

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 LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System



6.5.3 IQAC Activities for Quality Assurance - Other Initiatives 2018-2019

- Events Conducted on Quality
- Orientation Programs on Quality Issues

★ Conferences, Seminars, Workshops on quality conducted

S.No.	Month and Year	Conferences/Seminars/Workshops on quality conducted
1.	10-11-2018	Hands on Workshop on Mastering Excel for Office Administration-Advance Techniques and Tips
2.	18-12-2018 To 19-12-2018	Two-day National Level Faculty Enrichment Program on Smart Teaching and Learning
3.	15-02-2019	Youth Summit, 2K19- The Change Makers : VISION INDIA 2030
4.	25-03-2019	National Seminar on Corporate Academia Partnership - Fostering Innovation & Entrepreneurship

1. Hands on Workshop - “Mastering Excel for Office Administration”-Advance Techniques and Tips on 10/11/2018, Venue: ICT Centre



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Quality Connect

Internal Quality Assurance Cell (IQAC)

Organize a
Workshop
on
“Mastering Excel for Office Administration”-Advance Techniques and Tips

Date: 10/11/2018 Time: 09:30 am to 12:30 noon

Venue: ICT Centre @ St. Ann's

For further details contact:r20msds2020@gmail.com



Report

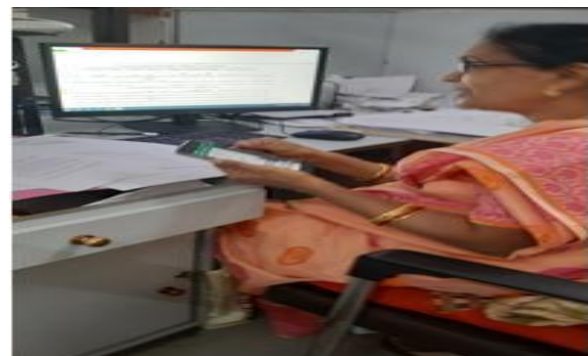
Objectives:

To impart training in Microsoft -Excel to administration staff to effectively use Microsoft Excel as a productivity tool to do their professional responsibilities. Following are the focus areas:

- **Understanding of the Excel interface**
- **Data Entry and Formatting**
- **Usage of Formulas and Functions**
- **Collaboration and Sharing**

Excel is powerful and widely-used spreadsheet in administrative works. So in this view the IQAC organized a workshop on “**Mastering Excel for Office Administration**”-Advance Techniques and Tips.

Resource person : Ms. K. Rajeswari, Assistant Professor, Dept. Of Computer Science.



The workshop started with welcoming the audience and Dr. SmitaAsthana, IQAC Coordinator inaugurated the workshop with her motivational words. Then Ms. Rajeswari explained & demonstrated how to use Excel efficiently in office sector. She explores the various ways Excel is utilized in the office environment, discussing its key features, benefits, and real-world applications.

- **Advanced Formulas and Functions:** Participants learnt complex formulas, array functions, and advanced calculations to manipulate and analyze data more effectively.
- **Data Analysis Techniques:** Techniques such as pivot tables, data validation, and conditional formatting are covered to facilitate data interpretation and reporting.
- **Human Resources Management:** Demonstrated how to utilise Excel for managing employee database, processing payroll, and tracking performance.



- **Efficiency and Productivity:** Showcased how Excel can streamline office tasks, reduce manual work, and improve overall efficiency and productivity.
- **Collaboration and Data Sharing:** Participants learnt about sharing and collaborating on Excel files.

Outcomes:

By the end of the workshop, the participants gained

- A comprehensive and valuable learning experience for office administrators seeking to enhance their Excel skills.
- Participants gained a solid understanding of Excel's capabilities and be able to leverage them effectively to streamline their office tasks and achieve better results.

