

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

A College with Potential for Excellence

THE IQAC MEETING

Minutes of the IQAC meeting held on Tuesday, 5th July 2020 at 11 am. in the Conference Hall

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Vice Principal
3. Ms. K. Hannah Anuhya, Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
5. Dr. G. Little Flower, Head, Dept. of Physics &
Dean, Student Affairs
6. Dr. Sr. P. Japamalai, Dean, Academic Affairs
7. Dr. H. Kanaka Durga, Dean, Academic Affairs
8. Ms. V. Sudha Devi, Head, PG Dept. of Mathematics &
Additional Controller of Examinations
9. Dr. Sr. Ramana, Dean, Student Affairs

Sr. Innyasamma
K. H. Anuhya

K. Sundari

Sr. P. Japamalai

H. Kanaka Durga
V. Sudha Devi

Ramana

Member from the Management

10. Sr. A. Sahaya Mary, Head, Dept. of Social Work
Vice President, The Institute of the Franciscan Sisters of Mary

Sahaya

Senior Administrative Officer

11. Dr. Girija Nambiar, Reader in English &
Dean, Planning & Communication

Girija Nambiar

Management nominees from Employers / Industrialists / Stakeholders / Local Society / Alumni / Students

12. Mr. D. Anvesh, Vice President

Efftronics Systems Pvt. Ltd., Vijayawada - Employer

13. Ms. V. Smita, Alumni

Businesswoman & Entrepreneur - Industrialist

14. Mr. T. R. K. Singh, Corporate Trainer

Singh's Soft Skills - Stakeholder

15. Prof. Saraswathi Raju Iyer, Head, Dept. of Sociology &

Social Work & IQAC Coordinator

ANU, Guntur - Local Society

16. Ms. Aparna, Entrepreneur, Aparna Jute Industries

Vijayawada - Alumni

17. Ms. J. Rishitha III CBZ - Student Representative

The Coordinator

18. Dr. C. Krishnaveni, Dept. of Mathematics

(S. R. K. Singh)

Saraswathi R

Aparna

*Rishitha
Galeedi*

C. Krishnaveni

Agenda:

1. Academic Calendar, 2020-21
2. New courses and programmes for the academic year 2020-21
3. New pattern of question paper
4. Question bank
5. Teaching diary
6. MoUs, linkages and collaborations
7. Departmental community service activities
8. E-content development
9. Training programmes for faculty, staff and students
10. New cloud platforms / softwares / workspace
11. Infrastructure
12. New curriculum framework
13. College timings
14. Utilization of virtual and digital classrooms
15. Incubation Centre
16. Programmes by the U.S. Consulate
17. Alumni support
18. Monitoring Committee
19. Any other

Resolutions:

Resolved to

1. Prepare the Academic Calendar for the year 2020-21.
2. Offer the following new programmes and courses: (a) BBA- Digital Marketing (b) BBA- Aviation and Hotel Administration (c) Four year B.Sc. Programme in Agriculture and Rural Development (d) B.Sc. Programme: Food Science & Technology, Microbiology, Biochemistry (e) Value added / Certificate Courses in the academic year 2020-21.

3. Design a uniform pattern of question paper for all core courses in all subjects for CA written test and SEE:

Section A: MCQs & FIBs

Section B: Descriptive: Short answer questions

Section C: Descriptive: Essays

4. Prepare a question bank for all courses in which questions are to be mapped with the COs and RBT levels (levels 1 & 2 for 1st years and levels 1, 2, 3 & 4 for 2nd and 3rd years).
5. Maintain record of teaching diary in the attendance portal.
6. Sign more MoUs, linkages and agreements with Institutions / Industries / Agencies / Organisations (Government and Non-Government) to place students for internships / apprenticeships / on the job training / community service projects and to organize collaborative activities.
7. Sign an MoU with the Global Institute of Professional Studies and Educational Society to take care of teaching classes, practicals and other training activities for BBA (Aviation & Hotel Administration) and B.Sc. (Agriculture & Rural Development) programmes.
8. Plan for community service activities by every department and involving every student.
9. Adopt at least 2 nearby villages to conduct surveys for extension activities and maximize student participation.
10. Instruct the departments to develop e-content (PPTs, Video lectures and Study material in Word/PDF) for each course.
11. Organize the scheduled FDPs sponsored by the United Board for Christian Higher Education India Asia, leadership programmes for students and awareness and training programmes for non-teaching staff.
12. Subscribe to (a) Microsoft Teams (b) Zoom
13. Construct a new administrative block, additional toilets and lift for the college hostel and develop the playground.
14. Implement the new curriculum framework as per the guidelines of Andhra Pradesh State Council for Higher Education (APSCHE) and the revised syllabi for courses of all programmes w.e.f. 2020-21.

15. Change student time-table in order to promote experiential learning on the campus:
Monday to Friday: 7 periods from 9 am – 4 pm
Saturday: 5 periods from 9 am – 1 pm
16. Utilize to a maximum the digital lab equipment, virtual and digital classrooms procured under RUSA 2.0 scheme.
17. Establish an Incubation Centre for innovation and start-ups.
18. Apply for programmes by the U.S. Consulate: Study of United States Institute (SUSI) for Student Leaders and reading programmes by the Regional English Language Office in the U.S. Embassy.
19. Avail support from alumni for the development of the institution through financial and non-financial means.
20. Constitute a 'Monitoring Committee' by the IQAC to monitor adherence to the prescribed code of conduct for staff and students and appoint the IQAC coordinator as the coordinator.

