



Maris Stella College

(AUTONOMOUS)

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

Minutes of the IQAC meeting held on 27.09.2019

A meeting of the IQAC was held on 27.09.2019 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	
03.	Dr. Sr. Japamalai (Former HoD, Dept. of Zoology)	Teacher representative from Science Stream	H. 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. Sleeve Thumma (Correspondent)	Management representative	Sr. Sleeve 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

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| 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. | K. Gayathri III MSCS, 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
Dean, Planning & Communication |
| 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 |

Dr. Innasyamma

K. H. Anuhya

Mrs. V. Sudha Devi

K. Gayathri

Dr. Girija Nambiar

Dr. G. Little Flower

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
IDAC Coordinator


PRINCIPAL
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VIJAYAWADA-520 008



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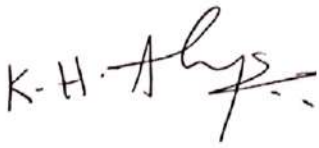

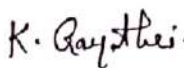


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Minutes of the IQAC meeting held on 23.11.2019

A meeting of the IQAC was held on 23.11.2019 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. Kulrekha
03.	Dr. Sr. Japamalai (Former 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	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. Sleeva Thumma (Correspondent)	Management representative	Sr. Sleeva 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

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| 16. | Ms. Aparna , (Entrepreneur, Aparna Jute industries, Vijayawada) | Alumni | |
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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 Dean, Planning & Communication |  |
| 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 |  |

Agenda

- National Workshop/ Training programmes
- Schedule for Internal Academic Audit (IAA) for the Year 2019-20 and panel of members for IAA
- Curriculum revision to be implemented in 2020-2023
- Notification for faculty recruitment

Resolutions:

Resolved to

1. Organize a National Workshop for faculty on 'Designing Effective Assessment Practices and Digital Technology' on 2nd & 3rd December, 2019.
Resource Persons: 1. Dr. Suparna Majumdar Kar, Associate Professor,
Department of Sociology & Social Work,
CHRIST University, Bengaluru.
Resource Persons: 2. Dr. Sweta Mukherjee, Associate
Professor, Department of English,
CHRIST University, Bengaluru.
2. Arrange a Workshop for faculty on 'Mentoring – The Core of Maris Stella' during 7th – 9th January, 2020.
Resource Person: Mrs. Jaya Abraham, Motivational Speaker & Partner with
AJ Ventures, Mumbai.
3. Conduct an Internal Academic Audit (IAA) for the academic year 2019-20 from 28th to the 30th of Jan. 2020 and choose the panel of members for IAA. A report with recommendations is to be prepared and shared with the respective departments for follow-up action.
4. Revise the curriculum of all disciplines with reference to LOCF of UGC, APCHE and Krishna University for implementation in 2020-2023.
5. Send notification about faculty recruitment for all programmes in leading Newspapers by second week of January, 2020.


Dr. C. Little Haver
IAAC Coordinator


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Meeting of the IQAC meeting held on 7.02.2020

A meeting of the IQAC was held on 7.02.2020 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. Kulrekha
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07.	Sr. Sleeva Thumma (Correspondent)	Management representative	S. Sleeva 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

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| 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 |
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Dean, Planning & Communication |
| 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 |

An. Innasyamma

K. H. Anuhya

Mrs. V. Sudha Devi

K. Gayathri

Dr. Girija Nambiar

Dr. G. Srinivasa Rao


Agenda

- Workshop /training Programme
- Plan for External Academic Audit for the year 2019-20
- Panel of members to accompany External Audit Team
- Distribution of Formats I, II, III of External Academic Audit
- Orientation for filling Format III by faculty members
- Student Satisfaction Survey
- Feedback on faculty and follow up action
- Recruitment process

Resolutions:

Resolved to

1. Arrange a Workshop on 'Transformational Development' on 9th & 10th March, 2020.
Resource Person: 1. Mr. Stephen Chinnaswamy, CEO, Strides Consulting Inc., Chennai
Resource Person: 2. Mrs. Jaya Abraham, Motivational Speaker & Partner with AJ Ventures, Mumbai.
2. Work on all requirements essential for the External Academic Audit for the year 2019-20.
3. Assign Internal Academic Audit team members to facilitate External Audit.
4. Circulate Format III to the HoDs of all departments who in turn will impart orientation to faculty of the department for filling Format III.
5. Complete Student Satisfaction Survey by February 2020 and the analysis to be posted in the college website before the External Academic Audit.
6. Complete student feedback of faculty before the fourth week of February, 2020 to facilitate Principal's feedback to faculty before the end of March.
7. Conduct computer based tests followed by interviews from the second week of March for faculty recruitment.


