

ST. JOSEPH'S DEGREE & PG COLLEGE

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

Date: 17-04-14

ORDERS

The IQAC of St. Joseph's Degree & PG College hereby constituted the following members for the Academic Year 2014-15

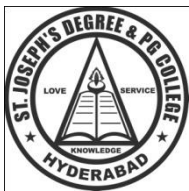
S. No	Name	Designation
1	Rev. Fr. Vincent Arokiadas	Principal & Chairman St. Joseph's Degree & PG College
2	Msgr. Swarna Bernard Vice-Chairman, HAES	Society Member
3	Rev. Fr. Allam Arogya Reddy, Secretary , HAES	Society Member
4	Prof. K. Malla Reddy, Director St. Joseph's College	Director
5	Mr. Chandrasekhar Technical Director, Tech Design Group	Industry Representative
6	Dr. M. Lakshmi pathi Rao, Retd. Prof. of Physics, Osmania University, Ex. IQAC Coordinator of OU	Education Representative
7	Mr. Nagarajan Professor, Annie Besant College	Education Representative
8	Mrs. Deepa James IQAC Coordinator St. Francis College for Women	Education Representative
9	Mrs. R. Anita Head, Dept. of Business Management	IQAC Coordinator
10	Dr. Sangeetha Dept. of English	Senior Faculty
11	Mrs. G. Sunitha Dept. of Mathematics	Senior Faculty
12	Mrs. T. Esther Ratna	Administrator
13	Dr. Brinda Dean, Academics	Member
14	Mrs. Savithri Head, Dept. of Commerce	Senior Faculty
15	Mrs. Mihira Priya	Senior Faculty

	Head, Dept. of Physics	
16	Rev. Fr. Kingston Head, Dept. of Mass Comm	Senior Faculty
17	Mrs. M. Kiran Jyothi Head, Dept. of Computer Science	Senior Faculty
18	Mrs. Deepika Rupert Gardner Head, Dept. of English	Senior Faculty
19	Dr. S.P. Jaiswal Head, Dept. of Languages	Senior Faculty
20	Mr. Srinivas Reddy Head, Dept. of Mathematics	Senior Faculty
21	Mr. Rishi Agarwal	Alumni – BBA
22	Mr. Himaraj	Alumni – MBA
23	Mr. Sharath Loya	Alumni – B.Com
24	Mr. Vinay	Alumni – B.Sc
25	Mr. Kaushik	Alumni – MCA
26	Mr. Hadi	SQAC President
27	Ms. Susanna Joan	SQAC Secretary

Copy to:

PRINCIPAL

All the concerned



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Minutes of the IQAC Advisory Committee Meeting

Internal Quality Assurance Cell (IQAC) meeting was held on **17th July 2014** at 2.00 pm in Conference Hall. The following IQAC Members were present which includes Principal, Industrialist, IQAC coordinators, Administrator, HoDs, Alumni and student representatives.

1. Rev. Fr. Vincent Arokiadas, Principal, St. Joseph's Degree & PG College – Chairperson
2. Prof. K. Malla Reddy, Director, St. Joseph's College
3. Mr. Chandrasekhar, Technical Director, Tech Design Group - Industry Representative
4. Ms. Deepa James, IQAC Coordinator, St. Francis College for Women - Education Representative
5. Mrs. R. Anita, IQAC Coordinator – Head, Dept. of Business Management
6. Dr. Sangeetha – Senior Faculty – Dept. of English
7. Mrs. G. Sunitha - Senior Faculty – Dept. of Mathematics
8. Mrs. T. Esther Ratna - Administrator
9. Dr. Brinda – Dean, Academics
10. Mrs. Savithri – Head, Dept. of Commerce
11. Mrs. Mihira Priya – Head, Dept. of Physics
12. Rev. Fr. Kingston – Head, Dept. of Mass Comm.
13. Mrs. M. Kiran Jyothi – Head, Dept. of Computer Science
14. Mrs. Deepika Rupert Gardner – Head, Dept. of English
15. Dr. S.P. Jaiswal – Head, Dept. of Languages
16. Mr. Srinivas Reddy – Head, Dept. of Mathematics
17. Mr. Rishi Agarwal – Alumni - BBA
18. Mr. Sharath Loya – Alumni – B.Com
19. Mr. Vinay – Alumni – B.Sc

20. Mr. Hadi – SQAC President
21. Ms. Susanna Joan – SQAC Secretary

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

Agenda:

