dr. Sr. Jasinth Quadras Principal, Maris Stella College attended a Board meeting followed by the 26th General Assembly of the International Federation of Catholic Universities from 23 – 27 July 2018 at St. Patrick's College, Ireland.
- Sr.Jasinth Quadrus, Principal Maris Stella College attended Fulbright-Nehru International Education Administrators Seminar (FNIEAS) in the U.S.(New York, North Carolina, Washington D.C.) from 20/10/2018 to 03/11/2018.
- **FDP:** A training programme of South Asia on "Whole Person Education Training" at Asian University for Women, Chittagong, Bangladesh from 22nd February to 1st March, 2019

Participants:

1. Sr. Ramana Koppula, Department of MBA
2. Ms. K. H. Anuhya Department of Electronics

National Level

- International Seminar on 'The Glory and Pomp of One Thousand Years Old Telugu Literature' on 2nd & 3rd April 2018 at Adikavi Nannaya University, Rajamahendravaram.

Participant:

Dr.V.N.Manga Devi, Department of Telugu

- **FDP:** Workshop on 'National Academic Depository' on 16th July, 2018 organized by UGC SERO, Hyderabad in association with NSDL and CVL at University College for Women, Hyderabad.

Participant:

Sr. Asha Satyanathan, Controller of Exams, Department of Mathematics.

- **FDP:** IQAC took the initiative of sending nine faculty members to be trained under the Ministry of Electronics and Information Technology (MeitY) Govt. of India sponsored one week Orientation Workshop on "OER, Content Development, MOOCS and MOODLE" organized by the E&ICT Academy, NIT Warangal, APCCE and APSCHE at NIT Warangal on various days during October, 2018.

Participants:

1. Dr.Ch.Krishnaveni, Dept of Mathematics from 26th to 31st October, 2018
 2. Dr. B. Rajendra Prasad, Dept.of Political Science from 26th to 31st October, 2018.
 3. Dr.Sr.P.Japamalai, Dept.of Zoology from 9th -14th November 2018
 4. Mrs.L.M.R.Swarupa Rani, Dept.of English from 9th -14th November 2018
 5. Mrs.S.Prasanna Glory, Dept.Of computer Science from 9th -14th November 2018
 6. Dr.Sr.Kulrekha Mudhartha, Dept of Mathematics from 19th to 24th November, 2018
 7. Mrs.A.Jyosna Valenteena, Dept.of Political Science from 19th to 24th November, 2018
 8. Mrs.P.Sri Bhagya Lakshmi, Dept.of Commerce from 19th to 24th November, 2018
 9. Mrs.T.Sai Nagalakshmi, Dept.of Physics from 19th to 24th November, 2018
- **FDP:** National Workshop on 'Statistics for Data Analysis and Structural Equation Modeling (SEM) using SPSS AMOS' during 23rd-25th November, 2018 at Vellore Institute of Technology, Vellore, Tamil Nadu

Participant:

Mrs. D.V.Saraja, Lecturer, Department of Statistics

- **FDP:** Workshop on 'Autonomy to Colleges: Benefits & Way Forward' organized by on 4th February 2019 at UGC at Maulana Azad National Urdu University (MANUU), Gachibowli, Hyderabad.

Participant:

Dr.B.Josephine Sandhya Rani, Department of Economics

- **FDP:** National Workshop on 'Recent Technologies: Innovations in Teaching, Learning and Evaluation for Quality Higher Education' on 18th & 19th March 2019 organized by Research Committee, Nasamony Memorial Christian College, Mathandam, Tamilnadu

Participants:

1. Mrs. G.Vijaya Jyothi, Department of Commerce
 2. Mrs. Tabitha Department of Mathematics
- Four day academic training programme at St. Albers Noble College, Kozhikode, Kerala from 9th to 12th April, 2019.

Participants:

1. Dr.K.Sarvani, Department of Management
2. Sr. Ramana Koppula, Department of MBA

State Level

- National Seminar on 'State of Environment: Environmental Protection, Management and Governance (NS - SEEPMG)' during 29th-30th June, 2018 at Andhra University, Vizag, Andhra Pradesh.

Participant:

Mrs. P. Nitya Jeeva Prada, Lecturer in Zoology

- National Seminar on 'Role of Academic Libraries for Quality in Research and Education' on 29th June, 2018 S.V.University, Tirupathi.

Participant:

Dr.Rani Syamalamba, Department of Library Science.

- International Conference on 'Dynamics of Feminist Writers: Global Perspectives' on 14th & 15th July 2018 at St.Joseph's College for Women, Vizag, Andhra Pradesh.

Participant:

1. Dr.P.Usha, Department of Telugu
2. Dr. V.N. Manga Devi, Department of Telugu

- One day National Faculty Training Workshop on 'Foldscope - Assembly and Usage' on 31.07.2018 at Sri Durga Malleswara Siddhartha Mahila Kalasala, Vijayawada.

