



**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: 28-4-2018

**ORDERS**

The IQAC of St. Joseph's Degree & PG College hereby constituted the following members for the Academic Year 2018– 19

S.No	Name	Category
1	Rev. Fr. Vincent Arokiadas Principal, St. Joseph's Degree & PG College	Chairperson
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
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	Mrs. R. Sree Lakshmi 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. Joseph George	Alumni
20	Ms. P. Rekha Yadav,	Student Representative



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**Minutes of the IQAC  
Advisory Committee Meeting**

The IQAC meeting was conducted on 28 April, 2018 at 11:00 am at Conference Hall. The meeting began with Prayer by Rev. Fr. Dr. Vincent Arokiadas invoking God's choicest blessings upon the IQAC members.

Mr. B. Satyanarayana, CoE, St. Joseph's College proposed welcome words inviting the IQAC members.

The Chairperson presented the agenda for approval

1. Presenting Previous Minutes of the Meeting by Mrs. Srilatha
2. Action Taken Report by the Chairperson
3. Report of the Academic year 2017 – 18 by Mrs. T. Esther Ratna
4. Presenting AQAR 2016 -17 by Dr. R. Anita
5. Plan of Action for the Academic year 2018 – 19 by M. Kiran Jyothi
6. Topics for Discussion – Open House
  - Student Centric Activities - Academic, Placements, Internship, Extra Curricular etc
  - Industry-Institution Tie-ups & Collaborations (Curriculum Designing and Development, Certificate Courses, Research, Consultancy and Extension Activities)
  - NAAC Re-accreditation Process
7. Member's Suggestions
8. Any other matter with the Permission of the Chair
9. Vote of Thanks by Mrs. Mary Francina

The committee approved and ratifies the agenda for further proceedings. The minutes of the previous meeting was presented by Mrs.N.Srilatha. The members approved the minutes of the previous meeting and the action taken report..

Power Point Presentation of the IQAC report covering several activities, initiatives and contributions of IQAC for the academic year 2017-18 was presented by Mrs. T. Esther Ratna, IQAC Co-ordinator. The members appreciated the contribution of IQAC through their activities and quality initiatives in academic and administrative practices of the college.

Prof. Ravindranath, Dean Academics MANNU, appreciated the efforts of IQAC and suggested to include metric-wise analysis for better understanding of the progress. He suggested that an innovation lab can be setup to encourage students to share their ideas and entrepreneurial initiatives. Prof. Sriram Venkatesh, IQAC Co-ordinator, OU acknowledged that St. Joseph's is one of the best colleges in twin cities that maintains quality and fosters for the overall development of students. He expressed that he is ever willing to support the college in fostering quality initiatives. Sir shared that Osmania University is Re-Accredited by NAAC with A Grade and he is honoured to be the IQAC Coordinator at this juncture. Rev. Fr. Dr. Vincent Arokiadas, Principal congratulated sir.

Mrs. Gayatri, our Alumni and Industry Representative shared her experiences as a student and suggested that more emphasis could be given on practical applicability along with conceptual knowledge. She opined that internship and Project work should be taken seriously as it gives practical exposure and opportunity to experience the professional culture.

Rev. Fr. Dr. Vincent Arokiadas, Principal, St. Joseph's Degree & PG College invited the members for discussion on the following points

- Student Centric Activities
- Industry Institution Tie-ups & Collaborations
- NAAC Reaccreditation Process

The Following suggestions were given by the members

- Introduction of Massive Open Online Courses (MOOC's) into Program structure of CBCS system
- Encourage Research among the faculty and student by providing Funds, facilities and incentives
- Feedback from stakeholders need to be collected at regular intervals and analyzed for improvement by IQAC
- Practical approach of Teaching – Learning should to be encouraged.
- Industry Institution Tie-ups & Collaborations need to be enhanced
- Credits for certificate courses need to be included in Programme structure.

Rev. Fr. Dr. Vincent Arokiadas in his concluding remarks thanked all the members for their valuable observations and recommendations and reiterated the significance of academic engagements as it helps in attainment of personal and professional goals.



The meeting came to an end with Vote of Thanks proposed by Mrs. Mary Francina.



