

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
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



2018-19

**Coffee with Coordinator
Schedule**

St. Ann's College for Women
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Accredited by NAAC with 'A+' Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad-28

Coffee with Coordinator

| S.No. | Department | Name | Date | Time | Sign |
|-------|----------------------------|---------------------|------------|----------------|------|
| 1 | English | Mrs. Sunitha David | 31-1-19 | 2:15 pm | ✓ |
| 2 | Arabic | Mrs. Nishath Fatima | 2-2-19 | 11:30 am | |
| 3 | French | Ms. Devayani Dixit | 01-02-2019 | 2:30 pm | ✓ |
| 4 | Hindi | Dr. Archana Jha | 31/1/2019 | 12:00 pm | ✓ |
| 5 | Sanskrit | Mrs. Sri Devi | 31-1-2019 | 11:15 am | ✓ |
| 6 | Telugu | Dr. A. Subbalakshmi | 31-1-19 | 4:45 AM | ✓ |
| 7 | Economics | Mrs. Sunitha . E | 30-01-2019 | 1:00 pm | |
| 8 | History | Ms. Meeha Joshi | 28-01-2019 | 12:30 am | ✓ |
| 9 | Political Science | Mrs. Bhramarasree | | 12:30 | ✓ |
| 10 | Psychology | Mrs. Sujani | 01-02-2019 | 2:00 pm | ✓ |
| 11 | Public Administration | Mrs. Kalyani | 21-01-2019 | 11:00 am | ✓ |
| 12 | Commerce | Dr. N.V. Kavitha | 28-01-2019 | 11:00 am | ✓ |
| 13 | BBM | Mrs. T. Anuradha | 01-02-2019 | 12:30 pm | ✓ |
| 14 | Biochemistry | Mrs. A.M. Sylaja | 31-01-2019 | 12:30 pm | ✓ |
| 15 | Biotechnology | Ms. Rupa Devi | 01-02-2019 | 9:30 am | ✓ |
| 16 | Botany | Dr. G. Angela | 02-02-19 | 9 a.m. | ✓ |
| 17 | Chemistry | Mrs. K.R. Radhika | 31-01-19 | 2:30 | ✓ |
| 18 | Genetics | Dr. Venugopal Rao | 02-02-2019 | 9:30 am | ✓ |
| 19 | Microbiology | Ms. Jyothi | 29-01-2019 | 10:00 pm | ✓ |
| 20 | Nutrition | Mrs. Meena Kumari | 31-01-2019 | 10:00 am | ✓ |
| 21 | Zoology | Dr. Tabassum | 30-01-2019 | 11:00 am | ✓ |
| 22 | Mathematics | Dr. Nirmala | 2-1-2019 | 12:00 noon | ✓ |
| 23 | Physics & Electronics | Mrs. Sarala | 29-01-2019 | 10:00 or 12:30 | ✓ |
| 24 | Computer Science | Ms. Nandini | 30-01-2019 | 11:45 am | ✓ |
| 25 | Statistics | Mrs. Srikala | 01-02-19 | 10:30 | ✓ |
| 26 | Lib. & Information Science | Ms. C.Ratna Kumari | 28-1-19 | 2:00 p.m. | ✓ |
| 27 | Physical Education | Mrs. Vimala Reddy | | | ✓ |
| 28 | MBA | Ms. Keerthi | 31-01-2019 | 1:30 pm | ✓ |
| 29 | MCA | Ms. Pushpa Latha | 01-02-2019 | 11:00 am | ✓ |
| 30 | M.Com | Mrs. Usha Rani | 29-1-2019 | 1:30 P.M. | ✓ |
| 31 | M.Sc. Maths | Dr. Nirmala | 2-1-2019 | 12:00 noon | ✓ |
| 32 | M.Sc. Chemistry | Dr. Ammani Das | 31-1-2019 | 2:30 pm | ✓ |



Coffee with Coordinator

Report 2018-19

St. Ann' College for Women
Internal Quality Assurance Cell



Coffee with Coordinator

Report 2018-19

IQAC Coordinator meets the Heads of the departments to coordinate quality related activities of the departments and evaluate the progress of the plans and also to elicit their feedback and perspectives on the implementation of the plans.

Agenda

- Discuss and plan activities of the departments for the next five years.

Dept. of Arabic

Minutes:

- An overview of Department's activities of the previous semester
- Organize collaborative International Seminar
- Work shop for government school teachers
- Language Day celebrations
- Certification Course in Arabic
- Inter collegiate Literary activities
- Research articles should be published in UGC listed journals Scopus and WOS

Dept. of Sanskrit

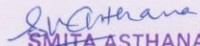
Minutes:

- An overview of Department's activities of the previous semester
- Organize collaborative International Seminar
- Language Day celebrations
- Shloka recitation competition
- Inter collegiate Literary activities
- Research articles should be published in UGC listed journals Scopus and WOS

Dept. of Hindi

Minutes:

- An overview of Department's activities of the previous semester
- Organize collaborative International Seminar


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Quality Connect

- Language Day celebrations
- Inter collegiate Literary activities
- Organise a workshop for faculty
- Research articles should be published in UGC listed journals Scopus and WOS
- Organise a Field trip

Dept.of French

Minutes:

- An overview of Department's activities of the previous semester
- Organize collaborative International Seminar
- French day celebrations
- MOOCS online
- Organise a workshop for faculty
- Research articles should be published in UGC listed journals Scopus and WOS
- Organise a Field trip

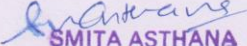
Dept. of Telugu

Minutes:

- An overview of Department's activities of the previous semester
- Organize collaborative International Seminar
- Telugu day celebrations
- Organise a Field trip
- Research articles should be published in UGC listed journals Scopus and WOS

Department of English

- An overview of Department's activities of the previous semester
- Strengths and Weaknesses of the Department. Suggestion given was to have an academic event National/International level. English for Competitive Exams is to be priority for the coming academic year.
- Strengths and Weaknesses of the College. Organisation skills identified as the key asset of the college.


