


Quality Assurance Initiatives of the Institution

2014 – 2015




Principal
ST. JOSEPH'S DEGREE & P.G. COLLEGE
King Koti Road, Hyderabad-500 029

FACULTY ORIENTATION PROGRAMME

Objective:

To enhance the teaching skills of the faculty members and giving them better insights into the different aspects of the teaching learning process, with special emphasis on technical education.

Report:

As part of the management best practices, the commencement of the new academic year saw Faculty orientation programme on 11th June 2014 on 'Professional Effectiveness 'by Corporate Strategist &CEO of Matrix Training & Consulting, Dr.K.KrishnaSagar Rao. The enrichment program equipped the faculty with many techniques to support them in effectively dealing with the dynamics of the rapidly changing education scenario. The motivational session included videos and talk on Transactional analysis to make them



Faculty Orientation Programme - 11th June 2014

Outcome:

The Orientation helped the faculties to improvise and enjoy teaching as an art and it inculcated a thirst for reaching and setting higher standards for oneself.



Faculty Orientation Programme – 11 June 2014

VISIT BY PRINCIPAL'S AND FACULTY OF GOVERNMENT COLLEGES

Objective:

To educate the faculties of other college on the best practices adopt by the college in teaching & learning process.

Report:

As St. Joseph's College was ranked 5th Best Commerce College in city by India Today, June 2014 and 41st among India's Best Commerce College by India Today, Neilson survey June 2014, a team of Principals and Faculty from various Government Colleges of Kadapa, Chittoor and Kurnool Districts visited Department of Commerce and Department of Science on 15 July 2014 and from Guntur and Prakasam Districts on 23 July 2014 to know about the best practices and innovative methods adopted by the departments.

Orientation Given to the Government College Principal's from Andhra District – 23 July 2014



Outcome: At the end of the session, the teams were aware on innovative methods adopted by each department to make students learning process easy and experimental.

WORLD MENTAL HEALTH DAY

Objective:

To create awareness on various psychological problems faced by students and the proper treatment and care of those disorders.

Report:

To promote awareness among the students about the various psychological challenges faced by them in various areas of life, a talk on “Wellness of Mind is the Wellness of Body” was organized by the Dept. of Psychology on 10 Oct, 2014 which is **World Mental Health Day**. The psychologists Ms. Ruth Angel and Mr. Joseph spoke on the concept of ‘Wheel of Life’ and gave valuable information on emotional, physical, sexual, psychological and cultural aspects of child abuse and ways to safeguard against them. The students through poster presentations explored the themes of the day.



World Mental Health Day - 10 Oct, 2014 (Students actively participating)

Outcome:

- The students were made aware on problems concerning mental health disorder.
- Students gained awareness on how to live better lives with dignity.

WORLD SUICIDE PREVENTION DAY

Objective:

To create awareness on the scale of suicide around the world and the role that each of us can play to help prevent it.

Report:

Dr. C.Beena, Sahayam, Psychology Counseling centre, Osmania University spoke on “ You can make the difference” on 10th Sept 2014 to create awareness on the myths and facts of suicide and how to identify the suicidal tendencies in students. She inspired and motivated the faculty to play the role of counselors and help the students who have that tendency to come out of the situation. A role play was shown and also Video on Rawat speech was also shown at the end of the lecture.



Dr. Beena addressing in World Suicide Prevention Day - 10th Sept 2014

NAAC PREPARATION PROCESS

Objective:

To create awareness on NAAC re-accreditation process with mock inspection.

Report:

The IQAC under the leadership of Principal with a motto to help understand the particulars of the entire NAAC re-accreditation process and facilitate faculty with right knowledge, conducted several orientation sessions with educationalist having vast experience and expertise and also conducted internal and external mock inspections. Sr. Philomena, Fr. Emmanuel SJ and Prof. Bikshamaiah from Osmania University were invited for talks and mock inspection.



Preparing for NAAC Re-accreditation process - 21–23 August 2014

Outcome:

At the end of the session the key aspects were identified under each processes through self-evaluation and the subsequent preparation is done.

FDP ON CHOICE BASED CREDIT SYSTEM

Objective:

To enlighten the Impact of Choice based credit system (CBCS) in Higher Education system and its evaluation process.

Report:

A Faculty Development Programme on Choice Based Credit system by Dr. P. L. Vishveshwar Rao, Professor, Dept. of Mass Comm, Joseph's College, was conducted for all faculty on 23rd June 2015. The faculty was enlightened on the concepts of credits and course structure; core papers, core electives and foundations courses. The session also threw light on the calculation of SGPA and CGPA.

