


Quality Assurance Initiatives of the Institution

2020 – 2021




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

In-House Staff Orientation Program

Objective:

1. To enlighten the faculty on the perspective plan for the Academic year 20-21
2. Preparation for Online Teaching and Learning
3. Preparation for NAAC Accreditation (3rd Cycle)

Report: The Faculty orientation Program was organized the above mentioned objectives on 01 June, 2020. The orientation aimed at empowering the teachers with strategies to effectively deal with online teaching and its modalities. Principal emphasized on the various activities to be focussed wrt to online teaching-learning and NAAC inspection. IQAC coordinator informed the faculty about the progress of the SSR preparation and requested the entire faculty to support in the entire process of accreditation. The faculty were also given an orientation on the usage of G-Suite.



IQAC Coordinator sharing the progress report on SSR preparation



CoE explaining the mode of conduction of Exams






Faculty participating in the Orientation Session

Outcome:

A systematic and planned action helped the faculty to plan and prepare for online classes and NAAC accreditation process

NAAC SSR Preparation and Uploading

S.No	Date	Description	Resource Person	Photo
1	04-03-2020	Relevance and Importance of Accreditation for Quality Sustenance & Enhancement	Prof. Lakshmi Pathi Rao	
2	13-03-2020	Orientation on Overview of NAAC Process		
3	19-03-2020	Review of Criteria – I		
4	19-05-2020	Review of Criteria – II		
5	21-05-2020	Review of Criteria – III, IV, V, VI		
6	23-05-2020	Review meeting – Online mode		
7	27-06-2020	Review of Criteria I, II – Online mode		
8	28-06-2020	Review of Criteria IV, V, VI – Online mode		
9	29-06-2020	Review of Criteria III, VII – Online mode		

10	10-07-2020	Review of All Criterias – Online mode		
11	20-06-2020	NAAC Orientation	Rev. Fr. Dr. Joji Reddy	
12	25-06-2020	SSR Submission		
13	09-02-2020	Internal Audit	Rev. Fr. Dr. Swamy NAAC Advisor	
14	05-03-21	Mock Inspection	<ol style="list-style-type: none"> 1. Prof. Lakshmi Pathi Rao - Director, Methodist Engineering College 2. Rev. Fr. Dr. Swamy NAAC Advisor 3. Rev. Fr. Joji, VP, Loyola College, Hyderabad 	 

IQAC Meeting

The IQAC meeting was conducted on 08 August, 2020 through online mode at 4:00pm. The members discussed on the following: Plan of Action for the Academic year 2020 – 21, Student Centric Activities related to Academic, Placements, Internship, Extra Curricular etc. The team also emphasized on Industry-Institution Tie-ups & Collaborations (Curriculum Designing and Development, Certificate Courses, Research, Consultancy and Extension Activities) for enhanced learning. IQAC Coordinator briefed on NAAC Re-accreditation Progress report. Principal thanked the members for their input and involvement to foster quality.



Members attending the meeting

Finance Committee Meeting

The Finance Committee meeting was held on 17.09.2020 at 11:30am at Board Room. The deliberations included approval of the budget allocated for various FDPs, NAAC inspection, Research activities, Student Centric Activities and Sports, budget for proposed new floor in the PG Block, reviewed Examination Fees and Budget to conduct online examinations through HireMee Software solutions in view of pandemic, resolved to retain the Fee Structure as before due to pandemic situation, to continue health insurance scheme, Joseph's Scholarship and Endowment Scheme (JOSES) and awarding students and faculty and approved budget to encourage staff and students to participate in various research activities and extracurricular activities.

10th Academic Council Meeting

The Tenth Academic Council Meeting was held on 19th September, 2020 Saturday at 10:30 am in the Conference Hall and the members joined through Google Meet. The deliberations included discussion about Academic Calendar of UG and PG, action taken report on feedback of the extended campus, approving the resolutions taken of the respective Boards of Studies for existing courses, approving the change of nomenclature from BBA (Honours) to BBA(Entrepreneurship) w.e.f 2020- 2021 AY, list of certificate and value added courses to be offered, Admission process, approval to conduct online exams due to pandemic situation and Exam Results of April 2019 and Nov 2020, approving the process of scholarships (JOSES) and Freeship for deserving students, Prizes and Medals for the curricular co-curricular activities and approved the revised Vision and Mission statement of Department of Business Management. Principal's address was marked by a note of gratitude and appreciation for the support and guidance rendered by all esteemed members from academia and industry.



