INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 3)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF
ST. JOSEPH'S DEGREE AND PG COLLEGE (AUTONOMOUS)

HYDERABAD
Telangana
500029

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I: GENERAL INFORMATION		
1. Name & Address of the institution:	ST. JOSEPH'S DEGREE AND PG COLLEGE (AUTONOMOUS) HYDERABAD Telangana 500029	
2. Year of Establishment	1997	
3. Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	4	
Departments/Centres:	9	
Programmes/Course offered:	18	
Permanent Faculty Members:	99	
Permanent Support Staff:	59	
Students:	3241	
4. Three major features in the institutional Context (Asperceived by the Peer Team):	1. A diverse range of approved courses catering to the local needs 2. 2f & 12B status of UGC 3. 40 Value-added Certificate Courses are offered by the college	
5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 09-03-2021 To : 10-03-2021	
6. Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. BYJU JOHN	Vice Chancellor, MATS UNIVERSITY
Member Co-ordinator:	DR. CHANDAN GUPTA	Professor, DEVI AHILYA VISHWAVIDYALAYA
Member:	DR. RAJENDRAN VENKATACHALAM	Principal, DR N G P ARTS AND SCIENCE COLLEGE
NAAC Co - ordinator:	Dr. Neelesh Pandey	

Section II:CRITERION WISE ANALYSIS	
Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)	

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)	
1.1	Curriculum Design and Development
1.1.1 QlM	**Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.**
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QlM	**Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**
1.4	Feedback System

Qualitative analysis of Criterion 1

The College is a Co-educational Christian Minority Institution, centrally located in 03 different Campuses, catering to the needs of urban students. It has got autonomous status. Programs offered are designed and developed by the college to fulfill the vision and mission taking into account the changing needs of various stakeholders. The college is running Undergraduate and Postgraduate Programs for Arts, Science, Commerce on a self-finance basis.

The institution has a mechanism for reviewing and developing curriculum, which ensures social relevance up to a greater extent. Need analysis is carried out through consultations and feedback from stakeholders for curriculum review and enrichment process, however, it needs to be strengthened. The Policies and Procedures for reviewing the curriculum to be more effective and dynamic.

More Programs of National & Global relevance have to be introduced, as of now, the college offers B. Com (International Finance & Accounting), BBA (Business Analytics), etc. Value-added courses are made mandatory for all undergraduate programs related to human values and Gender Sensitization. Research Methodology and Intellectual Property Rights are yet to be introduced as mandatory value-added courses in all Under Graduate and Post Graduate Programs. The Cells like Intellectual Property Rights, Institutional Innovation Cell, etc to be established to explore the new innovations from students. The Enhanced activities through EDC will fetch more young entrepreneurs. Projects, PowerPoint presentations, charts, posters, and model making in certain disciplines like commerce, sciences, and management are made mandatory for students to address issues related to the environment, It must be extended to other programs also. The college has constituted Joseph's Centre for Social Transformation to foster humane values and social responsibility among the students through NSS. For creating awareness of gender equity amongst the students, the college has established Women Empowerment Cell.

To develop speaking, reading, and writing skills English is made compulsory for all the undergraduate programs. The second language curriculum like Sanskrit, Arabic, Hindi, Telugu, and French is specially designed with a focus on human values and gender equity.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QlM	**The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners**
2.3	Teaching- Learning Process
2.3.1 QlM	**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**
2.3.2 QlM	**Teachers use ICT enabled tools including online resources for effective teaching and learning process.**
2.3.4 QlM	**Preparation and adherence of Academic Calendar and Teaching plans by the institution**
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.3 QlM	**IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution**
2.6	Student Performance and Learning Outcomes
2.6.1 QlM	**Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**
2.6.2 QlM	**Attainment of programme outcomes and course outcomes are evaluated by the institution.**
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2
Being a Catholic Christian Minority Institution, the college follows the Government Minority reservation policy in its admissions process. The college organizes orientation programs for the students, which found to be helpful to enhance their learning abilities. Special efforts are seen to support slow learners through bridge courses, remedial classes, tutorial classes, bilingual explanation, and personality development sessions, and peer learning. Encouragement to write research articles and present papers at National/ International conferences, providing an opportunity to organize Inter-collegiate competitions, Seminars/Guest Lectures/Workshops, are good efforts to expand critical thinking abilities, academic aptitude, and skills of advanced learners. The college ensures experiential learning through survey-based projects, internships,s and industrial visits, However, it has to be strengthened in many departments. Skill Based Tests like presentations, quizzes, book reviews, scriptwriting, live reporting, tabloid making, publishing newsletters, are activities that ensure participative learning. Assignments, Case Study Analysis, Mini & Major Projects, Online Certification Courses (MOOCS), and such other material are facilitating the students for self-learning. The college conducts programs to train the faculty with the usage of ICT tools and online resources. Learning Management System, an in-house software is developed by the Dept. of Computer Science. The media center of the college produces video lectures for students. These help to enrich the quality of the teaching-learning process. Open educational resources like NPTEL, MIT, and NMEICT make classroom teaching more effective. MoE authorized value–added certificate courses like NCVRT, Skill programs sponsored by National Skills Qualification Framework, etc are essential to enhance the skill-based learning to get good placements.
The Institution plan and implement the teaching, learning, and evaluation schedule coordinated through IQAC. The academic calendar schedule comprising curricular, co-curricular, and extra-curricular activities for the academic year, which is informed to the staff and students in advance. The teaching diaries consisting of the