1. Welcoming the members by **Chairperson, Rev. Fr. Vincent Arokiadas**
2. Introduction of members by IQAC Coordinator, Mrs. R. Anita
3. IQAC & SQAC Role and its functions
4. NAAC Re-accreditation process preparation
 - a. Plan of Action for the visit
 - b. Priority Documents to keep ready
5. Plan of action for the year 2014 - 2015
6. Sharing by the members
7. Any other matter with the permission of the Chair

Item No. 2 & 3: Mrs. R. Anita, IQAC Coordinator introduced the IQAC members. She also read the roles and functions for the IQAC and SQAC. As read IQAC takes initiative for quality sustenance & enhancement in administrative, academic (Teaching, Learning & Evaluation), Research, Support Services, Infrastructure areas in the post – Accreditation phase. Student Quality Assurance Cell (SQAC), the student wing of IQAC was established with the objective that the students interface with the management and play a proactive role in promoting quality standards of the college.

Mr. Chandrasekhar industry representative suggested that more thrust to be on organising Academic activities like science day, Mathematics day, Commerce day, paper presentations etc. and to be part of SQAC initiative. He suggested that student skills development should be more intellectual with the above mentioned activities rather than only Fresher's Day, Teacher's Day Celebrations, Cinevolution, Josephiesta etc. Dr. Brinda, Dean Academics and other members responded that the college conducts regularly all those activities specified by Mr. Chandrashekar.

Rev. Fr. Vincent Arokiadas stated that the college is moving towards excellence and SQAC is striving towards it. Mr. Sharad, B.Com Alumni, shared his views on how responsibilities taken during Josephiasta helped him to analyse and introspect and work on the weak areas. He also mentioned that focus to be more on communication skills. Ms. Susan , SQAC Secretary mentioned that Fresher's party helps them to plan, execute, organise , budget and manage the finance and give their best.

Mrs. R. Anita shared that students are given presentations in every subject and is a part of their skilled based test. Rev. Fr. Vincent Arokiadas appreciated Mr. Sharad words and his views. Ms. Susan acknowledged that the college has good infrastructure, the faculty discuss live examples and cases during their teaching. She also informed the members that internship helps the students to have practical exposure outside.

Item No. 4: Plan of action of NAAC Team Visit was presented by Rev. Fr. Vincent Arokiadas. He invited suggestions from the members about the schedule of the activities.

Ms. Deepa James, IQAC Coordinator – St. Francis suggested that orientation about NAAC visit to be given to faculty, students and non – teaching staff too. Other members suggested that parent body should also be oriented. Ms. Deepa James also suggested that minimum thirty five parents who are willing to come to be invited and all the committee/cells have to be groomed to showcase talents. Ms. Susaz gave her opinion that exhibition/documentary of talents if they are presented when NAAC team visits will be good.

Rev. Fr. Vincent Arokiadas presented the next agenda point that is priority documents to keep ready. Members suggested that a small booklet to be given when NAAC team visits. Ms. Deepa suggested that Grievances file has to be maintained properly with the details of grievances and the way grievances have been redressed.

Mr. S. Chandrashekar said the faculty needs to be motivated to use innovative teaching methodologies.

Item No. 5: Plan of action for the year 2014-2015 was read by Mrs. Esther, Administrator. She presented month wise activities which were planned to be conducted in this academic year. At the end of every month the Chairperson invited for an open discussion.

In July month for the CRT programme Mr. Sharad suggested that mock interviews, soft skills development, table manners etc. to be part of CRT programme. Ms. Deepa expressed that they have a tie-up with external agencies for CRT programme. When Dr. Sangeetha, IQAC Team member enquired about counselling in St. Francis College, Ms Deepa shared that Class teacher is the mentor for the students of her class. The chairperson shared that the college has the practice of distributing memo personally and which is one of the best practice. And parent – teacher meeting is conducted after Internal Assessment I to communicate to the parents regarding students’ performance.

Mr. Chandrashekar shared that ED programmes to be conducted and he expressed that he is working on a project sponsored by MSME/NSIC under Ministry of Finance and is willing to share his knowledge on the same.

Ms. Deepa shared that St. Francis College has a system to encourage faculty to write and present/publish papers and management also sponsors for the same. And Mr. Chandrashekar said that in one of the college which he knows that it is made mandatory that HoDs are required to present every year minimum one international paper.

When Dr. Brinda enquired from Ms. Deepa regarding- what St. Francis College feel that they should have done more. She stated that they could have done more in research and industry collaboration.

Item No. 6 & 7: After the plan of action for the year for both academic and extracurricular activities were presented and members shared their views/opinions Rev. Fr. Vincent Arokiadas thanked all the members for their presence and their input. The meeting ended at 4.45pm.

