

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

A College with Potential for Excellence

THE IQAC MEETING

Minutes of the IQAC meeting (Virtual) held on Monday, 6th June. 2021 at 11 am.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Degree Vice Principal
3. Ms. K. Hannah Anuhya, Degree Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
5. Dr. S. Vanilatha, Head, Dept. of Chemistry &
Dean, Academic Affairs
6. Ms. A. Jyothsna Valentina, Head, Dept. of Political Science &
Dean, Academic Affairs
7. Ms. V. Sudha Devi, Head, PG Dept. of Mathematics &
Additional Controller of Examinations
8. Dr. Sr. Ramana, Dean, Student Affairs
9. Dr. P. Nitya Jeeva Prada, Head, Dept. of Zoology

Dr. Innyasamma
K. H. A. hys.

K. Sundari

S. Vani Latha

A. J. Valentina

V. Sudha Devi

Ramana

P. Nitya jeeva prada

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 and Communication

Girija

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, Department of Sociology &

Social Work & IQAC Coordinator

ANU, Guntur - Local Society

16. Ms. Aparna, Entrepreneur

Aparna Jute Industries, Vijayawada - Alumni


17. Ms. O. Bhanu Sree II MBA - Student Representative

The Coordinator

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



Saraswathi R



O. Bhanu Sree

C. Krishnaveni

Agenda:

1. Academic Calendar, 2021-22
2. Commencement of classes for the semesters III and V
3. Course schedules
4. Mapping COs with PSOs and POs
5. Department activities
6. Meetings with various committees / cells / clubs
7. Themes for Workshops / Seminars / Webinars / Symposia / Conferences
8. Swayam-NPTEL courses
9. Community service project
10. Student Research / Study project
11. Research and publications
12. Open source software for time-tables
13. US Consulate: Virtual English Language Fellow Programme
14. Programme by the US Consulate
15. Online admissions
16. Awareness programmes
17. Vermicomposting & Mushroom cultivation
18. Any other

Resolutions:

Resolved to

1. Prepare the Academic Calendar for the year 2021-22.
2. Commence online classes for the semesters III and V from 05.07.2021.
3. Instruct the faculty to prepare course schedules for each course offered in semesters III and V and share them with the students.
4. Direct the departments to work on mapping COs of all courses offered to the 2020 batch with PSOs and POs.
5. Prepare a schedule for the meeting with the HoDs to be held in the last week of June 2021 for presentation of the plan of department activities for the academic year 2021-22.

6. Prepare a schedule for the meeting with the coordinators of various Committees / Cells / Clubs to be held in the 1st week of July for presentation of the plan of activities for the academic year 2021-22 and to share the link to the updated records with the IQAC.
7. Organize Workshops / Seminars / Webinars / Symposia / Conferences on the following themes apart from subject domain in association with the IQAC:
Environmental Consciousness and Sustainability, Awareness of Trends in Technology, Human Values and Professional Ethics, Gender Equity, IPR, Industry-Academia innovations, Research Methodology, Entrepreneurship, Skill development.
8. Adopt Swayam-NPTEL courses to a maximum of 40% wherever they are in alignment with the courses offered in various programmes w.e.f. 2021-22 and to carry out the assessment of the 2nd component of the continuous assessment.
Resolved to include the same in the resolutions of the minutes of BoS and ratify it in the Academic Council meeting.
9. Tie-up with Youth For Seva (YFS) organization for Community Service Project and arrange for an orientation programme for the faculty and students in the 1st week of July as soon as the commencement of classes for semester II.
10. Implement student Research / Study project as an additional component of the UG programme w.e.f. 2020-21 for the advanced learners.
11. Instruct faculty to publish at least two research articles per year in reputed journals and submit research project proposals for funding.
12. Use open source software for the preparation of faculty time-tables.
13. Offer the U.S. Govt. sponsored online 'Virtual English Language Fellow Programme' for 2nd and 3rd year students and appoint a coordinator and in-charge lecturers for the same.
14. Up-grade the online admissions portal for full-fledged online admissions
15. Conduct awareness programmes on Health and Hygiene, Covid vaccination, Protection of children during Covid-19 pandemic, Safety for women, Code of conduct etc.
16. Maintain a vermicomposting unit to produce organic manure of exceptional quality.
Impart hands on training on entrepreneurship development in Oyster mushroom cultivation

