

# *St. Ann's College for Women*

(Autonomous), Affiliated to Osmania University  
Accredited by NAAC with A+ Grade (3<sup>rd</sup> cycle), CPE by UGC

Mehdipatnam, Hyderabad.



## **CRITERION – VI** **Governance and Leadership**

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



**2019-20**

**Canonical Institutional Audit by Mother General on  
13-08-2019**

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Mehdipatnam, Hyderabad.

**Rev. Mother P. Anthonamma**  
Superior General & President of the College  
*Canonical Institutional Visit- 13-08-2019*  
**Visit Schedule**

	Event	Time	Lec I/C
1.	Guard of Honour – NCC Cadets	08.10- 08.15 am	Ms Lydia
2.	Garlanding statue of Mother Mary	08.15-08.20 am	Ms. Nandini
3.	General Assembly	08.25-08.50 am	Dr. Radhika Mrs. Mahitha
4.	Conference Hall – Institutional PPT	08.50-09.15 am	Deans
5.	Biochemistry	09.15-09.20 am	Mrs. Sylaja
6.	Zoology	09.20-09.25 am	Dr. Tabassum
7.	Biotechnology	09.25-09.30 am	Ms. Rupa
8.	Chemistry/ SACReD	9.30-9.40 am	Dr. K.R. Radhika
9.	Genetics	9.40 -9.45 am	Dr. Venugopal
10.	Microbiology, SAHHARA	9.45-9.50 am	Mrs. CH. Jyothi
11.	Nutrition Lab inauguration	9.50-10.10 am	Mrs. Meena
12.	Computer Science & ICT	10.10-10.20 am	Ms. Nandini and Mrs. Sarala
13.	Botany	10.20-10.25 am	Dr. Usha Sri
14.	Library	10.25.10.30 am	Ms. Ratna
15.	Social Sciences in Psychology staff room	10.30.10.40 am	Heads
16.	Statistics	10.40-10.45 am	Mrs. Srikala
17.	Commerce	10.45-11.55am	Mrs. Anuradha
18.	Physics and Electronics	11.55-11.00 am	Mrs. Sarala
19.	Maths	11.00- 11.10 am	Dr. Nirmala
20.	Centre for Women's Studies/	11.10 -11.15 am	Ms. Popy
21.	English	11.15-11.20 am	Mrs. Sunitha David
22.	Gym	11.20.-11.25 am	Ms. Beena
23.		11.25-11.35 am	
24.	II Languages	11.35 -11.45 am	Heads
25.	BBA	11.45-11.50 pm	Ms. Sujatha
26.	Sports/Prayer room/Health centre	11.50-12.00 pm	Mrs. Ramya
27.	PG Departments- MBA & MCA	12.00-12.15 pm	Ms. Latha , Ms. Keerthi
28.	Office (Administrative Staff)	1.30-1.45 pm	Mrs. Shobha
29.	General Staff meeting	2.15.-2.30 pm	Mrs. Meena
30.	Non Teaching Staff meeting	2.30 -2.45 pm	Sr. Tresa

*Smita Asthana*  
SMITA ASTHANA  
Co-Ordinator  
IQAC & Autonomy  
St. Ann's College for Women



## Coffee with Coordinator Schedule

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Mehdipatnam, Hyderabad.



Date: 25-02-2020

### 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	Time	Sign
1.	English	Mrs. Sunitha David	28-02-2020	9.30 am	
2.	Arabic	Mrs. Nishath Fatima		10.00 am	✓
3.	French	Ms. Devayani Dixit		10.30 am	
4.	Hindi	Dr. Archana Jha		11.00 am	As
5.	Sanskrit	Mrs. Sridevi		11.30 am	Dr
6.	Telugu	Dr. Vishnu priya		12.00 noon	Dr
7.	Economics	Mrs. Sunitha . E		12.30 pm	Dr
8.	History	Ms. Meetha Joshi		1.00 pm	Dr
9.	Political Science	Mrs. Bhramarasree		1.15 pm	Dr
10.	Psychology	✓ Mrs. Sujani Sankar		1.30 pm	Dr
11.	Public Administration	Mrs. Kalyani M. Lavanyayuli	29-2-2020	1.45 pm	Dr
12.	Commerce	Dr Mrs. T Anuradha		2.00 pm	Dr
13.	BBM	Mrs.P. Sujatha		2.30 pm	Dr
14.	Biochemistry	Mrs. A.M. Sylaja	29-2-2020	9.30 am	Sylaja
15.	Biotechnology	Ms. Rupa Devi		10.00 am	
16.	Botany	Dr. P. Usha Shri		10.30 am	Ushashri
17.	Chemistry	Mrs. K.R. Radhika		11.00 am	K.R.R.
18.	Genetics	Dr. Venugopal Rao		11.30 am	Dr
19.	Microbiology	Ms. Jyothi	02-3-2020	12.00 noon	
20.	Nutrition	Mrs. Meena Kumari		9.30 am	Meena
21.	Zoology	Dr. Tasneem		10.00 am	Dr
22.	Mathematics	Dr. Nirmala		10.30 am	
23.	Physics & Electronics	Mrs. Sarala		11.00 am	Sarala
24.	Computer Science	Ms. Nandini		11.30 am	Nandini
25.	Statistics	Mrs. Srikala		12.00 noon	Srikala
26.	Lib. & Information Science	Ms. C.Ratna Kumari		12.30 pm	
27.	Physical Education	Ms. Ramya		12.45 pm	Dr
28.	MBA	Ms. Keerthi		1.00 pm	Keerthi
29.	MCA	Ms. Pushpa Latha		1.30 pm	P.Latha
30.	M.Com	Mrs. Usha Rani		1.45 pm	Usha
31.	M.Sc. Maths	Dr. Nirmala		2.00 pm	
32.	M.Sc. Chemistry	Dr. Ammani Das		2.15 pm	



