



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ST. JOSEPH'S DEGREE AND PG COLLEGE (AUTONOMOUS)
Name of the head of the Institution	Rev. Fr. Dr. D. Sunder Reddy
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04023234860
Mobile no.	9440622626
Registered Email	naac@josephscollege.ac.in
Alternate Email	info@josephscollege.ac.in
Address	5-9-1106, King Koti Road , Basheerbagh
City/Town	Hyderabad
State/UT	Telangana
Pincode	500029

2. Institutional Status					
Autonomous Status (Provide date of Conformant of Autonomous Status)			18-Apr-2011		
Type of Institution			Co-education		
Location			Urban		
Financial Status			Self financed		
Name of the IQAC co-ordinator/Director			Mrs. T. Esther Ratna		
Phone no/Alternate Phone no.			04023234860		
Mobile no.			9391848211		
Registered Email			iqac@josephscollege.ac.in		
Alternate Email			naac@josephscollege.ac.in		
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)			https://josephscollege.ac.in/wp-content/uploads/2019/01/AQAR-2017-18-compressed.pdf		
4. Whether Academic Calendar prepared during the year			Yes		
if yes,whether it is uploaded in the institutional website: Weblink :			https://josephscollege.ac.in/almanac/		
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.51	2008	16-Sep-2008	16-Sep-2013
2	A	3.49	2014	24-Sep-2014	24-Sep-2019
6. Date of Establishment of IQAC			06-Jan-2009		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries		

IQAC		
Alumni Feedback	15-Sep-2018 1	60
Student Satisfactory Survey on Facilities, Faculty and Examination	08-Mar-2018 1	760
Administered Parent Feedback Even Semester	02-Feb-2018 1	531
IQAC Meeting	28-Apr-2018 1	18
Administered Curriculum Feedback	06-Mar-2018 2	250
Administered Students Feedback Odd Semester	17-Sep-2018 4	2230
Administered Students Feedback Even Semester	19-Feb-2018 4	2300
Administered Exit Feedback	26-Feb-2018 2	300
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	100000

Year	2018
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Orientation on SSR Preparation - Opportunities Challenges with IQAC Coordinators from various colleges in Hyderabad 2. Regional Seminar cum Workshop on NAAC Revised Framework by Dr. Ganesh Hegde, Deputy Advisor, NAAC, Bangalore 3. A Seminar for Parents on " Challenges of Parents in Nurturing Young Adults" by Mr. Isidore Philips, Director, Divya Disha, NGO, Secunderabad 4. Organised a discussion Forum on NAAC Assessment Process by Dr. Smitha Asthana, IQAC Coordinator, St. Ann's College for Women, Hyderabad 5. Introduction of Outcome Based Education and organised Two Day National Seminar cum Workshop on Outcome Based Education in collaboration with Commissionerate of Collegiate Education

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Introducing Outcome Based Education	Training sessions conducted to staff and formulation of POs, PSOs, Cobjs, COs. Students were oriented towards OBE methodology
Efforts towards Effective Teaching-Learning	Conducted several FDPs, Seminars and Workshops for the Faculty
Teaching-Learning Practices	Engaged students with differentiated teaching methodologies
Student Support Activities	Conducted and encouraged student participation in co-curricular and extra-curricular activities
Organised International and National Conferences	Organised one International and three National conferences and enhanced paper publications by staff and students/Seminars
Initiated the process in understanding Revised NAAC Framework	Conducted several seminars and discussion forums to understand the nuances of new NAAC Framework
Interaction with stakeholders	Organised several programs/meetings to interact with different stakeholders
Academic and Administrative Audit	Facilitated in conduction of Internal and External audit

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	07-Mar-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>AKSHARA SOFTWARE New Admissions Sale of applications, Registrations of applications, Collections of admissions fees, Setting of criteria's for selection of candidates based on marks, Percentage secured in entrance exam, Selection of candidates with different combinations, Automatic transfer of all admission fee collections to accounts, Transfer of newly admitted students in to admission register Admission Register / Master Information of Students Complete details required in the Statutory Admission Register are maintained along with additional details viz: Month wise details of fee paid Attendance: Recording on Daily Basis Fee Collection: Definitions of Fee Months / Terms by User independently. Bulk SMS Absentees recording of the students on daily basis, Class wise section wise absentees list with percentage of attendance, Parents Teacher Meeting, Holiday messages Accounting Unique features include easy definition of Accounts by the user, fast data entry screens Receipts Entry/Payment Entry, maintenance of party's master ledgers subledgers, Daily Cash book ledgers, generation of reports as per the required requirement i.e monthly reports, Receipts Payments Statements, Income Expenditure Statements and consolidated reports accounts can be generated SECURITY AT FINGERTIPS: Biometric Attendance System for Staff COLLEGE WEBSITE OFFICIAL MAILIDS Makes available all the institutional data to</p>

all the stakeholders, Staff are provide with official mailid for professional communication JOSEPHS LEARNING MANAGEMENT SYSTEM Resource which stores the curriculum, unit planner, Teaching Learning material and Question Bank to enhance student support for Teaching - Learning EXAMINATION PROCESS AUTOMATION Examination application form, Time table, Question paper wise summary, Photo hall tickets, Nominal roll, Subject wise attendance statement, Roll code list, Moderation analysis, Tabulation register, Result sheets, Memorandum of marks, Consolidated memorandum of marks, Provisional certificate DIRECT VERIFY Educational Documents Verification like certificates issued by Educational Institutes through online, To verify institute issued certificates or mark list, other documents the institute will verify the credentials with their records

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BA	400	Mass Comm. Journalism	02/04/2018
BA	404	Journalism, Psychology, English Literature	02/04/2018
BBA	406		02/04/2018
BBA	408	Information Technology	02/04/2018
BBA	410	Business Analytics	02/04/2018
BCom	401	General	02/04/2018
BCom	402	Computers	02/04/2018
BCom	407	Honors	02/04/2018
BCom	403	Professional	02/04/2018
BCom	405	Information Technology	02/04/2018

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with	Programme	Date of Introduction	Course with Code	Date of Introduction
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Code	Specialization			
BSc	Mathematics, Statistics, Computer Science	13/06/2018	EN.06.501.11T	13/06/2018
BSc	Mathematics, Statistics, Computer Science	13/06/2018	EN.06.501.21T	26/11/2018
BCom	Generals	20/06/2018	BC.05.101.11T	20/06/2019
BCom	Computers	20/06/2018	BC.05.101.11T	20/06/2018
BCom	Honors	20/06/2018	BC.05.101.11T	20/06/2018
BCom	Professionals	20/06/2018	BC.05.101.11T	20/06/2018
BCom	Information Technology	20/06/2018	BC.05.101.11T	20/06/2018
BCom	Generals	20/06/2018	BC.05.101.12T	20/06/2018
BCom	Computers	20/06/2018	BC.05.101.12T	20/06/2018
BCom	Generals	20/06/2018	BC.05.101.12T	20/06/2018
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Mathematics, Statistics, Computer Science	13/06/2018
BBA		13/06/2018
BBA	Information Technology	13/06/2018
BBA	Business Analytics	13/06/2018
MA	Communication & Journalism	13/06/2018
BA	Mass Comm. Journalism	13/06/2018
BA	Journalism, Psychology, English Literature	13/06/2018
BCom	General	13/06/2018
BCom	Computers	13/06/2018
BCom	Honors	13/06/2018
BCom	Professional	13/06/2018
BCom	Information Technology	13/06/2018

BCom	International Finance & Accounting	13/06/2018
BSc	Mathematics, Electronics, Computer Science	13/06/2018
BSc	Mathematics, Physics, Computer Science	13/06/2018
MBA		13/06/2018

