


# Quality Assurance Initiatives of the Institution

2019 - 2020



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

## IQAC INITIATIVES

### ORIENTATION FOR SUPPORT STAFF

#### **Objective:**

To create awareness about roles & responsibilities among staff members and to listen to their grievances if any.

#### **Report**

On 30 May 2019, an Orientation Programme was organized for the Support Staff. Rev. Fr. K. Marreddy interacted with the staff and gave orientation on their roles and responsibilities. He also heard the staff grievances and their requirements if any. He promised them that all the required welfare measures will be taken care of.



Rev. Fr. K. Marreddy interacting with Support Staff: 30 May 2019

#### **Outcome**

The staff were able to express freely about their problems related to workplace and understood the importance of harmony at work place.

## **IN-HOUSE FACULTY ORIENTATION PROGRAM ON THE THEME OF THE YEAR**

### **Objective:**

To improve Teaching learning and enhance knowledge and capacity building as well as empower the faculty.

### **Report:**

The Faculty orientation Programme was organized on “Connecting New Pedagogical Approaches and Avenues in Teaching & Learning” on 8 & 9 June, 2019. The orientation aimed at empowering the teachers with strategies to effectively deal with the dynamics /challenges of teaching profession. The management conducts seminars, workshops and guest lectures’ for the multifaceted enrichment of the faculty.

Rev. Fr. K. Marreddy addressed the faculty on the theme of the year the 3 C’s

- a) Creating Conducive Classroom Spaces
- b) Connecting New Pedagogical Approaches and Avenues in Teaching and Learning
- c) Contribute for Whole-Child Development



**Address by Rev. Fr. K. Marreddy**

Faculty Orientation: 8<sup>th</sup> & 9<sup>th</sup> June 2019

### **Outcome:**

The faculty understood the New Pedagogical Approaches and Avenues in Teaching & Learning.

## NEW FACULTY INDUCTION PROGRAMME

### Objective

- To orient the newly recruited faculty about the college system and culture
- Training on Teaching-Learning Process & Evaluation methods

### Report

As part of the induction process, the staff newly joined for the AY 2019-2020 were given orientation on the overview of the college, functioning of the system, Role of a Teacher in Higher Education, various aspects of Teaching, Learning and Evaluation process. Rules & Guidelines to be followed were informed to make them acquainted to the college environment on 11<sup>th</sup> June, 2019.

The following topics were dealt by Prof. P.L. Vishweshwar Rao – Director who gave an insight on Role of Teacher, Mrs. T. Esther Ratna – Dean & IQAC Coordinator on Teaching-Learning Practices and Mr. B. Satyanarayana Rao – CoE on Examination system.



**Prof. P.L. Vishweshwar Rao – Director and Mrs. T. Esther Ratna addressing the new recruits  
Faculty Induction : 11<sup>th</sup> June 2019**

### Outcome

The new faculty got knowledge about the functioning of the college and their code of conduct

## FDP ON “E-CONTENT USING MOODLE PLATFORM”

### Objective

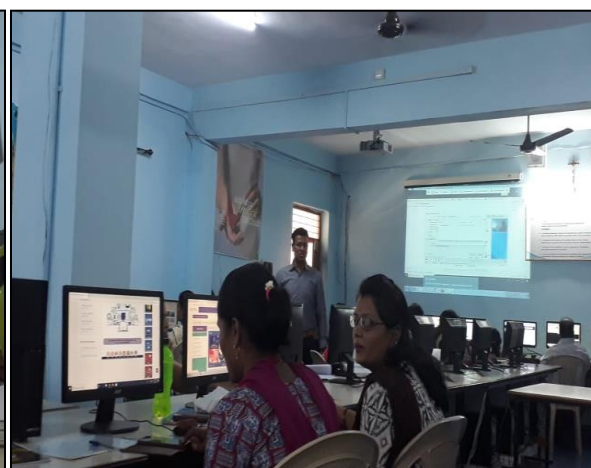
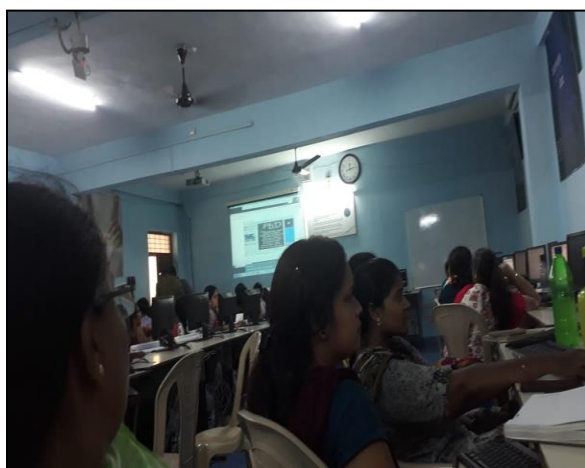
To train staff to use Moodle for effective Teaching-Learning Process