## Report



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Mehdipatnam, Hyderabad



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### *Coffee with Coordinator*

2019-20

(28-02-2020 to 02-03-2020)

#### **OBJECTIVES**

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

#### **AGENDA**

- Vision, Objectives, Expected outcomes
- Improvements in pedagogical teaching methodology
- Evaluation reforms
- Department requirements
- Plans for the year
- Feedback review
- Career Oriented Courses, Inter Disciplinary Courses, Advanced Learners' Program
- ICT preparedness
- Innovations and new courses
- Research output
- Outreach activities
- Best Practices

*Smita Asthana*

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



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**Department of English & Languages**

1. Plan for Certificate courses
2. Encourage Students to register in online certificate courses
3. Plan for teacher training workshop
4. Plan for online intercollegiate events
5. Language related activities/projects

**Department of Social Sciences**

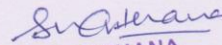
1. Encourage student research publications
2. Course material for competitive exams to be further developed
3. Encourage students to take up UGC online courses
4. Record video lectures
5. Plan for Collaborative activities
6. Initiate more cultural events

**Department of Commerce & BBA**

1. Orientation on new courses offered
2. Plan for endowment lecture, FDP
3. More students should be encouraged for internship
4. Quality publications to be encouraged, in UGC listed, Scopus and WOS journals
5. Skill development courses
6. Establish industry academia interaction and collaborations

**Department of Biological Sciences**

1. Plan for National Project
2. Encourage more students for internships
3. Focus on research
4. Download lectures of eminent scientist

  
**SMITA ASTHANA**  
Co-Ordinator  
IOAC & Autonomy  
St. Ann's College for Women



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Quality Connect

5. Recording lectures
6. Preparation of extensive question bank for Computer Based test
7. Plan for DBT, CSIR activities
8. Good digital archives

✚ **Department of Physical Sciences**

1. Plan for online intercollegiate events
2. Online collaborative activities
3. Uploading videos on you tube
4. Develop apps for outside public
5. Interdepartmental collaboration
6. Explore consultancy avenues

✚ **Departments of PG**

1. Plan some online intercollegiate activities
2. Plan for International national seminar
3. Digital Resources
4. Business fest – Intercollegiate
5. Course in collaboration with industry – Add on
6. Workshop / Corporate training skills/ interview

*Smita Asthana*  
**SMITA ASTHANA**  
Co-Ordinator  
IQAC & Autonomy  
St. Anri's College for Women



## Internal Academic Audit (virtual)

Before the end of the academic year 2019 - 20, there was a lock down situation and the college worked online due to the pandemic, COVID 19. But, IQAC of St. Ann's didn't limit its efforts. The IQAC has constituted an internal and external peer teams and submitted college annual report for their evaluation and audit. Teams have duly carried out the audit reports were mailed. Following are the reports.

Internal Audit was carried out during 06-07-2020 to 11-07-2020.

### English and Second Languages

St. Ann' College for Women CellQuality Connect		Internal Quality Assurance					
Internal audit 2019-20 English & Second Languages July, 2020							
S. No.	File Title	English	Arabic	French	Hindi	Sanskrit	Telugu
1							
2	<b>Feedback on syllabus from stake holders</b>						
	Students	Nil	Yes	Nil	Nil	Yes	Nil
	Peers	Nil	Yes	Nil	Nil	Yes	Yes
	Alumni	Nil	Yes	Nil	Nil	Yes	Nil
	Parents	Nil	Nil	Nil	Nil	Yes	Nil
3	<b>Revision/ updation of syllabus</b>	Yes	Yes	Yes	Nil	Yes	Nil
4	<b>ICT in classroom/Apps/B log</b>	Nil	Nil	Nil	Nil	Nil	Nil
5	<b>Innovation</b>	Nil	Nil	Nil	Nil	Nil	Nil
6	<b>Participation in Academic Events</b>	Yes	Yes	Yes	Yes	Yes	Yes
7	<b>Paper Presentation</b>	Yes	Yes	Nil	Yes	Yes	yes
8	<b>Guest Lectures</b>	Yes	Yes	Yes	Yes	Yes	Yes
9	<b>Academic events – organized – I/N/O/FDP/WS/T P</b>	Yes	Yes	Nil	Yes	Yes	yes
10	<b>Field trip</b>	Nil	Nil	Nil	Nil	Nil	Yes