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- One suggestion for the college-One/Two grand gala day/s to celebrate Social Sciences and Languages with PPTs, Guest Speakers, Education Counseling etc.

Department of Economics

Following points were discussed:

- An overview of Department's activities of the previous semester
- Innovation in Teaching Methodology
- Enhance student projects and internships
- Enhance online resources
- Research articles should be published in UGC listed journals, Scopus and WOS

Department of History

Following points were discussed-

- The coordinator suggested to start heritage walks with the students.
- There was a discussion for a project on photo .book of monuments which can be converted into a coffee table book.
- Emphasis was on research from either sides.
- Innovative methods like storyboard, class outside the classroom were discussed.
- The meeting ended with a positive note on more research and productive seminars.

Department of Public Administration

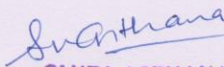
Following points were discussed:

- An overview of Department's activities of the previous semester
- Organise a national FDP
- Enhance student projects and internships
- Enhance online resources
- Research articles should be published in UGC listed journals, Scopus and WOS

Department of Psychology

Following points were discussed:

- An overview of Department's activities of the previous semester
- Organise a national Workshop
- Enhance student projects and internships


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Quality Connect

- Enhance online resources
- Research articles should be published in UGC listed journals, Scopus and WOS

Department of Chemistry

- The meeting has begun with the appreciation by the coordinator for the immense hard work and management of the department by both UG and PG heads till date.
 - To improve the teaching ratings like teaching methodology, use of ICT in classroom to create more interest in the subject.
 - M.Sc. entrance coaching.
 - To strengthen the research in department.
 - Applying for the projects.
 - Registering for PhD.
 - Involving in research work throughout.

Plans for next five years

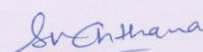
- Work shop for teachers working in government and underprivileged schools in twin cities.
- Green Practices in Chemistry Practicals.
- Faculty Development Programme for Undergraduate lecturers in twin cities (Spectroscopy and Use of software-Chem. office).
- Including employee fun day as a part of Annofesta.

Activities for society welfare

- In collaboration with the health center, conducting a short term certificate course for first-aid and lab safety for UG and PG colleges.
- Cancer awareness programme.(How to reduce the risk)
- Recycling and Reuse of used water from laboratory and washings of sinks for plantation-setting up domestic water treatment plant.
- In collaboration with PUC board, conducting a pollution control test for vehicles of staff and autos around the college.
- Walk-a-thon on 24th Jan –world girl child day, for awareness against female feticide.

Department of Botany

Minutes


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The IQAC coordinator interacted with the members and the following are the discussions held in the meeting:

- ✓ The plan of activities for the next five years was discussed and the activities planned are
 1. Conduct a survey of biodiversity and compilation of data
 2. Preparation of e-manuals for practical classes
 3. To establish a plant nursery
 4. Organize a National seminar on Medicinal plants
 5. To organize a faculty level National workshop
- ✓ It was emphasized that faculty members should register for Ph. D and complete as soon as possible. For this purpose leave will be granted by management.
- ✓ All members should present their research work only in National/International seminars.
- ✓ Research articles should be published in UGC listed journals or journals of good repute.
- ✓ It was also decided that students should be involved in research activity.

Department of Botany

Plan of activities for the next five years by the department (2018 -2023)

1. Conduct a survey of biodiversity and compilation of data
2. Preparation of e-manuals for practical classes
3. To establish a plant nursery
4. Organize a National seminar on Medicinal plants
5. To organize a faculty level National workshop

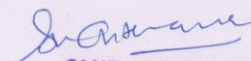
Department of Biochemistry

Plan of activities for the next five years

- Review of activities organised
- Organize a National seminar
- Enhance Eco Club students activities
- Organise field trips to industry
- Enhance student internships
- Plan for DBT, CSIR activities

Department of Genetics

Plan of activities for the next five years


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- Organize a National seminar
- Organize a student level workshop
- Enhance research activities of students
- Organise field trips to industry
- Plan for DBT, CSIR activities
- More issues of Ann Quest should be brought out

Department of Microbiology

Plan of activities for the next five years

- Organize a National seminar
- Organize a student level workshop
- Enhance research activities of students
- Organise field trips to industry
- Prepare in house lab material
- Plan for DBT, CSIR activities

Department of Zoology

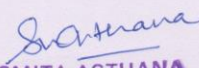
Plan of activities for the next five years

- Organize a National seminar
- Organize a student level workshop
- Enhance research activities of students
- Organise field trips to industry
- Enhance student research activities
- Plan for DBT, CSIR activitie
- Plan for Workshop/training Programme

Department of Nutrition

The following plans were discussed in the meeting

1. 5 plans of the Department for the next 5 years were discussed.
 - i. Regional centre for IGNOU in Nutrition courses- 2019


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Quality Connect

- ii. Introduction of Masters programme in Clinical Nutrition and Dietetics- **2020**
- iii. Specialized Certificate courses in collaboration with specialized clinics/hospitals
etc. Eg Diabetes Educator course/Renal Counselor/Lactation counselor- **2021**
- iv. Internships at organizations such as food industries, Nutrition and health related startups, institutes of public health and community nutrition, NGO'S etc other than hospitals. **2022**
- v. Collaborations with Govt Organizations and bodies to promote nutrition and health education services at the community level- **2023**
- vi. Collaborations with foreign universities for guest lecturers/ seminars/webinars.- **2024**

Suggestions Regarding Department

2. To develop commercial market for products developed by the students. And promote in-house sales.
3. To conduct regular canteen activity/ introduction of new COC in catering management
4. Introduction of healthy kitchens and stalls within college premises on a regular basis.
5. To encourage students to develop more technology friendly nutrition education aides eg short films, documentaries etc., and take up community projects.