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Advance Excel	27/08/2018	163
Soft Skills	25/08/2018	76
Retail Sector	09/08/2018	41
Web Designing Dynamic Website	10/06/2018	95
Bigdata and Hadoop	10/06/2018	87
Internet of Things	10/06/2018	31
Microsoft Certified Excel	30/08/2018	60
SPSS	09/07/2018	33
Numerical Ability	23/08/2018	82
Digital Marketing	09/04/2018	210
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Mass Comm. & Journalism	121
BA	Journalism, Psychology, English Literature	103
BCom	General	157
BCom	Computers	146
BCom	Honors	134
BCom	Professional	139
BCom	Information Technology	95
BCom	International Finance & Accounting	76
BSc	Mathematics, Electronics, Computer Science	74
BSc	Mathematics, Physics, Computer Science	73
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The institution follows systematic methods to collect feedback from various stakeholders like students, parents, faculty, alumni and Industry expert/ Employers on Curriculum, Teaching- Learning, Infrastructure facilities, Student Support Services, Placements etc. CURRICULUM FEEDBACK Feedback on Curriculum is obtained from various stakeholders like students, parents, faculty, alumni and Industry expert/ Employers. Well designed and structured feedback forms/ Questionnaire which is approved by IQAC, is used to collect feedback from stakeholders. Feedback on curriculum is obtained from final year students, faculty who taught the subject. Parents, Alumni and Industry expert/Employers. The Questionnaire focuses on aspects like Programme structure, unitization of course, relevant electives, the order of courses in semester, practical component, lab facilities, availability of library books, employment orientation, entrepreneurship, relevance to current trends in market, overall load on the student etc. Feedback was analyzed and necessary action has been initiated after through discussion in Curriculum Redesign Committee, IQAC, BOS, Academic Council and Governing Body TEACHING-LEARNING Online Student feedback system is used for administering feedback on teaching-learning process from students Feedback is administered before the end of the semester Feedback is analyzed by the Principal, IQAC, Dean and HoDs. Feedback is shared with the faculty. Based on the feedback necessary action is taken Course outcome attainment statement also helps in understanding the teaching learning process. INFRASTRUCTURE FACILITIES, STUDENT SUPPORT SERVICES and PLACEMENTS Student representatives share the feedback on Infrastructure facilities, Student Support Services, Placements etc. in SQAC meeting which is conducted every month. Students and staff drop their feedback in Grievance/Suggestion Boxes placed in each and every floor. Feedback is also collected from Students in labs and Seminar Halls All the feedbacks are analyzed and necessary action is taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	120	210	119
BCom	Computers	120	309	116
BCom	Honors	60	99	55
BCom	Professional	60	61	60
BCom	Information Technology	60	51	51
BCom	International Finance & Accounting	60	63	50

BBA		120	132	67
BBA	Information Technology	60	87	59
BBA	Business Analytics	60	82	60
BSc	Mathematics, Physics, Computer Science	40	72	37
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2384	277	71	4	17

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
92	90	8	52	1	21

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

St. Joseph's College is committed to create and maintain an environment of excellence in education through technological advancements, effective pedagogy and methods of evaluation and enabling students to access support systems to meet their academic needs. It ensures that learners can work with a mentor who offers support and guidance on emotional, social and academic issues. Henceforth, a supportive relationship is created for better understanding of the student's ambitions, strengths and weaknesses. The College is committed to assessing the effectiveness of the Learning Mentor Policy and procedures and making necessary adjustments in response to the needs of those involved. This Policy is encouraged by the following principles: Learners must be assisted to achieve their potential at College, in an environment where their general well-being is gratified. To assist and develop BASICS (Behavior, Attitude, Skills, Integrity, Competencies and Service) vital for a healthy and positive life. Learners who are at-risk of failure in academics will have the opportunity to work with a mentor who will conduct remedial classes as a means of encountering the academic issues. To provide holistic services and help students to become self-reliant and confident. To assist students in building life skills through value-based education and service-oriented programs. There is an assessment process for evaluating the effectiveness of mentors-mentee relationship and also to identify possible obstacles. Sharing Information of the mentee- In case the mentor leaves, the information about the mentee is shared with the new mentor.

Responsibilities of a Mentor: Each student is allocated a faculty mentor. A mentor will provide support to 30 mentees. The mentors should try to apprehend their mentees and help them resolve issues related to their surroundings. The mentors should identify students with academics, behavioral and emotional issues, and should send them for counseling to the Counseling Cell. The mentors should motivate students to participate in extracurricular activities, to promote healthy behaviors (maintain discipline, as howling and whistling in the college premises is prohibited). The mentors are expected to maintain a professional relationship with the

students (no personal relationships should be encouraged). The mentor acts as a coach and guide for the trainee. The mentor plays a critical role in the trainee' Apprenticeship and Placements by preparing them in professional aptitudes. Mentors should maintain confidentiality with regard to the student's report. The student's report should be regularly assessed by HODs, Principal, and Parents. Responsibilities of a Mentee: It is mandatory for the students to fill their mentoring work books during the mentoring sessions. Mentees should not initiate any discussions related to infrastructure and facilities as it is not a medium for complaints. Mentee should maintain a healthy relationship with the mentors. Mentees should meet with their respective mentors at least once in a month. The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities with their free will

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2661	92	29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
92	92	0	18	15

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mrs. O.S.Suguna Sheela	Lecturer	Indian Red Cross Society, Gurupoojothsavam
2018	Mr.T.Krishna	Lecturer	Indian Red Cross Society, Gurupoojothsavam
2019	Mrs. Aparna Rajhans	Lecturer	SHE Teams Telangana Police

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	468	II, IV VI/April/2019	29/04/2019	22/05/2019
BSc	467	II, IV VI/April/2019	29/04/2019	22/05/2019
BCom	409	II, IV VI/April/2019	29/04/2019	22/05/2019
BCom	407	II, IV VI/April/2019	29/04/2019	22/05/2019
BCom	405	II, IV VI/April/2019	29/04/2019	22/05/2019

BCom	403	II, IV VI/April/2019	29/04/2019	22/05/2019
BCom	402	II, IV VI/April/2019	29/04/2019	22/05/2019
BCom	401	II, IV VI/April/2019	29/04/2019	22/05/2019
BA	404	II, IV VI/April/2019	29/04/2019	22/05/2019
BA	400	II, IV VI/April/2019	29/04/2019	22/05/2019
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
13	2605	0.49

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://josephscollege.ac.in/academics/under-graduate-courses/b-com-general/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
468	BSc	Mathematics, Physics, Computer Science	32	25	78
467	BSc	Mathematics, Statistics, Computer Science	33	30	91
409	BCom	International Finance & Accounting	50	50	100
405	BCom	Information Technology	57	55	96
403	BCom	Professional	58	55	95
407	BCom	Honors	56	56	100
402	BCom	Computers	112	110	98
401	BCom	General	114	107	94
404	BA	Journalism, Psychology, English Literature	26	25	96

400	BA	Mass comm. & Journalism	34	32	94
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[_https://josephscollege.ac.in/academics/feedback/_](https://josephscollege.ac.in/academics/feedback/)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes
Name of the teacher getting seed money
enclosed
View File

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Research Methodologies	Commerce	28/06/2018
Guest Lecture on Mental Health Awareness Management	Psychology	25/07/2018

Awareness of IPR	IQAC	27/07/2018
Faculty Orientation Programme on Teaching Methodologies and Techniques	Commerce	07/08/2018
Copyrights and its Importance	Commerce	08/10/2018
Seminar on Patents	Science	15/12/2018
Entrepreneur Awareness Program	English	08/03/2019
Evolving Prospective of Intellectual Property Rights in a Globalized Society	Mass Communication	23/02/2019
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
English	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Business Management	24	5.86
International	English	6	5.7
International	Second Languages	5	5.7
International	Mass Communication Psychology	3	5.7
International	Commerce	1	5.86
International	Science	3	5.86
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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English	2
Science	2
Second Languages	3
Commerce	2
Business Management	26
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Binary Plane Technique Based Color Quantization for Content Based Image Retrieval	T Esther Ratna	International Journal of Engineering Technology	2018	0	Research Scholar, Department of Computer Science, Rayalaseema University, Kurnool, Andhra Pradesh, India	0
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Binary Plane Technique Based Color Quantization for Content Based Image Retrieval	T Esther Ratna	International Journal of Engineering Technology	2018	1	0	Research Scholar, Department of Computer Science, Rayalaseema University, Kurnool, Andhra Pradesh, India
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	24	233	4	74
Presented papers	29	17	0	0
Resource persons	0	0	0	9
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Mrs Arati Samala	Montfort Literary and Cultural Competitions	Little Flower High School, Abids	1000
Prof P.L Vishweswar Rao	Resource Person	Maulana Azad National Urdu University	10000
Mrs Padmasri	Member ,BOS	Bhavan's Vivekananda College of Science, Humanities and Commerce	1500
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
enclosed	enclosed	85	1970
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
International Womens Day	Outstanding Women Award	The Nizam Club	0
National Youth Festival	Best Judge Award for Judging in	Osmania University	0

