

ST. JOSEPH'S DEGREE & PG COLLEGE

A Catholic Christian Minority Co-Education Institution, Managed by HAES
(Autonomous), Affiliated to Osmania University
Accredited by NAAC with 'A' Grade with CGPA of 3.51

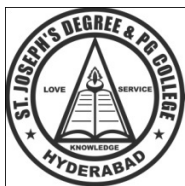
Date: 21.02.15

ORDERS

The IQAC of St. Joseph's Degree & PG College hereby constituted the following members for the Academic Year 2015 – 16

S. No	Name	Designation
1	Rev. Fr. Vincent Arokiadas	Principal & Chairman, St. Joseph's Degree & PG College
2	Msgr. Swarna Bernard Vice-Chairman, HAES	Society Member
3	Dr. M. Lakshmipathi Rao Retd. Prof. of Physics, Osmania University, Ex. IQAC Coordinator of OU & NAAC Consultant	Education Representative
4	Mr. Clement Domingo General Manager – MDF – IDEA Cellular Ltd. AP & T, TN circle	Industry Representative
5	Mr. Reyaz Ahmed Wani Branch Head, Jammu and Kashmir Bank, Secunderabad	Parent
6	Prof. Venu Gopal Associate Professor - Marketing, IBS Hyderabad	Education Representative
7	Mrs. Christine Lazarus Ex. MLA	Social Activist
8	Prof. P.L. Vishweshwer Rao Dept. of Mass Comm. & Journalism	Professor

9	Dr. Bharathi	Director
10	Mrs. T. Esther Ratna	IQAC Co-ordinator
11	Mrs. L. Mihira Priya Head, Dept. of Physics & Electronics	Senior Faculty
12	Mrs. Mary Francina Head, Dept. of Business Management	Senior Faculty
13	Mrs. R. Anitha – Dept. of Management	Senior Faculty
14	Mrs. Srilatha – Dept. of Commerce	Senior Faculty
15	Mr. B. Satyanaraya Rao Controller of Examinations	Senior Faculty
16	Mr. N. Srinivas	Placement Officer
17	Mr. Sharath Loya	Alumni
18	Ms. Sucharitha	Student Representative
19	SQAC President	Student Representative



ST. JOSEPH'S DEGREE & PG COLLEGE

A Catholic Christian Minority Co-Education Institution, Managed by HAES
(Autonomous), Affiliated to Osmania University
Accredited by NAAC with 'A' Grade with CGPA of 3.51

Minutes of the IQAC Advisory Committee Meeting

The IQAC meeting was held on 21 February, 2015 at 3.00 pm at Conference Hall. The following members attended the meeting:

The following were the IQAC Members:

1. Rev. Fr. Vincent Arokiadas, Principal, St. Joseph's Degree & PG College - Chairperson
2. Msgr. Swarna Bernard, Vice-Chairman, HAES - Society Member
3. Dr. M. Lakshmipathi Rao, Retd. Prof. of Physics, Osmania University, Ex. IQAC Coordinator of OU & NAAC Consultant - Education Representative
4. Mr. Clement Domingo, General Manager – MDS – IDEA Cellular Ltd. AP & T, TN circle - Industry
5. Mr. Reyaz Ahmed Wani, Sr. Branch Manager – Jammu & Kashmir Bank - Parent Representative
6. Mr. K. S. Venu Gopal Rao, Professor - Marketing, IBS Hyderabad, A Constituent of IFHE - Deemed University - Education Representative
7. Mr. Sharath Loya, Alumni Representative
8. Mrs. Christine Lazarus – Ex- MLA, Social Activist
9. Ms. Sucharitha, MBA I (PG) - Student Representative
10. Ms. Manisha – MBA II (PG) – Student Representation
11. Prof. P.L. Vishweshwer Rao, Director - UG, St. Joseph's Degree & PG College
12. Dr. Bharathi, Vice Principal, St. Joseph's Degree & PG College
13. Mrs. T. Esther Ratna, IQAC Coordinator & Dean Student Affairs
14. Dr. Sangeetha, Senior Faculty, Dept. of English
15. Mrs. Srilatha, Senior Faculty, Dept. of Commerce