## **Action Taken Report**

1. Encouraged students to do Free Online Courses for SBT and Introduced Online Certificate Courses
2. Conducted Workshop on E-Resource for assessing free online resources and database for enhanced research, provided Wifi in Library to access Internet using various Electronic devices and Extra increment is given for SET/NET qualified faculty.
3. Encouraged faculty to enroll for PhD. 07 faculty members got seat in PhD and Seed money was given to the enrolled Faculty
4. Initiated an Incubation center and planning for MoU with WeHub
5. Feedback administered and analyzed on various aspects of Curriculum, Teaching - Learning, Infrastructure Facilities, Student Support etc.
6. Enhanced ICT & Lab Facilities, Field visits, Exhibs, innovative SBT assignments and Mini Projects
7. Enhanced Industry – Institution tie ups which helped in getting practical exposure, internships and placements
8. Could not include certificate courses into the Programme structure as we need to seek approvals from relevant Board of Studies




## IQAC ACTIVITIES 2018 – 19

**Theme of the Year: ENGAGING WITH OPPORTUNITIES TO ACHIEVE EXCELLENCE  
with 3S – Seek Knowledge, Strengthen Skills, Support Service**

Plan of Action	Achievements/Outcomes	Photographs
Introducing Outcome Based Education	<ul style="list-style-type: none"> <li>Organised National conference cum Workshop on “Outcome Based Education” on 19- 20 November, 2018 in collaboration with the Commissionerate of Collegiate Education, Government of Telangana by IQAC</li> <li>Training sessions conducted on Blooms Taxonomy and OBE Concepts to the Staff</li> <li>Programme Outcomes, Programme Specific Outcomes, Course Objectives, Course Outcomes, Programme Educational Outcomes were framed</li> <li>Orientation given to the students about OBE</li> <li>Display boards on outcomes were placed in each classroom</li> </ul>	 <p>Orientation for Programme Co-ordinators</p>  

		  
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<p>Efforts towards Effective Teaching-Learning</p>	<ul style="list-style-type: none"> <li>Conducted In-House Faculty Orientation Program on the theme of the year on 3 June, 2018</li> <li>Organised an FDP on “Effective Communication skills for Teachers” by Prof. Kishore Kumar, EFLU, Hyderabad on 5 June, 2018</li> <li>Organised Teaching Methodologies by Ms.Nirmala Garg, Principal Consultant &amp; Lead Learning Facilitator, Middle Earth HR Consultants, Hyderabad on 19 June, 2018</li> <li>Organised an FDP on Teaching Methodologies and Techniques by Dr. M. Usha, (Visiting Faculty), Retd. Head, Department of Business Management, Nizam’s College, Hyderabad on 7 August, 2018</li> <li>16 faculty were newly recruited based on the policy, rules and guidelines</li> <li>20 Faculty development programmes/Train the trainer programmes were conducted</li> <li>12 faculty were the resource persons various seminars conducted outside the college</li> </ul>	 
<p>Teaching– Learning practices</p>	<ul style="list-style-type: none"> <li>Diagnostic tests and bridge courses were conducted</li> <li>Student Induction &amp; Orientation Programmes for UG &amp; PG were conducted</li> <li>Handbook was distributed and placed in the college website.</li> <li>28 certificate courses were offered</li> <li>37 academic resource persons visited the campus</li> </ul>	



	<ul style="list-style-type: none"><li>▪ 70 Seminars, Guest Lectures and Workshops were organized for students on various concepts/ topics</li><li>▪ 22 Experiential learning through Industrial visits Outdoor shooting and workshops/ exhib were organized</li></ul>	 <p>Students attending Bridge Course Classes</p>   <p>Orientation/induction programme for students</p>
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Students attending Certificate courses