	Essay Writing Competition		
Sexual Harassment Awareness Drive in Public Transport	She Teams Award	TS She Teams	32
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
enclosed	enclosed	enclosed	85	2370
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Investor Advisory Services	85	Self	10
Digital Marketing	208	Self	20
Numerical Ability Reasoning	82	Self	15
Soft Skills Management	75	Self	20
GST	82	Self	12
Advance Excel	161	Self	15
Retail Sector	41	Self	10
Tally	18	Self	10
Fashion Designing	38	Self	10
BEC (Business English)	74	Self	10
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	BOLT	18/02/2019	17/04/2019	01
Internship	Internship	BOLT	18/02/2019	17/04/2019	01
Internship	Internship in Psychology	IMH, Erragadda	01/02/2019	15/02/2019	01
Internship	Analyst Help	C3I Support	19/11/2018	18/02/2019	01

	Desk	Services Pvt Ltd.			
Internship	Analyst Help Desk	C3I Support Services Pvt Ltd.	19/11/2018	18/02/2019	01
Internship	Analyst Help Desk	C3I Support Services Pvt Ltd.	19/11/2018	18/02/2019	01
Internship	Analyst Help Desk	C3I Support Services Pvt Ltd.	19/11/2018	18/02/2019	01
Internship	Analyst Help Desk	C3I Support Services Pvt Ltd.	19/11/2018	18/02/2019	01
Internship	Teaching in High Schools of Poland	AIESEC	30/04/2018	22/06/2018	01
View File					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Physitech Electronics	11/06/2018	Training provided in the area digital communication experiments	2
M/s Texla Scientific Instruments	07/06/2018	Lab apparatus purchased and demonstrated the new equipment.	3
Moksha Associates	22/08/2018	Certificate course	50
ICICI-Direct Center For Financial Learning	11/07/2018	Certificate course	60
FTAPCCI (The Federation of Telangana and Andhra Pradesh Chambers of Commerce and Industry)	10/10/2018	Seminars, Conferences, Guest lectures, Orientations programs	0
TASK (Telangana Academy of Skill and Knowledge)	17/08/2018	FDPs, SDPs Certificate Courses	74
E_MOBITISE	18/07/2018	Certificate Course	106
Quality Thought	22/08/2018	Certificate Course	60
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12500000	11406325

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NewGenLib 3.1	Fully	3.1	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14422	4447407	564	179651	14986	4627058
Reference Books	6177	428151	160	62116	6337	490267
Journals	16	1664918	4	55259	20	1720177
CD & Video	500	0	0	0	500	0
Others (specify)	20	289818	7	31021	27	320839
Others (specify)	10	172320	2	25320	12	197640
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Mrs.O.S.Suguna Sheela	Equilibrium price and output determination of firm under perfect competition in the short run	College website	13/06/2018
Mrs.K.Haripriya	Transaction Management Concurrency Control	College website	13/06/2018
Mr.D.Srinivas Reddy	Interpolation of finite differences	College website	13/06/2018
Mrs.S.Vijayalaxmi	Correlation	College website	13/06/2018
Mr.M.L.N Rao	Thevenin's Theorem	College website	13/06/2018
Mr.S.Bhanu Prakash Sharma	Amalgamation	College website	13/06/2018
Mr.M.Sravan Kumar	Thermodynamics potentials - Maxwells	College website	13/06/2018
Mr.D.Nagarjuna	Review of Reporting and Editing	College website	14/06/2018
Mrs.P.Madhuri Paul	Data Encryption and Digital Signatures	College website	15/06/2018
Mr.P.Vasanth Vikas	Accounting for Holding Companies	College website	15/06/2018
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	366	4	1	4	4	21	18	150	0
Added	52	0	0	0	0	0	0	250	0
Total	418	4	1	4	4	21	18	400	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

400 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre/ Studio	https://josephscollege.ac.in/facilities/media-center/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15000000	12371599	11021000	12282706

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

The institution has well defined policies and procedures for maintenance and utilization of physical, academic and support facilities. The institution plans in advance the infrastructure and academic facilities which includes new courses, FDPs, library books, etc according to the requirements of the courses it offers and availability of resources by considering the suggestions given by the governing body, academic council members, committees and cells. The time table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipment. The infrastructure and planning committee receives the infrastructure requirements from academic council members, cells and committees at the end of the academic year. After thorough analysis, the requirements are proposed to the finance committee for budget approval. The management replaces some of the outdated facilities at the beginning of every academic year. • Administrative officer along with supervisors keep the physical facilities operative and in good condition. • Complaints on any maintenance can be lodged in a written form with the administrative officer. • The students can drop their written suggestions in the suggestion boxes available in the campus. • The front office confirms the availability of common facilities like halls, board rooms, etc. for various college events and activities. • Laboratories attached to the various departments are maintained by lab technicians under the guidance of respective department heads. • The College has evolved its own mechanism for maintenance and minor repairs of its infrastructure and equipment. • The institutional policy for the upkeep of the physical facilities comprises of appointment of regular staff, need based outsourcing and maintenance contract. Appointment of regular staff for maintenance of physical facilities • System administrators working under the supervision of HoDs maintain all computer labs, softwares and servicing procurement of systems on regular basis. • Software trouble shooting personnel in Examination branch. • Qualified Technicians for trouble shooting in computer labs. • Lab Assistants, Lab Attenders and support staff to maintain labs and physical facilities. • One gardener and auxiliary staff to keep the campus clean and green. • Three security personnel are appointed on 24/7 basis in addition to the CCTV surveillance in safe guarding the campus, the various facilities, infrastructure and equipment. • Qualified Electrician attends to the related complaints arising in the campus. • Physical Director maintains the sports equipment and gymnasium with the help of support staff. • Support staff are trained to ensure the fire safety measures. • OUTSOURCING AND MAINTENANCE CONTRACT: • The college has software solutions to maintain Website by Rify software solutions PVT Ltd, Hyderabad. • Fire safety maintained and controlled by Mr. Chenna Reddy, SCR PVT ltd. • Pure and safe drinking water - RO plant maintained by Pearson water systems, Hyderabad. • An MoU for lifts - maintained by JOHNSON-OTIS PVT LTD, ZEEDIMETLA, Hyderabad. • SOLAR Power maintained by Mr. Salem-FOUR SOLAR PVT LTD, Hyderabad. • Air conditions maintained by Premiere refrigeration works, Koti, Hyderabad. • Bio metric machines, CCTV SURVEILLEANCE SECURITY 24/7 maintained by Lorven Telecom Khairatabad, Hyderabad.

<https://josephscollege.ac.in/facilities/other-facilities/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Josephs Scholarships and Endowments Scheme (JOSES)	218	2773200
Financial Support from Other Sources			
a) National	Central, State and NGOs	119	2287700
b) International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	20/06/2018	500	Youth Red Cross Society
Remedial classes	02/01/2019	472	All Departments
Personal Counselling	06/01/2019	34	Psychology department
Language Lab	06/08/2018	829	Open resources
Bridge course	02/07/2018	491	Faculty
Soft Skills Development	10/09/2018	1019	Career Development Cell
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus
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Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
enclosed	874	421	enclosed	85	20
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	100	UG	Commerce, Sciences, Arts, Management	Document Enclosed	Document Enclosed
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	1
CAT	4
TOFEL	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Statistical Anthakshari	Institution level	50
Jeopardy (Quiz)	Inter college	33
Poster Presentation	Institution level	40
Power Point Presentation	Inter college	40
Maths Selfie Contest	Institution level	80
General quiz	Inter college	45
Brands and Logos Quiz	Inter college	69
Web Master	Inter college	5
Dostana	Inter college	14
Beg, Borrow, Steal	Inter college	54
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Data enclosed	International	8	7	Enclosed	Enclosed