16. Mrs. R. Anita, Senior Faculty, Dept. of Business Management
17. Mrs. M. Kiran Jyothi, Head, Dept. of Computer Science & CoE
18. Mrs. Mihira Priya, Head, Dept. of Physics & Electronics
19. Mr. N. Srinivas, Placement Officer
20. Mr. B. Satyanarayana Rao, CoE
21. Ms. Manisha Raj, Student representative

The IQAC meeting started with a short prayer by Rev. Fr. Vincent Arokiadas, Principal. The Chairperson welcomed the members for the IQAC meeting and read the following Agenda and was seconded by Mrs. T. Esther Ratna, IQAC Coordinator

Agenda:

1. Objectives and Functions of IQAC – An Overview
2. Minutes of the previous meeting
3. Topics for Discussion – Open House
 - a. Board of Studies
 - b. Choice Based Credit System and Grading
 - c. New Courses
 - d. Internal Assessment
 - e. Certificate courses
 - f. Industry-Institution Tie-ups & Collaborations
 - g. Renewal of Autonomy
4. Plan of Action for the coming Academic Year 2015-16
5. Sharing by members
6. Any other matter with the Permission of the Chair

Item No. 1: Mrs. T. Esther Ratna, IQAC Coordinator introduced the IQAC members. She read the roles and functions for the IQAC and SQAC. As read, IQAC takes initiative for quality sustenance & enhancement in administrative, academic (Teaching, Learning & Evaluation), Research, Support Services, Infrastructure areas in the post – Accreditation phase. Student Quality Assurance Cell (SQAC), the student wing of IQAC was established with the objective that the students interface with the management and play a proactive role in promoting quality standards of the college.

Item No. 2: Minutes of the previous meeting were read out by Mrs. R. Anita. They were approved by the members of the committee. Principal appreciated Mrs. R. Anita and the team for their committed work for NAAC Re-accreditation process. He placed on record appreciation and hard work of the teaching, non-teaching, students, stakeholders and all experts in helping the Institution to grow and reach next level.

Item No. 3: The points in the agenda were open for discussion.

The members were informed about the revision of curriculum and introduction of CBCS from the next academic year 2015-16. The members raised their doubts about the implementation of CBCS. Mr. Clement Domingo appreciated the management and the staff for taking up the challenge to adopt CBCS. He stressed on for expert advice from various fields in framing of the syllabi.

The Next point was introduction of new courses B.Com (IT) and BBA (IT) from the academic year 2015-16. Principal was happy to inform the introduction of two new courses from the next academic year. The details regarding the objectives, teaching methodology, opportunities were informed to the members. The committee congratulated for getting syllabi ratified from the BoS. They stated that proper advertisement to be made for more applications.

Internal Assessment procedure was brought to discussion with the committee. They were upraised about the present methodology. Ms. Sucharitha, expressed her opinion that SBT can be tested more with practical applicability of the subject as the students show more enthusiasm when tested practically. Prof. P.L. Vishweshwar Rao, put forth his statement to have various methods of evaluating as the skills might vary from student to student.

Next point on certificate courses, Mrs. R. Anita stated that a course should have an MoU with a reputed organization which are to be offered from the next academic year. The committee felt at least two certificate courses to be completed by a student by the end of IV semester.

Mr. Clement Domingo expressed that it is good to have collaboration with the industry. Students will get an opportunity for internship, placement, projects etc. He volunteered to come and give few guest lecturers as an industry representative.

The committee was informed about the renewal of autonomy in the coming year and to keep documents ready for the inspection.