Visit to SEBI: Experiential Learning



Visit to NRCS- ISRO: Experiential Learning

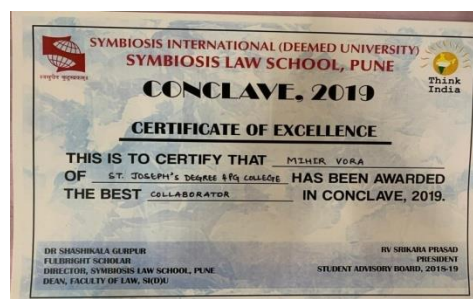
		 <p>Students attending Guest Lecture</p>
Student Support Activities	<p>Organised the following:</p> <ul style="list-style-type: none"> <li>▪ 32 Pre-Placement Activities organised</li> <li>▪ CRT classes from 15 – 21 August, 2018</li> <li>▪ Placement details: 382(Full Time), 52(Part Time), 185 (Internships)</li> <li>▪ 18 Special Days celebrated</li> <li>▪ Celebrated Library Week 13 - 16 August, 2018</li> <li>▪ 62 achievers in Inter Collegiate Fests/Cultural Competitions</li> <li>▪ Sports – 38 International/National/Regional Sports achievers</li> <li>▪ 17 activities to promote eco friendly environment through JGG</li> <li>▪ 49 Activities conducted under the banner of Joseph's Social Responsibility</li> <li>▪ 11 YRCS</li> <li>▪ 18 NSS</li> <li>▪ 10 WEC</li> <li>▪ 08 ED</li> <li>▪ 10 Club Activities</li> <li>▪ 04 Fests</li> </ul>	 <p>Infomatique Exhibition: Inter college Competition</p>  <p>Knowledge Sharing</p>



Professor vangapally viswanadham, interacting with the students during his session



College Choir “Anna Domini” was awarded “Guest of Honour”



Paper presentation by students



Student Mega Events





Student Mega Events



Convocation



Club Activities



Club Activites



NSS Activities



JGG



Special Days Celebrations



## Special Days Celebrations



## Snehit wins Jordan silver for India

**Hyderabad:** Indian junior padelers, who put up a dominating show in the individual events of the Jordan Junior and Cadet Open, turned in yet another sterling display in the team events and clinched its medals - a gold, three silver and two bronze.

Hyderabad boy S Fideh R Snehit of India 1 team with Jeet Chandra and Manish Shah, tied for a silver medal in the junior boys' category after falling 1-2 short against the Chinese Taipei team.

Snehit, along with his teammates and Manish Thakkar, will represent India in the 26th Asian Junior and Cadet Championships to be held at Myanmar from August 12 to 18.

In the all-India final of the junior girls' category, India 2 team comprising Priyoti Sen, Swastika Ghosh and Sarthak Patra prevailed over the India 1 team of Seena Selvakumar and Tashini Bhowmik 3-1 to secure the gold.

The India 2 squad consisting of Adarsh Jain, Parth Verman and Sarthak who had qualified for the semifinals also lost to the eventual winners Chinese Taipei to finish their campaign with a bronze medal in the junior boys' event.

In the cadet girls' competition, the pair of Diya Chakraborty and Trisha Gogoi put up a valiant fight against the formidable Chinese team before going down with a narrow margin of 2-3 to settle for the silver.

Guining Wang and Sui Xiaoran won their respective matches against Diya Chakraborty (0-1) and Trisha Gogoi (0-1) to give China a healthy 2-0 lead.

But the Indians came back stronger to win their next two matches to take the tie into the decider. Diya and Trisha won their doubles encounter 2-1 against Sui Xiaoran and Yufei Zhang, while Diya won her second singles of the night with a formidable 3-0 victory over Sui Xiaoran.

With the scores levelled, it was down to Trisha to prove India towards the finish line but she came up short against Guining Wang and lost 0-3. The team finished with a silver.




In the Cadet boys' team category, Popu Jain and H. Jyoti representing India after their brilliant show against Sweden 3 and Iran 2 in their round of 16 clash and quarterfinal clash respectively eventually lost 0-3 against Chinese Taipei in the semifinals to bow out of the tournament with a bronze medal.

*S Fideh R Snehit, Jeet Chandra and Manish Shah with their medals at the Jordan Junior and Cadet Open on Monday*

