

## ST. JOSEPH'S DEGREE & PG COLLEGE

A Catholic Christian Minority Co-Education Institution, Managed by HAES  
(Autonomous), Affiliated to Osmania University  
Re-accredited by NAAC with 'A' Grade with CGPA of 3.49

Date: 24-03-16

### ORDERS

The IQAC of St. Joseph's Degree & PG College hereby constituted the following members for the Academic Year 2016 – 17

S.No	Name	Category
1	Rev. Fr. Vincent Arokiadas Principal, St.Joseph's Degree & PG College	Chairperson
2	Msgr. Swarna Bernard Vice-Chairman, HAES	Society Member
3	Prof. U. Vijaya Bhasker Reddy Director, IQAC, OU	Education Representative
4	Mr. Clement Domingo General Manager – MDF – IDEA Cellular Ltd. AP & T, TN circle	Industry Representative
5	Mr. Ramsagar Srinivas Director – United Health	Parent
6	Mr. K. Rajagopal Manager, Centre for Excellence, GE	Industry representative & Parent
7	Prof. P.L. Vishweshwer Rao Director - UG, St.Joseph's Degree & PG College	Faculty Representative
8	Dr. Bharathi Director - PG, St.Joseph's Degree & PG	Faculty Representative

	College	
9	Mrs. T. Esther Ratna IQAC Co-ordinator & Dean Student Affairs	Faculty Representative
10	Mrs. R. Anita Dean, Academics	Faculty Representative
11	Mr. B. Satyanarayana Rao Controller of Examinations	Faculty Representative
12	Mrs. Srilatha Head, Dept. of Commerce	Faculty Representative
13	Mrs. Mary Francina Head, Dept. of Business Management	Faculty Representative
14	Dr. Sangeetha Head, Dept. of English	Faculty Representative
15.	Fr. Kingston Head, Department of Mass Comm	Faculty Representative
16	Dr. N. Srinivas Placement Officer	Faculty Representative
17	Mrs. M. Kiran Jyothi Head, Dept. of Computer Science & CoE, PG	Special Invitees
18	Mrs. Mihira Priya Head, Dept of Physics & Electronics	Special Invitees
19	Mr. Sharath Loya	Alumni Representative
20	Ms. Anusha Mary	Student Representative
21	Ms. Rachana	Student Representative

Copy to:

All the concerned

PRINCIPAL



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### **Minutes of the IQAC Meeting**

24 March 2016

The IQAC meeting began on an auspicious note as Rev. Fr. Vincent Arokiadas invoked the God's blessings to prevail upon the IQAC members to steer the college towards Quality enhancement and sustenance. He also remarked on the special significance of the day being Holy Thursday which marks the renewal of commitment to spread "Knowledge, Love and Service".

Mrs. T. Esther Ratna, IQAC coordinator welcomed the members, followed by a presentation which gave an overview of the college activities conducted during the academic year 2015-16. The presentation also highlighted the contribution of IQAC by depicting the Action Taken Report against the recommendations of the previous IQAC meeting.

Msgr. Swarna Bernard, Vice-Chairman, HAES, recorded a high note of appreciation for the excellent progress made by the college in all areas, which was evident in the qualitative administration and academic practices of the college.

The newly introduced CBCS system was presented for discussions after Mrs. R. Anita, Dean Academics, gave a brief introduction and description of the CBCS pattern adopted by the college.

Prof. Vijay Bhaskar Reddy, Director, IQAC, OU, congratulated the college for being the forerunner in the implementation of the CBCS. He raised the issue of facing time constraints in accommodating 160 credits and he also suggested that giving credits for summer courses conducted during lean period would make it feasible.

Rev. Fr. Vincent Arokiadas answered the query raised about the availability of the expertise for add-on courses by pointing out that the college already has MOU with experts drawn from diverse fields for the certificate courses

Mr. Ramsagar Srinivas (Parent) appreciated the college for fostering good values and culture among the youth. He recommended that the college ought to enrich its academic programs by introducing Professional add-on courses, customized to complement particular course content.

Mr. Rajagopal (Industry representative & Parent) complimented the college for gaining a distinctive academic reputation among the best colleges of the nation. He advised that the number of guest lectures should be enhanced to give the students a grasp of emerging trends in academia and industry. He also reiterated the need for imbibing leadership skills among students.

