

St. Joseph's Degree & PG College

(Autonomous) - Affiliated to Osmania University
Re-Accredited by NAAC with 'A' Grade with CGPA of 3.49
Basheerbagh, King Koti Road, Hyderabad – 29

Date: 28-04-17

ORDERS

The IQAC of St. Joseph's Degree & PG College hereby constituted the following members for the Academic Year 2017– 18

S.No	Name	Category
1	Rev. Fr. Vincent Arokiadas Principal, St. Joseph's Degree & PG College	Chairperson
2	Rev. Fr. Vincent Solomon Correspondent, St. Joseph's Degree & PG College	Management Representative
3	Prof. Sriram Venkatesh, Director, IQAC, OU	Education Representative
4	Dr. A. Ravindranath, Dean, Academic Affairs, MANNU, Hyderabad	Industry Representative
5	Capt. Thakur Ravinder, Commander for Air India	Parent Representative
6	Mrs. Gayatri, DBS Asia Hub 2 Private Ltd.	Industry representative & Alumni
7	Prof. P.L. Vishweshwer Rao Director - UG, St. Joseph's Degree & PG College	Faculty Representative

8	Mrs. T. Esther Ratna IQAC Co-ordinator & Dean Student Affairs	Faculty Representative
9	Mrs. R. Anita Dean, Academics	Faculty Representative
10	Mr. B. Satyanarayana Rao Controller of Examinations	Faculty Representative
11	Mrs. M. Kiran Jyothi, Head, Dept. of Computer Science & CoE	Faculty Representative
12	Mrs. Srilatha Head, Dept. of Commerce	Faculty Representative
13	Mrs. Mary Francina Head, Dept. of Business Management	Faculty Representative
14	Dr. N. Srinivas Placement Officer	Faculty Representative
15	Dr. Sridhar Reddy, Physical Director	Faculty Representative
16	Mr. Swamy, Office Superintendent	Administrative Representative
17	Mrs. Urmila, Librarian	Administrative Representative
18	Mr. Aloysius, Technical Staff	Administrative Representative
19	Mr. Ravi Raja	Alumni
20	Mr. P. Rekha Yadav,	Student Representative

Copy to:

All the concerned

PRINCIPAL



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**Minutes of the IQAC
Advisory Committee Meeting**

The IQAC meeting was conducted on 28 April, 2017 at 10:00 am at Conference Hall. The following members attended the meeting:

1. Rev. Fr. Vincent Arokiadas, Principal, St. Joseph's Degree & PG College
2. Prof. Sriram Venkatesh, Director, IQAC, OU
3. Dr. A. Ravindranath, Dean, Academic Affairs, MANNU, Hyderabad
4. Capt. Thakur Ravinder, Commander for Air India- Parent Representative.
5. Mrs. Gayatri, DBS ASIA Hub 2 Private Ltd.
6. Prof. P.L. Vishweshwar Rao, Director - UG, St. Joseph's Degree & PG College
7. Mrs. T. Esther Ratna, IQAC Coordinator & Dean Student Affairs
8. Mrs. Dr. R. Anita, Dean- Academics, St. Joseph's College
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18. Mr. Ravi Raja, Alumni
19. Mr. P. Rekha Yadav, Student Representative

The IQAC Meeting started with a Prayer by Rev. Fr. Dr. Vincent Arokiadas, Principal.

The IQAC Co-ordinator, Mrs. Esther welcomed the members for the meeting.

The Chairperson presented the **Agenda** of the meeting and was approved by the members.

Agenda Point 3: Mrs. Esther Ratna gave introductory words on the functions and objectives of IQAC and emphasized on its proactive role in promoting quality standards of the college.

This was followed by reading the minutes of the previous meeting and the action taken report. The members unanimously approved the minutes and the Action taken report.

Agenda Point 4: Chairman informed the Committee that the College is due for Autonomy Review Inspection during the Academic year 2017-18. He started that the Autonomy Report is prepared and sort suggestions from the members for preparing, for the inspection. Prof. Ravindranath suggested to keep all the documents ready especially on curriculum, teaching- learning methods. Evaluation system, research and student centric activities.

The committee suggested conducting mock autonomy inspection for better clarity and understanding.