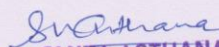
Suggestions To Make College Better

6. Training and mentoring of new and junior lecturers in college
7. Establishing centre for Human Values.

Department of Statistics

Minutes:

- Review of activities organised
- Encourage students to take up UGC online courses
- Interdepartmental collaboration
- Organise Faculty workshop/FDP
- Explore consultancy avenues
- Plan for PG/PG Diploma Program


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Department of Physics & Electronics

Plan for next 5 years

- National Event

Robotics & RFID Embedded systems

- Wireless Notice board
- FM - Radio - to be considered.

Planetarium

- To conduct shows

Department of Computer Science

Minutes:

- Activities done during the academic year by the dept. (both staff and student centric) were discussed.
- Innovative /Unique contributions with respect to dept., by the staff were discussed.
- Future plans relating to the dept. were discussed.
- Opinions and Suggestions related to the Institutional facilities etc. were also taken into consideration by the coordinator.
- Mrs. Smitha Asthana gave valuable suggestions on raising the bar with respect to dept. standards, in conduction of academic and all other activities.

Department of Mathematics

Minutes

1. Staff to contribute to the growth of the department by taking up the responsibilities given and also work for the institutional growth.
2. Staff to focus on publishing research papers in reputed journals, take up Minor/ Major / College funded projects and to register for Ph. D at the earliest.
3. Department to be provided with white boards for M.Sc classes, Speakers, CPU for visualizer in MATHLAB.

Smitha Asthana
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4. MATH MINDS coaching centre to be initiated by the department for undergraduate students from various streams offering coaching for competitive examinations like CAT, GMAT, Bank Examinations, RRB, GRE, LIC etc
5. Undergraduate students to be offered coaching for M.Sc Mathematics entrance examination.
6. UNIQUE PLAN FOR NEXT 5 YEARS

| Academic Year | Plan of Action |
|---------------|---|
| 2019-20 | Inauguration of Coaching Centre for M.Sc. Mathematics Entrance Examination |
| 2020-21 | Inauguration of MATH MINDS-Centre for Competitive Examinations (GRE, CAT, GMAT, BANK, RRB, LIC etc) |
| 2021-22 | Faculty Development Program for School Teachers |
| 2022-23 | National/ International Conference |

Department of MBA

- Plan for national seminar
- Plan for student exhibition
- Compulsory internship, explore collaborations
- Plan intercollegiate activities

Department of MCA

- Plan for international seminar
- Explore AICTE funding
- Plan intercollegiate activities
- Enhance student research and internships

Department of M.Com

- Plan for FDP/Workshop
- Explore AICTE funding
- Plan intercollegiate activities
- Enhance student research and internships

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Quality Connect



Smita Asthana
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Co-Ordinator
IQAC & Autonomy
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**Internal Academic & Administrative Audit was conducted on
15-04-2019**

Schedule of Audit

Schedule of Academic Audit – Internal - 2018-19

Date : 15-04-2019

Time – 11.15 am onwards

| Department | Audit Team | Time |
|--|-------------------------------|-------------|
| II Languages (Arabic, Hindi, French, Sanskrit, Telugu) | Dr. Radhika Ms. Suma Reddy | 11.15 am |
| Physics and Electronics | | 12.00 noon |

S. Anand
12/4

Schedule of Academic Audit – Internal - 2018-19

Date : 15-04-2019

Time – 11.15 am onwards

| Department | Audit Team | Time |
|-------------------|----------------------------------|-------------|
| Maths (UG & PG) | Mrs. Ch. Jyothi Mrs. Santoshi | 11.15 am |
| MBA | | 11.30 am |
| MCA | | 11.45 am |
| Botany | | 12.00 noon |

S. Anand
12/4



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Quality Connect

Schedule of Academic Audit – Internal - 2018-19

Date : 15-04-2019

Time – 11.15 am onwards

| Department | Audit Team | Time |
|---------------------|--------------------------------|------------|
| Chemistry (UG & PG) | Dr. Nirmala Mrs. Rajeshwari | 11.15 am |
| Nutrition | | 11.45 am |
| Computer Science | | 12.00 noon |
| M.Com | | 12.15 pm |

[Signature]
12/4

Schedule of Academic Audit – Internal - 2018-19

Date : 15-04-2019

Time – 11.15 am onwards

| Department | Audit Team | Time |
|---------------|------------------------------|------------|
| Biotechnology | Mrs. Mahitha Mrs. Saritha | 11.15 am |
| Biochemistry | | 11.30 am |
| Genetics | | 11.45 am |
| Microbiology | | 12.00 noon |

[Signature]
12/4

Schedule of Academic Audit – Internal - 2018-19

Date : 15-04-2019

Time – 11.15 am onwards

| Department | Audit Team | Time |
|---|----------------------------|------------|
| Social Sciences (Economics, Political Science, History, Public Administration) Psychology | Mrs. Meena Mrs. Srikala | 11.15 am |
| Commerce | | 12.00 noon |

[Signature]
12/4



Internal Academic Audit Proformas

Malko

Departmental File Index-2019

| S.No | Title | Remarks |
|------|--|----------------------------|
| 1. | Program Specific outcome, Course outcome and Syllabus , Course profile | ✓ |
| 2. | Field projects/ internships | X |
| 3. | Feedback on Syllabus – Analysis and action taken report | ✓ |
| 4. | Program for Advanced Learners and Slow Learners , Remedial Classes, Bridge course - List of Students | ✓ |
| 5. | Teaching Learning process – Student Centric Methods used | ✓ List of methods used |
| 6. | Use of ICT and E resources 1. List of PPTs 2. List of Videos recorded 3. Other E resources | ✓ |
| 7. | Teaching plans | ✓ |
| 8. | Awards/ recognitions at national /International/Government and other recognized bodies received by faculty / Faculty as Resource person | ✓ |
| 9. | Attainment of course outcomes | ✓ |
| 10. | Results | ✓ |
| 11. | Student feedback on teaching | ✓ |
| 12. | Academic Extension Activities – International/national conferences / Guest Lectures / Workshop/ Training programs - Organised | ✓ |
| 13. | Academic Extension Activities – Conference / Faculty Development programmes/ Refresher/Orientation / /Workshop/Training programmes – attended. Participation certificates/Papers presented | ✓ |
| 14. | Seed money/Financial Assistance | X (Not received this year) |
| 15. | MRPs / Faculty as Research Guides (funded by Government and non Government Agencies) | X (Not received this year) |
| 16. | Workshops and Seminars conducted (Research related) | X |
| 17. | Research papers published in journals notified on UGC website , Citation Index- Reprints. | ✓ |
| 18. | Books and Chapters in edited volumes | ✓ X |
| 19. | Consultancy | ✓ |
| 20. | Extension Activities – Awards and | ✓ |