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11	Results	Yes	Yes	Nil	Yes	Yes	Nil
12	Attainment of CO	Yes	Nil	Nil	Nil	Yes	Nil
13	Faculty As/BOS	Yes	Yes	Nil	Nil	Nil	Yes
14	NPTEL courses	Nil	Nil	Nil	Nil	Nil	Nil
15	Registered for Ph D	Yes	Nil	Nil	Nil	Nil	Nil
16	MRP	Nil	Nil	Nil	Nil	Nil	Nil
17	Publications	Yes	Nil	Nil	Yes	Yes	Yes
18	Consultancy	Nil	Nil	Nil	Nil	Nil	Nil
19	New MOU/Linkages	Nil	Yes	Nil	Nil	Nil	Nil
20	DSR	Nil	Yes	Nil	Nil	Nil	yes
21	Infrastructure added	Nil	Nil	Nil	Nil	Nil	Nil
22	Student activities/Achieve ment	yes	Yes	Nil	Yes	Yes	Nil
23	Highlights	Yes	Yes	Nil	Yes	Yes	yes
24	Achievements	Nil	Nil	Nil	Nil	Nil	Nil
25	SWOC analysis	Yes	Yes	Nil	Nil	Yes	Nil

**Remarks -**

1. Dept. of English: Satisfactory
2. Dept. of Arabic: Satisfactory
3. Dept. of French: Needs improvement
4. Dept. of Hindi: Needs improvement
5. Dept. of Sanskrit: Satisfactory
6. Dept. of Telugu: Satisfactory

Auditor : Ms. Saritha Samuel, Dept. of English







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**St. Ann' College for Women Internal Quality Assurance Cell  
Internal audit report- 2019-20 (Life sciences)**

11	Results	Nil	N/A	Yes	N/A	Yes (UG)	Yes	N/A	Yes
12	Attainment of CO	Nil	N/A	Yes	N/A	Yes (UG)	Yes	N/A	Yes
13	Faculty Awards/BOS	Yes	Nil	Nil	Yes	Yes	Yes	Yes	Yes
14	NPTEL courses	Yes	Yes	Nil	Yes	Nil	Yes	Nil	Nil
15	Registered for Ph D	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Yes
16	MRP	Yes	Nil	Yes	Yes	Yes	Nil	Yes	Nil
17	Publications	Nil	Yes	Yes	Yes	Yes		Yes	Yes
18	Consultancy	Nil	Nil	Nil	Yes	Yes	Yes	Nil	Yes
19	New MOU/Linkages	Yes	Only Linkages	MO U Only	Ys	Only MOU	Yes-Linkages only	Nil	Only MOU
20	DSR	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
21	Infrastructure added	Nil	Nil	Nil	Yes	N/A	Nil	Nil	Yes
22	Student activities/Achievement	Yes	Yes	Yes	Nil	Yes	Yes	Activity only	Yes
23	Highlights	N/A	N/A	Yes	Yes	Yes	N/A	Yes	Yes
24	Achievements	Yes	Yes	Yes	Yes	Nil	Yes	Nil	Yes
25	SWOC analysis	N/A	N/A	Yes	Yes	Nil	Yes	Yes	Yes

**Remarks:**

**Department of Biochemistry:** Some of the data has to be provided like feedback, presentations etc. They need to concentrate on publications, book chapters and Organizing academic events.

**Department of Biotechnology:** Has provided the data as per format. They need to work on paper presentations and innovations.

**Department of Zoology:** Has provided all the required data. The department is performing very well (Good). They must continue to do and also plan on organizing some academic events like FDP, workshops etc.

**Department of Botany:** Has provided all the required data. The department is performing very well (Good). They must continue to do.

**Department of Chemistry:** Has provided all the required data. The department is performing very well (Good). They must continue to do.

**Department of Microbiology:** Has provided almost all the required data, however, they need to

**St. Ann' College for Women Internal Quality Assurance Cell  
Internal audit report- 2019-20 (Life sciences)**

**Department of Nutrition:** Has provided all the required data and is doing well over all. give highlights. The department is doing fair but has to concentrate on publications.

**Department of Genetics:** Has provided all the required data and is doing satisfactory. However, some interdisciplinary research, linkages and MoUs should be established.



**Commerce & BBA**

**Internal Audit Report**

2019-20

S. No.	File Title	Commerce	BBA
1			
2	Feedback on syllabus from stake holders		
	Students	X	✓
	Peers	✓	✓
	Alumni	✓	✓
	Parents	✓	✓
3	Revision/ Updation of syllabus	✓	✓
4	ICT in classroom/Apps/Blog	∅	✓
5	Innovation	✓	✓
6	Participation in Academic Events	✓	✓
7	Paper Presentation	✓	∅
8	Guest Lectures	✓	✓
9	Academic events – organized – I/N/O/FDP/WS/TP	✓	✓
10	Field trip	✓	✓
11	Results	✓	✓
12	Attainment of CO	X	X
13	Faculty Awards/BOS	∅	∅



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14	NPTEL courses	Ø	✓
15	Registered for Ph D	Ø	✓
16	MRP	Ø	Ø
17	Publications	✓	Ø
18	Consultancy	Ø	Ø
19	New MOU/Linkages	✓	✓
20	DSR	✓	✓
21	Infrastructure added	✓	✓
22	Student activities/Achievement	Ø	✓
23	Highlights	✓	✓
24	Achievements	Ø	Ø
25	SWOC analysis	✓	✓

✓ - Submitted, ✗ - Not submitted, Ø - Nil

Remarks:

Department of Commerce: Good but need to focus on the areas like Faculty PhD, MRP, Consultancy and ICT usage.