objective and methodology adopted are prepared by the faculty and are reviewed by the Head of the Institution. The college must introduce CBCS in a true sense as most of the department's curriculum is not reflected. The institute makes good use of IT facilities in terms of Photo and Aadhar Number on the grade sheet, Online Student certificate verification, Generation of Computerized Exam application form and Hall Ticket, etc. Results are declared within 30 days from the last date of completion of the Examinations. The institute maintains a transparent system of evaluation. The college has to initiate more specific programs to impart knowledge among faculty through Faculty Development Programs in relation to Program Outcomes (PO's), Program Specific Outcomes (PSO's), Course objectives, Course Outcomes (CO's), mapping, and assessment methodology to verify the attainment level. PO's, PSO's, PEO's are displayed on the website of the Institution and Classrooms, and students are informed about the same in the Orientation program conducted at the beginning of each academic year. Course outcomes are periodically evaluated at the end of CIA – I and CIA – II examinations and measures are taken to address the gaps.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in Criterion3)	
3.1	Promotion of Research and Facilities
3.1.1 QlM	**The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented**
3.2	Resource Mobilization for Research
3.3	Innovation Ecosystem
3.3.1 QlM	**Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.**
3.4	Research Publications and Awards
3.5	Consultancy
3.6	Extension Activities
3.6.1 QlM	**Extension activities are carried out in the neighbourhood community,-sensitising students to social issues, for their holistic development, and impact thereof during the last five years**
3.7	Collaboration

Qualitative analysis of Criterion 3
The institution has to relook into the existing Research Policy and more stress to be given on promoting research culture among faculty members. The college provides financial assistance to the faculty members and students to foster research activities. 03 Minor Research Projects were sanctioned by UGC in the year 2016-17. Adequate infrastructural facilities are found in the place to promote research and innovations. 128 papers have been published by the faculty members during the last five years. Out of ninety-two teaching faculty members, Nineteen have completed their Ph.D. at present. The faculties are active in attending seminars and conferences of national repute. However, faculty members should be encouraged to publish research papers in UGC recognized and journals of repute. Teachers with Ph.D. should be motivated to take up research projects and receive research grants from various government agencies and industries as the college has a 12B Status. The College has established Entrepreneurship Development Cell, Research and Development Cell to boost research culture and innovation amongst students and faculty members. Incubation cell/center should be set up to motivate and encourage students to initiate start-ups. There is a need to strengthen the institute-industry partnership. There is no formal consultancy offered by faculty members. The College must strengthen activities pertaining to the MoU's signed.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QlM	**The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**
4.1.2 QlM	**The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)**
4.2	Library as a Learning Resource
4.2.1 QlM	**Library is automated using Integrated Library Management System (ILMS)**
4.3	IT Infrastructure
4.3.1 QlM	*Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities*
4.4	Maintenance of Campus Infrastructure
4.4.2 QlM	**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

Qualitative analysis of Criterion 4
The college campus is spread over 3 acres of land in 03 different premises, which ensures adequate infrastructure facilities for the teaching-learning process. An adequate number of classrooms, seminar halls, laboratories, amenities and Audio - Visual Studio, etc. are found to be effectively utilized in the teaching-learning process. Laboratories are equipped with safety measures. Ramp, wheelchair, and lift are available for Divyangan. 63 KVA generator is installed for a continuous power supply. The college has provided facilities such as Counselling Centre, Wellness Centre, Gymnasium, Joseph's Hall (multipurpose hall), Indoor Stadium, etc. to make the environment more students centric. The College has a fully automated library using ILMS software New Gen Lib 3.1 which houses a collection of books of 22063 volumes and 8682 titles, 20 Journals, e-journals, and e-books in DELNET and INFLIBNET. Digital library is made available for research purposes. The teaching-learning process is enriched by the IT facilities along with the Wi-Fi facilities. The whole campus is Wi-Fi enabled with a speed of 10 Mbps. Adequate funding is in place for the maintenance of campus infrastructure including laboratory, library, and ICT facilities. The institution has defined systems and procedures for purchase, maintenance, and utilization of physical, academic, and support facilities. The regular maintenance and upkeep of the infrastructure facilities and equipment are done through the internal technical staff.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QlM	**Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**
5.4	Alumni Engagement
5.4.1 QlM	**The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.**

