



MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA
A College with Potential for Excellence
NAAC Accredited & ISO 21001:2018 Certified

The Monitoring Committee

Minutes of the Monitoring Committee Meeting held on Wednesday, 28 June 2023, at 10.00 am.
in the IQAC office.

Members

1. Dr. Sr. Jasintha Quadras, Principal,

Chairperson

J. Quadras

2. Ms. Usha Kumari, Vice-Principal

U. Kumari

3. Sr. A. Asha

Sr. Asha

Controller of Examinations

4. Dr. G. Little Flower

G. Little Flower

Dean, Student Affairs

5. Dr. Sr. Ramana

Ramana

Dean, Student Affairs

6. Dr. C. Krishnaveni

C. Krishnaveni

IQAC Coordinator: Coordinator

Agenda:

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

Resolutions:

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

Resolved to

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:

1. Implement the annual awareness program on the code of conduct as prepared by the IQAC, and instruct the in-charge lecturers to schedule and execute the plan of action for the code of conduct.
2. Introduce the updated version of the 'Code of Conduct' and 'Rules & Regulations' for students, as prepared by the IQAC, effective from the academic year 2023-24.
3. Review the minutes of meetings and activities from the following committees that address discipline, ethics, and codes of conduct:
 - (i) Discipline Committee
 - (ii) Anti-Ragging Committee
 - (iii) Grievance Redressal Committee
 - (iv) Internal Complaints Committee
4. Instruct the faculty in charge to involve NCC and NSS students, designate specific areas on the campus-particularly on Co-curricular Activities Day and enlist class representatives to help maintain a clean and green classroom and campus environment.


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The Monitoring Committee

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Members

1. Dr. Sr. Jasintha Quadras, Principal,

Chairperson

J. Quadras

2. Ms. Usha Kumari, Vice-Principal

U. Kumari

3. Sr. A. Asha

Controller of Examinations

A. Asha

4. Dr. G. Little Flower

Dean, Student Affairs

G. Little Flower

5. Dr. Sr. Ramana

Dean, Student Affairs

Ramana

6. Dr. C. Krishnaveni

IQAC Coordinator: Coordinator

C. Krishnaveni

Agenda:

1. Review of the activities done
2. Awareness and training programmes
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. Remind parents to clear the college fee dues.
2. Advise faculty not to bring mobile phones into the classrooms.
3. Remind faculty to coordinate with colleagues and adjust their classes during their absence from the college.
4. Enforce a strict policy prohibiting students from using mobile phones at any time or location on campus, in accordance with the mobile usage policy.
5. Instruct faculty to confiscate mobile phones if used during class time and hand them over to the Vice-Principal.
6. Direct faculty to involve advanced learners in maintaining student discipline on campus during morning prayer time, the lunch break, and the 7th period.


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Monitoring Committee
Annual Report: AY 2023-24

The committee implemented a new strategy to monitor adherence to the code of conduct and chalked a plan of implementation. The committee enhanced its preventive and proactive approach. Monitoring was streamlined through dashboards and data-driven reviews.

Actions Taken:

Code of Conduct Awareness Programmes: Directed the in-charge lecturers to schedule and implement the annual plan on awareness on code of conduct prepared by the IQAC. Conducted a week-long Responsible Campus Culture programme and arranged guest lectures on ethics, discipline and digital behaviour. Reviewed the meeting minutes and activities of the Discipline Committee, Anti-ragging Committee, Grievance Redressal Cell and ICC.

Role and Responsibilities: A formal 'Statutory and Non-statutory Bodies'; 'Roles and Responsibilities' of academic and administrative authorities, committees, cells and clubs was prepared by the IQAC and displayed on the college website and shared with all stakeholders. Controller of Examinations monitored academic misconduct.

Monitoring of Associated Committees: Conducted surprise audits by Discipline Committee during fests, celebrations and exam weeks. The Internal Complaints Committee trained 30 staff as POSH mentors.

Digital repository created for all committee activity reports and minutes. Annual performance review conducted for each associated committee.