As no other matter was raised, the meeting ended with a vote of thanks to the Chair.


PRINCIPAL
MARIS STELLA COLLEGE
VIJAYAWADA-520 008

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

A College with Potential for Excellence

THE IQAC MEETING

Minutes of the IQAC meeting (Virtual) held on Saturday, 31st October 2020 at 1.30 pm.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Vice Principal
3. Ms. K. Hannah Anuhya, Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
5. Dr. G. Little Flower, Head, Dept. of Physics &
Dean, Student Affairs
6. Dr. Sr. P. Japamalai, Dean, Academic Affairs
7. Dr. H. Kanaka Durga, Dean, Academic Affairs
8. Ms. V. Sudha Devi, Head, PG Dept. of Mathematics &
Additional Controller of Examinations
9. Dr. Sr. Ramana, Dean, Student Affairs

Sr. Innyasamma
K. H. Anuhya
K. Naga Sundari
G. Little Flower

Sr. P. Japamalai
H. Kanaka Durga
V. Sudha Devi

Ramana

Member from the Management

10. Sr. A. Sahaya Mary, Head, Dept. of Social Work
Vice President, The Institute of the Franciscan Sisters of Mary

Sahaya

Senior Administrative Officer

11. Dr. Girija Nambiar, Reader in English &
Dean, Planning & Communication

Girija Nambiar

Management nominees from Employers / Industrialists / Stakeholders / Local Society / Alumni / Students

12. Mr. D. Anvesh, Vice President

Efftronics Systems Pvt. Ltd., Vijayawada - Employer

13. Ms. V. Smita, Alumni

Businesswoman & Entrepreneur - Industrialist

14. Mr. T. R. K. Singh, Corporate Trainer

Singh's Soft Skills - Stakeholder

15. Prof. Saraswathi Raju Iyer, Head, Dept. of Sociology &

Social Work & IQAC Coordinator

ANU, Guntur - Local Society


16. Ms. Aparna, Entrepreneur, Aparna Jute Industries

Vijayawada - Alumni

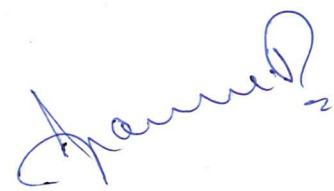
17. Ms. J. Rishitha III CBZ - Student Representative

The Coordinator

18. Dr. C. Krishnaveni, Dept. of Mathematics



Saraswathi R



C. Krishnaveni

Agenda:

1. Regular in-person classes for Senior Intermediate, UG, PG and MBA programmes
2. Online SEE for Foundation Courses
3. The themes for Workshops / Seminars / Webinars apart from subject domain
4. New committees set up by the IQAC
5. Planning of activities for all committees / cells
6. Posting attendance in the portal
7. Stella Scope
8. Life Skills and Skill Development Courses under new curriculum framework
9. Orientation on New Curriculum Framework
10. Days of National / International significance
11. Training programme for job readiness
12. Tie-ups / MoUs with coaching centres
13. Any other

Resolutions:

The committee discussed the agenda for the General Staff Meeting to be held on 2nd Nov. 2020 and the following resolutions were passed:

Resolved to

1. Finalize the schedule of regular offline classes for II & III UG.
Continue online classes for II PG & II MBA.
Commence offline classes for Jr. Inter. and I UG.
Re-fix the timings for PG programmes: 8 am – 1 pm.
2. Conduct Online SEE for Foundation Courses from 20.11.2020.
3. Organize Workshops / Seminars / Webinars on the following themes apart from subject domain in association with the IQAC:
Tolerance & Harmony; Cultural; Regional; Linguistics; Communal; Socio economic and other diversities; Awareness in recent trends in technology.
4. Share the list of new committees set up to address areas requiring improvement in quality.
5. Share plans for community service and extension services, training programmes in job-readiness for final year students, tie-ups with coaching centres and new MoUs, with the faculty, explain the role and responsibility of each department and solicit suggestions.
6. Instruct faculty to begin posting attendance in the portal from 10.11.2020.

7. Arrange for a demo on the use of Microsoft Teams.
8. Direct the Stella Scope committee to begin work on the newsletter.
9. Direct coordinators of the various cells and organizers of department fests and occasions / special days to plan activities, execute and document them and make them available in the department drives for access to updated data at any time.
10. Design Life Skills and Skill Development courses to offer in the 1st three semesters for the batch 2020.
11. Present an orientation on the new curriculum framework and the modalities for the new courses in Life Skills and Skill Development to be offered from the academic year 2020-21.
12. Sign an MoU with the Takshasila IAS Academy to take care of coaching classes and other training activities like Inter + IAS Foundation + CLAT, Degree with IAS & competitive exams coaching & competitive exams, foundation courses etc.
13. Sign an MoU with the Youth4Jobs Foundation to work towards employability, inclusion of candidates with disabilities, jointly organize skill development programmes, facilitate research activities and consultancy etc.