2018	enclosed	National	8	21	Enclosed	Enclosed
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Our esteemed institution believes that students should not be viewed only as receptacles/holders of knowledge but as someone who can create their (her/his) learning actively and uniquely. A class representative and an assistant from each class are elected by the class to represent the class in all student related matters. All the class representatives together with their respective assistants form the Student quality assurance Cell (SQAC) of the college. The cell meets frequently to discuss various academic and other issues of student's interest. The Cell members take the student grievances to the notice of the Principal, Vice Principal, academic coordinator and heads of the departments. The cell plays a pro active role in resolving the general disciplinary issues among the students, and also in maintaining culture and discipline in the campus. They liaison between management and the students. Members of the student cell identify the student volunteers from different classes to form an organizing committee to conduct programs like seminars, guest lectures, workshops, cultural fest etc. They also play an active role in communicating important information to all the students. They actively render their services to various departmental club activities. Teachers Day, Fresher's Day, Farewell Day, College Day, Cinevolution, Josephiesta etc. are planned by the cell. College provides necessary funds for cell initiatives. Students are given due role and responsibilities in the functioning of the college, particularly so in organizing various activities and fests on the campus. Student representation in governance is seen in departmental clubs, sports committee, cultural committee, anti-ragging committee, discipline committee etc. Student Quality Assurance Cell (SQAC) constituted by Student representatives addresses all student related issues. The College further provides students with high quality structured out of class learning opportunities - activities, programs and experiences that complement and align the academic curriculum stated goals and outcomes. Such co-curricular opportunities are an integral part of student's holistic development leading to talent and competency. These co-curricular and extra-curricular activities also play an integral part in overall development to meet the global competencies and challenges during academic sessions and creating a safe space to relax, interact, collaborate, think out of the box, and nurture their talents and leadership capabilities. Josephites are given an opportunity to participate in co-curricular and extracurricular activities through various clubs, committees, inter-institutional competitions and events. Student's security safety is ensured. Joseph's provides equal opportunities to women students along with men. Women students are encouraged to participate in all academic, cultural and sports activities held within and outside the campus. Josephiesta-"Culmination of Talents" A Youth Festival, Cinevolution, International Yoga Day, International Women's Day, Independence Day, Teachers Day etc. The Clubs like Women's Redressal, SQAC, Commerce Club, Science Club, IT Club Physed Club, Management Club have been constituted for furthering student involvement in extracurricular activities. It is guided by a team of faculty members and student coordinator. Students are encouraged to participate in competitions, including sports tournaments

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of registered Alumni:

792

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The College has an active Alumni Association which functions with the Motto: "Reunite, Renew, Reflect". Though the Association is not registered, the members engage, execute and enhance various academic, curricular and extracurricular activities of the Association. The objective of the Alumni Meets is to establish a link between Alma Mater and its Alumni thereby maintain mutually favourable relationship. The Association holds an annual general meeting on the 3rd Saturday of September every year an initiative taken to stay in touch with our alumni and to ensure a strong lifelong relationship. The Alumni feedback is collected their ideas and suggestions are duly considered and implemented by the college administration. The College takes the pride in recruiting qualified and meritorious Alumni as faculty members. Non-Financial Contribution by Alumni - Representation in various committees like IQAC, Board of Studies, Academic Council etc. and contribute for the overall development of the college. Mentorship: Alumni plays an active role in the voluntary programmes like mentoring students in their areas of expertise by organizing guest lectures, orientation programmes, workshops etc. They visit the college to give guest lectures and career guidance. Career Guidance: Alumni are the huge talent pool whose guidance is made beneficial to students and other fellow alumni in their respective areas of study by organizing interacting sessions with them Placements: The Alumni participate actively in the placement activities of the college by conducting pre-placement activities such as Mock Interview, guiding the students in Resume writing, orienting them on etiquettes of attending interview etc. They are also instrumental in bringing various corporate organizations to the Institution for the placement drives. The Alumni also help in identifying placements and internship opportunities for present students in the organizations where they are working. Other contributions of the alumni are - Alumnus infuses a note of confidence and good will about the institution in fresher's i.e., among those seeking admission in the college Members of statutory bodies like Board of studies, Academic Council, they give valuable inputs to make curriculum industry relevant. Alumni interact with the current batch of students to offer valuable insights about corporate culture, corporate expectations, organizational functioning and challenges faced in work situations. Help in organizing management events, industrial visits, workshops. They offer valuable feedback to the institution about the relevance of the curriculum, need for infrastructural development regarding the future development. They also donate books to the library. Alumni Guidance for projects

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college practices the system of decentralization and participative management in all the activities for effective and quality performance. The organizational setup is well designed to groom leadership by entrusting key positions and responsibilities at various levels to facilitate smooth functioning of the activities conducted by the institution. Introducing Outcome Based Education The College strives for prominent and illustrious strategic

plans that foster the needs of education system. One such plan is introduction of Outcome Based Education. The college embraced Outcome Based Education System from the academic year 18-19 which was approved by the relevant Statutory bodies. OBE is the system based on student based learning wherein the ultimate objective is to impart the skill required by students in their education process. The outcomes are specified in terms of programme educational objectives (PEOs), programme outcomes (POs) and course outcomes (COs). Further, it is ensured that the graduate attributes required by the students are implemented in the OBE structure. The OBE system highlights the clear standards for observable and measurable outcomes from the performance of the students during and after completion of the programme. In OBE, the curriculum is structured based on the key qualities such as understand, analyze, apply, evaluate and create in their professional walk of life. It is also keen on attitude and skill level that is inculcated to the students. To understand the constructs of OBE, IQAC conducted various Seminars, awareness programmes, workshops and meetings with stakeholders and subject experts of other colleges and universities. A 2 day National Level Seminar cum Workshop on Outcome Based Education in collaboration with Commissionerate of Collegiate Education on 19 20 November, to educate the faculty on various aspects of OBE for incorporating into the Programmes. Several meetings with individual departments were conducted while training and framing the POs, PSOs, PEOs, and COs for getting better insights about the concepts and implementation OBE which were later ratified by the BoS of respective departments. The Management, IQAC and Teaching staff involved in the implementation of the OBE. Josephietes Social Responsibility (JSR) To inculcate social responsibility among the students, the institution has a well planned activity named JSR day with a motto to Serve the under privileged deprived in aspects of financial, physical, emotional and intellectual capabilities. The institution encourages all the classes under the supervision of the Class In-charge and the Class representative to identify a place to visit and spend an entire day by involving in various activities and contributing for the cause. Josephietes Social Responsibility Day was organised on 16 Feb, 2019 where 27 Orphanages, 2 Mentally Physically Challenges Organizations, 4 Old Age Homes, 1 Blind School, Govt. Hospitals and Cancer Hospitals and visit to central jail and 2 Health Camps were conducted. Overall the contributions from all the sections of students was approximately Rs.1,00,000/- (cash and kind). Conclusion: The management, staff and students are involved at various levels in coordinating and conducting various activities which shows decentralization and participative management

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Constitution of Admission Committee with faculty members representing various departments Inclusion of Student coordinators in the admission committee Introducing admission counselling by the committee for all the prospective students to help them understand and choose among the various programmes offered, career prospects and information about college culture Conducting orientation and an interactive session for shortlisted

students and parents before beginning the admission process Conducting entrance examination for few programmes Organizing orientation by Corporate associates ie. IBM and ISDC for Programmes like BBA(Business Analytics) and B.Com (International Finance and Accounting)

Industry Interaction / Collaboration

The following measures are adopted to strengthen Industry experts are invited for guest lectures, workshops and seminars to share their expertise 22 Industrial Visits were organised for gaining experiential learning 30 hours certificate courses were offered in collaboration with reputed organizations for imparting practical and Employable/entrepreneurial skills Industry Feedback is taken for syllabus review Industry representatives are nominated in the statutory bodies of the institution MoU with organisations viz. Berkadia, Voice for Girls, AIESEC, TASK, Telangana Chambers of Commerce etc.) for benefiting students in Training, Internships Placement, Guest Lectures and Field Visits

Human Resource Management

The institution creates conducive atmosphere to retain the staff HR planning was done based on the workload and Student ratio and a schedule is prepared to recruit qualified and competent staff for the vacant positions. Orientation conducted newly recruited staff to help them understand the working system of the college Training and development programmes for teaching and non-teaching staff are conducted as per the requirement Motivates and supports the faculty members to involve in research and professional development activities Employees are given utmost importance and their needs are addressed through various welfare schemes

Library, ICT and Physical Infrastructure / Instrumentation

Biometric attendance system Enhanced Lab facilities with latest Up-gradation in IT infrastructure and Wi-Fi Bandwidth Separate Digital Library Website redesigned Public Address System Roof Top Solar Power System Installation of CCTVs RO Water Plant installed Laying of Parking Tiles Proper Disposal of Solid, Liquid and E-waste and efforts for Carbon neutrality Increased rain Water Harvesting pits Roof Garden Renovation Library,