Outcome:

- Gained awareness on course structure and credits allocation in evaluation process.
- The faculty were got motivation on how to improve the standards and quality of the course



Dr. P. L. Vishveshwar Rao, Professor, addressed faculty on 23rd June 2015

WORKSHOP ON LEADERSHIP TRAINING

Objective:

To help students to seed the right leadership mindset and work culture.

Report:

Department of Business Management has taken up an initiative to conduct a Workshop on A Leadership Training Program- “Leadership Within” In Association With JCI, Hyderabad Synergy on 3rd Sept 2014 .The objective of the workshop was to empower students to inculcate the leadership skills. 84 SQAC and JSS members of the college participated in the programme. Mr. Anil Malpani, Zonal Vice President, Junior Chamber International (JCI) was the resource person. Seminar took off with an inspiring video which stimulated the students to voice their views about leadership. Mr. Anil Malpani shared his personal experiences that made him into “The” Anil Malpani. A group activity was conducted and students actively participated in the workshop. Students were also given certificate of appreciation for their participation in JSS visit to THMI an initiative of 365 Nirman along with certificates of participation in leadership training program.

Outcome:

Group activity heightened awareness into action, which tapped in students to identify their weaker points and gained awareness on how to transform not only oneself, but also the entire organization.



Mr. Anil Malpani, Zonal Vice President, Junior Chamber International (JCI)
addressing the gathering - 3rd Sept 2014

NAAC INSPECTION

Objective:

Peer Committee review on NAAC accreditation.

Report:

The National Assessment and Accreditation Council (NAAC), Peer Team headed by the Chairman, Prof.S.P. Singh (Former Vice-Chancellor of Guru Nanak Dev University, Punjab), Members, Prof. Jagadeesha (Director, School of Commerce and Management, Karnataka State University, Mysore) and Prof. R. L. Mathur (Former Principal and Adviser of the Lachoo Memorial College of Science and Technology, Jodhpur) visited the college from 21–23 August 2014, for these conducted cycle of NAAC re-accreditation. As part of the inspection, the team visited the various administrative units and academic departments of the college, including the libraries, labs, cells, extension services and other amenities and facilities like the Canteen, Gym, etc. Subsequently, the college was re-accredited by NAAC with 'A' grade with a CGPA of 3.49 out of 4 on 24 September, 2014.



Outcome:

The college was re-accredited by NAAC with 'A' grade with a CGPA of 3.49 out of 4

CHAIRMAN'S VISIT

Objective:

To validate the academic and administrative system records and to offer his valuable guidance and blessings.

Report:

In a true spirited observation of upholding transparency and good governance practices, our beloved chairman, Archbishop Most Rev. Thumma Bala paid a day-long visit to the college on 20 Feb 2015 to offer his valuable guidance, blessings and pro-active governance intervention for the development of the college.



Chairman's Visit to College - 20Feb2015



Chairman's official visit to validate the academic/administrative system of records, went beyond the boundaries of the official formal interactions, as the people's chairman chose to follow his heart rather than the given schedule to have a heart-to-heart talk with students and staff to motivate them at length and patiently empathize with their concerns.

In addition to the visits to the various departments, administrative office, placements cell and other cells for validation of their work, the Bishop also presided over a closed-in meeting with the staff or the redressal of their grievances. The visit ended on a positive note as our Principal and the faculties were accorded high praise for their efficiency and dedication.

Outcome:

The Staff and Students were motivated with heart-to-heart talk and the principal staff was appreciated for their efficiency and dedication towards the organization.

STUDENT ORIENTATION PROGRAMME (UG)

Objective:

To create awareness among the students about the culture of the campus.

Report:

It is a long standing tradition at St. Joseph's to organize Orientation Program for the fresh batch of students to orient them towards a healthy acclimatization of the campus culture and academics. Orientation Programme for all the first year students which was organized from 28-30 Jun 2014. Principal Rev.Fr.Vincent Arokiadas welcomed the freshers to the Joseph's family and spelt out the desired attributes of Josephites, while giving abroad and comprehensive outlook of the college through his address. The students were appraised about the curriculum, examination system under autonomy and various departmental activities. The final year students conducted Ice-Breaking sessions and shared their experiences of participating and succeeding in academic and extension activities.



Student Orientation Programme (UG) - 28-30 Jun 2014

Outcomes:

Students were appraised about the curriculum, examination system under autonomy and various departmental activities.