U-115
 Dept of Mathematics

| | | |
|-----|---|--|
| 21. | recognitions received – List of Students | ✓ |
| | Collaborations – List of Activities , Linkages- Outcomes and MOUs | X |
| 22. | Department infrastructure facilities, ICT facilities | ✓ |
| 23. | Departmental Library | Issue + stock up dated ✓ |
| 24. | Expenditure on Lab equipment and other resources and Expenditure on maintenance | X not applicable |
| 25. | Mentorship | Report + list of students ✓ |
| 26. | Career Counselling and Guidance for competitive exams | Report + list of students ✓ |
| 27. | Placements | list of students ✓ |
| 28. | Student progression | list of students ✓ |
| 29. | Students qualified SET/SLET/GATE/State exams and others | X |
| 30. | Alumni | ✓ |
| 31. | Wall Magazine/ News letter | ✓ with photographs . |
| 32. | Minutes of Departmental meetings | ✓ |
| 33. | Financial support to teachers to attend academic events | ✓ |
| 34. | Resources generated for departmental events | Same as (14) ✓ |
| 35. | Environmental consciousness – green practices | As part of Extension Service Program with pics ✓ |
| 36. | Best practices/unique features | ✓ (3) (2) (1) |
| 37. | Annual Reports | X |

Suggestions:

Documentation is complete with all necessary & supporting documentation

- 1) faculty as resource person
- 2) visit to Govt school
- 3) part time chap.
- 4) puzzle of the week
- 5) math club

Signatures : J. V. S.
 15/4/19

J. V. S.
 15/4/19

Date : 15-04-2019



Departmental File Index-2019

Physics

| S.No | Title | Remarks |
|------|--|---------|
| 1. | Program Specific outcome, Course outcome and Syllabus , Course profile | ✓ |
| 2. | Field projects/ internships | ✓ |
| 3. | Feedback on Syllabus – Analysis and action taken report | ✓ |
| 4. | Program for Advanced Learners and Slow Learners , Remedial Classes, Bridge course - List of Students | ✓ |
| 5. | Teaching Learning process – Student Centric Methods used | ✓ |
| 6. | Use of ICT and E resources 1. List of PPTs 2. List of Videos recorded 3. Other E resources | ✓ |
| 7. | Teaching plans | ✓ |
| 8. | Awards/ recognitions at national /International/Government and other recognized bodies received by faculty / Faculty as Resource person | ✓ |
| 9. | Attainment of course outcomes | ✓ |
| 10. | Results | ✓ |
| 11. | Student feedback on teaching | ✓ |
| 12. | Academic Extension Activities – International/national conferences / Guest Lectures / Workshop/ Training programs - Organised | ✓ |
| 13. | Academic Extension Activities – Conference / Faculty Development programmes/ Refresher/Orientation / /Workshop/Training programmes – attended. Participation certificates/Papers presented | ✓ |
| 14. | Seed money/Financial Assistance | ✗ |
| 15. | MRPs / Faculty as Research Guides (funded by Government and non Government Agencies) | |
| 16. | Workshops and Seminars conducted (Research related) | ✗ |
| 17. | Research papers published in journals notified on UGC website , Citation Index- Reprints. | |
| 18. | Books and Chapters in edited volumes | ✗ |
| 19. | Consultancy | ✗ |
| 20. | Extension Activities – Awards and | ✗ |



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Quality Connect

| | | |
|-----|---|---------------|
| | recognitions received – List of Students | ✓ |
| 21. | Collaborations – List of Activities , Linkages- Outcomes and MOUs | ✓ |
| 22. | Department infrastructure facilities, ICT facilities | ✓ |
| 23. | Departmental Library | ✓ |
| 24. | Expenditure on Lab equipment and other resources and Expenditure on maintenance | ✓ |
| 25. | Mentorship | ✓ |
| 26. | Career Counselling and Guidance for competitive exams | ✓ |
| 27. | Placements | To be updated |
| 28. | Student progression | ✓ |
| 29. | Students qualified SET/SLET/GATE/State exams and others | ✓ |
| 30. | Alumni | ✓ |
| 31. | Wall Magazine/ News letter | ✓ |
| 32. | Minutes of Departmental meetings | ✓ |
| 33. | Financial support to teachers to attend academic events | ✓ |
| 34. | Resources generated for departmental events | X |
| 35. | Environmental consciousness – green practices | X |
| 36. | Best practices/unique features | ✓ |
| 37. | Annual Reports | X |

Suggestions:

1. Excellent documentation and presentation .
2. Some Green practices to be initiated-

Signatures :