Agenda Point 5: Introduction of New Course- BBA (Business Analytics)

The proposal to introduce BBA (Business Analytics) in collaboration with IBM was kept open for suggestions. After due enquiry about the course objectives and outcomes by the members, Ms. Gayatri, Alumni & Industry representative congratulated the management for proposing this new programme as the industry is focusing on Artificial Intelligence and has lot of scope and job openings in Business Analytics.

Agenda Point 6 & 7: Certificate Courses and Industry Institution tie-ups & collaborations. Mrs. Kiran Jyothi mentioned the list of certificate courses offered to the students and sort advice for enhancing the credibility of the courses have to be collaborated with reputed institutions with a minimum of 30 hrs duration and if possible to give credits to the course after completion.

The Committee recommended the Certificate Courses should be skill based and practical oriented. It should be in the interest of students to help in development of hobby, talent and creativity. They suggested that external faculty to be the resource person.

Prof. Sriram Venkatesh suggested to target different industries and have tie-ups so that students gets practical exposure and those students can share their learning experience with other students in the college. He mentioned that the tie-ups with industries help for internships and placement opportunities for the students.

Agenda Point 8: NAAC Preparation

Chairman informed the committee about initiating NAAC process. As NAAC has come up with new framework, the committee suggested that orientation programmes to be conducted to educate staff on the new approach.

Prof. Ravindranath stated to seek expert advice in every stage, as the methodology is changed so that the faculty is guided in the proper direction.

Agenda Point 9: AQAR 2016-17

The AQAR for 2016-17 was presented before the Committee for approval, the committee ratified the report and gave consent for further process.

Agenda Point 10: Plan of Action for the coming Academic year 2017-18

Plan of Action for AY 2017-18 was presented by Mrs. Srilatha and was approved by the Committee unanimously.

Chairman thanked the members for their involvement and suggestions for enhancing the qualities of the Institution. This was followed by Vote of Thanks by Mrs. R. Anitha.

PLAN OF ACTION FOR THE YEAR 2017 – 2018

Month	Department	Activity	Details	Description
May	IQAC / College	Orientation	Non-Teaching	<ul style="list-style-type: none"> • Roles & Responsibilities
June	IQAC / College	Orientation	General Staff meeting	<ul style="list-style-type: none"> • Theme of the year and plan of action for the year • Almanac finalization (UG & PG)
			Departmental Meeting	<ul style="list-style-type: none"> • Workload Statement • Generic duties allocation • Unit Planners • Self Appraisal 16-17 • Result Analysis • Rules & Regulations • Autonomy documentation
	IQAC/Website Committee	Website development	Website Committee members & HoDs	<ul style="list-style-type: none"> • Content writing & gathering info for website updation • Data to be submitted
	IQAC / College	Autonomy Review document preparation	Autonomy Team	<ul style="list-style-type: none"> • Status • Pending • Plan of Action with specific dates • List of files to be prepared
	IQAC / Departments	Autonomy documentation	Departmental Staff	<ul style="list-style-type: none"> • Files to be kept ready and upto date
	IQAC / College	Faculty Feedback Appraisal	Principal	<ul style="list-style-type: none"> • Feedback & Suggestions to the faculty
	IQAC / College	Orientation	New Staff	<ul style="list-style-type: none"> • About College & rules and

				<ul style="list-style-type: none"> regulations • Autonomy & CBCS • Teaching –learning process, planning and execution • Inspection
	IQAC / English	Orientation on Teaching Methodologies and Practices	All Staff	
	IQAC / Computer Science Dept.	FDP on ICT in Teaching-Learning	All Staff	
	IQAC / Committees / HoD's	Meeting	IQAC committee	<ul style="list-style-type: none"> • Action taken report • Plan of Action • Documentation • IQAC Seminar Proposal • Annual Reports • Joseph's Chronicle
	IQAC / College	Internal Audit	All Staff	<ul style="list-style-type: none"> • Departmental Inspection • Feedback & Suggestions
		Classes commences for UG II & III yr courses		
	IQAC	Orientation Program	UG (II & III yr)	<ul style="list-style-type: none"> • Almanac • Rules & regulations
	IQAC / Depts. / Office	<ul style="list-style-type: none"> • AQAR 14-15 • AQAR 15-16 • Handbook 	<ul style="list-style-type: none"> • Mrs. T. Esther • Mrs. Madhuri • Mr. Srikanth 	
	IQAC / Exam / Departments	Internal Audit	<ul style="list-style-type: none"> • Results Review • Result Analysis • 	External Team
	IQAC / Research	<ul style="list-style-type: none"> • National 	(November /	

