St. Ann's College for Women

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Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC

Mehdipatnam, Hyderabad.

CRITERION – VI
Governance and Leadership

6.5.3 NIRF report, AAA report and details on follow up actions

Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2023

ST. ANN`S COLLEGE FOR WOMEN

Participated in the Innovation Category

CHAIRMAN, AICTE

CHAIRMAN, NBA

MEMBER SECRETARY, NBA

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AAA report and details on follow-up actions

2022-23
Coffee with Coordinator Schedule

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Mehdipatnam, Hyderabad.

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Date: 17-11-2022

NOTICE

Heads are invited for a cup of coffee and discuss plans and progress of the Department. Kindly notedown the timings.

S.No.	Department	Name	Date &	Timings	Sign
1.	English	Mrs. Sunitha David		1.00 pm	
2.	Arabic	Mrs. Nishath Fatima		1.10 pm	
3.	French	Ms. Sajida Begum		1.20 pm	on Leave
4.	Hindi	Dr. Archana Jha		1.30 pm	
5.	Sanskrit	Ms. Sridevi		1.40 pm	
6.	Telugu	Dr. Vishnu Priya	18-11-2022	1.50 pm	
7.	Economics	Ms. Sunitha . E		2.00 pm	
8.	History	Ms. Meetha Joshi	18.11.22	2.10 pm	
9.	Journalism	Dr. P. Bharathi		2.30 pm	
10.	Political Science	Ms. Bhramarasree		2.40 pm	
11.	Psychology	Ms.Suhair Jamal		2.50 pm	
12.	Public Administration	Ms. Lavanyanjali		3.00 pm	
13.	Commerce	Ms.T Anuradha	18-11-2022	10.00 am	
14.	BBA	Ms. D. Sujatha	18-11-2022	12.30 pm	
15.	Biochemistry	Ms. A.M. Sylaja	19-11-2022	10.15 am	
16.	Biotechnology	Ms. Sushma	19-11-2022	10.30 am	
17.	Botany	Dr. P. Usha Shri	19-11-2022	10.45am	
18.	Chemistry	Ms. Aphia	19-11-2022	11.00 am	
19.	Genetics	Dr. Venugopal Rao	19-11-2022	11.15 am	
20.	Microbiology	Ms.Ch. Jyothi	19-11-2022	11.30 am	
21.	Nutrition	Dr. Meena Kumari	19-11-2022	10.00 am	
22.	Zoology	Dr. Tasneem	19-11-2022	11.45 am	
23.	Mathematics	Dr. Nirmala			
24.	Physics & Electronics	Dr. Sarala	18-11-2022	11.15 am	
25.	Computer Science	Ms. Nandini	18-11-2022	11.30 am	
26.	Statistics	Ms. Srikala	18-11-2022	11.45 am	
27.	Lib. & Information Science	Ms. C.Ratna Kumari	19-11-2022	12.00 pm	
28.	Physical Education	Ms. Ishrath	19-11-2022	12.15 pm	
29.	MBA	Ms. Keerthi	18-11-2022	10.15 am	
30.	MCA	Ms. Pushpa Lata	18-11-2022	10.30 am	
31.	M.Com	Ms. Usha Rani	18-11-2022	10.45 am	
32.	M.Sc. Chemistry	Ms. Sujatha	19-11-2022	11.00 am	

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Co-Ordinator
IQAC & Autonomy
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Coffee with Coordinator Report

St. Ann' College for Women
Internal Quality Assurance Cell

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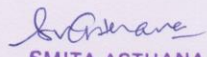
Coffee with Coordinator
2022-23

⬇ OBJECTIVES

- One to one interaction with Heads of the departments over a *cup of coffee*
- Innovations
- Informal feedback
- Critical review of academic and other plans
- Thinking out of the box

⬇ AGENDA

- Improvements in pedagogical teaching methodology
- Evaluation reforms
- Department requirements
- Plans for the year
- Feedback review
- ICT preparedness
- Innovations and New courses
- Research output
- Outreach activities
- Best Practices

⬇ Department of English

1. Work-book/Study material for English and Soft skills
2. Offer IELTS coaching
3. Plan for MOOCs
4. Encourage Student Projects on content writing
5. Plan for teacher training workshop

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Department of Arabic

1. Ambrosia club activities – Intercollegiate Competitions
2. Promotion of Urdu language
3. Strengthen Collaboration
4. Plan for Certificate course in Arabic translation

Department of Hindi

1. Plan for International Seminar
2. Encourage student participation in SPIC-MACAY
3. Strengthen Student Clubs
4. Development of work book

Department of Sanskrit

1. Plan for Round table
2. Plan for International seminar
3. Good Extension activities
4. Development of work book

Department of Telugu

1. Plan for International Elocution
2. Plan for Translation course
3. Advanced learners Project
4. Development of work book

Department of Economics

1. Encourage student research publications
2. Plan for National seminar
3. Encourage students for project work
4. Encourage students to take up UGC online courses
5. Encourage students to take up UGC online courses

