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Ref No: SJC/01-07-2024/01/07

Date: 01/07/2024

NOTICE

This is to inform all the newly joined faculty that a Faculty Orientation Session will be conducted from Wednesday, 3rd July to Monday, 8th July, 2024.

Details of the Orientation Session:

• Dates: 3rd July 2024 (Wednesday) to 8th July 2024 (Monday), 2024

• Time: 2:00 PM to 3:00 PM

• Venue: Jubilee Hall

This orientation session is designed to familiarize you with Outcome-Based Education, Teaching-Learning Methodologies, and the Examination System.

Attendance is mandatory for all newly joined faculty members.

New Faculty Orientation Program Schedule

Day	Day & Date	Name of the Faculty	Title	Time
1	Wednesday 03/07/2024	Mrs.Mary Vinaya Sheela, Dean Academics	Academic Curriculum Framework	2.00 pm - 3.00 pm
2	Thursday 04/07/2024	Prof. R. Anita CoE	Examinations	2.00 pm - 3.00 pm
3	Friday 05/07/2024	Mrs. Kiran Jyothi HoD, Dept. of Computer Science	Course Outcomes & Program Outcomes	2.15 pm - 3.15 pm
4	Saturday 06/07/2024	Mrs. Sreelakshmi HoD, Dept. of Commerce	Co-Po Mapping	9.15 am - 10.15 am
5.	Monday 08/07/2024	Prof. Danam Tressa Associate Professor Dept. of Business Management	Teaching - Learning Methodologies	2.00 pm - 3.00 pm

Mrs. G. Sunitha
IQAC Coordinator

St. Joseph's Degree & PG College King Koti, Hyderabad -29 King
Koti Road
HYD-29

Rey. Fr. Anthony Sagayaraja Principal

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



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Date: 03/07/2024

New Faculty Orientation Program Schedule RESPONSIBILITY SHEET

Day	Day & Date	Department	Faculty	Report Incharge
1	Day 1 to Day 5	Physical Education	Mrs. Seethalakshmi Collect Attendance Sheets from IQAC for all days & take care of attendance & submit the sheets to IQAC	
2	Day 1 Wednesday 03/07/2024	Depart of English	Ms Rani Manisha Adepu Mr Krishnan Kumar Mr Steven Paul Ponaganti Ms Anagha Joy	Ms D Kiran Priya Darshini
3	Day 2 Thursday 04/07/2024	Dept. of Mass Comm & Journalism	Mrs Anuradha Meda Mrs Gayatri Shanmugam	Mr Sravan Kumar Y
4	Day 3 Friday 05/07/2024	Dept. of Computer Science	Mr S Jamalaiah Ms Hadia Samreen	Ms Pallavi Mopada
5	Day 4 Saturday 06/07/2024	Dept. of Commerce	Mrs V Chandrakala Mrs Y Uma Rani	Mrs Mrudula
6	Day 5 Monday 08/07/2024	Dept. of Business Management	Fr A Pranith Reddy Ms Asra Begum Mr G Bharani Krishna Vamsi Mrs Navyata Saarang Mr.Amjad Ali Khan Ms.Megha Dr.Shahnaaz Sultana Ms.Arjuman Banu Mrs. S P Nagapadmini Prabhakar Ms Indira Chokkampet	Mr.Kamal Rao

Mrs. G. Sunitha
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IQAC Co- Ordinator St. Joseph's Degree & PG College King Koti, Hyderabad -29

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Fr. Anthony Sagayaraja

Principal Principal

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NEW FACULTY ORIENTATION

IQAC organized the faculty orientation session for the newly joined faculty from 3rd July to 8th July 2024 and 16th July at Jubilee Hall. The sessions were conducted daily from 1:30 PM to 3:30 PM, except for Saturday, where a morning session was held. The purpose of this orientation was to familiarize the new faculty with key aspects of the institution, including Outcome-Based Education (OBE), teaching-learning methodologies, and the examination system. The program featured various experts who presented on critical topics such as academic curriculum frameworks, course and program outcomes, CO-PO mapping, and innovative teaching strategies.