As a response to this recommendation, it was observed that this academic year alone 35 guest lectures including 4 international guest lectures were organised, in addition to the ED cell's special initiative to organise guest lectures by eminent industry resource persons to keep the students apprised of the latest developments in the business world.

The faculty responded to this observation by stating that the college ensures that the students are given ample opportunities to take up dynamic leadership roles in organising fests, club activities, etc.

Mr. Clement Demingo reinforced the need for 'on-the-job' training to be given due emphasis in the academic programs. He advocated that employability skills and soft skills workshops be conducted with the help of Industry Personnel in order to bridge the gap between academics and industry. He also responded positively to the request from faculty for 'Train the Trainer' Workshops.

Mrs. Bharathi suggested that Skill Based Testing should be given due importance in relation to Paper based testing .It was also advised that Skill based testing should draw upon innovative topics that would enhance practical exposure to the theoretical concepts.

Prof. P. L. Visweshwar Rao reinforced the urgent need for the teachers and college management to address the emotional complexities among the current generation of students which was leading

to increased incidence of student suicides. He advocated enhanced availability of mentorship and counselling services to students.

Prof. Vijay Bhaskar Reddy suggested that there ought to be two IQAC meetings in an academic year occurring at the end of two semesters, instead of one annual meeting. He also advocated that the IQAC should maintain documentation of student progression and Best Practices.

Fr. Vincent Arokiadas in his concluding remarks thanked all the members for their valuable observations and recommendations and sought their continued guidance through a winsome suggestion that a WhatsApp group of all the members may be signed up for proactive interactions. This was followed by a formal Vote of Thanks rendered by Mrs. Srilatha.

**PLAN OF ACTION**  
**ACADEMIC YEAR 2016 – 2017**

Month	Details of Activities
April	<ol style="list-style-type: none"> <li>1. Academic Council Meeting</li> <li>2. Governing Body Meeting</li> <li>3. Admissions for UG</li> <li>4. Staff Recruitment</li> <li>5. Infrastructure Review</li> <li>6. UG - End Semester Exams</li> <li>7. Project Guidance Seminars / Project work for MBA students</li> <li>8. Internal Academic Audit</li> <li>9. Subject allotment for Faculty &amp; Time Tables</li> <li>10. PG Examination</li> <li>11. Green Audit</li> <li>12. Refresher Courses</li> <li>13. Summer courses can be started if any</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Internship / Project Work for UG II yr Students</li> <li>2. Admissions for UG</li> <li>3. Infrastructure Maintenance &amp; enhancement</li> </ol>

	<ol style="list-style-type: none"> <li>4. Almanac &amp; Handbook</li> <li>5. Usage of premises for CA Exams</li> <li>6. Processing UG Examination Results</li> </ol>
June	<ol style="list-style-type: none"> <li>1. Staff Orientation</li> <li>2. Orientation for Newly Recruited faculty</li> <li>3. Orientation for Non-Teaching Staff</li> <li>4. Orientation for UG II &amp; III yrs</li> <li>5. Results Declaration for UG</li> <li>6. Results Review Meeting</li> <li>7. Result Analysis of the Previous Academic Year</li> <li>8. Release of Joseph's Chronicle</li> <li>9. Induction Program for UG I yr</li> <li>10. Student Profile &amp; Entry Level Feedback</li> <li>11. AQAR report</li> <li>12. FDP on Computer Skills</li> <li>13. Placement Registration Process</li> </ol>
July	<ol style="list-style-type: none"> <li>1. Entry Level Tests / Bridge Courses</li> <li>2. Admissions for PG</li> <li>3. Review of Admission Process</li> <li>4. Library Orientation</li> <li>5. CRT Classes</li> <li>6. Fresher's Party</li> <li>7. Commencement of Club Activities</li> <li>8. Resume Consultancy Workshop by English dept.</li> <li>9. Red Cross Activity</li> <li>10. Land to Lab Programme – Teaching Communication Skills to Govt. School Students</li> <li>11. Workshop by ED Cell</li> <li>12. Alumni Meet</li> <li>13. Telangana Heritage Week</li> <li>14. Informatique Exhib</li> <li>15. Minor Project Proposals</li> </ol>