Date : 15-04-2019

KARAD *Karad*
15/4/2019

[Signature]
15/4/19



Departmental File Index-2019 - Psychology

| S.No | Title | Remarks |
|------|---|-------------|
| 1. | Program Specific outcome, Course outcome and Syllabus , Course profile | Not updated |
| 2. | Field projects/ internships | ✓ |
| 3. | Feedback on Syllabus – Analysis and action taken report | Not updated |
| 4. | Program for Advanced Learners and Slow Learners , Remedial Classes, Bridge course - List of Students | Incomplete |
| 5. | Teaching Learning process – Student Centric Methods used | ” |
| 6. | Use of ICT and E resources 1. List of PPTs 2. List of Videos recorded 3. Other E resources | ” |
| 7. | Teaching plans | X |
| 8. | Awards/ recognitions at national /International/Government and other recognized bodies received by faculty / Faculty as Resource person | — |
| 9. | Attainment of course outcomes | In complete |
| 10. | Results | ” |
| 11. | Student feedback on teaching | ” |
| 12. | Academic Extension Activities – International/national conferences / Guest Lectures / Workshop/ Training programs - Organised | ” |
| 13. | Academic Extension Activities – Conference / Faculty Development programmes/ Refresher/Orientation / Workshop/Training programmes – attended. Participation certificates/Papers presented | ✓ |
| 14. | Seed money/Financial Assistance | — |
| 15. | MRPs / Faculty as Research Guides (funded by Government and non Government Agencies) | — |
| 16. | Workshops and Seminars conducted (Research related) | — |
| 17. | Research papers published in journals notified on UGC website , Citation Index- Reprints. | — |
| 18. | Books and Chapters in edited volumes | — |
| 19. | Consultancy | — |
| 20. | Extension Activities – Awards and | — |



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Quality Connect

| | recognitions received – List of Students | |
|-----|---|--------------------------|
| 21. | Collaborations – List of Activities , Linkages- Outcomes and MOUs | Not updated |
| 22. | Department infrastructure facilities, ICT facilities | ✓ |
| 23. | Departmental Library | ✓ |
| 24. | Expenditure on Lab equipment and other resources and Expenditure on maintenance | ✓ |
| 25. | Mentorship | Not updated |
| 26. | Career Counselling and Guidance for competitive exams | u |
| 27. | Placements | — |
| 28. | Student progression | — |
| 29. | Students qualified SET/SLET/GATE/State exams and others | — |
| 30. | Alumni | — |
| 31. | Wall Magazine/ News letter | — |
| 32. | Minutes of Departmental meetings | Not updated / Incomplete |
| 33. | Financial support to teachers to attend academic events | — |
| 34. | Resources generated for departmental events | — |
| 35. | Environmental consciousness – green practices | — |
| 36. | Best practices/unique features | ✓ |
| 37. | Annual Reports | — |

Suggestions:

- Students list to be kept in file (12)
- Consultancy can be focused and record this as document
- Dept. Library – student log register has to be started
- Dept. Lab – Stock register need to be maintained

Signatures:

Date : 15-04-2019



Departmental File Index-2019

FRENCH

| S.No | Title | Remarks |
|------|--|---------------------|
| 1. | Program Specific outcome, Course outcome and Syllabus , Course profile | ✓ |
| 2. | Field projects/ internships | X |
| 3. | Feedback on Syllabus – Analysis and action taken report | ✓ |
| 4. | Program for Advanced Learners and Slow Learners , Remedial Classes, Bridge course - List of Students | ✓ |
| 5. | Teaching Learning process – Student Centric Methods used | ✓ |
| 6. | Use of ICT and E resources 1. List of PPTs 2. List of Videos recorded 3. Other E resources | ✓ |
| 7. | Teaching plans | ✓ |
| 8. | Awards/ recognitions at national /International/Government and other recognized bodies received by faculty / Faculty as Resource person | X |
| 9. | Attainment of course outcomes | X |
| 10. | Results | Analysis to be done |
| 11. | Student feedback on teaching | X |
| 12. | Academic Extension Activities – International/national conferences / Guest Lectures / Workshop/ Training programs - Organised | ✓ |
| 13. | Academic Extension Activities – Conference / Faculty Development programmes/ Refresher/Orientation / /Workshop/Training programmes – attended. Participation certificates/Papers presented | ✓ |
| 14. | Seed money/Financial Assistance | X |
| 15. | MRPs / Faculty as Research Guides (funded by Government and non Government Agencies) | X |
| 16. | Workshops and Seminars conducted (Research related) | X |
| 17. | Research papers published in journals notified on UGC website , Citation Index- Reprints. | X |
| 18. | Books and Chapters in edited volumes | X |
| 19. | Consultancy | X |
| 20. | Extension Activities – Awards and | X |



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| | recognitions received – List of Students | |
|-----|---|---|
| 21. | Collaborations – List of Activities , Linkages- Outcomes and MOUs | X |
| 22. | Department infrastructure facilities, ICT facilities | ✓ |
| 23. | Departmental Library | X |
| 24. | Expenditure on Lab equipment and other resources and Expenditure on maintenance | X |
| 25. | Mentorship | X |
| 26. | Career Counselling and Guidance for competitive exams | X |
| 27. | Placements | X |
| 28. | Student progression | ✓ |
| 29. | Students qualified SET/SLET/GATE/State exams and others | X |
| 30. | Alumni | ✓ |
| 31. | Wall Magazine/ News letter | X |
| 32. | Minutes of Departmental meetings | ✓ |
| 33. | Financial support to teachers to attend academic events | ✓ |
| 34. | Resources generated for departmental events | X |
| 35. | Environmental consciousness – green practices | X |
| 36. | Best practices/unique features | ✓ |
| 37. | Annual Reports | X |

Suggestions:

1. Documentation → satisfactory
2. Areas to be strengthened are :- MOU, Research and Environment Consciousness

Signatures :

K. R. Reddy
15/4/2019

[Signature]
15/4/19

Date : 15-04-2019



Report 2018-19



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Internal Academic Audit Report 2018-19

Internal Audit was conducted on 15-04-2019.

An internal peer team audit was conducted on 15th April, 2019. 5 committees of auditors were constituted by IQAC comprising of members of IQAC, heads of the departments and senior faculty of the college. Following are the observations and suggestions made:

Files/records in almost all the departments were completed, and doing well with respect to the academic outputs and collaborations. Audit team gave the following suggestions

- Improve research component and consultancy by the faculty of the departments where there is a possibility.
- Develop networking by establishing MoUs and Collaborations
- More focus on Environment awareness and protection practices and activities.

