



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 Tuesday, 3rd Aug. 2021 at 10.30 am. in the IQAC office.

Members

1. Dr. Sr. Jasintha Quadras, Principal

Chairperson

J. Quadras

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

G. 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. Santha Kumari

Dean, Administration

6. Sr. A. Asha

A. 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. Annual awareness programme on code of conduct
2. Committees concerned with the matters of code of conduct
3. Student discipline
4. Covid -19 protocols

Resolutions:

The committee discussed the functions and strategies of the Monitoring Committee to monitor adherence to the code of conduct. The following resolutions were passed:

Resolved to

1. 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.
2. Review 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
3. Direct the faculty in-charge to involve student volunteers and class representatives to keep the departments, classrooms and campus neat, clean and green and to maintain discipline on the campus.
4. Follow strictly the Covid-19 protocols



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The Monitoring Committee Meeting

Minutes of the Monitoring Committee Meeting held on Monday, 29th Nov. 2021 at 12.30 pm. in the IQAC office.

Members

1. Dr. Sr. Jasintha Quadras, Principal,
Chairperson
2. Dr. Sr. G. Innyasamma, Vice Principal
3. Ms. K. Hannah Anuhya, Vice Principal
4. Dr. Girija Nambiar,
Dean, Planning & Communication
5. Ms. Santha Kumari
Dean, Administration
6. Sr. A. Asha
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7. Dr. G. Little Flower
Dean, Student Affairs
8. Dr. Sr. Ramana
Dean, Student Affairs
9. Ms. B. Santhi Sri
Dean, Student Affairs

J. Quadras fmm

Dr. Innyasamma

K. H. Anuhya

fj/n

B. Santhi Kumari.

Sr. Asha

Dr. Little Flower

Ramana

B. Santhi Sri

10. Dr. C. Krishnaveni

IQAC Coordinator - Coordinator



Agenda:

1. Leave policy
2. College fee dues
3. Student discipline

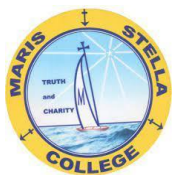
Resolutions:

The committee discussed the agenda and the following resolutions were passed:

Resolved to

1. Share the leave policy in the general staff meeting to be held in the 1st week of Dec. 2021.
Share the leave policy with the non-teaching staff in a meeting.
2. Inform parents to clear the college fee dues by 04.12.2021 and stop students who have college fee dues from attending classes from 06.12.2021.
Also resolved to levy a penalty to the defaulting students from 01.02.2022.
3. Not to permit students to use cell phones at any time or in any place on the college campus except for academic purposes and under the supervision of the course teacher.
Also resolved not to give attendance for the latecomers in the 1st period.


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Monitoring Committee
Annual Report: AY 2021-22

Resumption of offline activities brought renewed focus on behavioural awareness, discipline, and academic punctuality. Monitoring mechanisms strengthened.

Actions Taken:

The committee prepared the functions and strategies for Monitoring Committee to monitor adherence to the code of conduct.

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 in-person code of conduct orientation week July 2021 and January 2022. Organized motivational talks for freshers, class representatives and student coordinators. Shared the leave policy with teaching and non-teaching staff.

Delegation of Responsibilities: Vice-Principals, Deans of Students' Affairs, Academic Deans and CoE coordinated monthly status checks on discipline, clearing fee dues and COVID-19 protocols. Student representatives were given roles to assist implementation of code of conduct and maintenance of classrooms and campus.

Monitoring of Committees: Reviewed the functioning of the Discipline Committee, Anti-ragging committee, Grievance Redressal cell and ICC. All associated committees submitted annual reports to the Monitoring Committee. Regular disciplinary audits were introduced in hostels and common areas.

Photographic documentation, signed attendance sheets, event reports submitted to the IQAC. Maintained feedback forms, grievance registers, meeting minutes and updated the required documentation.