The Annual Quality Assurance Report (AQAR) of the IQAC
1ˢᵗ June 2012 – 30ᵗʰ May 2013

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Joseph's Degree & PG College

1.2 Address Line 1

5-9-1106, King Koti Road

Address Line 2

Basheerbagh

City/Town

Hyderabad

State

Andhra Pradesh

Pin Code

500 029

Institution e-mail address

info@josephscollege.ac.in

Contact Nos.

040-23234860, 040-23231769, 9391848211/212

Name of the Head of the Institution:

Rev.Fr.Dr.V.K.Swamy

Tel. No. with STD Code:

040-23234860, 040-23231769

Mobile:

9391848211/212, + 91 9346012142

Name of the IQAC Co-ordinator:

Mrs. R.Anita

Mobile:

9391848212, 9849039824

IQAC e-mail address:

iqac2008@yahoo.com

1.3 **NAAC Track ID** :

APCOGN13654

1.4 Website address:

www.josephscollege.ac.in

Web-link of the AQAR:

http://www.josephscollege.ac.in/new-site/aqar.asp

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.51	2008	2013
2	2nd Cycle	--	--	--	--
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	--	--

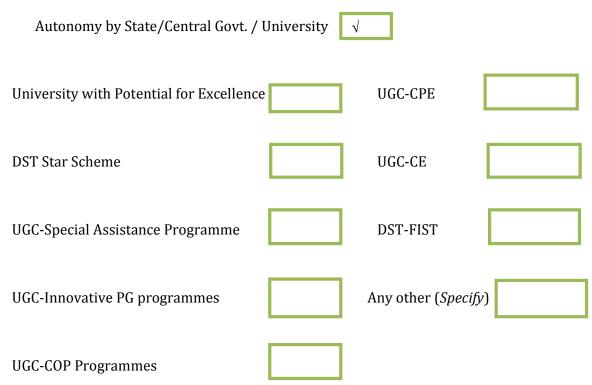1.6 Date of Establishment of IQAC : DD/MM/YYYY   06.01.2009

1.7 AQAR for the year *(for example 2010-11)*   2012 - 2013

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

- AQAR 2008 – 2009 submitted to NAAC on 13.09.2010
- AQAR 2009 – 2010 submitted to NAAC on 10.12.2010
- AQAR 2010 – 2011 submitted to NAAC on 18.11.2011
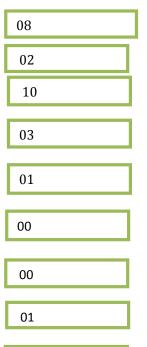- AQAR 2011 – 2012 submitted to NAAC online on 24.12.12

1.9 Institutional Status

University   State √   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes √   No ☐

Constituent College   Yes ☐   No √

Autonomous college of UGC   Yes √   No ☐

Regulatory Agency approved Institution   Yes ☐   No √

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education √   Men ☐   Women ☐

                      Urban √   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) √ UGC 12B √

                   Grant-in-aid + Self Financing ☐   Totally Self-financing √

1.10 Type of Faculty/Programme

Arts √   Science √ Commerce √ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management √

Others   (Specify) | . |

1.11 Name of the Affiliating University *(for the Colleges)* | Osmania University |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   √

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   10

2.4 No. of Management representatives   03

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

    community representatives   00

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   01

2.9 Total No. of members   26

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: Faculty   7

Non-Teaching Staff   5   Students   2   Alumni   0   Others   0

2.12 Has IQAC received any funding from UGC during the year? Yes ☐   No √

   If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. 1   International ☐   National 1   State ☐   Institution Level ☐

   (ii) Themes   Role of IQAC in Quality Sustenance & Enhancement in HEIs

2.14 Significant Activities and contributions made by IQAC

1. Admission process included counseling of the students before they take up any course in the college.
2. Infrastructure enhancement was done
3. IQAC in coordination with the NAAC organised National Seminar on 25-26th Sept 2013 towards quality
4. Josephiesta and Cinevolution was organized so that faculty and students were able to exhibit their skills
5. Participated in surveys conducted by various magazines like The week, India Today, Competition Success Review, Business India and IQAC has branded the college and hence attracted many students of high percentage during admission process.
6. Communication skills/job skills/soft skills development through Certificate courses by all departments to students various courses
7. Placement training by placement cell in coordination with various departments for final year students
8. Industrial visits /Outdoor shooting
9. Examination reforms under autonomy were undertaken

10. Various community engagement programmes were taken up by the students so that they contribute to society – NSS, Red Cross
11. Quality of students is enhanced by encouraging and sponsoring them to attend local, regional and national level seminars/workshops/management meet (3 students presented paper)
12. Quality of faculty is enriched by motivating to do research work (M.Phil, Ph.D)
13. Management induced faculty to write research articles and sponsors research seminars & workshops
14. Faculty attended workshops/seminars/refresher courses
15. Organized class seminars, students presented in curriculum & beyond the curriculum areas.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To sustain quality of education through effective teaching – learning practices	1.Unit wise plan for teaching at the beginning of every year 2. Criterion II explains the outcomes
To enhance infrastructural facilities	Purchased 30 Computer systems, 11 LCDs and renovated Canteen.
To continue the usage of on-line feedback on student assessment of teachers	Online Feedback taken
To achieve academic excellence by trying to achieve 100 % pass in B.Com & PG Courses and improve B.Sc pass percentage	Details in 2.11
To promote innovation, creativity and team-building	Conducted club activities & events for Mega fests
To build a culture of social responsibility through extension and humanitarian activities by students for social upliftment in coordination with NGOs	3.26 gives the details
To conduct training and development programs towards continuous improvement in teaching and Learning	Inhouse training and orientation programmes conducted
To motivate faculty and enhance the academic culture	Seed money of Rs 85,000 and recognition awards of Rs49,000 were given to faculty. Details in 3.17
To encourage student-centric	Presented in Criterion II & V

methods and use of technology for teaching and learning	
To groom students for career and enhance their job skills, communication skills and social skills	Pre-placement activities, campus interviews and certificate courses were conducted
To increase Intellectual capital and continuous improvement in all activities through refresher courses, seminars, experience sharing workshops- national, international and regional & also to present research papers	Details mentioned in Criterion II
To encourage progress in studies and all round development among students specially the weaker and economically backward students through scholarships, remedial and tutorial classes	Scholarships details are enclosed in question 5.10
To enhance our Brand image /reputation among the commerce and science college by participating in Surveys	Ranked 3 in Hyderabad and Ranked 44 in the country among the TOP COMMERCE Colleges by *India Today* magazine – June 18, 2012 edition
To frame updated need- based curriculum in B.Com, B.Sc, B.A(Mass Communication & Journalism) and BBA courses for prospective autonomy	BOS meetings, Academic council (11th May 2012) and Governing Body(14th July 2012) meetings were held
To encourage and motivate students to participate in various competitions intra & inter college/ university	Details given in Criterion V
To conduct awareness of Entrepreneurship through Entrepreneurship development Programmes for the students	2 programmes were conducted by MSME & NSIC
To facilitate Experimental Learning to the students by organizing Industrial visits, field visits	Organised 6 Fields Visits/Industrial visits

2.15 Whether the AQAR was placed in statutory body   Yes ☐ No √

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	NA	NA	NA
PG	01	02	03	0
UG	09	03	12	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	11	12	TOTAL - 18	
Others	0	0	0	0
Total	20	17	32	

Interdisciplinary courses	01	01	02	0
Interdisciplinary papers	--	13	13	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers √   Students √
   (On all aspects)

   Mode of feedback   :   Online √   Manual √   Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes.

- ∗ Few papers of Department in Mass Communication underwent changes
    - ▪ Content revision in Print journalism subject, Photojournalism subject., Media Laws and advertising subject.
    - ▪ Change in nomenclature of the courses :'Corporate Communication &"Writing for the Media'
- ∗ The Department of Commerce has revised the curriculum for B.Com Honors and introduced Research methodology in the 4th semester and Industrial relations in the 6th semester.
- ∗ Functional English for B.Com I Honors, Professionals & BBA – 2013-14 underwent a few changes as per the need.

1.5 Any new Department/Centre introduced during the year. If yes, give details.:

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
70	50	20	02	

2.2 No. of permanent faculty with Ph.D. | 04 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19		03							

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 25 | | 02 | | 00 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended (35)Seminars/ Workshops	22	17	9
Presented papers	16	10	nil
Resource Persons	nil	nil	nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

* Student presentations   *Case studies
*Workshops   *Videos
* Quiz on subject   *Group Discussions
* Use of OER's   *Simulators
*Content based animations   *PPT slides
*Demonstrative Teaching   *Project based learning.
*Seminars/Guest lectures
*experiential learning-Fields visits /Industrial visits/Outdoor shooting
*Hands- on experience- internships, projects,
*Creative assignment, Newspaper cuttings, models, personal narratives
*Activity based teaching - Management games, Role - Play, case study , group discussions, debates

2.7 Total No. of actual teaching days during this academic year

> UG – 187   PG - 124

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> Online results
>
> Online Hall ticket generation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

> | | 5 | 5 |

2.10 Average percentage of attendance of students

> 75%

2.11 Course/Programme wise   distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (Gen)	139	23	94	16	--	96
B.Com (Comp)	119	37	67	10	02	97
B.Com (Hons)	024	01	09	12	--	92
M.Com	021	2	6	11	NIL	90.47 %
B.Sc(MPCs)	07	14%	57%	0%	0%	57%
B.Sc(MECs)	34	11.7%	26%	32%	0%	70.5%
B.Sc(MSCs)	36	11%	13.8%	19%	0%	44%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The college conducts periodically audits of its departments.