## Students Achievements





		 <p>Students attending CRT classes in Chapel Hall</p>
To enhance research and organising International and National Conferences	<ul style="list-style-type: none"> <li>Organised Minor research projects and enhancing article writing skills by Dr. P. Jyothi, Professor, Hyderabad Central University on 27 June, 2018</li> <li>Workshop on Research Methodology by Mr. Uday, Bhate, Founder-Partner, Nmore, Secunderabad on 28 June to 3 August, 2018</li> <li>One-day National Conference on The Role of Language and Literature in the Reformation of Contemporary Society on 19 Nov, 2018 was organised by Department of English and Second Languages</li> <li>International Conference on Innovation and Re-engineering of Management Practices for Sustainability in collaboration with Telangana State Council of Higher Education (TSCHE) from 31 January – 2 February, 2019 was organised by Faculty</li> </ul>	 <p>Faculty attending the FDP - 27 June 2018</p>  <p>Workshop on Research Skills</p>

of Business Management

- One-day National Conference on “Effective Use of Electronic Resources and Search Strategies” on 8 February, 2019 organized by the Department of Library Science
- National Seminar cum Workshop on “Evolving Prospective of Intellectual Property Rights in a Globalised Society” in collaboration with Telangana State Council of Higher Education (TSCHE), Hyderabad on 23 February, 2019 by Department of Mass Communication & Journalism
- 08 staff are pursuing PhD
- 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



National Conference







National Seminar on IPR







Orientation on MOOCS

<p>Initiated to understand the Revised NAAC Framework</p>	<ul style="list-style-type: none"> <li>Conducted several seminars and discussion forums to understand the nuances of new NAAC Framework</li> <li>Conducted an Orientation Session on 05 July, 2018 SSR Preparation - Opportunities &amp; Challenges with IQAC Coordinators from Vanitha Vidhyalaya, RBVRR, Bhavans's Degree &amp; PG College</li> <li>Regional Seminar on NAAC Revised Assessment &amp; Accreditation Framework by Dr. Ganesh Hegde, Deputy Advisor, NAAC on 14 July, 2018</li> <li>Organized a Discussion Forum on NAAC Assessment Process by Dr. Smitha Asthana Dean, Academics &amp; IQAC Coordinator and Dr. K.V. Kavitha, Dean, CPE &amp; Head, Dept. of Commerce from St. Ann's College for Women, Mehdiapatnam, Hyderabad on 31 October, 2018</li> <li>Conducted an orientation on Key Aspects of SSR by Prof. Ravindranath</li> </ul>	 <p>Seminar on NAAC Revised Assessment &amp; Accreditation Framework</p>   <p>Discussion Forum on NAAC Assessment Process on 31 October, 2018</p>
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Interaction with stakeholders	<ul style="list-style-type: none"> <li>▪ Parent-Teacher meet</li> <li>▪ Alumni Meet</li> <li>▪ Staff Get-together</li> <li>▪ General Staff Meetings</li> <li>▪ SQAC Meetings</li> <li>▪ IQAC Meeting</li> <li>▪ Statutory Body Meetings</li> </ul>	 <p>Seminar for Parents</p>  <p>Parent- Teacher Meets</p>  <p>Alumni Meet</p>

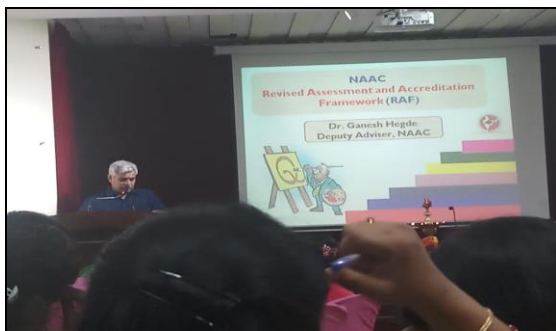


		 <p>Statutory Body Meets</p>  <p>Statutory Body Meets</p>
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<p>Academic and Administrative Audit</p>	<ul style="list-style-type: none"> <li>▪ Internal AAA was conducted</li> <li>▪ External Financial Audit was conducted</li> </ul>	 <p>Internal Audit</p> 
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1. Conducted In-House Faculty Orientation Program on the theme of the year
2. Conducted new faculty orientation program
3. Orientation to Programme Co-ordinators
4. Conducted an Orientation Session on 05 July 2018 SSR Preparation - Opportunities & Challenges with IQAC Coordinators from Vanitha Vidhyalaya, RBVRR, Bhavans's Degree & PG College
5. Conducted Regional Seminar cum Workshop on NAAC Revised Framework on 14 July 2018 by Dr. Ganesh Hegde who is a Deputy Adviser, NAAC Bangalore, an expert academician in the assessment and accreditation arena in the Country today. He has been at the helm of affairs at the country's top assessment body, the National Assessment and Accreditation Council, for more than two decades now in several capacities. He is keenly involved in the framing of assessment framework of NAAC for the last two decades and has to his credit

