

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

## IQAC Composition – 2017-18

- |    |                                  |   |                                                                                                                                                                                                                                   |
|----|----------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Principal                        | : | Dr. Sr. Shyji P.D.                                                                                                                                                                                                                |
| 2. | Senior Teacher                   | : | 1) Sr. Hema<br>Vice Principal<br>2) Dr. P. K. Jayalakshmi<br>Reader in Hindi<br>2) Dr. Y. Fatima Rani<br>Librarian<br>3) Mrs. E. Harini<br>Lecturer in Zoology<br>5) Mrs. Manju Pathania<br>Lecturer in Management Studies        |
| 3. | Administrative / Technical Staff |   | 1) Sr. Mary K.C.<br>Office Superintendent<br>2) Sr. Nirmala<br>Hostel Warden<br>3) Mrs. K.Velangani Usha<br>Technical Staff                                                                                                       |
| 3. | Students                         |   | 1) Ms. Y. Divya – II B.Sc. C.B.Z.<br>2) Ms. B. Harika – II B.Sc. M.P.C.                                                                                                                                                           |
| 4. | Management Representatives       |   | 1) Sr. Dominic<br>Vice President<br>2) Sr. Hema<br>Vice Principal                                                                                                                                                                 |
| 5. | Alumni                           |   | 1) Mrs. A. Mary Vijaya Ratna<br>2) Mrs. B. Anitha                                                                                                                                                                                 |
| 6. | External Experts                 | : | 1) Dr. (Mrs.) W. Rupa<br>Academic consultant<br>Former HOD Dept. of Home Science<br>St. Joseph's College for Women<br>2) Dr. K. Devendra Vijay<br>Educationist<br>Former HOD Dept. of Chemistry<br>St. Joseph's College for Women |
| 7. | Director/Coordinator             | : | Dr. P. Bhushanavathi<br>Lecturer in Chemistry                                                                                                                                                                                     |



## Institutional Plan of Action 2017 - 18

- To start one restructured course in BSc. (multimedia) and one in BA (tourism and travel management) at UG level.
- To start two new PG programmes MA Economics, MA Psychology
- To conduct one day Faculty Development Work shop on Human values and Professional Ethics in the month of November, 2017
- To conduct national level seminar in Physical education & Economics and an International Conference in Languages.
- To setup new Computer lab
- Up gradation of examination software
- Purchase of software for Online exams
- Purchase of Original Microsoft software for all the systems
- Purchase of more computers to conduct online exams
- Renovation of chemistry laboratory.
- Repair and maintenance of existing furniture and subscribe for new classroom furniture.
- Class room and laboratory Software up gradation for more effective Teaching and learning.
- The conversion of B.A. (History, Economics, Politics) offered in Telugu medium to English Medium of instruction.
- To send the proposal for the Extension of Autonomy status.
- To organise Gender sensitisation seminar and skill development workshop for non teaching and office staff
- To start wall of kindness in Canteen.
- To conduct awareness programmes on employment and career opportunities available to youth through MOU with department of youth services/SETVIS
- To conducts English access micro scholarship programme in collaboration with US Consulate-Indian centre for Research and development of Community education.
- To improvise connectivity in the campus and hostel by making the campus Wi Fi enabled through an MOU with Reliance and Fibre net.
- MANA TV connection as an educational resource
- To register for JKC
- Construct a separate buildings for intermediate & Examination Department.
- To purchase more Aadhar based Biometric Machines
- To complete the construction of Hostel block
- To start Bank extension counter in the campus



## IQAC Plan of Action 2017 - 18

- To conduct a one day workshop for all the faculty members on Technology enabled learning- Thinking beyond 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.
- To organise Induction Programme and campus de tour for new learners (Inter & Degree) on the starting day.
- To start CBCS and offer choice to students to select electives and cluster electives in the third year for VII and VIII papers.
- To conduct Accessory exams online for all even semester papers
- To subscribe for MANA TV connection and make it available to students in specified time slots.
- To register for JKC.
- To register for NIRF-2018 rankings.
- 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-August on two separate days.
- To conduct one day Faculty Development Work shop on Human values and Professional Ethics in the month of November, 2017
- Conduct one national level seminar in Physical education & Economics and an International Conference in Languages.
- Support slow learners through a structured Remedial Coaching Programme.
- To seek NSIC expertise and organise Entrepreneurship Orientation Programme for final year degree students at the commencement of Even Semester.
- To encourage faculty members to apply for State Best Teacher awards and more major and minor research projects.
- To involve external expertise to conduct SAP Course, MS Office and Coaching for Competitive exams.
- To seek student feedback on institutional expectations, courses offered in all semesters, teachers and institutional performance.
- To encourage departments to publish Journals, Magazines, Newsletters etc.
- To improvise connectivity in the campus and hostel by making the campus Wi Fi enabled through an MOU with Reliance and Fibre net.
- To update and redesign College website.
- To arrange more and more talks and lectures by eminent people in Faculty Forum and to encourage faculty to give presentations to inculcate Research culture in Faculty



2017 - 2018.