Item No. 4: Plan of action for the year 2015-2016 was read by Mrs. Esther. She presented month-wise activities which were planned to be conducted in this academic year. After reading a month's activities, the Chairperson invited for an open discussion.

After the plan of action for the year for both academic and extracurricular activities were presented and members shared their views/opinions Rev. Fr. Vincent Arokiadas thanked all the members for their presence and their input. The meeting ended at 4.45pm.

PLAN OF ACTION FOR THE YEAR 2015 – 2016

Month	Details of Activities
April	<ol style="list-style-type: none"> 1. Academic Council Meeting 2. Finance Committee Meeting 3. Staff Recruitment 4. Infrastructure Review 5. UG - End Semester Exams 6. Project Guidance Seminars / Project work for MBA students 7. Internal Academic Audit 8. Subject allotment for Faculty & Time Tables 9. Governing Body Meeting 10. Annual & Semester Planners of various Depts. 11. PG Results Declaration 12. Green Audit 13. Refresher Courses 14. Summer courses can be started if any
May	<ol style="list-style-type: none"> 1. Internship / Project Work for UG II yr Students 2. Admission Process 3. Infrastructure upgradation 4. Almanac & Handbook

	<ul style="list-style-type: none"> 5. Usage of premises for CA Exams 6. UG Examination Results Process
June	<ul style="list-style-type: none"> 1. Staff Orientation 2. Orientation for Newly Recruited faculty 3. Orientation for Non-Teaching Staff 4. Orientation for UG II & III yrs 5. Results Declaration for UG 6. Results Review Meeting 7. Result Analysis of the Previous Academic Year 8. Release of Joseph's Chronicle 9. Induction Program for UG I yr 10. Student Profile & Entry Level Feedback 11. AQAR report 12. FDP on Computer Skills 13. Placement Registration Process
July	<ul style="list-style-type: none"> 1. Entry Level Tests / Bridge Courses 2. Review of Admission Process 3. Library Orientation 4. CRT Classes 5. Fresher's Party 6. Commencement of Club Activities 7. Red Cross Activity 8. Alumni Meet 9. Informatique Exhib 10. Minor Project Proposals
August	<ul style="list-style-type: none"> 1. Certificate courses Commencement 2. PG End Semester Examinations 3. Gender Audit 4. UG Internal – I 5. Parent – Teacher Meet & Feedback 6. Women Empowerment Awareness Program 7. Independence Day celebration

September	<ol style="list-style-type: none"> 1. PG Results Declaration 2. UG Internal – II 3. Teacher’s Day Celebration 4. Industrial Visit for PG 5. UG Industrial Visits 6. Induction Programme for PG 7. Staff Orientation Programme 8. Guest Lecture on Renewal of Autonomy
October	<ol style="list-style-type: none"> 1. Faculty Feedback 2. National Seminar 3. On Campus Placements 4. Green Audit
November	<ol style="list-style-type: none"> 1. IQAC Meeting 2. Cultural Competitions 3. Sports Competitions 4. End Semester Examinations for UG 5. National Education Day 6. Usage of premises for CA Exams
December	<ol style="list-style-type: none"> 1. Josephiesta - 2015 2. Christmas Celebrations 3. Non-Teaching Staff Picnic 4. UG Results Declaration 5. Results Review Meeting 6. ED Cell Activity
January	<ol style="list-style-type: none"> 1. Result Declaration & Review Meeting 2. UG Internal - I 3. Science Day 4. CinEvolution 5. Club Activities 6. Parent – Teacher Meet, Feedback & Memo Distribution
February	<ol style="list-style-type: none"> 1. PG End Semester Examination 2. JSS

	3. Faculty Feedback 4. Management Meet 5. UG Internal - II 6. Staff Picnic
March	1. Annual Day Celebrations 2. Farewell Prayer Service 3. Exit Feedback 4. End Semester Exams for UG 5. St. Joseph's Feast 6. BoS 7. Women Empowerment Day Celebration 8. PG Results Declaration 9. Results Review Meeting 10. Refresher Courses

Note:

1. General Staff Meeting in the first week of every month and departmental meetings
2. Presentation/Publication of Research Papers, Faculty attending Seminars/Workshops
3. On-Campus / Off-Campus Placement process from August 2015 – February 2016
4. Internships & Projects – Final Year Students.