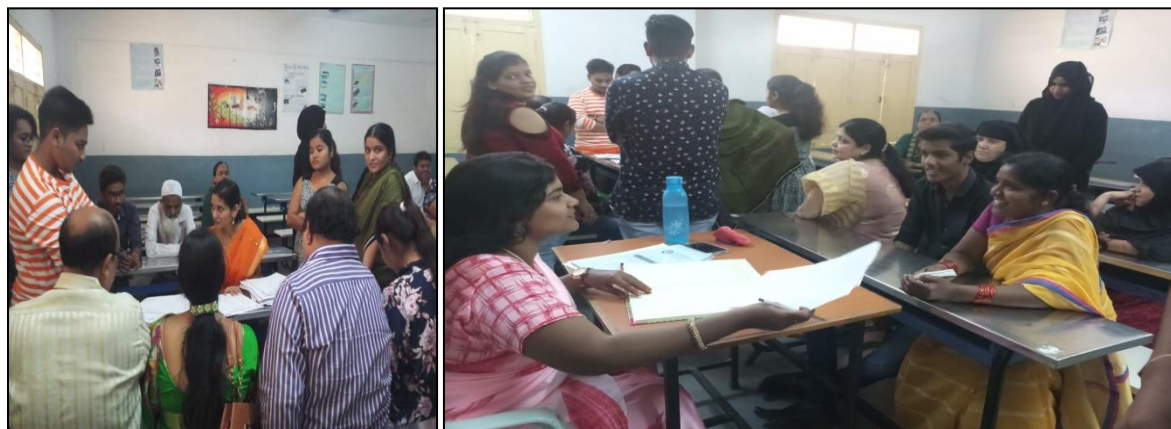
the niche expertise of assessing and accrediting more than 1400 Institutions of Higher Learning across the Country.



#### 6. Teacher's Day Celebration



7. Parent - Teacher meeting was conducted on 18 August 2018 to create a platform to discuss student's progress discuss about issues if any



8. A seminar was organized for Parents on "Challenges of Parents in Nurturing Young Adults" on 18 August 2018 by Mr. Isidore Philips, Director of Divya Disha, NGO, Secunderabad.





9. Organized a Discussion Forum on NAAC Assessment Process by Dr. Smitha Asthana Dean, Academics & IQAC Coordinator and Dr. K.V. Kavitha, Dean, CPE & Head, Dept. of Commerce from St. Ann's College for Women, Mehdiapatnam, Hyderabad on 31 October, 2018.



10. Conducted 2 day National Level Seminar cum Workshop on Outcome Based Education in collaboration with Commissionerate of Collegiate Education on 19 & 20 November, 2018



11. Internal Audit by Most Rev Thumma Bala was conducted on 23 January, 2019
12. Conducted an orientation on Key Aspects of SSR by Prof. Ravindranath
13. Conducted SQAC Meetings
14. Students participated in Stay hungry and stay foolish and get transformed, a motivational and transformation series by Rashmi Bansal organized by Sakshi Advantedge was conducted on 28 January 2019 at Bharatiya Vidhya Bhavan Auditorium.

### **Administered / Prepared**

1. Plan of Action 2018 – 19
2. AQAR 2017-18
3. AISHE REPORT
4. NIRF report
5. Entry Feedback
6. Faculty Feedback
7. Exit Feedback
8. OBE & Assessment Orientation to the Faculty
9. Coordinating NAAC Work

### **IQAC New Initiatives for AY 2018 -19**

1. NIRF
2. Outcome Based Education & Assessment
3. Incubation Center
4. Seminar on IPR
5. National Conference by English & Second Languages
6. Roof Garden
7. Solar Panel