August	<ol style="list-style-type: none"> <li>1. Certificate courses Commencement</li> <li>2. PG End Semester Examinations</li> <li>3. Admissions for UG</li> <li>4. Gender Audit</li> <li>5. UG Internal – I</li> <li>6. Parent – Teacher Meet &amp; Feedback</li> <li>7. Women Empowerment Awareness Program</li> <li>8. National Integration Week</li> <li>9. Independence Day celebration</li> <li>10. Industrial visit to NGRI by Mathematics Department</li> <li>11. Industrial Visit to Sujana Steels or Heritage Foods by Management Dept.</li> <li>12. Entrepreneurship in 2015 and beyond with focus on Make in India in collaboration with MSME - Workshop by Management Dept.</li> <li>13. Industrial Visit by Commerce Dept.</li> <li>14. Intercollegiate Literary Competitions by English Dept.</li> </ol>
September	<ol style="list-style-type: none"> <li>1. PG Results Declaration</li> <li>2. UG Internal – II</li> <li>3. World Literacy Day</li> <li>4. Teacher’s Day Celebration</li> <li>5. Industrial Visit for PG</li> <li>6. UG Industrial Visits</li> <li>7. Induction Programme for PG</li> <li>8. Staff Orientation Programme</li> <li>9. Seminars &amp; Guest Lectures</li> <li>10. Guest Lecture on Renewal of Autonomy</li> <li>11. Guest Lecture on Moulding Management Students for Professional Career by T. Muralidharan, Chairman, TMI Group, MD, C&amp;K Management Ltd organized by Management Dept.</li> <li>12. Workshop on Research Methodology from TISS organized by Management Dept</li> <li>13. Guest Lecture on Career Development, K Nageshwara Rao, CS</li> </ol>

	organized by Commerce Dept.
October	<ol style="list-style-type: none"> <li>1. Faculty Feedback</li> <li>2. National Seminar</li> <li>3. On Campus Placements</li> <li>4. Green Audit</li> <li>5. Workshop on Stock Minds by ICICI Direct for Management Students</li> </ol>
November	<ol style="list-style-type: none"> <li>1. IQAC Meeting</li> <li>2. Cultural Competitions</li> <li>3. Sports Competitions</li> <li>4. End Semester Examinations for UG</li> <li>5. National Education Day</li> <li>6. Usage of premises for CA Exams</li> <li>7. Guest Lecture on Corporate Governance with Reference to Companies Act of 2013 by K. Samatha, Practicing Company Secretary for Management Students</li> </ol>
December	<ol style="list-style-type: none"> <li>1. Josephiesta 2017</li> <li>2. World AIDS Awareness Day</li> <li>3. Workshop on SPSS by Statistics Dept.</li> <li>4. Christmas Celebrations</li> <li>5. Non-Teaching Staff Picnic</li> <li>6. UG Results Declaration</li> <li>7. Results Review Meeting</li> <li>8. ED Cell Activity</li> <li>9. Industrial Visit to Nizamia/Rangapur Observatory for Physics Students</li> </ol>
January	<ol style="list-style-type: none"> <li>1. Result Declaration &amp; Review Meeting</li> <li>2. UG Internal - I</li> <li>3. Science Day Celebrations</li> <li>4. Club Activities</li> <li>5. Parent – Teacher Meet, Feedback &amp; Memo Distribution</li> <li>6. FDP on Case Study Analysis - Resource Person from IBS for Management Students</li> </ol>



	<ol style="list-style-type: none"> <li>7. National Youth Day Celebration by Commerce Dept.</li> <li>8. JSR Day</li> </ol>
February	<ol style="list-style-type: none"> <li>1. PG End Semester Examination</li> <li>2. JSR Day</li> <li>3. Faculty Feedback</li> <li>4. Management Meet</li> <li>5. UG Internal – II</li> <li>6. Food Fest by ED Cell</li> <li>7. Staff Picnic</li> <li>8. Guest Lecture on Cost Audit, CMA for Commerce Students</li> </ol>
March	<ol style="list-style-type: none"> <li>1. College Annual Day Celebrations</li> <li>2. International Women’s Day Celebration</li> <li>3. Farewell Party</li> <li>4. Exit Feedback</li> <li>5. End Semester Exams for UG</li> <li>6. St. Joseph’s Feast</li> <li>7. BoS</li> <li>8. Women’s Day Celebration</li> <li>9. PG Results Declaration</li> <li>10. Results Review Meeting</li> <li>11. Refresher Courses</li> </ol>