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 Tuesday, 28th Sept. 2021 at 10.30 am.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Degree Vice Principal
3. Ms. K. Hannah Anuhya, Degree Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
5. Dr. S. Vanilatha, Head, Dept. of Chemistry &
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7. Ms. V. Sudha Devi, Head, PG Dept. of Mathematics &
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8. Dr. Sr. Ramana, Dean, Student Affairs
9. Dr. P. Nitya Jeeva Prada, Head, Dept. of Zoology

Sr. Innyasamma
K.H. Anuhya

K. Naga Sundari

S. Vanilatha

A. J. Jyothsna

V. Sudha Devi

Ramana

P. Nitya Jeeva Prada

Member from the Management

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Vice President, The Institute of the Franciscan Sisters of Mary

Sahaya

Senior Administrative Officer

11. Dr. Girija Nambiar, Reader in English &
Dean, Planning and 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, Department of Sociology &

Social Work & IQAC Coordinator

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17. Ms. O. Bhanu Sree II MBA - Student Representative

The Coordinator

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

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Aparna?
O. Bhanu Sree

C. Krishnaveni

Agenda:

1. Policies
IT Policy; Grievance Redressal Policy; Resource Mobilization Policy; Green Policy.
2. Annual Gender Sensitization Action Plan
3. Annual Awareness Programme on Code of Conduct
4. Monitoring Committee
5. Methods to evaluate attainment of COs, PSOs and POs
6. MoUs
7. Orientation programme on Utilization of Resources and Services of NDLI
8. Student Induction Program
9. Green Campus Programme
10. Professional Development Programmes
11. Proposal on service learning project
12. Zumba Dance - Extra-curricular activity
13. Landscaping
14. Any other

Resolutions:

Resolved to

1. Finalize the IT policy covering WiFi and cyber security, Grievance Redressal Policy, Resource Mobilization Policy and the Green Policy to ratify them in the Governing Body meeting and display them on the College website.
2. Finalize annual gender sensitization action plan and annual awareness programme on Code of Conduct for the academic year 2021-22 and display them on the College website.
3. Decide the functions / strategies of the Monitoring Committee to monitor adherence to the code of conduct.
4. Adopt both direct and indirect methods to measure the attainment of course outcomes for each course and programme outcomes for each programme.

5. Sign an MoU with
 - (i) Sridhar's CCE, Vijayawada to give coaching on various competitive examinations on campus, to train faculty and to offer off campus placement drives for the students.
 - (ii) Mahavir Hospital & Research Centre, Hyderabad for collaborative research.
 - (iii) Course Dunia, for internships, faculty and student training and for placements.
 - (iv) CIPET (Central Institute of Petrochemicals Engineering & Technology) for internships, sharing expertise, training students and collaborative activities.
 - (v) Shree Icon Pharmaceutical Laboratory for sharing expertise, hands-on training for employability skills and collaborative research.
6. Organize a National Webinar on Utilization of Resources and Services of NDLI to get a membership certificate.
7. Conduct a week long Student Induction Programme from 18th Oct. - 23rd Oct. 2021.
8. Complete the Green Campus Programme and seek audit and award.
Offer the Eco Ambassador Certification for a longer duration.
9. Organize a professional development programme for faculty with five or less teaching experience to help them integrate with the institutional culture in the 3rd week of October.