Principal's Office, Reception, Wellness Centre Construction and modification of few classrooms Remodelling of all seminar halls Sanitary napkins Vending Machines and Incinerators

Research and Development

Integrating Research methodology as a course in the curriculum Conducted One International and Two National Conferences 34 Papers Presented 47 Papers Published in National International Conferences/ Journals and 40 Papers Published with ISBN No. 02 Papers published in Scopus indexed Journals 11 papers published by students FDPs on IPR, minor research project and article writing skill, implementation and creation of awareness on Plagiarism software for carrying out ethical and legal research were conducted Workshop on Research Skills was conducted Submission of three minor research projects sponsored by UGC Increase in PhD qualified and enrollment of faculty

Examination and Evaluation

The following reforms were adopted Constituted Examination Committee, Malpractice Reddressal Committee and Result Review Committee Question paper pattern has been changed to all the programmes except B.Sc in order to give the equal opportunity to fully demonstrate the learning skills of the students. As per the UGC guidelines, started printing students Photo and Aadhar enrollment Number on the Semester Grade Sheets and on Final Degree Certificate Instant examination system was introduced to give an immediate opportunity to those students who have failed /absented in ONE paper in the Final semester examinations. UG Pass Percentage is 95 PG Pass Percentage is 100

Teaching and Learning

Orientation and Induction programmes conducted at the beginning of the academic year Enhanced Industry - Institution interactions and collaborations for conduction of Guest Lectures, Seminars, Workshops, Club activities, Field Visits and Model making for Students Certificate courses with collaboration were offered Enhanced usage of ICT and e-resources Learning Management System for effective teaching-learning process Remedial classes for slow learners and activities for advanced learners

	Regular conduction of Inter-College Academic competitions and special days Effective Mentoring system and regular conduction of Parent-Teacher Meeting
Curriculum Development	Implementation of Outcome Based Education Framework Ratification of PO's, PSO's, PEO's and CO's for all the programmes Review of curriculum done for all the programmes Coordinating Statutory Body meetings Well planned Academic activities at the beginning of the Academic year through Annual Planner, Semester planner, Almanac and disseminate the information to the students by Student Handbook, website, Notice Boards and Public Address system Mandatory two Value Added Programmes (Certificate Courses) with MoU with reputed organizations to be completed by the students

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	AKSHARA SOFTWARE Fee Collection ? Definitions of Fee Months / Terms by User independently. ? Definitions of Class -Wise, Month/ Term wise components of Fees Structure supporting cent percent flexibility to add on. Accounting Unique features include easy definition of Accounts by the user, fast data entry screens- Receipts Entry/Payment Entry, maintenance of party's master ledgers sub-ledgers, Daily Cash book ledgers, generation of reports as per the required requirement i.e monthly reports, Receipts Payments Statements, Income Expenditure Statements and consolidated reports accounts can be generated
Planning and Development	COLLEGE WEBSITE OFFICIAL MAIL-IDS ? Makes available all the institutional data to all the stakeholders. ? Staff is provided with official mail-id for professional communication
Administration	SECURITY AT FINGERTIPS: Biometric Attendance System for Staff AKSHARA SOFTWARE Attendance: Recording on Daily Basis Bulk SMS ? Absenties recording of all the student and other messages on daily basis. ? Class wise section wise absenties list with percentage of attendance
Student Admission and Support	AKSHARA SOFTWARE New Admissions ? Sale of applications ? Registrations of applications ? Collections of

admissions fees ? Setting of criteria's for selection of candidates based on marks/ ? Percentage secured in entrance exam ? Selection of candidates with different combinations ? Automatic transfer of all admission fee collections to accounts. a. Transfer of newly admitted students in to admission register Admission Register / Master Information of Students ? Complete details required in the Statutory Admission Register are maintained along with additional details viz: ? Month wise details of fee paid Bulk SMS for the Students ? Absenties recording of all the student on daily basis. ? Class wise section wise absenties list with percentage of attendance. JOSEPHS LEARNING MANAGEMENT SYSTEM Resource which stores the curriculum, unit planner, Teaching Learning material and Question Bank to enhance student support for Teaching - Learning Library Software - NEWGENLIB College Website Youtube channel DIRECT VERIFY ? Educational Documents Verification like certificates issued by Educational Institutes through online ? To verify institute issued certificates or mark list, other documents the institute will verify the credentials with their records.

Examination

EXAMINATION PROCESS AUTOMATION For smooth, efficient and quick processing of Pre, During and Post examination work, the automation is introduced to reduce time, bring accuracy and make the process easier and faster. The following features are available through this software ? Examination application form ? Time table ? Question paper wise summary ? Photo hall tickets ? Nominal roll ? Subject wise attendance statement ? Roll code list ? Moderation analysis ? Tabulation register ? Result sheets ? Memorandum of marks ? Consolidated memorandum of marks ? Provisional certificate

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mrs. Srilatha	National	Andhra Loyola	2500

		Conclave Cum War Room on Outcome Based Education on 25th to 27th Oct, 2018	College	
2018	Mr. Bhanu Prakash	Workshop on Train the Trainer Organized by ISDC, Bangalore	ISDC	5000
2018	Mrs. P. Madhuri Paul	National Seminar On "Corporate Academia Partnership - Fostering Innovation Entrepreneurship" organised by St.Anns College for Women, Mehdiapatnam	St.Anns College for Women, Mehdiapatnam	500
2018	Mrs. T. Esther Ratna	National Seminar on Revised NAAC Framework: The Road Ahead Towards Excellence in Quality Education organised by Bhavan's Vivekananda College, Sainikpuri	Bhavan's Vivekananda College, Sainikpuri	500
2018	Fr.Vincent	National Seminar on Revised NAAC Framework: The Road Ahead Towards Excellence in Quality Education organised by Bhavan's Vivekananda College, Sainikpuri	Bhavan's Vivekananda College, Sainikpuri	500
2018	Mrs. A. Mary Francina	Two Day Workshop on English in the Technical Education	Auroras Technological Research Institute, Uppal,	500

		Classroom: Encountering New Challenges organized by Auroras Technological Research Institute, Uppal, Hyderabad	Hyderabad	
2018	Dr. Vandana Samba	Two Day Workshop on English in the Technical Education Classroom: Encountering New Challenges organized by Auroras Technological Research Institute, Uppal, Hyderabad	Auroras Technological Research Institute, Uppal, Hyderabad	500
2018	Mr. Vasant Vikas	Workshop on Train the Trainer Organized by ISDC, Bangalore	ISDC	5000
2019	Mrs. R. Anita	International Conference on Emerging Strategies for business advancements organized by Malla Reddy Engineering College, Hyderabad.	Malla Reddy Engineering College, Hyderabad	8000
2018	Mrs. Srilatha	National Conclave Cum War Room on Outcome Based Education	Andhra Loyola College, Vijayawada	2500
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff				
2018	Processes Methods to Create a Learning Environment	NA	01/06/2018	01/06/2018	18	0
2018	Orientation on Student and Faculty Development Activities	NA	04/06/2018	04/06/2018	18	0
2018	Communication Skills- A Workshop for Professional Development	NA	05/06/2018	05/06/2018	80	0
2018	Investor Awareness Initiative on Investment in Mutual Funds	NA	08/06/2018	08/06/2018	76	0
2018	Teaching Methodologies	NA	19/06/2018	19/06/2018	18	0
2018	Minor Research Projects and Enhancing Article Writing Skills	NA	27/06/2018	27/06/2018	18	0
2018	State-level FDP/ Capacity Building Programme on Commodity Derivatives	NA	29/11/2018	29/11/2018	27	0

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
---	---------------------------------	-----------	---------	----------

FDP on Strategic Business Leader and Strategic Business Reporting	27	11/06/2018	20/06/2018	08
FDP on Research Skills	77	28/06/2018	03/08/2018	29
FDP on Advanced Financial Management	25	18/07/2018	25/07/2018	07
FDP on Ind As	27	25/03/2019	01/04/2019	07
UGC Sponsored Refresher Course in Entrepreneurship Development Programme in Commerce and Business Management	1	05/03/2019	28/03/2019	21
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	92	0	57