Principal along with the Academic Council members in the meeting



Governing Body Meeting

The Governing Body Meet chaired by our Chairman Archbishop Most Rev.Thumma Bala was convened on 28 September, 2020 with UGC nominee Dr. (Mrs) Shimla; Osmania University nominee Prof. D. Sreeramulu, Dean CDC and Prof. Lakshmi Pathi Rao were virtually present for the meeting, other honorable members Prof. T. Papi Reddy, Chairman, TSCHE, Hyderabad - State Govt. Nominee, Management and staff representatives met physically.

The meeting opened with an effective presentation by the Principal that gave an overview of the college. The honorary members recorded their appreciation of the progress being made by the college and the proceedings of the meeting culminated in passing the Resolutions to approve the Academic Council decisions, fee structures, approved the revised Admission Policy, Research Policy & Consultancy Policy and other significant initiatives of the college. His Grace Most Rev. Thumma Bala in his presidential address reinforced the college motto of serving the needy through “Love, Knowledge and Service”.



Management representatives in the Governing Body Meeting



External Members attending through online mode

NAAC Inspection

The National Assessment and Accreditation Council (NAAC), Peer Team headed by the chairman, Dr. Byju John, Vice Chancellor, MATS University, Chhattisgarh, Members, Dr. Chandan Gupta, Professor, Devi Ahilya Vishwavidyalaya, Madhya Pradesh and Dr. Rajendran Venkatachalam, Principal, Dr. NGP Art and Science College, Coimbatore, Tamilnadu visited the college on 09 & 10 March, 2021 for the third cycle of NAAC re-accreditation. As part of the inspection, the inspection started with the Principals presentation, followed by inspecting academic departments of the college and interaction with various stakeholders. The following day the team visited the various administrative units and including the libraries, labs, cells, extension services and other amenities and facilities like the Canteen, Gym, etc.

The all encompassing evaluation took into consideration the admission procedures, placements, student support programs and various other governance policies and practices for a quality assurance check. The multi-dimensional interactions of the team with various stakeholders included meetings with Parents, Alumni, Governing Body, IQAC, SQAC, students, teaching and non teaching staff, which was followed by a vibrant Cultural Programme that not only showcased the talents of the students but also highlighted the rich ethnic and cultural diversity of the nation. The three day visit culminated in the Exit Meet wherein the Chairman of the NAAC team officially presented the Principal with the NAAC report. Subsequently, the college was re accredited by NAAC with 'B++' grade with a CGPA of 2.89 out of 4.



Welcoming the inspection team



NAAC team in the Exit Meeting



ONLINE FDP ON DIGITAL TEACHING-LEARNING & ACTIVE STUDENT PARTICIPATION TECHNIQUES

Objective:

1. To impart knowledge to faculty to use online platform to conduct online classes
2. To train faculty to use differentiated online teaching techniques

Schedule & Report:

Date	Topic	Resource Person	Participants
5 Aug, 2020	Google Meet Platform & ID Creation	Mr. Sridhar, Rify	Computer Science Department Staff
6 Aug, 2020	Google Classroom	Dr. Murugan, UoH	All Staff
7 Aug, 2020	Hands-on training on Google classroom	Mrs. Rikita	All Staff
8 Aug, 2020	Hands-on training on Google classroom	Mr. Vikas	All Staff
9 Aug, 2020	Dos & Don'ts in Online Teaching and Engaging Students Attention	Collaboration with IBS by ML Sai Kumar	All Staff

11 Aug, 2020	Google Form Creation and Jamboard	Mrs. Esther	All Staff
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As per the above schedule, IQAC initiated to conduct an Online FDP on digital teaching-learning & active student participation techniques to facilitate the conduction of online classes. The faculty were trained in using google classroom, creation of forms, Jamboard and various other online tools to ensure effective teaching and learning take place.

Outcome:

The faculty were trained on online platform and techniques that facilitate online teaching for smooth conduction of online classes

Report on 5-Day Student Induction Program

Unleash the hidden potential in you!

Objectives:

1. To unleash the inner potential by building self-confidence
2. To sensitize students about their role in society
3. To inspire them excel in their chosen field
4. To encourage them lead a purposeful life on the strong foundation of values
5. Help student's acclimatise with the new surroundings, develop bond with fellow students and teachers, sensitivity towards various issues of social relevance and imbibe human values so as to become the responsible citizens.

Report:

An online induction program conducted for the first year UG students from 28-Sep-2020 to 01-Oct-2020 and 03-Oct-2020 in collaboration with Disha Bharat, Bangalore through Interaction, Videos, Quiz, Stories and Anecdotes, Activities, Games and Experience Sharing.