Day 1: Wednesday, 3rd July 2024

Session Title: Academic Curriculum Framework

Resource Person: Mrs. Mary Vinaya Sheela, Dean Academics

Mrs. Sheela introduced the new faculty to the institution's academic curriculum framework. She discussed the structure of courses, syllabus design, and the alignment of academic programs with the overall educational goals of the college.

Day 2: Thursday, 4th July 2024

Session Title: *Examinations*

Resource Person: Prof. R. Anita, CoE

Prof. Anita provided an overview of the examination system, detailing the processes for question paper setting, evaluation, and result declaration. The session highlighted the importance of adhering to timelines and the roles of faculty in examination-related duties.

Day 3: Friday, 5th July 2024

Session Title: Course Outcomes & Program Outcomes

Resource Person: Mrs. Kiran Jyothi, HoD, Dept. of Computer Science

Mrs. Jyothi explained the concepts of Course Outcomes (COs) and Program Outcomes (POs). She emphasized the importance of clearly defining learning outcomes and aligning them with the institution's academic goals to ensure effective teaching and learning.

Day 4: Monday, 8th July 2024

Session Title: Teaching-Learning Methodologies

Resource Person: Prof. Danam Tressa, Associate Professor, Dept. of Business Management

Prof. Tressa concluded the orientation with an insightful session on modern teaching-learning methodologies. She introduced the newly joined faculty to innovative techniques such as blended learning, flipped classrooms, and active learning strategies to enhance student engagement and performance.

Day 5: Saturday, 16th July 2024

Session Title: CO-PO Mapping

Resource Person: Mrs. Sreelakshmi, HoD, Dept. of Commerce

Mrs. Sreelakshmi focused on the mapping of Course Outcomes to Program Outcomes, an essential aspect of Outcome-Based Education. This session, scheduled in the morning from 9:15 AM to 10:15 AM, highlighted how faculty can align assessments and teaching methods to achieve targeted learning outcomes.

The orientation program was well-received, and it provided new faculty members with a solid understanding of the institution's academic framework, examination procedures, and effective teaching methodologies. The knowledge gained from these sessions will help them contribute effectively to the academic environment of the college.



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IQAC - ACTIVITY REPORT

DAY - 1 - Academic Curriculum Framework

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Type of Activity	FACULTY DEVELOPMENT PROGRAM	
Title of the Activity	Academic Curriculum Framework	
Date/s	3 July 2024	
Time	2.00 pm - 3.00 pm	
Venue	Jubilee Hall	

Speaker/Guest/Presenter Details

Name	Mrs Mary Vinaya Sheela
Title/Position	Dean Academics
Organization	SJC
Title of Presentation	Academic Curriculum Framework

Participants Profile

Type of Participants	Faculty
No. of Participants	21

Synopsis of the Activity (Description)

<u> </u>			
Highlights of the Activity	The orientation session led by the Dean of Academics covered essential aspects of the institution's academic policies, expectations,		
the Hetrity	and support systems available for the faculty.		
	1.Familiarising the New faculty to the history of the college		
Key Takeaways	2. Various organs, courses in place to ensure a distinct educational		
	environment for students.		
Summary of the Activity	The programme began by homage to the patron saint of the college followed by the vision and mission of the college and core value and components of a robust curriculum, emphasizing the importance aligning course objectives with learning outcomes She althighlighted the use of diverse teaching methodologies and ICT,		
	cater to various learning styles and to enhance student engagement.		

Report prepared by: D. Kiran Priyadarshini

Name of the	IOAC
Organiser	IQAC







Day - 2 - Conference/Training

	8
Type of Activity	Conference/Training
Title of the Activity	FACULTY DEVELOPMENT PROGRAMME
Date/s	4/7/2024
Time	2 PM
Venue	JUBILEE HALL
Collaboration/Sponsor (if any)	ST. JOSEPH'S DEGREE and PG COLLEGE

Speaker/Guest/Presenter Details

Name	Prof. R. Anita
Title/Position	Controller of Examination
Organization	ST. JOSEPH'S DEGREE and PG COLLEGE
Title of Presentation	FACULTY DEVELOPMENT PROGRAMME

(Add/repeat above rows if there is more than 1 Speaker)

Participants Profile

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Type of Participants	Faculty/Research Scholar	
No. of Participants	35 (approxiamately)	

Synopsis of the Activity (Description)

	1. An insightful faculty development program at St. Joseph's Degree and PG		
Highlights	College, focusing on the intricacies of the institution's rules and regulations.		
of the	2. The session was designed to familiarize the faculty with key academic and		
Activity	administrative procedures to ensure smooth operation and adherence to		
	institutional standards.		



