



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

The Monitoring Committee

Minutes of the Monitoring Committee Meeting held on Monday, 18th July. 2022 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

Dr. Innyasamma

3. Ms. K. Hannah Anuhya, Vice-Principal

K. H. Anuhya
Ms. Anuhya

4. Sr. A. Asha

Controller of Examinations

A. Asha

5. Dr. G. Little Flower

Dean, Student Affairs

6. Dr. Sr. Ramana

Dean, Student Affairs

Ramana

7. Dr. C. Krishnaveni

IQAC Coordinator - Coordinator

C. Krishnaveni

Agenda:

1. Annual awareness programme on code of conduct
2. Student Code of Conduct
3. Campus maintenance

Resolutions:

The committee discussed the strategies of the Monitoring Committee to monitor adherence to the code of conduct and plan of action for the awareness programmes and activities to be executed. 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. Implement the new version of 'Code of Conduct' and 'Rules & Regulations' for students prepared by the IQAC w.e.f. the academic year 2023-24.
3. Review the minutes of the meetings and activities 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
4. Direct the faculty in-charge to involve NSS students, Eco ambassadors and class representatives to maintain the classrooms and campus clean and green.

J. Anandras fmr
PRINCIPAL
MARIS STELLA COLLEGE
VIJAYAWADA-520 008



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The Monitoring Committee

Minutes of the Monitoring Committee Meeting held on Friday, 2nd Dec. 2022 at 12.00 pm. in the IQAC office.

Members

1. Dr. Sr. Jasintha Quadras, Principal,

Chairperson

J. Quadras

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

Dr. Innyasamma

3. Ms. K. Hannah Anuhya, Vice-Principal

K. H. Anuhya

4. Sr. A. Asha

Sr. Asha

Controller of Examinations

[Signature]

5. Dr. G. Little Flower

Dean, Student Affairs

6. Dr. Sr. Ramana

Ramana

Dean, Student Affairs

7. Dr. C. Krishnaveni

C. Krishnaveni

IQAC Coordinator - Coordinator

Agenda:

1. Review of the activities done
2. Leave policy
3. College fee dues
4. Discipline

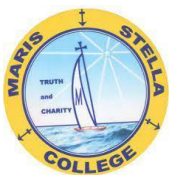
Resolutions:

The committee reviewed the activities executed and checked the schedule of the activities to be done. The following resolutions were passed:

Resolved to

1. Share the leave policy with the new staff and display it on the staff notice board.
2. Inform parents to clear the college fee dues.
3. Inform faculty not to carry mobile phones to the classes.
4. Remind the faculty to adjust their classes with other faculty members during their absence from the college.
5. Not to permit students to use cell phones at any time or in any place on the campus and strictly adhere to the mobile policy.
6. Inform the faculty to confiscate mobiles if used during class timings and hand them over to the Vice-Principals.
5. Direct the faculty to involve advanced learners in the maintenance of student discipline on the campus during prayer time in the morning, lunch break and during the 7th period.


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Monitoring Committee
Annual Report: AY 2022-23

Academic year 2022-23 is a year of consolidating efforts with greater engagement of student and faculty stakeholders. Integration of monitoring functions into IQAC's internal review cycle was initiated. Designed strategies for the action plan.

Actions Taken:

Implemented the new version of student code of conduct and rules and regulations and mobile phone policy. Directed the in-charge lecturers to schedule and implement the annual plan on awareness on code of conduct prepared by the IQAC. Reviewed the meeting minutes and activities of the Discipline Committee, Anti-ragging Committee, Grievance Redressal Cell and ICC. Teaching and non-teaching staff were prompted of the rules and regulations and professional ethics during staff meetings.

Code of Conduct Awareness Initiatives: Students took a pledge on annual code of conduct in Aug. 2022. Posters and student-led events organized across departments. Involved NSS volunteers, advanced learners apart from student coordinators and class representatives in maintaining discipline during the prayer time in the morning, lunch break and 7th period. They also monitored the maintenance of classrooms and campus clean and green.

Role Assignments: Club coordinators made responsible for ethical event conduct. HoDs submitted monthly adherence reports during staff meetings.

Functioning of Committees: ICC conducted sensitization workshops with external legal experts. Grievance Redressal Cell digitalized its complaint intake and redressal process.

Each committee uploaded annual reports to a centralized drive maintained by the IQAC. Updated required records, and action photos, feedback analysis and other supporting documents were documented.