I Quarter

8.6.17

Minutes of the IQAC meeting held on 8.6.17

The IQAC meeting for the I Quarter of 2017-18 was conducted.

Date: 8/6/17

Venue: Principal's office

Time: 10 am.

- Agenda:-
- To develop annual Institutional plan.
  - To draft IQAC plan of action
  - Plan for one day work shop on technology enabled learning - thinking beyond.
  - To finalise duties and responsibilities
  - To chalkout Academic schedules for 2017-18
  - Proposal for Restructured courses

The following members were present-

Principal: Dr. Sri. Shyji PD

Dr. Shyji

Members: Sr. Hema

Sr. Hema

Dr. Y. Fathima Rani

Y. Fathima Rani

Dr. P. K. Jayalaxmi

P. K. Jayalaxmi

Dr. P. Bhu Shanavathi

P. Bhu Shanavathi

Mrs. E. Harini

E. Harini

Minutes of the meeting.

- Annual Institutional plan has been developed
- IQAC plan of action Drafted
- Academic schedules for 2017-18 planned
- One day work shop on technology enabled learning thinking beyond planned on 9.6.17.
- Agenda for general staff meeting to be conducted on 10.6.17 finalised.
- Faculty and staff incharge of Co and extra curricular responsibilities identified.
- Applied for two Restructured courses.



## Action taken Report-

Annual Institutional plan and IQAC plan of action for 2017-18 are applied. Orientation programme for fresh faculty and Induction programme for new learners conducted. Workshop on Technology enabled learning - thinking beyond conducted successfully. PTP meets for both Inter and degree students parents were organised. Entry level feedback from students collected. All the faculty and NIRF team were appreciated for 87<sup>th</sup> rank in NIRF-2017 rankings. Faculty encouraged to apply for State Best teachers awards. MSE conducted as per schedule. Bridge courses conducted by various departments.

*S. Shyji*

— PRINCIPAL

St. Joseph's College for Women  
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VISAKHAPATNAM - 530 004



Minutes of the meeting held on 3.8.17 3/8/17

for all the HODs of cluster offering departments in  
Agenda: To finalise the list of students for all the  
clusters offered, to share & discuss the modalities to  
run the clusters -

The following members are present

Ms. D.A. Ramani

~~D.A. Ramani~~

Dr. M. Sai Leela

Sai Leela

Dr. K. Manikya Kumari

K Manikya Kumari

Dr. R. K. Jaya Lakshmi

R.K. Jayalakshmi

Dr. P. Manga Veni

Manga P.

Ms. E. Harini

E. Harini

Dr. P. Jaya Lakshmi

P. Jayalakshmi

Dr. (Capt.) K. Sujatha

K. Sujatha 3/8/17

Ms. Manju Pathania

Manju 3/8/17

Ms. B. Anitha

B. Anitha

Dr. D. Bhaskara Sudha

Sudha

Feirose Begum

Feirose

~~D.A. Ramani~~

G.M.R. Josephine

Josephine

Dr. Mumtaz Bano

~~Mumtaz Bano~~

Minutes of the meeting:

- To go as per student's choice
- Not to offer Economics to the one student who opted from KEP group
- To try and reduce maths cluster student's number based on their performance in the subject in the previous semesters
- All three clusters to be offered for HSC
- To run office management cluster with 9 students
- HOD Maths pointed out that it is very difficult to run with 90 students in one single section.