2. Two day National Level Faculty Enrichment Program on SMART TEACHING AND LEARNING, 18-12-2018 and 19-12-2018

Report

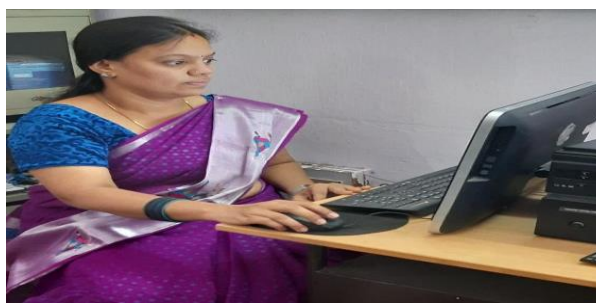
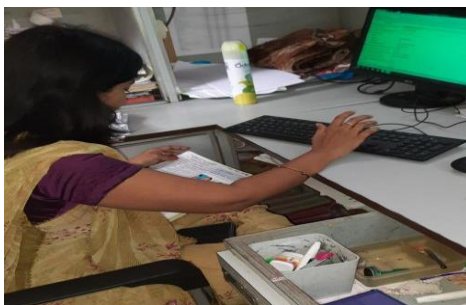
In the present era of technology enabled teaching and learning, it has become imperative to adopt innovative teaching methodologies. Today's digitally connected classrooms have paved the way for faster and accurate access to quality information to both teachers and students.

As ICT enabled instruction is the widely accepted methodology and is the need of the hour for all Higher Education Institutes, a shift

towards exploring Digital Technologies is mandatory. In tune with this shift the ICT Centre and IQAC wing of St. Ann's College for Women have organized a two-day National Level Faculty Enrichment Program on "Smart Teaching and Learning" on 18th and 19th December, 2018.

The keynote address was given by Dr. Venkatesh Choppella, Associate Professor, IIIT, Hyderabad. He dealt with Virtual Laboratories and, demonstrated a few Science experiments, Free Open-Source Software's. The Pre-lunch Technical session was completely Online Lecture with interactions by Dr. Sameer Sahasrabudhe, Senior Project Research Scientist, IIT Bombay. It was a two-way interactive session where all the delegates could get an access to an interactive live session.

Dr. D. Sarala Head, Department of Physics & Electronics, ICT Coordinator, and Ms. B. Aparna Department of Computer Science, ICT member have given over view on different Digital technologies used for online teaching on Google Class Rooms, Online Assignments and Evaluation. The ICT team members conducted hands on practical sessions on the following day. The occasion was graced by Dr. Sr. P. Amrutha, Principal.





Press Report



3. Youth Summit, 2K19- The Change Makers: VISION INDIA 2030 on 15-02-2019

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IQAC
&
DEPARTMENT OF COMMERCE

Jointly Organise
YOUTH SUMMIT 2K19
'THE CHANGE MAKERS'

Date: February 15, 2019
Time: 9:00am
Venue: St. Joseph's Auditorium
Registrations: 50/-
(per participant)

For further details and
registrations, contact:
Garima-9989845550
(SQAC President)
Hafsa- 8179661277
(SQAC Vice President)



ABOUT THE COLLEGE:

St. Ann's College for Women was established by the congregation of the sisters of St. Ann in 1982, as an institution oriented towards the cause of need-based education, aiming at optimum growth. Ever since its inception the college has the distinction of excelling in academics and extra-curricular activities. It has within a short span of time acquired a reputation as one of the best colleges in the twin cities of Hyderabad and Secunderabad. At present, the college has strength of above 3000 students and well-qualified staff members, belonging to as many as 28 different departments. The faculty at St. Ann's is its most valuable resource that brings with it an incomparable set of skills and knowledge. The fact that the college has been accorded A+ grade by NAAC is an endorsement of the achievements of the college. The designation of the college as "College with Potential for Excellence" (CPE) by the UGC bears testimony to the sustained efforts made by the institution in maintaining high standards of excellence. The academic, social and spiritual elements of St. Ann's college education combine to open windows of global opportunities.

St. Ann's college for Women envisions empowerment of the girl student through academic excellence, skill enhancement and value attachment. The mission of the institution is in tune with the objectives of higher education and strives to provide a synthesis of academics and ethics, inclusive growth and increased employability with global competence.

IQAC - Internal Quality Assurance Cell

- IQAC at St. Ann's has evolved with a vision of becoming a 'Quality Connect' by developing a system for conscious, consistent and catalytic action towards quality enhancement through innovation, ideation, internalisation of quality culture and institutionalisation of best practices through its mission. It acts as a channel to implement innovative changes to meet our vision of academic excellence and stimulate the academic environment for promotion of quality of teaching-learning and research.
- To keep the institution abreast of and abreast with quality sustenance activities on a wide gamut of pertinent issues through international/national/other academic forums to expose the students and teachers to new frontiers of knowledge thereby strengthening the fortitude of the institutions leading to holistic development.