## PLAN OF ACTION FOR THE YEAR 2018 – 2019

Month	Department	Activity	Details	Description	Dates
May		Admissions	Admission Committee		
		Recruitment	Principal & HoDs		
	Examination Branch	Almanac	UG & MA		
	Examination Branch	Result Declaration	Under Graduation	<ul style="list-style-type: none"> <li>• Offline &amp; Online Results</li> <li>• Link to be placed in the Website</li> </ul>	
	IQAC	Meeting	Dean's & HoD's	<ul style="list-style-type: none"> <li>• Plan of Action</li> <li>• Attendance, Mentoring, Various Roles &amp; Responsibilities etc</li> </ul>	
	Website Maintenance Committee	Website Updation		<ul style="list-style-type: none"> <li>• Course Structure</li> <li>• College Events</li> <li>• Dept's, Committee's &amp; Cells Reports</li> <li>• GB, AC, Finance &amp; IQAC members list to be updated</li> <li>• Placement Report</li> <li>• Virtual tour</li> </ul>	
	IQAC	Plan of Action 18 - 19		<ul style="list-style-type: none"> <li>• Committee's</li> <li>• College Activities</li> <li>• NAAC work</li> <li>• Academic, Co-curricular and Extracurricular</li> </ul>	

	Handbook Committee	Handbook	Mrs. Mary Vinaya Sheela  Mrs. Shanti Kiran		
	IQAC	Meeting & Orientation	Non-Teaching Staff	<ul style="list-style-type: none"> <li>• Roles &amp; Responsibilities</li> <li>• Communication Skills &amp; General Management</li> </ul>	
		Stock Procurement &  Maintenance	Supervisor	<ul style="list-style-type: none"> <li>• Attendance Registers</li> <li>• Teaching Diary</li> <li>• Academic Register</li> <li>• Self Appraisal Book</li> <li>• Stationary – Files, A4 size papers etc.</li> <li>• Checking the electrical points, water points, lift, benches etc.</li> </ul>	
	Alumni Committee	Alumni Registration & Plan of Action	Mrs. Mary Vinaya Sheela		
	All departments	E-learning material		<ul style="list-style-type: none"> <li>• Notes &amp; video lectures</li> <li>• MOOCS</li> <li>• MOODLE</li> <li>• Online courses</li> </ul>	
June	IQAC	Orientation	General Staff meeting	Theme of the Year and Plan of Action for the AY 2018 -19	
			Departmental Meeting	<ul style="list-style-type: none"> <li>• Workload <b>Statement</b></li> <li>• <b>Generic duties allocation</b></li> <li>• <b>Unit Planners</b></li> <li>• <b>Self Appraisal</b></li> </ul>	

				<b>17-18</b> <ul style="list-style-type: none"> <li>• <b>Result Analysis</b></li> <li>• Rules &amp; Regulations</li> <li>• NAAC documentation</li> </ul>	
		Orientation	New Staff	<ul style="list-style-type: none"> <li>• About College &amp; rules and regulations</li> <li>• Autonomy &amp; CBCS</li> <li>• Teaching – learning process, planning and execution</li> </ul>	
			All Staff	NAAC Re-accreditation Orientation	
	IQAC	Orientation	UG (II & III yr)	<ul style="list-style-type: none"> <li>• Almanac</li> <li>• Rules &amp; regulations</li> </ul>	
	Computer Science	FDP	Website Committee	Content Management System for Website Updation	
	Computer Science	FDP - Workshop	Faculty of Computer Science	Basics of Python	BBA(BA) II yr
	Computer Science	Seminar		Software Projects	BSc III Yr
	Commerce	3 Day Workshop	Staff	Research Methodology	
	IQAC / Departments	<ul style="list-style-type: none"> <li>• Entry level Tests</li> <li>• Bridge courses</li> </ul>	UG I yr		
	YRC	FDP	Pranayam Shibir for Faculty		21 June
	Placement Cell	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Registration</li> </ul>	UG III yr		