Cell / Sciences	Seminar initial Meeting (Sciences) • International Conference initial Meeting (Commerce dept.)	December)	
Placement Cell	• Orientation • Registration Process • Internship	UG III yr	
Physical Education	• Identifying interested students & Selection	UG & PG	
IQAC / Psychology Dept.	• International Yoga day (21 June)	UG & PG	• Competitions • Demonstration
IQAC	Induction Program	UG I yr	• Rules & regulations • About the Dept • Activities • Committees • Examinations
IQAC / Depts.	Entry Level Feedback & analysis	UG	
IQAC / College	Autonomy Review Meeting	Autonomy Team	• Report Status • Pending • Plan of Action with specific dates • Schedule • Responsibilities list
IQAC / ED Cell	• Meeting • Enrollment of Students		
IQAC / Departments	• Entry level Tests • Bridge courses	UG I yr	
IQAC / Mass Comm. Dept.	Induction Programme	MA(MCJ) I yr	
IQAC/SQAC	Meeting	Suggestions &	

			grievances	
	IQAC / Library Committee	Meeting & Orientation	UG I yr	
	IQAC / English Dept / Placement Cell	Workshop on Resume Building	UG III yr	
	IQAC / Admission Committee	<ul style="list-style-type: none"> • Admission Review Meeting - UG • Gender Audit • PG Admissions 		
	Placement	CRT	UG III yr	
	IQAC / JSR	<ul style="list-style-type: none"> • YRC • JGG 	<ul style="list-style-type: none"> • Blood Screening test • Vehicle Pollution Checkup 	
	IQAC / Depts.	Fresher's Day	UG I yr	
	IQAC/ Mgt Dept.	Commencement of Classes	MBA II yr	Orientation Program
	IQAC / Computer Science Dept.	Informatique Exhib	UG I yr	
	IQAC / Certificate Courses Committee	Certificate courses	<ul style="list-style-type: none"> • Modules • MoU • Duration • Infrastructure Requirement • Admission 	
	IQAC / Research Cell	Orientation	Minor Research Projects	
	IQAC / Management Dept.	Orientation	MBA II yr	
	IQAC / Depts.	Guest Lecture	UG II yr	
			•	
	Examination	External Exam	MBA II yr	
	Physical Education	Events – Table Tennis & Chess	UG & PG	

	IQAC / Autonomy Team / Depts.	Departmental Inspection	<ul style="list-style-type: none"> • As per the check list given • Status report 	
	IQAC/Women Empowerment Cell	Guest Lecture	UG & PG Girls	
August	Examination	Internal Exam	UG	
	IQAC / Certificate Courses Committee	Certificate courses	Finalization & Commencement	
	IQAC / Depts.	National Integration week	Competitions / Activity	
	IQAC / NSS / Cultural committee	Independence day celebration	One Hour Programme	
	IQAC / Depts.	Identify Slow & Advanced learners	<ul style="list-style-type: none"> • Remedial for slow learners • Innovative assignments for advanced learners 	
	IQAC / ED Cell	Workshop on Entrepreneurship	Make in India and Startups	
	Departments	Local Industrial Visit	UG III yr	
	IQAC / Physical Education	Games / Competitions	Faculty & Students	
	Departments	Project Status	UG III yr	
September	IQAC/SQAC	Meeting	Suggestions & grievances	
	IQAC / Depts.	Parent-Teacher Meeting	<ul style="list-style-type: none"> • Attendance • Internal Marks • Feedback & analysis 	
	IQAC/ Exam Branch	Internal- Examination I	MBA II yr	
	IQAC / Second languages Dept.	Teachers day	Staff	