ABOUT THE DEPARTMENT OF COMMERCE:

The Department of Commerce of the college is offering 5 undergraduate program options with specializations in Accounting, Finance, Computer Applications, Foreign Trade and Honors, alongside a Master's program in commerce. The department with its motto of 'Quest for Excellence' has always been in the forefront in introducing relevant academic programs, ability enhancement career oriented courses and several student centric activities with a multidisciplinary approach. In continuation of its efforts to update the students with emerging issues the department is organizing a second Endowment lecture on 'Entrepreneurial Skills - To Preserve Job Providers'.





Report

Venue: St. Joseph's Auditorium

Internal Quality Assurance Cell (IQAC) & the Department of Commerce jointly organized a Youth Summit 2k19- 'The Change Makers' on 15th February 2019. The youth summit aimed at providing the participants an opportunity to interact, identify and get a firsthand experience of the journeys undertaken by speakers from diversified fields like Defense, Civil Services, Bureaucrats, Entrepreneurs, Technopreneurs, Social Entrepreneurs and NGOs.

It was an inter-collegiate event in which around 800 undergraduate and post graduate students from colleges across different disciplines and different colleges in twin cities participated. The summit began with an Endowment lecture by Mr. Sridhar Iriventi – Founder Director, Gobhaarati Agro Industries & Services Private Ltd., Director of Ira Consulting, Hyderabad, who gave valuable inputs on entrepreneur skills and also spoke about his journey.

The second session began with a panel discussion on career opportunities by eminent panelists drawn from different fields. It was an interactive session where students got to identify their role models and understand new avenues. The panelists spoke at length about their experiences and challenges they faced and motivated the students to think out of the box. The summit not only intended to foster a closer relationship between the real world and dreams of youth but also directed students to start thinking as a 'Job Provider' rather than a 'Job Seeker'. The event also provided a platform to network and showcase their talents in Poster Presentation on Vision India 2030 and You Got a Unique Talent – The stage awaits... had Theme Parade, Singing, Dancing/Skit/Mime on the theme Vibrant India. Prizes and overall winner trophy was awarded.