		<ul style="list-style-type: none"> <li>• Process Internship</li> </ul>			
	Physical Education	<ul style="list-style-type: none"> <li>• Identifying interested students &amp; Selection</li> </ul>	UG & PG		
	IQAC / Psychology Dept.	<ul style="list-style-type: none"> <li>• International Yoga day (21 June)</li> </ul>	<ul style="list-style-type: none"> <li>• Competitions</li> <li>• Demonstrations</li> </ul>		
	IQAC / Depts. / Office	AQAR 17-18	<ul style="list-style-type: none"> <li>• Mrs. G. Sunitha</li> </ul>		
	IQAC	<ul style="list-style-type: none"> <li>• Progress Report</li> <li>• College Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. T. Esther</li> <li>• Ms. Deborah</li> <li>• Mrs. Ritika</li> <li>• Mrs. Aarati</li> </ul>		
	IQAC	Induction Programme	UG I yr	<ul style="list-style-type: none"> <li>• Rules &amp; regulations</li> <li>• About the Dept</li> <li>• Activities</li> <li>• Committees</li> <li>• Examinations</li> </ul>	
	IQAC / Depts.	Entry Level Feedback & analysis	UG		
	IQAC / Exam / Departments	Results	<ul style="list-style-type: none"> <li>• Results Review</li> <li>• Results Declaration</li> <li>• Result Analysis</li> </ul>		
	Mass Comm	Guest Lecture			29 June
	IQAC	NAAC work initiation		<ul style="list-style-type: none"> <li>• Assigning co-ordinators criteria wise</li> <li>• Orientation – criteria wise</li> <li>• Data collection</li> </ul>	
	Statistics	National Statistics Day		<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Poster presentation</li> <li>• PPT presentation</li> </ul>	B.Sc(MSCs) – III yr
	English	FDP	Effective Communication Skills by Prof.		07 June

			Kishore, EFLU		
	English	Dept. Staff FDP	Developing Effective Teaching / Testing Strategies- Using the language lab by Dr. Joy Anuradha (FDP)		08 June
	English	Dept. Staff FDP	Approaches to Teaching American Literature.(FDP by Prof. Murali Krishnan		
	English	Guest Lecture	Soft skills for Employability. Guest Lecture by Shailaja. (TASK) for UG final Year		UG Final Year
	English	Investiture Ceremony	Inaugural Club Meeting JELS- Plan of Action 2017-18, Inauguration of College Literary Blog		20-06-2018 Degree Second year & Final year students
	English	Guest Lecture	Introduction to Elizabethan age by Prof. Nageswar Rao		28-06-2018
	English	Guest Lecture	Romantic and Victorian Age Final Year students		28-06-2018
July					
		•			
	IQAC / Mass Comm.	Induction	MA(MCJ) I yr		



	Dept.	Programme			
	IQAC/SQAC	Meeting	Suggestions & grievances		
	IQAC / Library Committee	Meeting & Orientation	UG I yr		
	IQAC / Admission Committee	<ul style="list-style-type: none"> <li>• Admission Review Meeting - UG</li> <li>• Gender Audit</li> <li>• PG Admissions</li> </ul>			
	Placement	CRT	UG III yr		
		•	•		
	IQAC / Depts.	Fresher's Day	UG I yr		
	IQAC / Certificate Courses Committee	Certificate courses	<ul style="list-style-type: none"> <li>• Modules</li> <li>• MoU</li> <li>• Duration</li> <li>• Infrastructure Requirement</li> <li>• Admission</li> </ul>		
	Physics	Field Visit	ARCI/IICT, Hyderabad		B.Sc(MPCs) – III yr
	Electronics	Field Visit	Telephone Bhavan, Hyderabad		B.Sc(MECs) – III yr
	Commerce	Guest Lecture	Recent Trends in Banking by Aruna Jyoti  Chief Manager  SBI		B.com Final Year students
	Commerce	Visit To SEBI	To make the students learn about SEBI and its role as a regulator of capital markets.		B.Com III Year Hons & Prof

	Commerce Club	Essay Writing and Debate	To write effective essays that communicates clearly their specific thoughts.  To generate critical thinking among the students		
	Commerce	Industrial Visit to Spinning mill at Amangal	To provide students an insight regarding internal working of companies and helps to combine theoretical knowledge with practical exposure.		B.com III H & P
		Workshop	E-Filling of Returns by CA Sai Prashanth		B.com III (IT)
		Guest Lecture by Mrs. Kamala Devi M.A (Psychology) Counselor	How to behave with Opposite Gender		B.Com (Girl Students)
		Practical Exposure	Cost Accounting and Accountancy	CMA and CA Firms	B.Com Final Year Interested Students
		Seminar by CA Varun	Importance of developing Professional Attitude		B.Com IFA
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"> <li>• Remedial for slow learners</li> <li>• Innovative assignments for advanced learners</li> </ul>		
	Alumni Committee	Alumni Meet			
	Exam Branch	Internal – I	UG		
	IQAC / Physical Education	Games / Competitions	Faculty & Students		
	IQAC	Parent-Teacher Meet			
	Departments	Project Status	UG III yr		
September	IQAC/SQAC	Meeting	Suggestions & grievances		
	IQAC / Depts.	Parent-Teacher Meeting	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Internal Marks</li> <li>• Feedback &amp; analysis</li> </ul>		
	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"> <li>• Meeting</li> <li>• Alumni Meet</li> </ul>	UG & PG		
	IQAC / Management Dept.	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Entry level feedback &amp; Analysis</li> </ul>	MBA I yr		
	Examination	<ul style="list-style-type: none"> <li>• Internal Exam</li> <li>• Results</li> </ul>	<ul style="list-style-type: none"> <li>• UG &amp; PG</li> <li>• PG</li> </ul>		