Organize a three-day virtual professional development programme for the faculty on motivation in order to improve their professional knowledge and competence in the month of November.
10. Submit a proposal on 'Service Learning Project' to United Board for Christian Higher Education India Asia for funding,
11. Landscape garden by transplanting, spraying for weeds, cutting branches off old trees, managing flower beds and lawns.
12. Offer Zumba Dance as one of the extra-curricular activities
13. Conduct sessions on the 'Documentation for the AQAR & SSR' every day from 2.00 – 4.00 p.m. from November 2021 onwards.

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 (Virtual) held on Wednesday, 12th Jan. 2022 at 10.30 am.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Degree Vice Principal
3. Ms. K. Hannah Anuhya, Degree Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
5. Dr. S. Vanilatha, Head, Dept. of Chemistry &
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6. Ms. A. Jyothsna Valentina, Head, Dept. of Political Science &
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7. Ms. V. Sudha Devi, Head, PG Dept. of Mathematics &
Additional Controller of Examinations
8. Dr. Sr. Ramana, Dean, Student Affairs
9. Dr. P. Nitya Jeeva Prada, Head, Dept. of Zoology

Sr. Innyasamma
K. H. Anuhya

Sundari

S. Vanilatha

A. J. Valentina

V. Sudha Devi

Ramana

P. Nitya jeevaprada

Member from the Management

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Vice President, The Institute of the Franciscan Sisters of Mary

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Girija Nambiar

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

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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, Department of Sociology &

Social Work & IQAC Coordinator

ANU, Guntur - Local Society

16. Ms. Aparna, Entrepreneur

Aparna Jute Industries, Vijayawada - Alumni

17. Ms. O. Bhanu Sree II MBA - Student Representative

The Coordinator

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


Saraswathi R


Aparna
O. Bhanu Sree


C. Krishnaveni

Agenda:

1. US Programmes: VELF, ELF, SUSI & Access Programme
2. Service-learning project
3. Apprenticeship / Internship / On the job training / In-house Project / Off-site Project during the summer at the end of 2nd year
4. Semester-long Internship / On the job training / Apprenticeships during semester V / VI
5. Skill Enhancement Courses offered in semester V / VI
6. Credits for NPTEL-Swayam certification
7. Parent-teacher meet
8. Board of Studies
9. Any other


Resolutions:

Resolved to

1. (a) Continue Ms. Anuhya as the coordinator of the extended VELF programme from 30th Aug. 2021 – 30th Mar. 2022.
(b) Appoint her as coordinator for ELF programme due to begin from 3rd Mar – 25th May 2022
(c) Appoint Dr. Sr. Ramana for the SUSI programme.
(d) Appoint Dr. K. Naga Sundari for the Access Programme.
2. Offer the Service-learning programme from the academic year 2022-23, organize scheduled FDPs and training programmes as mentioned in the project proposal and design courses to be ratified in the BoS meetings.
3. (a) Offer eight week summer Internship (Apprenticeship / On the job training / In-house Project / Off-site Project) for the 2020 batch students at the end of Semester IV from 18.04.2022 and prepare guidelines and assessment methodology for the summer Internship project.
(b) Offer eight week Corporate Internship Project for the 2020 batch Tourism students at the end of Semester IV from 18.04.2022.

4. (a) Implement semester-long Internship (On the job training / Apprenticeship) during Semester VI for 2020 batch students and prepare guidelines and assessment methodology for the Internship Project.
(b) Implement semester-long Specialization Internship Project for the 2020 batch Tourism students during Semester VI.
5. Design syllabus for the Skill Enhancement Courses with minimum of 30% skill part which are to be offered during Semester V/VI for the ratification in the BoS meetings.
Also resolved to offer minimum three pairs of courses by the Science & Arts departments and nine pairs of courses by the Department of Commerce and Management Studies and UG department of Business Administration.
6. Adopt NPTEL-Swayam certificate courses and prepare guidelines to give credits for NPTEL-Swayam certification.
Also, resolved to constitute a committee and appoint a coordinator for NPTEL-Swayam certificate courses.
7. Conduct a parent-teacher meeting in the last week of February 2022 and send a circular to the parents with the points on the agenda stated.
8. Conduct Boards of Studies meetings in the month of March and finish by 31.03.2022.