As no other matter was raised, the meeting ended with a vote of thanks to the Chair.

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PRINCIPAL
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VIJAYAWADA-520 008

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

A College with Potential for Excellence

THE IQAC MEETING

Minutes of the IQAC meeting (Virtual) held on Wednesday, 18th November 2020 at 2 pm.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Vice Principal
3. Ms. K. Hannah Anuhya, Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
5. Dr. G. Little Flower, Head, Dept. of Physics &
Dean, Student Affairs
6. Dr. Sr. P. Japamalai, Dean, Academic Affairs
7. Dr. H. Kanaka Durga, Dean, Academic Affairs
8. Ms. V. Sudha Devi, Head, PG Dept. of Mathematics &
Additional Controller of Examinations
9. Dr. Sr. Ramana, Dean, Student Affairs

Sr. Innyasamma
K-H. Anuhya
K. Sundari

Sr. P. Japamalai
H. Kanaka Durga
V. Sudha Devi
Ramana

Member from the Management

10. Sr. A. Sahaya Mary, Head, Dept. of Social Work
Vice President, The Institute of the Franciscan Sisters of Mary

Sahaya

Senior Administrative Officer

11. Dr. Girija Nambiar, Reader in English &
Dean, Planning & Communication

Girija Nambiar

Management nominees from Employers / Industrialists / Stakeholders / Local Society / Alumni / Students

12. Mr. D. Anvesh, Vice President

Efftronics Systems Pvt. Ltd., Vijayawada - Employer

13. Ms. V. Smita, Alumni

Businesswoman & Entrepreneur - Industrialist

14. Mr. T. R. K. Singh, Corporate Trainer

Singh's Soft Skills - Stakeholder

(Singh)

15. Prof. Saraswathi Raju Iyer, Head, Dept. of Sociology &

Saraswathi R

Social Work & IQAC Coordinator

ANU, Guntur - Local Society

16. Ms. Aparna, Entrepreneur, Aparna Jute Industries

Aparna

Vijayawada - Alumni

17. Ms. J. Rishitha III CBZ - Student Representative

Rishitha Paleti

The Coordinator

18. Dr. C. Krishnaveni, Dept. of Mathematics

C. Krishnaveni

Agenda:

1. Attendance
 - Foundation Courses, Practical Courses and Theory Courses
 - Condonation
2. Crash course for practicals
3. Certificate Courses (for 1st & 2nd year students)
- 4.. Extracurricular activities (for 1st & 2nd year students)
5. LSC and SDC for semesters I, II, III
6. Format to post marks for CA & SEE
7. New Course Codes, Subject/Department Codes and Student Register Numbers
8. BoS for even semesters
9. Offline (In-person) classes for 1st year students
10. Conduct of CA after 54 working days / 9 weeks for semester I students
11. Digital Policy
12. Work in Progress Reports from the new committees
13. Any other

Resolutions:

Resolved to

1. Instruct course teachers to obtain reasons from students for not attending the online classes through a Google sheet and to follow-up the attendance for each course.
2. Collect condonations for below 50% of attendance because of Covid Pandemic.
3. Re-fix minimum required percentage of attendance per course for eligibility to take SEE:
Theory Courses: Min 30%; FCs: Min 25%.
for the benefit of those students who were unable to attend online classes due to connectivity issues.

4. Follow a modified range of percentage to award marks for the attendance for the 2018 batch:

Range (%)	Marks
75 – 100	5
71 – 74	4
66 – 70	3
60 – 65	2

5. Conduct crash course for practicals and discuss with the HoDs of the science departments on the number of practicals that are to be conducted for 2nd and 3rd year students during crash course.
6. Conduct extracurricular activities and certificate courses for the 2nd semester students as soon as the in-person classes begin.
7. Direct the faculty to design syllabus for LSCs and SDCs to be offered in Semesters I, II and III for 2020 batch.
- Evaluate the skills (CA) for 20 marks and conduct online SEE for 30 marks for all LSCs and SDCs.
- Direct the course teachers to prepare question banks in MCQs for LSCs and SDCs.
8. Include a sheet to post CA test marks in the written examination answer booklet to check the performance of the students for the attainment of COs.
9. Prepare a new format to post marks for SEE as per the new MQP pattern.
10. Follow new letter codes for each subject / department and new code for each course.
11. Follow the new student register number with 10 characters.
(College Code -3 characters, Year of Admission-2 characters, Programme Code-3 characters, Roll No.-2 characters)
12. Conduct BoS in the month of January / February, 2021.
13. Have in-person classes for 1st year students from 10.12.2020.
14. Finalize Digital Policy and upload it on the College website.

As no other matter was raised, the meeting ended with a vote of thanks to the Chair.