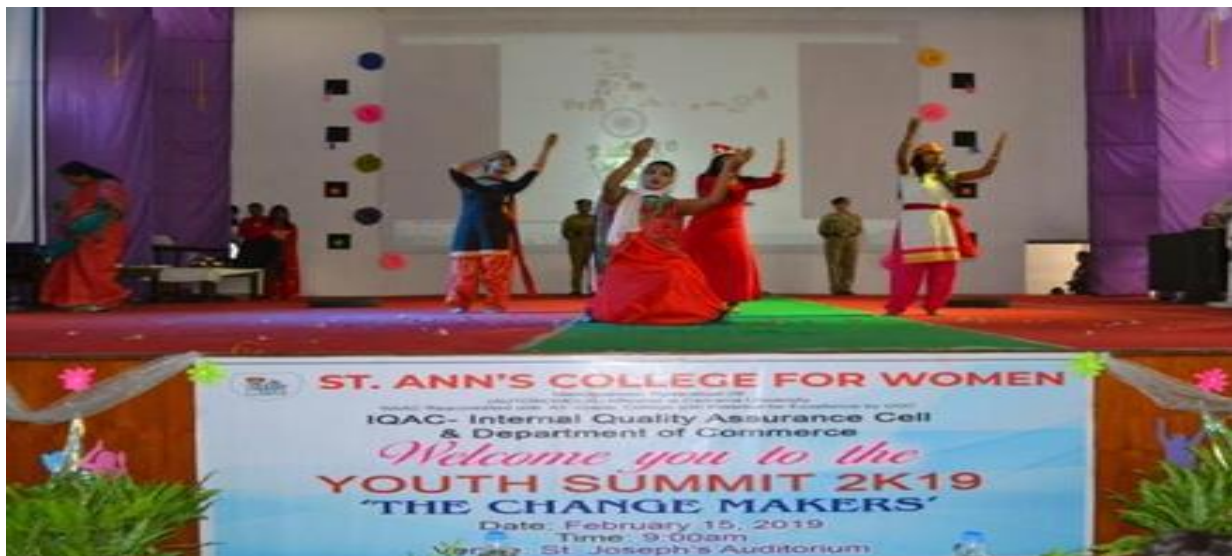
Speakers

1. Endowment Lecture on Entrepreneurial Skills.

Speaker: Sridhar Iriventi – Founder Director, Gobhaarati Agro Industries & Services Private Ltd., Director of Ira Consulting, Hyderabad.

2. Panel Discussion on different career opportunities by

- Mr. Mohammed Musharraf Ali Farooqui, Additional Commissioner of GHMC, IT, Hyderabad.
- Ms. Deepthi Ravula, CEO, Women Entrepreneurship Hub, Hyderabad
- Colonel Sunil Uniyal, Army Services
- Ms. Julia Krast, Head of Project, GIZ
- Ms. Meenakshi Jain, COO, Miles and Career Graph
- Mr. E Venkat, Director, YFA, NGO
- Ms. Shraddha Narayanan, Head of Operations, N Coldpressed
- Mr. Abdul Mujeeb, Manager at Surge Impact, Hyderabad





4. National Seminar on Corporate Academia Partnership - Fostering Innovation & Entrepreneurship on 25-03-2019



Report

The Seminar welcomed the participants with Flute music by Mr. Prakash Uni. The Seminar started with opening prayer and Bible reading led by College Choir. Our Beloved Principal Dr. Sr. P. Amrutha gave the welcome note and Dr. Smitha Asthana IQAC Co-Ordinator, Dean Academics gave the preamble of the National Seminar and the lighting of the lamp and Inauguration was done by Chief Guest and Key note speaker Prof. D.P Agarwal Ex. Chairman UPSC and the Guest of Honor for the session was Dr. Mohit Gambhir Director Innovation Cell MHRD. Presidential address was given by Prof. D. P Agarwal who highlighted on the UPSC competitive exams and also spoke on How to crack the UPSC exams to the participants who were faculty from different colleges in Hyderabad.

Technical Session I: Dr. Mohit Gambhir, Director Innovation Cell MHRD, GOvt. of India.

Deliberated on the Topic- Innovation to Invention-IPR all the Facets of IPR and also encouraged the colleges to have IPR cell and go for publishing patents

Technical Session II :Dr. Satish Kumar, Head, Business Development AP & TS, TCSION

Highlighted on Business development process

Technical Session III: Mr. Prashant Lingam , Co-founder, Bamboo House, India

Meet the Entrepreneurs success stories

He threw light on startups and how institution can set up start up by encouraging students to provide Innovative ideas. He shared his journey of success in becoming entrepreneurship



Technical Session IV: Ms. Likitha Bhanu, Executive Director and CEO, Terra Greens Organic Foods

The young woman entrepreneur orated session on organic products and its benefits

Technical Session V: Dr. Anubhav Tiwari

Head Community and outreach center for Innovation and Entrepreneurship IIIT Hyderabad
Deliberated on “Startups and Ecosystem” - Emphasized that startups are a crucial element of the modern economy, fostering innovation and driving economic growth.



★ Orientation programs on quality issues for teachers and students

S.No.	Month and Year	Orientation programme on quality issues for teachers and students organized by the institution, Date (From -To) (DD-MM-YYYY)
1.	17-06-2018	Orientation programme on Inter Disciplinary Courses (IDCs) for III year students
2.	21-06-2018 to 22-06-2018	Induction Program for I year students
3.	21-06-2018	Orientation programme on Co-Curricular Activities (CCAs) for I year students
4.	20-06-2018	Orientation programme on Career Oriented Courses (COCs) for II year students
5.	28-06-2018	Orientation programme on Skill Oriented Courses (SOCs)for I year students
6.	06-07-2018	Orientation Session on Telangana Academy for Skill and Knowledge (TASK)
7.	06-10-2018	Faculty Orientation/Recharge/Immersion Programme