The following topics were dealt as mentioned below:

S.No	Date	Topic	Time
1	28 September, 2020	About College& facilities Rules & Regulations	09:00 – 10:00
2		Rising above the Challenges	10:00 – 12:00
3	29 September, 2020	About Academics & Certificate Courses	09:00 – 10:00
4		Values, the foundation of True Success	10:00 – 12:00
5	30 September, 2020	About Student Support Services	09:00 – 10:00
6		Student Social Responsibility and Future India	10:00 – 12:00
7	01 October, 2020	Google Meet Link	09:00 – 10:00
8		Google Classroom	10:00 – 12:00
9	03 October, 2020	About Evaluations	09:00 – 10:00
10		Opting Second Languages	10:00 – 12:00

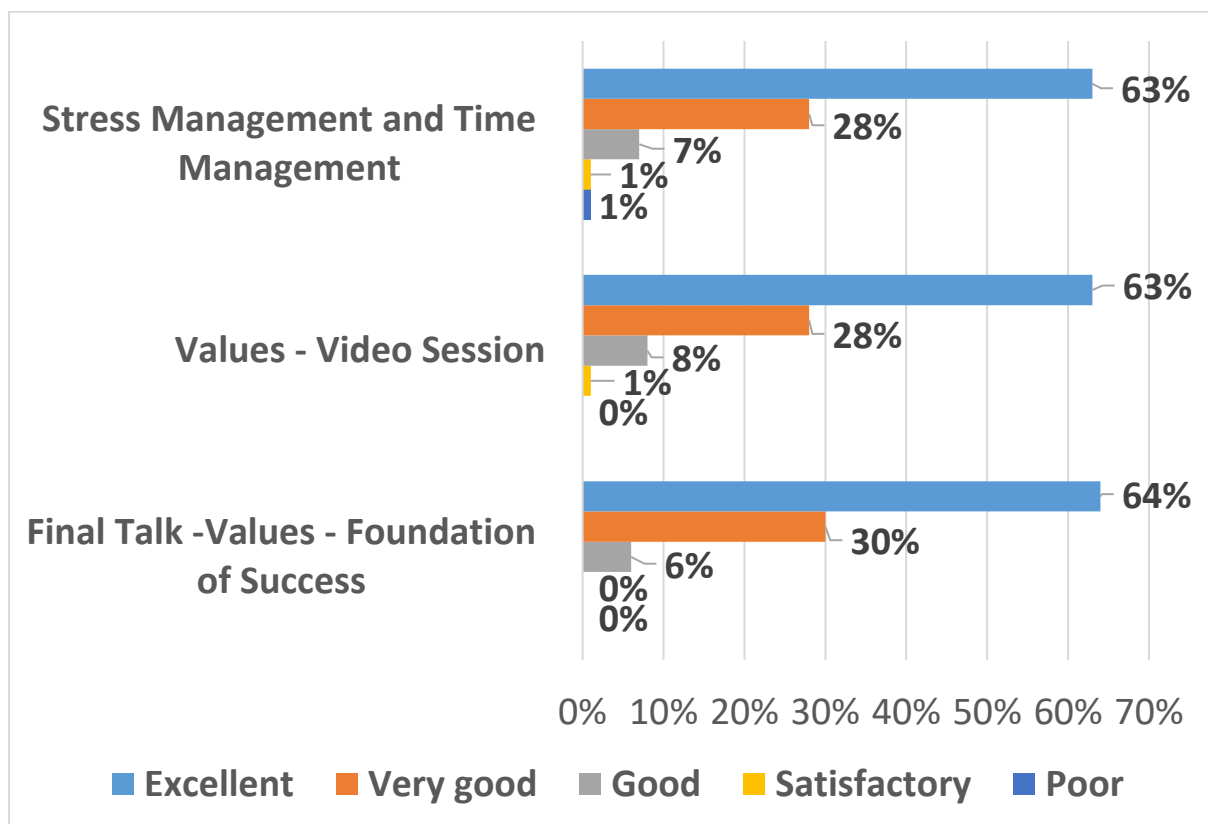
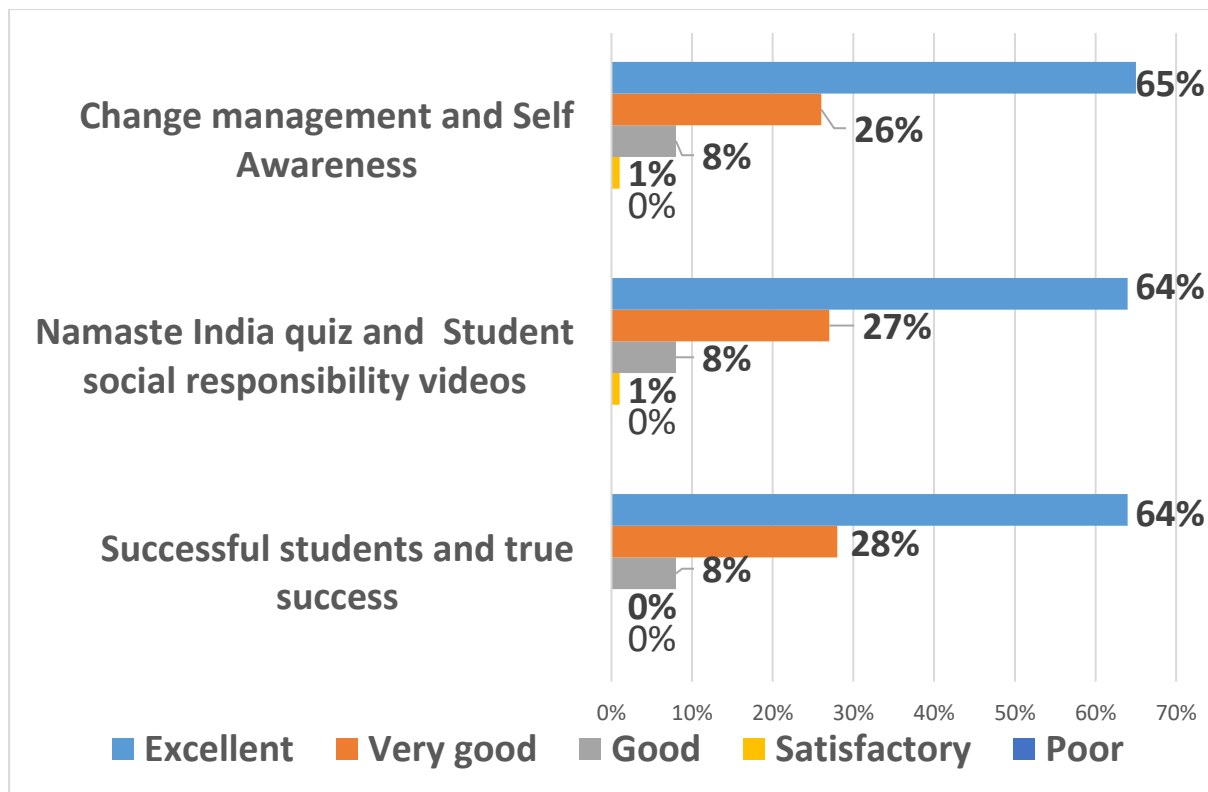
Overall 400 students participated on all the days of workshop. Students were oriented to the college culture. They were motivated to boost their confidence and help them take their future seriously with focus on the core values of the institution.

