

St. Joseph's College for Women (Autonomous), Visakhapatnam

IQAC Composition – 2015-16

1. Principal : Dr. Sr. Shyji P.D.
2. Senior Teacher :
  - 1) Dr. P. Mangaveni  
Lecturer in Chemistry
  - 2) Dr.M.Saileela  
Reader, Dept. of Home Science
  - 3) Ms. D.A. Ramani  
Lecturer in Office Management
  - 4) Dr. Y. Fatima Rani  
Librarian
  - 5) Mrs. E. Harini  
Lecturer in Zoology
  - 6) Dr. P. Bhushanavathi  
Lecturer in Chemistry  
Asst. Controller of Examinations
3. Administrative / Technical Staff
  - 1) Sr. Mary K.C.  
Office Superintendent
  - 2) Sr. Daisy P.A.  
Hostel Warden & Sr. Assistant
  - 3) Mrs. K.Velangani Usha  
Technical Staff
3. Students
  - 1) Ms. P. Sandhya Rani – II B.Sc. C.B.Z.
  - 2) Ms. P. Indumati – II B.Sc. M.P.C.
4. Management Representatives
  - 1) Sr. Dominic  
Vice President
  - 2) Sr. Hema  
Vice Principal
5. Alumni
  - 1) Mrs. A. Mary Vijaya Ratna
  - 2) Ms. Ramya Priya
  - 3) Ms. V.R. Ramya
6. External Experts :
  - 1) Prof. K. Thimma Reddy  
Educationist, Former Chairman, APCHE
  - 2) Dr. Suguna Kannan  
Academic Consultant
7. Director/Coordinator : Dr. P.Sarada  
Lecturer in Chemistry

*Dr. Shyji*  
PRINCIPAL  
St. Joseph's College for Women  
(Autonomous)  
VISAKHAPATNAM - 530 004

## IQAC Plan of Action 2015 - 16

- To conduct a two day workshop for all the faculty members on Choice Based Credit System just before reopening the college.
- To introduce CBCS from AC batch onwards in tune with UGC and AU guidelines and also have a written test for VDP.
- To ask each department to propose two Skill Enhancement Courses and offer choice to students in the second year.
- To start BBA programme at UG level
- To approach UGC for funding to start B Voc. and a community college.
- To organise Orientation Programme for fresh faculty and induction programme for newly admitted students.
- Instruct all departments to conduct bridge courses for all the theory and practical papers in the first week of every semester.
- Have Parent Teacher Partnership Meets with the parents of newly admitted inter and degree students before MSE on two separate days.
- Plan for one national level seminar in Hindi and one regional level workshop in English without disturbing academic schedules.
- Support slow learners through a structured Remedial Coaching Programme.
- To seek NSIC expertise and organise Entrepreneurship Orientation Programme for final year degree students.
- To raise funds for extension and outreach initiatives by organising department and institution level cultural and food fests.
- To complete the process of library automation.
- To encourage faculty members to apply for more major and minor research projects.
- To prepare the ground for the launch of choice based Skill Development Courses from 2016-17.
- To involve external resources and conduct SAP Course and coaching for competitive exams.
- To seek student feedback on institutional expectations, courses, teachers and institutional performance.
- To improvise connectivity in the campus and hostel by making the campus Wi Fi enabled through an MOU with Reliance.

2015-16

I Quarter

5-6-15

Minutes of the meeting held on 5/6/15 to discuss the <sup>details of</sup> conduct of 2 day work shop on 'Choice Based Credit System: A way Forward'.

Date of Meeting : 5-6-15

Venue : Principal's Office

Agenda : 1. 2 Day workshop on 8/6/15 and 9/6/15

2. Plan of Action for 2015-16.

The following members were present

Principal : Sr. Shiji PD

Faculty Members : Ms. D. A. Ramani

Dr. P. Manga Veni

Dr. M. Sai Leela

Dr. P. Bhushanavathi

Dr. P. Sarada

Mrs. E. Harini

Dr. Y. Fatima Rani

Sr. Shiji

Dr. Ramani

Manga Veni

Sai Leela

P. Bhushanavathi

P. Sarada

E. Harini

Y. Fatima Rani

Minutes of the meeting :

The meeting decided to conduct the workshop on 8/6/15 and 9/6/15 ahead of college reopening date i.e 10/6/15. It was decided to dedicate the first day of the WS for Orientation on CBCS and the 2nd day for department level discussion on adopting CBCS and dept. wise presentation in the seminar hall. Plan of Action (tentative) was also chalked out.