	IQAC / Mass Comm. Dept.	International Literacy Day	UG & PG	
	IQAC / Comp. Sc. Dept.	Faculty Feedback & Analysis	UG & PG	
	IQAC / Alumni Committee	<ul style="list-style-type: none"> • Meeting • Alumni Meet 	UG & PG	
	IQAC / Management Dept.	<ul style="list-style-type: none"> • Orientation • Entry level feedback & Analysis 	MBA I yr	
	Examination	<ul style="list-style-type: none"> • Internal Exam • Results Declaration • Result Review Meeting 	<ul style="list-style-type: none"> • UG & PG • PG 	
	Departments	Guest Lectures	UG & PG	
	IQAC / Research Cell / Management & Comp. Sc	National Seminar Meeting	<ul style="list-style-type: none"> • IT & Management • Brochures • Invitation & Papers 	
	IQAC / Autonomy Team / Depts.	<ul style="list-style-type: none"> • External Academic Audit 	<ul style="list-style-type: none"> • Team • Status Report 	
October	IQAC / JGG	<ul style="list-style-type: none"> • Green Audit 	<ul style="list-style-type: none"> • Report 	
			•	
	Examination	<ul style="list-style-type: none"> • Value Education • Environmental Studies • External Exam 	UG & PG	
	IQAC / Management Dept.	Workshop	MBA	
	IQAC	<ul style="list-style-type: none"> • External Body Meeting • AQAR submission 15-16 		
	IQAC / Autonomy Team /	Academic Audit	<ul style="list-style-type: none"> • Team • Status 	

	Depts.		Report	
	IQAC / Maintenance committee	Infrastructure maintenance		
	IQAC / Depts.	Semester Report Submission		
November	IQAC / Exam Branch	Internal – II Examination	MBA II yr	
	IQAC / Exam Branch	Sale of Examination Form	MBA II yr	
	IQAC / Management Dept.	National Education Day	<ul style="list-style-type: none"> • Competitions • Guest Lecture 	
	Management Dept. / Mass Comm.	Guest Lecture	MBA & MA(MCJ)	
	IQAC / Management Dept	Last Day of Instruction	MBA II yr	
	IQAC / Exam Branch	Commencement of End Semester Examinations	MBA II yr	
	IQAC / Research Cell / Management & Comp. Sc.	National Seminar	IT & Management	
December	IQAC/SQAC	Meeting	Suggestions & grievances	
	IQAC/Computer Sc. Dept.	World Computer Literacy Day	UG & PG	
	IQAC/ Examination/ Depts/	Convocation	UG & PG	
	IQAC / Depts.	Josephiesta	UG & PG	
	IQAC/JSR	International Plantation Day (NSS)	UG & PG	
	IQAC / English Depts.	Christmas Celebrations	UG & PG	
	IQAC/JSR	YRC	Blood Donation Camp	

	Departments	<ul style="list-style-type: none"> • Local Industrial Visit • Outstation Industrial Visit 	UG II yr	
January	IQAC/Exam/result review committee/Depts.	<ul style="list-style-type: none"> • Internal exams • Result declarations • Result review meeting • Result analysis 	UG	
	IQAC/Depts.	Youth Day	UG & PG Competitions	
	Research Cell/ Statistics Dept.	Workshop on SPSS	Students & Faculty	
	IQAC / Depts.	Parent-Teacher Meeting	<ul style="list-style-type: none"> • Attendance • Internal Marks • Feedback & analysis 	
	IQAC/Computer Science	Faculty feedback and analysis	PG	
	IQAC/Commerce	Workshop/FDP (tax)	All faculty	
	IQAC / Library Committee	Meeting & Library week		
	Physical Education	Sports Competitions	UG & PG	
	IQAC/Cultural & Literary Committee	Cultural & Literary Committee	UG & PG	
February	IQAC	National Seminar		
	IQAC/JSR/Departments	JSS Day	UG & PG	
	Exam	<ul style="list-style-type: none"> • External Exams • Internal Exams 	PG UG	
	IQAC/Computer Science	Faculty Feedback and Analysis	UG	
	IQAC/ Exam Branch	Sale of Examination Forms	UG	
	IQAC/Science	Science day celebrations	UG	
	Departments	Guest Lecture/Workshop	UG & PG	