Outcome:

Observed a positive attitude and change in the participants by end of the sessions. Students' responses to a few crucial questions through the program was a testimony to this commendable change.

Feedback:

No of Online Respondents – 225



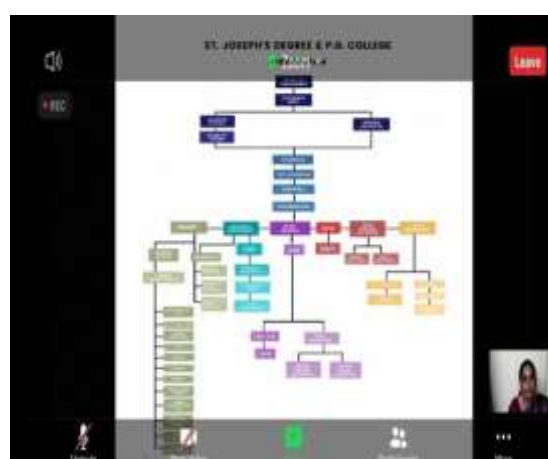
Testimonials by Students

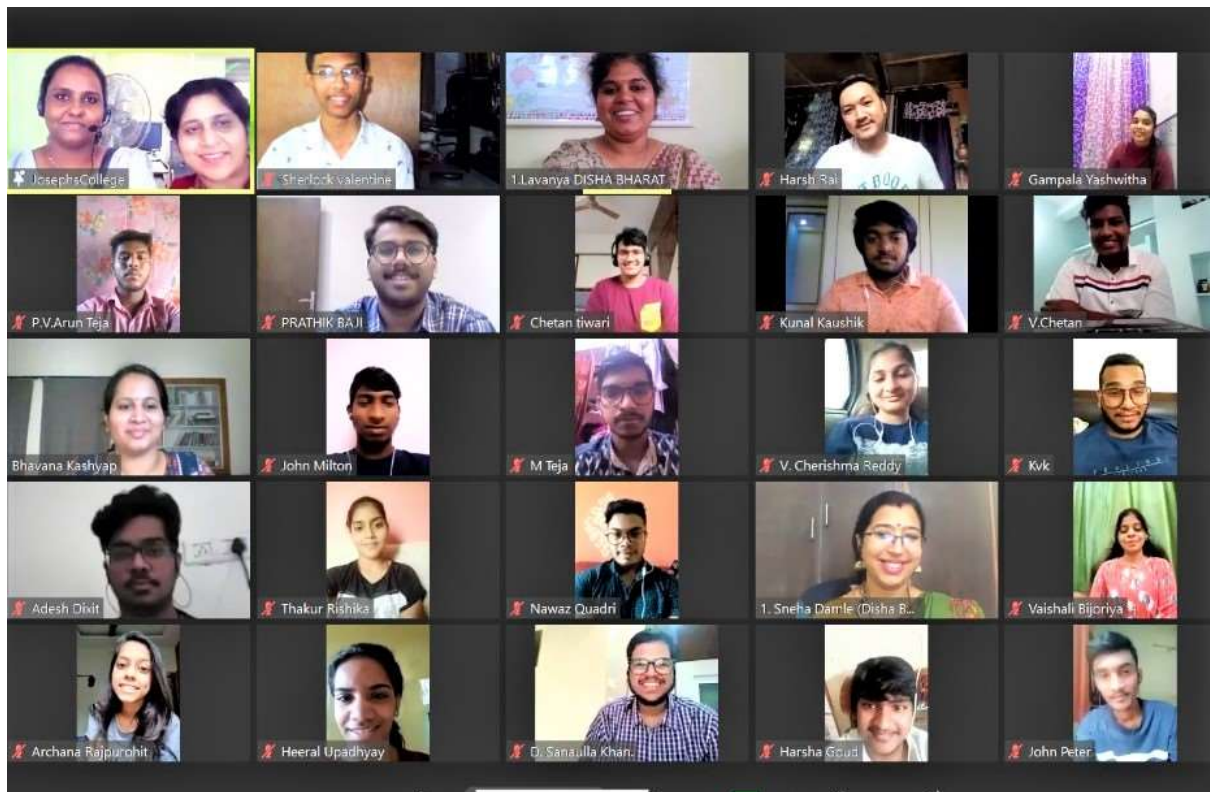
It was nice that someone is finally teaching us more than theories and books! Got some practical knowledge too...finally can now talk to my parents and share my dreams with them and ask them to support, again thanks for pushing me back up - **Gagan Gandham**

There is no word for this whole 3 days session I love it and I never ever before attended like this session specially thank to all ur Disha Bharat team and college team for this wonderful session and wonderful speech from all and i love Sneha ma'am voice the way of she is speaking. See you soon come soon in Hyderabad... Once again thankyou so much... - **Aena Lakhani**

First of all everything in yesterday's and today's session was amazing especially the videos were so inspiring and the “who am I “session was great because I really came to know the inner me. I'm really glad to be a part of the Disha Bharat organisation who is motivating and inspiring numerous students across many schools and colleges. I would also like to thank the St. Joseph's College on conducting these kind of workshops for freshers because that is what is needed for every student before entering the college in order to make them confident enough to face anything in their upcoming future life and studies and I wish that all the other schools and colleges follow the same kind of procedure before starting their academic years. Glad to join in this prestigious college. Thank you - **-Gampala Yashwitha.**

Glimpses of the Session







Orientation Session Effective Practices for Mentoring

Objective:

To provide a deeper understanding of how to practice mentoring and inculcating the habit of mentoring in faculty