# Annual Institutional Plan

2015 - 16

- To conduct 2 day workshop on CBCS for faculty with resource persons from MCC, CHENNAI.
- To start BBA and MA (Psychology) from 2015-16.
- To introduce biometric attendance for faculty and students.
- To publish College wall mount Calendar
- To conduct national level seminars in Hindi, Chemistry and Mathematics and a regional level workshop in <sup>English</sup> ~~Hindi~~
- To start 2 credit choice based co-curricular programmes in karate, music, yoga in addition to NCC, NSS and Sports.

- To conduct one Entrepreneurship Orientation Programme for III yr students
- To conduct SAP Course in the Campus with external expertise.
- To take more international students
- To implement CBCS in compliance with UGC and AU guidelines.
- To construct<sup>a</sup> separate block for Intermediate and a separate floor for Examination Dept.
- To reinstall solar panels and harness solar energy.
- To apply for more major and minor research projects.
- To conduct ~~conduct~~ department level and institutional level fests and raise money for outreach initiatives.

9/6/15

Two Day workshop on 'Choice Based Credit System - The way Forward'.

The two day workshop is conducted on 8/6/15 and 9/6/15. Dr. Alexander Jesudasan, and Principal & Secretary, MCC, Chennai and Dr. Robinson, Associate Professor, Dept. of Maths are the Resource Persons. CBCS has been introduced to the faculty of STCW(A) in various sessions during the workshop. Department level deliberations are also conducted on the second day to discuss the modalities of adopting CBCS. HOD of each dept. presented their departmental proposition to all the faculty in the seminar hall. The following faculty members are present.

1. Sr. Shyji
  2. BBT Sundari
  3. Indira (Dr. S. Sairam)
  4. P. Linaani (P. Anuradha)
  5. Sr. Ruby
  6. M. Jyothi
  7. ~~M. Jyothi~~ 09/06/15
  8. M. Jyothi
  9. ~~M. Jyothi~~
  10. Dr. T. Seshulatha
  11. Dr. G. Ramalakshmi
  12. B. Anitha
  13. P. Krishna Kumari
  14. K. SUJATHA
  15. Ch. Annapurna
- T. Seshu Vallu  
9/6/2015  
Chennai 9/6/15
- P. Krishna Kumari  
K. Sujatha  
09/06/2015

- |     |                       |                  |
|-----|-----------------------|------------------|
| 16. | J. Nirmala            |                  |
| 17. | P. Sradha             |                  |
| 18  | P. Bhu she Vattu      |                  |
| 19) | V. Ramya              |                  |
| 20) | G. Yasoda Devi        |                  |
| 21) | Manju Pathania Biswas | Manj             |
| 22) | K. Devika             |                  |
| 23  | P. Sumalatha          |                  |
| 24  | N. Uma                |                  |
| 25  | Do. PK Jayalalitha    | PK               |
| 26) | Dr. S. Dupth          | S                |
| 27) | V. Ashwini            | A                |
| 28) | Y. Kumari             | Y. Kumari        |
| 29) | Y. Ranya Priya        | Y. Ranya Priya   |
| 30) | V. Kamala             | V. Kamala        |
| 31) | A. Mary Vijaya Rathi  | A. M. V. R.      |
| 32) | K. Radha Krishna      | K. Radha Krishna |
| 33, | K. Manikya buni       |                  |
| 34) | Devendra Vijaya, IC   | Devendra Vijaya  |
| 35) | Y. FATIMA RANI        | Y. Fatima Rani   |
| 36) | P. Meenakshi          | Meenakshi        |
| 37) | Munty Basu            | Munty Basu       |
| 38) | Sr. Hema              | Hema             |
| 39) | T. Aruna Kumari       | Aruna            |
| 40) | K. Vishnu Pring       | Vishnu           |
| 41) | K. Lisha              | Lisha            |
| 42) | A. V. Prasanthi       | Prasanthi        |
| 43) | B. Ramya Srisha       | Ramya Srisha     |
| 44) | E. Hanima             | Hanima           |
| 45) | Dr. P. Sahith Kumari  | P. Sahith.       |
| 46) | SAHITYA VASUDEWAN     | Sahitya          |

47) E. Geetha Bhavani

E. Geetha

48) K. K. Sowjanya

Sowjanya

49) G. YOGANA

G. ~~Yogana~~

50) G. Prasanna Lakshmi

G. Prasanna

51) K. N. Murthy

~~K. N. Murthy~~

52) K. PRANITHA

K. Pranitha

53) P. Jayalatha

~~P. Jayalatha~~

54) G. Vasundhara Devi

Vasundhara

55) K. Vandana Priyadarshini

K. Vandana

56) Sunita Das

Sunita Das

57) Dr. T. Bhaskara Sudha

T. Bhaskara Sudha

58) K. Pramedha Rani

Pramedha

Dr. Shyji

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II Quarter

7/9/15

IQAC members met on 7/9/15 to review progress of matters with reference to IQAC-POA for I Quarter and chalk out action strategies for II quarter of 2015-16. The following members were present.