Department of BBA: Good but need to focus on the areas like Paper presentations, MRP, Publications and Consultancy.


Name - *B. Indira*

(Ms. B. Indira Priyadarshini, Dept. of Business Management.)



**Physical Sciences**

**St. Ann' College for Women**  
Internal Quality Assurance Cell

  
Quality Connect

**Internal Audit 2019-20**  
**Physical Science Departments - July, 2020**

S. No.	File Title	Mathematics	Physics/ Electronics	Statistics	Comp. Science
1	<b>Feedback on syllabus from stake holders</b>				
	Students	Yes	Yes	Yes	Yes
	Peers	Yes	Yes	Yes	Yes
	Alumni	Yes	Yes	Yes	Yes
	Parents	Yes	Yes	Yes	Yes
2	<b>Revision/ updation of syllabus</b>	Changes are incorporated as per Osmania university syllabus	Yes	Nil	Yes
3	<b>ICT in classroom/Apps/Blog</b>	Yes Apps and Blog: Nil	Yes	Yes Apps and Blog: Nil	Yes
4	<b>Innovation</b>	Yes(In Teaching)	Yes	Yes(In Teaching )	Yes(In Teaching )
5	<b>Participation in Academic Events</b>	Yes	Yes	Yes	Yes
6	<b>Paper Presentation</b>	Yes	Yes	Nil	Yes
7	<b>Guest Lectures</b>	Nil	Yes	Yes	Yes
8	<b>Academic events – organized – I/N/O/FDP/WS/TP</b>	Yes (I)	Yes (I, N)	Yes (N)	Yes
9	<b>Field trip</b>	Nil	Yes	Yes	Nil



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10	Results	Yes	Yes	Nil	Yes
11	Attainment of COs	Yes	Yes	Yes	Yes
12	Faculty Awards/BOS	Awards: Nil BOS: Yes	Yes	Nil	Awards: Nil BOS: Yes
13	NPTEL courses	Nil	Yes	Yes	
14	Registered for Ph D	Yes	Nil	Nil	Nil
15	MRP	Nil	Nil	Nil	Yes
16	Publications	Yes	Nil	Nil	Yes
17	Consultancy	Yes	Yes	Nil	Yes
18	New MOU/Linkages	Nil	Yes	Nil	Nil
19	Department Social Responsibility	Yes	Yes	Yes	Yes
20	Infrastructure added	Nil	Nil	Nil	Nil
21	Student activities/Achievement	Yes	Yes	Yes	Yes
22	Highlights	Yes	Yes	Yes	Yes
23	Achievements	Yes	Yes	Yes	Yes
24	SWOC analysis	Yes	Yes	Yes	Yes

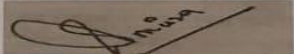
**Remarks – Department of Mathematics: Good but need to focus on field trips, internships for students, research by faculty, NPTEL Courses.**

**Department of Physics & Electronics: Good and need to focus on Research by staff, MRPs and paper presentations/ Publications in SCOPUS indexed journals.**

**Department of Statistics: Good and need to focus on Research by staff, MRPs and paper presentations/ publications in SCOPUS indexed journals, try for consultancy by faculty.**

**Department of Computer Science: Good. Research at the department by staff can be strengthened and can try for MOUs/Linkages.**

Name – Mrs. Santoshi Misra, Department of Mathematics



**Post Graduate Depts.**



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Internal Quality Assurance

Internal Audit 2019-20  
July, 2020  
PG Departments

S. No.	File Title	MCA	M.Com	MBA	M.Sc Maths	M.Sc Chemistry	PG Nutrition
1							
2	<b>Feedback on syllabus from stake holders</b>	Yes	Yes	Nil	Yes	Yes	Yes
	Students	Yes	-		Yes	Yes	Yes
	Peers	Yes	-		Yes	Yes	Yes
	Alumni	Yes	-		Yes	Yes	Yes
	Parents	Yes	-		Yes	Yes	Yes
3	<b>Revision/ updation of syllabus</b>	As per O U	Nil	Nil	As per OU	Nil	Yes
4	<b>ICT in classroom/Apps/Blog</b>	Yes	Yes	Yes	Yes	Yes	Yes
5	<b>Innovation</b>	Yes	Yes	Yes	Yes	Yes	Yes
6	<b>Participation in Academic Events</b>	Yes	Nil	Yes	Nil	Yes	Yes
7	<b>Paper Presentation</b>	Yes	Nil	Nil	Yes	Yes	Yes
8	<b>Guest Lectures</b>	Yes	Nil	Yes	Nil	Yes	Yes
9	<b>Academic events – organized – I/N/O/FDP/WS/TP</b>	Yes- N	Nil	Yes- N,S	Nil	Yes	Nil
10	<b>Field trip</b>	Yes	Nil	Yes	Nil	Yes	Yes
11	<b>Results</b>	Yes	Yes	Yes	Yes	Nil	Yes
12	<b>Attainment of CO</b>	Yes	Yes	Nil	Nil	Nil	Yes
13	<b>Faculty Awards/BOS</b>	Yes	Yes	Nil	Nil	Yes	Yes
14	<b>NPTEL courses</b>	Nil	Nil	Nil	Nil	Nil	Nil