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


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 held on Monday, 11th April. 2022 at 2 pm. in the IQAC office.

Members

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

J. Quadras

Assistant and Associate Professors

2. Dr. Sr. G. Innyasamma, Degree Vice Principal
3. Ms. K. Hannah Anuhya, Degree Vice Principal
4. Dr. K. Naga Sundari, Director, MBA
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9. Dr. P. Nitya Jeeva Prada, Head, Dept. of Zoology

G. Innyasamma
K.H. Anuhya

K. Sundari

S. Vanilatha

A.J. Valentina

Sudha V.

Ramana

P. Nitya Jeeva Prada

Member from the Management

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Sahaya

Vice President, The Institute of the Franciscan Sisters of Mary

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

Singh's Soft Skills - Stakeholder



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

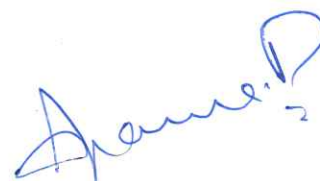
Social Work & IQAC Coordinator

x Saraswathi

ANU, Guntur - Local Society

16. Ms. Aparna, Entrepreneur

Aparna Jute Industries, Vijayawada - Alumni



17. Ms. O. Bhanu Sree II MBA - Student Representative

O. Bhanu Sree

The Coordinator

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



Agenda:

1. Internal Academic and Administrative Audit 2021-22
2. Preparedness for the NAAC accreditation
3. Resource Mobilization
4. Modification of IT Policy
5. Electoral Literacy Club (ELC)
6. Proposal for funding under the Star College Scheme
7. Academic Council Meeting
8. New Programmes / Courses
9. Any other

Resolutions:

Resolved to

1. Conduct Internal Academic and Administrative Audit 2021-22 in the 2nd week of May, send the SSR to the departments to fill it up and prepare a schedule for the audit.
2. Appoint coordinators for each criteria:
Criterion I – Ms. Jyothsna
Criterion II – Dr. B. Josephine and Ms. D. V. Saraja
Criterion III – Dr. K. Naga Sundari and Sr. Sahaya Mary
Criterion IV – Dr. Sr. Japamalai
Criterion V – Dr. G. Malathi
Criterion VI – Ms. K. H. Anuhya
Criterion VII – Ms. V. Sudha Devi
3. Set up 'Resource Mobilization Committee' to develop a resource mobilization plan for activities involved in securing new and additional resources both human and material and raising funds.

The composition:

Principal – Chairperson

Dean, Planning & Communication

Three Senior Faculty (One each from Science, Arts, Commerce & Management Streams)

One Retired Faculty

One Alumna

Bursar

4. Modify IT Policy to emphasize Wi-Fi and cyber security as per the suggestions of the Governing Body experts.
5. Set up 'Electoral Literacy Club' (ELC) for taking up some initiatives in order to reach out to the community with the help of student coordinators.

The Composition:

Principal

Dean, Planning & Communication

Three faculty members

(One from Sciences, one from Arts and one from Commerce & Management Studies)

Three student representatives

(One from Sciences, one from Arts and one from Commerce & Management Studies)

6. Submit a proposal for funding under the Star College Scheme 2022 to DBT in order to strengthen undergraduate science education and training.
7. Conduct Academic Council meeting by 31st May.
8. Offer the following new programmes w.e.f. the academic year 2022-23
 - B.Com. Banking and Financial Services
 - BBA: General
 - BBA: Business Analytics
 - BCA (Data Science & Artificial Intelligence)

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

NAAC Accredited & ISO 9001:2015 Certified

ACTION TAKEN REPORT: 2021-22

1. Annual Academic Calendar, 2021-22:

Prepared College Handbook with the Annual Academic Calendar inserted for the year 2021-22 and displayed it on the College website.