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THE IQAC MEETING

Minutes of the IQAC meeting (Virtual) held on Thursday, 17th December 2020 at 2 pm.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Vice Principal
3. Ms. K. Hannah Anuhya, Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
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9. Dr. Sr. Ramana, Dean, Student Affairs

Sr. Innyasamma

K-H. Anuhya

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Little Flower

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Businesswoman & Entrepreneur - Industrialist

14. Mr. T. R. K. Singh, Corporate Trainer

Singh's Soft Skills - Stakeholder

TRK Singh

15. Prof. Saraswathi Raju Iyer, Head, Dept. of Sociology &

Saraswathi R

Social Work & IQAC Coordinator

ANU, Guntur - Local Society

16. Ms. Aparna, Entrepreneur, Aparna Jute Industries

Vijayawada - Alumni

Aparna

17. Ms. J. Rishitha III CBZ - Student Representative

Rishitha
CBZ

The Coordinator

18. Dr. C. Krishnaveni, Dept. of Mathematics

C. Krishnaveni

Agenda:

1. For I year:
 - a) Online/offline classes for all courses
 - b) Orientation on LSCs and SDCs
 - c) Schedule for CA exams, Practicals, Extra-curricular activities, Certificate courses
 - d) Yoga (Extra-curricular activity)
2. For II & III years:
 - a) Schedule of online / offline classes from 18th Jan. 2021.
3. Planning for Re-accreditation:
 - a) Fixing coordinators for each criterion
 - b) Work-in-progress reports from the committees.
4. Internal Academic & Administrative Audit
5. Question bank: LSCs and SDCs
6. MoUs
7. Any other

Resolutions:

Resolved to

1. Commence regular offline (In-person) classes for 1st years from 04.01.2021 from 9 am till 4 pm and instruct faculty to record the lectures to share in the Google classroom.
2. Direct the Deans of Academic Affairs to fix the dates and prepare a schedule for orientation on LSCs and SDCs.
3. Conduct offline CA written test for 1st years in the 4th week of January and prepare a timetable for practicals and extra-curricular activities.
4. Offer Yoga course as a compulsory extracurricular activity for two semesters with 2 credits w.e.f. the academic year 2020-21.
5. Commence regular offline (In-person) classes for 2nd and 3rd years from 18.01.2021 from 9 am till 4 pm.

6. Appoint coordinators for each criteria:
 - Criterion I – Dr. Sr. Innyasamma
 - Criterion II – Dr. C. Krishnaveni
 - Criterion III – Dr. K. Naga Sundari
 - Criterion IV – Ms. K. H. Anuhya
 - Criterion V – Dr. Sr. Lavanya
 - Criterion VI – Dr. Girija Nambiar
 - Criterion VII – Ms. V. Sudha Devi
7. Conduct internal AAA in the month of March 2021.
8. Conduct next meeting in the month of Jan 2021 to discuss question banks for LSCs and SDCs and fix dates for submission.
9. Sign an MoU with HEPSN - Higher Education for Persons with Special Needs (Andhra Loyola College) for Collaborate initiatives to sensitize the public of disability issues, facilitate scholarships offered by Help the Blind Foundation to the needy students etc.
10. Sign an MoU with the ICT Academy to offer services to the faculty members in the areas of Information and Communication Technology and to provide Industry related and domain specific training programmes for faculty and students (Industry & Academia activities).

As no other matter was raised, the meeting ended with a vote of thanks to the Chair.


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MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

A College with Potential for Excellence

THE IQAC MEETING

Minutes of the IQAC meeting held on Tuesday, 9th Feb. 2021 at 2 pm. in the Principal's office.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Vice Principal
3. Ms. K. Hannah Anuhya, Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
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Sr. Innyasamma

K.H. Anuhya

K. Naga Sundari

G. Little Flower

Sr. P. Japamalai

H. Kanaka Durga

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Dr. Sr. Ramana

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Singh's Soft Skills - Stakeholder

(Signature)
(Smita)

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ANU, Guntur - Local Society

Saraswathi R

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Vijayawada - Alumni

Aparna R

17. Ms. J. Rishitha III CBZ - Student Representative

Rishitha
Jaladi
10

The Coordinator

18. Dr. C. Krishnaveni, Dept. of Mathematics

C. Krishnaveni

Agenda:

1. Green Campus Programme
2. Revamping of College website
3. Re-assessment & Re-accreditation in 2022
4. Online admissions
5. Measuring the attainment of COs and POs
6. Coaching / Guidance for competitive examinations and career counselling
7. Constitution of an Ethics Committee
8. Common Instrumentation Centre
9. e - Campus Management Software
10. Membership of DELNET
11. Internal Academic and Administrative Audit
12. MoUs
13. Any other

Resolutions:

Resolved to

1. Organize a workshop for faculty on 'Climate Change Education' in the 1st week of March 2021 in collaboration with 'The Climate Reality Project India' and register for the 'Green Campus Programme' as an initiative for a greening programme on campus.
2. Start a programme to train 2nd year students to be Eco Ambassadors.
3. Constitute a 'Website Committee' for revamping the College website, to upload and update information promptly.
4. Prepare strategies and plan of action for re-assessment & re-accreditation in 2022.
5. Upgrade online admissions portal.
6. Measure the attainment of COs and POs by both direct and indirect methods for the courses and programmes offered for the 2020 batch.
7. Offer guidance /coaching for competitive examinations on campus by signing an MoU with relevant coaching centres w.e.f. the academic year 2021-22.
8. Rename the existing Research Committee as Research & Ethics Committee to monitor adherence to ethics in publication.
9. Set up a common Instrumentation Centre to promote research culture among students.
10. Utilize e-Campus Management Software for effective e-governance and institutional functioning.