1. Orientation programme on Inter Disciplinary Courses for III year students on 17-06-2018



Report

In Semester V, students have the opportunity to take interdisciplinary courses. Each student selected a course from a different discipline. Students who successfully complete the course will receive one credit. In 2018, IDC was started for the first autonomous batch with 30 different courses offered by various departments. Each course included about 35 students. Every Monday and Tuesday classes will be taken during the 7th hour. On 17/6/18, the students had an orientation about IDC courses. Registrations have been handled through a Google form. The importance of the course, consistent attendance in class, and timely completion of assignments had all been explained to the pupils. Committee members had regular meetings to discuss various aspects like registration process, segregation courses, identifying un-registered students and consolidation of marks. In OCT 2019, the IDC end exam was conducted. The students were pleased with the course and gave it positive feedback.





2. Induction Program for I year students from 21-06-2018 to 22-06-2018

Report

St. Ann's College for women as a part of college tradition conducted an induction program for first-year students on 21st and 22nd June, 2018. The program started with the bible reading followed by the prayer by the choir.

Sr. Principal Dr.P.Amrutha had addressed the gathering by sharing the extraordinary performance of the college in past years and also about the International & National Seminars and Conferences, Guest lectures, Workshops, Training programmes organized by the college. She also added Placements, Sports and the importance of attendance in college.

Dean Administration Mrs.Meena Patangay explained about the foundation of the college and also about the courses offered in different streams in St. Ann's. She also briefed about the Value Enrichment Courses, i.e., AECC, CCA, SOC, COC, IDC and also about infrastructure of the college, competitions, Annofesta, Library, NRC, CWS, Health Centre, Gym, etc.

Dean Academics & IQAC Coordinator, Dr. Smitha Asthana spoke about NAAC, IQAC, Autonomy features, Semester System, i.e., choice-based credit system and the details regarding total number of credits given in semesters as well as extra programs like NPTEL and ALP.

Mrs. Radhai, Controller of Examinations gave details regarding the evaluation and grading system of semester examinations and also about the marks and timings for internals, practical's and ESE. She discussed about the examination rules and importance of Non-Core Courses.

Mrs Radhika(Dean Student affairs of sciences) and Mrs Mahitha(Dean student affairs of Arts) spoke about various student facilities like Drushya –digital recording studio, Media studio, Health centre, NRC, Diet counseling cell, Student clubs, i.e., Cheers, Eco, Dhruva, Equinox, Rotaract, Science clubs and St. Ann's consumer cell and also student services like student counseling cells, student mentorship, financial assistance, SQAC, anti-ragging and the expectation of punctuality, discipline, cleanliness, etc, from the students.

Mrs.Vimala Reddy explained about sports department, gym, in-house competitions, tournaments, CCA and many records created by our annites.

Glimpses of the event



Dr. Sr. P. Amrutha (Principal) |



Dr.Meena Patangay
Dean Administration



Dr.Smita Asthana
Dean Academics



3. Orientation program on Co-Curricular Activities (CCA) for I-year students on 21-06-2018

An orientation session is organized for all first-year students in the first week of Semester one

Venue: Auditorium

Presented by: AM Sylaja, CCA Coordinator

Students are oriented towards the importance of co-curricular activities in their curriculum and how it is built into the curriculum as NCGPA courses. Upon completion of these course spread over two semesters in their first year, they will be awarded 2 credits. Every course detail like the objectives, outcomes and highlights are presented. End Semester Exam, internal assessment and Evaluation pattern of the respective courses are also discussed.

Then the registration process is explained, Course wise seat allotments, eligibility guidelines are explained to students.

CCA Registration 2018-19

Registration date and time are fixed and announced to the students. On the day of registration, student volunteers and CCA course coordinators are available at registration desk and look into the registration process. Once the registration process concludes, classes are conducted as per the timetable slot, from immediate next week onwards. June 22,2018 and 23-06-18 two days all coordinators were available at registration desk from 130 pm onwards to complete the registrations.

CCA classes

Internal assessment activities are done for 15 Marks, distributed over 2 semesters and for ESE - Activity based Projects are allotted to students and on completion and presentation of their project, they are evaluated for 35 Marks, with a Grand total of 50 Marks.