Follow-up Action

- Principal & IQAC Coordinator gave the suggestions and follow-up actions to be taken in meetings with HoDs
 - ✓ Life Science departments: apply for research projects and DBT Star Scheme.
 - ✓ Social Science departments: plan for sponsored conferences, seminars and workshops.
 - ✓ Physical Science departments: more focus on research related activities
 - ✓ All the departments were suggested to carry out environmental sustainable practices and activities.

Internal Administration Audit Report: The Audit team has checked for the maintenance and updation of administrative and finance related files. It was found that most of the files were updated with the required data. Budget and Finance related files were updated with audit statements.

S. Arthana
20/4/19



Administrative Audit 2018-19

St. Ann' College for Women
Internal Quality Assurance Cell



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↓ Administrative Documents -UG

2018-19

| S.NO. | NAME OF THE FILE | |
|-------|--|---|
| 1 | Academic Calendar - OU & College | ✓ |
| 2 | Admissions Lists <i>Alternate Contact No. to be entered</i> | ✓ |
| 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 | ✓ |
| 9 | Faculty Profile | ✓ |
| 10 | Faculty Recruitment & Advertisement | ✓ |
| 11 | Faculty Workload | ✓ |
| 12 | Foreign Students <i>NIL (last updates 15-16)</i> | ✓ |
| 13 | Fee Register | ✓ |
| 14 | College Magazines <i>E-magazine link & PDF</i> | ✓ |
| 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 <i>Photographs for few events to be updated</i> | ✓ |
| 23 | Notices | ✓ |
| 24 | New Courses / Programs | ✓ |
| 25 | Staff Salary & Service Certificates - Aided & Un-Aided | ✓ |

Amreddy
15/4/2019

Santhosh
15/4/2019



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| | | |
|-----------------|---|---|
| 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 - <i>Include latest list</i> | ✓ |
| 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 <i>Indexing</i> | ✓ |
| U.G.C. : | | |
| 41 | Recognition under Sec.2(f) 7 12B & Mandate Form | ✓ |
| 42 | XII Plan Period | ✓ |
| 43 | Career Oriented Courses | ✓ |
| 44 | Minor Research Projects | ✓ |
| 45 | Seminars / Workshops / Conferences | ✓ |
| 46 | Travel Grant - International Seminars / Conferences. | ✓ |
| 47 | Centre for Women Studies. | ✓ |
| 48 | I.Q.A.C. | ✓ |
| 49 | Sports Equipment ; Scholarships | ✓ |
| 50 | Work Distribution - Administrative Dept. | ✓ |

Ameeba
15/4/2019

Srikanth
15/4/2019



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↓ Administrative Documents -PG

| S.NO. | NAME OF THE FILE | |
|-------|---|---|
| 1 | Academic Calendar - OU & Autonomous | ✓ |
| 2 | Admissions Lists | ✓ |
| 3 | Admission Registers | ✓ |
| 4 | Affiliation Orders | ✓ |
| 5 | A.I.C.T.E. Approvals | ✓ |
| 6 | College Hand Books | ✓ |
| 7 | College Starting G.O. | ✓ |
| 8 | College - No.of Working & Teaching Days | ✓ |
| 9 | Faculty List <i>To be updated</i> | ✓ |
| 10 | Advertisement File | ✓ |
| 11 | Fee Register - | ✓ |
| 12 | List of Courses & Programmes | ✓ |
| 13 | Marks Registers | ✓ |
| 14 | National Festivals | ✓ |
| 15 | Notice File | ✓ |
| 16 | O.U. RESULTS <i>N.A</i> | ✗ |
| 17 | Results - Autonomous | ✓ |
| 18 | Staff Particulars <i>include latest</i> | ✓ |
| 19 | Faculty Selection Committee Minutes course wise | ✓ |
| 20 | Staff C.Ls Data | ✓ |
| 21 | Staff Long Leaves - | ✓ |
| 22 | Students Strength Particulars | ✓ |
| 23 | Students T.C. Books (outgoing students) | ✓ |
| 24 | Students Caste Particulars | ✓ |
| 25 | Students Particulars | ✓ |
| 26 | Work Distribution - Administrative Dept. | ✓ |
| 27 | Fee Structure <i>Indexing</i> | ✓ |

Anne
15/4/2019

Shal
15/4/2019



Administrative Audit Report 2018-19



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Administrative Audit Report 2018 -2019

Date: 15-04-2019

Internal Audit Members:

1. Mrs.T.Anuradha, Head, Dept. of Commerce
2. Mrs. D.Srikala, Head, Dept. of Statistics

Summary of Report:

- The files pertaining to administrative aspects have been maintained and updated as prescribed.
- Data furnished was authenticated by supportive documents
- Standard procedures were being followed during administrative procedures.
- Service manuals lay down terms and conditions.
- Career oriented courses in line with the industrial requirement have been introduced,
- Satisfactory MRPs documentation.
- Faculty selection records and acquaintances recorded well.

Observations:

- Record keeping and retrieving is well maintained.
- Good demonstration by all during the audit.

Follow-up Action:

- Files pertaining to admission list, college magazines, staff - class incharge lecturers, scholarships, staff particulars to be indexed and updated.