Participant:

1. Mrs.P.Nitya Jeeva Prada, Department of Zoology
2. Ms.T.Rajeswari, Department of Botany.

- National Seminar on 'Consumer Protection in Changing Business Environment' on 9th & 10th August, 2018 organized by Consumer Law Chair, NALSAR University & ANU, Guntur at Acharya Nagarjuna University, Guntur.

Participant:

1. Dr.G.Malathi, Department of Management
2. Dr.K.Sarvani, Department of Management
3. Dr.H.Kanaka Durga, Department of Management

- **FDP:** National Workshop on 'ESL Classrooms: Meeting Curricular and Corporate Goals' on 21st August, 2018 at KBN College, Vijayawada.

Participant:

1. Mrs.L.M.R.Swarupa Rani, Department of English.
2. Mrs.Y.Supriya, Department of English.

- **FDP:** Workshop on Python and R-Programming from 24-08-2018 to 28-08-2018 at Andhra Loyola College of Engineering and Technology, Vijayawada.

Participants:

1. Mrs. SP Glory, Department of Computer Science
2. Mrs. B.Roja Priscilla, Department of Computer Science
3. Mrs. P.Malathi, Department of Computer Science

- Faculty Development programme on Tally naipunya with GST on 26th & 27th, September 2018 at SDMS College, Vijayawada.

Participants:

1. Ms. T.Naga Malleswari, Department of Commerce
 2. Ms. M.Swathi, Department of Commerce
- FDP on "ZOHIO & Insta EMI" on 22nd to 26th October 2018, by APSDSC at KBN College, Vijayawada.

Participants:

1. Ms.P.Bhagya Lakshmi, Department of Commerce
 2. Ms.K.Poojitha, Department of M.Com.
- **FDP:** National conclave cum War room on "Outcome based Education" at Andhra Loyola College, Vijayawada from 25/10/2018 - 27/10/2018

Participants:

1. Dr.G.Little Flower, IQAC Coordinator, Dept.of Physics
 2. Dr.Josephin Indira, HoD of Economics
- **FDP:** Workshop on 'Intellectual Property Rights-Issues and Challenges' on 23rd November, 2018 K.B.N.College, Vijayawada.

Participants:

1. Dr.K.Naga Sundari, Department of Management
 2. Sr.K.Ramana, Department of Management
 3. Mrs.G.Smitha, Department of Management
 4. Dr.G.Malathi, Department of Management
 5. Dr.K.Sarvani, Department of Management
 6. Dr.H.Kanaka Durga, Department of Management
- One day FDP conducted by HR Footprints in association with NHRD Network at P.B.Siddhartha College, Vijayawada on 10-12-2018.

Participants:

1. Dr.K.Naga Sundari, Department of Management
 2. Dr.H.Kanaka Durga, Department of Management
- Two day International Confernece on 'Sahityam- Samskaranaudrukpadham' on 14th & 15th December 2018 at Sir. C. R. Reddy (Aided & Autnomous) College, Eluru

Participants:

1. Dr.P.Usha, Department of Telugu
2. Dr. V.N. Manga Devi, Department of Telugu
3. Dr.K.V. Krishna Mohan, Department of Hindi

- Workshop on 'Value Added Fish Products' on 21st and 22nd December, 2018 at P.B. Siddhartha College of Arts & Science, Vijayawada.

Participant:

1. Dr.Sr.P.Japamalai, Department of Zoology.

- Two day National Seminar on 'Business Skill Development' on 3rd and 4th January 2019 at Acharya Nagarjuna University, Guntur.

Participants:

1. Dr.H. Kanaka Durga, Department of Management
2. Dr.G.Malathi, Department of Management
3. Dr.K.Sarvani, Department of Management

- Seminar on 'Advansi Vimarsi' at on 18th & 19th January 2019 at HPT Arts & RYK Science College, Vidyanagar, Nasik.

Participant:

1. Dr.K.V.Krishna Mohan, Department of Hindi

- Two day International Seminar on 'Contemporary South Asian Literature: Gender and Environment' on 24th & 25th January 2019 at Ch.S.D.St.Theresa's (A) College for Women, Eluru.

Participants:

1. Dr.Sr.G.Innyasamma, Vice-Principal, Department of English
2. Dr.V.Satya Sudha, Department of English
3. Mrs.L.M.R Swarupa, Department of English

- Workshop on Skill development courses on 30th January 2019 at APSSDC office at Tadepalli.

Participant:

- Ms. K. H. Anuhy Department of Electronics

- National Workshop on 'New Trends on SQC, Reliability with R-Programming' on 30th & 31st January, 2019 at Acharya Nagarjuna University, Guntur.