- The teaching- learning process is continuously reviewed by the principal, Vice Principal, Director/Dean by taking into account the feedback given by the students.
- Each department submits an annual report on the activities comprising academic activities, research and extension activities, innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities to the IQAC.
- The result analysis of each department is submitted to the principal after each semester.
- An expert panel comprising senior faculty members from various colleges is nominated by HAES management to conduct external academic audit on teaching-learning evaluation procedures of individual departments.

The observations of these audits are instrumental in introducing measures to improve teaching-learning and evaluation.

- Every week on Saturday Principal/Director/Heads of the departments goes through the attendance registers, academic records, teaching diary which consists of the teaching content and methodology used and suggest certain improvements in staff meetings.
- Unit planners are checked and monitored by the Director/Principal for its effective implementation.
- The IQAC documents in the form of AQAR the various programmes/activities of the college.
- To support the activities of the IQAC, every department has faculty representatives who liaison between the IQAC and the departments. Their roles and responsibilities include participation in different activities/meetings of the IQAC and giving suggestions, updating the IQAC database, documenting departmental activities and maintaining all the records in the department.
- Realising the importance of the role of students in helping to sustain and enhance quality, SQAC of the IQAC was launched in the year 2012-2013.They play an active role in enhancing student involvement in college activities and facilitating inclusive education.
- The IQAC, as part of its quality assurance and sustenance policy has systematised the conduct of faculty development programmes and orientation session for faculty on role of teacher, team work, effective and innovative teaching methodologies.
- IQAC organised a two day National Seminar sponsored by NAAC on 'Role of IQAC in quality sustenance and enhancement in HEIs' in the year 2012- 2013.The IQAC also assists in updating the college website.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes(outside)	06

Faculty exchange programme	0
Staff training conducted by the university	00
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	00
*Others (by college)	65

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	34	00	04	
Technical Staff	05	00	02	

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Research is one of the identified strategic areas of focus. Hence the academic year   2012-2013 was declared as the year of research. The Policies of the college to encourage faculty to take up research include :

- ❖ Motivating the faculty to register for M.Phil/Ph.D
- ❖ Providing seed money, study leave and research incentives.
- ❖ Research facilities like SPSS(research facilitator software) , free Internet, INFLIBNET, DEL NET, research journals.
- ❖ Flexible time table and financial assistance to attend and participate in seminars/workshops/conferences etc at the regional /state level.
- ❖ Eminent resource person are invited to conduct workshops/seminars/guest lectures on topics of research interest.
- ❖ Faculty members with Doctorate degree are encouraged to take up the role of internal guides to their peers pursuing research and publications.
- ❖ College rewards the faculty with BEST TEACHER AWARD departmentwise taking into consideration their contribution towards research.
- ❖ Research culture among the student body is cultivated through academic programmes which promote research aptitude .Thus a project is made a mandatory criterion for course completion. Projects are so identified that they inculcate a scientific temperament in them.

❖ Lecturers who play the role of project guides give the students guidelines methodology/topic/ research tools. Students are also encouraged to participate in seminars and conferences to present papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others In college organised National seminar
Peer Review Journals	3	1	--
Non-Peer Review Journals			
e-Journals	Management e-journals, Engineering & Technology e-journals, education e-journals through DELNET		
Conference proceedings	8	7	19

Peer Review Journals: 4 Nos

Name of Faculty	Paper Title/Book Title	Published
Department of Commerce		
Dr. Brinda, S & Et al	Technology Adoption by Banks in India: A comparative study of Public Sector and Private sector Banks	**National Journal** WIM Journal of Management, ISSN – 0975-5063, Vol2. 2012
Department of Computer Science		
Prof. D.P. Sharma	A paper on "Innovative PCG technique for cardiac spectral analysis" Impact factor – 1.686	IOSR Journal of Computer Engineering [ISSN: 2278-0661], Volume 1, Issue 6 (July-Aug 2012), PP 17-21
Prof. D.P. Sharma	A paper on "Stochastic Behaviour and Parameter Convergence in Genetic Algorithms: an Experimental Analysis"	**International** Journal of Engineering Research and Development [ISSN: 2278-800X], Volume 2, Issue 10 (August 2012), PP. 31-34.

		Physical Director	
Mr. Sridhar Reddy		**Article on** Compartive Study Of Visual Reaction Time Among Basketball And Handball Players At University Level	Paper Published in an "Asian Journal of Physical Education and Computer Science in Sports" - ISSN 0975-7732 (Impact Factor 0.5190) Half Yearly, Volume-8, No. 2 JANUARY 2013 to JUNE 2013.

Conference proceedings:19 Nos

Name of Faculty	Date	Paper Title	Venue
Department of Business Management			
Mr.R.Anita	22nd to 23rd May 2012	1.FDI in education sector- opportunities & Challenges ISBN No.978-93-82163-31-2	National Seminar on FDI in the Service Sector - Opportunities and Challenges, organised by Maulana Azad National Urdu University, Hyderabad
Mr.R.Anita	25th to 27th August 2012	2.A Study of Perceptions of Business Management Faculty towards HRD Climate with Reference to Hyderabad	24th AIMS Annual Management Education Convention 2012, organized by Deccan School of Management, Hyderabad,
Mr.R.Anita	5th-6th April 2013	3.A Paper on An Evaluation Of Student Perceptions' Of Educational Service Quality Himalaya Publishers ISBN: 978-93-5097-601-2	Two days National conference on Strategic Quality Management (NCSQM) BY GITAM School of International Business, GITAM University, Visakhapatnam Himalaya Publishers ISBN : 978- 93-5097-601-2
Mr.R.Anita	March 25th and 26th, 2013	**4.A paper** on "Impact Of FDI On Higher Education- Challenges To Indian Universities" ISBN NO. 978-93-82163-09-1 Paramount Publishing House	UGC Sponsored - Two-Day National Seminar on 'FDI in India-Issues and Challenges' organised by The Department of Business Management, RBVRR Women's College, Hyderabad, in association with The Federation of Andhra Pradesh Chambers of Commerce and Industry (FAPCCI)
Mrs. Francina	22nd to	5.FDI in Education in	National Seminar on FDI in

	23rd May 2012	India-Concerns and Benefits **ISBN No.978-93-82163-31-2**	the Service Sector - Opportunities and Challenges, organised by Maulana Azad National Urdu University, Hyderabad
Department of Commerce			
Mrs Sumithra Pujari, Mrs.Shanthi Kiran Mrs.O.S.Suguna Sheela	6th - 7th Dec 2012	6.Impact of CSR and Its Sustainability In Automobile Companies of India-a Comparative Study of Maruthi Suzuki and Hyundai Motors India Ltd	International Conference on Corporate Social Responsibility IPE, Hyderabad
Mr D. Thirumala Rao Mrs.Vinaya Sheela	6th - 7th Dec 2012	7.Corporate Social Responsibility – Pre andPost Satyam	International Conference on Corporate Social Responsibility IPE
MrsR.SreeLakshmi, Mrs N.Srilatha and Mrs Y.Geethanjali	6th - 7th Dec 2012	8.Corporate Social Responsibility Practices In India a Comparative Study of Indian Oil Corporation and Pepsi Company	International Conference on Corporate Social Responsibility IPE
S.Brinda Mrs Mary Nalina Swaroop	6th - 7th Dec 2012	9.India -21st Century and Corporate Social Responsibility	International Conference on Corporate Social Responsibility IPE
Mrs S.Brinda Mrs C.Savithri	6th - 7th Dec 2012	10.Motivation For CSR Profit Vs Ethics	International Conference on Corporate Social Responsibility IPE
Mr D.Ch Appa Rao Mr D.Sri Charan Patnaik	6th - 7th Dec 2012	11.Corporate Social Responsibility: A Philosophical Approach From An Ancient Indian Perspective and Modern Scenario	International Conference on Corporate Social Responsibility IPE
Mrs Nisha Mathur Mrs Mary Vinaya Sheela Mrs.Rithika Waghray	6th - 7th Dec 2012	12.Corporate Social Responsibilty – Social Audit in India – A Sure Way to Fight Corruption	International Conference on Corporate Social Responsibility IPE
Geethanjali, Mrs N.Srilatha Mrs Sumitra Pujari	25th and 26th March 2013	13.Presented a paper on FDI in Retail Sector.	Two Day –UGC (SERO) Sponsored National Seminar On "FDI In India- Issues and Challenges " RBVRR Women's College
Mrs. Savithri	25th and 26th March	14.Presented a paper on FDI- Growth for Indian Economy through Exports	Two Day –UGC (SERO) Sponsored National Seminar On "FDI In India- Issues and Challenges " RBVRR Women's

	2013	**ISBN NO. 978-93-82163-09-1** Paramount Publishing House	College
Mrs N.Srilatha	30th November 2012	15.presented a paper on FDI in Retail – Boon or a Bane	a National Seminar on Contemporary Issues in Business on organised by Department of Commerce, Osmania University at Auditorium, UCC & BM Osmania University and.
Department of Physical Education			
K. Sridhar Reddy	29th & 30th June 2012	16.Women Participation in Games and Sports role of Incentive Marks In Sports Participation	Department of Physical Education, Arts & Science College for Women, Andhra Mahila Sabha,
Department of Physics			
Mrs.L.Mihira Priya	7th - 9th Feb 2013	17.Role of Physics in Sustainable development	National seminar sponsored by UGC Regional office, Pune

In-house national seminar : 19 papers

Number of papers presented in international conferences   : 08
Number of papers presented in national conferences   : 07+19 = 26