Qualitative analysis of Criterion 5
The student council of the college is in place and found to be active in the development of the student community. It involves in decision-making and suggesting activities and measures which are essential for improving the quality of teaching and learning. The Student quality assurance cell meets regularly to discuss various academic and other issues of student's interest and acts as a bridge between the management and students to resolve related issues. The student council is involved in planning and executing various events organized by the college, by which they learn management skills. Students are given responsibility for engaging in safety, security, and equal opportunity are provided. The student council represents in governance, committees, and cells and is engaged in the decision-making and implementation process. The College has an active Alumni Association. The association conducts regular meetings and discusses issues pertaining to the development of the Institution's role and contribution. The Alumni feedback is collected; their ideas and suggestions are duly considered and implemented by the college administration. The financial support by the alumni association is not significant. However, it helps in career guidance, mentorship, and placement activities. The alumni association is registered (JOSA129Of2020), However, it needs to be more strengthened, to contribute significantly to the development of the college.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QlM	**The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution**
6.1.2 QlM	**The effective leadership is reflected in various institutional practices such as decentralization and participative management.**
6.2	Strategy Development and Deployment
6.2.1 QlM	**The institutional Strategic / Perspective plan is effectively deployed**
6.2.2 QlM	**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**
6.3	Faculty Empowerment Strategies
6.3.1 QlM	**The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression**
6.4	Financial Management and Resource Mobilization
6.4.1 QlM	**Institution conducts internal and external financial audits regularly**
6.4.3 QlM	**Institutional strategies for mobilisation of funds and the optimal utilisation of resources**
6.5	Internal Quality Assurance System
6.5.1 QlM	**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)** **Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**
6.5.2 QlM	**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities** **(For first cycle - Incremental improvements made for the preceding five years with regard to quality** **For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)**

Qualitative analysis of Criterion 6
The vision and mission of the college focus on promoting excellence in education with humane values and social commitment. The Board of Management is a planning and policy-making apex body. The IQAC, Governing Body, Academic Council, Board of Studies, and Finance Committee play an important role in all administrative, academic, value-added, and social endeavors. The institution attempts participative management through decentralization and delegation of power. A Plan of Action is drawn at the beginning of the academic year by the IQAC which is approved by the governing body to be implemented under the leadership of the Principal. The activities are further allocated to the respective committees for implementation. The college provides operational autonomy to all departments for academic and

administrative matters. A well-defined perspective plan aligned with vision is found to be in place. The institute has a robust strategic future plan for the introduction of new programs. Various cells, committees, and clubs are in place for the effective and smooth functioning of the institute. The HoDs play a pivotal role in the micro-level management of the departments. Appointment of the staff is governed by the Rules & Regulations stipulated by the Society.

The college has a good number of welfare schemes for teaching and non-teaching staff including employees' provident fund, group gratuity scheme, and health insurance for staff and their family, maternity leave and fee waiver for Staff children, etc. Financial assistance is provided for faculty members pursuing Ph.D. and sponsorship for attending Conferences and workshops is provided for the career development and progression of the faculty members. However, it requires clear-cut guidelines and policies for effective implementation. The Financial audit of the college is done regularly. The chartered accountants conduct a statutory audit of the accounts maintained by the college. Being a self-financed institution, the tuition fee collected from the students is the major financial resource for the college and all the financial handling/ controlling authority is the secretary at present instead the principal must be given authority for handling financial matters. Some funds are raised by Sponsorship, Rent for Outsourcing of Infrastructure, and Interest on Corpus Fund. Faculty members should be encouraged to take projects from Government and Industries for generating funds. The Internal Quality Assurance Cell is in place and contributing to institutionalizing the quality assurance and its effective implementation. Significant incremental improvements have been made to improve the teaching-learning process. The Management in coordination with IQAC and HoDs conducts a peer review as a part of the Academic and Administrative Audit to evaluate the continuous enrichment of teaching-learning practices, Infrastructure, and ICT facilities, teachers' quality, etc. for quality education. However External Academic and Administrative Auditing is suggested to enhance the effectiveness processes.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QlM	**Measures initiated by the Institution for the promotion of gender equity during the last five years.**
7.1.3 QlM	**Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)** ● **Solid waste management** ● **Liquid waste management** ● **Biomedical waste management** ● **E-waste management** ● **Waste recycling system** ● **Hazardous chemicals and radioactive waste management**
7.1.8 QlM	**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**
7.1.9 QlM	**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**
7.1.11 QlM	**Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**
7.2	Best Practices
7.2.1 QlM	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**
7.3	Institutional Distinctiveness
7.3.1 QlM	**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