Minutes of the meeting for Heads of Departments held on 12.7.2017, at 3.10 PM in 'H'

Agenda: Finalisation of cluster offering departments to finalise modalities to offer domain specific clusters

The following members present

Sr. Alice Marie

Alice Marie

Dr. P. Aruna Devi

P. Aruna Devi

Sr. Hema

Hema

Dr. P. MANGA VENI

M. P. Mangala P.

E. Harini

E. Harini

Maya Pathania

Maya Pathania

M. Jyothi

M. Jyothi

B. Anitha

B. Anitha

K. N. Sireesha

Sireesha

R. PAVANI

R. Pavani

Dr. K. Manikya Kumari

K. Manikya Kumari

Dr. M. Sai Leela

M. Sai Leela

Dr. Sundha

Sundha

D. A. Resma

D. A. Resma  
12/7/17

Dr. G. Ramalakshmi

G. Ramalakshmi

G. M. R. Josephine

G. Josephine

Dr. K. Radhakrishna

K. Radhakrishna

Dr. Capt. K. SUJATHA

K. Sujatha

Dr. P. VAYALAKSHMI

P. Vayalakhmi  
12/07/17



## Resolutions & minutes.

- It has been decided not to offer physics cluster this year due to lack of laboratory equipment
- > To offer only either History or Economics cluster to all HEP students as the strength is below 10
- > Decided to conduct orientation students regarding cluster electives and to take options from students.
- > Not to run cluster elective if the strength is less than 10.

*S. Shyja*

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## II Quarter

6.9.17

IQAC meeting for II Quarter was conducted on 6.9.17 to chalk out Action Strategies for II Quarter and review the progress of matters of I Quarter.

Date: 6.9.17.

venue: Principal's office

Time: 10 am.

The following members were present

Principal: Dr. Sr. Shyji PD.

Members: Sr. Hema

Dr. Y. Fathima Rani

Ms Manju Pathania

Dr. P. Bhushanobthu

Dr. Shyji

Dr. Hema

Y. Fathima Rani

Manju

P. Bhushanobthu

Agenda: NIRF

Autonomy Review Report

HOD's preparation for online exams.

Website upgradation

To register for JKC

Minutes of the meeting

- To register for NIRF ranking 2018.
- To send Autonomy review report <sup>Synopsis</sup> Abstract to DGC
- Teams for Coordinating College development plan & Autonomy review report identified.
- Registered for JKC
- National Seminar in Physical Education in the month of December
- To redesign & update website.
- To conduct Faculty development programme



- on Entrepreneurship development in October
- To offer cluster electives to students and to finalise the strengths for various clusters
  - To encourage students to watch MANA TV.
  - To conduct work shop for office staff.
  - To organise Excelior - 2017 in December
  - To prepare MCQ's for online Accessory Assessment in all subjects.
- Action taken Report-

Members appreciated Dr. K Manikyakumari madam and Dr. P. Jayalaxmi madam for state Best teacher awards. also appreciated ② National Seminars successfully conducted ③ NIRF, PES data successfully uploaded. ④ College hosted faculty development programme with the help of ⑤ College development plan prepared and posted in website ⑥ Autonomy review report prepared ⑦ work shop organised to office staff ⑧ Excelior - 2017 successfully conducted.

*S. S. S. S.*  
PRINCIPAL

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Minutes of meeting of Heads of Departments, held on 16-10-2017, Monday, 3 Pm

- Agenda:-
- ① Finalization of Domain specific clusters - Division of student.
  - ② work distribution for II, IV, VI semesters, 2017-18.
  - ③ (Depts) Identification of Depts, to take up general education courses - Analytical skills, Leadership education and Entrepreneurship education
  - ④ Identification of Co-ordinators for II sem, Leadership education & IV semester Entrepreneurship education

Name		Signature
Dr. P. Mangalvani	CHEMISTRY	Mangal P
Dr. T. Bhaskare Sudeha	English	Dr. Sudeha
Dr. Capt. K. Sujatha	Mathematics	K. Sujatha
E. Harini	Zoology	E Harini
B. Anitha	History	B. Anitha
C. G. Prasanna	Economics	C. G. Prasanna
R. PAVANI	Commerce	R. Pavani
M. Jyothi	BBA	M. Jyothi
Manju Pathania	BBA	Manju Pathania
Dr. M. Sai Leela	H-sc.	M. Sai Leela
G. M. R. Josephine	Psychology	G. M. R. Josephine
A. M. V. Ratna	Physics	A. M. V. Ratna
K. N. Sreelakshmi	Comp. Sc.	K. N. Sreelakshmi
Siddharth Sinha	French	S. Sinha



J. Divyanka

Telugu

(1)

S DEEPTHI

Hindi

(2)

P. Jayalaxmi

Hindi

(3)

P. Meenakshi

Botany

(4)

Mumtaz Banu

Biochem.

