

MINUTES

Minutes of the meetings of : HoDs Meeting
of St. Joseph's Degree & PG College
held on 20th Jun 2024 at 2.30 A.M. / P.M. at Boardroom
under the chairmanship of Shri Rev. Fr. Anthony Sagayoraja

ACADEMIC YEAR 2024 - 2025 (ODD SEMESTER)

Date: 20/06/24

Venue: Board Room

Timings: 2.30 pm onwards

HoD's Meeting Agenda Points

1. Prayer by Father
2. As informed in the 1st General staff meeting conducted on 6th June , 2024 that Kiran Jyothi madam will maintain minutes of HoD's meeting. Today as madam is on leave Mrs. Swathi will record the minutes of this meeting.
3. HoD's kindly update on Generic Elective enrollment status: Enrolled & not enrolled list of students class wise
4. Action to be taken regarding the not enrolled list of students.
5. HoD's of the following departments:-
 - *Commerce
 - *Science
 - *Management &
 - *ArtsAllot not enrolled UG Final year students GE depending on the available seats.
6. Any Problems faced regarding GE classes conduction
7. Admission Status both UG & PG
8. Substituting the Faculty who are on leave is mandatory by HoDs. Any difficulty in substituting should be brought to the notice of the Principal immediately.
9. B. Com & BBA 1st year will reopen on 1st July, 2024 & B.Sc & BA on 8th July 2024.
10. HoDs kindly plan for bridge courses for 1st years (to be conducted from 10th July onwards)
11. Please collect the status of internship completion by final year students as it is mandatory for BBA & B.Com (for BA it is inbuilt in the curriculum itself) so that we can guide the students who have not completed.



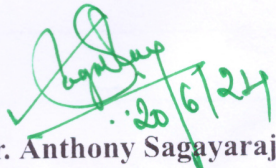
2) The name of the Union, Company, Society or the Body, as the case may be

3) The place at which the meeting was held.

4) At the end of the minutes Chairman or the President of the meeting and the Secretary to sign while mentioning the number or corrections made in recording the minutes of the meeting.

12. All UG 1st year students status regarding second languages should be updated on 26th June, 2024 by the admission committee to the Principal by 10 am.
13. Part Time Faculty to report by 8.25 am in the morning
14. Faculty who completed Phd - Certificates to be submitted & Undertaking
15. Faculty pursuing Phd - Undertaking to be signed (for staying in the college for minimum 3 years after their PhD completion) to avail permissions & other Facilities
16. Faculty allotted duties should meet the required deadlines. Any faculty is not willing to do the assigned duties the same can be given in writing and they have to note that it will have an impact on their increment too.
17. Submit BoS signed copy of Odd Semester (I, III & V) Syllabus to the Library by 22nd June, 2024.
18. Teaching Diary recording strictly to be done as per the given format only
19. Course Plan submission to HoDs - Last date for UG & PG (Folder to be shared to Dr. Prabhakar Reddy Sir, Dean Academics and Principal) and to Vice Principal BBA & MBA course planners for verification.
20. Regular Classes should be conducted in first four hours
21. Submit a copy of signed Programme Structure to Dean Academics
22. Check your department page on the website and suggest the changes you require.
23. For website : Prepare the content about the department
24. redraft the eligibility criterion for each program
25. Share the new program structures
26. Share the formattes file of course outcome
27. Share Project guidelines to be uploaded in the website
28. identify two faculty members to be sent for refresher course




Rev. Fr. Anthony Sagayaraja
Principal

Principal
ST. JOSEPH'S DEGREE & P.G. COLLEGE
King Koti Road, HYDERABAD-29



ST. JOSEPH'S DEGREE & PG COLLEGE

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

Date: 20-06-2024

Deans, IQAC, CoE & HoDs Meeting

S.No.	Head of the Departments	Signature
1	Rev. Fr. Anthony Sagayaraja Principal	
2	Rev. Fr. A. Pranith Vice Principal, Academic Incharge, Extended Campus	
3	Prof. R. Anita CoE	R. Anita 20/6/24
4	Mrs. Mary Vinaya Sheela Dean Academics	M. Vinaya 20/6/24
5	Mr. Ganesh Anand Dean, Student Affairs	
6	Mrs. G. Sunitha IQAC Coordinator	G. Sunitha 20/6/24
7	Mr. Srikath Addl. IQAC Coordinator	
8	Mrs. Sreelakshmi Addl. HoD, Dept. of Commerce	S. Sreelakshmi 20/6/24
9	Prof. Srinivas HoD, Dept. of Business Management	P. Srinivas 20/6/24
10	Dr. Smriti Nagaria Addl. HoD, Dept. of Business Management	Dr. Smriti Nagaria 20/06/2024
11	Mrs. Kiran Jyothi HoD, Dept. of Computer Science	
12	Mrs. Swathi Addl. HoD Dept. of Computer Science	S. Swathi 20/6/24
13	Mr. Srinivas Reddy HoD, Dept. of Mathematics & Statistics	S. Srinivas Reddy 20/6/24
14	Mr. Ashok Kumar HoD, Dept. of Physics & Electronics	A. Ashok Kumar 20/6/24
15	Mr. Glen D'Silva HoD, Dept. of Mass Comm & Journalism	G. D'Silva 20/6/24
16	Mrs. Laasya Madhukar Addl. HoD, Dept. of Mass Comm & Journalism	
17	Mrs. Amthul Fathima HoD, Dept. of Psychology	A. Fathima 20/6/24
18	Dr. Sangeetha HoD, Dept. of English	S. Sangeetha 20/6/24
19	Dr. Sadique Pasha HoD, Dept. of II Language	S. Sadique Pasha 20/06/24

20- M. Prabhakar Reddy
Acad. Adv.

M. Prabhakar Reddy
20/6/24