Participants:

1. Mrs.M.Syed Parveen, Lecturer, Department of Statistics

- UGC National Workshop on 'Corporate Happiness Management' at on 8th & 9th February, 2019 at Acharya Nagarjuna University, Guntur.

Participant:

1. Dr.K.Naga Sundari, Department of Management
2. Mrs.G.Smitha, Department of Management
3. Dr.K.Sarvani, Department of Management

- Retraining programme on 'EAT Module for HEIs on 13th February 2019 at Acharya Nagarjuna University, Guntur.

Participant:

Sr.A.Vinnarasi, Bursar

- National Seminar on 'Conservation of Biodiversity :Issues and Challenges (NSCBIC)' on 26th February, 2019 at Sir.C.R.Reddy College, Eluru.

Participant:

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

- Two day National Seminar on 'Emerging Trends in Digital Marketing Challenges and Opportunities' on 22nd & 23rd March, 2019 at Acharya Nagarjuna University, Guntur.

Participant:

Mrs.G.Malathi, Department of Management

- One day Awareness Programme on 'Food Science' on 26th March 2019, organized by Association of Lady Entrepreneurs of India at Kay Hotel.

Participants:

1. Miss.T.Rajeshwari, Department of Botany

2. Miss. J.Tulasi, Department of Botany

- **Quality Sustenance by ToT on ICT Tools for Smart Teaching**

- i) "Orientation to OER, Content Development, MOOCS and MOODLE" on 13th December 2018.

Resource Persons:

1. Dr.Sr. Japamalai, Department of Zoology, Maris Stella College.

2. Dr. Ms. Krishnaveni, Department of Mathematics, Maris Stella College.

- ii) **Training on 'KAHOOT'** for ARTs Staff on 14th December, 2018 and for Science staff on 15th December, 2018.

Resource Person:

Mrs. Bhagya Sree, Department of Commerce, Maris Stella College.

- iii) **Training on 'PLICKERS'** for ARTs Staff on 17th December, 2018 and for Science staff on 18th December, 2018.

Resource Persons:

1. Dr.Rajendra Prasad, Department of Political Science.

2. Mrs.Joshna, Department of Political Science.

- iv) **Training on 'SLIDE -N- TELL'** for ARTs Staff on 7th January 2019 and for Science staff on 8th January 2019

Resource Persons:

Mrs. S. P. Glory, HoD, Department of Computer Science.

- v) **Training on 'PRESENTATION TUBE'** for ARTs Staff on 11th January 2019 and for Science staff on 12th January 2019.

Resource Person:

Mrs. Sai Naga Lakshmi, Department of Physics.

The impact of this training programme was that all faculty members created "Google Classroom for each course and used for providing topic related videos, OER contents and for effective assessments. Many used 'Plickers', 'Kahoot', 'Slide-N-Tell' and 'Presentation Tube for assessment purposes which stimulated interest among students.

National Seminar/ Workshop for Faculty cum students' enrichment

1. National Seminar on "Current trends in E learning & Associated Technologies" 1st September 2018
2. National Conference on Recent Advances in Mathematics and XXVII Annual Congress of APTSMS from 8-10 December, 2018.
3. One-day National Seminar on "Conservation and Sustainable Utility of Phyto-Resources" on 17-08-2018, jointly organized by Department of Botany & IIT, Hyderabad.
4. Skillset through education: Experiments and explorations 5th to 6th, March 2019.

Students Enrichment activities

Newly introduced Job oriented Certificate Courses:

1. Department of Electronics offered a certificate course on "PCB Designing" in collaboration with MICROLINK Peripheral Controls Pvt. Ltd, Vijayawada.
2. Department of PG Mathematics offered a certificate course on "Soft Toy Making" in collaboration with Jana Shikshana Samasthan, Govt. of India.
3. Department of Political Science offered a certificate course on "Home Crafts" in collaboration with Jana Shikshana Samasthan, Govt. of India.
4. Department of Mathematics offered a certificate course on "Painting and Muggam Work"
5. Department of Economics offered a certificate course on "Making Jute Products" taught by Ms.B.S.Hemalatha,

Students Training programmes

1. Department of Economics organized a Five Day Training Camp from 10th to 14th September, 2018 to NSS Program Officers on YOUTH & DEVELOPMENT jointly with Rajiv Gandhi National Institute of Youth and Development.
2. Department of Economics organized a two-day leadership training camp for students in collaboration with M. R Pai Foundation Mumbai from 28th to 29th September, 2018.
3. The department of PG English conducted a workshop collaboration with IGNIS CAREERS on 7th Jan 2019.
4. The Department of PG Mathematics organized INMO Training Workshop for students selected in RMO -2018 from 27.12.2018 to 31.12.2018 at Maris Stella College.
5. Department of English organized a Workshop on "Communication & Soft Skills" on 26th July 2018. 450 students took part in it.