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Department of History

1. Plan for National seminar
2. Plan for Sketch Exhibition
3. Publish a Coffee table book
4. Develop course material

Department of Political Science

1. Plan for National seminar
2. Book Chapters in edited volumes
3. SAMUN-NIN
4. Online volunteering

Department of Public Administration
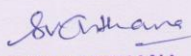
1. Plan for National seminar
2. Offer Civil Services coaching
3. Encourage Student projects
4. Work on Research output and publications

Department of Psychology

1. Strengthen student counseling
2. Enhance internships at hospitals
3. Plan for Panel discussion
4. Work on Research output and publications

Department of Journalism

1. Plan for a National Seminar
2. Enhance student internships
3. Feedback on syllabus
4. Strengthen student projects

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⬇ Department of Commerce

1. More students should be encouraged for internship
2. Quality publications to be encouraged, in UGC listed, Scopus and WOS journals
3. More activities by consumer cell

⬇ Department of BBA

1. Plan for FDP
2. Skill development courses
3. Encourage students to take up NPTEL courses

⬇ Department of Biochemistry

1. Plan for National Project
2. Encourage more students for internships
3. Focus on research
4. Enhance internships at hospitals
5. Download lectures of eminent scientist
6. Recording lectures
7. Appreciated Eco Club activities

⬇ Department of Biotechnology

1. Collaborative research activities
2. Encourage more students for internships
3. Plan for National Seminar
4. Plan for Intercollegiate workshop
5. Encourage students to take up NPTEL courses

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Department of Botany

1. To file patents

2. Record your own lectures on You tube

3. Know your plant – successful

4. Take syllabus feedback

5. Career counseling to be done

6. Students can be encouraged for survey- based projects

Department of Chemistry

1. Record your own lectures

2. E-content development

3. Encourage students to take up NPTEL courses

4. File patents

5. International collaboration for research / exchange

6. Enhance internships
7. Collaborative project work

Department of Genetics

1. Plan for Student Workshop

2. Encourage intercollegiate competitions

3. More issues of AnnQuest should be brought out.

4. Strengthen student research publications

5. Plan for National Seminar

Department of Microbiology

1. Coordinator of COC
2. Upload ppts on AMS
3. Good digital archives
4. Plans for internship
5. More focus on research and consultancy is needed
6. Organize student/faculty workshop

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Department of Nutrition

1. Plan for Sate level Seminar
2. Collaborative Research work with any foreign university/hospital
3. Record your own lectures
4. Better reach for diet counseling
5. All COC are Hugely popular
6. Nutrikitchen

Department of Zoology

1. Plan for bar coding
2. Plan for FDP
3. Encourage students to take up NPTEL courses
4. Enhance Vermicomposting
5. Field trip to be organized
6. More use of AV/ICT aids

Department of Mathematics

1. Record your own lectures
2. Encourage students to take up NPTEL courses
3. Faculty workshop for school teachers
4. More focus on Research projects

Department of Physics & Electronics

1. Plan for Robot exhibition
2. Plan for FDP
3. Encourage students to take up NPTEL courses
4. Requirement of Simulation software
5. Apply for MRP

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↓ Department of Computer Science

1. Plan for teachers' workshop

2. Record your own lectures

3. Develop apps for outside public

4. Encourage students to take up NPTEL courses
5. Enhance student internships
6. More faculty research publications
7. Encourage students to develop apps for in-house programs

↓ Department of Statistics

1. Plan for Intercollegiate quiz competition

2. Plan for FDP

3. Record your own lectures

4. Encourage students to take up NPTEL courses

5. Explore consultancy avenues

↓ Department of MBA

1. Plan for competitions through SPICE Club

2. Course in collaboration with industry

3. Compulsory internship, explore collaborations

4. Plan for intercollegiate activities

↓ Department of MCA

1. Take up in-house software development

2. Plan for national seminar

3. Explore AICTE funding

↓ Department of M.Com

1. Plan for National Seminar
2. Work on Research output and publications
3.. Enhance student internships
4. Plan intercollegiate events

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Internal Academic Audit 2022-23

Schedule

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Schedule of Internal Academic Audit 2022-23

Date : 01-05-2023

NOTICE

The Heads of the Departments are informed to note down the schedule of Academic Audit and get ready for the same.

Department/s	Sign	Date	Audit Team Members	Sign
Economics History		06/05/2023	Dr. Mary Francina Ms. Kavitha	
Public Administration Psychology		06/05/2023 10/05/2023	Dr. Tasneem Ms. Supriya	
English — 02/05/2023 Arabic		06/05/2023	Dr. Suma Ms. Pushpalatha	
Political Science Journalism		08/05/2023	Dr. Santoshi Misra Ms. Keerthi	
BBA M.Com.		08/05/2023	Dr. Usha Shri Ms. Saba	
French Sanskrit		09/05/2023	Dr. Tasneem Ms. Nandini	
Telugu Hindi		09/05/2023	Dr. Santoshi Ms. Indira	
MCA MBA		09/05/2023	Dr. Bharadwaja Ms. Sujatha (Chemistry)	
Computer Science Mathematics		10/05/2023	Dr. Nishath Ms. Sujatha (BBA)	
Chemistry (UG & PG)		10/05/2023	Dr. Mahitha Ms. Bhramara Sri	
Physics & Electronics Statistics		11/05/2023	Dr. Venugopal Rao Ms. Saritha	
Commerce (UG & PG)		11/05/2023	Dr. Mary Francina Ms. Kavitha	
Nutrition		11/05/2023	Dr. Sarala Ms. Suvarchala	
Botany Microbiology		11/05/2023	Dr. Meena Patangay Ms. Nishath	
Genetics Zoology		11/05/2023	Ms. Sunitha David Ms. Shylaja	
Biotechnology Biochemistry		11/05/2023	Ms. Jyothi Ms. Sowjanya (Commerce Dept.)	
Administrative Office		10/05/2023	Dr. T. Anuradha Dr. D. Srikala	