STUDENT ORIENTATION PROGRAMME (PG)

Objective:

Designed to provide students a comprehensive information about the academic and student service resources and programs.

Report:

Orientation for the first autonomous batch of MCJ students was conducted on August 11, 2014. The Principal introduced the students to the Vision, Mission and History of the college including rules and regulations to be followed in the college. The Director, P.L. Visweshwar Rao and Head of the Department gave an overview of course structure, examinations system, infrastructure and career prospectus available. The students got a real flavor of the departmental activities when they were treated the screening of a film “**Life at St. Joseph’s**” which was made by students of Mass Communication & Journalism.

Outcome:

Students become familiar with both physical locations and the workings of the environment during orientation.



Orientation Programme - August 11, 2014.

ORIENTATION PROGRAM FOR MBA I YEAR STUDENTS

Department of Business Management organized two-day Orientation Program for the First Autonomous Batch of MBA I Year on 13& 14Oct 2014. Resource persons were Rev. Fr. Vincent Arokiadas, Principal and Prof. P.L. Vishweshwar Rao, Faculty, Dept. of Mass Communication.

Orientation for **MBA I YEAR II SEM** students on 19Feb 2015 by Mrs.A.MaryFrancina, HoD, Dept. of Business Management.

Objective:

This orientation programme which marks the beginning of the two year post graduation in management, aims to assist students in developing an understanding of Management Education. It introduces the students to the teaching –learning processes of the MBA programme and aims to familiarize them with the faculty members, staff, seniors and various other institute resources.

The orientation programme is an exciting and fun filled process involving various games, experiential exercises, case solving sessions, role plays etc. Most of these sessions involve students to participate in a group, thus bringing in the first lessons on management. The programme also involves an inaugural address by the Principal, who introduces the elements of the MBA Programme offered by the college and elaborates on the performance expectations from the students.

On completion of the Orientation programme the student:

1. Will know the essence of management education
2. Will be introduced to faculty, staff, and facilities of the institute.
3. Will have knowledge about the teaching learning processes, evaluation systems and placement procedures at a primary level.
4. Will be able to perform group exercises and shed personal inhibitions about performing in public.



**PRINCIPAL ADDRESSING THE FIRST AUTONOMOUS BATCH OF
MBA**

AWARENESS PROGRAMME ON “CYBER CRIME”

Objective:

To create awareness on the criminal activities taking place on the cyber space and to enhance knowledge of the participants regarding basic issues of cyber security.

Report:

A talk on awareness of ‘**Cyber Crime**’ was organized for the UG students of St. Joseph’s Degree & PG College on 14 Oct, 2014. The resource person of the day, Sr.R.Majeed Ali Khan, Inspector of Police, Central Cyber Crime Police, Hyderabad, through a Power Point presentation shared valuable insights about Material and Non-Material crimes which are committed online. He also spoke about fake lotteries, job frauds, credit/debit card cloning and asked the students to be vigilant about online transactions. This was followed by an interactive session where the students cleared many doubts.



CyberCrimeorganizedfortheUGstudents – 14Oct,2014

Outcomes:

- Students gained awareness on various types of cyber-crimes in cyber space.
- Students learned how to be "safe" on social media.

SWACHH BHARATH MISSION INITIATIVE

Objective:

To initiate public awareness on cleanliness in our surrounding areas and make people aware of Swachh Bharath Mission.

Report:

Inline with the 'Swachh Bharat Mission' initiated by our Honorable Prime Minister, Narendra Modi, the college has also put a step forward in implementing the mission with a vision of a cleaner India. The college initiated the program at the behest of the Principal, Rev. Fr. Vincent Arokiadas on the 29 November, 2014 under the banner of Joseph's Green Group, the Environmental Club. Coordinator and members and around 60 students from all the streams, who had enrolled their names, were chosen to take part in the activity. The students wore green outfit and college t-shirts. They were given tags of 'Swachh Bharat' and other slogans to create awareness regarding the activity. Rev. Fr. Vincent Arokiadas, Principal addressed the gathering and said that students must make it a habit to spread the concept of cleanliness and he hoped that this activity will promote the development of the society as a whole. The area in front of the college and Sher Gate was swept and cleaned with Zeal and an urge to fulfill the mission. The waste was collected and dumped in the GHMC yard waste.



Swachh Bharath Mission Initiative - 29 November, 2014

Outcomes:

- Students gained the focus towards the use of clean technology i.e. non-polluting in nature.
- Students were self-educated in the Programme by focusing on how to make our surrounding clean by proper sanitation facilities and make one's mind and body healthy.