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 2016 – February 2017
4. Internships & Projects – Final Year Students
5. Autonomy Review Inspection



## ACTION TAKEN REPORT



Based on IQAC meeting held on 24 March 2016 the following actions was taken

1. As recommended by Mr.Ramsagar Srinivas (Parent representative) to introduce professional add-on courses that complement a course, it is to bring to the notice of the IQAC members that the college is offering 26 certificate courses, out of which 18 courses are complementary to the courses offered by the college.
2. As suggested by Mr. Clement Demingo (Industry representative) to provide facility of 'on-the-job' training, for information to the members the Placement cell actively finds opportunities for placements and internship for student's right from the second year onwards and help them gain hands on experience and industry ready.
3. As suggested by Mrs.Bharathi about innovative Skill Based Testing, we would like to place on record that the SBT's include presentations, projects, group assignments, written assignments etc for engaging the students for innovative testing
4. As discussed about the mentorship and counselling services by Prof.P.L.Visweshwar Rao, it is to bring to the notice of the members that the college has two full time counselors to cater to the needs of the emotionally disturbed students.

Plan of Action	Achievements	
Faculty Orientation Programmes	Conducted Orientation Programmes, FDPs and New Faculty Orientation Programme	

		
<p>Autonomy Preparation</p>	<ul style="list-style-type: none"> <li>• Autonomy Orientation: A Committee was formed for the preparation of the consolidated report of the first cycle six years (2011-2017) of the college. One day Orientation Programme on autonomy was organised with Resource persons were Prof. Mathew Srirangam, Autonomy &amp; NAAC Coordinator, Andhra Loyola College, Vijaywada, AP and Dr. Smitha Asthana, Dean Academics &amp; IQAC Coordinator, St. Ann's College Mehdipatnam, Hyderabad.</li> <li>• Number of autonomy progress status meetings and discussions</li> <li>• Progress reports and detailed Autonomy Extension report</li> </ul>	

	<p>were prepared</p>	
<p>Curriculum Design and Development</p>	<ul style="list-style-type: none"> <li>• New Course B.Com (IF &amp; A) was introduced</li> <li>• 13 UG programmes and 2 PG Programmes designed/ redesigned and were introduced</li> <li>• 25 Skill and employability oriented Certificate courses with MoU were conducted</li> </ul>	
<p>MoUs &amp; Collaborations</p>	<ul style="list-style-type: none"> <li>• The Institution has signed an MOU with Berkadia Services India Private Limited on 21<sup>st</sup> April 2016</li> <li>• The Institution has signed an MOU with Association of Chartered Certified Accountants (ACCA) a <u>global professional accounting body</u> and International Skill Development Corporation (ISDC) for B.Com (International Finance &amp; Accounting) course in April 2016</li> <li>• Other collaborations (34 collaborations)</li> <li>• MoUs with Merrimack University for academic partnership in exploring the possibilities of exchange of teaching pedagogy, certificate</li> </ul>	

	<p>courses/short term modules, faculty and student exchange programmes</p>	
<p>Teaching – Learning practices</p>	<ul style="list-style-type: none"> <li>• 28 faculty were newly recruited based on the policy, rules and guidelines</li> <li>• Entry levels tests and bridge courses</li> <li>• Student Orientation Programmes for UG &amp; PG</li> <li>• Handbook was distributed.</li> <li>• 35 academic resource persons visited the campus</li> <li>• 8 Faculty development programmes/Train the trainer programmes were conducted</li> <li>• 9 faculty members attended International level seminars/conferences</li> <li>• 7 of the faculty presented papers in the international level seminars/conferences.</li> <li>• 3 faculty were the resource persons for the international level seminars.</li> <li>• 76 Seminars, Guest Lectures and Workshops were organized for students on various concepts/ topics</li> <li>• 17 Experiential learning through Industrial visits /</li> </ul>	 