PS: Heads please coordinate with visiting teams about mutually convenient timings

Principal
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Internal Academic Audit 2022-23
Departmental File Index

Department: English   **Date:** 8 | 5 | 2023

	File No.	Title	Remarks /Status
1.	C I. 1	Program Specific outcome, Course outcome and Syllabus , Course profile	completed
2.	C I. 2	Field projects/ internships	Nil
3.	C I. 3	Feedback on Syllabus – Analysis and action taken report	To be updated
4.	C II. 1	Program for • Advanced Learners • Slow Learners • Remedial Classes - List of Students • Bridge course – time table	Nil Nil Nil completed
5.	C II. 2	Teaching Learning process – Student Centric Methods used	completed
6.	C II. 3	Use of ICT and E resources • List of PPTs • List of Videos recorded • Other E resources • 4. Blogs	completed
7.	C II. 4	Teaching plans	Completed
8.	C II. 5	Awards/ recognitions received by faculty • National ✗ • International ✗ • Government ✗ • other recognized bodies ✗ • Faculty as Resource person ✓	completed.
9.	C II. 7	Results	Completed.
10.	C II. 8	Student feedback on teaching , Action taken	completed
11.	C II. 9	Academic Extension Activities organised • International ✗ • National conferences – 02 • Guest Lectures – 03 • Workshop – 01 • Training programs ✗	Completed.
12.	C II. 10	Academic Extension Activities attended • Conferences – 04 • Faculty Development programmes – 05	

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		• Refresher courses — 01 • Orientation programs — nil • Workshops — 02 • Training programmes — 02 • Papers presented — 05	Completed
13.	C III. 1	Seed money/Financial Assistance	Nil
14.	C III. 2	• MRPs funded by Government and non Government Agencies) • Faculty as Research Guides	Nil
15.	C III. 3	Workshops and Seminars conducted Research related	nil
16.	C III. 4	Research papers published in journals notified on UGC website , Citation Index-Reprints — 06	Completed
17.	C III. 5	Patents Filed	Nil
18.	C III. 6	Books and Chapters in edited volumes	2 Books
19.	C III. 7	Consultancy	Nil
20.	C III.8	Startups	Nil
21.		Extension Activities • Awards and recognitions received – • List of Students	Completed

22.	C III. 8	Collaborations – MOUs, Linkages-
		  • List of Activities
		  • Outcomes
			To be updated

23.	C IV. 1	Department infrastructure • Facilities added • ICT facilities	Completed
24.	C IV. 2	Departmental Library – • Total till 2022 — 584 Books • Added during 2022-23 Nil	
25.	C IV. 3	Expenditure on • Lab equipment and other resources • Maintenance	Nil Completed
26.	C V. 1	Mentorship	Completed
27.	C V. 2	• Career Counselling ✓ • Guidance for competitive exams	Nil Completed
28.	C V. 3	Placements	Completed
29.	C V. 4	Student progression	
30.	C V. 5	Students qualified SET/SLET/GATE/State exams and others	To be updated

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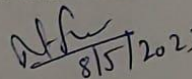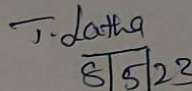ISO 9001:2015 and 14001:2015
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31.	C V. 6	Alumni R 19	To be updated
32.	C V -7	Wall Magazine/ News letter	Completed.
33.	C VI. 1	Minutes of Departmental meetings	Completed.
34.	C VI. 2	Financial support to teachers, to attend academic events	Completed
35.	C VI. 3	Resources generated for departmental events	Completed.
36.	C VII.1	Environmental consciousness – green practices	Completed
37.	C VII. 2	Best practices/unique features	Completed
38.		Annual Reports	To be updated

Parameters	Response
Strengths (highlights) of the Departments	1. News letter Ann Muse 2. IELTS – Competitive Exams → 2023
Areas of Improvement (if any)	Files have to be Re-organised
Any other suggestions /Remarks	Nil

Names and Signature of Audit Team members with dates

1. Mrs. N. Suma Reddy   8/5/2023

2. Ms. T. Pushpa Latha   T. Latha
                              8/5/23

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Internal Academic Audit 2022-23
Departmental File Index

