

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



2020-2021

**Internal Academic & Administrative Audit was conducted
during 29-09-2021 to 05-10-2021**

Schedule of Audit

St. Ann's College for Women
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Mehdipatnam, Hyderabad
Internal Quality Assurance Cell

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Schedule of Academic Audit – Internal – 2020-21

Department	Audit Team	Date
English Arabic, Hindi, French, Sanskrit, Telugu	Ms. Anuradha Ms. Nishath Ms. Saritha	27/09/2021
Zoology Microbiology	Ms. Shailaja Ms. Aphia	27/09/2021
Social Sciences Economics, History Political Science Public Administration	Ms. Mahita Dr. Tasneem jahan	29/09/2021
Commerce	Dr. Meena Ms. Francina	29/09/2021
M.Com	Dr. Meena Ms. Francina	29/09/2021
BBA MBA	Ms. Anuradha Ms. Suma	29/09/2021
Mathematics MCA	Ms. Srikala Ms. Aparna	01/10/2021
Physics and Electronics Computer Science Statistics	Dr. Nirmala Dr. Santoshi	01/10/2021
Biotechnology Biochemistry	Dr. Venugopal Rao Dr. Ushashri	4/10/2021
Genetics	Ms. Jyothi Ms. Aphia	4/10/2021
Chemistry (UG & PG)	Dr Meena Ms. Jyothi	4/10/2021
Nutrition Botany	Ms. Vijayavalli Dr. Ammani Dr. Tasneem	4/10/2021

- Heads please coordinate with visiting teams about mutually convenient timings.
- Kindly show the presentation made for autonomy visit team

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

Internal Academic Audit Proformas



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Internal Audit : 20-21
 Department *Zoology...*

File No.	Cri Ref	Title	Remarks
1.	C I . 1	Program Specific outcome, Course outcome and Syllabus , Course profile	Completed
2.	C I . 2	Field projects/ internships	Student projects for 2020-21 & Internships to be included.
3.	C I . 3	Feedback on Syllabus – Analysis and action taken report	✓
4.	C II. 1	Program for <ul style="list-style-type: none"> • Advanced Learners • Slow Learners • Remedial Classes - List of Students Bridge course –Time table 	✓ ✓ ✓ ✓
5.	C II. 2	Teaching Learning process – Student Centric Methods used	20-21 4 Activities Online - 2 Offline - 2
6.	C II. 3	Use of ICT and E resources 1. List of PPTs 2. List of Videos recorded 3. Other E resources Blogs	Number of ppt/videos/faculty ✓ PPT-209 Videos - Nil
7.	C II. 4	Teaching plans	✓
8.	C II. 5	Awards/ recognitions at national /International/Government and other recognized bodies received by faculty / Faculty as Resource person	Number of awards/faculty ✓ SARA award - Research award - 1 Indo Asian Best Researcher award - 1
9.	C II. 7	Results	✓
10.	C II. 8	Student feedback on teaching , Action taken	✓



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11.	C II. 9	Academic Extension Activities – International/national conferences / Guest Lectures / Workshop/ Training programs – Organised	Numbers – International – Nil National – Nil Guest lectures – 2, National Student level Workshop – 1 FDP – Nil Training programs – Nil
12.	C II. 10	Academic Extension Activities – Conference / Faculty Development programmes/ Refresher/Orientation / /Workshop/Training programmes – attended. Participation certificates/Papers presented	Numbers – International – 1 National – Guest lectures – Workshop – FDP – 47 Training programs –
13.	C III. 1	Seed money/Financial Assistance	Total amount 1 ARP-5000/- Completed
14.	C III. 2	MRPs / Faculty as Research Guides (funded by Government and non Government Agencies)	1 Ongoing NCERT 5 talks 1 project – completed (Report to 1 year study) NU
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	Numbers – 3 { Scopus 2 } UGC 1 ✓ Papers 5,6,7,8 e manual / 2 printed manuals
17.	C III. 5	Books and Chapters in edited volumes	Numbers – 4 Field manual developed NCERT
18.	C III. 6	Consultancy	Number of faculty/Amount generated – Bilingual
19.	C III. 7	Extension Activities – Awards and recognitions received – List of Students	5 Activities 3- Offline 2- Online
20.	C III. 8	Collaborations – List of Activities , Linkages- Outcomes and MOUs- New only	1 MOU for 2020-21 Zoological survey of India Annual renewal