	Management Dept	Outstation Industry Visit	MBA final year	
March	IQAC/SQAC	Meeting	Suggestions	
	IQAC/Choir	Holy Mass	Staff & Students	
	IQAC/Depts	Exit Feedback	UG	
	Departments	Projects	UG & PG	
	IQAC/ Exam Branch	Internal Practical Examination		
	IQAC/Women Empowerment Cell	International Women's Day	UG & PG	
	IQAC/Depts	Farewell	UG & PG	
	IQAC/Depts	Last Day of Instruction	UG	
	IQAC/Depts	Annual Day Celebrations & St. Joseph's Feast	UG & PG	
	IQAC/Depts	Board of Studies Meeting	UG & PG	
	IQAC/Exam Branch	<ul style="list-style-type: none"> • Result Declaration • Results Review Meeting 	PG (MBA)	
	IQAC/JSR	<ul style="list-style-type: none"> • JGG 	Green Audit	
	IQAC/ Exam Branch	Commencement of End Semester Examination	UG	
	IQAC/Depts/Committees	<ul style="list-style-type: none"> • Semester report • Annual Report • Action taken Report • Plan of Action 		
	April	IQAC/Depts	<ul style="list-style-type: none"> • Academic Council • Governing Body Meeting 	
IQAC/ Exam Branch		II-Internal Examination	PG (MBA)	
IQAC/ Exam Branch		Sale of Examination Forms	PG (MBA)	




	IQAC/ Exam Branch	Final Practical Examinations	UG	B.Sc Courses
	IQAC/Depts	Last Day of Instruction	PG (MBA)	
	Depts	<ul style="list-style-type: none"> • Self Appraisal • Workload & Faculty requirement 		
	IQAC/ Exam Branch	Commencement of End Semester Examination	PG (MBA)	



Note:



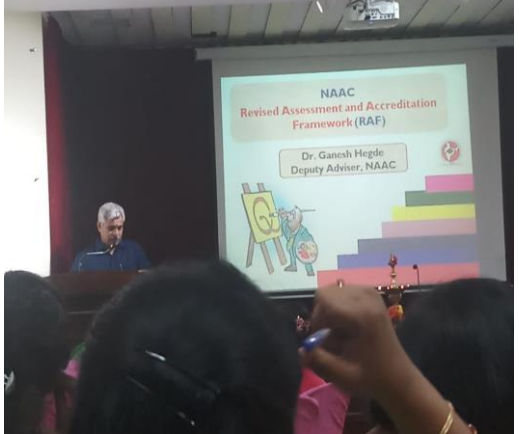
1. General Staff Meeting in the first week of every month and departmental meetings.
2. IQAC meeting in the last week of every month
3. Presentation/Publication of Research Papers, Faculty attending Seminars/Workshops.
4. On-Campus / Off-Campus Placement process from August 2017 – February 2018
5. Participation of Surveys by Departments Dec 2017 – May 2018



ACTION TAKEN REPORT: 2017-18



Plan of Action	Achievements	
Autonomy Preparation and Inspection	<ul style="list-style-type: none">• Autonomy Orientation: A Committee was formed for the preparation of the consolidated report of the first cycle six years (2011-2017) of the college. Orientation Programme on autonomy was organised with Resource persons were Prof. Mathew Srirangam, Autonomy & NAAC Coordinator, Andhra Loyola College, Vijayawada, AP and Dr. Smitha Asthana, Dean Academics & IQAC Coordinator, St. Ann's College Mehdiapatnam, Hyderabad.• Number of autonomy progress status meetings and discussions were conducted• Progress reports and detailed Autonomy Extension report were prepared• Mock inspections were conducted• Inspection for Extension of Autonomous Status by <i>UGC Expert Committee</i> consisting of six members was conducted on 18 & 19 August, 2017.	 