Department: Commerce (UG)   **Date:** 11/5/23

	File No.	Title	Remarks /Status
1.	C I. 1	Program Specific outcome, ✓ Course outcome and ✓ Syllabus , Course profile ✓	Updated – Soft copies R21 batch. Blog –
2.	C I. 2	Field projects/ internships 2020 batch –	Conquest Fringe The Honors
3.	C I. 3	Feedback on Syllabus – Analysis and action taken report	Updated
4.	C II. 1	Program for • Advanced Learners • Slow Learners • Remedial Classes - List of Students • Bridge course – time table	Projects, CA, CS, ACCA, CMA, updated AICPA 10 classes
5.	C II. 2	Teaching Learning process – Student Centric Methods used certificate course	2nd Faculty uploaded in LMS – during 1/T,
6.	C II. 3	Use of ICT and E resources • List of PPTs • List of Videos recorded • Other E resources for computer • 4. Blogs	>35 (2022-23) >20 (2022-23) E content development 3 persons
7.	C II. 4	Teaching plans	Updated 2022-23
8.	C II. 5	Awards/ recognitions received by faculty • National – 4 • International – 1 • Government • other recognized bodies • Faculty as Resource person – 4	updated with proofs.
9.	C II. 7	Results	
10.	C II. 8	Student feedback on teaching , Action taken	updated.
11.	C II. 9	Academic Extension Activities organised • International • National conferences • Guest Lectures • Workshop • Training programs	NIL NIL 12 03 STP CDP
12.	C II. 10	Academic Extension Activities attended • Conferences • Faculty Development programmes	

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		• Refresher courses • Orientation programs • Workshops • Training programmes • Papers presented	
13.	C III. 1	Seed money/Financial Assistance	vouchers need to be filed.
14.	C III. 2	• MRPs funded by Government and non Government Agencies) • Faculty as Research Guides	4 (in 5 yrs) 2 CPE 2 ARP — NIL
15.	C III. 3	Workshops and Seminars conducted Research related	3 workshops, 1 Seminar — updated.
16.	C III. 4	Research papers published in journals notified on UGC website , Citation Index- Reprints	14 papers. vidwan need to be updated.
17.	C III. 5	Patents Filed	NIL
18.	C III. 6	Books and Chapters in edited volumes	2022-23 5 = Sunag 2019 — 5
19.	C III. 7	Consultancy 2018-19 Aubelm recuring	20000 + 8000 = 28,000
20.	C III.8	Startups	— NIL —
21.		Extension Activities • Awards and recognitions received – • List of Students	NIL 2022-23 ACAI MILES
22.	C III. 8	Collaborations – MOUs, Linkages- Arthindya • List of Activities • Outcomes Mentorial	2- mous 2-tieups } updated.
23.	C IV. 1	Department infrastructure • Facilities added • ICT facilities	20 systems — new.
24.	C IV. 2	Departmental Library – • Total till 2022 • Added during 2022-23	1121 57 818 (1180)
25.	C IV. 3	Expenditure on • Lab equipment and other resources • Maintenance	— Printers — Configuration is upgraded for s/w
26.	C V. 1	Mentorship	— Updated
27.	C V. 2	• Career Counselling • Guidance for competitive exams	9 (2022-23) 60 (5yw 2 (2018-19)(2019-20)
28.	C V. 3	Placements	updated - 105 - with
29.	C V. 4	Student progression	73 Highest 8.2883 - without
30.	C V. 5	Students qualified SET/SLET/GATE/State exams and others	22-33 SET — ToFEL - 3 Deutcher - 5

2018-21 — NIL   GRE - 4   DUO LINGO
                       IELTS - 10

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31.	C V. 6	Alumni R 19 ⑪ illustrious al	Updated
32.	C V -7	Wall Magazine/ News letter	Quaterly — The Rise
33.	C VI. 1	Minutes of Departmental meetings	updated.
34.	C VI. 2	Financial support to teachers to attend academic events	21 - updated.
35.	C VI. 3	Resources generated for departmental events	generated from 6 categories
36.	C VII.1	Environmental consciousness – green practices	—
37.	C VII. 2	Best practices/unique features	1. Tax consulting
38.		Annual Reports — submitted to IQAC	2. Cooperative store

Wall magazine — student activities — Subjective —
News letter — Dept. achievements — The rise Quately 2021

Parameters	Response
Strengths (highlights) of the Departments	Mentorship, ED cell, Commerce house of emerging entrepreneurs (CHEERS) Endowment Lecture, Donate CR55/ks 10; Kalam Foundation[Y]
Areas of Improvement (if any)	
Any other suggestions /Remarks	Consultancy, MRP + ARP – 02 CPE – 02

Names and Signature of Audit Team members with dates

1. Dr. A. Mary Francina   Francina 11/5/23

2. P. Naga Kavotha   kavotha 11/5/2023.

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INTERNAL ACADEMIC AUDIT REPORT 2022-23

Internal audit was conducted from 6th to 12th May 2023. A committee of auditors was constituted by IQAC comprising of members of IQAC, heads of the department and senior faculty of the college. Being the NAAC inspection year the auditing team was instructed to verify the current files along with the filing for previous years i.e. from 2018-2023. The team also identifies the Strengths and Areas of Improvements. The following are the observations made by the respective auditing teams:

➤ **Faculty of Languages:** Course profiles, teaching plans, Remedial and advanced learners details are updated and files related to ICT and mentorship needs to be updated by the faculty of Languages. 8 research articles and 3 books were published. 2 students were selected as dubbing artists. Various educational trips, environmental consciousness activities and special days were celebrated like Yoga Day and Unity Day. 18 extension activities were attended by faculty and 6 activities were organised. Highlights are identified as National level Workshops, Research and Literature Excellence Award for faculty and book publications. Areas of improvement are better presentation of data (files) of the departments and placements, authoring more books catering to the needs of students.