2. Commencement of the academic year 2021-22:

The academic year 2021-22 commenced for the II & III year UG students on 5th July 2021. An Induction Programme was held for the I year UG students from the 18 - 23 Oct. 2021. The PG Dept. of Business Administration held a Student Induction Programme for freshly admitted students from 11 - 13 Jan. 2022.

An orientation on the new curriculum framework and the modalities for the new courses in Life Skills and Skill Development was given to the students by Dr. C. Krishnaveni, Coordinator, IQAC to students on 23rd Oct. 2021.

3. Course Schedules:

The faculty prepared course schedules for each course offered in each semester and shared them with the students.

4. Attainment of COs:

(i) A three-day workshop was conducted by the IQAC on "Map Strength & Measurement of Attainment of COs: Indirect Method" for the faculty from 7-9 March 2022.

Dr. C. Krishnaveni, IQAC Coordinator was the resource person.

(ii) COs are prepared for each course offered in the first four semesters of the newly introduced courses in 2020 and mapped them with PSOs and POs. Measured the attainment of COs by both direct and indirect methods for the courses offered for the 2021 batch.

5. Departmental Activities:

Departments planned for the activities to be organised and presented the plan of action in general staff meeting held online from 26-28 June, 2021.

6. Activities of Committees / Cells / Clubs:

Conducted meetings online from 1-3 July, 2021 to project the plan of action of the Committees / Cells / Clubs for the academic year 2021-22.

7. Programmes were organized on Environmental Consciousness and Sustainability, Awareness of Trends in Technology, Human Values and Professional Ethics, IPR, Industry-Academia innovations, Research Methodology, Entrepreneurship, Skill Development

8. Adoption of Swayam-NPTEL courses:

Adopted Swayam-NPTEL courses to a maximum of 40% wherever they are in alignment with the courses offered in various programmes w.e.f. the academic year 2021-22. Passed the same in the BoS and ratified it in the Academic Council meeting.

Constituted a committee for MOOCs and appointed a coordinator:

MOOCs Committee composition:

Principal, Chairperson;

Dean, Planning & Communication;

Librarian, SPOC & Coordinator;

4 faculty members

(One from Sciences, one from Arts, One from Commerce and one from PG & MBA);

3 student representatives

(one from Sciences, one from Arts and one from Commerce).

9. Community Service Project:

(i) The IQAC organized an orientation for community service project 'Community Service' in collaboration with 'Youth for Seva' organisation on 06.07.2021.

(ii) Implemented a mandatory two-month community service project through a tie-up with Youth For Seva (YFS) in the areas of Education, Health, Environment and Content Writing for the 2020 and 2021 batch students.

(iii) Students in the first and second years concluded a 180-hour community service project Successfully and earned 4 credits.

10. Departmental community service activities:

(i) The college launched a community service programme for all II year students in association with Youth For Seva (YFS). The first activity was undertaken on 16th July 2021: Tree plantation with the slogan "Each One Plant One". The second activity was the celebration of Kargil Vijay Divas on 26th July 2021. The third activity, Paper Bag Making was launched on 5th Aug. 2021. On 31st Aug. provisions were supplied to the Vijaya Mary Integrated School for the Blind at Gunadala.

- (ii) Training on National Means cum Merit Scholarship Scheme (NMMS Training Programme) for Govt. school children was conducted by YSF on 7th Oct. 2021.
- (iii) 1000 masks were distributed to the needy and homeless on 12th Nov. 2021 by I year UG students as part of community service activity. They also visited an Old Age Home in Kanuru, interacted with the inmates and held a cultural programme for them.
- (iv) The Depts. of Physics and Chemistry organized an outreach programme as part of their activities to mark National Pollution Control Day. They visited 3 schools on 2nd Dec. 2021 to promote awareness of the Swachch Bharat initiative through skits and mime.
- (v) As part of semi-Christmas activities, gifts distributed to 100 extremely needy people on 20th Dec. 2021.
- (vi) The II year students of Agriculture visited the School for Blind at Gunadala on 12th Feb. 2022 as part of their community service activity while other students were given an orientation on service to the poor by the NGO Navajeevan.