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15	Registered for Ph D	Yes	Nil	Yes	Yes		Yes
16	MRP	Nil	Nil	Nil	Nil	Yes	Nil
17	Publications	Yes	Nil	Nil	Nil	Yes	Yes
18	Consultancy	Nil	Nil	Nil	Yes	Yes	Yes
19	New MOU/Linkages	OnlM OU	Nil	Only MOU	Nil	Only MOU	Only MOU
20	DSR	Yes	Yes	Yes	Yes	Yes	Yes
21	Infrastructure added	N/A	N/A	N/A	N/A	N/A	Yes
22	Student activities/Achievement	Yes	Yes	Yes	Nil	Yes	Yes
23	Highlights	Yes	Yes	Yes	Yes	Yes	Yes
24	Achievements	Yes	Yes	Yes	Nil	Nil	Yes
25	SWOC analysis	Yes	Yes	Nil	Yes	Nil	Yes

**Remarks** - Department of MCA: Good (They have provided all the data)

Department of M.Com: They didn't organize many events. Data given according to the events organized.

Department of MBA: Satisfactory but they have to concentrate more on few areas like presentation, publications, SWOC analysis etc.

Department of M. Sc Maths: Satisfactory but they have to concentrate more on presentation, publications, Student centric activities, Field Trips etc. (yet to be received some more data)

Department of Nutrition: Good (They have provided all the events organized)

**Note: Innovation/Best practices of PG departments are appreciable.**

Name - K. Rajeswari Department of Computer Science.

*K. Rajeswari*





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**Internal Virtual Academic Audit Report**

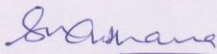
**Date:** 06-07-2020 to 11-07-2020

Before the end of the academic year 2019 - 20, there was a lock down situation due to pandemic, COVID 19 and the college worked online. But, IQAC of St. Ann's didn't limit its efforts. The IQAC has constituted an internal audit teams and submitted college annual report for their evaluation and audit. Teams have duly carried out the audit reports were submitted.

Internal Audit was carried out during 06-07-2020 to 11-07-2020.

**Follow up action:** From the reports, IQAC felt that most of the departments need to focus on academic research, creating and using ICT materials in teaching learning process.

As it is a lock down period, all the departments were suggested to conduct online activities, focus on research, develop e-content to facilitate online teaching, do online courses and acquire certifications by doing MOOCs in relevant courses, etc. To this effect, the college saw many online seminars, conferences; quizzes were conducted by all the departments, committees and IQAC. Few faculty members have done online courses and created e-content.



SMITA ASTHANA 14/7

Co-Ordinator

IQAC & Autonomy

St. Anni's College for Women



## **External Peer Team Audit Report 2019 - 20**

**Date: 21-11-2020**

The IQAC has constituted an external peer team and submitted the college annual report for their evaluation and audit. Team members have duly carried out the audit and reports were mailed.

External Peer Team is formed with two members from academic community.

**1. Dr. P. Saroja,**  
**Principal,**  
**Madina Degree and PG College,**  
**Hyderabad**

**2. Dr. N. V. Kavitha,**  
**Head, Governance,**  
**Avinash College of Commerce,**  
**Hyderabad**

### **External Audit Reports**

#### **Report 1: Dr. P. Saroja**

<b>Criteria</b>	<b>Indicators</b>	<b>Remarks</b>
<b>I. CurricularAspects</b>	1. Curriculum Design	Is good, in tune with the goals of the college
	2. Program Options	Varied. Many Options are available. New Programs in Data Science & Data Analytics are excellent
	3. Value addition	Career Oriented courses and advanced Learner Programs are some of the good value additions
	4. FeedbackSystem	Feedback Mechanism is good. Remedial measures to be taken on Feedback given by stake holders, wherever needed, for improvement
<b>II. Teaching Learning and Evaluation</b>	1 Student Enrolment	Equal opportunity should be given to all socio and economic backgrounds
	2. Teaching – Learning Methodology	Online ICT using technology platforms / Offline Smart board - Teaching methods are good
	3. Use of ICT in class room	Is Excellent like Google classroom