➤ **Faculty of Social Sciences:** Files related to program specific outcomes, advanced learners program and academic extension activities are well maintained. MoUs, placement and guidance for competitive exams can be

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Co-Ordinator
IQAC Autonomy
St. Ann's College for Women

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strengthened. Dept. of Journalism has organised two national seminars, visited three news channels and presented 4 research articles. Faculty as resource person is the highlight of History department. Electoral Literacy Club - "LAS ELECCIONES", Short films and Dhwani -NGO activities are the highlights of the Political Science department. More than 25 academic extension activities were attended by faculty of social science. Few files like student feedback, faculty as resource person and mentoring has to be updated for the current year.

Highlights are identified as Advanced Learner Program for students, Faculty as Resource Persons, Content preparation for courses under Odisha open university, UGC-SWAYAM MOOCs, Dhwani – NGO activities, Activities under counseling cell – Maithri, identifying the sources for Student Exchange Programs, Paper presentations, publications, Internships and Field Projects.

Areas of improvement are placements, student centric activities and methods.

> **Faculty of Commerce and Management**: 19 academic extension activities were attended by faculty and usage of ICT has progressed moderately. MDP organised for faculty and students and national competitions were the highlights of the Commerce department (PG). 12 guest lectures and 3 student training programs were organised and few faculty were involved in E Content development with Ambedkar Open University. 14 research articles and 1 chapter in book are published.

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Highlights are 87 student placements with highest annual package of Rs. 8.28 received by students of faculty of Commerce (UG). 13 students qualified state and other exams like GRE, CAT, TOFEL, SNAP etc. is the hallmark of BBA department. Files like student participation and feedback has to be updated by the departments of Commerce and Management.

> **Faculty of Life Sciences:** Life Sciences departments stand tall in research related activities – 20 research papers published in scopus/web of science/UGC CARE/ Peer reviewed journals, 1 patent awarded, 1 patent filed. Faculty received 4 awards, resource persons in 20 academic events, participated in more than 25 conferences, workshops, FDPs, Training Programs, etc. Two faculty members are serving as BOS members in academic institutions. Files are well maintained by most of the departments.

Highlights/Strengths are identified as research, students winning in national/city level competitions, innovative projects, animal album, student and faculty projects sponsored by NCERT/DBT/ARP. Sale of student prepared products – Herbal products, Saplings sale, Nutritional recipes (weekly sale), encouraging students to become entrepreneurs, internships under Research and Innovation Circle of Hyderabad (RICH), student paper publications and presentations.

Areas of improvement are faculty need to register in Ph.D. programmes, encourage students to move to higher studies in related subjects and identify employment opportunities in the respective subjects/areas.

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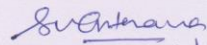**Mehdipatnam, Hyderabad**

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➢ **Faculty of Physical Sciences:** Faculty received 6 awards, published 1 patent and 13 research papers in scopus/web of science/UGC CARE/ Peer reviewed journals, presented 12 research papers, participated in more than 20 academic events and resource persons in as many as 10 academic events, co-authored 6 books with ISBN, student participation and winning prizes in National, City Level and Inter-collegiate competitions/Hackathons, internships and projects.

Highlights are student Startups, placements with highest CTC as Rs.10.5 LPA, student awards, YouTube lectures and consultancy for statistical data analysis.

Areas of improvement are career counseling, research projects, student training in relevant advanced technologies/softwares and activities related to environment protection – green practices.

➢ **MBA & MCA:** 4 articles were published in Scopus and UGC Care journal. 4 international & 2 national guest lectures 3 training programs 4 workshops 7 career counselling sessions were organised. 7 academic activities were attended and 4 research papers were presented at international conferences. ANNSTARS club received funding of Rs.1, 00,000 to conduct management club activities. National level student competition Infoquest and Hackathon were organised. Files related to student centric teaching methods need to be updated.

Highlights are Internships and Projects, use of ICT in teaching learning process.

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Areas of improvement are Research, Consultancy, Training students in latest technologies

Follow up action

- Identify and establish collaborations and tie ups with biosciences industries to improve placements for the students of Life Sciences programs.
- Motivate/mentor the faculty towards research by organizing enriching programs – paper presentations, publications and projects, more so for Physical Sciences, Commerce and Management departments.
- Encourage the departments to organizing trainings/workshops in latest technologies for students.
- More frequent follow up of planned activities by the departments, committees and clubs and documentation as well.