PLAN OF ACTION FOR THE YEAR 2014 – 2015

Month	Details of Activities
April	<ol style="list-style-type: none"> 1. 5th Academic Council Meeting 2. Finance Committee Meeting 3. Staff Recruitment 4. Infrastructure Review 5. UG - End Semester Exams 6. Project Guidance Seminars / Project work for MBA students 7. Internal Academic Audit 8. Subject allotment for Faculty & Time Tables 9. Governing Body Meeting 10. Annual & Semester Planners of various Depts. 11. PG Results Declaration 12. Green Audit 13. Refresher Courses 14. Summer courses can be started if any
May	<ol style="list-style-type: none"> 1. Internship / Project Work for UG II yr Students 2. Admission Process 3. Infrastructure upgradation 4. Almanac & Handbook 5. Usage of premises for CA Exams 6. UG Examination Results Process
June	<ol style="list-style-type: none"> 1. Staff Orientation 2. Orientation for Newly Recruited faculty 3. Orientation for Non-Teaching Staff 4. Orientation for UG II & III yrs 5. Results Declaration for UG 6. Results Review Meeting 7. Result Analysis of the Previous Academic Year 8. Release of Joseph's Chronicle 9. Induction Program for UG I yr 10. Student Profile & Entry Level Feedback 11. AQAR report 12. FDP on Smart IT Skills 13. National Seminar 14. Placement Registration Process
July	<ol style="list-style-type: none"> 1. Entry Level Tests / Bridge Courses 2. Review of Admission Process 3. Library Orientation 4. CRT Classes 5. Fresher's Party 6. Commencement of Club Activities 7. Workshop on "Awareness of Entrepreneurship" 8. Red Cross Activity 9. Alumni Meet 10. Minor Project Proposals

	11. NAAC Inspection
August	<ol style="list-style-type: none"> 1. Certificate courses Commencement 2. PG End Semester Examinations 3. UG Internal – I 4. Parent – Teacher Meet & Feedback 5. Women Empowerment Awareness Program 6. National Integration Day 7. Independence Day celebration
September	<ol style="list-style-type: none"> 1. PG Results Declaration 2. UG Internal – II 3. Teacher’s Day Celebration 4. Industrial Visit for PG 5. UG Industrial Visits 6. Induction Programme for PG 7. Informatique Exhib 8. Sports Activities (OU Inter college Championship for Women) 9. NSS Day Celebrations 10. Blood Donation Camp 11. JCI Activities 12. Pre placement Activities 13. Outreach Programme
October	<ol style="list-style-type: none"> 1. Faculty Feedback 2. Internal Practicals UG 3. Awareness Program on Cyber Crime 4. Traditional Day 5. World Mental Health Day 6. Freshers’ Day PG 7. On Campus Placements 8. Mass com Dept. Field Trip 9. Green Audit 10. End Semester Examinations UG
November	<ol style="list-style-type: none"> 1. IQAC Meeting 2. Cultural Competitions 3. Sports Competitions 4. National Education Day 5. End Semester Examinations for UG 6. National Education Day 7. Usage of premises for CA Exams
December	<ol style="list-style-type: none"> 1. Josephiesta - 2015 2. Convocation Ceremony 3. AIDS Awareness Day 4. Christmas Celebrations 5. Non-Teaching Staff Picnic 6. Blood donation camp 7. UG Results Declaration 8. Results Review Meeting 9. ED Cell Activity
January	<ol style="list-style-type: none"> 1. Result Declaration & Review Meeting

	<ol style="list-style-type: none"> 2. UG Internal - I 3. Science Day 4. CinEvolution 5. Club Activities 6. Parent – Teacher Meet, Feedback & Memo Distribution
February	<ol style="list-style-type: none"> 1. PG End Semester Examination 2. JSS 3. Faculty Feedback 4. Chairman’s Visit 5. UG Internal - II 6. Staff Picnic
March	<ol style="list-style-type: none"> 1. Annual Day Celebrations 2. Farewell Prayer Service 3. Exit Feedback 4. End Semester Exams for UG 5. St. Joseph’s Feast 6. BoS 7. Women’s Day Celebration 8. PG Results Declaration 9. Results Review Meeting 10. Refresher Courses

Note:


1. General Staff Meeting in the first week of every month and departmental meetings
2. Presentation/Publication of Research Papers, Faculty attending Seminars/Workshops
3. On-Campus / Off-Campus Placement process from August 2014 – February 2015
4. Internships & Projects – Final Year Students.