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>? The Institution offers acceptable packages to attract and retain well qualified and competent faculty. Salaries are promptly paid. ? Employees provident Fund is provided who completed three years of service in the institution. ? LIC group gratuity scheme ? Staff with less grade scale is provided with Employees State Insurance Card. ? Health Insurance Policy serviced by Apollo Munich covering upto 4 Lakhs per annum. ? Medical leave ? Paid Maternity leaves given ? Fee waiver for staff children ? Seed money for faculty pursuing PhD ? CL encashment - Un-availed</p>	<p>? Salaries are promptly paid ? Employees provident Fund is provided who completed three years of service in the institution. ? LIC group gratuity scheme ? Staff with less grade scale is provided with Employees State Insurance Card. ? Medical leave ? Paid Maternity leaves for 3 months ? Interest free loan facility ? Fee waiver for staff children ? Seed money for faculty pursuing PhD ? CL encashment - Un-availed leaves are en-cashed at the end of the academic year. ? Psychological Counseling Center and Wellness centre are available ? Ex-gratia</p>	<p>? Inclusive admission Policy ? Orientation and Induction Programmes conducted regularly ? Engagement in morning Prayer ? Campus Radio ? Maintaining discipline and monitoring attendance ? Regular conduction of Guest Lectures, Seminars, Workshops, Field Visits and Model Making ? Club Activities by respective departments ? Joseph's Learning Management System for effective Teaching-Learning process ? Remedial classes for slow learners and activities for advanced learners ? Regular conduction of Campus Recruitment training programme and support for</p>

leaves are en-cashed at the end of the academic year. ? Psychological Counseling Center and Wellness centre are available ? 24 hour power back-up to support uninterrupted work ? Wi-Fi facility to support teaching research activities ? Ex-gratia given ? Canteen facility Oven placed in all the staff rooms ? Staff recreation activities • Picnic for Teaching non-teaching staff separately • Family get together for faculty • Christmas gifts and Teachers day celebration

given ? Canteen facility ? Two pairs of uniform every year ? Staff recreation activities • Picnic non-teaching staff separately • Christmas gifts

career progression and Placement activities ? Regular conduction of Inter-Collegiate Academic and Cultural Fest ? Vibrant student quality assurance cell and involvement of students in various committees, cells and student centric activities with immediate grievance redressal mechanism as per the issue ? Encouragement and financial support provided for students to participate in various regional/national/international Academic, cultural, sports and extra-curricular activities ? Effective Mentoring system and regular conduction of Parent-Teacher Meeting ? Activities conducted on women empowerment, gender sensitisation, human values and ethics ? Inculcating and facilitating Social Responsibility through NSS, YRC and Josephiats Social Responsibility ? Conduction of awareness programmes on energy conservation and using LED lights in the campus ? Sensitising and involvement in environmental consciousness and maintenance ? Smooth and fair conduction of examination process. Results declared as per the guidelines laid by the parent university ? Increased support for scholarships and concessions ? Regular conduction of Alumni Meeting ? Free Parking Facility

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college financial accounts are audited regularly. We follow Interim Model to conduct financial audits will be conducted twice in a year. Major aspects covers under audit process are verification of invoices/ bills according to budgets, financial statements, cash books and subsidiary books. The process includes verification, financial planning and suggestions for the better improvement. External Audit of the College is conducted every year in the month of April for 2 Days by the CA firm Ramesh Company in all internal and external affairs which involve financial transactions. Action is taken on the observations contained in the audit report.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
ISDC	75000	Commerce Fest
View File		

6.4.3 – Total corpus fund generated

4250000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Chairman, Hyderabad Archdiocese Education Society
Administrative	Yes	Papi Reddy and Associates	Yes	Ramesh Company

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? Feedback is taken from parents for syllabus review and academic planning ? General feedback from parents during parent-teacher meetings is used for further review and action ? Capt. Thakur Ravinder, Commander of Air India who is a parent representative in the IQAC provides his valuable inputs time to time
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6.5.3 – Development programmes for support staff (at least three)

? Orientation for support staff ? Free Medical check up by St. Tressa's Hospitals ? Workshop on "Building effective work culture" on 4 Dec 2018 by Eminent life coaches, motivational speakers and counsellors
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

Teaching quality may be improved through use of ICT more widely Institution-industry interface established formally Providing adequate Sports facility for the benefit of the students
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Processes Methods to create a learning environment	01/06/2018	01/06/2018	01/06/2018	45
2018	Discussion Forum on NAAC Assessment Process	31/08/2018	31/08/2018	31/08/2018	20
2018	Communication Skills - A Workshop for Professional Development	05/06/2018	05/06/2018	05/06/2018	85
2018	New Faculty Induction Programme	05/06/2018	05/06/2018	05/06/2018	15
2018	Orientation Program for 2nd 3rd year	13/06/2018	13/06/2018	14/06/2018	1300
2018	Teaching Methodologies and Techniques	07/08/2018	07/08/2018	11/08/2018	30
2018	Seminar for Parents on Challenges of Parents in nurturing Young Adults	18/08/2018	18/08/2018	18/08/2018	65
2018	National Conference cum Workshop on "Outcome Based Education", in collaboration with Commissionerate of College Education	19/11/2018	19/11/2018	20/11/2018	180
2018	Induction Program for 1st Year Students	20/06/2018	20/06/2018	20/06/2018	850
2018	Orientation	31/10/2018	31/10/2018	31/10/2018	85

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sexual Harassment Awareness Drive in Public Transport	21/06/2018	21/06/2018	12	20
Seminar on Women and Law	13/07/2018	13/07/2018	50	0
Seminar on Anti Ragging	01/08/2018	01/08/2018	196	150
Awareness of Women Health Issues	23/08/2018	23/08/2018	60	0
Session on Women Empowerment by SHE TEAMS	08/10/2018	08/10/2018	200	0
Young Thinker's Conference on Women Empowerment	16/11/2018	16/11/2018	2	3
Entrepreneurship Awareness Program for Girls in collaboration with WE HUB	07/03/2019	07/03/2019	500	0
Seminar on Psychological Well-Being in Adolescent Relationships	08/03/2019	08/03/2019	160	140
Street Play on Women Empowerment	08/03/2019	08/03/2019	423	372
5K Run in collaboration with SHE Teams	08/03/2019	08/03/2019	102	200
Run - Pinkathon	10/03/2019	10/03/2019	364	0

Hyderabad She Teams Run	17/03/2019	17/03/2019	342	268
Awareness of P&G Product Orientation	28/11/2018	28/11/2018	152	168
National Girl Child Day	24/01/2019	24/01/2019	358	358
Women's Day Celebration	08/03/2019	08/03/2019	375	375

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Energy Conservation: The institutional annual power requirement is 840KWH out of which 300 KWH is met by renewable energy sources i.e solar energy. Percentage of power requirement of the institution met by the renewable energy sources accounts for 35.71. Percentage of annual lighting power requirements (4.73 KWH) met through LED bulbs is 100

2. Solid Waste Management : The college is proud to say that minimal litter is generated in the campus. Towards effective waste management the college ensures that Solid waste is segregated as bio degradable and non degradable and is handed over to GHMC(Greater Hyderabad Municipal Corporation) as a part of initiatives such as Swach Bharat and Clean and Green Hyderabad . Waste is segregated as per GHMC guidelines. The institution takes all measures required to ensure that the campus is free of plastic items and other wastes that harm the environment. The JGG club periodically conducts awareness programs for the students about the hazards of plastic and alternative ways through which usage of plastic can be minimized. The institution takes all measures required to ensure that the campus is free of plastic items and other wastes that harm the environment. As part of this a Guest lecture on plastic free campus was delivered by Mr.Shashikanth Khaja on 16th August 2018 at St.Josephs, who appealed to students and staff to make St.Josephs a plastic free zone . Our college students have made a commitment to reduce their plastic footprint pledging to measurably reduce plastic pollution on campus , with a particular focus on the reduction and elimination of plastic bottles, plastic straws and utensils, single-use plastic bags and plastic or "Styrofoam" food packaging. All departments and classrooms are provided with dustbins for disposal of dry wastage which are emptied every evening. Solid waste in the form of dried leaves and bird droppings , food leftovers from the canteen is treated and converted into vermi compost in the vermin compost pit . Vermicompost is used as Organic Manure for which pits have been duged .Food left overs like rice is dried and used as bird feed for feeding the pigeons which gather on college terrace.The college religiously follows the best practice of segregating dry and wet waste for effective disposal. Waste is segregated as vermicompost , dry , wet waste and other special categories at strategic locations, for effective solid waste disposal and reuse , thus maintaining the Campus , keeping it clean and green.