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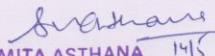Mehdipatnam, Hyderabad
Administrative Audit

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↓ Administrative Documents -UG

S.NO.	NAME OF THE FILE
1	Academic Calendar - OU & College
2	Admissions Lists - 2012 - 18. ✓ Committee list 2022-23 ☐ Signatur
3	Admission Registers .
4	Annual Salary Statement - Aided & Un-Aided ✓
5	Affiliation Orders
6	College Prospectus & Hand Books ·
7	College Starting G.O. ✓
8	College - No.of Working & Teaching Days ✓ Signatures
9	Faculty Profile ✓
10	Faculty Recruitment & Advertisement ✓
11	Faculty Workload — 2022-23 to be updated
12	Foreign Students
13	Fee Register
14	College Magazines
15	Grant-in-Aid Certificate ✓
16	Government Order - Appointments under Compassionate grounds. ✓
17	Log Books - Seminar Halls & Auditorium
18	List of Courses & Programmes
19	M.H.R.D. ✓
20	Marks Registers
21	Medals - O.U. & College
22	National Festivals
23	Notices
24	New Courses
25	Staff Salary & Service Certificates - Aided & Un-Aided ✓

1. Anuradha 10/5/2023   2. Sarika 10/5/2023

25

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	No.	Item
✓	26	Govt. Budget for Aided Salaries.
✓	27	O.U. Rules of Admission into Degree
	28	Provision of College for conduct of Competitive Exams
	29	Physically / Visually students particulars
	30	Results
	31	Staff - Class Incharges - 2017–18'
✓	32	Staff Retirement
✓	33	Staff C.Ls Data & 100% Attendance
✓	34	Staff Service Registers - AIDED.
✓	35	Staff Long Leaves
	36	Students Strength Particulars
	37	Students T.C. & Bonafide Certificates - Outgoing Batches.
	38	Students Caste Particulars ; Other States & N.R.I. Particulars.
	39	Students Letters - Particulars
	40	Scholarships
		U.G.C. :
	41	Recognition under Sec.2(f) 7 12B & Mandate Form
	42	XII Plan Period
	43	Career Oriented Courses

1. *[signature]*
10/5/2023

2. *[signature]*
10/05/2023

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P.G. FILES LIST — 2022-23

FILE NO	NAME OF THE FILE	
1	ACADEMIC CALENDER-OU & AUTONOMOUS	*to be added* ✓
2	ADMISSIONS LISTS	— ✓
3	ADMISSION REGISTER	✓
4	AFFILIATION ORDERS	✓
5	A.I.C.T.E. APPROVALS	✓
6	COLLEGE HAND BOOKS	✓ *to be added*
7	COLLEGE STARTING G.O.	✓
8	COLLEGE - NO. OF WORKIG & TEACHNG DAYS	✓
9	FACULTY LIST	✓ *Dates to be added.*
10	ADVERTISEMENT FILE	✓ *Paper cutting " "*
11	FEE REGISTER	✓
12	LIST OF COURSES & PROGRAMMES	✓
13	MARKS REGISTERS	✓ *Provisional Certificates are maintained*
14	NATIONAL FESTIVALS	✓
15	NOTICE FILE	✓
16	O.U. RESULTS N A	✓
17	RESULTS- AUTONOMOUS	2021-22 to be updated ✓ *Done.*
18	STAFF PARTICULARS	✓
19	STAFF SELECTION COMMITTEE MINUTES COURSE WISE	✓
20	STAFF CL's DATA	✓
21	STAFF LONG LEAVES	✓
22	STUDENT STRENGTH PARTICULARS	✓
23	STUDENTS T.C. BOOKS	✓
24	STUDENTS CASTE PARTICULARS	✓
25	STUDENTS PARTICULARS	✓
26	WORK DISTRIBUTION - ADMINISTRATIVE DEPT.	✓ 2021-22, 23 to be updated with signatures
27	FEE STRUCTURE	✓

1. Ameeda
10/5/2023

2. *(signature)*
10/5/2023

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+ Administrative Students Documents -UG

S.NO.	NAME OF THE FILE	
1	Almanac	✓
3	Admission Registers	Parents Details, Dates to be entered
5	Affiliation Orders	✓
6	College Prospectus & Hand Books	✓
12	Foreign Students (2016 till date NIL)	✓
13	Fee Register	✓
14	College Magazines	2022—23 to be filed ✓
17	Log Books - Seminar Halls & Auditorium	✓
18	List of Courses & Programmes	✓
20	Marks Registers	✓
21	Medals - O.U. & College	✓ (Year wise?)
22	National Festivals	✓
23	Notices	✓ (Contents)
24	New Courses / Programmes.	✓
27	O.U. & Autonomous Rules of Admission into Degree	✓
29	Physically / Visually ~~Handicapped~~ challenged students particulars	✓ (Small additions)
31	Staff - Class Incharges - 2014 - 21	✓
36	Students Strength Particulars	✓
37	Students T.C. & Bonafide Certificates - Outgoing Batches.	✓
38	Students Caste Particulars ; Other States & N.R.I. Particulars.	✓
39	Students Letters - Particulars	✓

