


IQAC Composition – 2016-17

Principal	:	Dr. Sr. Shyji P.D.
Senior Teacher	:	1) Dr. Y. Lakshmi Prabha Lecturer in Home Science 2) Dr. Y. Fatima Rani Librarian 3) Mrs. E. Harini Lecturer in Zoology 4) Dr. P. Bhushanavathi Lecturer in Chemistry Asst. Controller of Examinations 5) Mrs. M. Jyothi Lecturer in Commerce
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
Students	:	1) Ms. P. Sandhya Rani – II B.Sc. C.B.Z. 2) Ms. P. Indumati – II B.Sc. M.P.C.
Management Representatives	:	1) Sr. Dominic Vice President 2) Sr. Hema Vice Principal
Alumni	:	1) Mrs. A. Mary Vijaya Ratna 2) Ms. Ramya Priya 3) Ms. V.R. Ramya
External Experts	:	1) Prof. K. Thimma Reddy Educationist, Former Chairman, APCHE 2) Dr. Suguna Kannan Academic Consultant
Director/Coordinator	:	Dr. P.Sarada Lecturer in Chemistry


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ANNUAL INSTITUTIONAL PLAN 2016 - 17

- Upgradation of Examination Software.
- Classroom and laboratory software up gradation for more effective teaching learning.
- Repair and maintenance of existing furniture and subscribe for new classroom furniture.
- Renovation of working surfaces of tables in chemistry laboratory.
- A gymnasium under the library.
- Construction of one more floor on the hostel.
- Installation of CCTV cameras throughout the campus.
- MANA TV connection as an open educational resource.
- Introduce biometric attendance for faculty, staff and students.
- Convert B.Com into B.Com.comp. and BA(HEP) into English Medium.
- Register for NIRF ranking and seek extension of Autonomous status.
- Redesign college website.
- Make the entire campus including hostel Wi-Fi enabled.
- Open a mini stationery store inside the campus
- Start a new BSc programme with Maths Statistics Computers combination and also offer Sanskrit as one of the second language options.
- Organise a city level intercollegiate cultural and food fest and raise funds for charity.
- Organise international, national and regional conf./ws/sem.
- Conduct English speaking course as a development initiative for administrative and support staff.
- Launch skill enhancement courses for students.

IQAC Plan of Action 2016 - 17

- To conduct a one day workshop for all the faculty members on Skill Development Courses in the month of June just before reopening the college.
- To conduct Orientation Programme for fresh faculty of the college in the month of June immediately after reopening.
- To organise Induction Programme and campus de tour for new learners (Inter & Degree) on the starting day.
- To launch Skill Enhancement Courses and offer choice to students in the second year in the even semester.
- To subscribe for MANA TV connection and make it available to students in specified time slots.
- To register for NIRF ranking.
- To start a new BSc programme with Maths Statistics & Computer Sc. combination and reintroduce B.Com comp. at UG level from 2016-17.
- To offer Sanskrit as a second language option from 2016 - 17.
- To introduce biometric attendance for students from the first week of July.
- Instruct all departments to conduct bridge courses for all the theory and practical papers in the first week of both even and odd semesters.
- Have Parent Teacher Partnership Meets with the parents of newly admitted inter and degree students in the month of July on two separate days.
- Conduct one national level seminar in Mathematics in the month of November, an International Conference in Hindi and a Design Conclave(Home Sc. Dept.) in the month of December.
- Support slow learners through a structured Remedial Coaching Programme.
- To seek NSIC expertise and organise Entrepreneurship Orientation Programme for final year degree students in separate batches at the commencement of Even Semester.
- To raise funds for extension and outreach initiatives by organising city level intercollegiate cultural and food fest in the month of December.
- To complete the process of library automation.
- To redesign college website

- To encourage faculty members to apply for more major and minor research projects.
- To involve external expertise and conduct SAP Course, MS Office and Coaching for Competitive Exams.
- To seek student feedback on institutional expectations, courses offered, teachers and institutional performance.
- To improvise connectivity in the campus and hostel by making the campus Wi Fi enabled through an MOU with Reliance.
- To complete installation of CCTV cameras at all prominent places in the campus by the end of December.
- To provide gymnasium facility for faculty, staff and students.
- To conduct English Speaking Course for Administrative and Support staff as a staff development initiative.
- Completion of library automation

To Chem - Dept

14 AB 967 D. Prathyusha
says she has no Record
Book -

I think you can allow
her to do the Pract Exam
but mark 0 for the

Record

Thank you

h Alice Rii

2016-17

I Quarter

8/6/16

The IQAC meeting for the first quarter of 2016-17 was conducted

Date: 8/6/16

Venue: Principal's Office

Time: 10.00 am

Agenda: 1. Develop annual institutional plan
2. Draft IQAC Plan of Action
3. Plan for 1 day workshop on Skill Devlpt. Courses
4. Identify duties and responsibilities
5. Academic schedules for 2016-17.