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

Impact Factor 0.5190,Impact factor 1.686

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects	NIL	NIL	NIL	NIL

(other than compulsory by the University)				
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published   i) With ISBN No. | 20 | Chapters in Edited Books | 02 |

ii) Without ISBN No. | 07 |

With ISBN No.20 Nos

S.No	Name of the faculty members	Name of the Book	Publication name	Year of Publication
1	Dr.S.Brinda	Web Technologies	Kalyani 978-93-272-3518-0	2013
2	Dr.S.Brinda	Corporate Accounting	Kalyani 978-81-272-2712-5	2012
3	Dr.S.Brinda	Business Economics	Vagdevi 978-81-272-2712-3-9	2012
4	Dr.S.Brinda	Ad accounts-1	Vagdevi 978-81-272-2712-3-0-8	2012
5	Dr.S.Brinda	Fundamentals of Computers	Kalyani 978-81-272-6146-0	**2012**
6	Dr.S.Brinda	Web Programming	Kalyani 978-81-272-6772-8	2013
7	Dr.S.Brinda	Web Programming	Kalyani 978-81-272-2712-3	2012
8	Dr.S.Brinda	Relational Database System	Kalyani 978-93-272-3518-1	2013
9	Dr.S.Brinda	E-Commerce	Kalyani 978-81-272-6145-0	2012
10	Dr.S.Brinda	Fundamentals of C	Himalaya 978-93-5051-129-0	2012
11	Dr.S.Brinda	Programming in C-Language	Himalaya Publishers 978-93-502-129-8	2012
12	Dr.S.Brinda	Fundamentals of Information and Technology	Kalyani 978-81-272-6146-2	2012

13	**Md. Irfan**	Translation of M.Phil Thesis "Imam Ahmad Raza Aur Hadeesi Hawashi" published by Arshi Kitab Ghar Hyderabad A.P		2012
14	Mrs Mary Vinaya Sheela & etal	Financial Accounting (Advanced Accounting)	Vaagdevi Publications 978 – 81-921823-08	2012
15	Mrs C. Savithri	Research Methodology	Vaagdevi Publication 978 -81-921823-60	March 2013
16	Mrs .Mary Vinaya Sheela Mrs. N. Srilatha Mrs.Sumithra Pujari	Financial Accounting	Vaagdevi Publication 978-81-921823-1-5	2012
17	Mrs.Mary Vinaya Sheela Mrs. Ritika Waghray Mrs.Sudha Ramani	Advanced Accounting	Vaagdevi Publication 978-81-921823-08	2012
18	Mrs.Ritika Waghray Mrs. Suguna Sheela	Business Economics	Vaagdevi Publications 978-81-921823-39	2012
19	Mrs. Mary Vinaya Sheela	Fund. of Accounting B..com Iyr Sem I	Vaagdevi Publications 9788192182315	2012
20	Prof. D.P. Sharma	"Artificial Intelligence a Comprehensive Approach"	Excel Books, New Delhi, Date of Publication is on 7th Feb 2013. ISBN: 978-93-5062-251-3	2013

Without ISBN: 7 Nos

1	Md.Irfan	Major Translated Books In Indian Languages - Contribution of Jamia Ashrafia Scholars to the translation	Feb 22th,23,2013 Eflu Hyderabad	

2	Md. Irfan	Translation of M.Phil Thesis "Imam Ahmad Raza Aur Hadeesi Hawashi"	Arshi Kitab Ghar Hyderabad A.P	2012
3	Mohd Irfan	Quarterly Magazine "AL-NAHZA"Kerala	Imam Ahmad raza & Iraqi Scholars	Nov 2012
4	Mohd Irfan	Anwaar e Imam Azam	Marginal Notes of Ahmad Raza Khan On the Major Books of Hanafi Scholars In Hadith Literature	Dec 2012
5	Mohd Irfan	Anwaar e Imam Azam	Contribution of Scholars of Hyderabad to the Hanafi Literature	Dec 2012
6	Mohd Irfan	Contribution of Scholars of Hyderabad to the Hanafi Literature	Monthly "Kanzul Iman	Dec 2012
7	Mohd Irfan	Imam Azam &His Students	Anwaar e Imam Azam	Dec 2012

Other books edited: 2 Nos

1	Dr.S.Brinda	Course Editor for Web Programming	Prof. G. Ram Reddy Centre for Distance Education	**2012**
2	Dr.S.Brinda	Course Editor for Relational Database Management System	Mahatma Gandhi University for Distance Education	2012

3.8 No. of University Departments receiving funds from :

UGC-SAP ☐   CAS ☐   DST-FIST ☐

DPE ☐   DBT Scheme/funds ☐

3.9 For colleges   Autonomy ☐   CPE ☐   DBT Star Scheme ☐

INSPIRE ☐   CE ☐   Any Other (NAAC) ☐ √

3.10 Revenue generated through consultancy nil

3.11 No. of conferences

Level	International	National	State	University	College
Number		01			01
Sponsoring agencies		NAAC and management			College management

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons 09

S.NO	FACULTY NAME & DESIGNATION	RESOURCE PERSON TO COMPANY
1	Rev. Fr. Dr. V.K. Swamy	key note speaker for Seminar on Corruption – Roots and remedies - Inter College Philosophy Conference organized by Papal Seminary Nagar Road, Ramwadi, Pune.
2	Mr.N.Srinivas Associate Professor	Trainer at AP Productivity Council, Jubilee Hills, Hyderabad.
		Resource person at AP Labour Welfare Association RTC X Roads, Hyderabad
		Trainer at BDL Kanchanbagh
		Heritage Foods Uppal, Hyderabad
3	Mr.P.Ganesh Anand Assistant Professor	Trainer at AP Productivity Council Jubilee Hills, Hyderabad
4	Mr.Manoj D' Chalerence Assistant Professor	Trainer at AP Productivity Council Jubilee Hills, Hyderabad
5	Mrs. Mary Vinaya Sheela	On the panel of interview of Indian Overseas Bank for recruitment of Clerical Staff – 2012, from 24th to 29th August 2012
6	Mr. Sridhar Reddy	A Team Manager and accompanied with Osmania University, South Zone Inter-University Table Tennis Championship held at the Kannur University, Kerela from 27th - 30th December, 2012.
7	Mr. M. Joseph Rajakumar	Trained software professionals on Java technologies to Cordys Software Pvt. Ltd. Hitech City, Hyderabad from 27th Nov to 01st Dec, 2012.
8	Mr.P.Bhaskar Reddy	Resource Person for Department of forensic Sciences, OU
9	Dr.S.Brinda	Resource person for Ram Reddy Centre for Distance Education Osmania University

3.13 No. of collaborations   International [ ]   National [4]   Any other [ ]

1	Department of Physics & Electronics	PCB Designing-Certificate from EFY Centre, Delhi,
2	Department of Physics & Electronics	Optic fiber cable laying &Splicing-BSNL, RTTC, Telecom nagar, Hyd.
3	Department of Physics & Electronics	IGATE
4	Department of mathematics & statistics	Click

3.14 No. of linkages created during this year ⎡ 09 ⎤

SL.NO	DEPARTMENT	NAME OF THE CERTIFICATE COURSE
1	Department of Business Management	Digital Marketing in collaboration with Emobitise
2	Department of Computer Science	Microsoft Office Specialist - Excel" - Organized in collaboration with Certified Microsoft Professional,
3	Department of Computer Science	"BSNL Certified Networking Engineer" in collaboration with BSNL - RTTC (Regional Telecom Training Center), Gachibowli, Hyderabad
4	Department of English	Certificate Course in Pitman's Speed Typing in collaboration with Jaya School of Education, Abids
5	Department of English	Certificate Handwriting in collaboration with Jaya School of Education, Abids
6	Department of Physics & Electronics	Access Control Systems-Techno i Electronic Security
7	Department of Physics & Electronics	Mobile phone Hardware-SIDDU technical Institute,DSNR,Hyderabad
8	Department of Commerce	E-Commerce in collaboration with Impact Education
9	Department of Commerce	NSE – CERTIFIED MARKET PROFESSIONAL in collaboration with National Stock Exchange

3.15 Total budget for research for current year in lakhs :

From Funding agency ⎡ NIL ⎤ From Management of University/College ⎡ 1.5 lakhs ⎤

Total ⎡ 1.5 lakhs ⎤

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	nil
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
    Of the institute in the year

Total	International	National	State	University	Dist	College
17	0	0	0	0	0	17

An amount of Rs. 49,000 for Best Teacher awards and Rs 85,000 for Seed Money was given by Management /College.

DEPARTMENT		12-13
Commerce	9	Mrs Mary Vinaya Sheela(HOD) Mrs Ritika Waghray Mrs Anantha Lakshmi Mrs Nisha Mathur Mrs Y.Geethanjali Mrs. Danam **Seed money for Researchers by the Management** ➢ Mr.Thirumala Rao ➢ Mrs C.Savithri ➢ Mr. Praveen Kumar ➢ Mrs.Danam Tressa ➢ Mrs Mary Vinaya Sheela
Management	2	Mrs.R.Anita Mr.P.Ganesh Anand **Seed money for Researchers by the Management** Mrs.R.Anita
Science	2	Dr.Sharma Mrs.L. Mihira Priya
Computer science	1	Mr.Joseph Raja Kumar
Languages	2	Mohd Irfan Dr. Jaiswal **Seed money for Researchers by the Management** Mohd Irfan
Physical Director	1	**Seed money for Researchers by the Management** Mr. Sridhar Reddy

3.18 No. of faculty from the Institution who are Ph. D. Guides   01
    and students registered under them   04

3.19 No. of Ph.D. awarded by faculty from the Institution   01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones):None

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level ☐   State level ☐

National level ☐   International level ☐

3.22 No. of students participated in NCC events: **NOT APPLICABLE**

University level ☐   State level ☐

National level ☐   International level ☐

3.23 No. of Awards won in NSS:

University level | - | State level | 2 |

National level | -- | International level | -- |

The students secured State Level Award (First Place) in Debate and (Second Place) in Classical Dancing in State Level Competitions at Andhra University held by NSS Unit of Osmania University, Hyderabad.