Date : 7/9/15

Time : 11.00 am

Venue : Seminar Hall

Agenda : (1) Review of I Quarter initiatives for I Quarter  
(2) finalise issues pertaining to BOS and Academic Council  
(3) Develop strategies for the successful conduct of EOP and dept. and institutional level fests.

Members present

Principal: Dr. Sr. Shyji PD

Dr. Shyji

Members : Ms. D.A. Ramani

D.A. Ramani

Dr. P. Mangia Veni

Mangia Veni

Dr. P. Bhushanavathi

P. Bhushanavathi

Dr. M. Sai Leela

Sai Leela

Dr. P. Sarada

P. Sarada

Minutes of the Meeting :

Progress of matters with reference to IQAC POA for I Quarter found to be satisfactory. Dr. P. Arunadevi entrusted with the task of conducting EOP. Each dept. to propose two Skill Enhancement courses each for BOS. Modalities for conduct of fests chalked out. Proceeds to be utilised for out reach initiatives.

5/10/16

## Action Taken Report

Regional workshop in English successfully completed. EOP for final year students organised. Departmental level tests conducted with overwhelming response. TARANG also organised.

### III Quarter

5/1/16

IQAC meeting on 5/1/16 to Chalk out POA for III quarter of 2015-16.

Date: 5/1/16 Venue: Principal's Chamber

Time: 2-30 pm

Agenda: ① Review of IQAC initiatives for II Quarter

② Conduct of Hindi national seminar, Academic Council meeting, College valedictory function.

The following members were present

Principal: Dr. Sr. Shyji PD

Dr. Shyji

Members: Dr. M. Sui Leela

Dr. Sui Leela

Dr. P. Manga Veni

Dr. P. Manga Veni

MS. D. A. Ramani

MS. D. A. Ramani

Dr. P. Sarada

Dr. P. Sarada

Others: Dr. P. K. Jaya Lakshmi

Dr. P. K. Jaya Lakshmi

Dr. Y. Lakshmi Prabha

Dr. Y. Lakshmi Prabha

Minutes of the meeting: Outcome of initial IQAC initiatives for II Quarter of 2015-16 found to be satisfactory.

Modalities for conduct of national seminar in Hindi chalked out.

Chief Guest, date and venue for valedictory function of College for 2015-16 arrived at.

Duties assigned.

Academic Council nominees identified.

24/3/16

### Action Taken Report

Hindi national seminar, Academic Council meeting and college valedictory function conducted as per IQAC-POA for III quarter.

#### IV Quarter

24/3/16

IQAC meeting on 24/3/16 to finalise POA for IV Quarter of 2015-16.

Date: 24/3/16

Venue: H<sub>1</sub>

Time: 2-30 pm

- Agenda:
- ① Review IQAC initiatives for IV quarter
  - ② Seeking feedback from students on curriculum, teachers and institution
  - ③ Skill Development Centre

The following members were present

Members: MS. DA Ramani

Dr. P. Manga Veni

Dr. P. Sarada

Dr. P. Sarada

Dr. P. Sarada

Dr. P. Sarada

Others: Dr. P. Aruna Devi and HODs of all Departments.

Minutes of the meeting: Progress of matters for III Quarter of 2015-16 reviewed and found to be satisfactory.

Persons responsible for collection and analysis of student feed back identified and duties assigned.

Student feedback on faculty - Dr. Y. Fathima

" Curriculum - Mrs. E. Ha

-v Institution - Dr. P. Aruna

Tentative calendar for 2016-17 proposed.

Skill Development Centre named as KV.

All HODs to be ex-officio members of the

Centre. Each dept. proposed one choice

skill development course. Course to be

taught outside college hours. Other asp

of Skill Development Centre also discuss

Preparing records/documents for acad

audit to be conducted on 30/3/16

also discussed. Duties assigned.

Action Taken Report

College handbook with tentative examina

schedules has been printed. Skill develop

courses launched. Student feedback on tea

courses and institution has been collected

analysed and necessary action taken. Acad

Audit successfully conducted.

Dr. Shyji

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