



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS)
Name of the head of the Institution	Sr. Shyji P.D.
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0891-2558346
Mobile no.	9491789574
Registered Email	sjcwvizag@gmail.com
Alternate Email	info@stjosephsvizag.com
Address	GNANAPURAM WALTAIR R S
City/Town	VISAKHAPATNAM
State/UT	Andhra Pradesh
Pincode	530004

<b>2. Institutional Status</b>					
Autonomous Status (Provide date of Conformant of Autonomous Status)		18-Jul-1987			
Type of Institution		Women			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		DR P SARADA			
Phone no/Alternate Phone no.		08912558346			
Mobile no.		9949498981			
Registered Email		sjcwvizag@gmail.com			
Alternate Email		psarada71@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://stjosephsvizag.com/naac/igac/">https://stjosephsvizag.com/naac/igac/</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://stjosephsvizag.com/hand-book-2019-2020/">https://stjosephsvizag.com/hand-book-2019-2020/</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.71	2009	29-Jan-2009	28-Jan-2014
3	A	3.01	2014	21-Feb-2014	20-Feb-2019
4	B++	2.89	2019	08-Aug-2019	08-Aug-2024
<b>6. Date of Establishment of IQAC</b>			18-Jul-2005		
<b>7. Internal Quality Assurance System</b>					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Intellectual Property Rights	24-Nov-2018 01	80
One day Workshop on Innovative Teaching Methods Using Digital Boards	01-Jun-2018 01	80
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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St. Joseph's College for Women (Autonomous) Visakhapatnam	RUSA 2.0	STATE	2018 729	20000000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. Introduced and strengthened Outcome Based Education. Facilitated the Identification of Programme Educational Objectives, Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the programmes / courses offered at the college. Also involved in widely publicising communicating the same to all categories of stakeholders. 2 Played a crucial role in NAAC IV Cycle Assessment Accreditation of the College. Data generation, compilation and timely submission

of IIQA, SSR DVV Clarifications has been accomplished by IQAC in 2018 19. 3.A total of 12 conferences/ training workshops/seminars etc. have been organised at various levels for knowledge sharing and skill development of faculty members and students. Proceedings of international national conferences have been published. 4.Feedback collected(in both online offline modes) from all categories of stakeholders and analysed. Necessary and feasible changes have been based on inferences drawn from the analysis. 5. Successfully conducted internal Academic Administrative Audit with the expertise of BOS subject experts and retired faculty. Feasible changes and rectifications have been undertaken. Coordinated the conduct of external Academic Administrative Audit by APCCE. Academic Advisors suggestions have been implemented wherever possible.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To seek student feedback on expectations on the institution, courses offered in all semesters, teachers and institutional performance online.plan of action	Feedback has been systematically collected from all categories of stakeholders in offline and online modes through a structured format and all necessary measures have been taken to incorporate the necessary changes.achievements
To go for IV cycle of reaccreditation and submit NAAC-SSR before 31st of December	IV cycle of reaccreditation process was initiated and IIQA & SSR were submitted to NAAC. Peer team visit delayed due to the impending General Elections.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	24-Apr-2020

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

19-Jul-2019

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

15-Feb-2019

<p><b>17. Does the Institution have Management Information System ?</b></p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Yes the College uses MIS system for all aspects of administration, admission, attendance, teaching learning evaluation, library and other miscellaneous areas through customized software to make implementation easy and intelligible. 1. Planning and Development: ? All Staff and student profiles are stored in predetermined databases to disseminate important information and instructions through emails and Whatsapp. ? Extensive and intensive use of MS Office, Adobe Software, Shreelipi Software for Telugu and other languages for administrative and academic purposes is obvious besides bulk SMS facility. ? E pass machines through Vidyawaan for Aadhar based Biometric attendance for Staff and students makes attendance maintenance effective. ? Surveillance Cameras store vital images for close monitoring and handling any grievances. 2. Administration, Student Admission Ezscool Software Version 3.83(SP 48) (Educational Institution Administration Management System) for students admissions and Printing Fee receipts and Attendance Reports. ? Internet Based Planning and Development interface with Government for NIRF, EPFO, ESIC ? CFMS - a DDO system for presenting the Salary Aquittance Bills to Treasury ? Online Internet Banking through NEFT, PFMS/CPMS ? Jnanabhumi Scholarship and National Scholarship Portal facility ? Varied services for APCCE, JKCTISS etc optimizes the MIS system for higher efficiency ? Department wise access is given to Ezscool Software to enter the attendance each hour and the cumulative attendance is handled by the Office and forwarded also to the Examination Cell for further action. 3. Finance and Accounts: ? All transactions are carried out Using Tally 9.0 software with LAN facility ? Online Fee collection through SBI Collect making it totally cashless 4. Student Support: ? Usage of all the above mentioned Software for admission, biometric, attendance, scholarship, collection of fees and others ? SOUL Version 2.0 from</p>