Anuradha
15/4/2019

Srikala
15/4/2019



External Peer Team Audit 2018-19

External Peer Team is formed with two members from academic community and was conducted on **18-04-2019**

1. Prof. A. Sudhakar,
Dean, Faculty of Commerce
Dr. B R Ambedkar Open University
College,
Hyderabad

2. Dr. P. Saroja,
Principal,
Madina Degree & PG
Hyderabad

External Audit Report 2018-19

St. Ann' College for Women
Internal Quality Assurance Cell



External Academic Audit – 2018-19

Date : 18-04-2019

Time – 9.30 am onwards

| Criteria | Indicators | Remarks |
|---|------------------------------------|--|
| I. Curricular Aspects | 1. Curriculum Design | Curriculum is relevant with development of right knowledge, skills, latest technologies & values |
| | 2. Program Options | All major disciplines are covered in UG & PG in Arts, Commerce, Science & Management. Except Journalism & Mass Communication & M. Sc Nutrition & Dietetics |
| | 3. Value addition | Wide range of courses are available under AECC, COC, SOC and all depts offer IDC, EE, DHARANI is the need of the hour & a global concern. AI can be value addition to CS Dept. |
| | 4. PO, PSO, CO | Course outcome and intra program outcome are documented. PSO is assessed based on Exams, projects, Assignments & Feedback. |
| | 5. Feedback System | Highly comprehensive online feedback at different levels from all stakeholders; its analysis and action taken is commendable, a measure of quality. |
| II. Teaching Learning and Evaluation | 1 Student Enrolment | Merit based student enrolment across all socio economic levels. A good sign that B.A also has a good strength. |
| | 2. Teaching – Learning Methodology | is at its best with ICT Aids LCD class rooms, differential teaching for slow & Advanced learners, FDP, Seminars, research projects, field trips, internships & hands-on training |



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| | | |
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| | 3. Use of ICT in class room | LMS & online learning, YouTube videos uploaded by faculty, Google classroom are highly appreciable. |
| | 4. Academic events organised/ Participated | Lot of exposure & learning through Intl & National Seminars organised & participated. NPTEL online courses are a very good initiative. |
| | 5. Faculty Achievements | Faculty actively engaged in Research, higher qualifications, receiving best teacher & other awards & accomplishments is good. |
| | 6. Examination systems, Results | Results are excellent. Continuous and online internal assessment saves a lot of time & energy & is student friendly. |
| III. Research, Innovations and Extension | 1. Promotion of Research and Facilities, Seed money, MRP- On-going | Minor Research projects with seed money and support facilities provided by college management is a big boost to research output. |
| | 2. Research Publications Student Projects | ANNQUEST online magazine is a great measure for research publications with a good impact factor. Student projects and publications are also encouraging. |
| | 3. Consultancy | Vermi Composting, Plant Nursery consultancy service may be started & formalized wherever response is good. |
| | 4. Collaborations/ MOUs | MOUs with industry and exchange programs are very useful measures taken. BOS & AC also should have industrialists as external experts. |



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|---|---|--|
| | 5. Extension Activities <ul style="list-style-type: none"> • SAHHARA • NCC • NSS | SAHHARA outreach programs NCC and NSS, HealthCare Environmental awareness are Excellent. |
| IV. Infrastructure and Learning Resources | 1. Physical Facilities | Building, classrooms, furniture labs, equipment, infrastructure Auditorium, Gym are good. |
| | 2. Library as a Learning Resource | Library automated, with good collection of books, e-books & journals, online public access, INFLIBNET is good. |
| | 3 IT Infrastructure | well equipped comp labs, computer Centre for staff, IT software & hardware support to all depts & APPS developed by CS dept are appreciable. |
| V. Student Support and Progression | 1. Mentorship | Mentoring of all students by faculty with personal & Career guidance is excellent. Wish a student can choose her own mentor. |
| | 2. Support services | Net resource centre is highly useful to students for project publications. Student clubs & Digital studio for recording video are very useful. |
| | 3 Student Participation- Sports and other activities | Sports activities and some students with International acclaim and 11 th consecutive O.U. Inter-Collegiate Trophy are indeed commendable. |
| | 4 Placements | Placement record is impressive with a majority of students registered, are placed in good companies with reasonable emoluments. |
| VI. Governance, Leadership and Management | 1 Institutional Governance | Streamlined administration with Deans & Controller of exams, Committee convenors to look after various aspects in place. |



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| | | |
|-------------------|--|---|
| | 2. Faculty Empowerment Strategies | Research & FDP, NPTEL encouraged, IGo, seed money, study leave, adjustment of schedule for organizing conferences, Research Publication Centre etc. good |
| | 3. Internal Quality Assurance System | IQAAC is very effective in evaluating, refining the quality benchmarks & enhancement, continuous improvement through innovations in curricular/CO/EO/Extracurricular |
| | 4 SQAC | Quality & excellence is possible only with student engagement. SQAC here is facilitating the integration of students with learning critical skills & development. |
| | VII. Institutional Values and Best Practices | 1. Green Initiatives |
| 2. Best Practices | | Theme - "HAPPINESS" is ultimate. ED cell, women's studies for empowerment sanskriti, SAKSHI capacity building programmes, faculty may establish a national network of Research & new course |

overall: You have raised the benchmark for other Ed. Ins

Prof. A. Sudhakar
Dean, Faculty of Commerce
B.R. Ambedkar Open University
Hyderabad.

18.4.19
Dr. P. Saroja
Principal
Madina Degree & PG College
Hyderabad.

Dr. Sr. P. Amrutha
Principal
St. Ann's College for Women
Mehdipatnam, Hyd-28,



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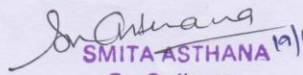
External Audit Report 2018-19

External Peer Team is formed with two members from academic community and was conducted on **18-04-2019**

Dr.(Sr.)P.Amrutha gave opening remarks followed by Institutional presentation by IQAC Coordinator, Dr.Smita Asthana. After this initial meet, the audit team visited various departments, cells, committees and facilities. Gave a detailed NAAC criterion wise report. Following is the consolidated report given by external peer team.