### Report

FDP on “E-Content using Moodle Platform” by Dr. K. Venkateshwara Rao, Professor & Head, Centre for Nano Science & Technology, Institute of Science & Technology, JNTU, University of Hyderabad, Hyderabad on 7<sup>th</sup>, 26<sup>th</sup> to 29<sup>th</sup> June 2019



**Faculty attending FDP on “E-Content using Moodle Platform”**



**Hands-on Session on “E-Content using Moodle Platform”**

7<sup>th</sup>, 26<sup>th</sup> to 29<sup>th</sup> June 2019

### Outcome

The faculties were trained to use Moodle software

## ORIENTATION PROGRAMME FOR II & III YEAR STUDENTS

### Objectives

- To orient the students with the courses of study during their academic year
- To share a tentative plan of action on various activities and student involvement

### Report

Orientation Programme strives to create a safe and caring environment committed to enhancing students overall growth through a variety of opportunities and experiences. It aims to provide information and resources that will allow students to make informed and appropriate academic plans and healthy social choices.

An Orientation Programme was organized on 13<sup>th</sup> – 15<sup>th</sup> June, 2019 for second and final year students. Students were informed about Vision and Mission of Department, Ranking of the College in 2019, Almanac for the academic year 2019-20, NAAC, Examination System, Course Structure, CRT Programme, Placements, Certificate Courses, Score Board for holistic development of students, College Infra Structure, Student Progression, Alumni Meet, Parent Teacher Meet, Mentoring, Students Support Activities such as Commerce Club, ED Cell, Women Empowerment Cell, Anti Ragging Committee, Games and Sports, Extra Curricular Activity Cell and Counseling Cell, Extension activities such as YRCS, JSR, JGG and NSS. Students were also shown motivational videos on value of life and Best qualities that can be learnt from Indian Cricket Team.

They were also reminded of their responsibilities as senior students to organize the departmental activities and college events during the academic year.



**Principal and Staff addressing students**

13<sup>th</sup> – 15<sup>th</sup> June 2019

### Outcome

- The attendance and participation of the students was very good
- Could set the pace of starting the Academic year with an orientation of the Theme and activities

## INDUCTION PROGRAMME FOR UG I YEAR STUDENTS

### Objective

- To introduce first year students about college environment and culture
- To orient students about the Programme objectives and its outcome
- About Curricular, Co-curricular and Extra-curricular activities
- Grievance Redressal mechanisms

### Report

Induction Programme for first year Under Graduate Programmes of B.Com/B.Sc/BA Programmes was organized on 24 – 28 June, 2019 in two batches from 9:00 am – 11:30 am first batch and Second Batch from 12:30 pm – 03:00 pm. The following topics were explained to orient them for their active involvement and participation.

1. About the College & Autonomous status
2. Academics, Programme Structure and Programme Objectives & Outcomes
3. Evaluation Procedure & Process
4. Extra-Curricular Activities
5. Extension Activities
6. Students Role and their responsibility
7. Placements
8. Grievance Redressal mechanisms

All the departments and their members actively participated and successfully completed the Induction Programme



Lighting of the Lamp by Fr. Marreddy



Students participating in the Induction Programme



Students Induction Programme: 24 – 28 June, 2019

### Outcome

The students were acquainted to the college culture and the programme of study

## FDP ON EFFECTIVE TEACHING THROUGH GOOGLE CLASSROOMS

Ms. Carolyn Rubavathy, Assistant Professor, Dept. of English, conducted an FDP on “Effective teaching through Google classrooms” for the faculty of St. Joseph’s on June 12, 2019. She addressed the faculty from various departments on the significance of creating online learning portals for enhanced learning experience and through an interactive workshop gave a live demonstration on how to register and operate **GOOGLE CLASSROOMS** for Effective teaching.