3.24 No. of Awards won in NCC: **NOT APPLICABLE**

University level ☐   State level ☐

National level ☐   International level ☐

3.25 No. of Extension activities organized

University forum ☐   College forum | 8 |

NCC ☐   NSS | 1 | Any other ☐

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1.   Department of Physics & Electronics Lab - OPEN DAY /Science Day as an Extension activity at St.Joseph's High School for Girls (Telugu Medium) for 8th & 9th Class Students - 25th & 26th Feb 2013
2.   Visit to Government School for the Blind - The Red Cross Wing "DARU SHIFA" a school of visually challenged near Afjalgunj. - 26th July 2012
     Thirty three students of Final Year voluntarily came forward and organized a visit to the Blind school with the help of the Mrs.Suguna Sheela (Faculty Coordinator Of Youth Red Cross Wing).The choir of the college also entertained the students. The students contributed Rs.6300.This amount was

used to donate Congo Drums, Fruits, Chocolates and snacks to the students. Students of our college interacted with the blind children at the school and tried to learn how they carried out their routine lifestyle overcoming the obstacles that they face.

3. **SASMITA program**, the staff and the students of BSc & BCom visited "Aram Ghar - Indian Council of Social Welfare" a center for aged & mentally disordered people, on 15/06/2012
4. St. Joseph's Degree & PG College as a part of Corporate Social Responsibility donated an amount of Rs1.5 lakhs for renovating the seminar hall and fitting the hall with LCD at St. Josephs Girls high School, Gunfoundry. The Seminar hall was blessed by Rev.Fr.Dominic Savio and Inaugurated by Rev.Fr.Dr.V.K.Swamy on 25th February 2013.
5. The students of III B. Sc (MSCs) visited the home for the disabled in Kavadiguda and they contributed an amount of Rs.4000/- to the home.
6. Donation of computers to St. Andrews School, NIzambad
7. Donation of furniture to Infant Jesus School, Balaji Nagar, Yapral
8. **NSS Camp:** The Tree Plantation Programme was conducted by the NSS Unit of our college at our adopted village, Chengicherla, Ghatkesar Mandal, Hyderabad on 20 October 2012.
9. The Red Cross Wing of our college conducted blood screening camp on 10th and 11th July, 2012 where the blood group test was made and recorded for all the Ist year B.Com , BBA, B.Sc. and B.A students on 10th and 11th July 2012. Mrs. Suguna Sheela, Department of Commerce and Mrs. L Mihira Priya, HoD, Physics & Electronics conducted the camp.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1,27,430 sq.ft	nil	Management	1,27,430 sq.ft
Class rooms	33	nil	Management	33
Laboratories	10	nil	Management	09
Seminar Halls	05	nil	Management	04
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		6*	Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		35,67,608	Management	
Library books		1,57,478	Management	

* No. of important equipments purchased (≥ 1-0 lakh) during the current year.

Sl.No	Particulars	No	Amount
1	Computers – I3	10 Nos	1,99,000
2	Computers – I5	20 Nos	5,38,651
3	UPS	5 Nos	2,14,050
4	LCD	11Nos	4,33,450
5	Furniture		5,96,378
6	Sport equipment		1,08,358
7	Canteen Renovation		13,62,221
8	K-Van software		1,15,500
	Total		**35,67,608**

4.2 Computerization of administration and library

S.No	Purpose	Application Name	Vendor/ Org	S/w Specification	H/w Specification
1.	Administrative procedures including finance	INSIGHT Software	Akshara soft	C Language	Propitiatory Database
2.	Student admission /Attendance/ Placement	eZSchool – College Management SystemSoftware	Volksoft Technologies	Clipper,VB	SQL Server
3	Evaluation and Examination Procedures	Exam Master	Mini Web Graphics	Html, JSP, Java Framework	MYSQL Database
4	Feedback on Curriculum/faculty	Feedback System	St.Joseph's Degree & PG College	HTML, ASP	MYSQL Database
5	Staff Attendance Management System - BioMetrics	eBiome	Dachi Technologies	Visual Basic	MS Access
6	Library Mgmt System	New Gen Lib	Versus Solutions	Java, PL/ SQL	SQL Server
7	Communication / Resource	Center for Knowledge	Developed by Mr. Ashok	PHP, WAMP	MYSQL Database

Sharing between Staff & Students	management System	MCA III Year Student Under the guidance of Dept. of CS St. Joseph's Degree & PG College	

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			185	39010	9863	15,10,252
Reference Books			256	128615	4182	
e-Books	200				200	
Journals	EBSCO+ 17	212563	17	44815	EBSCO+ 34	257378
e-Journals	DELNE TEBSCO	11500 181650	DELNE T	11500	DELNET	11500
Digital Database						
CD & Video	20		20			
Others (specify)	NEWS PAPERS (15) British Library	21000 6500	NEWS PAPERS (15) British Library INFLIB NET	21000 6500 5000	NEWS PAPERS (15) British Library INFLIBNE T	42000 6500 5000

* Total Amount spent for Library till date: Rs37,67,057

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others UPS	Others printers
Existing	317	04	15mbps	1	--	02	07	65	26

Added	30	--	30 mbps	1	--	--	--	06	02
Total	347							71	28

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

> Training given to faculty regarding networking – EZ school software for attendance, use of e learning resources , use of PPT and downloading of videos
>
> Training given to office staff regarding MS Word, use of software for admissions

4.6 Amount spent on maintenance in lakhs :

i) ICT   221015

ii) Campus Infrastructure and facilities   258505

iii) Equipments   482969

iv) Others(Building)   699598

Total :   1662087

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Orientation programmes at the beginning of the year
2. Scholarship notices on the college notice boards
3. Guest lectures
4. Details in Handbooks , prospectus
5. Website

5.2 Efforts made by the institution for tracking the progression

1. Mentoring, Counselling, guidance programmes
2. Internal Assessment test I, II
3. Achievements in academics, extracurricular, sports etcs

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1481	71	--	---

(b) No. of students outside the state

59

(c) No. of international students

16

Men

No	%
1176	76

Women

No	%
376	24

Last Year (2011- 2012)						This Year(2012 – 2013)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1076	38	06	160	03	1283	1215	55	10	200	01	1481
14	3	2	16	0	35	33	6	2	30	0	91

Demand ratio   *   **Dropout %** : 4.5% for UG and 2% for PG

*Demand Ratio

Programmes 2012-13		
UG		
1.	B.Com (Reg)	**1.49 : 1**
2.	B.Com (Comp)	**1.9 : 1**
3.	B.Com (Hons)	**1.12 : 1**
4.	B.Com (Prof)	**1.05 : 1**
5.	B.Sc	**1.01 : 1**
6.	B.A (Mass Com)	**1.25 : 1**
7.	B.A (JPE)	**1.25 : 1**
8.	B.B.A	**1.13 : 1**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

SL.NO	Name of the Programme/ Course	Duration (Hours)	Entry qualification	Approved in take	No. of students admitted
1	Numercial ability	60	UG	91	91
2	Aptitude	20	10+2	50	61
	TOTAL				152

No. of students beneficiaries   152

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

No. of students benefitted   1500

1. Training Sessions on Resume Building, Group discussion, How to face Interview and Jam Sessions by Mr Sharat King, Department of English, St. Joseph's Degree and PG College
2. Training Sessions on Numerical ability, Logical reasoning, Problem solving, General Aptitude by Mrs Rani, Department of Management, St.Joseph's Degree and PG College.
3. Training Sessions on Resume Building and Self Profile by Mrs Bhuvana, Department of English, St.Joseph's Degree and PG. College.
4. Seminar on Goal Setting & Time Management for B.Com General, B.Com Computers , B.Com Professional and B.Com Hons students on 6th ,7th and 8th August 2012 at Seminar Hall. The Resource person was Mr Venkat Ramana , Director of Hyderabad Institute of Management Skills and Visiting faculty at Vivekanda Institute of Human Excellence, Ramkrishna Math.
5. Seminar on CPT, IPCC and CFA coaching and job avenues of such courses for B.Com I and II Year students by The Guardian School for Professional on 15th December 2012 in Joseph Hall.
6. Deloitte Impact day on 23rd Nov 2012
7. Skypye programme – BBA II – a fusion of theory and practice – 21st August
8. Management skills – international guest lectures – 3rd August – Dr. Ravi Seethamraju
9. Entrepreneurship Development – 22nd August 2012
10. Self introduction & JAM – 24.09.2012 – B.Sc – Mr. Sharat King
11. Induction programme – 22nd Sept 2012 – M.Com & MCJ
12. Group Discussion – 08.10. 2012 – B.Sc – Mr. Sharat King
13. An orientation programme for the B. Com II years was held on 14th June, 2012. The Principal, Rev. Fr. Dr. V.K. Swamy advised students to work hard in academics and also participate in extracurricular activities to develop a well rounded personality. Rev. Fr. Alex Raju, a priest of the parish and a practicing lawyer also oriented them.
14. Academic excellence award day on 20th June 2012 to release the results of Autonomous stream. The Guest of honour was Prof M. Sulochana, Dean, Department of Commerce, Osmania University and Prof Kistiah, Head, Department of Physics, Osmania University. They advised the students to be thorough in basics of subject as the prospective employers are interested in knowing whether the candidate chas basic knowledge or not.