The external peer team was highly appreciative of the curriculum, value added courses, computation of attainment of Course Outcomes and Program Outcomes, feedback system – SAFIRE, merit based admissions, usage of ICT aids, events organised, internships, projects, online courses taken up and completed by faculty and students on NPTEL, active engagement in research, excellent results, support provided by college management to carry out minor research projects, ANNQUEST online journal, faculty and student research publications, consultancy in vermi composting and plant nursery, MoUs with industry and academia, outreach activities, health care awareness, environment conservation and awareness programs, infrastructure, library and its automation, well equipped laboratories, mentorship program for students, digital studio for video recordings of lectures, Net Resource Centre (NRC) for students, student clubs, sports activities, placements, streamlines and decentralized governance, faculty empowerment strategies – financial support for academic participation, study leave, etc. The team felt that IQAC is very effective in evaluating, refining the quality benchmarks and enhancement, continual improvement through innovations in curricular, co-curricular and extra-curricular activities. The student council, SQAC was well appreciated for the activities organised and their involvement in college level events. Peer team was glad that Eco club – Dharini is in place to practice waste management, conservation of water, energy, etc. Theme of the college – “Happiness” was complimented as “Ultimate”. Peer team visited the administrative office and checked the records/files relating to finance, admissions and faculty. The team was satisfied the way records were maintained and presented.

Peer team has identified Best practices as **Theme of the college, Women Studies for Empowerment, Sanskriti club and Capacity Building through SAKSHAM.**

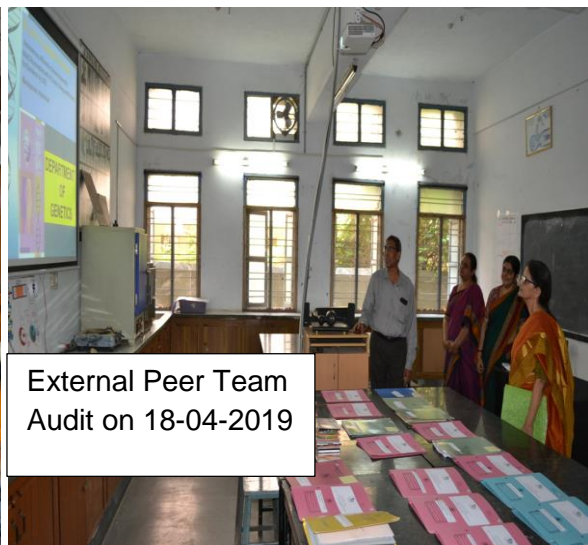
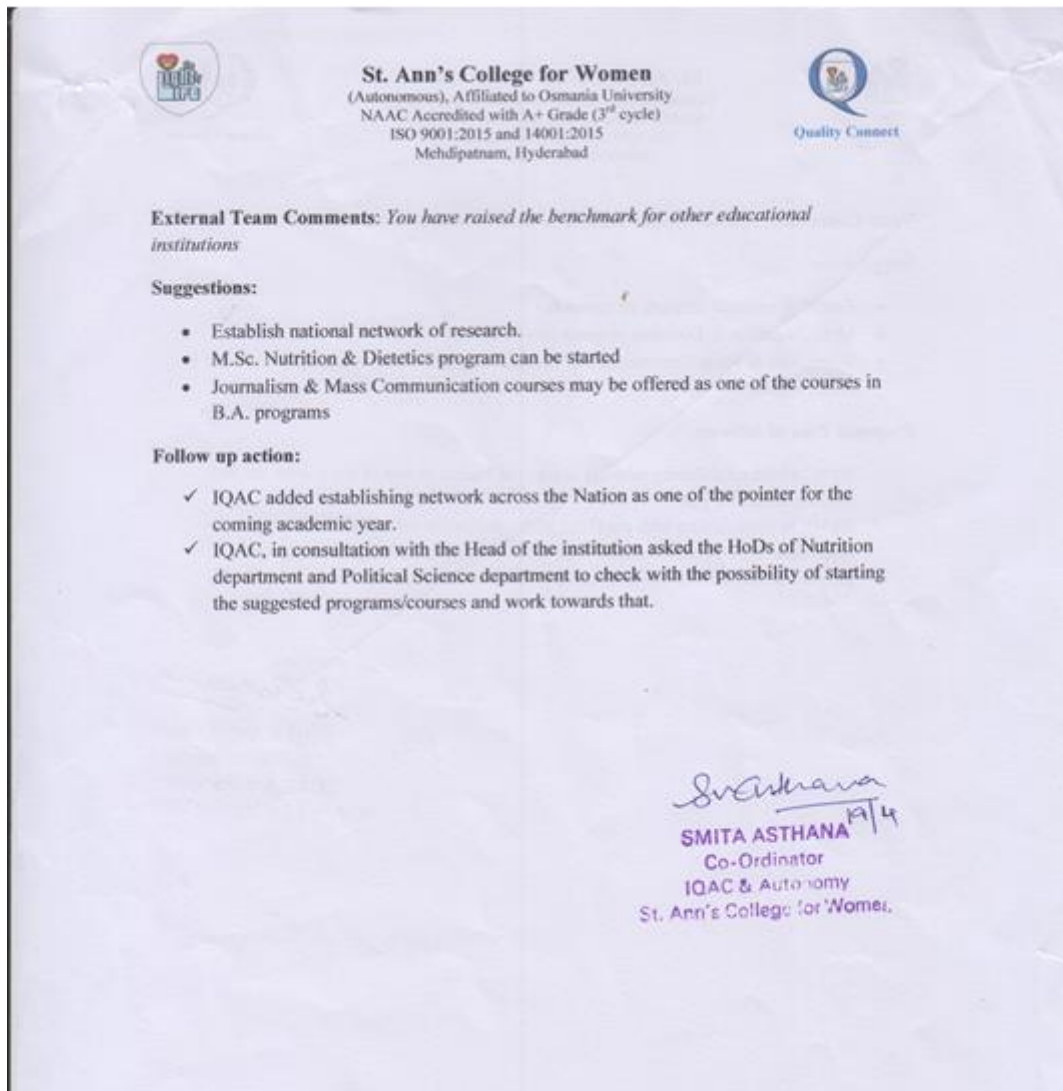

SMITA ASTHANA 12/4
Co-Ordinator
IQAC & Autonomy
St. Ann's College for Women



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External Peer Team
Audit on 18-04-2019