SWINE FLU AWARENESS PROGRAMME SPONSORED BY DHARMA KIRAN HOMEO GOVT. HOSPITAL

Objective:

To create awareness on swine flu and Precautionary measures to be taken for the prevention of virus.

Report:

An awareness campaign on swine flu was conducted for students and faculty on 30 January 2015 at the main campus. Dharma kiran Homeo Govt.Hospital was the main sponsor for the event. Homeopathic medicines as well as preventive masks were distributed free of cost to the students as well as to the faculty members. More than 6000 sachets of medicines were distributed. Precautionary measures were discussed and the same program was conducted at the extension building to benefit the management students on 2 February 2015.



Swine Flu Awareness Programme - 2 February 2015

Outcomes:

- Students cleared their misconceptions about the deadly disease “Swine Flu”.
- Students gained awareness on spread of virus, precautionary measure to be followed and vaccination.

PARENT – TEACHER MEET

Objective:

To initiate cordial interactive session between the teachers and parents regarding performance of the student.

Report:

The two sessions of Parent-teachers' meet conducted on 6th September 2014 and 7th February 2015 marked the efforts of the management relentlessly strive for the integrated development of the students. The successfully organized Open House allowed parents to seek information and guidance on attendance, academic performance and behavioral concerns of their wards from the respective teachers. The Parent–Teacher meets successfully fulfilled their aim at gaining a broader understanding of the student, giving a scope to identify their strengths and weaknesses for making them successful.



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

Outcomes:

Parents sought information and guidance on attendance, academic performance and behavioral concerns of their wards from the respective teachers.



IQAC Meeting



General Staff Meetings

**Faculty Development Programmes
attended by Faculty
2014 – 2015**

FDP ON SMART IT SKILLS

Venue : 3rd Floor Lab

Date : 23- 30 June 2014

Resource Persons:

1. Mr. Joseph Rajakumar
2. Mr. Pavan
3. Mrs. P. Madhuri Paul
4. Mrs. E. Sushma

Department of Computer Science organized a faculty development programme on “Smart IT Skills” for all the Departments Faculty. The workshop was conducted to facilitate for the teaching and non-teaching staff members of the college. The objective of the program was to provide the following skill sets to the participants.

Workshop focused on Operating System troubleshooting options, usage of Shortcut Keys, Control Panel Options, Usage of LCD and other ICT tools in the Classrooms, Google Drive and maintenance of group mail ids. All the faculty members were given hands on experience of the same and enriched with the skills.

1. Operating System troubleshooting options
2. Shortcut Keys
 - MS-Word
 - Web Browser
3. Control Panel Options
 - Add/Remove programs
 - Add/Remove Hardware
 - IP Address Configuration
4. Usage of LCD and other ICT tools in the Classrooms
5. Google Drive - How to use and share
6. How to maintain the group mail id's
7. Hands on experience on various ICT tools

The participants were enriched with hands on experience on the usage of shortcut keys, LCD and Google drive.



FDP on Smart IT Skills: 23- 30 June 2014

Objectives:

- To facilitate for the teaching and non-teaching staff members of the college.
- To provide different IT skill sets to the participants.

Outcomes:

- The participants were enriched with hands on experience on the usage of shortcut keys, LCD and Google drive
- Workshop focused on Operating System troubleshooting options, usage of Shortcut Keys, Control Panel Options, Usage of LCD and other ICT tools in the Classrooms, Google Drive and maintenance of group mail ids.

Brochure



CONTACT US:

 **Main Campus**
S-6-1106, King Koti, Main Road,
Hyderabad - 500029, Telangana, India.

Extended Campus
S-9-300, Caprotti Hall building, Gunfoundry,
Abids, Hyderabad- 500001, Telangana, India

 +91 - 40 - 23234860 / 23231769
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King Koti, Hyderabad - 500029

FDP ON "SMART IT SKILLS"

23 - 30 JUNE 2014

About College

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A premiere affiliate of the Osmania University, St. Joseph's is an Autonomous College, Re-Accredited by the National Assessment and Accreditation Council with 'A' Grade for its Distinctive Educational Environment, Human Values and Social Commitment. St. Joseph's achieved 2(f) from UGC in 2006, permanent affiliation from OU in 2007, the NAAC 'A' grade in 2008, Autonomous status and 12(B) in 2011 from the UOC. It was Re-accredited by NAAC 'A' grade in the year 2014 and Autonomous Status was renewed in the year 2017. As a self-financed college, it offers 14 UG programs and 2 PG programs.