11. Prepare a schedule to conduct an online internal Academic and Administrative Audit.
12. Apply for membership of DELNET and sign an MoU to get benefit by using the DELNET databases and services.
13. Sign an MoU with the Vasavya Mahila Mandali to facilitate sensitization events on domestic violence and violence against women among the students and faculty and to promote student activity against domestic violence.
14. Sign an MoU with the Shivashakthi Bio Technologies Limited to facilitate lab and infrastructure facilities, summer internships in life sciences and organize collaborative activities.
15. Sign an MoU with the NOVOTEL Hostels & Resorts to encourage industry visits by staff and students for the purpose of training, research and development activities, and offer internships to the student community.
16. Sign an MoU with the Radha Madhav Automobiles to establish specific skill development programs: car driving skills, training in organic gardening, kitchen gardening and micro greens.

As no other matter was raised, the meeting ended with a vote of thanks to the Chair.


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MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA
A College with Potential for Excellence
NAAC Accredited & ISO 9001:2015 Certified

ACTION TAKEN REPORT: 2020-21

1. Annual Academic Calendar, 2020-21:

Prepared the College Handbook with the Annual Academic Calendar for the year 2020-21 and displayed it on the College website.

2. New programmes and courses for the academic year 2020-21:

(i) The following new programmes were introduced during 2020-21.

- (a) BBA-Digital Marketing
- (b) BBA-Aviation & Hotel Administration
- (c) A four-year B.Sc. Programme in Agriculture and Rural Development
- (d) B.Sc. Programme: Food Science & Technology, Microbiology, Biochemistry

(ii) Designed and offered the following Life Skills Courses (LSC) and Skill Development Courses (SDC) to inculcate lifelong skills and employability skills among students:

- (a) Gender Studies (LSC)
- (b) Counselling and Psychotherapy (SDC)
- (c) Tally (SDC)
- (d) Employability Skills (SDC)
- (e) Research Methodology (SDC)
- (f) Community Nutrition (SDC)
- (g) National Cadet Corps – I (LSC)
- (h) National Cadet Corps – II (SDC)

3. New pattern of Question Paper:

Designed and implemented a uniform pattern of question paper with three sections for all courses in all subjects. Multiple Choice Questions (MCQs) and Fill in the Blanks (FIBs) were introduced both in Continuous Assessment (CA) & Semester End Examinations (SEE) in order to train students in this mode of questioning used widely in various competitive examinations.

Section A: MCQs and FIBs

Section B: Descriptive: Short answer questions

Section C: Descriptive: Essay questions

4. Question Bank:

Question banks for all courses in semesters I and II are prepared by the concerned course teachers in which questions are mapped with the Course Outcomes and RBT levels (RBT levels 1 and 2 for 1st year and 1, 2, 3 and 4 for 2nd and 3rd years)

5. Teaching diary:

Every faculty member maintained a record of the teaching diary in the attendance portal.

6. MoUs:

Nine new MoUs have been signed during the year for collaborative activities in skill development, internship and training and extension programmes.

Signed an MoU with the

- (i) Global Institute of Professional Studies and Educational Society 10.08.2020 to take care of teaching classes, Practicals and other training activities for BBA (Aviation & Hotel Administration) and B.Sc. (Agriculture & Rural Development) programmes.
- (ii) Youth4Jobs Foundation on 06.11.2020 to work towards employability, the inclusion of candidates with disabilities, jointly organize skill development programmes, facilitate research activities and consultancy.
- (iii) Takshasila IAS Academy on 25.03.2021 to take care of coaching classes and other training activities like Inter + IAS Foundation + CLAT, Degree with IAS & competitive exams coaching & competitive exams foundation course etc.
- (iv) ICT Academy on 08.01.2021 to offer services to the faculty members in the areas of Information and Communication Technology and to provide industry related and domain specific training programmes for faculty and students (Industry & Academia innovative practices)
- (v) HEPSN - Higher Education for Persons with Special Needs (Andhra Loyola College) on 29.01.2021 for Collaborate initiatives to sensitize the public of disability issues, facilitate scholarships offered by Help the Blind Foundation to the needy students.
- (vi) Vasavya Mahila Mandali on 04.03.2021 to facilitate sensitisation events on domestic violence and violence against women among the students and faculty and to promote student activity against domestic violence.

- (vii) Shivashakthi Bio Technologies Limited on 26.03.2021 to facilitate lab and infrastructure facilities, summer internships in Life Sciences and organize collaborative activities.
- (viii) NOVOTEL Hotels & Resorts 27.03.2021 to encourage industry visits by staff and students for the purpose of training, research and development activities, and offer internships to the student community.
- (ix) DELNET on 17.05.2021 to use DELNET's Archives and Services, Union Catalogues and other database online resources.

7. Departmental community service activities:

Some departments planned and executed outreach programmes by involving students.