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	4. Academic events organised/ Participated	Several varied activities at National and International Level are organized giving good exposure to staff & Students
	5. Faculty Achievements	Faculty are actively involved in FDP, MRP, Research and publications
	6. Examination systems, Results	Results are good except M.Sc. Chemistry
<b>III. Research, Innovations and Extension</b>	1. Promotion of Research and Facilities, Seed money, MRP funded	MRPs are granted by funding agencies. Seed money can be enhanced for those not funded
	2. Research Publications	Good to note Several International publications
	3. Consultancy	Good efforts and earnings are made
	4. Collaborations/ MOUs	New collaborations are done
	5. Extension Activities <ul style="list-style-type: none"><li>• SAHHARA</li><li>• NCC</li><li>• NSS</li></ul>	Good work by NSS and NCC
<b>IV. Infrastructure and Learning Resources</b>	1. Physical Facilities	Good. New labs for M.Sc. Nutrition established
	2. Library as a Learning	



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	Resource	Many Books and periodicals added
	2. Support services	Eco club, CHEF's club and women's centre are Good initiatives
	3 Student Participation- Sports and other activities	Very good
	4 Placements	Career Guidance and Good placements
<b>V. Governance, Leadership and Management</b>	1 Institutional Governance	Established systems are in place with monitoring for efficient functioning
	2. Faculty Empowerment Strategies	Staff participated in FDP / FIP Programs
	3. Internal Quality Assurance System	Functioning very well
	4 SQAC	Is good
<b>VI. Institutional Values and Best Practices</b>	1. Green Initiatives	E-Waste management drive is good
	2. Best Practices	SAKSHAM cell is very useful

All the good work is continued as usual. Good Luck for future endeavors.

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External Peer Team Audit –2019-2020- IQAC Page 3

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~~Signature~~

**Dr. P. Saroja**  
 Prof. Principal  
 Madina Degree & PG College  
 Hyderabad

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External Peer Team Audit –2019-2020- IQAC Page 4



**Report 2: Dr. N. V. Kavitha**

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External Academic Audit 2019 –2020

Criteria	Indicators	Remarks
<b>I. Curricular Aspects</b>	1. Curriculum Design	<ul style="list-style-type: none"><li>Well Designed Curriculum (CBCS)</li></ul>
	2. Program Options	<ul style="list-style-type: none"><li>Wide and Varied programme option are in place</li><li>Introduction of three new programmes at UG level and 2 new programme at PG level are well appreciated, as the new programmes are in tune with the present day requirements.</li></ul>
	1. Value addition	<ul style="list-style-type: none"><li>Apartment from SEC and ALP, Establishment of institutional innovation council, IPR and Incubator Centre in the current year are very good platforms that provide value addition to the learners.</li></ul>
	2. Feedback System	<ul style="list-style-type: none"><li>Good Feedback Mechanism is internalised in the institution, reflecting the progress of the institute.</li></ul>
<b>II. Teaching Learning and Evaluation</b>	1 Student Enrolment	<ul style="list-style-type: none"><li>Good</li></ul>
	2. Teaching – Learning Methodology	<ul style="list-style-type: none"><li>Very Good. Recognised Swayam platform and MOOCS are best examples of innovative</li></ul>

External Peer Team Audit –2019- 20 - IQAC Page 1



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		and modern methods adopted in teaching by the faculty.
	3. Use of ICT in class room	<ul style="list-style-type: none"> <li>• Excellent</li> </ul>
	4. Academic events organised/ Participated	<ul style="list-style-type: none"> <li>• Very Good.</li> </ul> In the year of pandemic more than 600 events being organised is self-explanatory of the commitment of the faculty
	5. Faculty Achievements	<ul style="list-style-type: none"> <li>• Good</li> </ul>
	6. Examination systems, Results	<ul style="list-style-type: none"> <li>• Results are good</li> </ul> Micro management would enhance the results of subjects like Chemistry
<b>III. Research, Innovations and Extension</b>	1 Promotion of Research and Facilities, Seed money, MRP funded	<ul style="list-style-type: none"> <li>• Excellent.</li> </ul> Congratulations for the award of Star status to the institute
	2. Research Publications	<ul style="list-style-type: none"> <li>• Good, but the institute has the capacity to increase the number of publications</li> </ul>
	3. Consultancy	<ul style="list-style-type: none"> <li>• Good</li> </ul> Found certain departments extending consultancy
	4. Collaborations/ MOUs	<ul style="list-style-type: none"> <li>• Good no of collaborations and MOUs attained during the year</li> </ul>
	5. Extension Activities <ul style="list-style-type: none"> <li>• SAHHARA</li> <li>• NCC</li> </ul>	<ul style="list-style-type: none"> <li>• Good</li> </ul>



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PHOTO-2020-11-18-14-02-33.jpg

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	5. Extension Activities <ul style="list-style-type: none"><li>• SAHHARA</li><li>• NCC</li><li>• NSS</li></ul>	• Good
IV.  Infrastructure and Learning Resources	1. Physical Facilities	• Excellent
	2. Library as a Learning Resource	• Good
	2. Support services	• Good
	3 Student Participation-Sports and other activities	• Excellent
	4 Placements	• Good
V.  Governance, Leadership and Management	1 Institutional Governance	• Very Good
	2. Faculty Empowerment Strategies	• Good
	3. Internal Quality Assurance System	• Excellent
	4 SQAC	• Good
VI. Institutional Values and Best Practices	1. Green Initiatives	• Can be improved
	2. Best Practices	• Having College official mobile app is commendable

*N.V. Kavitha*  
Dr. N.V. Kavitha  
Head, Academic Governance  
Avinash Group of Institutions  
Hyderabad

External Peer Team Audit - 2019-20 - IQAC Page 3

1/



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**External Virtual Academic Audit Report**

**Date: 21-11-2020**

The IQAC has constituted an external peer team for a virtual audit and submitted the college annual report for their evaluation and audit. Team members have duly carried out the audit and reports were mailed.