5.7 Details of campus placement

On campus			*Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	123	74	03

* Limited information available on off campus

Number of students participated in campus selection programmes : 123

32- B.Sc, 91 – B.Com

Number of students selected for placements during the year   77

19 – B.SC , 57 – B.Com, M.Com – 01 (Deepika)

5.8 Details of gender sensitization programmes   02

S.NO	DATE	TOPIC	SPEAKER
1	13th August 2012	Lecture on **"Challenges of Growing up"**	**Dr.Vasundra,** Retired Principal of Sarojini Naidu Vanitha Mahavidyalaya – UG I yr girls
2	18th August 2012	Lecture on 'Women's Growing Problems'	**Dr.Balamba**, Former HOD, Dept of Gynecology, Osmania Medical College, Hyderabad

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   07   National level   02   International level

University level:

1. **R. Nitin Kumar, BSc-III**
   He won the Silver Medal (Super Heavy) Osmania University Inter College Boxing championship, Held at L.B. Stadium. Dates are 4th & 5th October, 2012.

2. **Al Jabri Fahad Bin, III-B-1155**

He was represented to South Zone Inter-University Football Championship to be held at the Annamalai University in Tamil Nadu. Dates are 6th 10th October, 2012.

3. **Nevin Fernandes, B.Com II-A-1037**

   He was represented to South Zone Inter-University Table Tennis Championship to be held at the Kannur University, Kerla. Dates are 27th 30th December, 2012.

4. **Osmania University Inter Collegiate Table-Tennis Tournament.**

   St. Joseph's team place in this Tournament fourth place, held at CBIT. Dates are 15th & 16th September, 2012.

National Level:

1. **Al Jabri Fahad Bin, III-B-1155**

   He was represented to South Zone Inter-University Football Championship to be held at the Annamalai University in Tamil Nadu. Dates are 6th 10th October, 2012.

2. **Nevin Fernandes, B.Com II-A-1037**

   He was represented to South Zone Inter-University Table Tennis Championship to be held at the Kannur University, Kerla. Dates are 27th 30th December, 2012.

No. of students participated in cultural events

State/ University level | 35 | National level | 01 | International level | 0 |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 04 | National level | 01 | International level | |

Osmania University Inter Collegiate Table-Tennis Tournament.

St. Joseph's team place in this Tournament fourth place, held at CBIT. Dates are 15th & 16th September, 2012.

Team Members:
1. Nevin Fernandes B.Com II-A-1037
2. Mohammed S.N I-B-77
3. Christopher B.Com I-P

He won the Silver Medal (Super Heavy) Osmania University Inter College Boxing championship, Held at L.B. Stadium. Dates are 4th & 5th October, 2012.

4. R. Nitin Kumar, BSc-III

Cultural: State/ University level | 10 | National level | 01 | International level | |

❖ **U.Stephenson** Secured I Prize in Western Vocal Solo Singing Competition at Inter University Cultural Competition.**(October 2012)**

- **U.Stephenson** B.Com II yr(Comp) **representing Osmania University** in Western Vocal Solo Singing Competition at **National Youth Festival** held from Feb 5th to Feb 9th at University of Kalyani, Kolkota secured **I Prize**.
- Jiby Vargese B.Sc II yr (MC),Marshal John B.Com III yr (Comp),John B.Com I yr (Comp), Amritha B.Com I yr (Comp),Suzana B.Com I yr (Prof)- **Group Song (Indian)-** Inter collegiate cultural competition held on   8th September 2012 at Osmania University Hyderabad - **II prize.**
- B.Vineela – BBA – I prize in classical solo at state level NSS competition held at vishakapatnam
- Mirza Mohammed.Nawaz - LIGHT VOCAL(INDIAN SOLO) – I Prize

INTER COLLEGIATE COMPETITION			
1	Joy Onesimus	Classical Instrumental Solo	B.Sc III
2	U.Stephenson	Western Vocal Solo	B.Com II C
3	Vishal Agarwal	Mimicry	BBA II yr
4	B.Vineela	Classical Dance	BBA II YEAR
Osman Ahmed & Group			
5	S.Clinton Raj	One Act Play	B.Com II C
6	Rishika Diana	"	B.Com II C
7	Osman	"	B.Sc III
8	MdTalib Asrari	"	B.Sc III yr
9	Anezia Barla	"	B.Com I C
10	Naomi Middy	"	B.Com I C
11	Syed Karimullah	"	B.Com I C
12	Chagani Hussain	"	B.Com I P
13	Akash	"	B.Com
14	Apoorva	"	B.A Masscom
15	Shraddha	"	B.Com I P
16	Nikitha Jaiswal	"	B.Com I D
Michael & Group			
17	Michael Akshan Paul	Choir(English Group)	III C
18	Nikhil Prem	"	BA(masscom) II
19	Rohit Roy	"	B.Com II D
20	Amrutha Vani	"	B.Com II C
21	Hepsiba	"	B.Com I D
22	Madeliene Frazer	"	BA(masscom) II
23	Shawn Vivian	Musician	III C
24	Blanche Sarah	"	III H
25	B.Joy Onesimus	"	B.Sc III yr

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	18	**1,16,150**
Financial support from government	196	15,80,825
Financial support from other sources	nil	nil
Number of students who received International/ National recognitions	16	3,20,000

5.11 Student organised / initiatives

Fairs : State/ University level 02   National level ☐   International level ☐

Exhibition: State/ University level ☐   National level ☐   International level ☐

- **Film Festival:** Department of Mass Communication & Journalism organized a film festival called "CinEvolution - Best in the World" on 15th and 16th of September 2012. Popular Telugu film hero, Manchu Manoj Kumar and upcoming hero Navdeep were part of the valedictory ceremony. Roadies fame Vinay Abhishek and Taranjeet Kaur and few other prominent personnel from the media fraternity were a major attraction at the film festival. The event attracted 14 short films of 10 minutes duration each. Prominent TV producer and the president of APTV Chamber of Commerce Mr. Nagabala Suresh Kumar were also present.

- **JOSEPHIESTA 2012**- A Culmination of Talents!: both academic and cultural was held on 19th - 20th December 2012. As an advertising strategy for Josephiesta, the Flash Mob was performed an energetic and vibrant dance number at the City Centre, Punjagutta. Prof.T.L.N. Swamy, Principal of Nizam College declared the event open. About 3500 students from 90 colleges across the twin cities showcased an amazing array of talents. The Fest comprised of nearly 50 formal and informal events to bring to fore the various dormant potential of students. Msgr. Swarna Bernard, VG & Vice Chairman HAES, was the Chief Guest for the valedictory function.

- A Computer Fair was conducted on 25th July 2012 for I year B.Com (Gen), B.Com (Comp), B.Com (Hons), B.B.A, B.Sc students.

5.12 No. of social initiatives undertaken by the students 09

5.13 Major grievances of students (if any) redressed:
- Canteen facilities
- Teaching
- Student discipline
- College timings

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: To provide distinct environment of educational excellence with humane values and social commitment.

MISSION:
We are committed
- **To develop knowledge citizens** with multidisciplinary global competencies.
- **To integrate in the students the ennobling virtues** of truth, fairness, tolerance and co-operation that lead them to serve the underprivileged.
- **To sensitize in Josephites** a sense of appreciation of traditional and cultural inheritance.
- **To create and maintain an environment of excellence in education** through technological advancements & effective pedagogy.
- **To provide life skills** towards a successful career, home and society**.**

6.2 Does the Institution has a management Information System

Yes

S.No	Purpose	Application Name	Vendor/ Org	S/w Specification	H/w Specification
1.	Administrative procedures including finance	INSIGHT Software	Akshara soft	C Language	Propitiatory Database
2.	Student admission /Attendance/ Placement	eZSchool – College Management SystemSoftware	Volksoft Technologies	Clipper,VB	SQL Server
3	Evaluation and Examination Procedures	Exam Master	Mini Web Graphics	Html, JSP, Java Framework	MYSQL Database
4	Feedback on Curriculum/faculty	Feedback System	St.Joseph's Degree & PG College	HTML, ASP	MYSQL Database
5	Staff	eBiome	Dachi	Visual Basic	MS Access

			Technologies		
	Attendance Management System - BioMetrics				
6	Library Mgmt System	New Gen Lib	Versus Solutions	Java, PL/ SQL	SQL Server
7	Communication / Resource Sharing between Staff & Students	Center for Knowledge management System	Developed by Mr. Ashok MCA III Year Student Under the guidance of Dept. of CS St. Joseph's Degree & PG College	PHP, WAMP	MYSQL Database

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development
- Developed curriculum of UG Courses (B.Sc – MPCs, MSCs, MECs) B.A (Mass Com), BBA, B.Com(regulars, computers, and computers) for third year and second year for (B.Sc – NHAEM), B.A (JPE), B.Com(professionals) of to meet global demands
- Faculty are motivated to design and implement value added courses-certificate courses/interdisciplinary course.
- The college follows the guidelines issued by the statutory regulatory bodies through Board of Studies, Academic Council and Governing Board of the college during curriculum revision

6.3.2 Teaching and Learning
- Conducted of Entry level tests, bridge courses
- Used of ppt and videos/Simulations/animations
- Upgraded the infrastructure and learning resources
- Promoted experiential learning using field visits/industrial visits
- Remedial, mentoring, counselling students on personal and career
- Online feedbacks are taken on a continuous basis from the students as well as from senior professors to assess the teaching skills of the faculty.
- Students' performance is also assessed by conducting continuous assessment tests, assignments, projects etc.
- Students are exposed to learning in smart class rooms and are encouraged to give presentations in their own domain to enhance learning and presentation skills as well.