3. Liquid Waste Management : If waste water reuse is exercised properly, the benefits that can be reaped are great and will far outweigh any associated costs. To achieve this concept, eco-friendly, viable and integrated system of waste management is required. The college has an equipment RO PURIFIER for purifying water. The equipment converts 2 glasses of normal water into 1 glass of purified water. The Recycled water is nothing but treated waste water which

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2

Provision for lift	Yes	2
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	29/06/2018	1	Blood Screening Camp	Blood Screening	168
2018	1	1	05/06/2018	1	World Environment Day	To Promotes eco-friendly environment , by stepping up the oxygen levels.	182
2018	1	1	09/09/2018	1	Sight-A-thon	volunteer For Sight-A-Thon (2k blindfold walk) event	17
2018	1	1	01/12/2018	1	Mega Job Mela	Recruitment drive with 40 companies and 800 participants	800
2018	0	1	02/10/2018	1	Swachh Bharat Abhiyan	Plantation and Lake Cleaning	40
2018	1	0	22/09/2018	1	Vidhyadaan	Literary Campaign to Govern	15

						ment schools	
2018	0	1	21/06/2018	1	She Team Awareness Program	Some Tips and Tricks to Defence to Girls	20
2018	0	1	16/08/2018	1	Guest Lecture on Plastic Free Campus	Polution free society	28
2018	0	0	13/02/2019	1	Registration of Blue Mile "WATER AID " in Collaboration with GHMC	Save Water	136

[View File](#)

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Student Handbook	18/06/2018	<p>The college has well constituted regulatory mechanism to ensure that code of conduct spelt out for various stakeholders is monitored. The college has Disciplinary Committee, Admission Committee, Anti Ragging Committee, Grievance Redressal committee, Examination Committee, SQAC etc., which ensure that there is strict adherence to code of conduct by all stakeholders. In addition to this, General staff meetings, HoD's meetings, department meetings, committee meetings, Parent teachers' meetings etc are conducted regularly to ensure that code of conduct is not violated and the college functions smoothly. The morning assembly/Prayer/positive thoughts are also used to reinforce code of</p>

conduct. Personal counselling, mentoring, SMS alerts for absenteeism are other measures

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on Women and Law (Ethics)	13/07/2018	13/07/2018	50
A Talk on Women's health by Dr. Surekha from Fernandez Hospital, Abids	23/08/2018	23/08/2018	60
National Conference conducted by the Dept of English and the Dept Second Languages on 'Role of Language and Literature in the Reformation of Contemporary Society' (Universal Value)	19/11/2018	19/11/2018	90
Building Effective Work Culture Session for Non-Teaching staff (Professional Ethics)	04/12/2018	04/12/2018	50
Participated Young Thinkers conference on Women empowerment, jointly organized by ISB and British High Commission. (Universal Value)	16/11/2018	16/11/2018	5
Joy of giving week (Universal Value)	17/12/2018	21/12/2018	2000
Peace Walk for Pulwama Martyrs (Universal Value)	21/02/2019	21/02/2019	150
Blood donation Camp in collaboration with Lions Club of Hyderabad. (Universal Values)	10/12/2018	10/12/2018	45
Josephiets Social Responsibility (Universal Value)	16/02/2019	16/02/2019	2759

Josh Talk-The Citizen- Awareness, Educating and engaging youth to exercise Voting rights (Ethics)	05/02/2019	05/02/2019	100
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Joseph's Green Group has organized Tree Plantation program on 16 August, 2018 at the College Campus. This year the local Corporator , Mrs. Mamatha Gupta was invited to preside over the event. Faculty and students took part in the Harita Haram Programme, a green initiative of the government and were a part of the tree plantations in the campus. The plantation program included plantation of various types of ornamental and medicinal variety, wild plant species in large numbers. This program promotes eco-friendly environment, by stepping up the oxygen levels on the campus. 2. The institution takes all measures required to ensure that the campus is free of plastic items and other wastes that harm the environment. As part of this a Guest lecture on plastic free campus was delivered by Mr. Shashikanth Khaja on 16th August 2018 at St. Josephs, who appealed to students and staff to make St. Josephs a plastic free zone. Our college students have made a commitment to reduce their plastic footprint pledging to measurably reduce plastic pollution on campus, with a particular focus on the reduction and elimination of plastic bottles, plastic straws and utensils, single-use plastic bags and plastic or "Styrofoam" food packaging. 3. Students and Staff members was sensitized of pollution that is caused by the use of vehicles for which free pollution check is conducted in the college annually and this year Free pollution check was conducted on 7th March 2019. 4. JGG has proposed for roof gardening in the campus in the academic year 2018-19. With rooftop gardens come another environmentally friendly and booming initiative - urban agriculture. This involves using green roofs as miniature farms that actually produce fresh food. 5. The college is proud to say that minimal waste is generated in the campus. Solid waste is segregated as bio degradable and non degradable and are handed over to GHMC (Greater Hyderabad Municipal Corporation) as a part of Swach Bharat initiative and Clean and Green Hyderabad. To create awareness and implement effective techniques for solid waste management, the college collaborated with Waste Ventures India Pvt Ltd . 6. The institution is making efforts to maintain the below mentioned activities in the campus: Roof Gardening Initiative, Vermicomposting Culture , Rain Water Harvesting and also Green cover in the Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices- I Industry- Institute Interaction for Academic enrichment St. Joseph's college, being an 'Autonomous Institution' has engaged itself in the process of curriculum enrichment and enhancement. The College maintains robust industry academia linkages along with MoUs and collaborations with agencies, organizations and eminent people to give a boost to the employability quotient of the student and to provide wider options for students to pursue higher studies and research. Education, in the context of global employability and wholesome living, is defined as imbibing the right knowledge, skills and values among students. It has created a need for the students to be pragmatic, where theoretical knowledge is crucial, only when combined with the practical 'know how' and the skills to address the real issues outside the classroom. The challenge lay in identifying skill sets required for various disciplines areas of study. A Multi- disciplinary approach widens the student's perspectives in

the domain area. Interdisciplinary and skill enhancement papers have been introduced with a view to enhance the employability, provide wider options for students to pursue higher studies and research and also help them in clearing competitive examinations. The college has maintained a robust industry-academia interface to bridge the gap between the two to make the curriculum industry relevant. The internship opportunities also help students to get an experiential learning opportunity before they make a permanent choice of a career. It gives them hands on experience and thereby provides more scope for employment. Training programmes lectures organised by invitees from the corporate sector other institutions offering employment help the students bridge the gap. ? Joint Academic - Industry Partnership MOU's and Collaborations with Academic Institutions and Industries have helped in curriculum development, projects, internships and on the job trainings. • Association of Chartered Certified Accountants (ACCA) a global professional accounting body and International Skill Development Corporation (ISDC) for integrating ACCA Curriculum in B.Com (International Finance Accounting) empowering the students to conveniently adapt to an ever changing and dynamic business environment. • A Memorandum of Understanding with MERRIMACK UNIVERSITY North Andover, Massachusetts, USA for Academic Development , exchange of teaching pedagogy, concepts, professional ideas, faculty and student exchange to enable both sides' faculty and students to study and conduct research and also to explore joint programmes between the Institutions. • Berkadia Services India Private Limited for Industry ready training program. • A Memorandum of Understanding with International Business Machines (IBM) to design the course BBA (Business Analytics) keeping in view the industry requirements. • Collaboration with TASK (Telangana Academy of Skill and Knowledge) for FDPs SDPs • MoU with NSIC (National Small Industries Corporation) for student and Faculty Development Programmes. ? Institute Initiatives: • Today's market needs are widely diversified, a well designed course structure only will fill the gaps between traits which markets expect and knowledge provided in curriculum, to bridge this gap college also offers various mandatory certificate courses along with their curriculum to enhance employability of Josephites. • The Institute conducts rigorous Pre-Placement Training Programmes for the Under graduate and Post graduate students to make them industry ready throughout the academic year (2018-19) the Institute has tied up with SynchroServe Global Solutions Pvt.Ltd, Hyderabad and Create U Training Institute to improve the students communication and soft skills and train the students in Aptitude, Critical Reasoning, Spoken English, Group Discussions, Technical and HR Interview skills. • In order to enhance discipline specific skills individual departments organise a number of guest lectures and activities. These are usually conducted for students of the second final year in order to orient them with the latest trends in the field and also provide a glimpse into the work culture at various organizations. A number of field visits are organised to institutions, agencies companies of repute to provide a visual understanding of the work environment. • Organised 3 Faculty Development Programs, 8 Guest Lectures and Seminars in Collaboration with ACCA and ISDC for B.Com IFA Students. Organised 2 Faculty Development Programs and 4 Guest lectures and seminars in Collaboration with IBM for BBA (Business Analytics) students. Organised workshops and seminars with TASK and NSIC. • Networking with Academia/ Industry and Research Organisations. • The scope of the curriculum in the UG PG level is extended through various Value added Certificate Courses that integrate with the existing academic programs .A total of 28 certificate courses are offered by various departments. It is mandatory for the student to complete at least two certificate courses. ? Placement Cell: The Placement Cell based on feedback received from various companies, developed a plan of action to train students through the following initiatives: • CRT Program: Placement Cell of St.Joseph's Degree and PG College planned and organized Campus recruitment training programme for 489 registered final year students of all

streams. The college has tied up with the most reputed "Create U Training Institute" and Synchro serve Global Solutions pvt.ltd. The Programme covered two areas Aptitude (Quant and Reasoning) and Attitude (Soft Skills). Students' feedback was very positive and said that the training programme helped them to face interviews with confidence.