Dr. G. Lilla Thores
IAAC Coordinator


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MARIS STELLA COLLEGE (Autonomous)

**A College with Potential for Excellence
NAAC Accredited & ISO 9001:2015 Certified
Vijayawada - 520008, Krishna Dist, A.P**

Internal Quality Assurance cell (IQAC)

Action Taken Report: 2019-20

The plans formulated by the IQAC at the end of academic year 2018-19 were executed meticulously during the year 2019-20.

Curriculum Development:

The curriculum of every department has been revised, to be implemented from academic year 2020-21, with special focus on cross-cutting issues and skill-development.

Course outcomes have been spelt out and mapped with programme outcomes and programme specific outcomes.

A new B.Sc. programme with Microbiology, Biotechnology and Chemistry has been introduced this year.

One unit of every course of all programmes is being offered online to encourage self-learning.

Teaching-Learning and Evaluation:

The IQAC as the key body for the realization of the goals of quality enhancement and sustenance, organized various FDPs with the financial assistance of \$5000 from United Board for Christian Higher Education in Asia, an American organization that is committed to whole person education. **Ten training programmes have been held this year to equip faculty with ICT-enabled teaching skills** and to strengthen communication skills in English.

1. Three-Day Workshop on 'Proficiency in English' for new recruits and faculty with less than 5 years' experience from 29th April - 1st May, 2019.

Resource Person: Ms. Hemalatha Biswas, Free Lance Trainer in Spoken English, Gurgaon.

2. FDP on 'Beyond Teaching - The Joy & Passion of Being a Faculty' for faculty with less than 5 years' experience on 3rd & 4th June, 2019.
Resource Person: Mr. Stephen Chinnaswamy, CEO, Strides Consulting Inc., Chennai.
3. FDP on 'Teacher as a Facilitator of Learning & Leadership and Ideal Team Player' for the entire faculty on 5th & 6th June, 2019.
Resource Persons: Dr. Mercy Pushpalatha, Programme Consultant – South Asia, United Board and Mrs. Jaya Abraham, Motivational Speaker and Partner with AJ Ventures, Mumbai.
4. FDP on 'Capacity Building cum Faculty Development' for 50 members of faculty on 29th & 30th July, 2019.
Resource Person: Dr. Sandhya Tiwari, Director, Centre of English Language Teaching (CELT) & IQAC, Palamuru University, Mahabubnagar, Telangana.
5. FDP on 'Principles and Practices in Teaching/Learning' on 4th October, 2019.
Resource Person: Prof. L.S. Ganesh, Department of Management Studies, IIT Madras.
6. National Workshop for Faculty on 'Constructive Alignment and Outcome-Based Education' on 21st - 23rd October, 2019.
Resource Persons: Dr. Suparna Majumdar Kar, Associate Professor, Department of Sociology & Social Work, Dr. Sweta Mukherjee, Associate Professor, Department of English, and Dr. Vinay, Asst. Professor, Department of Computer Science, CHRIST University, Bengaluru.
7. 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.
8. National Workshop for Faculty on 'Designing Effective Assessment Practices and Digital Technology' on 2nd - 3rd December, 2019.
Resource Persons: Dr. Suparna Majumdar Kar, Associate Professor, Department of Sociology & Social Work and Dr. Sweta Mukherjee, Associate Professor, Department of English, CHRIST University, Bengaluru.
9. Workshop for Faculty on 'Mentoring – The Core of Maris Stella' 7th - 9th January, 2020.
Resource Person: Mrs. Jaya Abraham, Motivational Speaker & Partner with AJ Ventures, Mumbai.

10. Debriefing Workshop on 'Transformational Development' on 9th -10th March, 2020.

Resource Persons: Mr. Stephen Chinnaswamy, CEO, Strides Consulting Inc., Chennai & Mrs. Jaya Abraham, Motivational Speaker & Partner with AJ Ventures, Mumbai.

Faculty members were encouraged to seek additional skills through online certification. The United Board has sanctioned a grant of \$5000 for FDPs in 2019-20.

Marks for internal evaluation has been raised to 50% from the prevailing 40% to facilitate testing using ICT from this academic year.

The pattern of two continuous assessment tests in a semester has been replaced with only one test and a continuous assessment improvement test towards the end of the semester for absentees and those wishing to better their performance. This also allows students to make time for additional online/offline certificate courses. Teachers are encouraged to give challenging tasks to draw upon the creative/innovative potential in the learner for the second component of CA and to use ICT tools in the testing of these tasks/assignments.