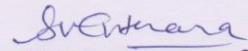
External Peer Team is formed with two members from academic community.

**1. Dr. P. Saroja,**  
Principal,  
Madina Degree and PG College,  
Hyderabad

**2. Dr. N. V. Kavitha,**  
Head, Governance,  
Avinash College of Commerce,  
Hyderabad

The team was satisfied with the kind of academic, extra-curricular activities that are being carried out in the college. One of the peer team members suggested creating a College App for students with all the information regarding examinations, fee payment, etc.

**Follow up action:** The head of the institution and IQAC also felt the need of a College App and assigned the work of creating the app to ICT committee of the college.

  
SMITA ASTHANA 25/11

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





**Internal Administrative Audit Proformas**

St. Ann' College for Women  
Internal Quality Assurance Cell

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**Administrative Documents -UG**

**2019-20**

S.NO.	NAME OF THE FILE	
1	Academic Calendar - OU & College	✓
2	Admissions Lists	✓
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 <i>Some profiles to be updated</i>	✓
10	Faculty Recruitment & Advertisement	
11	Faculty Workload <i>Update</i>	
12	Foreign Students <i>No intake</i>	
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	✓
<del>19</del>	<del>M.H.R.D.</del>	
<del>20</del>	<del>Marks Registers</del>	
<del>21</del>	<del>Medals - O.U. &amp; College</del>	
<del>22</del>	<del>National Festivals</del>	
<del>23</del>	<del>Notices</del>	
<del>24</del>	<del>New Courses</del>	
<del>25</del>	<del>Staff Salary &amp; Service Certificates - Aided &amp; Un-Aided</del>	
<del>26</del>	<del>Govt. Budget for Aided Salaries.</del>	

*Annexure*  
*27/9/21*

*Francis*  
*27/9/21*



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St. Ann' College for Women Internal Quality Assurance Cell		Quality Connect
27	O.U. Rules of Admission into Degree	✓
28	Provision of College for conduct of Competitive Exams <i>Index</i>	✓
29	Physically / Visually students particulars	✓
30	Results	✓
31	Staff - Class Incharges -	✓
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>State &amp; Central updated</i>	✓
<b>U.G.C. :</b>		
41	Recognition under Sec.2(f) 7 12B & Mandate Form	✓
42	XII Plan Period	✓
43	Career Oriented Courses	✓
44	Minor Research Projects <i>Latest approved MRP list</i>	✓
45	Seminars / Workshops / Conferences	✓
46	Travel Grant - International Seminars / Conferences.	✓
47	Centre for Women Studies.	✓
48	I.Q.A.C.	✓
49	Sports Equipment ; Scholarships - <i>student list</i>	✓
50	Work Distribution - Administrative Dept.	✓

*Amecdon*  
*27/9/21*

*Francis*  
*27/9/21*



St. Ann' College for Women  
Internal Quality Assurance Cell

Quality Connect

↓ 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	✓
10	Advertisement File	✓
11	Fee Register -	✓
12	List of Courses & Programmes	✓
13	Marks Registers	✓
14	National Festivals <i>List of contents</i>	✓
15	Notice File	✓
16	O.U. RESULTS <i>Not Applicable</i>	
17	Results - Autonomous	✓
18	Staff Particulars	✓
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	✓

*Anne*  
27/9/2021

*Francis*  
27/9/21



St. Ann' College for Women  
Internal Quality Assurance Cell



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↓ Administrative Documents -UG

2020-21

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

*Amreddy*  
2/1/19

*Francis*



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<del>26</del>	Govt. Budget for Aided Salaries.
<del>27</del>	O.U. Rules of Admission into Degree
<del>28</del>	Provision of College for conduct of Competitive Exams
<del>29</del>	Physically / Visually students particulars
<del>30</del>	Results
<del>31</del>	Staff - Class Incharges -
<del>32</del>	Staff Retirement
<del>33</del>	Staff C.Ls Data & 100% Attendance
<del>34</del>	Staff Service Registers - AIDED.
<del>35</del>	Staff Long Leaves
<del>36</del>	Students Strength Particulars <i>Sanctioned / Approved &amp; Actual strength updated.</i>
<del>37</del>	Students T.C. & Bonafide Certificates - Outgoing Batches.
<del>38</del>	Students Caste Particulars ; Other States & N.R.I. Particulars.
<del>39</del>	Students Letters - Particulars
<del>40</del>	Scholarships
	<b>U.G.C. :</b>
<del>41</del>	Recognition under Sec.2(f) 7 12B & Mandate Form
<del>42</del>	XII Plan Period
<del>43</del>	Career Oriented Courses
<del>44</del>	Minor Research Projects <i>Update approval letters</i>
<del>45</del>	Seminars / Workshops / Conferences
<del>46</del>	Travel Grant - International Seminars / Conferences.
<del>47</del>	Centre for Women Studies.
<del>48</del>	I.Q.A.C.
<del>49</del>	Sports Equipment ; Scholarships
<del>50</del>	Work Distribution - Administrative Dept.