1. A significant portion of the discussion was dedicated to the Vision and Mission Key Takeaways of St. Joseph's Degree and PG College. 2. Prof. Anitha elaborated on how the guiding principles shape the academic and administrative policies of the institution, ensuring that every decision aligns with the college's overarching goals. The participants have been given a clear emphasis on the how the institution is Summary of the upkeeping the standards by following the set guidelines enshrined in the rule book Activity given by Osmania University, especially the areas like conducting examination, meeting attendance percentage criteria and so on. The evaluation pattern for each semester was also thoroughly explained. Prof. Anitha detailed the continuous assessment methods and final examinations, providing clarity on how these contribute to a holistic evaluation of student performance. She then introduced the Choice Based Credit System (CBCS), which allows students flexibility in course selection and credit accumulation, thereby enhancing their learning experience. Attendance policies were discussed next, with stressing the importance of regular attendance for student success and compliance with institutional regulations. She highlighted the procedures for monitoring and managing attendance, which are crucial for maintaining academic standards. Internal exams were another focal point. The speaker explained the scheduling, conducting, and grading of these exams, emphasizing their role in assessing students' progress throughout the semester. Finally, the session covered the Prajna Software, a tool integral to the college's administrative functions. Prof. Anitha demonstrated its uses, including managing student records, tracking attendance, and facilitating internal communication, thereby enhancing efficiency and transparency in academic operations. The program was well-received, equipping faculty with a comprehensive understanding of the college's regulations and tools to support their roles effectively.

Report prepared by:

Name of the Organiser	Y Sravan Kumar
Designation/Title	Assistant Professor, Journalism and Mass Communication.







Day - 3 - Course Outcomes and Program Outcomes

Type of Activity	Faculty Development Program(FDP)
Title of the Activity	Course Outcomes and Program Outcomes
Date/s	5 th July 2024
Time	2.15 pm to 3.15 pm
Venue	Jubilee Hall

Speaker/Guest/Presenter Details

Name	Mrs Kiran Jyothi
Title/Position	Head ,Department of Computer Science
Organization	St.Josephs Degree and PG College for Women
Title of Presentation	

(Add/repeat above rows if there is more than 1 Speaker)

Participants Profile

Type of Participants	Student/Faculty/Research Scholar
No. of Participants	28

Synopsis of the Activity (Description)

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Highlights of the Activity	 To provide a comprehensive understanding of POs, PEOs, PSOs, and COs. To ensure that faculty members can effectively design and implement course outcomes that align with program outcomes.
Key Takeaways	 To foster collaboration among faculty members in aligning curriculum with program objectives. To provide a comprehensive understanding of POs, PEOs, PSOs, and COs. New faculty members expressed increased confidence in their ability to contribute to curriculum development and assessment processes.
Summary of the Activity	The Faculty Development Program on Course Outcomes and Program Outcomes successfully met its objectives of bridging the gap between theoretical knowledge and practical implementation. The new faculty members are now better equipped to align their teaching strategies with educational objectives, ultimately contributing to the institution's commitment to high-quality education.

Report prepared by:

Name of the Organiser	Pallavi Mopada
Designation/Title	Asst.Professor ,Dept.of Computer science

Detailed Report : On July 5, 2024, the Internal Quality Assurance Cell (IQAC) conducted a Faculty Development Program at Jubilee Hall aimed at enhancing the understanding and practical application of Program Outcomes (POs), Program Educational Objectives (PEOs),



Program Specific Outcomes (PSOs), and Course Outcomes (COs) among the new faculty members who joined for the academic year 2024-25.

The program was led by Mrs. Kiran Jyothi, Head of the Department of Computer Science and Criteria-I In-Charge. Her extensive expertise provided valuable insights into aligning educational objectives with effective teaching strategies.