6.3.3 Examination and Evaluation

- Conduct of internal examinations – I & II and external examination by college – UG Courses(under autonomy)
- Conduct of internal examinations – I & II for PG Courses by college and external examination for PG Courses by Osmania university (not under autonomy)
- Conduct of skilled based tests as one of the component of internal examinations – presentations, assignments, class tests, oral tests
- For PG Courses Guidelines and Almanac is followed as per the University

6.3.4 Research and Development

- Taken Initiatives in Promoting Research Climate
- Conducted certificate courses in collaboration with other institutions/industries
- Recruited faculty of research aptitude
- Increased publications by faculty
- Infrastructure facilities like well equipped laboratory for student learning as well as for faculty research are made available.
- The equipments are purchased often, as and when required to strengthen research activities.
- Students and faculty members are sponsored for presentations in conferences hosted by other institutions. They are encouraged to present papers, attend seminars/conference/workshops/refresher courses

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library Committee suggested a list of books based on interaction with the students and faculty members.
- This list was forwarded to concerning authority for sanction and purchase of books.
- The library is also well equipped with required titles and volumes of text books, e-journals, computer hardware and software for conductive learning.

6.3.6 Human Resource Management

- Human Resource Management is working on the strategy of maximum utilization of resources in a better way.
- HR planning is done based on the workload in the departments
- HoDs in coordination of the Principal plans for the faculty requirement.
- The institution has always had the required number of qualified and competent teachers to handle all the courses in all departments. The management has sustained the admirable practice of filling all vacancies promptly
- Training and development programmes for teaching and non-teaching staff are conducted as per the requirement
- Orientation of the newly recruited staff and present faculty
- Welfare measures for teaching and non-teaching staff were introduced. The institute takes care of its human resources. Employees are given utmost importance and their needs are recognized well on college annual day

6.3.7 Faculty and Staff recruitment

- The existing vacancies are advertised by the college in leading regional and English newspapers inviting applications form eligible candidates. The notification is also put up on the college website.
- All the applications are screened and the short listed eligible candidates are informed to attend interview along with the original certificates.
- The short listed eligible candidates are interviewed by selection committee comprising subject experts nominated by Osmania University, Principal, Director and Head of the Department
- twenty two qualified faculty members were selected and appointed since there was increase in intake of students and who left the institute during the year.

6.3.8 Industry Interaction / Collaboration
- Identified industries collaborators for curriculum design and development, certificate courses, Projects, internships, field trips, industrial visits, guest lectures, workshops, seminars, placements, career guidance etc…

6.3.9 Admission of Students

- **Admission Committee** of the college comprising the Principal, Vice - Principal, Heads of the Departments and senior faculty ensures transparent and effective admission process.As the first step the applicants are counseled by the faculty to create an awareness among the students regarding Autonomy, Courses offered, career prospects, campus culture, rules and regulations and various other add –on courses designed for the holistic development of the students.

Criteria for UG Admissions:
Sanction of seats is given by Osmania University and APSCHE

Merit and Interview:
As depicted in the chart above, percentage of the marks obtained by the candidate in the qualifying exam and an interview form the basis for selection.

PG Admissions
Merit with entrance test
80% of M.Com and MCJ seats are filled through Osmania University counseling while the remaining 20% are filled through Management Quota.
State government norms are followed, whereby PG Admissions are based on the OU-CET rank (a Common test conducted by state agency) and marks obtained by the candidate in the qualifying examination.

6.4 Welfare schemes for

<u>Teaching staff & Non-Teaching Staff:</u>

- The Institution offers acceptable packages to attract and retain well qualified and competent faculty.
- Salaries are promptly paid.
- Financial assistance is given to the staff for participating in seminars, workshops and staff refresher courses. Staff pursuing research are given seed money.
- LIC group gratuity schemes for all permanent staff; Employee Provident Fund (EPF) for all non teaching staff EPF for all faculty who have completed three years of service - are some of the welfare measures for the staff.
- Every year faculty are taken for picnic to resorts
- Children of non-teaching staff are given fee concessions
- Class IV employees are given a pair of uniform every year
- Staff is given Christmas gifts.
- Women faculty can avail themselves of paid Maternity leave
- Unavailed Leaves can be encashed
- Financial assistance and emotional support is given to the staff in times of medical emergencies and other personal tragedies.
- Interest free Loan facility is available

Students: Financial Assistance and Fee Concessions (details in

6.5 Total corpus fund generated

> 10 lakhs for   PG

6.6 Whether annual financial audit has been done   √ Yes   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	HAES Society India Today magazine	Yes	Director/ Principal
Administrative	Yes	HAES Society India Today magazine	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   √   No

(college)

For PG Programmes   Yes [ ] No [√]

(University)

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The advent of autonomy introduced major examination reforms in the college, predominantly seen in a shift from paper-based testing to skills -based testing.

- Shift from year wise scheme to semester system giving scope for continous internal assessments
- The introduction of continuous internal assessment with innovative methods of evaluation like presentations/seminars, creative assignments/mini projects have created a learning atmosphere right through the year focusing the attention of the students on incremental learning and internalisation.
- Regularly the question paper pattern is reviewed and suitably modified in consultation with BOS members who meet at the end of the academic year.
- Autonomy has made different modes of evaluation available to the teacher via skilled based tests, giving scope to test not just knowledge but also multiple intelligence like creative thinking, soft skills etc.,
- Transparency and pre-audit reflect the positive impact on the system.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Encouraged and gave feedback at every stage to the college to take up activities to enhance quality in all the aspects –admissions, teaching- learning, research, student support , infrastructure etc., - during inspections, interactions in BOS, ACADEMIC COUNCIL, Governing Body, seminars, guest lectures, personal interactions by the management

6.11 Activities and support from the Alumni Association

- The alumni representative on the regulatory bodies like the BOS, Academic Council make significant contributions to the proceedings on the curriculum design and development.
- Placements
- Pre-placement support
- Internships

6.12 Activities and support from the Parent – Teacher Association

> "College Interface Day 2012" was organized at Bharthiya Vidya Bhavan on July 7th 2012 for BBA, B.Com, B.Sc, B.A I year students. The programme was interface with parents.
>
> Other Mode of interaction - Phone and Meetings (regarding attendance& discipline)

6.13 Development programmes for support staff

> Computer training , communication skills, on-job training

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Adopting concrete energy saving strategies in the campus and also in creating awareness among students and staff about its critical significance
2. Efforts to keep campus eco-friendly

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

CRITERION I. Curriculum Aspects:

- Introduction of New courses BA (JPE), B.Sc (NHAEM), MCJ & Approval of M.Com (Finance)
- Introduction of Interdisciplinary courses
- Prepared curriculum for third year UG Courses – Internships and Projects are made mandatory in all courses except B.Com General.
- Certificate courses introduced and MOUs with industry bodies like Prayog Labs PVt.Ltd. Kukatpally, Hyd , RTTC, Hyd , an telecom training centre, Embotise technologies, etc.

CRITERION II: Teaching-Learning and Evaluation

- To encourage increased parental involvement and guidance for effective function of the Institution and the College started the tradition of an Interface Day in the year 2012.

CRITERION III: Research,Consultancy and Extension

- To promote research among the faculty seed money for research was granted for 8 faculty and an appreciation award was given for faculty for completing Ph.D. Principal

was felicitated by the Chairman for completing his second Ph.D.(details given in the criterion II)

- The management sponsored faculty for the seminars/workshops
- As part of corporate social responsibility towards the disadvantaged, the college repaired and refurnished a Hall with audio/Video equipment in St. Joseph's Telugu Medium School (Girls) Gunfoundry on 25th Feb 2013 incurring an expenditure of Rs 1,50,000.
- Having declared 2012 -2013 as year of research, there has been a significant rise in research output with increased number of publications and paper presentation
- To promote and reward excellence in teaching the college initiated the practice of **best teacher award** in the year 2012
- National Seminar sponsored by NAAC on " Role of IQAC in Sustenance & Enhancement Of Quality In HEIs on 25th & 26th Sept 2012

CRITERION IV: Infrastructure and Learning resources

- Psychology lab was set up
- Statistical Package for Social Sciences(SPSS) Lab was set up with 20 systems
- Extension of canteen
- Purchase of 30 Computer system systems and Air Conditioner, Purchase of K-Van software, Home Theatre in Mass Com Lab, photo copier and LCDs

CRITERION V: Student Support and Progression

- Student Quality Assurance Cell was set up in the year 2013 to promote student involvement and leadership.
- The tradition of hosting Annual Academic and cultural fest **Josephiesta** and annual short film making festival **Cinevolution** began in the year 2011 and 2012 respectively.
- Students of Mass Communication have brought out a college magazine titled **Joseph Heights**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> IQAC planned the objectives for current year (2012-13) and its progress was monitored through action taken report monthly from all concerned persons. In its meeting these action taken reports were discussed and correction was done appropriately whenever it was required.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> 1. Standardised procedures of effective teaching planning and learning process
>
> 2. Regular conduct of Faculty enrichment programmes

7.4 Contribution to environmental awareness / protection

> Institute organizes every year NSS Programmes wherein awareness campaign for the spreading awareness among the nearby people residing in neighbouring areas regarding environment and its protection from the various types of pollutions.
>
> **NSS Camp:** The Tree Plantation Programme was conducted by the NSS Unit of our college at our adopted village, Chengicherla, Ghatkesar Mandal, Hyderabad on 20 October 2012. 50 saplings were bought from the Nursery of V.C. Lodge, Osmania University. 16 students participated in the programme. The Gram Panchayat in charge assisted the students by sending two attendants, to guide them to the places for plantation. Saplings were planted in the Primary School Campus, Hanuman Temple and two other temples, a park and near the roadside