11. Infrastructure:

- (i) Used open source software for the preparation of faculty and student time-tables.
- (ii) A second Reverse Osmosis Plant was inaugurated on 31st Jan. 2022. Smt. Nikhila Koneru, alumna, has extended funding to the tune of Rs.10 lakhs for the plant and for a rainwater harvesting pit to mitigate the problem of water stagnation on the campus during the monsoons.
- (iii) The Instagram and Facebook official handles of the college have been made fully active to increase the reach of information on college activities.
- (iv) The Department of Agriculture & Rural Development established a 'Green Agro Shade Net of 75% Shade' in the main campus in order to provide a standardized environment to measure temperature, humidity, dew point and atmospheric pressure. The main objectives of establishing 'Shade net' are to provide hands-on experience and to raise the production and supply of quality vegetables to the community and there by generate income.
- (v) Up-graded the online admissions portal for full-fledged online admissions
- (vi) Developed vermicomposting unit towards solid waste management. Maintained a vermicomposting unit to produce organic manure of exceptional quality and to impart hands on training on entrepreneurship development in Oyster mushroom cultivation.
- (vii) Mushroom cultivation unit was established.
- (viii) Landscaped garden by transplanting, spraying for weeds, cutting the branches of old trees, managing flower beds and lawns.

12. U. S. Sponsored Programmes:

(i) Applied for Study of United States Institute (SUSI) for Student Leaders and reading programmes by the Regional English Language Office in the U.S. Embassy this academic year also. Three students, B. Asima Paul, II B.A. (HELP), M. Reshma Revathi, II B.A. (HEP) and P. Sunaina, I B.Com. (CC) were shortlisted for an interview on Zoom on 10th Jan. 2022. Asima and Reshma were selected to participate in the programme from 18th June to 20th July 2022, in the United States.

(ii) A Virtual English Language Programme (VELF) funded by the U.S. Federal Govt. was launched on 30th Aug. 2021. The programme was completed on 18th Dec.2021. Three batches of students, totalling 187 have been certified. A virtual certificate ceremony was held on 17th Feb 2022.

(iii) Another term of Virtual Fellowship has been approved from 3rd Jan. to 2nd April, 2022.

A 10-month in-person programme (ELF) began on 27th Jan. 2022 with Shannon Smith as the Fellow. It was completed in Nov. 2022. Shannon Smith arrived on campus and began her in-person classes on 7th March 2022 after an orientation session.

(iv) The college has been chosen for the prestigious Access Microscholarship Programme funded by the U.S. Federal Govt. This programme will benefit 50 economically challenged students, who will be trained in English Language Skills, Community Service and other skills over a period of two years in 360 clock hours, entirely at U.S. Govt. expense.

(v) Regional English Language Office at U.S. Embassy, New Delhi offered Online Professional English Network (OPEN) courses to teachers of the English department. The four teachers from the Dept. of English received certificates of completion from the American universities.

(vi) Appointed Ms. Anuhya as the coordinator for the VELF & ELF programmes, Dr. Sr. Ramana for the SUSI programme and Dr. K. Naga Sundari for the Access Programme.

13. Awareness Programmes:

No. of awareness programmes conducted on

(i) Health and Hygiene: 9

(ii) Covid vaccination & drives: 6

(iii) Protection of children during Covid-19 pandemic: 5

(iv) Cyber Security & Safety for women: 4

(v) Code of conduct: 6

14. Policies:

Prepared IT policy, Grievance Redressal Policy, Resource Mobilization Policy and the Green Policy and ratified them in the Governing Body meeting and displayed them on the College website.

