



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

The Monitoring Committee Meeting

Minutes of the Monitoring Committee Meeting held on Friday, 7th Aug. 2020 at 2.00 pm. in the IQAC office.

Members

1. Dr. Sr. Jasintha Quadras, Principal

Chairperson

J. Quadras

2. Dr. Sr. G. Innyasamma, Vice Principal

Sr. Innyasamma

3. Ms. K. Hannah Anuhya, Vice Principal

K. H. Anuhya

4. Dr. Girija Nambiar

G. Nambiar

Dean, Planning & Communication

5. Ms. Santha Kumari

B. Santhi Kumari

Dean, Administration

6. Sr. A. Asha

Sr. Asha

Controller of Examinations

7. Dr. G. Little Flower

G. Little Flower

Dean, Student Affairs

8. Dr. Sr. Ramana

Ramana

Dean, Student Affairs

9. Ms. B. Santhi Sri

B. Santhi Sri

Dean, Student Affairs

10. Dr. C. Krishnaveni

IQAC Coordinator - Coordinator



Agenda:

1. Roles & responsibilities
2. Annual awareness programme on code of conduct
3. Covid -19 protocols
4. Code of conduct for online classes

Resolutions:

The committee discussed the roles and responsibilities of the monitoring committee and the agenda. The following resolutions were passed:

Resolved to

1. Conduct two meetings, one each in the odd and even semesters to plan and review.
2. Implement the annual awareness programme on code of conduct prepared by the IQAC. and direct the in-charge lecturers to schedule and implement the plan of action on code of conduct.
3. Strictly follow the prescribed Covid-19 protocols and guidelines.
4. Adhere to the code of conduct for the online classes.



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VIJAYAWADA-520 008



MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA
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The Monitoring Committee Meeting

Minutes of the Monitoring Committee Meeting held on Tuesday, 2nd Feb. 2021 at 11.30 am. in the IQAC office.

Members

1. Dr. Sr. Jasintha Quadras, Principal

Chairperson

J. Quadras

2. Dr. Sr. G. Innyasamma, Vice Principal

3. Ms. K. Hannah Anuhya, Vice Principal

4. Dr. Girija Nambiar

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10. Dr. C. Krishnaveni

IQAC Coordinator - Coordinator

C. Krishnaveni

Agenda:

1. Covid -19 protocols
2. Activities of committees concerned with code of conduct

Resolutions:

Resolved to

1. Direct the mentors of 1st year students to make the students aware of the prescribed Covid-19 protocols and guidelines.
2. Monitor the functioning of the following committees concerned with matters of discipline, ethics, and codes of conduct:
 - (i) Discipline Committee
 - (ii) Anti-Ragging Committee
 - (iii) Grievance Redressal Committee
 - (iv) Internal Complaints Committee

J. Quadras for
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Monitoring Committee
Annual Report: AY 2020-21

Despite the pandemic-induced limitations, the Monitoring Committee ensured compliance with the institution's code of conduct through online platforms and hybrid formats. Awareness and disciplinary mechanisms were maintained in a hybrid mode.

Actions Taken:

Two meetings were held one each in odd and even semesters to plan and review the activities accomplished.

Code of Conduct Awareness: Directed the in-charge lecturers to schedule and implement the annual plan on awareness on code of conduct prepared by the IQAC. Conducted virtual orientation for staff and students via Zoom in August and December 2020 on the code of conduct, prescribed COVID-19 protocols and guidelines and code of conduct for online classes. Circulated e-handbook on institutional code of conduct.

Assignment of Responsibilities: Virtual meetings held with student council and coordinators to brief them on responsibilities. Roles delegated to HoDs and Deans to implement code-specific activities department-wise.

Monitoring of Committees: Coordinated online reviews with Discipline, Anti-Ragging, Grievance Redressal Cell, and ICC. All grievances submitted online were resolved within 10 working days.

Maintained the screenshots of online sessions, feedback forms, grievance registers, meeting minutes and updated the required documentation.