Dr. P. Bhushanavathi Chemistry  
IQAC.

P. Bhushanavathi

Resolutions & minutes

① Domain specific clusters is finalized  
English --- 28; Psychology --- 23; Off-lang. 9;  
Hany. Stu --- 12; History --- 8; Mathematics --- 90;  
Comp. Sci --- 18; Economics --- 29; Chemistry --- 18;  
Zoology --- 26; Bio. Chem --- 31; H. Sc; Cole II  
--- 19, Cole III --- 13

② Dept. wise class work is finalized.

③ Dept. Identified to teach Leadership  
(II semester), Entrepreneurship Education (IV)  
~~is finalized~~ and

English, II. Language, Economics, H. Sc, Commerce  
& Psychology

④ Co-ordinators of LE & EE courses  
are identified

Dr. Sudha, HOD, English & Leadership  
Education

Dr. P. Jaya Lakshmi, HOD, Economics &

Entrepreneurship Education

— P. Laxma Devi



### III Quarter

IQAC meeting for the III Quarter of 2017-18 to discuss conduct of Internal / External academic audit, Inter's degree exams and Autonomy Review for 5th cycle.

Date 2-1-18

Time: 11 am

Venue: Principals office

The following members were present

Principal: Dr. S. Shyji PD

*Dr. Shyji*

Members: Sr. Hema

*Sr. Hema*

Dr. P. K. Jayalaxmi

*P. K. Jayalaxmi*

Dr. Y. Fathima Rani

*Y. Fathima Rani*

Sr. Mary. K.C

*Sr. Mary. K.C*

Mrs. B. Anitha

*B. Anitha*

Dr. K. Devendrakojay

Dr. P. Bhushanavalli

*P. Bhushanavalli*

Agenda: Feed back collection from students on courses, teachers and peer evaluation of teachers, To start Bank extension counter. To make necessary arrangements for Academic audit.

Minutes of the meeting

- To identify faculty incharge of collection of feedback on courses offered teachers and institutional performance
- To encourage departments to publish Journals, magazines, news letters etc.
- To update and redesign college website
- To make arrangements to conduct on line accessory exams.



- To make arrangements for the conduct of Practical exams - 2018 in jumbling system
- To prepare list of slow learners to arrange for a structured remedial coaching program

### Action taken Report:

Feed back on courses and teachers <sup>Collected</sup> from students and consolidated. Problems identified and addressed by principal.

College website updated

On line accessory exams conducted successfully

Theory and practical exams conducted

successfully.

Degree exams being conducted as per schedule

Academic audit was conducted successfully

S. Shyji

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IQAC meeting for making arrangements to the UGC expert committee visit for Autonomy review.

Date: 3.1.18

Time: 10.30 am

Venue: Principals office

The following members were present.

Correspondent:	Dr. Sr. Veronica	Sr. N.A. Veravica
Principal:	Dr. Sr. Shyji PD	Sr. Shyji
Members:	Sr. Hema	Sr. Hema
	Ms. Ramani Shanraj	D.A. Ramani
	Dr. P. Aruna Devi	P. Aruna
	Dr. Y. Laxmi Babha	Lakshmi Babha
	Dr. K. Manikayakumari	K. Manikayakumari
	Dr. K. Sujatha	K. Sujatha
	Sr. Mary KC	Sr. Mary KC
	Dr. P. K. Jayalaxmi	P. K. Jayalaxmi
	Dr. P. Sarada	P. Sarada
	Mrs. Usha	K.V. Usha
	Dr. P. Bhushanababu	P. Bhushanababu

Agenda: To make necessary arrangements for the UGC expert committee visit to the college which is scheduled on 22<sup>nd</sup> & 23<sup>rd</sup> January 2018.

Minutes of the meeting

To have internal verification of records



two days before the visit.

- Decided to fix the schedule of the committee to make necessary arrangements in the campus.

- Faculty and staff incharge of duties and responsibilities were identified.

Dr. P.K. Jayalaxmi madam will coordinate with VGC expert committee to finalise the schedule and meetings of the committee with all stakeholders.

→ Sr Mary KC (office superintendent) will look into logistic arrangements of the committee.

- Planned for 1hr cultural programme.

- overall presentation will be given by Sr Shyji Pr.

- Examination presentation by Sr Hema.

- All the departments suggested to prepare one or two working models.