15. Annual Gender Sensitization action plan and Annual Awareness Programme on Code of Conduct:

Prepared annual gender sensitization action plan and annual awareness programme on code of conduct for the academic year 2021-22 and displayed them on the College website.

Finalised the functions and strategies of the Monitoring Committee to monitor adherence to the code of conduct.

16. MoUs:

Ten new MoUs have been signed with institutions and industries both within and outside of the state during the year for collaborative activities in skill development, internship and training and extension programmes and two existing MoUs were renewed.

17. DELNET & NDLI Club membership:

(i) College had obtained a membership certificate from the DELNET: 17.05.2021 and renewed it on 17.06.2022.

(ii) Library and Information Science and the IQAC, in Collaboration with DELNET organized a National Webinar on “DELNET Resources & Services” on 31.08.2021.

Dr. Sangeeta Kaul, Network Manager at DELNET-Developing Library Network, New Delhi was the resource person.

(iii) Library and Information Science & the IQAC organized a National webinar on “Utilization of Resources and Services of NDLI” on 29.09.2021. Dr. Vignesh Sornamohan, Chief Strategic and Outreach Officer, NDLI was the resource person.

(iv) College had acquired NDLI club membership for a period of two years: 04.08.2021 – 04.08.2023

18. Green Initiatives:

(i) On International Mother Earth Day, 22nd April, Shannon Smith, English Language Fellow, U.S. Dept. of State, initiated a Campus Clean Drive from 11- 21 April 2021. The U.S.

(ii) Department of State, under English Language Programmes, in collaboration with Spark Lit Club, Dept. of English, organized a Haiku competition on the theme “Climate Change.”

(iii) The Eco Ambassadors of the Green Club also organized activities on the occasion. The hands-on and practice-oriented certificate programme of Eco Ambassadors to capacitate student participants, to become young women Eco Ambassadors was conducted from 14th

Mar. to 22nd April 2022. 343 students registered for the certificate programme and 235 of them completed the programme successfully and received certificates.

(iv) The Eco Ambassadors Club in association with the IQAC organized a Peace March on the 4th March 2022 with the objective of creating awareness of the war between Ukraine and Russia, to voice concern for and solidarity with victims and to register hope for peace and harmony.

19. Professional Development Programmes:

(i) The IQAC organised one-day Professional Development Programme for New Faculty: “Integrating with the Institutional Culture” 17.11.2021.

(ii) The IQAC organised three-day virtual Professional Development Programme on “Motivating Motivators: Practical Tips, Strategies & Skills” from 18 – 20 Nov. 2021. Ms. Jaya Abraham, Thunderbolt Management Consultancies, UAE was the resource person.

20. Service-Learning Project:

(i) A proposal on ‘Service-Learning Project’ was submitted to United Board for Christian Higher Education India Asia for funding and the United Board has approved funding of 10,000 USD for a project on Service-Learning to be completed in a period of 2 years starting Jan. 2022.

(ii) Resolved to offer the Service learning programme from the academic year 2022-23 and organize scheduled FDPs and training programmes as mentioned in the project proposal and

(iii) Designed 20 service-learning certificate courses and ratified them in the BoS meetings.

21. Extra-curricular activities:

Introduced ‘Zumba Dance’ as one of the extra-curricular activities w.e.f. the academic year 2021-22.

22. Sessions on ‘Documentation for AQAR & SSR’:

(i) Dr. C. Krishnaveni, IQAC Coordinator took sessions to the faculty on the ‘Documentation for AQAR & SSR’ from Nov. 14 to Dec. 14, 2021 and Jan.27 to Feb.15, 2022 from 2 – 4 pm. in order to prepare the AQAR 2020-21 and SSR. The templates, formats, sample supporting documents and guidelines required were prepared by Dr. C. Krishnaveni and shared them with the faculty and HoDs.