The following members were present

Principal : Sr. Shyji P D

Sr. Shyji

Members : Dr. P. Bhushanavathi

P. Bhushanavathi

Dr. Y. Fathima Rami

Y. Fathima Rami

Dr. P. Sarada.

P. Sarada

Minutes of the Meeting:

- Annual institutional Plan has been developed
- IQAC Plan of Action drafted
- Academic schedules for 2016-17 planned
- One day ^{workshop} Skill Development Courses planned for 9/6/16 with NSIC collaboration
- Agenda for general Staff meeting to be conducted on 10/6/16 finalised.
- Faculty and Staff, incharge of Co and extra curricular concerns identified.

Action Taken Report for I Quarter

Annual Institutional Plan and IQAC Plan of Act for 2016-17 are applied. PTP Meets for both 'Inte and Degree students' Parents successfully organ Orientation Programme for fresh faculty and Induction Programme for new learners conducted MSE Conducted as per schedule.

II Quarter

13/9/16

IQAC Meeting on to Chalk out Acti Strategies for II Quarter of 2016-17 and review Progress of matters in I Semester.

Date : 13-9-16

Time : 10-30 am

Venue : Principal's Office

The following members were present

Principal : Dr. Sr. Shyji PD

Dr. Shyji

Dr. P. Bhushanavathi

P. Bhusha

Dr. Y. Lakshmi Prabha

Lakshmi Prabh

Dr. P. Sarada

P. Sarada

Agendia : NIRF

MANA TV

International, National, Reg. W.s/f
CBCS implementation.

Minutes of the Meeting:

- To register for NIRF ranking
- Nodal officers and teams for Coordinating NIRF work identified.
- Decided to gather student progression in a structured format.
- Decided to insist on student participation in viewing the relevant MANA TV programmes.
- National Seminar in Maths in the month of Nov.
- Int. Seminar in Hindi in the month of Dec.
- Design Conclave in December.
- To comply with CCE instructions in the implementation of CBCS.
- to draft syllabuses for all the 10 papers in all the Core subjects.
- to redesign College website

22/10/16

A meeting of Heads of Departments is conducted on 22/10/16 to discuss implementation of CBCS in compliance with CCE instructions.

S. Shyji

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Minutes of meeting of Head of Departments.
held on 22-10-2016, Saturday, 11-45 am.

Agenda: Review of I to VI Semesters -
CBCS - Pattern.

Members Present

- | | | |
|---------------------------|-----------------------|--------------------------------|
| 1. Dr. P. Anura Devi | P. Anura Devi | Academic Co-ordinator |
| 2. Dr. P. Bhoshunavathi | P. Bhoshunavathi | Asst. Controller of Exams |
| 3. Dr. G. DURGA | G. Durga | Head of the Dept. Chemistry |
| 4. P. Krishna Kumari | P. Krishna Kumari | Head, Dept. of Mathematics |
| 5. P. A. Ramaa | P. A. Ramaa | HOD, Office Mgmt |
| 6. Manju Pathania Biswas | Manju Pathania Biswas | HOD, Dept of Mangal Studies |
| 7. Dr. F. Bhaskara Sridha | F. Bhaskara Sridha | HOD, Dept of English |
| 8. G. Vasundhara Devi | G. Vasundhara Devi | Lecturer, Dept of Home Science |
| 9. Dr. P. Jayalaxmi | P. Jayalaxmi | HOD of Economics |
| 10. Dr. G. Rema Lakshmi | G. Rema Lakshmi | HOD of Pol. Science |
| 11. E. Harini | E. Harini | HOD, of Zoology |
| 12. G. Yasoda Devi | G. Yasoda Devi | Computer Science |
| 13. M.V. Narasimulu | M.V. Narasimulu | Dept. of Psychology |
| 14. K. Radha Krishna | K. Radha Krishna | Physics |
| 15. Dr. C. Manikya Kumari | C. Manikya Kumari | Botany |
| 16. U. Bharathi | U. Bharathi | Biochemistry |
| 17. M. Jyothi | M. Jyothi | Communication & RR4 |
| 18. B. Anitha | B. Anitha | History |

The status of the implementation of CBCS is reviewed. It is decided to
 ⇒ Review the syllabus of all six Semesters and adopt the CBCS pattern of A-U

⇒ The existing STC syllabi has to be accommodated in first 6 papers (I to VI sems) preferably a 7th may pass on to 7A (6th sem).