Sr. Shyji

PRINCIPAL

St. Joseph's College for Women

(Autonomous)

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Minutes of meeting with all Aided Staff members held on 24.1.18 at 12.20 PM

Date: 24.1.18

Time: 12.20 PM

Venue: H<sub>1</sub>

Agenda: To discuss about the suggestions and comments made by UGC expert committee during their visit to various departments

The following members were present.

Principal: Dr. Sr. Shugji PD Dr. Shyji

Members: Dr. M. Saikela	<u>Saikela</u>
Dr. Y. Laxmibabha	Lakshmi Prabha
Dr. K. Manikya Kumari	K. Manikya Kumari
Dr. K. Radhakrishna	<u>Radhakrishna</u>
Dr. P. Mangaveni	Mangalya P.
Dr. P. K. Jayalaxmi	<u>P. Jayalaxmi</u>
Dr. P. Jayalaxmi	
Dr. G. Ramalaxmi	<u>G. Ramalaxmi</u>
Dr. Ch. Annapurna	<u>Ch. Annapurna</u>
Dr. J. Nirmala	<u>J. Nirmala</u>
Dr. P. Aruna Devi	<u>P. Aruna</u>
Dr. P. Sarada	<u>P. Sarada</u>
Dr. K. Sujatha	<u>K. Sujatha</u>
Ms. E. Harini	<u>E. Harini</u>
Ms. D. A. Ramani	<u>D. A. Ramani</u>
Dr. T. Seshubatha	<u>T. Seshubatha</u>
Dr. Fathima Rani	<u>F. Rani</u>
Dr. P. Bhushanavathi	<u>P. Bhushanavathi</u>



## Minutes of the meeting.

→ Principal Dr. Sr. Shyji shared overall view of the UGC expert committee with staff members. As a corrective measure for the suggestions of UGC expert committee Sr. Shyji discussed about the new guidelines of UGC for autonomous colleges and highlighted the need to formulate strategies, guidelines and functions of different committees.

→ All the heads of departments shared their experiences in the meeting.

→ Dr. P. Mangaveni HOD of Chemistry shared the suggestions of the committee during their visit to chemistry department.

→ Dr. K. Radhakrishna HOD of physics, Dr. Y. Laxmi Prabha Dept of H.Sc and Mrs E. Harini HOD of zoology expressed their grievance and treatment of the committee during the visit to their departments.

→ Dr. K. Manikya Kumari HOD of Botany and Dr. T. Beshulatha HOD of physical education expressed their happiness about the positive comments made about their departments.

→ Dr. P. Sarada detailed about the suggestions made in IQAC room. UGC expert committee suggested to have Action oriented bigger IQAC body.

The following staff members identified as



Coordinators for various committees.

Dr. Shyji

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St. Joseph's College for Women  
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## IV Quarter

IOAC meeting for the IV Quarter of 2017-18 academic year to discuss admission process during holidays and implementation of new Examination rules and regulations to be implemented in 2018-19 academic year.

Date : 26.3.2018

Time : 2.30 PM

Venue : Principal's office

Agenda: Admissions during summer vacation  
Implementation of New internal assessment Procedure.

5 marks allotment for internal assessment

Formation of committees to NAAC assessment.

Minutes of the meeting

To assign duties of admission to all the faculty members (6 days) for counselling parents and students during admission and to inform parents and students about various co and extra curricular programmes in the college.

About implementation of new internal assessment  
40 splitting

Mid Semester Exam - I 15 marks

" " II 15 marks

Accessory assessment 5 marks

Attendance 5 marks.



Attendance % will be calculated paperwise and the allotment of marks as follows upto 75% — 0 marks

75% — 80% — 1 mark

80% — 85% — 2 marks

85% — 90% — 3 marks

90% — 95% — 4 marks

95% — 100% — 5 marks

Criterion wise committees were formed for NAAC and discussed how to prepare for NAAC reaccreditation. It was decided to work in Summer Vacation to prepare NAAC report.

The following members were present.

Principal : Dr. Sr. Shyji PD Sr. Shyji  
Members : Sr. Hema Sr. Hem  
Dr. P. K. Jayalaxmi P. K. Jayalaxmi  
Dr. Y. Fathima Rani Y. Fathima Rani  
Mrs. B. Anitha B. Anitha  
Dr. P. Blushon V. P. Blushon

### Action Taken Report:

All the directions given by autonomy extension committee (UGC) have been implemented / in the process of being implemented. Admissions are almost completed. Parents and students were counseled. All the logistic support needed to implement the new pattern of internal assessment is being developed.