7.5   Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:
- NAAC accreditation with A Grade of CGPA 3.51
- The Institution is located in the centre of the city and has a sprawling area of 2.00 acres.
- The institution has a good reputation in the community
- Academic Flexibility with the advent of autonomy
- Qualified, committed and experienced faculty
- Innovative ICT – backed teaching- learning methodology.
- Ratings by Reputed National Print Media
- Regular conduct of student centric activities through various academic clubs and cultural fests - Cinevolution and Josephiesta.
- Regular community engagement programmes
- Provision of Good Placement services
- Word of mouth publicity through successful Alumni.
- Enhanced reputation among academicians with regular Faculty enrichment programmes through seminars/conferences/workshops / refresher courses/orientations

Weakness:
- Funds constraints being a Self financed institution
- Lack of research projects

- Limited Consultancy
- Limited International linkages and student/staff exchange programmes
- Collaboration with premier research institutions is in formative stage.
- Not able to attract good percentage students for Science courses
- Limited campus area for sports and games

Opportunities:

- Innumerable existing technologies to be explored / harnessed for teaching- learning
- Wide scope for collaboration with Indian and foreign research institutes/ universities / organizations.
- Consultancy services to industries/reputed bodies
- Introduction of more courses and market relevant/industry relevant certificate courses
- Diversification of courses to provide greater flexibility
- Placement for students.
- To strengthen Student Quality Assurance Cell

Challenges

- Continuous high need for redesigning the curriculum
- Low academic standards of the students in Science and Mass Communication courses.
- Migration of experienced faculty
- To motivate the faculty and staff for changing and progressive paradigms
- Competition from other higher education entities & Global
- Development of skilled man-power in frontline areas of science and technology
- Networking with other reputed institutions in academic and research activities
- Catering to the needs of Students from heterogeneous background
- Attracting students towards traditional science courses
- Enhancement of faculty research

8. **Plans of institution for next year**
    1. To prepare curriculum for PG Courses under Autonomy
    2. To submit LOI and prepare SSR for NAAC re-accreditation
    3. To organise 2 National Seminars in Finance and Management
    4. To conduct Library week celebrations
    5. To continue to organise Student Centric activities: Cinevolution – Mega Short Film event, JOSEPHIETA – Cultural and academic event, Industrial visit/field trips, guest lectures, celebrations, placement activities, exhibition/fairs
    6. To conduct entrepreneurial awareness workshops
    7. To conduct Campus recruitment Training programmes
    8. To send students for internships
    9. To continue to arrange community development programmes through JSS, NSS & Red Cross

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

I. BEST PRACTICE:

1. **Title of the Practice**

    Standardized procedures for effective Teaching – Learning

2. **Objectives of the Practice**

    The objectives/intended outcomes of this best practice are:
    - To assist in curriculum planning
    - To ensure effective delivery of teaching across all the courses
    - To improve student's learning experiences and outcomes
    - To provide staff with information in regard to professional development needs

Underlying principles or concepts of this practice:

- Be practical, and easy to implement in the college (i.e., are sustainable);
- Improve the ability of the institution to produce comparable data;
- Strive for simplicity and clarity of teaching- learning, and establish clear expectations for analytical performance and Quality assurance;
- Provide a consistent framework for future enhancement of Teaching – Learning methods

3. **The Context**

    Quality teaching is defined in terms of effective pedagogical techniques to produce learning outcomes for students. It involves several dimensions, including the effective design of curriculum and course content, a variety of learning contexts (including guided independent study, project-based learning, collaborative learning, experimentation, etc.), soliciting and using feedback, and effective assessment of learning outcomes. Institutions need to ensure that the education they offer meets the expectations of students and the requirements of employers, both today and for the future.

    One of the most challenging paradoxes in the world of academics is the fact that while innovativeness in teaching is largely agreed upon as the most desired aspect of teaching, it is also equally a fact that innovativeness as a tangible teaching component cannot be defined or promoted. To meet the challenge of promoting innovativeness of teachers the best way was found to be insisting on documentation of individual teaching plans/lessons which in turn help to identify the most creative methodologies /approaches that can be shared with others who are not spontaneously creative teachers.

Under the system of standardized procedures the pedagogical tools adopted by most creative teachers get to be systematically documented and this can work as frame of reference for teachers who are not spontaneously creative.

Senior faculty or sometimes even the most young faculty coming from diverse backgrounds like industry etc., explore alternative pedagogies or adapt student-support to varied student profiles and pedagogical competencies. Their alternative teaching methodologies can serve as training models to other teachers.

The individual performance of each faculty member is a crucial factor in quality teaching. The unit plan designed by the faculty becomes the frame of reference to make the teacher accountable for the status of syllabus completion.

In the context of teachers moving towards greener pastures / IT Sectors, the need for adopting standardized procedures was deeply felt as transition becomes smooth when there is a switch of teachers as the former teachers records become a ready reference for the teachers.

Through constant checks of teacher's documents which include their unit planners, academic records, teaching dairies, monthly appraisal etc., the institution finds scope to identify areas of deficiencies and also take up appropriate FDP programmes for the betterment of their professional effectiveness and also for the quality enhancement of the academic programme.

4. The Practice

The procedures which constitute the implementation of the practice are as follows:

- The institution has a meticulously organized and clearly planned teaching, learning and evaluation schedule, well integrated into the total institutional scheme. At the end of each academic year, the management holds consultations with the faculty and the examination section to plan the Almanac for the forth-coming academic year
- The course outlines and the course schedules are drawn well ahead of the course commencement. Each faculty of the department has an individually drafted unit planner, which reflects how each unit is taught by indicating the time frame along with a mention of methodologies/ references used and modes of evaluation practiced. The course outlines are spelt out given orally to the students by the course teacher in the orientation session.
- Self – appraisals and Monthly appraisals, submitted by the individual teachers gives a clear indication of the teachers' contributions in various categories - academic, administrative and extension activities. Teaching dairies which have lesson plans of the topics handled that week are meticulously maintained by the individual teachers.

- The HOD/Dean/Director of each department ensures the effectiveness of the process by weekly checks of the teaching diaries, academic records, monthly appraisals and syllabus completion statements submitted by the faculty. The effectiveness is further ensured through cross verification by the head of the institution

- The teaching- learning process is continuously reviewed by the Principal, Vice Principal, Director/Dean by taking into account the feedback given by the students.

- Each department submits an annual report on the activities comprising academic activities, research and extension activities, innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities to the IQAC.

- To ensure quality sustenance and enhancement the college periodically conducts the performance audit of the departments which includes course review, Review of Teaching – learning methodologies, Result analysis, Research output, Faculty Development Programmes attended/conducted and Extension activities ,Co-curricular and extra-curricular activities conducted during the year. The audit checks the progress and quality of departmental performance against the specifications spelt out in the Almanac and departmental vision.

- Departmental meetings are conducted once a month and whenever needed. The minutes are documented and signed by Principal.

- Result analysis is submitted by the individual faculty. The result analysis of each department is submitted to the principal after each semester.

- Syllabus completion statements are also periodically submitted by the individual teachers in order to ensure timely completion of the syllabus.

- Feedback is taken from the students at the end of every semester for teacher evaluation.
  Thus the regulatory mechanism of timely checks on teacher quality has the double advantage of improving not only teacher but also student performances.

5. **Evidence of Success**

   The evidence of success is also seen in achieving the targets/benchmarks/distinctions mentioned below:
   - NAAC accreditation with A Grade of CGPA 3.51
   - Academic Flexibility with the advent of autonomy.
   - Availability of increased options with diversification of courses
   - Industry relevant curriculum with thrust on employability skills.
   - Word of mouth publicity through successful Alumni.
   - Increased college reputation with Mega youth fests like CineEvolution, Josephiesta etc.
   - Enhanced reputation among academicians with regular conduct of seminars/guest lectures.
   - University ranks

- Commerce and Science have been ranked among top colleges in twin cities by India Today magazine.
- The College has emerged as a trusted name for discipline & value based /holistic education.

6. Problems Encountered and Resources Required

- Being a self – financed college financial constraints pose a major challenge for implementation/adoption of high quality Teaching – Learning and Evaluation resources.
- Adequate time, human resources, funding and facilities to ensure that quality improvement initiatives meet the needs of teachers
- Develop appropriate tools to monitor teaching quality (e.g. through surveys) and ensure that these are well-designed to provide useful, constructive and timely feedback to teachers.
- A well-designed professional development programme needs to be developed. This requires time, conviction, motivation and openness. It assumes that not only the individual teachers are concerned, but also deans, heads of programmes and other team leaders who are drivers of change.

This collaborative process not only provides a firm foundation for determining the pedagogical competencies that teachers need to develop and the support they will require but also helps to build collective commitment across faculty to the objective of improving teaching quality. The clarity provided will also make it easier to establish what instruments and support measures teachers actually need to produce real improvements in teaching quality.

BEST PRACTICE -II

Title of the Practice: **Faculty Enrichment programmes (FEP)**

1. Goal
Aims and Objectives:

The Management annually organizes **Faculty Enrichment programmes** for promoting teacher quality through a three pronged strategy that aims at personal, profession and holistic development of teachers thereby facilitating their role as educators and mentors and responsible for grooming the future citizens with right knowledge, attitude and skills.

The institution conducts the orientation programme annually with the following objectives:

- To update their knowledge
- To inculcate professional ethics
- To promote technical expertise
- To orient them towards quality research
- To enhance their effectiveness in content designing and delivery
- To sensitize them towards social responsibilities

- To conscientize them towards showing extra care and concern for the improvement of disadvantaged students.

2. The Context

A number of factors have brought quality teaching to the forefront of higher education policies. Almost every education system has experienced substantial growth of student numbers in recent decades and the student profile has become more diverse. At the same time, higher education faces greater challenges and expectations from students, parents, employers to account for their performance and demonstrate their teaching quality.