ACTION TAKEN REPORT 14-15

Based on IQAC meeting held on 17 July 2014, the following actions was taken




1. As recommended by Ms. Deepa James, IQAC Coordinator – St. Francis College to orient all the stakeholders about NAAC inspection, IQAC appraised about the NAAC visit and also conducted a mock NAAC inspection.
2. As suggested by Mr. Sharad and Ms. Deepa James, the college had an MoU for conducting Campus Recruitment Training Programme to nurture final year students to face interview process.
3. As suggested by Mr. Chandrashekar several ED Cell activities were conducted during the year
4. As recommended by Ms. Deepa to enhance paper publications, the faculty was motivated to present and write papers.





ACTIVITIES COORDINATED BY IQAC

Plan of Action	Achievements	
Preparing for NAAC Re-accreditation process	<ul style="list-style-type: none">• 10 Orientation programmes were conducted• Mock NAAC inspection by internal team• Mock NAAC inspection by external committee	



<p>NAAC Peer Team Visit</p>	<ul style="list-style-type: none"> • Visited the college on 21 – 23 August 2014 • Re-accredited with ‘A’ Grade with CGPA 3.49 on 24 Sept 2014 	 
<p>Review of Admission Process</p>	<ul style="list-style-type: none"> • Various promotional strategies were undertaken viz. participation in Education fair, distribution of pamphlets and erection of banners in prime location • Counselling students on various courses • Orientation about the college, rules & regulations given to the stakeholders before admission 	



<p>To frame updated need- based curriculum in UG & PG courses</p>	<ul style="list-style-type: none"> • BOS meetings • Academic council (4th May, 2014) • Governing Body (4th July, 2014) meetings were held. 	
<p>To conduct Faculty Development Programmes towards continuous improvement in teaching and Learning</p>	<p>07 FDPs were conducted</p>	
<p>To sustain and enhance quality of education through effective teaching – learning practices</p>	<ul style="list-style-type: none"> • Use of MOODLE and preparation of Unit planners which includes teaching-learning methodologies • Implementation of teaching-learning practices monitored by HoD's / IQAC/ Principal 	
<p>To encourage student-centric methods and use of technology for teaching and learning</p>	<p>Various ICT enabled techniques were promoted</p>	

<p>To encourage progress in studies and all round development among students specially the weaker and economically backward students through scholarships, remedial and tutorial classes</p>	<ul style="list-style-type: none"> • Scholarships & Concessions were given • Remedial & tutorial classes were conducted • First Convocation Ceremony 	
<p>To facilitate Experimental Learning to the students by organizing Industrial visits, field visits</p>	<p>Organised Field Visits/Industrial visits</p>	
<p>To promote innovation, creativity and team-building</p>	<ul style="list-style-type: none"> • Conducted Guest Lectures, club activities • Organized Fests viz. Josephiesta, CinEvolution and Curo Festo 	

		  
<p>To build a culture of social responsibility through extension and humanitarian activities by students for social upliftment</p>	<p>Observed Josephiets Social Responsibility Day (JSR)</p>	

<p>To encourage and motivate students to participate in various competitions intra & inter college/ university</p>	<p>Participation in extra-curricular activities and Sports were encouraged</p>	 
<p>To groom students for career and enhance their job skills, communication skills and social skills</p>	<p>Pre-placement activities, CRT programmes by 'Place team' and 24 certificate courses were conducted</p>	
<p>To enhance student involvement in various activities of the college</p>	<p>SQAC meetings were conducted to</p> <ul style="list-style-type: none"> • Appraise about activities of the college • Elicit Suggestions and feedback • Address grievances 	

<p>To administer feedback</p>	<ul style="list-style-type: none"> • Online Feedback was taken on teaching-learning from students • Manual feedback on entry-level and exit-level was taken from students • Feedback from subject experts on curriculum • Parent feedback on various aspects of college • Employers feedback on student exit quality and infrastructure • Feedback was analysed and necessary improvement measures are taken. 	
<p>To conduct Academic and Administrative audits</p>	<ul style="list-style-type: none"> • Internal & External Audit were conducted 	

<p>Environmental Awareness programmes and Green Audit</p>	<p>Improved Green initiatives</p>	
<p>To inculcate social responsibility</p>	<p>NSS, YRC, Women Empowerment</p>	



Governing Body Meeting – 18 April, 2015



5th Academic Council Meeting – 1 April, 2015



Parent-teachers' Meet conducted on 6 September, 2014 and 7 February, 2015



“Wellness of Mind is the Wellness of Body” organized by the Dept. of Psychology on 10 Oct, 2014 which is World Mental Health Day.



5 Sept, 2014 – Faculty Get-together cum Teacher’s Day Celebration



Orientation Programme – 28 June, 2014



IQAC Meeting



Staff Meetings