Inflibnet: Software of University Library Information and Library Network Centre - User friendly software developed to work under clientserver environment. The software is compliant to international standards (MARC 21) for bibliographic formats, Unicode based Universal character sets for multilingual bibliographic records, electronic surveillance, networking and circulating protocols. ? INFLIBNET - NList (College was listed twice in the Top 10 Inflibnet Users ? Student Certificate Verification through info@myeasydocs.com , 5. Evaluation Examination Support: ? Software SJC examination (website enabled) Students Marks sheets and Hall ticket downloading etc besides student logins for any details ? Shreelipi Software for Telugu and other languages for question paper setting etc ? The Software is user friendly and since it is customized

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BA	18BA	EPO, EPJ, EEP, CEM, HEP	01/06/2018
BBA	19BBA	BBA	01/06/2018
BCom	19BCOM	Computers	01/06/2018
BSc	19BSc	MPC, MPCs, MECS, MST CS, CBZ, BBC, Home Science	01/06/2018
MA	19MA	English	01/06/2018
MSc	19MSc	Mathematics	01/06/2018

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BA	EPO, EPJ, EEP, CEM, HEP	01/06/2018	List enclosed	01/06/2018
BBA	BBA	01/06/2018	List enclosed	01/06/2018
BCom	Computers	01/06/2018	List enclosed	01/06/2018
BSc	MPC, MPCs,	01/06/2018	List enclosed	01/06/2018

	MECS, MSTCS, CBZ, BBC, Home Science			
MSc	Mathematics, Org Chem, Home Sc, Psychology	01/06/2018	List enclosed	01/06/2018
MA	English, HRM	01/06/2018	List enclosed	01/06/2018
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## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	EPO, EPJ, EEP, CEM, HEP	01/06/2018
BBA	BBA	01/06/2018
BCom	Computers	01/06/2018
BSc	MPC, MPCs, MECS, MSTCS, CBZ, BBC, HOME SCIENCE	01/06/2018
MA	English, HRM	01/06/2018
MSc	Org Chem, Mathematics, Home Sc, Psychology	01/06/2018
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	EPO, EPJ, EEP, CEM, HEP	01/06/2018
BBA	BBA	01/06/2018
BCom	Computers	01/06/2018
BSc	MPC, MPCs, MECS, MSTCS, CBZ, BBC, Home Sc	01/06/2018

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communication Skills(Certificate)	30/07/2018	173
Communication Skills(Diploma)	10/07/2018	165
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	EPO	27
BA	EPO, EPJ	25
BA	CEM	11