Faculty attending FDP on “Effective teaching through Google classrooms

June 12, 2019



## PROFESSIONAL DEVELOPMENT PROGRAMME ON BALANCING EMOTIONS AT WORK PLACE

### Objective

- To manage emotions during stressful situations
- Guidance to overcome emotional imbalance

### Report

In-line with the objectives mentioned above, an orientation programme for the teaching staff was organized on 5 December, 2019. The talk was delivered by Dr. Shulgana Sarkar from IPE. An activity based session involved the staff, focusing on key aspects of dynamics of team work, team building and handling stressful situations with relevant examples. The talk was motivating and gave insights to handle oneself during such situations. Overall the session was very interactive and knowledgeable.



Dr. Shulgana Sarkar addressing the staff and engaging them in an activity

Professional Development Programme: 5 December 2019

### Outcome

Staff was oriented to handle emotions and manage professionally

## PARENT-TEACHER MEETINGS

**Objective:** To create a platform for parents & teachers to discuss student's progress and find solutions to their academic and behavioral problems.

**Report:**

Parent Teacher meet was held on 31<sup>st</sup> August 2019 in odd semester; 1st Feb 2020 and 7<sup>th</sup> March 2020 in even semester. The objective of the meet was to create a platform to discuss student's progress and find solutions to their academic and behavioral problems. Parent-teacher meet supplement the information conveyed by marks secured by students in exams by focusing on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competencies. The meeting gave the parents a scope to discuss their ward's academic progress with respective class incharges and subject faculty. It has also given an opportunity for teachers to explain about student's performance, Attendance and class room behavior to the parents. Parents were happy at the quality education given and also for the learning atmosphere provided to their wards. The Interface was a success with parents giving their feedback and suggestions on the curriculum and developmental aspects of the college.

Date	Venue	No. of Parents visited
31 August 2019	Main Campus	670
31 August 2019	Extended campus	312
01 Feb 2020	Extended campus	250
07 March 2020	Main campus	291



Faculty interacting with Parents

**Outcome:**

The meeting gave the parents a scope to discuss their ward's academic progress with respective class in charges and subject faculty

## INTERNAL AUDIT

### Objective:

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

### Report:

In a true spirited observation of upholding transparency and good governance practices, Our beloved Father Allam Arogya Reddy and Msgr. Swarna Barnard paid a day-long visit to the college on 22<sup>nd</sup> Dec 2019 to offer their valuable guidance, blessings and pro-active governance intervention for the development of the college. The eventful day began with the visit to all the departments and interacting with every staff member to motivate them and validate their academic/administrative system of records.

They interacted with the SQAC, went around the classes and checked the academic facilities provided to the students. The financial and administrative audit was conducted post lunch session followed by general staff meeting and blessing of new gym equipments .

### Outcome:

The Staff and the principal staff were appreciated for their efficiency and dedication towards the organization. Msgr. Swarna Barnard Addressing the Faculty -22<sup>nd</sup> Dec2019

### Outcomes:

All the staff member were motivated and validated their academic/administrative system of records.





Internal Audit: 22 December 2019

## **SQAC MEETINGS**

SQAC Meetings were conducted on the dates below

08-08-2019, 12-09-2019, 07-01-2020,12-02-2020

These meetings help in planning the upcoming student-centric activities promoting leadership and management skills. An open platform where the members have an opportunity to deliberate on various matters of the college with the Principal and the committee members as part of good governance promoting participative and decentralised management. This two-way communication helps in smooth coordination and involving the major stakeholders in the decision-making process.

## **ADMINISTERING FEEDBACK**

A regular structured feedback on curriculum, entry level feedback, student feedback on Programme, teaching, learning, facilities and student support, exit feedback, parent feedback, industry feedback administered while recruitment and industry - institute collaborative events, Alumni feedback, non-teaching staff feedback etc. are administered to evaluate the performance of the institution taking feedback from various stakeholders to ensure quality sustenance and enhancement.

### **ORGANIZED:**

- Coordinated One Day Workshop On Examination Evaluation System: Issues & Challenges on 18 September, 2019 in collaboration with Examination Branch, Osmania University
- Coordinated Convocation Ceremony conducted on 05 October, 2019 held at Bharatiya Vidya Bhavan
- Represented Coordination Meeting on 21 January, 2020 with the Autonomous Pvt. Degree Colleges in the O/o. the TSCHE\_Masab Tank, Hyderabad- Intimation to the Participation