Experience showed that fostering quality teaching is a multi-level endeavour. Support for quality teaching takes place at three inter-dependent levels:

- *At the institution-wide level*: includes the right policy making like setting up of Internal Quality Assurance Cell.
- *Programme level*: comprising actions to measure and enhance the design, content and delivery of the programmes
- *Individual level*: including initiatives that help teachers achieve their mission, encouraging them to innovate and to support improvements to student learning and adopt a learner oriented focus.

These three levels are essential and inter-dependent. However, supporting quality teaching at the programme level is key to ensure improvement in quality teaching at the discipline level and across the institution.

Support for quality teaching can be manifested through a wide range of activities that are likely to improve the quality of the teaching process, of the programme content, as well as the learning conditions of students.

Institutions engage in fostering quality teaching essentially for the following reasons:

- To respond to the growing demand for meaningful and relevant teaching. Students as well as employers want to ensure that their education will lead to gainful employment and will equip them with the skills needed to evolve professionally over a lifetime.
- To demonstrate that they are reliable providers of good quality higher education, while operating in a complex setting, with multiple stakeholders, each with their own expectations

Current factors influencing the quality of teaching include:

- The internationalisation of higher education
- The increasingly broadening scope of education and greater diversity of student profiles
- The rapid changes in technology, which can quickly make programme content and pedagogies obsolete
- The demand for greater civic engagement of graduates and regional development of higher education

- The increased pressures of global competition, economic efficiency
- The need to produce a skilled workforce to meet the challenges of the 21st century

Encourage teachers to link innovations in their teaching practice to the institutional teaching and learning goals.

Education at present is undergoing tremendous change that demands from the faculty a need to update and keep abreast of the latest developments. The institutions are therefore keen to provide professional development to faculty . But the reality is that professional development for teachers is often disconnected from the educational objectives of the programmes – even though the support provided may be in response to specific requests received from faculty. Thus a well-designed professional development programme needs to be an outcome of a collaborative reflection on the quality of teaching and learning that is aligned with university values, identity and faculty expectations.

3. The Practice

Its a long tradition at St.Joseph's to begin the academic by hosting faculty orientation programme before the classes commence, not only for its own staff but also for faculty of two other colleges, which come under the umbrella of HAES. The collaborative process not only provides a firm foundation for determining the pedagogical competencies that teachers need to develop and the support they will require but also helps to build collective commitment across faculty to the objective of improving teaching quality.

The 2-3 days staff orientation programme includes workshops, interactive sessions and motivational lectures from eminent persons on topics like **Role of information and Communication Technology in Teaching, Sharing Best Practices, Spiritual Qualities of Teacher, Team Building of Teachers in Global Perspective , Interpersonal Effectiveness, Art of Living , Holistic Transmission of Knowledge,** etc. which acquaint the teachers with updated Teaching –Learning Practices and also the need for cultivating right attitude apart from instilling a research aptitude for promoting personal and professional effectiveness.

To sustain high teacher quality the teachers are regularly sent to refresher courses international seminars, conference, workshops to track the latest developments in their domain areas. Constant encouragement and monetary incentives are given by the management to upgrade their qualification and enrich their research profiles through publication of books, articles and paper presentations.

The college also conducts National Seminars to gather the best of academic and industry   perspectives   on   current   topics.   Faculty   also   benefits   from   regular workshops/guest lectures by National and International academicians on topics like **Case Studies and Teaching Methodologies, Research Insights, Statistical Applications for Research Methodology** etc., Eminent people from community like priests, IAS officers, distinguished research scholars are invited to enrich the staff on multidimensional roles that they need to play as teachers and role models. FDPs are also organized with in-house faculty, for instance faculty from Department of English   conduct Communication Skills/Presentation Skills sessions for their peers; Department of Computer Science too has the tradition to hold a workshop for all the staff of the College to train them in the use of computers for e- content development. Experienced academic/ administrative peers from

University and other colleges are also invited to initiate the staff into the processes of autonomy- Curriculum designing, Examination system, etc.

The staff is given free membership to prestigious professional bodies/libraries like Hyderabad Management Association, British Library, All India Management Schools Association etc. for their academic enrichment.

4. Evidence of Success

Organizational effectiveness manifested in the best practice of standardized procedures of internal quality checks and faculty enrichment programmes, the other best practice, which span sixteen years of the college history, are indicative of the rich academic culture of the college. The positive outcomes of these programmes are reflected through the various initiatives taken by the faculty and the management towards a relevant , enriched and holistic teaching -learning process.

The evidence of success is also seen in achieving the targets/benchmarks/distinctions mentioned below:

- NAAC accreditation with A Grade of CGPA 3.51
- Academic Flexibility with the advent of autonomy.
- Availability of increased options with diversification of courses
- Industry relevant curriculum with thrust on employability skills.
- Word of mouth publicity through successful Alumni.
- Increased college reputation with Mega youth fests like CineEvolution, Josephiesta etc.....
- Enhanced reputation among academicians with regular conduct of seminars/guest lectures.
- University ranks
- Commerce and Science have been ranked among top colleges in twin cities by India Today magazine.
- The College has emerged as a trusted name for discipline & value based /holistic education.

The following are the ranks achieved by the college:

- Ranked 4 in Hyderabad and Ranked 49 in the country among the Top Commerce Colleges by *India Today* magazine, June 28, 2010 edition.
- Ranked 10 in the city of Hyderabad among the Top Science Colleges by *India Today* magazine,June 28, 2010 edition & June, 2013
- Ranked 3 in Hyderabad and Ranked 44 in the country among the Top Commerce Colleges by *India Today* magazine,June 18, 2012 edition
- Emerging 3rd perceptual rank as Best Commerce College and 1st Perceptual rank as Best Science College in India by *India Today* magazine June edition 2013.

5. Problems Encountered and Resources Required

Being a self financed college the financial constraints in implementation/adoption of high quality Teaching – Learning and Evaluation resources pose a major challenge. The

college management nonetheless has given the faculty enrichment its due priority, releasing the critical significance of Faculty Development Programmes in achieving its vision of "Distinct Environment of excellence in education".

Apart from financial challenges, availability of adequate time, human resources and infrastructural facilities are the other limitations. Improvement of teacher quality has psychological dimensions like individual teacher's self motivation and openness to the development programme. The right attitudes/response to the FDPs not only depends on individual teachers but also deans, heads of programmes and other team leaders who are drivers of change.

The Management apart from spending substantial amounts on FDPs from its own funds, also arranges for quality FDPs drawing upon its goodwill with eminent scholars, Industrialists and university Professors who are on its Statutory bodies and otherwise.
The efforts and interest of the college management in enhancing teacher quality is reflected in the NAAC Sponsored Seminar on **Role of IQAC in Quality Sustenance and Enhancement in HEIs** which had a focus on the following topics -

- o   Role of Higher Education in Nation Building
- o   Quality enhancement through Teaching – Learning Process
- o   Sharing of Best practices
- o   Innovative practices in Teaching and Learning Methods for Quality Education
- o   Faculty Development Programmes in Quality Sustenance and Enhancement
- o   Panel discussion: Role of Management in Quality Improvement
- o   Role of Students in Quality Movement

Notes:
Taking the FDPs to the next level the teachers of St. Joseph's have played a key role as facilitators/resource persons to improve teacher quality of faculty across colleges.

- The Department of Commerce contributed to the Osmania University curricular reforms through organizing Workshop on New Curriculum in collaboration with OU in 2009.169 faculty from 40 different colleges gained insights into the revised curriculum un subjects like Accounting package in Tally, Taxation , Business Statistics and Banking and Insurance. In 2010 (pre autonomy) The Department of Commerce collaborated with Osmania University through organizing Workshop on New Curriculum in Business Economics for degree college teachers of twin cities.
- Dr. Sangeetha from Department of English was the resource person for UGC staff refresher course, Academic Staff College OU .

Following are the details of topics undertaken:

In-House Faculty Development Programs

S. No	Date	Topic	Resource Person
Academic Year2011-2012			
1	7th & 8th June 2011	The Dignity & Role of teachers	Rev. Fr. Balanandam
2	9th & 1oth June 2011	Workshop on Teaching Techniques – Case Methods	Dr. Ramesh G Tagat IIM Bangalore & dr. P. Narayan Reddy ,CBIT
3	26th Sep 2011	Orientation on SPSS	Prof. V.V. Haragopal, Head, Dept of Statistics, OU
4	Jan 2012	Workshop on SPSS	MR. Bhaskar Reddy
5	29th July 2011	Inspirational Seminar on Creating Excellence	Ms. Shailaja Lakshmi of One World Academy
Academic Year 2012-2013			
7	6th & 7th June 2012	Enchancing Quality of Education in Autonomous Colleges	Dr. Bernard Samy , Dr. Vincent Loyola College Chennai
8	25th & 26th Sep	National Seminar on Role of IQAC in Sustenance & Enhancement of Quality Education in HEIs	Prof. V.S.Prasad, Former Director NAAC, Dr. G.Srinivas , Jt. Director UGC-SERO , Prof. S. Abhirama Krishna, Director SSB
Academic Year 2013-2014			
9	24th August 2013	NAAC Preparation for Re-accreditation	Rev.Sr. Alphonsa, Principal, St.Francis College for Women**,** Begumpet**.**
10	4 July 2013	Mentoring	Rev.Fr. Julian Studdon **,** an eloquent orator in the Archdiocese of Hyderabad
11	5 June 2013	Orientation Programme on Building Truly Engaged Teachers	Prof. S. Abhiram Krishnan, Director, South State Business School, Hyderabad.

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