Research and Extension:

- Five new faculty with Ph. D qualification were recruited.
- Two faculty members received the award Doctor of Philosophy.
- Two faculty members have been admitted to Ph.D. programmes.
- Two faculty members have qualified in UGC NET.
- Four faculty members have qualified in APSET.
- Twelve faculty members have qualified in APRCET this year.
- Two research projects, one funded by the Dept. of Science and Technology, Govt. of India, and the other by the UGC are underway.

16 papers have been **published** by faculty in national journals and books and 22 papers in international journals during the year. 17 papers have been published in conference proceedings.

New MoUs have been signed with Bajaj Finserv, International Justice Mission, CHRIST Deemed to be University for training, exchange of expertise and extension work. An MoU with Liverpool Hope University is under consideration.

Extension Activities:

The Dept. of Chemistry organized '**Alchemy Fair- 2019**' a Chemistry Exhibition, on 26th July, 2019 with a dual purpose: promoting interest in Chemistry and charity and compassion for the needy through the 'Bowl of Rice' concept. Transfer of knowledge of basic concepts of Chemistry through live demonstration of 50 experiments. More than 1000 students from different colleges and schools visited the exhibition. 400 kgs of rice was collected as entry fee and was donated to Shine Foundation, Mangalagiri.

The Department of Social Work organized a Two-Day State Level Art and Craft Exhibition cum Sale on the 12th and 13th Sept. 2019 to create awareness among students about marginalized groups, understand the work done by NGOs and sensitizes the students about the need to work for an inclusive society.

The Dept. of Microbiology held an Awareness Programme on Cancer at the Moghalrajpuram High School on 28th Jan. 2020.

The Dept. of Chemistry, Inspire Club of the Department of Physics and STARS demonstrated school based experiments at MPUP School, Kuntamukkala Village, a school which does not have any lab facility.

Infrastructure and Learning Resources:

The Microbiology Block, constructed above the bank to accommodate the Microbiology and Food Science and Technology departments, with financial support from Sun Foundation, Chennai, was inaugurated on 30th Jan. 2020 by Kaveri Kalanithi Maran, Managing Director, Sun TV Network Limited, Chennai.

The foundation also funded the equipment of two computer labs with 110 HP desktops. The college is indebted to them for their generosity.

Lingamaneni Landmarks Development Private Limited (LEPL) extended financial support to equip Microbiology and Food Science and Technology laboratories.

With the 2 cr grant from RUSA 2.0, a new block is under construction. The PG Block (H Block) has been renovated. The college has also been provided with equipment for three Virtual Classrooms, one Digital cum Virtual Classroom, one Digital Lab and E-Campus Management Software. Scientific Lab Equipment has been procured to strengthen the laboratories.

Computerized Gate Register has been set up in the library. Mobile Online Public Access (WEB OPAC) has been initiated during college working hours. Question papers are made available online in the library blog. All the 35 systems in the library have been updated with Windows 10.

Plans for additional toilets and a new administrative block have been approved. Construction is due to begin, despite the Corona pandemic having caused unexpected delays.

Student Support Programmes

A substantial amount has been raised towards funding students unable to pay college fee through conscious effort, including tapping Corporate Social Responsibility (CSR) resources.

The Department of English offered an online course in English Communication to the entire student community of the college.

The process for acquisition of a vehicle to transport students for field work and extension services is almost through, the formalities delayed by the curbs imposed to arrest the spread of the Corona pandemic.

Governance, Leadership and Management:

LMS is in use in all aspects of governance and management with the use of modules acquired but not put to use. The RUSA sponsored e-campus management software is also being used.

Additional Deans have been appointed for Planning and Communication, Administration and Academic Affairs to facilitate decentralization of governance and participative management:

- Dr. Girija Nambiar as Dean, Planning and Communication
- Ms. B. Santha Kumari as Dean, Administration
- Dr. P. Usha as Campus Maintenance Supervisor
- Dr. C. Krishnaveni and Dr. H. Kanakadurga have been appointed as Deans of Academic Affairs
- Sr. Lavanya, Ms. P. Padmalatha and Ms. Ch. Geetha Devi as Deans of Student Affairs.

A Staff Council comprising the Principal, Vice-Principals, Deans, Controller of Examinations, IQAC Co-Ordinator and HoDs has been constituted.

Plans were drawn up for the Peer Team visit from NAAC in August 2019 and the college was duly assessed and accredited in the fourth cycle.

Institutional Values and Best Practices:

Maris Stella Management gifted steel cans to all faculty members on Teachers' Day to discourage the use of plastic water bottles and a campaign was undertaken to spread the message among students. Plastic crockery has been banned in the canteen.

Departments were advised to prioritize programmes on gender-equity, environmental consciousness, human values and ethics while planning for activities.



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