1. Amreedl 10/5/2023

2. Srikal 10/05/2022

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↓ Finance - Document Index

S.NO.	NAME OF THE FILE
I	**Acquitance Registers :**
1	Un-Aided - Teaching - U.G. ✓
2	Un-Aided - Non-Teaching - U.G. ✓
4	Staff - M.B.A. ✓
5	Staff - M.C.A. ✓
6	Staff - M.Com. ✓
7	Staff - M.Sc. - Chemistry. ✓
8	Staff - P.G. Dip. In Nutrition & Dietetics & M.Sc. - Maths ✓
II	**Bank Statements :** upto 31·3·2023 (11 a/c)
9	Aided - General & Special ✓
10	General - Un-Aided ✓
11	Special - Un-Aided ✓
12	Maintenance ✓
13	P.G. Courses ✓
II	**Cash Books :** Bank a/c
14	Un-Aided - General ✓
15	Un-Aided - Special ✓
16	Maintenance ✓
17	Aided - General ✓
18	Aided - Special ✓
19	Annual Budget ✓

1. _(signature)_ 10/5/2023

2. _(signature)_ 10/5/2023

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20	Building Plans - Block wise ✓	
21	College Land Documents ✓	
22	College Medals - Fixed Deposits. ✓	
23	Corpus Fund - Fixed Deposits ✓	
24	Minority Certificate ✓	
25	Governing Body Minutes ✓	
26	E.P.F. - U.G. ✓	
27	E.P.F. - P.G. ✓	
28	Fee Structure - U.G. & P.G. ✓	
29	Fee Concessions ✗	
30	Form - 16 ✓	
31	GSLI - U.G. & P.G. ✓	
32	Professional Tax - U.G. ✓	
33	Professional Tax - P.G. ✓	
34	Rental Agreement for Canteen & Stationery ✓	
35	Stock Registers U.G. & P.G. 'equipment' 'cri 4'	

1. Ameeda
10/5/2023 .

2. Onikal
10/05/2023

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Administrative Audit Report
2022 -2023

Date: 10/05/2023

Internal Audit Members:

1. Mrs.T.Anuradha, Head, Dept. of Commerce
2. Mrs. D.Srikala, Addl. IQAC Coordinator &Head, Dept. of Statistics

Summary of Report:
- Most of the files relating to administrative matters have been updated and preserved.
- Files which need Updation are admission committee, number of working & teaching days, faculty workload, admission register, college magazine, medals, provisional certificates (PG) and work distribution. This was duly informed to the respective administrative incharge personnel.
- Finance related files have been thoroughly checked and all are maintained well.

Follow up action:
- ➢ The files mentioned above are being updated as a follow up action of the audit report.

Conclusion:

All the administrative and finance related files are maintained .

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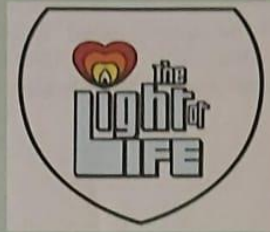ISO 9001:2015 and 14001:2015
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External Audit

Resurgence

External Academic Audit
13th May 2023

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Date: 10-05-2023

Notice

External Academic and Administrative Audit is scheduled for 13th May 2023 between 9.00 am to 12.30 pm. as per the detailed schedule attached. Departments are requested to keep their files updated and present highlights only.

Principal
St.Ann's College for Women
Mehdipatnam, Hyd - 28

External Academic Audit Visit Schedule - I
Date: 13-05-2023
Ground and First Floor

S.No.	Time	Department	Room. No	Sign
1.	10.15 to 10.45	Zoology	32	
2.	am	Biotechnology	31	
3.		Biochemistry	35	
4.		Chemistry (UG & PG)	16-20	
5.	10.45 to 11.15	Nutrition (UG & PG)	29	
6.	am	Genetics	28	
7.		Microbiology	123	
8.		Computer Science	121	
9.	11.15. to 12.00	Botany	112	
10.	noon	Second Languages	136	
11.		Library	104	
12.		Centre for Women's Studies		
13.		M.Com.		
14.	12.00 to 12.10	Administrative office		
15.	12.10 to 12.30	Report Writing		
16.		Exit Meeting		

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External Academic Audit Visit Schedule -II

Date : 13-05-2023

Second & Third Floor

S.No.	Time	Department	Room. No	Sign
1.	10.15 to 10.45 am	Statistics	228	
2.		Commerce	215	
3.		Physics & Electronics	218	
4.	10.45 to 11.15 am	Maths	221	
5.		English	302	
6.		BBA	233 A 237 C	Sujatha
7.		Social Sciences	212	
8.	11.15 to 12.00	Physical Education	39	
9.	Noon	MBA	S1	
10.		MCA	S2	PShanti
11.	12.00 to 12.10 pm	Administrative Office		
12.	12.10 to 12.30	Report Writing Exit Meeting		
13.				