(ii) The IQAC organised three-day workshop on ‘Map Strength & Measurement of Attainment of COs: Indirect Method’ from 7 – 9 March 2022 and Dr. C. Krishnaveni, IQAC coordinator was the resource person.

23. Internships:

- (i) Implemented a mandatory two-month summer internship project at the end of semester IV from 18.04.2022 for the 2020 batch students. Students in the second year finished a two-month summer internship project and earned 4 credits. The IQAC prepared guidelines and assessment methodology for the summer internship.
- (ii) Offered the mandatory eight week 'Corporate Internship Project' for the 2020 batch Tourism students at the end of semester IV from 18.04.2022 and II TTM students successfully finished two-month internship and earned 4 credits.
- (iii) Resolved to implement semester-long internship project during Semester VI for 2020 batch students and prepare guidelines and assessment methodology for the semester-long internship.
- (iv) An orientation on Internships was organized for I & II MBA students on 03.02.2022. The resource person was Mr. B. Naresh, HR manager of Suraksha Trading Company Ltd, Vijayawada.

24. Skill Enhancement Courses (SEC):

Designed syllabus for the Skill Enhancement Courses with minimum of 30% skill part which are to be offered during semester V/VI and ratified them in the BoS meetings. Resolved to offer for the 2020 batch students minimum three pairs of SEC by the Science & Arts departments and nine pairs by the Department of Commerce and Management Studies and UG department of Business Administration for the students to choose any one pair and three pairs of courses respectively.

25. Parent-Teacher Meet:

A parent-teacher meet was organized on 8th Jan.2022 to explain new and mandatory components in the curriculum such as internships and community service, and for parents to meet their daughter's ward.

26. BoS meetings:

All the departments conducted BoS meetings.

27. Internal Academic and Administrative Audit:

The IQAC of the college conducted an Internal Academic and Administrative Audit for the academic year 2021-22 to review the quality of the academic process in the college and to evaluate the effectiveness of the administrative procedures from 09.05.2022 to 11.05.2022. A report was prepared with recommendation and was displayed on the College website.

28. Preparedness for NAAC accreditation:

Appointed coordinators for each criterion for the NAAC accreditation in 2024:

- Criterion I – Ms. Jyothsna Valenteena
- Criterion II – Dr. Josephine & Ms. Saraja
- Criterion III – Dr. K. Naga Sundari & Sr. Sahaya Mary
- Criterion IV – Dr. Sr. Japamalai
- Criterion V – Dr. G. Malathi
- Criterion VI – Ms. Hannah Anuhya
- Criterion VII – Ms. V. Sudha Devi

29. Resource Mobilization Committee:

Set up 'Resource Mobilization Committee' to develop a resource mobilization plan for activities involved in securing new and additional resources both human and material and raising funds.

The Composition:

- Principal – Chairperson
- Dean, Planning & Communication
- Three Senior Faculty (One each from Science, Arts, Commerce & Management Streams)
- One Retired Faculty
- One Alumna
- Bursar

30. IT Policy:

Modified IT Policy to emphasize Wi-Fi and cyber security as per the suggestions of the Governing Body experts.

31. Electoral Literacy Club (ELC):

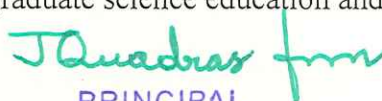
Set up 'Electoral Literacy Club (ELC)' for taking up some initiatives in order to reach out to the community with the help of student coordinators.

The Composition:

- Principal
- Dean, Planning & Communication
- Three faculty members
(One from Sciences, one from Arts and one from Commerce & Management Studies)
- Three student representatives
(One from Sciences, one from Arts and one from Commerce & Management Studies)

32. Proposal for Star College Scheme:

Submitted a proposal for funding under the Star College Scheme on June 1st, 2022 to DBT in order to strengthen undergraduate science education and training.


PRINCIPAL
MARIS STELLA COLLEGE
VIJAYAWADA-520 008