



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous) - Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle)

Basheerbagh, King Koti Road, Hyderabad – 29

Activities Details

Type of Activity	Auditor' Meeting
Title of the Activity	Audit Orientation & Review Meeting
Date/s	14-11-2024
Time	10.30 am
Venue	Board Room

Participants Profile

Type of Participants	Auditors
No. of Participants	20

AUDIT ORIENTATION MEETING

Synopsis of the Activity Orientation for Auditors – Academic Audit

Date: 9th November 2024 at 11.00 am

Conducted by: IQAC Coordinator

An orientation program was organized for the auditors involved in the Academic Audit of the departments. The session was conducted by Mrs. Sunitha, the IQAC Coordinator, who outlined the schedule, purpose, and expectations for the audit. She provided an overview of the audit instrument, benchmarks, and parameters to be evaluated. Each auditor was given a physical copy of the documentation template and was briefed on how to record their findings.

Highlights of the Activity	Comprehensive briefing on the audit schedule and process. Detailed explanation of benchmarks and parameters for evaluation. Distribution of physical documentation templates for uniform reporting.
Key Takeaways	Auditors were well-prepared to conduct a structured and consistent evaluation of departments. A clear understanding of the benchmarks and parameters facilitated effective audits.
Summary of the Activity	The orientation session ensured that all auditors were aligned with the objectives and methodology of the Academic Audit. This preparation laid a strong foundation for a thorough evaluation process, emphasizing uniformity and documentation standards.

AUDIT REVIEW MEETING

Date: 14th November 2024 at 10.30 am

Attended by: Principal, Correspondent, Department Heads, and Auditors

Synopsis of the Activity : A review meeting was conducted to discuss the findings of the Academic Audit. The auditors presented department-wise inputs, highlighting strengths and areas requiring improvement. Specific suggestions were made regarding proper documentation and addressing identified gaps. The meeting facilitated a collaborative discussion between the Principal, Correspondent, department heads, and auditors.

Highlights of the Activity	<ul style="list-style-type: none">● Department-wise presentation of audit findings by auditors.● Identification of strengths and areas for improvement in documentation and processes.● Constructive suggestions for enhancing departmental performance.
Key Takeaways	<ul style="list-style-type: none">● Departments gained clarity on areas where improvements in documentation and practices are needed.● Acknowledgment of departmental strengths fostered a positive outlook for further development.● The importance of maintaining proper documentation was emphasized.
Summary of the Activity	The audit review meeting provided a platform for transparent sharing of findings and actionable feedback. The active participation of all stakeholders ensured that the discussions were productive, with a focus on enhancing departmental functioning through better documentation and adherence to benchmarks.

Overall Report: The two meetings conducted as part of the Academic Audit process were integral to ensuring the quality and efficiency of departmental functioning. The orientation session prepared auditors with the necessary tools and understanding, while the review meeting enabled a constructive dialogue between auditors and department heads. Both sessions emphasized the importance of documentation and benchmarking, which are crucial for maintaining academic excellence.