⇒ VII paper ^{of VI sem} is elective minimum 200 electives (VIIA + VII B) have to be proposed by various Depts.

⇒ VIII paper of VI semester is cluster of 3 papers, minimum 200 clusters are to be proposed by depts.

⇒ soft copies of new syllabi has to be submitted by 7th Nov, 2016

⇒ Internal audit between Nov. 7th to Nov. 15th. ^{services of} Retired staff of subject experts of B.O.S can utilize

⇒ Mathematics & Economics practicals have to be withdrawn

Action Taken Report

21/12/16

NIRF Data has been successfully uploaded to the DCS. National level seminar in Maths, Int. level seminar in Hindi and regional Conclave in H.Sc. have been successfully completed. College website has been redesigned. NIRF Data has been displayed.

III Quarter

21/12/16

IQAC Meeting for the III Quarter of 2016-17
to discuss conduct of Internal & External Academic
Audit along with inter and degree exams

Date: 21/12/16

Time: 11.00am

Venue: Principal's Office.

The following members were present

Principal: Dr. Sr. Shyji PD

Sr. Shyji

Members: Dr. G. Durga

Dr. M. Sai Leela

Leela

Dr. P. Sarada

P. Sarada

Agenda: Academic Audit, Hindi National Conference
conduct of Intermediate Hope Exams
and Main Exams.

Minutes of the Meeting:

- To conduct 2 day Hindi national Conference
- To go ahead with Academic Audit even in Sr. Shyji's absence. Correspondent Sr. Alice Marie and ~~Sr.~~ Vice-Principal Sr. Hema will oversee the process.
- To have internal verification of records on day before the audit.
- Dr. P. Sarada to be the Chief Superintendent for the conduct of Intermediate Exams.
- Intermediate Hope practical to be held before Pongal vacation.
- To make arrangements for the conduct of

Practical Exams - 2017 in the jumbling system from 3-2-17 to 21-2-17.

20/3/17

Action Taken Report

- Academic Audit has been successfully conducted with good grading.
- IPE - March - 2017 practical and theory exams have been successfully conducted.
- Hindi National Conference has been completed as per plan.
- Degree Exams being conducted as per schedule.

IV Quarter

20/3/17

IQAC meeting for the IV Quarter of 2016-17 academic year to discuss admission process during holidays and implementation of CBCS and cluster electives pattern for III yr degree students in the academic year 2017-18.

Date: 20/3/17

Time: 2.00 pm

Venue: Principal's Office

The following members were present

Principal: Dr. Sr. Shyji P.D

S. Shyji

Members: Dr. Y. Lakshmi Prabha

Lakshmi Prabha

Dr. P. Bhushanarathi

P. Bhusha Vallu

Others: Dr. P. Aruna Devi

P. Aruna

Dr. P. Sarada

P. Sarada

Agenda: Admissions during summer vacation
: Implementation of CBCS and cluster electives pattern from 2017-18 for the final year students.

Minutes of the meeting:

To assign admission duties to all the faculty members (3 days) for counselling parents and students during admission and to inform parents and students about various co and extracurricular programs in the college.

About implementation of CBCS:

- there are 33 periods of 1hr duration each in a week. In the first 4 semesters (i.e. I, II, III, IV) each core subject will get 7 hrs (4Th + 3Pr) Gen Eng + II lang - 7 hrs, 4 hrs for Gen Ed Courses and 1hr for HVPE.
- In the V and VI Semesters each core subject will get 11 hrs each - 6hrs theory (3 + 3) and 5 hrs Practical (3 + 2)
- It has been decided to offer clusters in all the subjects except psychology, journalism and Political Science.
- Subjectwise distribution of classes has been discussed and finalised.

S. Shyji

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