4. Orientation program on Career Oriented Courses for II-year students on 20-06-2018

Career oriented courses offered help students acquire the knowledge, skills and experience required to identify options, explore alternatives and succeed in society.

Objectives:

- To provide broadening knowledge, skills and abilities,
- Build interpersonal effectiveness,
- Maximize career opportunities & improve employment marketability and opportunities

As a part of the regular academic activity of the college, Career Oriented Courses Committee conducted an Orientation Programme for all the second year students of UG about the courses offered in the year 2018-19. Orientation session was conducted on 27th June 2018 at 1:20 pm in St. Joseph's Auditorium of the college. The programme commenced with the welcome address by convener of COC Committee Mrs. Jyothi. The inspiring inaugural address of Sr .Principal was followed by detailed presentation on COCs offered highlighting the course objectives & outcomes of all courses.

Presentation has highlighted the following points to the students:

1. Importance /Significance of Career Oriented Courses(COC)
2. List of COC Courses Offered by Departments
3. COC Courses Objectives & Outcomes
4. Details of Course Coordinators
5. General Details (Time table & Attendance Rules)
6. Evaluation Scheme of the Courses
7. Registration Process

Orientation session helped students to identify and encouraged them to join course of their interest.





5. Orientation program on Skill Oriented Courses for I year students on 28-06-2018

SOC REPORT 2018-19

Date 28-06-2018
Venue Auditorium
Target Audience: First Years (All Combinations)

SOC orientation was conducted in Auditorium which enlightened the students with the courses available, course objectives, Rules and regulations, Registration process, valuation and credit points. Regularity of attending the classes was also said to the students as Introducing the SOC In-charges so that the students get acquainted with the concerned members for any further clarification.





6. Orientation Session on Telangana Academy for Skill and Knowledge (TASK) on 06-07-2018

Venue: AV Room

Timings: 12:30pm to 2:00pm

Resource Person: Mr. Devender Bhukya, Relationship Manager, TASK

The Placement Cell gave the opportunity to the students to get registered with TASK (Telangana Academy for Skill and Knowledge) programme. Every TASK registered student will be given online account on TASK portal to check their profile, access the e- learning content, online assessment tests and get the updates with respect to recruitment events. They can also attend the TASK sponsored training programmes offered by experienced trainers to train the students in employable skills at TASK registered students. TASK would conduct training workshops, seminars for certification programmes like Samsung, Oracle, Microsoft, etc. They are entitled to get discounts while registering for these certifications

The resource person elaborated how to register through Online and explained about the benefits. He also mentioned explained the benefits of registering in TASK

- Bridges the gap between students & Companies.
- Creates awareness to the students about the TASK and inform the students about the sessions organized
- Prepares the students about their career goal & how to work on it.
- Involves and learn about the career development process and develop their skills.
- Helps the student for their overall development?
- Enlighten on professional etiquettes.
- Promotes the students for enhancing their skills & learn about the various innovative ways to enhance their career.

Outcome of the Event: By the end of the session, the students understood how to get registered for TASK and to attend the online/Offline sessions organized by TASK.

The session concluded with queries and interactive activities to students.





7. Faculty Orientation/Recharge/Immersion Programme – 06-10-2018

Objectives of the Programme

- To enable the faculty to understand their roles and responsibilities in Higher Education and to impart essential professional skills and competencies.
- To help the faculty understand the structure, functioning, governance, rules and regulations of the institution and to orient them to become potential partners of the institution.
- To explain and motivate the faculty to adopt learner – centric approaches of teaching and classroom management and understand various methods of evaluation and assessment.
- To sensitize and acquaint faculty with practical knowledge in student-counseling and mentoring.
- To orient the newly joined faculty towards assessment and accreditation processes.

Report

The Internal Quality Assurance Cell, St. Anns' College for Women, organized a Faculty Induction Programme to refresh the new faculty and familiarize them with effective academic practices to be followed in the institution. The Main objective was to make the new faculty members aware about their roles and responsibilities in Higher Education, rules and regulations of the institution various departmental activities, academics, parameters and processes of accreditation etc. so that the role of faculty at various levels will be understood and their contribution to the institutional development will increase. The new faculty were also given inputs on autonomy, NAAC criteria and documentation.




Principal
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