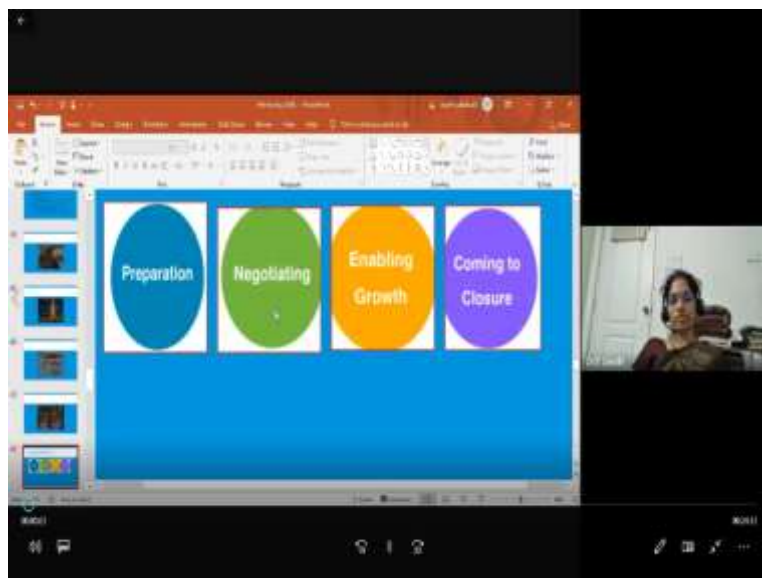
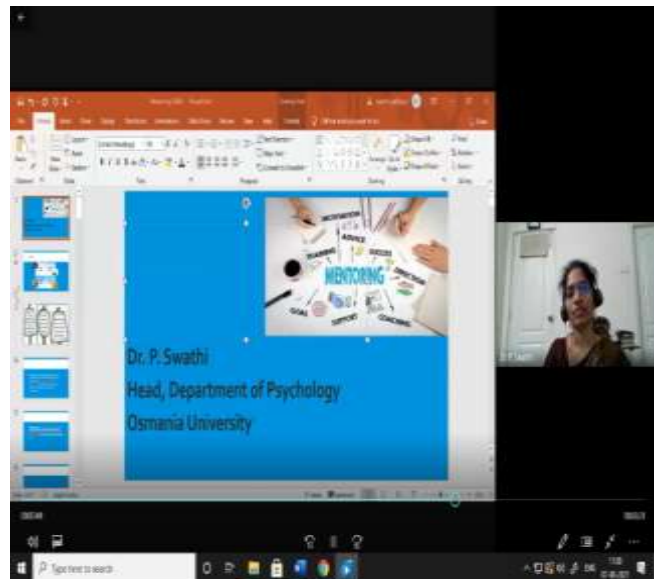
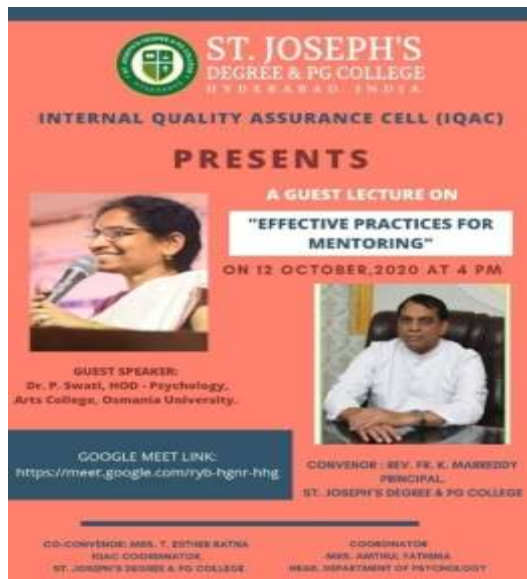
Report

The webinar commenced with a welcome note by the Co-Convener Mrs. T. Esther Ratna, IQAC Coordinator, St Joseph's Degree and PG College, who then introduced the Guest Speaker for the day, Dr. P. Swati, HoD-Dept of Psychology, Osmania University, Hyderabad on 12 October, 2020.

Dr. Swati started with how mentoring is the need of the hour, for faculty as well as students. She explained how a 'role model' is different from 'mentor', one is consciously done and the other is unconscious habit of individuals. She highlighted on lack of time for teachers to spend with their students. She emphasized the importance of mentoring in shaping the personality and their career. Making them realize their strengths, skills and potential. Understanding their learning styles and creating material to suit their needs.

Dr. Swati highlighted the important characteristics & skills required to be an effective mentor, like listening, motivating, influencing, time management, commitment, confidential etc. she also mentioned the behaviors and characteristics a mentor should not possess.

“Mentoring is to support and encourage people to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be”



Screenshots of the session

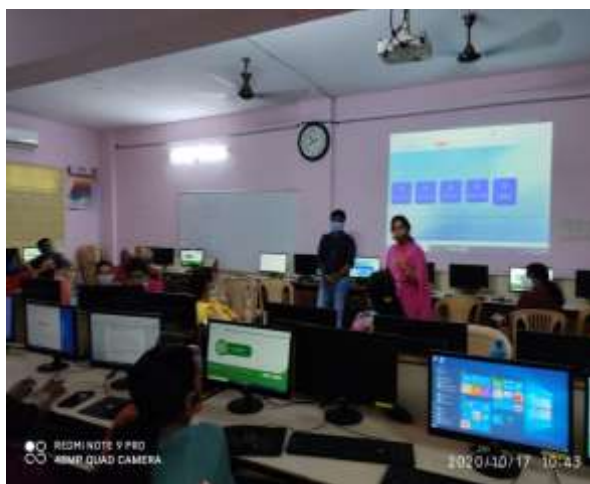
Software Training Session

Objective:

To train the faculty on the usage of ERP software with respect to attendance entry and marks entry

Report:

As part of e-governance, the faculty were given hand-ons training by Mr. Prasad, on entering the attendance of the students and internal exam marks into Pragna Software, ERP solutions on 17 October, 2020. The faculty were given individual login credentials and step-by-step process was explained to help them understand the process.