Outcome:

- Faculty members gained a clearer understanding of how POs, PEOs, PSOs, and COs contribute to educational effectiveness and student success.
- Faculty equipped with thorough explanation of the interconnections between POs, PEOs, PSOs, and COs, emphasizing their significance in the curriculum development process.

Speaker Profile: Mrs. Kiran Jyothi, Head, Department of Computer Science

Mrs. Kiran Jyothi, Head, Department of Computer Science and Criteria-I In-Charge, St. Joseph's Degree and PG College, has more than 20 years of teaching experience. She is currently pursuing a Ph.D. at Osmania University. Her professional profile includes book publications and research papers.

Mam has received the following awards:

- Staff Recognition Award for the Academic Year 2008-2009 during the College Annual Day celebrations.
- Outstanding Contribution Award during the Vicennial Celebrations (1997-2017) for the Academic Year 2017-18.
- **Best Teacher Award** for the Academic Year 2018-19.
- The **Department of Science** was honored as the "Star Gold Department" for the Academic Year 2018-19.

Geo Tag Activity Photos







DAY - 4 - Orientation session on CO-PO-Mapping

Type of Activity	Orientation session on CO-PO-Mapping
Title of the Activity	Orientation Program
Date/s	16/07/2024
Time	2.00 pm to 3:00 pm
Venue	Jubilee hall
Collaboration/Sponsor (if any)	Nil

Speakers Details

Name / Speaker	Mrs.Sreelakshmi
Title/Position	HOD, Commerce
Title of Presentation	Orientation session on CO-PO-Mapping

Type of Participants	Newly inducted Faculty
No. of Participants	

Synopsis of the Activity (Description)

Highlights of the Activity	The fifth day of faculty orientation on CO-PO- Mapping was given by Mrs.SreeLakshmi Head Department of Commerce. She emphasised the need for understanding mapping of Program Outcomes and Course Outcomes with the current curriculum.
Key Takeaways	Information about Program Outcomes and Course Outcomes How to map them for the existing courses
Summary of the Activity Follow-up plan	The session was very informative as the new faculty could understand the importance of PO-CO-Mapping. Nil

Report prepared by:

Name of the Organiser	Mrudula.P
Designation/Title	Faculty Coordinator

GEOTAG PHOTOS





Day 5 - TEACHING-LEARNING METHODOLOGIES

Type of Activity	NEW FACULTY DEVELOPMENT PROGRAMME
Title of the Activity	TEACHING- LEARNING METHODOLOGIES
Date/s	5/7/2024
Time	1.10pm -2.00pm
Venue	JUBILEE HALL, MAIN CAMPUS
Collaboration/Sponsor (if any)	IQAC, St. Joseph Degree & PG College

Speaker Details

Name	Prof.Dr.A.Danam Tressa
Title/Position	Professor, Department of Business Management
Organization	St. Joseph Degree & PG College

Participants Profile

No. of Participants	15
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Synopsis of the Activity (Description)

Highlights of the	The Resource person spoke on the different teaching methodologies to ensure
Activity	difficult things should sound SIMPLE.
Key Takeaway	 To use the Highly organized with a clear curriculum. To conduct Frequent quizzes and tests to gauge understanding. To have Clear objectives and straightforward for content delivery. Knowledge is constructed through interaction with the world.
Summary of the Activity	Prof.Dr.A.Danam Tressa briefed the gathering that Each methodology offers different advantages and may be most effective when combined or adapted to specific educational contexts. Madam covered the length and breadth of the topic by using PPT presentation and clippings including videos to make it more easy for the new faculty to comprehend the topic
Follow-up plan	To provide enhanced knowledge about how to use the latest methodologies of Teaching Creating a follow-up plan for different teaching methodologies helps ensure that teaching strategies are effectively implemented and adapted as needed. To provide a complete insight of which teaching methodology suits or is the best A well-structured follow-up plan ensures that teaching methodologies remain effective and responsive to student needs, ultimately supporting a more dynamic and engaging learning environment.