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21.	C IV. 1	Department infrastructure facilities, ICT facilities - added	✓ 5 Added under DBT Camera, Equipment, Computer, TV, LCD
22.	C IV. 2	Departmental Library - Total till 2020 and added	3 Books Added Total 947
23.	C IV. 3	Expenditure on Lab equipment and other resources and Expenditure on maintenance	✓ 6,24,188 DBT Maintenance @ paise X
24.	C V. 1	Mentorship	?
25.	C V. 2	Career Counselling and Guidance for competitive exams	✓ 1 Career Counselling session
26.	C V. 3	Placements	Will update
27.	C V. 4	Student progression	✓ Higher Studies - 18 B.Ed 3
28.	C V. 5	Students qualified SET/SLET/GATE/State exams and others	CP&ET 18 EdcET 3
29.	C V. 6	Alumni R15, R16, R17	✓
30.	C V. 7	Wall Magazine/ News letter	ZEPHYR ✓
31.	C VI. 1	Minutes of Departmental meetings	No. of meetings minuted 2 ✓
32.	C VI. 2	Financial support to teachers to attend academic events	updated
33.	C VI. 3	Resources generated for departmental events	Nil up to 2019
34.	C VII.1	Environmental consciousness - green practices	✓ Vermicom up to 2019 ZEPHYR
35.	C VII. 2	Best practices/unique features	✓ News Letter, Start up AQANN Best Research projects, sale of aquaculture
36.		Annual Reports	✓



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Names and Signatures of Audit team members

AM. Sylaja
Head, Dept. of Biochemistry

Sylaja
27/9/21

Aphia
Head, Dept. of Chemistry

G. Ap. Mary
27/9/2021

All the files are updated upto 2020-21 Academic Year.

Innovations-

- Virtual dissections
- Digitisation of Museum.
- e-Album of Specimens
- e-manuals.



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Internal Quality Assurance Cell Quality connect

Internal Audit : 20-21
 Department *M.B.Sc. Microbiology*

File No.	Cri Ref	Title	Remarks
1.	C I. 1	Program Specific outcome, Course outcome and Syllabus , Course profile	✓ has to be updated
2.	C I. 2	Field projects/ internships	✓ Internships < Online National level to be updated
3.	C I. 3	Feedback on Syllabus – Analysis and action taken report	to be updated
4.	C II. 1	Program for <ul style="list-style-type: none"> • Advanced Learners • Slow Learners • Remedial Classes - List of Students Bridge course -Time table 	✓ <i>SRP</i> Internships Research projects Paper publications / Student work Science articles 2 upto 2019
5.	C II. 2	Teaching Learning process – Student Centric Methods used	✓ Quick Reference Sheets Student Blogs has to be updated .
6.	C II. 3	Use of ICT and E resources 1. List of PPTs 2. List of Videos recorded 3. Other E resources Blogs	Number of ppt/videos/faculty ✓ to be updated
7.	C II. 4	Teaching plans	✓ has to be updated
8.	C II. 5	Awards/ recognitions at national /International/Government and other recognized bodies received by faculty / Faculty as Resource person	Number of awards/faculty Nil → 2
9.	C II. 7	Results	✓ to be updated
10.	C II. 8	Student feedback on teaching , Action taken	✓ to be updated



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11.	C II. 9	Academic Extension Activities – International/national conferences / Guest Lectures / Workshop/ Training programs – Organised	Numbers – International – Nil National – 3 Webina Guest lectures Workshop Workshop FDP ✓/1 Training programs
12.	C II. 10	Academic Extension Activities – Conference / Faculty Development programmes/ Refresher/Orientation / /Workshop/Training programmes – attended. Participation certificates/Papers presented	Numbers – International – National – Guest lectures Workshop FDP Training programs
13.	C III. 1	Seed money/Financial Assistance	Total amount Nil No
14.	C III. 2	MRPs / Faculty as Research Guides (funded by Government and non Government Agencies)	No
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	Numbers – 1 Scopus indexed
17.	C III. 5	Books and Chapters in edited volumes	Numbers – Nil
18.	C III. 6	Consultancy	Number of faculty/Amount generated –
19.	C III. 7	Extension Activities – Awards and recognitions received – List of Students	3 Activities No
20.	C III. 8	Collaborations – List of Activities , Linkages- Outcomes and MOUs- New only	MOU – Nil (2020-21) Linkages – 2