### **ADMINISTERED / PREPARED**

1. Plan of Action 2019 – 20
2. AQAR 2018-19
3. AISHE REPORT
4. NIRF Report
5. Formulated the Theme of the Year 2019 -20
6. Administered Faculty, Parent, Exit, Admin Feedback
7. Initiated collaboration with NSIC for Certificate Courses
8. OBE & Assessment Orientation to the Faculty
9. Coordinating NAAC Work & Number of NAAC progress status meetings and discussions
10. Preparation of Annual Reports, Handbook, Faculty Manual, Non-Teaching Record Format
11. Coordinated Governing Body Meeting on 28th September 2020

### **RESOURCE PERSON:**

- Invited as resource person to explain OBE Framework and Assessment Techniques

### **ATTENDED:**

- **National Workshop On “Research Integrity Awareness”**

Organized by University Grants Commission, South Eastern Regional Office, Hyderabad

A one day national workshop was organized on Research Integrity Awareness on 5 August, 2019 at University of Hyderabad by UGC, SERO.

The workshop emphasized on Research & Ethics from various dimensions such as National Policy on Academic Research, UGC – CARE list, Role of IQAC in enhancing Academic integrity and Research methodology and implication in Humanities and Social Sciences delivered by eminent academicians from nationally reputed institutions. The participants were asked to share the best practices implemented in their institutions/universities.

- Attended Two Day National Seminar on ‘Role of NAAC Accreditation in Developing Innovative Curriculum Design for Sustenance of Quality in Higher Education’ on 28 & 29 June, 2019 organized by St. Francis College for Women, Begumpet.
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## FACULTY DEVELOPMENT/ PROFESSIONAL DEVELOPMENT PROGRAMMES

### ATTENDED BY FACULTY

#### FDP ON “E-CONTENT USING MOODLE PLATFORM”

##### Objective

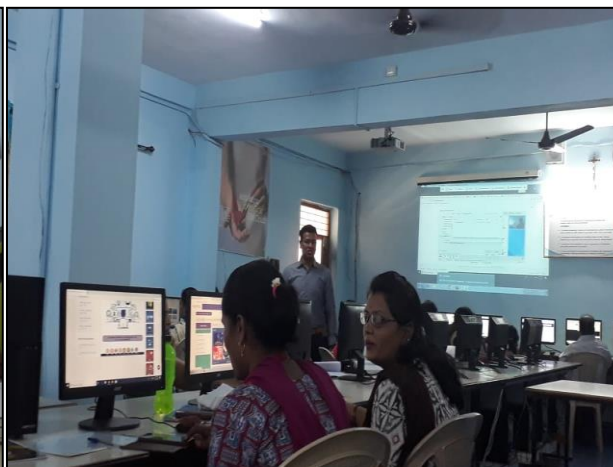
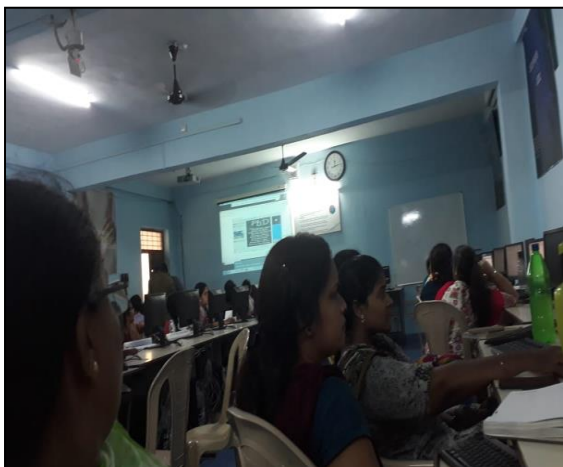
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## Outcome

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## Broucher:



**ST. JOSEPH'S  
DEGREE & PG COLLEGE**  
HYDERABAD, INDIA

About us:  
St. Joseph's Degree & PG College, established in the year 1997 by the Hyderabad Archdiocese Educational Society, is a Co-education Catholic Christian Minority Institution.  
The college functions under His Grace Most Rev. Thumma Bala, Archbishop of Hyderabad. The college is centrally located in a 2-acre Wi-Fi campus with state-of-the-art infrastructure. It has emerged as one of the leading higher educational institutions of the country, with a growing reputation among academia and industry as the top destination for world-class knowledge, skills, universal values and global employability.

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.

**IQAC**  
WELCOME YOU TO  
**FDP ON "E-CONTENT USING MOODLE PLATFORM"**  
7th, 26th to 29th June 2019

**Resourse Person:**  
**Dr. K. Venkateshwara Rao,**  
Professor & Head, Centre for Nano  
Science & Technology,  
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University of Hyderabad,  
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