Report prepared by:

Name of the Organizer	St. Joseph Degree & PG College
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Feedback Analysis

https://drive.google.com/file/d/1h6uKxyioCx-m_icNEiYAFItC_ImaKy4I/view?usp=sharing





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> New Faculty Orientation Program DAY 2 Attendance Sheet

Date: 04/07/2024

.No.	Faculty Name	Signature
	Dept. of Commerce	Λ.
1	Mrs. V. Chandrakala	Had
2	Mrs. Y. Uma Rani	181
3	Mrs. Mrudula	1 0 0P
	Dept. of Mathematics & Statistics	
4	Mrs. T. Swapna	gaby
	Dept. of Computer Science	
5	Mr. S. Jamalaiah	
6	Ms. Hadia Samreen	Hadie,
7	Ms. Pallavi Mopada	balleri.
	Dept. of English	(1
8	Ms. Rani Manisha Adepu	Haite
9	Ms. D Kiran Priya Darshini	Kison
10	Mr. Krishnan Kumar Krishan	am.
11	Mr. Steven Paul Ponaganti	Dever
12	Ms. Anagha Joy	Jahr Try
	Dept. of Physical Edn	1
13	Mrs. G. Seetha Lakshmi	or Selloh

	Dept. of Mass Comm & Journalism	
14	Mr. Sravan Kumar Y	Randl.
15	Mrs. Anuradha Meda	, week
16	Mrs. Gayatri Shanmugam	ist.,
	Dept. of Psychology	
17	Ms. A. Sri Sai Kavya Krishna	Cox
	Dept. of Business Management	*
18	Fr. A. Pranith Reddy	I Praith !
19	Ms. Asra Begum	
20	Mr. G. Bharani Krishna Vamsi	-
21	Mrs. Navyata Saarang	
22	Mr. Amjad Ali Khan	boble
23	Ms. Megha	and
24	Dr. Shahnaaz Sultana	
25	Ms. Arjuman Banu	Anjung 4/ Flor
26	Mrs. S. P. Nagapadmini Prabhakar	Jest water
27	Mr. Kamal Rao	Ve
28	Ms. Indira Chokkampet	Andria



	Dept. of Mass Comm & Journalism	
14	Mr. Sravan Kumar Y	Barall.
15	Mrs. Anuradha Meda	(News
16	Mrs. Gayatri Shanmugam	1.25.
	Dept. of Psychology	
17	Ms. A. Sri Sai Kavya Krishna	Cont
	Dept. of Business Management	*
18	Fr. A. Pranith Reddy	In Pravitory
19	Ms. Asra Begum	
20	Mr. G. Bharani Krishna Vamsi	
21	Mrs. Navyata Saarang	
22	Mr. Amjad Ali Khan	dodle
23	Ms. Megha	dut.
24	Dr. Shahnaaz Sultana	, 0
25	Ms. Arjuman Banu	Anjung 4/2820
26	Mrs. S. P. Nagapadmini Prabhakar	Server utitay
27	Mr. Kamal Rao	W.
28	Ms. Indira Chokkampet	Andria

Mr. Sravan Kumar Y	
Mrs. Anuradha Meda	, huje
Mrs. Gayatri Shanmugam	11/25
Dept. of Psychology	w4
Ms. A. Sri Sai Kavya Krishna	So of
Dept. of Business Management	
Fr. A. Pranith Reddy	
Ms. Asra Begum	
Mr. G. Bharani Krishna Vamsi	
Mrs. Navyata Saarang	
Mr. Amjad Ali Khan	
Ms. Megha	M. Siffer
Dr. Shahnaaz Sultana	Quy.
Ms. Arjuman Banu	Arjun 51 H24
Mrs. S. P. Nagapadmini Prabhakar	S. Mar
Mr. Kamal Rao	Laurell Color
Ms. Indira Chokkampet	1 10
	Mrs. Anuradha Meda Mrs. Gayatri Shanmugam Dept. of Psychology Ms. A. Sri Sai Kavya Krishna Dept. of Business Management Fr. A. Pranith Reddy Ms. Asra Begum Mr. G. Bharani Krishna Vamsi Mrs. Navyata Saarang Mr. Amjad Ali Khan Ms. Megha Dr. Shahnaaz Sultana Ms. Arjuman Banu Mrs. S. P. Nagapadmini Prabhakar Mr. Kamal Rao