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21.	C IV. 1	Department infrastructure facilities, ICT facilities - added	No
22.	C IV. 2	Departmental Library – Total till 2020 and added	No Total 98 Books
23.	C IV. 3	Expenditure on Lab equipment and other resources and Expenditure on maintenance	to be updated
24.	C V. 1	Mentorship	upto 2019
25.	C V. 2	Career Counselling and Guidance for competitive exams	1 to be updated
26.	C V. 3	Placements	No
27.	C V. 4	Student progression	to be updated
28.	C V. 5	Students qualified SET/SLET/GATE/State exams and others	2 GATE (2019) 1 SET
29.	C V. 6	Alumni R15, R16, R17	Will be updated
30.	C V. 7	Wall Magazine/ News letter	✓
31.	C VI. 1	Minutes of Departmental meetings	No. of meetings minuted 2 ✓
32.	C VI. 2	Financial support to teachers to attend academic events	2020-21 No Support
33.	C VI. 3	Resources generated for departmental events	No
34.	C VII.1	Environmental consciousness – green practices	-
35.	C VII. 2	Best practices/unique features	1) Experiential learning & 2) Extension Activities on Emerging Infectio
36.		Annual Reports	✓

Building Scientific Temp



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Names and Signatures of Audit team members

A.M. Syloja
Head, Dept. of Biochemistry

Syloja
27/9/21

Aphia
Head, Dept. of Chemistry

G. J. Mary
27/9/2021

Innovations -

- 1) Integrated Concepts in Biology - Scientific literature Reading & Presentation
- 2) Microbase - compilation of Microbes according to themes.
- 3) Blogs by Students.
- 4) Omics Bootcamp / Newsletter Board Members

Faculty Achievements

- 1) SAMTA Award 2017-18 (Ch. Jyothi)
- 2) Rotary Vocational Excellency Award 2019-20 (Ch. Jyothi)
- 3) NPTEL Course Gold Medal (Ms. Krishnapriya)

Student : 5 Students got Jobs through Medical Coding COCourse.



Internal Academic Audit Report



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Internal Peer Team Audit Report 2020-21

Internal audit was conducted during Sept. 29th to Oct. 5th 2021. Audit teams consist of IQAC members, heads of the departments and senior faculty of the college. Audit teams observed that the documentation has been made properly by most of the departments. Few departments have to update their files with necessary records. Significant observations being, **Best /Unique Practices:** Zesta & Internships (MBA), Field Trips to Historic Places and Pencil Sketch of Monuments (History), Skill India Survey (Economics), Tax Assessment for Faculty, ED Cell Activities – Cooperative Society, CHEERs Club, etc. (Commerce Dept.), Social Media, Journalism & Literary Events (English), Consultancy (Maths).

Innovations:

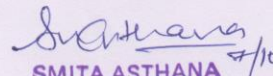
Microbiology Dept.: Microbase-Compilation of Microbes according to themes, Blogs by students and Omics Boot camp and Newsletter.

Zoology Dept.: Virtual Dissections, Digitisation of Museum, e-Album of Specimens and e-manuals

Commerce (PG): Student research in the form of paper publications

Suggestions: MCA-Placements to be improved

Follow up action: Placement cell is instructed to invite the companies for on campus placements for MCA students.


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



Internal Administrative Audit Proformas

St. Ann' College for Women
Internal Quality Assurance Cell



↓ Administrative Documents -UG

2020-21

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>New recruits information to be updated</i>
10	Faculty Recruitment & Advertisement <i>Date to be updated</i>
11	Faculty Workload <i>Update for new courses</i>
12	Foreign Students <i>NIL</i>
13	Fee Register
14	College Magazines
15	Grant-in-Aid Certificate <i>Signatures</i>
16	Government Order - Appointments under Compassionate grounds.
17	Log Books - Seminar Halls & Auditorium
18	List of Courses & Programmes <i>Index Page</i>
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

Amrinder
2/19

Francis



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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 -
32	Staff Retirement
33	Staff C.Ls Data & 100% Attendance
34	Staff Service Registers - AIDED.
35	Staff Long Leaves
36	Students Strength Particulars <i>Sanctioned / Approved & Actual strength updated.</i>
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
44	Minor Research Projects <i>Update approval letters</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
50	Work Distribution - Administrative Dept.

Amrinder
2/7/19

Farhan



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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 Year/Date wise segregation
10	Advertisement File
11	Fee Register -
12	List of Courses & Programmes
13	Marks Registers
14	National Festivals
15	Notice File
16	O.U. RESULTS Not applicable
17	Results - Autonomous to be updated
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 Updated

Amreddy
27/9/2021

Prasanna



Finance Reports :

1st Oct 2021

↓ Document Index

S.NO.	NAME OF THE FILE
I	Acquittance Registers :
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 ✓
II	Bank Statements :
9	Aided - General & Special A/c wise statements 2016-21.
10	General - Un-Aided ✓
11	Special - Un-Aided ✓
12	Maintenance ✓
13	P.G. Courses ✓
III	Cash Books : Using Tally - Computerised statements
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	zerox ✓
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	Tow 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



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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:

- **Update 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