*Amrinder*  
2/7/19

*Farhan*



St. Ann' College for Women  
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↓ Administrative Documents -PG

S.NO.	NAME OF THE FILE
<del>1</del>	Academic Calendar - OU & Autonomous
<del>2</del>	Admissions Lists
<del>3</del>	Admission Registers
<del>4</del>	Affiliation Orders
<del>5</del>	A.I.C.T.E. Approvals
<del>6</del>	College Hand Books
<del>7</del>	College Starting G.O.
<del>8</del>	College - No.of Working & Teaching Days
<del>9</del>	Faculty List <i>Year/Date wise segregation</i>
<del>10</del>	Advertisement File
<del>11</del>	Fee Register -
<del>12</del>	List of Courses & Programmes
<del>13</del>	Marks Registers
<del>14</del>	National Festivals
<del>15</del>	Notice File
<del>16</del>	O.U. RESULTS <i>Not applicable</i>
<del>17</del>	Results - Autonomous <i>to be updated</i>
<del>18</del>	Staff Particulars
<del>19</del>	Faculty Selection Committee Minutes course wise
<del>20</del>	Staff C.Ls Data
<del>21</del>	Staff Long Leaves -
<del>22</del>	Students Strength Particulars
<del>23</del>	Students T.C. Books (outgoing students)
<del>24</del>	Students Caste Particulars
<del>25</del>	Students Particulars
<del>26</del>	Work Distribution - Administrative Dept.
<del>27</del>	Fee Structure <i>Updated</i>

*Amritha*  
21/9/2021

*Fazari*



Finance Reports

1<sup>st</sup> Oct 2021

± Document Index

S.NO.	NAME OF THE FILE
<b>I</b>	<b>Acquittance Registers :</b>
1	Aided - Teaching & Non- Teaching - U.G. ✓
2	Un-Aided - Teaching - U.G. ✓
3	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, Nutrition, Maths ✓
8	Staff - P.G. Dip. In Nutrition & Dietetics ✓
<b>II</b>	<b>Bank Statements :</b>
9	Aided - General & Special A/c wise statements 2016-21.
10	General - Un-Aided ✓
11	Special - Un-Aided ✓
12	Maintenance ✓
13	P.G. Courses ✓
<b>III</b>	<b>Cash Books : Using Tally - Computerised statements</b>
14	Un-Aided - General updated upto sept 2021
15	Un-Aided - Special "
16	Maintenance "
17	Aided - General "
18	Aided - Special "
19	M.B.A. "
20	M.C.A. "



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21	M.Com.	updated upto Sept 2021.
22	M.Sc. - Maths	"
23	M.Sc. - Chemistry	"
	M Sc Nutrition	"
24	P.G. Dip. in Nutrition & Dietetics	
25	Annual Audit Reports & Budget	upto 2016-17.
26	Building Plans - Block wise	✓
27	College Land Documents	✓
28	College Medals - Fixed Deposits.	✓
29	Corpus Fund - Fixed Deposits	✓
30	Minority Certificate of the college	zero ✓
31	Governing Council Minutes	✓
32	E.P.F. - U.G.	✓
33	E.P.F. - P.G.	✓
34	Fee Structure - U.G. & P.G.	upto 2019-20.
35	Fee Concessions	Total for - 2020-21 comb. wise ✓
36	Form - 16 - 2012 - 18	upto 201
37	GSLI - U.G. & P.G.	updated upto Aug 2021.
38	Professional Tax - U.G.	updated upto Sept 2021
39	Professional Tax - P.G.	updated upto Sept 2021
40	Rental Agreement for Canteen & Stationery	✓

41. ESI

updated upto Sept 2021.

42. Internal Audit.

letters of Deputation upto 2021.

Internal Audit: T. Anuradha.

Anuradha





## Internal Administrative Audit Report 2019-2021



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### Administrative Audit Report 2019 -2021

Date: 27-09-2021

**Internal Audit Members:**

1. Mrs.T.Anuradha, Head, Dept. of Commerce
2. Dr.Francina Mary, Director, Dept. of Business Management (MBA)

**Summary of Report:**

- The administrative file maintenance and updating has been done in accordance with the guidelines.
- Supporting documents are used to verify the data that is provided.
- Administrative processes are conducted according to standard procedures.
- Highly effective sports facility that hosts and competes in college-level events.
- Excellent MRPs documentation.
- Records of faculty selection and acquaintances were well-recorded.

**Follow-up Action:**

- **Updation of Files :** Faculty Profile , Grant- in Aid, Student strength particulars are updated
- **Cover Pages :** List of Programs, Results – Autonomous cover pages are asked to made

**Conclusion:**

Well, maintained and documented records pertaining to the administrative aspects of the institution.

*Anuradha*  
27/9/2021

*Francina*  
27/9/21