Dept. of Mass Comm & Journalism









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New Faculty Orientation Program DAY 4 Attendance Sheet

Orientation Program

S.No.	Faculty Name	Signature
	Dept. of Commerce	
1	Mrs. V. Chandrakala	Ala
2	Mrs. Y. Uma Rani	1
3	Mrs. Mrudula	
	Dept. of Mathematics & Statistics	
4	Mrs. T. Swapna	gold
	Dept. of Computer Science	
5	Mr. S. Jamalaiah	
6	Ms. Hadia Samreen	Hadie 7
7	Ms. Pallavi Mopada	Halland.
	Dept. of English	
8	Ms. Rani Manisha Adepu	Hande
9	Ms. D Kiran Priya Darshini	Gira
10	Mr. Krish (an Kumar	6
11	Mr. Steven Paul Ponaganti	(Howigh
12	Ms. Anagha Joy	May 1
	Dept. of Physical Edn	
13	Mrs. G. Seetha Lakshmi	ex-colle

	Dept. of Mass Comm & Journalism	
14	Mr. Sravan Kumar Y	Admission
15	Mrs. Anuradha Meda	
16	Mrs. Gayatri Shanmugam	who s
	Dept. of Psychology	
17	Ms. A. Sri Sai Kavya Krishna	Gur.
	Dept. of Business Management	
18	Fr. A. Pranith Reddy	
19	Ms. Asra Begum	
20	Mr. G. Bharani Krishna Vamsi	
21	Mrs. Navyata Saarang	
22	Mr. Amjad Ali Khan	
23	Ms. Megha	20
24	Dr. Shahnaaz Sultana	Jesel
25	Ms. Arjuman Banu	Anpers
26	Mrs. S. P. Nagapadmini Prabhakar	
27	Mr. Kamal Rao	HA.
	Ms. Indira Chokkampet	1 13 0





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New Faculty Orientation Program DAY 5 Attendance Sheet

Date: 08/07/2024

No.	Faculty Name	Signature
	Dept. of Commerce	
1	Mrs. V. Chandrakala	
2	Mrs. Y. Uma Rani	
3	Mrs. Mrudula	Leep.
	Mathematics & Statistics	-
4	Mrs. T. Swapna	
	Computer Science	
5	Mr. S. Jamalaiah	
6	Ms. Hadia Samreen	Made
7	Ms. Pallavi Mopada	Hoden.
	English	7-
8	Ms. Rani Manisha Adepu	
9	Ms. D Kiran Priya Darshini	Kinak
10	Mr. Krish an Kumar	(Kinah
11	Mr. Steven Paul Ponaganti	Of aways
12	Ms. Anagha Joy	742
	Physical Edn	
13	Mrs. G. Seetha Lakshmi	ef Selly M

Dept. of Mass Comm & Journalism	
Mr. Sravan Kumar Y	Rarall
Mrs. Anuradha Meda	- Lung
Mrs. Gayatri Shanmugam	wis s
Dept. of Psychology	
Ms. A. Sri Sai Kavya Krishna	Dan #
Dept. of Business Management	
Fr. A. Pranith Reddy	
Ms. Asra Begum	
Mr. G. Bharani Krishna Vamsi	
Mrs. Navyata Saarang	
Mr. Amjad Ali Khan	
Ms. Megha	granter .
Dr. Shahnaaz Sultana	Seegalza
Ms. Arjuman Banu	And Del thin
Mrs. S. P. Nagapadmini Prabhakar	Betilzy
Mr. Kamal Rao	HO
Ms. Indira Chokkampet	1. lia
	Mrs. Anuradha Meda Mrs. Gayatri Shanmugam Dept. of Psychology Ms. A. Sri Sai Kavya Krishna Dept. of Business Management Fr. A. Pranith Reddy Ms. Asra Begum Mr. G. Bharani Krishna Vamsi Mrs. Navyata Saarang Mr. Amjad Ali Khan Ms. Megha Dr. Shahnaaz Sultana Ms. Arjuman Banu Mrs. S. P. Nagapadmini Prabhakar Mr. Kamal Rao

King Koti Road HYD-29

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IQAC Co-Ordinator
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Rev. Fr. Anthony Sagayaraja Principal

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