ST. JOSEPH'S DEGREE & PG COLLEGE

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

Academic Audit Auditors Meeting – 09-11-2024

S.No.	Head of the Departments	Signature
1	Rev. Fr. Anthony Sagayaraja Principal	<i>[Signature]</i>
2	Mrs. Mary Vinaya Sheela Dean Academics	<i>[Signature]</i>
3	Rev. Fr. Pranith Vice Principal	
4	Dr. Prabhakar Reddy Academic Advisor	
5	Mrs. G. Sunitha IQAC Coordinator	<i>[Signature]</i>
6	Prof. N. Srinivas HoD, Dept. of Business Management	<i>[Signature]</i>
7	Dr. Smriti Nagaria Addl. HoD, Dept. of Business Management	<i>[Signature]</i>
8	Mrs. R. Sreelakshmi HoD, Dept. of Commerce	<i>[Signature]</i>
9	Mrs. Kiran Jyothi .M HoD, Dept. of Computer Science	<i>[Signature]</i>
10	Mrs. Swathi Chintavata Addl. HoD Dept. of Computer Science	<i>[Signature]</i>
11	Mr. D. Srinivas Reddy HoD, Dept. of Mathematics & Statistics	<i>[Signature]</i>
12	Mr. Ashok Kumar HoD, Dept. of Physics & Electronics	<i>[Signature]</i>
13	Mr. Glen D'Silva HoD, Dept. of Mass Comm & Journalism	<i>[Signature]</i>
14	Mrs. Laasya Madhukar Addl. HoD, Dept. of Mass Comm & Journalism	<i>[Signature]</i>
15	Mrs. Amthul Fathima HoD, Dept. of Psychology	<i>[Signature]</i>
16	Dr. Sangeetha .M HoD, Dept. of English	<i>[Signature]</i>
17	Mrs. Aparna Rajhans HoD, Dept. of II Language	<i>[Signature]</i>
18	Dr. Sumnita Pujari	
19	Dr. Geetanjali	<i>[Signature]</i>



ST. JOSEPH'S DEGREE & PG COLLEGE

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

Date: 14/11/2024

Internal Academic Audit

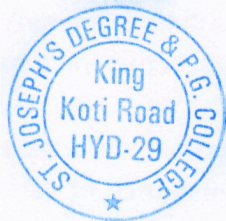
Auditors Attendance Sheet

S.No.	Name of the Auditor	Signature
1	Rev. Fr. K. Marreddy Correspondent	<i>[Signature]</i>
2	Rev. Fr. Anthony Sagayaraja Principal	<i>[Signature]</i>
3	Rev. Fr. Pranith Vice Principal	
4	Dr. Prabhakar Reddy Academic Advisor	
5	Mrs. Mary Vinaya Sheela Dean Academics	<i>[Signature]</i>
6	Prof. N. Srinivas HoD, Dept. of Business Management	<i>[Signature]</i>
7	Dr. Smriti Nagaria Addl. HoD, Dept. of Business Management	<i>[Signature]</i>
8	Mrs. R. Sreelakshmi HoD, Dept. of Commerce	<i>[Signature]</i>
9	Dr. Sumitra Pujari Dept. of Commerce	<i>[Signature]</i>
10	Dr. Geetanjali Dept. of Commerce	<i>[Signature]</i>
11	Mrs. Kiran Jyothi .M HoD, Dept. of Computer Science	<i>[Signature]</i>
12	Mrs. Swathi Chintavata Addl. HoD Dept. of Computer Science	<i>[Signature]</i>
13	Mr. D. Srinivas Reddy HoD, Dept. of Mathematics & Statistics	<i>[Signature]</i>
14	Mr. Ashok Kumar HoD, Dept. of Physics & Electronics	
15	Mr. Glen D'Silva HoD, Dept. of Mass Comm & Journalism	<i>[Signature]</i>
16	Mrs. Laasya Madhukar Addl. HoD, Dept. of Mass Comm & Journalism	<i>[Signature]</i>
17	Mrs. Amthul Fathima HoD, Dept. of Psychology	<i>[Signature]</i>
18	Dr. Sangeetha .M HoD, Dept. of English	<i>[Signature]</i>
19	Mrs. Aparna Rajhans HoD, Dept. of II Language	<i>[Signature]</i>

20. Prof. R. Sunitha, COE.

[Signature]
14/11/24

[Signature]
Mrs. G. Sunitha 22/11/24.
IQAC Coordinator
IQAC Co-Ordinator
St. Joseph's Degree & PG College
King Koti, Hyderabad -29



[Signature]
22/11/24
Rev. Fr. Anthony Sagayaraja
Principal
ST. JOSEPH'S DEGREE & P.G. COLLEGE
King Koti Road, HYDERABAD-29