- (i) Students of the departments of Food Science, Microbiology & Chemistry distributed fruits to the poor in the Kandrika Street area on the 12th Dec. 2020 as part of pandemic outreach.
- (ii) The college reached out to the cyclone-hit villages around Machilipatnam. The department of Social Work undertook a need-assessment survey of the affected areas. On the 18th Dec. 2020, a team consisting of 6 staff and 10 students from NSS, STARS and NCC visited the villages and distributed tarpaulin, cooking dishes, plates, glasses and cakes.
- (iii) The students of the Department of Commerce & Management Studies extended their services to the rural areas outlying Vijayawada in the registration of PAN cards on the online platform. All the students of B.Com. (General & TPP) were divided into groups on the basis of the area they reside in for easy access to the target area and to minimize commutation.
- (iv) An Online Workshop on Service-Learning was held on 11th -12th January, 2021 for faculty as part of the plan to incorporate service-learning into the curriculum.
- (v) The department of Social Work and a few faculty members in charge of STARS programme undertook 'Preparation of Baseline Survey' in collaboration with Montfort Social Service Organisation on 1st Feb. 2021. Orientation on Baseline Survey was given to 110 STARS and Social Work students and 4 faculty by Montfort Social Service on 12th Feb. 2021. Baseline surveys were conducted at Kamineni Nagar on 25th March 2021 by 46 students and 4 faculty and at Autonagar on 27th March by 40 students and 4 faculty, in collaboration with Montfort Social Service Organisation.

(vi) 180 hours of community service as part of curriculum was to have been undertaken in the summer of 2021 by all 2nd year students was delayed because of the pandemic. It is now underway, in collaboration with the Youth for Seva organization.

8. E-content development:

Having adopted a blended mode of teaching-learning, all the members of the faculty have developed e-content (PPTs, Video lectures, Study material in Word / PDF) using personal laptops and available recording tools like PresentationTube, Screencastify, Screencast O'matic, Zoom, Google Meet etc. for each course to support online teaching. It is planned to set up a repository of the e-content developed.

9. New Cloud Platforms:

Subscribed to new cloud platforms: (a) Microsoft Teams (b) Zoom to conduct online classes, meetings and organize webinars / workshops / conferences etc.

10. Infrastructure:

Infrastructure has been strengthened. Constructed a new administrative block for additional classrooms and other facilities to accommodate new courses and programmes, additional toilets and lift for the college hostel. The playground was levelled and re-laid.

11. New curriculum framework:

New curriculum framework has been implemented as per the guidelines of Andhra Pradesh State Council for Higher Education (APSCHE) and the revised syllabi for courses in semesters I & II of all programmes w.e.f. 2020-21.

The revised curriculum adopted in 2020 has initiated outcome-based education and introduced the 2018 Revised Bloom's Taxonomy after intensive training of faculty for institutional learning.

The curriculum structure includes Languages, Core Courses, Life Skills and Skill Development Courses (Electives), Skill Enhancing Courses (Electives), Community Service Projects, Internships, Extra-curricular Activities and Certificate Courses.

12. New College timings:

College timings are changed in order to promote experiential learning on campus:

Monday to Friday: 7 periods from 9 am – 4 pm

Saturday: 5 periods from 9 am – 1 pm

The students were engaged in hands-on / practical activities every day in the last period from 3 - 4 pm.

13. Utilization of the ICT infrastructure:

In order to utilize to a maximum the digital lab equipment, virtual and digital classrooms procured under RUSA 2.0 scheme, each faculty member was asked to take classes at least twice a week in digital & virtual classrooms by using the equipment effectively.

14. Incubation Centre for innovation and start-ups:

Efforts are being made to establish an Incubation Centre to promote entrepreneurship and innovation.

Set up a common 'Instrumentation Centre' to promote research culture among students.

The Department of Commerce & Management Studies initiated a programme 'Talk with women Entrepreneurs' with the objective of providing a platform for students to interact with women entrepreneurs in Vijayawada. The resource person was Ms. D Aparna, CEO, of Aparna Jute, Vijayawada on 23rd November, 2020.

The Entrepreneurship Development Cell inaugurated several student enterprises such as Beauty Care Services and Creative Crafts on 11th Feb 2021.

15. U. S. Sponsored Programmes:

Applied for programmes by the U.S. Consulate: Study of United States Institute (SUSI) for Student Leaders and reading programmes by the Regional English Language Office in the U.S. Embassy.

Two students, Rishitha Jaladi and Sharanya Boddeda have been selected to 2021 Study of United States Institute (SUSI) for Student Leaders on Education and the Future of Work and Religious Freedom and Pluralism, respectively. Due to the ongoing challenges of the coronavirus pandemic, the SUSI has had to be organized in a hybrid format consisting of a virtual component in the summer 2021 and an abbreviated in-person component in the United States in late 2021 or in early 2022.

30 students attended the Academic Readiness Boot Camp and were certified in the 10-week long online Academic Reading Course offered by The Regional English Language Office at U.S. Embassy, New Delhi in collaboration with Indiana University from 8th Feb. to 21st April 2021.

16. Alumnae Support:

Alumnae Association provides financial and non-financial support for the development of the institution from time to time. This year Rs. 4,67,500 worth amount has been generated from the Alumnae Association.

17. Monitoring Committee:

A Monitoring Committee was instituted by the IQAC in the academic year 2020-21 to monitor adherence to the prescribed code of conduct for staff and students and appoint the IQAC coordinator as the coordinator.

The IQAC prepares annual action plans to create awareness on the code of conduct through awareness programmes, motivational sessions and guest lectures for the staff and students and monitoring committee monitors adherence to the code of conduct.