Students' skill development training programmes

Language Partnership Programme was initiated in 2018-19 by the Department of English for slow learners of English Language.

Skill Development Courses:

1. 30 students of Zoology were trained in "Value Added Fish Products" by National Institute of Fisheries Post Harvest Technology & Training, Visakhapatnam.
2. 85 students of Electronics & Physics were trained in "Office Automation Tools" and "Home Appliances" by Siemens at Andhra Loyola Institute of Engineering and Technology, Vijayawada in collaboration with Andhra Pradesh State Skill Development Corporation (APSSDC).
3. 31 students of Chemistry have taken Internship on "Skill Up-Gradation Training on Plastics Technology" for a duration of 4 weeks at CIPET (Central Institute of Plastics Engineering Technology), Vijayawada.
4. 15 students of III B.Sc chemistry cluster completed a Skill development training programme on 'HPLC instrumental methods of analytical R&D' at SHREE ICON Pharmaceutical Laboratories, Vijayawada.

Students involvement in community reach out

1. Stellites to Awaken and Reach out to Society (STARS) had extension activities to Mother Teresa home for Dying Destitute, Vijaya Mary Integrated School for the Blind, Prem Dan Home, Care and Share, AASRA foundation.

2. Organized Home Crafts Course for 30 women who are economically backward at Giripuram, Vijayawada and Cutting and Tailoring classes for 40 women at Durgapuram.

Introduction of new programmes

- . A new B.Voc and B.Sc Programme MCCs –Mathematics, Chemistry and Computer Science was introduced.

Increase of student clubs

8 new clubs: Folk Dance, Western Dance, Folk & Light Music, Western Music, Event Management, Mono Action, Photography & Film Making, Quiz, Debate & Current Affairs were introduced.

More feed- back from all stake holders as a quality measure

As a quality measure, feedback from the following stake holders are taken every year and follow up action is taken:

Feedback is taken from:

- Students
- Parents during Parent-Teacher Meet
- Faculty
- Examiners of various courses of all degree programme by Controller of Examinations
- Alumni during alumni meet
- Employers by Placement Cell.

Decentralization of administration for more effectiveness

The following members were deputed to share administration responsibilities for effective administration:

Dr. Girija Nambiyar: Planning and Communications

Ms. Santha Kumari: Dean Administration

Ms. H. Anuhyar: Additional Degree Vice-Principal,

Other Quality Initiatives

Study of Best Practices

A Team of seven members made 'A study of Best practices in Administration and Evaluation' and visited three Colleges viz., Christ University, St. Joseph's College and Jyoti Nivas College at Bangalore from 21st to 22nd May 2019.

Participants:

1. Dr.Sr. Jasinthra Quadras Principal, Maris Stella College
2. Ms.B.Santha Kumari, Dean, Administration
3. Ms. K. H. Anuhya, Degree Vice Principal, Dept.of Electronics
4. Ms.V.Sudha devi, Addl.Controller of Examinations
5. Mr.C. Karthik, Department of Computer Science
6. Ms.P.Padmaja, Office Assistant, Examination Section
7. Ms.B. Phani. Office Assistant, Examination Section

Audit: i) An Internal Audit & Administrative Audit was undertaken on 21st & 22nd January, 2019 by a team appointed by the IQAC.

ii) Facilitated an External Audit by members sent by CCE office on 1st & 2nd March, 2019.

Ranking Framework: i) Participated in NIRF ranking

ii) Participated in India Today ranking

Observations of the Internal Audit Team:

1. Newly established departments need to maintain and update records.
2. Student progression register needs to be updated.
3. Student profiles are to be maintained by each course teacher.
4. Record of student field projects has to be maintained, especially by those departments having student projects for 100 marks.
5. Record of Analysis of Students: grouping of students into Slow, Moderate and Advanced learners and action taken needs to be maintained by each course teacher.
6. Result of the students, course-wise, has to be analysed each semester and an ATR recorded.

Recommendations:

1. E-content can be developed by each course teacher
2. Can publish more research articles
3. Department- related extension activities can be planned.

Suggested that department wise, at least one outreach activity related to community service per semester be taken place.

4. Guidance for career counselling and coaching for competitive examinations can be arranged on the campus for the benefit of students.
5. Faculty can apply for Minor / Major projects
6. Can have more MoUs / Collaborative activities.

Members of Internal Audit Team:

1. Dr.Girija Nambiar, Dean, Planning and Communication.
2. Ms. B. Santha Kumari, Dean, Administration.
3. Dr.Little Flower, Co-ordinator, IQAC.
4. Dr.Satya Sudha, Dean, Co-ordinator, NAAC.
5. Dr.Ch.Krishnaveni, Academic Dean, Department of Mathematics.
6. Dr.B.Josephine S.Rani, HoD, Department of Economics.



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Dr. Sr. Jasintha Quadras

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