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Report 1

St. Ann' College for Women
Internal Quality Assurance Cell

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External Academic Audit 2022 – 2023

Criteria	Indicators	Remarks
I. Curricular Aspects	1. Curriculum Design	Excellent
	2. Program Options	Excellent
	3. Value addition	Excellent
	4. Feedback System	Excellent
II. Teaching Learning and Evaluation	1 Student Enrolment	Excellent
	2. Teaching – Learning Methodology	Excellent
	3. Use of ICT in class room	Good
	4. Academic events organised/ Participated	Faculty should attend

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		refresher courses & STTP
	5. Faculty Achievements	Faculty achievement in research can be strengthened
	6. Examination systems, Results	Excellent
III. Research, Innovations and Extension	1 Promotion of Research and Facilities, Seed money, MRP funded	Seed money is given by college
	2. Research Publications	Increase the research publication. Encourage students for paper presentation
	3. Consultancy Inhouse & outside students	Improve consultancy – English dept can identify students from non english background and train them to improve — and track projects
	4. Collaborations/ MOUs	– do collaborative activity in research – Projects (Faculty) through linkages
	5. Extension Activities • SAHHARA • NCC • NSS	Outreach – impact analysis can be done) Maths & Social science. All depts can do – career orientation
IV. Infrastructure and Learning Resources	1. Physical Facilities	Excellent

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	2. Library as a Learning Resource	Excellent
	2. Support services	Excellent
	3 Student Participation- Sports and other activities	Sports – Excellent Good – other activities
	4 Placements	Student placements can be enhanced through alumni support
V. Governance, Leadership and Management	1 Institutional Governance	As per Vision & mission
	2. Faculty Empowerment Strategies	Should improve
	3. Internal Quality Assurance System	Functioning effectively
	4 SQAC	Good

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VI. Institutional Values and Best Practices	1. Green Initiatives	To be improved
	2. Best Practices	1. Good Physical Facilities 2. Sports dept is excellent 3. TL practices are excellent

13/5/23

Prof. S. Satyanarayana
Former Vice Chancellor
Osmania University
Hyderabad

Dr. S. SATYANARAYANA
Professor
Dept. Of Chemistry
Osmania University Hyderabad-7.

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Report 2

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External Academic Audit 2022 − 2023

Criteria	Indicators	Remarks
I. Curricular Aspects	5. Curriculum Design	Excellent curriculum at St-Ann's
	6. Program Options	Program options are apt for the growth of younger generation
	7. Value addition	Excellent
	8. Feedback System	Feedback system followed by various stake holders is impressive
II. Teaching Learning and Evaluation	1 Student Enrolment	Excellent
	2. Teaching – Learning Methodology	Various diverse aspects followed are appreciable for the holistic development of every individual
	3. Use of ICT in class room	With global perspective of knowledge imparting, ICT tools used are excellent
	4. Academic events organised/ Participated	Excellent

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	5. Faculty Achievements	Much appreciable
	6. Examination systems, Results	Excellent
III. Research, Innovations and Extension	1 Promotion of Research and Facilities, Seed money, MRP funded	Excellent
	2. Research Publications	Excellent
	3. Consultancy	Excellent
	4. Collaborations/ MOUs	Excellent
	5. Extension Activities • SAHHARA • NCC • NSS	Excellent
IV. Infrastructure and Learning Resources	1. Physical Facilities	Excellent

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	2. Library as a Learning Resource	Remarkably excellent
	2. Support services	Appreciable
	3 Student Participation-Sports and other activities	Excellent
	4 Placements	Excellent
V. Governance, Leadership and Management	1 Institutional Governance	Excellent
	2. Faculty Empowerment Strategies	Excellent
	3. Internal Quality Assurance System	Excellent
	4 SQAC	Excellent

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VI. Institutional Values and Best Practices	1. Green Initiatives	Excellent
	2. Best Practices	Excellent

13|05|2023

Dr. BVVSN Prabhakar Rao
Associate Professor
BITS Pilani, Hyderabad

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External Audit Report 2022-23

External Audit Report 2022-23

Date: 13th May, 2023

Dr.(Sr.)P.Amrutha, Principal gave opening remarks. Dr.Smita Asthana, IQAC Coordinator presented NAAC criteria wise Institutional Report. This was followed by the visit to various departments, cells, committees and facilities. In exit meet, peer team members gave a detailed report in the format of NAAC criteria.

Consolidated report of audit:

The external peer team members gave a rating of excellent or very good or good for most of the parameters. Following are the suggestions or the areas of improvement mentioned by auditors:

- Faculty should attend refresher courses and STTP.
- Faculty and student research to be strengthened by more publications, paper presentations and collaborative projects.
- Improve consultancy
- Perform impact analysis of outreach activities
- Enhance placements through alumni support
- Improve green initiatives

Best Practices/ Strengths were identified as

- Infrastructure
- Sports achievements
- Teaching-Learning Practices

Follow up action

To the effect of the suggestions given by the external audit team, the college management and IQAC

- IQAC Coordinator informed the heads of the departments to identify any refresher courses, STTPs are being organised in their respective disciplines by UGC/ASCI/ESI/Universities.

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1

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➤ Departments are encouraging the students to present and/or publish the research papers with faculty as their mentors.

➤ Few departments like Statistics, Nutrition, Commerce, Mathematics, Microbiology, and Genetics which have potential and are already taking up consultancy works are asked to put more efforts to improve their visibility and hence the number of consultancy works.

➤ Impact analysis of outreach activities is being considered by NSS and departments as well.

➤ IQAC along with departments is trying to strengthen the alumni database and hence take their support in the areas of mentoring, placements etc.

➤ Green initiatives are being strengthened by Eco club of the college.

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