



St. Joseph's Degree and PG College

Autonomous Affiliated to Osmania University
Re-accredited by NAAC (3rd cycle) with B++ Grade
Kingkoti Road, Hyderabad

Academic and Administrative Audit Schedule
30-1-2024 to 1-2-2024

Day 1- 30-1-2024

S.No.	Department	Time
1	Commerce	10.15 am – 11.00 am
2	Mass Communication & Journalism	11.10 am – 11.45 am
TEA OR SNACKS BREAK		
3	Psychology & Counseling Cell	12.00 noon – 12.30 pm
4	Physics & Electronics & Value Added Courses	12.35 pm – 1.20 pm
LUNCH BREAK		
5	Mathematics & Statistics	2.00 pm – 2.35 pm
6	English	2.45 pm – 3.15 pm
7	Grievance Committee	3.20 pm – 3.30 pm
8	Alumni Committee	3.40 pm – 3.50 pm
TEA BREAK		
9	Business Management & Consultancy committee Extended Block College Office, Accounts Office	4.15 pm – 5.30 pm
10	Consolidation	5.30 pm – 6.00 pm

Day 2 - 31-1-2024

S.No.	Department	Time
1	Computer Science & IT Cell	9.00 am – 9.35 am
2	II Languages	9.40 am – 10.10 am
3	College Office	10.15 am – 10.45 am
TEA BREAK		
4	Accounts Office	11.00 am – 11.30 am
5	Library Committee	11.40 am – 12.10 pm
6	SQAC	12.15 pm – 12.30 pm
7	Exam Branch	12.35pm – 1.15pm
LUNCH BREAK		
8	Placements Committee	2.00 pm – 2.20 pm
9	General Staff Meeting	2.30 pm – 3.00 pm
10	Sports Committee	3.10 pm – 3.25 pm
11	Non-teaching & support staff meeting	3.30 pm – 3.45 pm
TEA BREAK		
12	IQAC	4.15pm

DAY 3 - 01-02-2024

EXIT FEEDBACK

All HoDs and Faculty whoever are free during that time : 10.00 am -11.00 am

Suggestions to the Management : 11.00 am-12.00 pm