The Composition:

- (i) Principal, Chairperson
- (ii) Vice-Principals
- (iii) Dean, Planning and Communication
- (iv) Dean, Administration
- (v) Deans, Student Affairs
- (vi) Controller of Examinations
- (vii) IQAC Coordinator - **Coordinator**

18. Orientation on new curriculum framework:

An orientation on the new curriculum framework and the modalities for the new courses in Life Skills and Skill Development to be offered from the academic year 2020-21 was presented by Dr. C. Krishnaveni, Coordinator, IQAC to all the faculty on 2nd Nov. 2020 and students on 21st Sept. 2020 and 18th Mar. 2021.

19. Examinations:

Conducted SEE online for all foundation courses, life skills and skill development courses. Conducted continuous assessment (CA) and continuous assessment improvement test (CAIT) online on Google Forms and proctored semester-end examinations (SEE) for semesters II & IV.

Conducted 'crash course' for two weeks for all the practical courses for 2nd and 3rd year science students.

Included a sheet to post CA test marks in the written exam answer booklet to check the performance of the students for the attainment of COs. Prepared a new format to post marks for SEE as per the new question paper pattern.

20. G Suite accounts:

College had subscribed to Google for education. Each faculty member and each department was provided with a G Suite account. Faculty, HoDs, coordinators of the various cells / committees / clubs and organizers of department fests and occasions / special days to plan activities, execute and document them and make them available in the department drives for access to updated data at any time.

21. Attendance:

Collected condonations for below 50% of attendance because of Covid-19 Pandemic. Re-fixed minimum required percentage of attendance per course for eligibility to take Semester End Examinations for the benefit of those students who were unable to attend online classes due to connectivity issues. Also followed a modified range of percentage to award marks for the attendance for the 2018 batch.

22. Codes for each Subject / Department:

A new pattern of course codes was followed for all the courses w.e.f. 2020-21.

A new configuration for student Register Numbers with 10 characters was adopted for the 2020 batch. (College Code -3 characters, Year of Admission-2 characters, Programme Code-3 characters and Roll No.-2 characters)

23. College Website:

Revamped the College website and constituted a 'Website Committee' for the college website, to upload and update information promptly.

The Composition:

- (i) Principal – Chairperson
- (ii) Dean, Planning & Communication
- (iii) IQAC Coordinator – Coordinator
- (iv) Two faculty members
- (v) One System Admin.

24. Research:

Faculty were encouraged to attend Seminars / Conf. on Research methodology & Preparation of project proposals etc. organized by the College and by other institutions and do research part-time.

Dr. Sr. Ramana K, Dept. of Business Administration, was awarded a doctoral degree for her thesis on 'A Study on the Relationship between Emotional Intelligence and Academic Achievement among Intermediate Students of Krishna District, Andhra Pradesh' by Acharya Nagarjuna University in Oct. 2020.

No. of papers published in Journals: 24

No. of papers published in Conference. Proceedings: 7

No. of Chapters in books published: 26

No. of papers presented: 17

25. Digital Policy:

Digital Policy was prepared, placed it in the Governing body meeting for the approval and displayed it on the College website.

26. Extra-curricular activity:

Offered 'Yoga' course as a compulsory extra-curricular activity for 60 hrs. with 2 credits w.e.f. the academic year 2020-21.

27. Coordinators for each criterion:

Appointed coordinators for each criterion for A & A to prepare strategies and plan of action for re-assessment & re-accreditation in 2022:

Criterion I – Dr. Sr. Innyasamma

Criterion II – Dr. C. Krishnaveni

Criterion III – Dr. K. Naga Sundari

Criterion IV – Ms. K. H. Anuhya

Criterion V – Dr. Sr. Lavanya

Criterion VI – Dr. Girija Nambiar

Criterion VII – Ms. V. Sudha Devi

Dr. Girija Nambiar, Dean, Planning & Communication prepared a three-year and a five-year '10 Plans Strategic Document' for the periods 2019-22 and 2019-24 along with the plans of action.

28. Attainment of COs and POs:

Resolved to measure the attainment of COs and POs by both direct and indirect methods for the courses and programmes offered for the 2021 batch onwards.

29. Research & Ethics Committee:

Renamed the existing Research Committee as Research & Ethics Committee to monitor adherence to ethics in publications.

30. FDPs/Seminars/Webinars/Workshops/Training Programmes/Conferences/Guest**Lectures held:**

- (a) National Conferences: 2
- (b) International Webinars: 3
- (c) National Webinars / Workshops: 9
- (d) State-level Webinars / Workshops: 8
- (e) FDPs: 7
- (f) Training Programmes: 2
- (g) Guest Lectures: 27
- (h) For non-teaching staff: 1-Workshop & 1-Training programme

31. Training programmes/Literary/Cultural events for students:

- (a) Training programmes for students held: 9
- (b) Literary and Cultural events: 21
- (c) Programmes on Gender Equity: 5
- (d) Programmes on Entrepreneurship: 2

32. Career counselling & Placements:

A week-long induction programme for freshers, 'Student Induction Programme' was conducted during 21st Sept. – 26th Sept. 2020.

Coaching is taking place through IAS integrated programme and training programmes by the ICT academy.