Qualitative analysis of Criterion 7

Human Values and Gender Sensitization is offered as a mandatory course to all the first-year undergraduate students to sensitize them towards gender discrimination and to create awareness for Gender equality. Various awareness camps-health, legal, defense techniques, etc. are organized by the Women Empowerment Cell. The cell organizes street plays, flash mobs, runs, etc. to sensitize people towards gender discrimination and the elimination of gender-based violence. The college building is monitored by CCTV Surveillance to ensure the safety of the students. The College has a Clean and Green Policy along with Energy Policy to promote a sustainable environment. The incinerator is installed for effective solid waste disposal. Waste management like solid waste, electronic waste, and biowaste, etc., to be disposed of in a proper manner. The impure water is used for the washroom. All Electronic waste CPU's, Hard disks, Laboratory Equipment scrap is sent to the market for sale. Regional diversity is seen in the significant presence of students and teachers from other regions. Fee concession and fee waivers are provided on a merit basis to economically backward students. Linguistic diversity is upheld as the college offers five-second languages to choose from, including Sanskrit, Hindi, French, Arabic, and Telugu, apart from offering English. Community events like Bathukamma, Dandiya, and Christmas are celebrated with communal harmony. Bojan-E-Jashn, the food fest held by students celebrates the diverse food culture and tastes of India. Constitutional values are imbibed through student participation in programs like interfaith week, panel discussions and seminars on Media and Democracy, etc. Various awareness programs organized by NSS, Josephs Green Group, Women Empowerment Cell, and Josephs Social Responsibility, foster humane values and social responsibility among

the students. The college celebrates national and international commemorative days, events and festival to offer multidimensional learning experiences to the students, but it is also suggested that the guidelines issued by UGC to be followed and all the days of importance must be celebrated including the vigilance awareness week.

The first best practice presented by the college **"Certificate Courses as Value-Addition Courses"** provides additional professional training and added qualifications to the students according to their interest and learning needs.

The Second best practice **"JOSEPH'S Centre for Social Transformation"** will surely benefit students to improve Social awareness, gender equity, universal values of love and brotherhood, and environmental values. The distinctiveness of the institution is reflected in giving the students the cutting edge 360-degree dimensional 'learning experiences beyond the classroom'. This will be helpful for students to go beyond the curriculum to develop innovative ideas, team building, and leadership skills.

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Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(**SWOC**)(**up to 500 words**)

Strength

- Industry-relevant curriculum with thrust on employability skills on few UG & PG programs.
- The college has 2f and 12B.
- Effective Teaching-learning processes with a use of ICT in place
- Scholarships and fee waivers for poor students exists
- Good infrastructure with an adequate system for safety and security.

- A good number of Certificate courses for promoting skill and entrepreneurship are there.
- Faculty members are to be mentored to write research proposals for funding agencies and industries.
- The number of faculty members who possess doctoral degree is not sufficient.

- To connect with Industries and Professionals utilizing locational advantage leveraging alumni network.
- To established centers like Institution Innovation Cell (IIC), Entrepreneurial Development Cell (EDC), Skill Development Centre (under NSQF), Incubation Centre (IC), etc. with the support of MoE, DST, UGC, etc.
- Community Engagement and adopting a village to meet the needs of the society

- Extension activities/programs to be enhanced, to meet out the need of the local community.
- Attracting eminent faculty and professionals for enhancing the levels of teaching-learning and innovation

Section IV:Recommendations for Quality Enhancement of the Institution
(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Faculty members should be encouraged to peruse Ph.D. that will enhance the quality of teaching and learning and research.

- Infrastructure should be created in terms of hostels, Parking and playgrounds.

- Functional MOU's should be established with Premiere Institutions,industries and Professionals agencies to enhance experiential learning among students

- Post Graduate courses in all undergraduate Departments to be introduced for promoting of research and development activities both at UG & PG Level.

- The institute must focus on Green initiatives like water harvesting, waste management etc on all the buildings in all the premises

- The institute must meticulously implement the guidelines of UGC w.r.t. Research methodology, IPR ,Incubation center etc in all the programmes.

- The institute must implement UGC guidelines w.r.t. commemorating all national days of importance and vigilance week meticulously

- The institute must look into and revamp the existing documentation process as there exist a scope of further improvement

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

16-03-2021 07:40:00

Sl.No	Name		Signature with date
1	DR. BYJU JOHN	Chairperson	
2	DR. CHANDAN GUPTA	Member Co-ordinator	
3	DR. RAJENDRAN VENKATACHALAM	Member	
4	Dr. Neelesh Pandey	NAAC Co - ordinator	

Place

Date

16-03-2021 07:40:00