	<p>Outdoor shooting and workshops/ exhib were organised.</p> <ul style="list-style-type: none"> <li>• Campus Radio activities were conducted during the break times</li> </ul>	
<p>Evaluation</p>	<ul style="list-style-type: none"> <li>• Examination reforms</li> <li>• Overall pass percentage is 92.3%</li> </ul>	  <p>Chief Guest: Prof. S.Ramachandra, VC, OU</p>
<p>Promotion of Research</p>	<ul style="list-style-type: none"> <li>• 28 faculty presented papers and 19 faculty attended national level seminars/conferences</li> <li>• 32 Students presented 25 papers in National/International Seminars.</li> </ul>	



- Faculty were motivated to pursue M. Phil & Ph.D (3 faculty completed their PhD in the year 2016-2017.
- Faculty and students were encouraged to attend workshops/seminars etc and were also motivated to write research articles/paper and publish the same.
- UGC sanctioned 3 Minor Research Projects out of 6 projects submitted.
- 8 international publications in peer reviewed journals and 1 book was published.
- 1 National Seminar and 2 University level seminars were organised.
- Sum of Rs.1,03,500 /- was sanctioned by Indian Academy of Sciences(IAS), Bangalore, Indian National Science Academy(INSA), New Delhi and National Academy of Sciences (NAS), Allahabad to conduct Science Lecture series for the first time.
- 3 MDP programmes were conducted for the employees of Idea Cellular by







Dr.Ravi Seethamraju,  
Associate Professor, University of  
Sydney, Australia





Mr. George Rancourt,  
International recruiter for Merrimack  
University





	<p>Department of Business Management.</p>	
<p>Infrastructure enhancement</p>	<ul style="list-style-type: none"> <li>• A total amount of Rs 48,52,646 was spent for maintenance.</li> <li>• 21 computers, 150 ACER L.C.D MONITORS 18.5”, 3 Cameras (2 Nikon, and 1 Canon Cameras costing 4.89 lacs were purchased) and 17 LCD projectors were purchased.</li> <li>• Digital library was setup with the cost of Rs. 2,88,750. Books worth of Rs 2,29,668 were also purchased.</li> </ul>	   







<p>Student support activities</p>	<ul style="list-style-type: none"> <li>• Tutorial and remedial classes</li> <li>• 4 Interactions with Student Quality Assurance Cell (SQAC)</li> <li>• Josephiesta, an annual academic and cultural fest was organized</li> <li>• 11 exhibitions/festival/concert were organised for the students.</li> <li>• 46 social initiatives were undertaken by the students.</li> <li>• Recognition of students on Annual day &amp; Convocation</li> <li>• 7 Students won prestigious awards at National level/university level sports competitions.</li> <li>• The Institute has tied-up with <i>Globarena Technologies</i>, Hyderabad to improve the students' communication &amp; soft skills.</li> <li>• 205 students were placed in various companies that visited the campus.</li> </ul>	   <p>Placements</p> 
<p>Interaction with the stakeholders</p>	<ul style="list-style-type: none"> <li>• The 8<sup>th</sup> Alumni Meet “Milan 2016” was held on 17 September 2016</li> <li>• 2 Parent Teacher meetings</li> </ul>	





	<ul style="list-style-type: none"> <li>• 4 SQAC meetings were held (July, September, December and March)</li> <li>• 2 Chairman, Archbishop Most Rev. Thumma Bala visits to the college</li> <li>• 3 interactive session of parents</li> </ul>	
Welfare measures	<ul style="list-style-type: none"> <li>• The college organized “Awareness on Investment Planning” programme on 9<sup>th</sup> February, 2017 by Mr. Rahul Jain, CS and Mr. Raju, CA.</li> <li>• ESI is provided for all the eligible staff</li> <li>• EPF for both teaching and non-teaching staff</li> <li>• Uniforms for support staff</li> <li>• Medical help is provided to both teaching and non-teaching staff based on their economical and financial status</li> <li>• Staff recreation</li> <li>• Other staff welfare measures</li> </ul>	
Management Development Programmes	<p>Department of Business Management organized three MDPs for IDEA Cellular Employees at the college and their office campus. They trained on the management practices and effective work life balance</p>	