St. Joseph's is the best choice of parents and students for its enriching multidimensional experience of holistic learning, leading to a bright future for the students.



1. Operating System troubleshooting options
2. Shortcut Keys in MS-Word and Web Browser
3. Control Panel Options
 - Add/Remove programs
 - Add/Remove Hardware
 - IP Address Configuration
4. Usage of LCD and other ICT tools in the Classrooms
5. Google Drive - How to use and share
6. How to maintain the group mail id's
7. Hands on experience on various ICT tools

FDP ON TAX DEDUCTED AT SOURCE

Date: 16- 23 July 2014

Recourse Person: Mr. G. V. Pratap Kumar from Gantasala, CA Academy

Organized by: Department of Commerce

Report: E-filing, generation of TDS certificate, procedural aspects of Provident Fund and Provisional Tax with reference to employees, followed by hands-on training by department.

Objectives:

- To orient faculty to guide in E-filing, generation of TDS certificate, procedures and references.
- To provide hands-on experience on e-filing

Outcomes:

- The participants were enriched with hands on experience on e-filing the documents



FDP on Tax Deducted at Source: 16- 23 July 2014

Brochure:



CONTACT US:



Main Campus
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Extended Campus
S-9-300, Coprothi Hall building, Gunfoundry,
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+91 - 40 - 23234860 / 23231269
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info@stjosephscollege.ac.in



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FDP ON
"TAX DEDUCTED
AT SOURCE"
16 - 23 JULY 2014

ABOUT COLLEGE

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1. E-filing
2. Generation of TDS Certificate
3. Procedural aspects of Provident Fund and Provisional Tax with reference to employees,
4. Hands-on training by department

WORKSHOP ON INVESTMENT PLANNING FOR EXECUTIVES

Date : 11- 18 Dec 2014

Resource person : Prof. Dr.Teki Surayya

Organised by : Department of Business Management

Report:

Workshop was aimed at imparting knowledge to the participants about Savings, Investment, New Pension Policy, Income Tax Plan and Retirement Plan. Prof.Dr.Teki spoke on the need for and advantages of financial education, basics of saving and investments, choosing the right investment options, diversification of savings, tax planning and retirement planning and borrowing related products. He focused specifically on savings in banks based on interest (quarterly, half yearly or yearly), new pension policy - 2009, investment in gold and its benefits and reverse mortgage.

Objectives:

- To orient about investment planning for faculty
- To provide different investment strategies to the participants.

Outcomes:

Outcomes were faculty were able to understand the advantages of financial education, basics of saving and investments, choosing the right investment options, diversification of savings, tax planning and retirement planning and borrowing related products.



Workshop on Investment Planning for Executives: 11- 18 Dec 2014

Brochure



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WORKSHOP ON "INVESTMENT PLANNING" FOR EXECUTIVES


11 - 18 DEC 2014

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1. Savings
2. Investment Plans
3. New Pension Policies
4. Income Tax Plan and Retirement Plan
5. Advantages of financial education
6. Investment in gold and its benefits
7. Reverse Mortgage.

FDP ON COMMUNICATION SKILLS & PROFESSIONAL ETIQUETTE

Date : 19 - 25 Jan 2015
Resource Person : Prof. Mohan Raj from EFLU
Organised by : Department of English

Report:

An enriching session that covered a wide gamut of insights into physical, psychological and social dimensions of Language learning and usage. Apart from giving techniques on how to achieve right Accuracy, Fluency, Tone and Pitch to make communication skills effective; the talk also emphasised more professional communication and presentation skills.

Objectives:

- To orient faculty in giving the techniques on how to achieve right accuracy
- To train about professional communication

Outcomes:

Faculty were able to understand the Accuracy, Fluency, Tone and Pitch to make communication skills effective; also emphasised more professional communication and presentation skills.



FDP on Communication Skills & Professional Etiquette: 19 - 25 Jan 2015

Brochure

CONTACT US:

**Main Campus**

5-9-306, King Kothi, Main Road,
Hyderabad - 500029, Telangana, India.

Extended Campus

5-9-300, Capriotti Hall building, Gunfoundry, Abids, Hyderabad-
500001, Telangana, India



-91 - 40 - 23234860 / 23231769

-91 -9348288666 / 9652181320



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FDP ON

**"COMMUNICATION
SKILLS & PROFESSIONAL
ETIQUETTE"**

19 - 25 JAN 2015

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1. Techniques on how to achieve right Accuracy, Fluency, Tone and Pitch to make Communication Skills effective
2. Professional Communication and Presentation Skills.



Principal
Principal

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