- Pre Placement Talk: Pre placement sessions are regularly held by Guest Faculty from reputed companies, research institutions to orient the students about the workplace culture and provide insights into recent trends in specific areas of study. The Departments the Placement Cell collaborate to identify accomplished experts in various fields.
- Internships: Invited speakers from various organisations and gave opportunity to our students for Internships.
- Feed Back: 75 of registered students seeking employment are recruited at the first stage of placement activity. As evidenced by feedback received from recruiting companies, students of the college have been greatly appreciated for their competence, employment readiness and communication skills. This feedback motivates the faculty and management alike to initiate similar programmes in the future as well.

Best Practice- II - Transparency The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

Financial Transparency The college maintains complete transparency in financial matters. There is a well constituted Finance committee which meets twice a year to discuss, plan and approve all the financial proposals and budgets put forth by various academic and administrative units of the college. Transparency is ensured as the minutes of the meetings and resolutions are documented and also presented at the Governing body for approval. Other financial transparency practices include- Interim audit is conducted biannually Receipt books and payment vouchers, cash registers are maintained for recording all the financial transactions of the institution. Internal and external audit is conducted by professional firms and audit reports are documented.

Academic Transparency Transparency in Academic aspects is maintained through fair and transparent admission process of students and recruitment process of teachers. Press notification is given and guidelines are followed as per stipulated norms.

- A well spelt out Admission policy is available for ensuring transparent admission procedures as per the stipulated norms. The minutes of the admission committee and the report is documented.
- The composition of statutory bodies and the minutes of the BOS, ACADEMIC COUNCIL, and GOVERNING BODY meetings are recorded.
- The minutes of the departmental meetings and the reports of all departmental events are recorded.
- Almanac, academic records, teaching plans, self appraisals, semester planners, annual planners, lab log books, result analysis, mentoring records, attendance registers, Time tables, workload and work allotment statements are documented to ensure transparency.
- Consolidated attendance status of students is displayed on the notice boards.
- The answer scripts of internals are shown to students and the marks list is counter signed in the attendance registers. All the records - attendance registers, academic records and teaching diaries of individual faculty are checked by the head of the department and the same are checked by the head of the institution once in a month.
- Syllabus completion statements are also submitted to the HoD periodically.
- Internal and external audits are conducted every year
- Feedback analysis on teaching, learning and evaluation is documented.

Transparency in Administrative and auxiliary functions

- All the educational programs are offered as per the stipulated norms of UGC and Parent University.
- All the regulatory bodies are constituted as per the norms and the minutes of their meetings are recorded.
- Hand book, Faculty manual, examination manual and website also ensure transparency.
- Feedback on infrastructure, curriculum, teaching, learning and evaluation ensures transparency.
- The governance is decentralized to ensure transparency. Various administrative, curricular, co curricular and extension activities are conducted through well appointed coordinators of cells, committees, SQAC, NSS, YRC, JGG, WEC, Alumni Association, placements cell, etc. The minutes of the Committee meetings and the reports of

activities are documented. • Grievance redressal mechanism also ensures transparency. • The college annual report is presented by the Principal on the college Annual Day and a detailed Annual Quality Assurance report is sent every year to NAAC. • All documentation regarding infrastructure, affiliation, sanctions, etc is maintained by the college management.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://josephscollege.ac.in/about-st-josephs/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

St. Joseph's college with a short yet brilliant history of 21 years has created a niche for itself as a pioneer in quality initiatives to promote global citizens with world class knowledge, national consciousness, global competencies, social responsibilities and humane values. Committed to the vision of creating "distinctive environment of educational excellence with humane values and social responsibility" the institution has gained a wide reputation among parents and academia as the most trusted name for integrated/holistic development of students. Our rankings for the academic year 18-19 by reputed surveys/magazines are an evidence of our Distinctiveness in providing quality education. We are ranked among the top 10 emerging colleges of the century, apart from maintaining a consistent record of being among the top 3 colleges of the twin cities and top 50 colleges in the country! What makes us distinctive ? Going beyond the curriculum- Giving Josephites the cutting edge! Our Distinctive efforts in 18- 19 -A Glimpse 360 degree multi dimensional 'learning experiences 'beyond the classroom' - 70 guest lectures, including 3 international guest lectures were organised on wide ranging topics like soft skills, life skills, emerging areas like artificial intelligence, climate change, entrepreneurship awareness, etc, and there were 22 field visits. The college conducted 7 national and international seminars to promote research culture and many students presented papers. - A total of 8 Fests and Exhibitions were conducted by various departments of the college: - Commerce Fest- Club Di Commercio, Commerce Exhibition on "Recent Developments in commerce" , Science Fest and Informatique Exhib - Future Techs" by the department of Sciences Bhoj-e-jashn by the ED Cell, book exhibition, to name a few. - Josephiesta, an annual academic and cultural fest, Mrugna Event, etc were organized to give platform for students to exhibit their talents and hone their managerial skills. - The college conducts various extra curricular activities .69 students won prestigious national/ university level competitions which include 10 international 2 national ,9 state level and 10 inter-college/ university level prizes, apart from several national and international silver and gold medals won in Sports. - 23 CERTIFICATE COURSES on topics as diverse as Theatre Arts to Web-designing were offered to boost employability and skill development - Social responsibility, gender sensitisation, national and environmental consciousness is imbibed through several programs conducted by Joseph's Social Responsibility(JSR), Joseph's Green Group, NSS, Youth Red Cross, Women Empowerment Cell - St. Joseph's campus is ever vibrant with celebrations of various kinds. The important celebrations include the Independence Day, Teachers' Day, International Yoga Day, Women's Day, International Ozone Day, National Youth Day ,National Science Day , Statistics Day, Computer Literacy day, Mathematics day, Bathukamma Day, etc. The other major events include the National Integration week, the library week, Friendship Day, etc - The career development cell of the college aims to provide 360 degree career solutions. The institution has signed an MOU with Berkadia for training and placements. Over 80 companies visited us this year with a phenomenal 85

placement record. Added to this 185 students obtained internships in premiere organisations.

Provide the weblink of the institution

<https://josephscollege.ac.in/about-st-josephs/distinctiveness/>

8.Future Plans of Actions for Next Academic Year

1. OBE Assessment and Calculating Attainment: To train faculty to understand OBE Assessment methodology and calculating the attainment level of the courses and assess the outcome. This helps faculty to have focused orientation towards teaching-learning, thus help student to retain the concepts acquiring knowledge and skills. 2. Enhance usage of e-content for teaching-learning: To train and facilitate usage of ICT and differentiated teaching techniques in the classroom. 3. Applying for NAAC Assessment Cycle 3: Under the guidance of the management and principal, IQAC and the core committee to prepare plan of action and coordinate with the faculty and the administrative staff to complete the task assigned. 4. Industry Institution Interaction and collaboration: To encourage collaborations with Industry for introducing new programmes/add-on courses, seminars, guest lectures, conferences, field/industry visits, encouraging and facilitating internships and projects for enhanced experiential learning. 5. Creating platform for progressive research environment: Guide and expedite the faculty to publish research papers in Scopus, Web of Science and UGC- Care indexed journals. to provide funds and facilities to complete doctoral studies of the registered faculty.