No. of Career Counselling activities: 5

No. of Students trained: UG - 406, PG - 62

No. of Students placed through on/off Campus drives: 165

In all, 174 students were offered placement by companies such as Infosys, Wipro, TCS, Nobel Institute of Communicative English Charitable Trust, Bright Star Educational Trust, Refine Edge, Spandhana Spoorthi Financial Services Ltd., Al Wasi IT Solutions and Oakya Solutions Private Limited.

33. Internships:

- (a) Two-week Online Internship on 'E-Filing of Returns' from 2nd February, 2021 - 39 students of B.Com (General & TPP).
- (b) Four -week Internship at Novotel Varun Vijayawada from 12th April, 2021 - 6 students of the Dept. of Tourism & Travel Management
- (c) Three-week Internship at S.K. Happy Tripz, Vijaywada from 23rd April, 2021 - 3 students of the Dept. of Tourism & Travel Management
- (d) 4 students of the Dept. of Business Administration completed internships with different organizations between August 2020 and May 2021.
- (e) 3 students of Journalism also completed internships successfully. The students of Journalism also produced a documentary on the tribal villages of Dandakaranya, East Godavari Dist., as a major project.
- (f) Rishitha Jaladi completed 180 days as an Intern Journalist at Radiant Awadh Lucknow News Live from 21st June to 21st Dec. 2020. She also interned at Winray Infotech as a Content Analyst from 21st July to 20th Aug. 2020.
- (g) P. Diana Maria completed a Sales Internship with Private Court, Mumbai from 30th Oct. to 29th Nov. 2020. She was also engaged as an Intern with Beat the Virus from 6th Nov. 2020 to 28th Jan. 2021 and did outstanding work as a Corona Warrior.
- (h) Milcah Anila Ragala also completed 180 days as an Intern Journalist at Radiant Awadh Lucknow News Live.
- (i) Neeharika Vericharla completed a Graduate Rotational Internship Programme at The Sparks Foundation during the session Nov. 2020 – Dec. 2020. She also interned with Badlav Seva Samiti for two months ending 7th Dec. 2021.

34. Industrial Tours and Camps:

The Dept. of Tourism organized an industrial tour to Novotel Varun, Vijayawada on 15th March 2021. The 21 students of final year Tourism were accompanied by the faculty of the department.

35. Green Initiatives:

Protection and preservation is a core value of the institution and part of its mission is the promotion of justice and peace and the perception of the essential integrity of creation. The college has registered with the Green Campus Programme of the Climate Reality Project, India which enables schools and colleges to conserve natural resources, use less

water, optimize energy efficiency, generate less waste, teach climate change and sustainable education and address the well-being of students and their environment. The programme is executed in three stages: Awareness, Action and Award. The college is now in the action stage. After a pre-audit survey, action is planned in the five thrust areas of the programme.

Simultaneously, a team has been set up under the moderation of Ray Kancharla, Climate Activist & Researcher, Humanitarian & Development Strategic Planner, to accompany students on their journey towards environmental activism. A hands-on and practice-oriented certificate programme of 'Eco Ambassadors' has been launched to capacitate student participants, on completion of the course, to become young women Eco Ambassadors. 200 students had successfully completed the course and received the certificates.

The MSC campus flora was given QR codes during 2020-21. The department of Botany initiated this programme and around 100 plants on the campus were given QR codes to bring awareness on scientific and vernacular names of the plants and their significance.

The departments too have been working in sync with the core values of the institution.

The Dept. of Botany undertook a Plantation Programme between 29th July and 15th Oct. 2020. 100 saplings were planted on the college campus. Together with the Eco Club, the department undertook a Clean and Green programme on the campus on 10th Sept. 2020. 100 students participated.

The department also organized an Awareness Programme on the Eco-Friendly Celebration of Ganesh Chaturthi on 21st Sept. 2020 and Vinayaka Pooja Patri were distributed to the faculty.

The Dept. of Commerce & Management Studies organized a National Webinar on 'Green Accounting Practices in India' on 26th March 2021.

The Dept. of Chemistry held a Drawing & Painting Competition on 'Water Consumption and Management/ Water Conservation Methods' on 22nd March 2021 in which 15 students competed. This was followed by an Awareness Programme on 'Safe Drinking

Water' on the same day. Mr. Krishna Mohan Mullapudi, DEE, R&B, Retd. Civil Engineer was the resource person for the awareness programme. There were 300 student participants.

36. Days of National/International significance:

The departments in association with the IQAC celebrated days of National and International significance, commemorative and national festivals.

37. Internal Academic and Administrative Audit:

The IQAC of the college conducted an Internal Academic and Administrative Audit (online) for the academic year 2020-21 to review the quality of the academic process in the college and to evaluate the effectiveness of the administrative procedures from 26.04.2021 to 28.04.2021.

The IQAC formulated a new format, 'Departmental Data', a self-study report from each department, of its performance during the academic year 2020-21 on curricular aspects, teaching, learning & evaluation, research, innovation & extension, student support & progression, best practices & distinctiveness. The intention was to facilitate self-assessment in each of these fields. The departments completed the process and submitted their reports with links to valid documents to support claims. A report was prepared with observations and suggestions and is displayed on the College website.


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