Outcome:

The faculty started using the ERP software which helped in the automation of attendance and marks entry

Professional Development Programme on OBE Assessment Methods

Objectives:

1. To orient the faculty towards OBE and its Assessment methods using Blooms Taxonomy
2. To prepare and designing a Question Paper for different Blooms Level

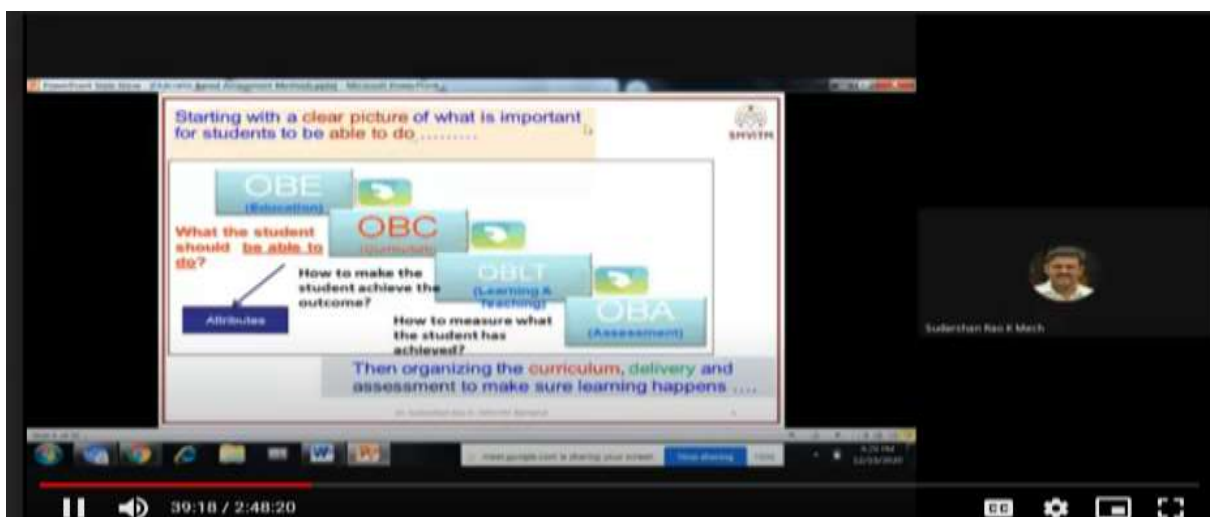


Report:

An online PDP on OBE Assessment Methods was conducted on 10 December, 2020 at 4pm to 6:30pm. Dr. Sudarshan Rao, Professor, Dept. of ME, Shri Madhwa Institute of Technology and Management, Karnataka was the resource person.

The following topics on OBE, Elements of OBE, Outcomes, Blooms Taxonomy, Course & Programme articulation matrix, Methods of Assessment, Designing QP for different Blooms Level and Active Learning Methods were explained in detail. A total of 53 staff attended the programme conducted by IQAC





Outcome:

1. Faculty gained knowledge
2. Mentimeter an active learning technique was demonstrated

FDP on Developing an inclusive Curriculum: Guide for Curriculum Development and Evaluation Process

Objectives:

1. To train and orient faculty on the usage OBE in Curriculum Development
2. Importance of Blooms Taxonomy in question paper setting
3. Overview of NIRF

Report:

A five day FDP on Developing an Inclusive Curriculum: Guide for Curriculum Development and Evaluation Process was conducted by IQAC in collaboration with Inpods with an objective to give more insights on Designing Programme Structure which includes CBCS, OBE, Credit Transfer, Value added courses, Assessment and Attainment calculation.

Mr. Ajay Bhagwat was the resource person for the sessions which were very informative and helped us greatly to understand CO's, their mapping etc. The sessions were a good guide to faculty members dealing with programme design".