		Declaration • Result Review Meeting			
	Departments	Guest Lectures	UG & PG		
	IQAC / Research Cell / Management & Comp. Sc	National Seminar Meeting	• IT & Management • Brochures • Invitation & Papers		
	IQAC / Autonomy Team / Depts.	• External Academic Audit	• Team • Status Report		•
October	IQAC / JGG	• Green Audit	• Report		
	Examination	• Value Education • Environmental Studies • External Exam	UG & PG		•
	IQAC / Management Dept.	Workshop	MBA		
	IQAC	• External Body Meeting • AQAR submission 17-18			
	IQAC / Autonomy Team / Depts.	Academic Audit	• Team • Status Report		
	IQAC / Maintenance committee	Infrastructure maintenance			
	IQAC / Depts.	Semester Report Submission			
November	IQAC / Management Dept.	National Education Day	• Competitions • Guest Lecture		
	Management Dept. / Mass Comm.	Guest Lecture	MBA & MA(MCJ)		

	IQAC / Research Cell / Management & Comp. Sc.	National Seminar	IT & Management		
Decemb er	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"> <li>• Local Industrial Visit</li> <li>• Outstation Industrial Visit</li> </ul>	UG II yr		
January	IQAC/Exam/result review committee/Depts.	<ul style="list-style-type: none"> <li>• Internal exams</li> <li>• Result declarations</li> <li>• Result review meeting</li> <li>• Result analysis</li> </ul>	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"> <li>• Attendance</li> <li>• Internal Marks</li> <li>• Feedback &amp; analysis</li> </ul>		
	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/JSR/Departments	JSS day	UG & PG		
	Exam	<ul style="list-style-type: none"> <li>• External exams</li> <li>• Internal Exams</li> </ul>	PG UG		
	IQAC/Computer Science	Faculty feedback and analysis	UG		
	IQAC/Science	Science day celebrations	UG		
	Departments	Guest Lecture/Workshop	UG & PG		
	Management dept	Outstation Industry Visit	MBA final year		
March	IQAC/Women Empowerment Cell	International Women's day	UG & PG		
	IQAC/SQAC	Meeting	Suggestions & grievances		
	IQAC/Depts	Farewell	UG & PG		
	IQAC/Depts.	Annual day & St. Joseph's Feast	UG & PG		
	Departments	Projects	UG & PG		
	IQAC/Depts	Exit feedback	UG		
	Exam	External exams	UG		
	IQAC/Depts	Board of Studies Meeting	UG & PG		
	IQAC/Exam	<ul style="list-style-type: none"> <li>• results Declaration</li> </ul>	PG		

		<ul style="list-style-type: none"> <li>• Results Review Meeting</li> </ul>			
	IQAC/JSR	<ul style="list-style-type: none"> <li>• JGG</li> </ul>	Green Audit		
	IQAC/Depts/Committees	<ul style="list-style-type: none"> <li>• Semester report</li> <li>• Annual Report</li> <li>• Action taken Report</li> <li>• Plan of Action</li> </ul>			
	IQAC	National Seminar			
April	IQAC/Depts	<ul style="list-style-type: none"> <li>• Academic Council Meeting</li> <li>• Governing Body Meeting</li> </ul>			
	Depts	<ul style="list-style-type: none"> <li>• Self Appraisal</li> <li>• Workload &amp; Faculty Requirement</li> </ul>			

**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 2018 – February 2019
5. Participation of Surveys by Departments Dec 2018 – May 2019