ACTION TAKEN REPORT

Based on previous IQAC meeting held on 21 February, 2015 the following actions was taken

1. As suggested by Ms. Sucharitha, student representative to conduct SBT emphasizing on the practical applicability of the course, the faculty were asked to use different techniques instead of regular power point presentation and assignments to enhance interest and skills to students. Apart from the above techniques mentioned, the faculty gave live mini projects, model making etc. as part of SBT
2. As recommended by the committee majority of the certificate courses were offered with a MoU with reputed organizations.
3. Curriculum review and feedback was administered regularly to maintain the quality


Plan of Action	Achievements	
To implement Choice Based Credit System (CBCS)	FDPs & Workshop were conducted to help the staff understand and incorporate the CBCS into the curriculum	
To organize an International conference	The first International Conference on “An expedition towards Growth and Sustainability in Commerce and Management – Trends, Challenges and Strategies” was organized for three days from 18 to 20 December 2015 in collaboration with Telangana State Council of Higher Education.	

<p>Encourage Staff and Students to involve more in research activities</p>	<ul style="list-style-type: none"> • 12 papers were published in National / International Journals • 36 papers were presented in International Conference • 21 papers were presented by faculty in various National Conferences / Seminars • 32 papers were presented by students in various National / International Conferences & Seminars 	
<p>To encourage faculty to apply for minor research projects</p>	<p>Orientation Program on writing a Minor Research Project proposal was conducted on 10 July 2016 by Prof. Surender. Six proposals were written by faculty from various streams</p>	
<p>To sustain and enhance quality of education through effective teaching – learning practices</p>	<ul style="list-style-type: none"> • Differentiated Teaching techniques are adopted for effective teaching – learning practices. • Remedial & Tutorial classes are conducted for slow learners 	

		
To collaborate with external professional bodies	Collaborated with various Institutions/Bodies to conduct various student centric activities like certificate courses, Campus Recruitment Training(CRT) program etc.	
To conduct Book Exhibition Week	Department of Library and Information Center conducted Book Exhibition Week from 2 December 2015 to 5 December 2015 to motivate students to use Library resources and inculcate the habit of reading various books	
To conduct various gender sensitization programmes	Organised three programs related to gender sensitization	

		
To engage students in social initiatives through YRC, NSS , JSR, JGG & ED Cell	09 programs by YSR 08 programs by NSS 37 programs by JSR 03 programs by JGG 06 programs by ED Cell	
To conduct Fest and Annual Day programmes	<ul style="list-style-type: none"> Conducted Annual Inter-Collegiate Academic & Cultural Fest Josephiesta on 13 February, 2016 Celebrated Annual Day on 19 March 2016 	
Motivate students to take part in Sports, Cultural & Literary competitions	<ul style="list-style-type: none"> Josephites are the proud winners of The Osmania University Inter College Table Tennis Championship for men Students participated in various in Sports, Cultural & Literary competitions and brought laurels 	

		
Strengthening Students' Placement through Campus Recruitment Training programme	Campus recruitment training programme (CRT) was conducted for 18 hours by Triumphant Institute of Management Education Pvt.Ltd. (TIME), Hyderabad which covered the concepts on Quantitative & Verbal Ability, Reasoning, Group discussion and interview skills	
To get more internship opportunities for students	38 students got an opportunity for internship program	
MoU with Berkadia	MoU entered with the institution for training and placement with Berkadia Services Pvt. Ltd.	

		
Student Assurance Cell	Quality	Meeting with the Principal once in every month 