The last session was on NIRF which by dealt by Dr. Shikha Maheshwari, Microsoft Certified Educator who broadly covered "Teaching, Learning and Resources," "Research and Professional Practices," "Graduation Outcomes," "Outreach and Inclusivity," and

“Perception” parameters with respect to College and Overall Ranking with a special focus on research publications and patents

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

FDP ON
Developing an Inclusive Curriculum: Guide for Curriculum Development and Evaluation Process

ORGANISED BY
IQAC
IN COLLABORATION WITH
INPODS

11th May to 17th May

Semester program
Mr. Ajay Bhargava
Director,
Inpods India

DAY WISE TOPICS

1. Program design (which will address CBCS, Value added courses, universal human values in education etc.)
2. NEP 2020 – Vision to Action
3. Examination reforms and Outcomes based framework design for computation of outcomes
4. Outcomes analysis
5. Accreditation management such as NBA and NAAC

11th May to 17th May
Time: 3pm to 5pm

NEP 2020

- NEP 2020 Implementation will be placed not only time and 20+23+3 structure, but also learning outcomes, multidisciplinary approaches, at least 20 percent multidisciplinary and courses, it will be single and integrated multidisciplinary and cross-disciplinary learning and research outcomes.
- Implementation NEP will be curriculum and department, across different fields that would strengthen the curriculum that they currently have.
- Through the attainment of suitable competencies, all will be able to meet the needs of all economic, academic, and professional skills. The outcomes of public institutions will be linked to adequate public financial support and equity. These institutions will be a pre-occupational commitment to high-quality education across all disciplines.

Categories of Program Outcomes

Knowledge
Theoretical knowledge, practical knowledge, and applied knowledge. It includes the understanding of concepts, theories, and principles.

Skills
The ability to apply knowledge and skills to solve problems. It includes the ability to analyze, synthesize, and evaluate information.

Attitudes
The ability to adopt a positive attitude and engage in the process of learning and development. It includes the ability to work in a team, communicate effectively, and manage time.

Values
The ability to adopt a positive attitude and engage in the process of learning and development. It includes the ability to work in a team, communicate effectively, and manage time.

Program Design Process

The process of designing a program involves the following steps:

1. Identify the need for the program.
2. Conduct a needs assessment.
3. Develop a program design.
4. Implement the program.
5. Evaluate the program.

Knowledge Management Process

The process of managing knowledge involves the following steps:

1. Identify the knowledge to be managed.
2. Collect the knowledge.
3. Organize the knowledge.
4. Store the knowledge.
5. Retrieve the knowledge.
6. Apply the knowledge.

Summary of Program Design

The program design process involves the following steps:

1. Identify the need for the program.
2. Conduct a needs assessment.
3. Develop a program design.
4. Implement the program.
5. Evaluate the program.

inpods

CO-PO Attainment Computation and Outcomes Analysis

Ajay Bhargava
Inpods Inc.
Seattle, Pune, Hyderabad, Bangalore
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Parent Teacher Meet report

Odd Semester

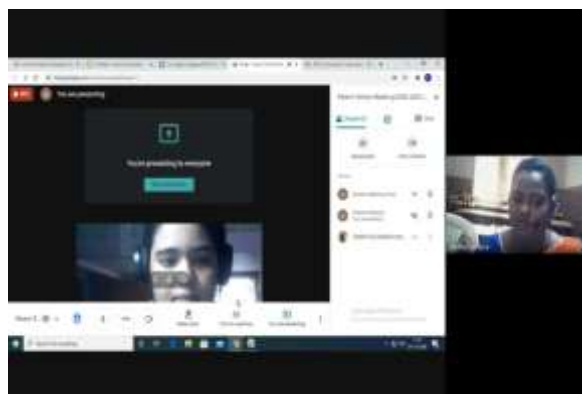
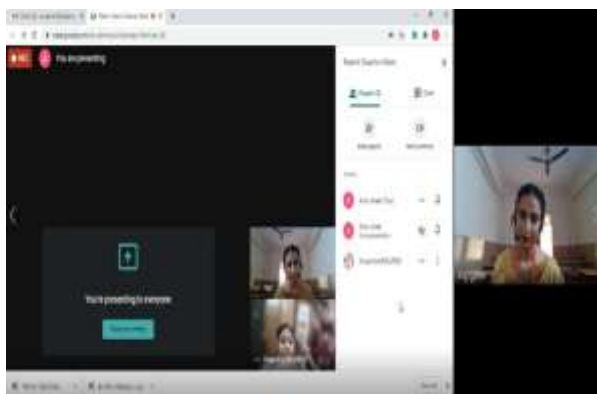
II & III Year - 28th Nov 2020 & 5th Dec 2020

I Year – 16th Jan 2021 & 23rd Jan 2021

Even Semester

I, II & III Years: 22 May 2021 and 29 May 2021

Parent Teacher was conducted for all the programmes of B.Com by their respective class incharges. The PTM was conducted online. The platform used for conducting PTM was Google Meet. The Teachers, Parents and also students interacted with each other. The Class – Incharges informed the students and their parents about the internal marks and attendance and over-all performance of the student in the online class. The parents and students gave a very good feedback about the college, online classes and teaching methods. The students were also happy as the online teaching-learning tools that were provided to them for classes were user-friendly. They also gave good feedback about the events that were conducted for the students.



[Signature]
Principal
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