		
<p>Curriculum Design and Development</p>	<ul style="list-style-type: none"> • New Course BBA (Business Analytics) in collaboration with IBM, India was introduced • 14 UG programmes and 2 PG Programmes designed/ redesigned and were introduced • 22 Skill and employability oriented Certificate courses with MoU were conducted <p>Ref. 6.3.1 for more details</p>	
<p>To organise International and National Conference</p>	<ul style="list-style-type: none"> • Faculty of Commerce organised 2nd International Conference in collaboration with International Skill Development Corporation (ISDC) on “Global Opportunities & Challenges in Commerce from 19th to 21st January 2018. The conference was also sponsored by Telangana State Council of Higher Education (TSCHE) • Faculty of Sciences organized one-day National Conference on “The Role of Science & 	

	<p>Technology for Sustainable Development” in collaboration with “The Institute of Electronics & Telecommunications Engineers (IETE)” on 9th February 2018</p>	
<p>MoUs & Collaborations</p>	<ul style="list-style-type: none"> • The Institution has signed an MoU with IBM, India for collaboration for BBA(Business Analytics) Program • MoU with Berkedia Services India Pvt. Ltd for Industry Ready Training Program for MBA students • Other collaborations (38 collaborations) in 3.13, 5.6 	
<p>Teaching Learning practices</p>	<ul style="list-style-type: none"> • 17 faculty were newly recruited based on the policy, rules and guidelines • Entry levels tests and bridge courses • Student Orientation Programmes for UG & PG were conducted • Handbook was distributed and placed in the college website. • 37 academic resource persons visited the campus • 21 Faculty development programmes/Train the trainer programmes were conducted • 12 faculty were the resource persons various seminars 	

	<p>conducted outside the college</p> <ul style="list-style-type: none"> • 61 Seminars, Guest Lectures and Workshops were organized for students on various concepts/ topics • 14 Experiential learning through Industrial visits Outdoor shooting and workshops/ exhib were organised. 	
<p>Promotion of Research</p>	<ul style="list-style-type: none"> • One International and National Conference were organised. • FDP on Research Methodology was organised in the month of January, 2018 for a brief knowledge on research methodologies available and writing quality research papers. • 33 faculty presented papers at International Conference and 35 faculty National level seminars/conferences and 2 books were published • 79 papers were presented by students in National/International Conference/Seminars. • Faculty were motivated to pursue M. Phil & Ph.D (One faculty was awarded PhD in the year 2017-2018). • Faculty and students were encouraged to attend workshops/seminars etc and were 	 

	<p>also motivated to write research articles/paper and publish the same.</p> <ul style="list-style-type: none"> • 2 MDP programmes were conducted for the employees of Idea Cellular by Department of Business Management. 	
<p>Infrastructure enhancement</p>	<ul style="list-style-type: none"> • A total amount of Rs 87,91,081 was spent for maintenance. • Furniture, Electrical and Office equipment were purchased • Rs 6,28,076 amount was spent for enhancing library facilities. 	
<p>Student support activities</p>	<ul style="list-style-type: none"> • Tutorial and remedial classes • Four Student Quality Assurance Cell (SQAC) meetings were conducted • Josephiesta, an annual academic and cultural fest, Cinevolution, Sakshi ArenaOne Literary Events and Mrugna Inter-College student centric activities were organized • 29 Orientations/ Exhibitions / festival / Special Days were organised for the students. • 19 various club activities were conducted • Social initiatives were undertaken by the students. • Recognition of students on Vicennial Celebrations & 	

	<p>Convocation day</p> <ul style="list-style-type: none"> • 124 students were given scholarship from the College • 139 students availed scholarship from the state & central government • 14 National, 2 International and 21 State/University awards were won by students in Sports activities • 16 State/University awards were won by students in Cultural activities • <i>The Institute has tied-up with Globarena Technologies, Hyderabad to conduct CRT</i> • <i>269 students were placed in various companies that visited the campus and 15 students for internship</i> 	
<p>Interaction with the stakeholders</p>	<ul style="list-style-type: none"> • The 9th Alumni Meet “Milan 2017” was held on 16 September 2017 • 2 Parent Teacher meetings • 4 SQAC meetings were held • 2 visits by the Chairman, Archbishop Most Rev. Thumma Bala to the college • IQAC meeting consisting representations from various stakeholders was conducted 	
<p>Governance</p>	<ul style="list-style-type: none"> • Marking the completion of 20 	<ul style="list-style-type: none"> •

	<p>years of service in the field of education, the college celebrated Vicennial Celebrations on 23 December, 2017</p> <ul style="list-style-type: none">• Accident & Health insurance policy was introduced• 3 internal Academic Audits were conducted• 1 internal Administrative Audit were conducted• 2 external Academic & Administrative Audits were conducted	
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