		 
<p>Statutory Body Meetings</p>		 <p>BoS Meeting</p>  <p>Prof. S. Mallesh, Vice – Chairman, TSCHE, AC Meeting – 27 march, 2017</p>

		 <p>23 April, 2017 GB Meeting</p>
<p>Academic MoU</p>	<p>Merrimack University, Boston, USA</p> <p>MoU with Berkedia</p>	 
<p>SQAC Activities</p>	<ul style="list-style-type: none"> <li>• Several SQAC Meetings were conducted</li> <li>• Workshop on Presentation Skills</li> <li>• Visit to National Police Academy</li> <li>• Sansad – Mock Parliament</li> </ul>	 <p>Workshop on presentation skills</p>



		 <p>NPA Visit</p>  <p>Mock Parliament</p>  <p>SQAC Meetings</p>
<p>Sports</p>	<ul style="list-style-type: none"> <li>• The Osmania University Inter College Table Tennis Tournament for Men was organized and conducted by St. Joseph's Degree &amp; P.G. college on 6<sup>th</sup> December 2016</li> <li>• Bought Several Laurels to the</li> </ul>	

	<p>institution</p>	  
<p>Extension Activities</p>	<ul style="list-style-type: none"> <li>• NSS – 04 Programmes</li> <li>• Red Cross Wing – 04 Programmes</li> <li>• ED Cell – 04</li> <li>• WEC -04</li> <li>• JGG – 03</li> </ul>	 <p>NSS - HARITHA HARAM – 11 July 2016, Dundigal</p>



Red Cross - Blood donation camp - 19/8/16 & 1/12/16



Entrepreneurship Awareness Camp (30<sup>th</sup> August, 2016 & 17<sup>th</sup> September, 2016)



My Body. My City. My Space- A U.S. Consulate initiative



Free Pollution Checkup Campaign & Guest Lecture on 14 July 2016



JSR Activity 18 February 2017, Saturday  
Donated an amount of Rs 3,64,025



## **PT MEET**

Parent-Teacher meetings were held on 3<sup>rd</sup> September 2016 and 27<sup>th</sup> January, 2017 respectively. The purpose of meet was to create a common platform, where teacher and parents come together to enrich the student's educational experiences and discuss variety of issues, regarding all round development of students. Respective Class In- charges and subject faculty met parents and shared with the parents about the students performance and the attendance. The Department elicited Feedback and suggestions from the parents.

## **STUDENT QUALITY ASSURANCE CELL**

SQAC, the student wing of IQAC (Internal Quality Assurance Cell), with the Principal , dean student affairs and all the class representatives as the members of the cell had a series of meetings during the academic year 2016-2017 to deliberate on student grievances and other student related issues. The Principal and Dean of student affairs being part of the discussions, the forum serves as an interface between the students and the Management and promotes proactive involvement of students in effective governance for the quality sustenance and development of the college, thereby nurturing their leadership skills.

- The first SQAC meeting for the academic year 2016-2017 was conducted on 12<sup>th</sup> July 2016 where in plan of Action for the Academic year, freshers day arrangements are discussed. Principal interacted with the students about their grievances and assured them that they would be resolved at an earliest.
- A meeting of SQAC was conducted on 9<sup>th</sup> August 2016 where in the topics of discussions include Internal examinations, National Integration week, Commencement of Certificate courses and CRT Programme schedule for the final years. Principal enquired the students whether the handbooks were distributed intime and also requested the student representatives to encourage their peers to get involved in departmental club activities.
- A meeting of SQAC was conducted on 1<sup>st</sup> September 2016 to discuss on teacher's day celebrations. Students requested the principal for projectors in all class rooms and Principal assured them that he would take of it.
- A meeting of SQAC was conducted on 8<sup>th</sup> December 2016 to discuss on various mega events Josephiesta, Food Festival, Chairman's Visit and Christmas Celebrations.

Principal briefed the students about the significance of international internships and also requested the students to take active participation in Sakshi Arena Competitions conducted by Sakshi Media House.