BBA	BBA	21
BCom	Computers	20
BSc	MPC, MPCs, MECS, MSTCS	59
BSc	CBZ	39
BSc	BBC	37
BSc	Home Sc	22
MSc	Home Sc	20
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) Feedback is what makes any institution grow in the right direction. In St. Joseph's too it is sought from all categories of stakeholders like students, teachers, parents, alumnae, employers, academic peers, subject experts, eminent academicians etc. on all aspects of the institution. A prominent tab hosted on the college website leads to feedback links for different categories of stakeholders. A stakeholder can follow the relevant link and give his/her feedback after disclosing certain demographic details. Feedback is also collected offline by administering structured questionnaires to students, teachers, employers etc. The questions are designed to extract objective responses as well as subjective suggestions from the stakeholders. Feedback is collected on all aspects of the institution like curriculum relevance, quality of teaching-learning evaluation process, infrastructure adequacy, student support measures, functionality of various institutional organs in structured formats in online and offline modes. Online and offline analysis with respect to stakeholder needs, suggestions impressions is undertaken Student feedback on teacher and teaching learning process is obtained in the NAAC format anonymously and analysed by IQAC. The Principal shares the data through appreciative comments and/or subtle yet concrete suggestions for betterment as per the need. Students also give feedback on all courses with respect to depth of course, time allotted for transacting the modules, relevance of reading material and curricular activities conducted which is analysed manually and online. Restructuring existing course content, adding/ replacing topics, changes in teaching methodologies and evaluation pattern etc. are done based on their needs/suggestions. Peer evaluation is a unique feature of SJCW(A) wherein Senior Faculty from varied departments observe the Junior Faculty taking classes, evaluate them on a set of predetermined criteria and share tips for enhanced effectiveness. Feedback analysis outcomes are discussed in IQAC and necessary and feasible changes are consolidated as IQAC recommendations to Planning Evaluation Committee / Board of Management etc. All the approved changes are implemented in the following academic year. The following are some areas where changes were made based on</p>



stakeholder feedback. • Introduction of new programmes / courses • Modification of existing programmes / courses • New teaching / evaluation methods • Expansion of ambit of student support • New capacity building courses and training programmes • Improvement in infrastructure and learning resources • Changes in timings, dress, attendance guidelines • Streamlined grievance redressal Entry and exit level surveys are conducted, where entry level survey is focussed on identifying student expectations, exit feedback is aimed at establishing enhanced institutional performance and 'students experiences'. This is treated as a form of Developmental Document for the institution and is also used for establishing the level of attainment of expected outcomes. All these initiatives have contributed to growth and progress of SJCW A) into a reputed Institution catering to the needs of all categories of stakeholders, Indian and the world as the number of Foreign students has been steadily increasing.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Eng. Lang. & Lit.- Psychology-Off. Mngmt.	40	40	29
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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1658	222	81	12	4

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
97	91	13	14	6	17
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

MENTORING STUDENT SUPPORTIVE INITIATIVE St. Joseph's College for Women (Autonomous) Visakhapatnam has designed a well-structured mentoring system, designed to counsel and support the young adolescent girls in maximizing their potential through intellectual, emotional, and psychological help. ? The Mentoring Program Coordinator assigns Class wise mentors and also Chief Mentors with a student mentor ratio of 20:1. ? The Chief Mentors monitor the program group wise like MPC, CBZ, BBC, B.COM, BBA etc and

maintain the Phone No's and their IDs. ? The Faculty Mentor maintains a Record of each student with her Parents profile, Contact details and issues discussed and further progress. He/she will maintain confidentiality regarding the issues discussed. ? Mentors organize periodical meetings and interact with every student to find out whether she has some issue standing in the way of personal or professional success. ? Mentors extend their support in preparing for the internal and external examinations. One of the primary focus is to facilitate both the slow learners and advanced learners. They help the slow learners through academic mentoring sessions as per the schedule. They provide the career guidance to the advanced learners, also at time of competitive exams. ? Mentors facilitate the mentees to openly express any kind of sexual harassment issues they face on campus and off campus. During the interactions physical wellbeing is enquired and Mentors counsel them regarding diet and wellness. ? In case a particular issue cannot be addressed or handled by the Mentor, then he/she would recommend professional counseling for the student. The College is equipped with SAHAY – a centre for holistic development which organizes a number of life sensitization Workshops. The Professional counselor would address the case based on the need and sometimes calls the parents for one or two sessions ? Feedback from the students gives a sense of satisfaction to the College that the Mentoring System is working well for the benefit of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1880	93	1 : 20

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
101	97	4	26	31

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr Radha Krishna	Lecturer	State Best Teacher award by Andhra Pradesh Government
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	18 BA	Even Semester	30/03/2019	16/04/2019
<a href="#">View File</a>				

### 2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
20	3058	0.65

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://stjosephsvizag.com/naac/igac/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
18 BA	BA	EPJ	29	28	96.6
18 BA	BA	EPO	27	25	92.6

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://docs.google.com/forms/d/1\\_SbLs3WEXkvgc6Wktj7iptdX-qJY2yKJ1uT0Ho2inUA/viewanalytics](https://docs.google.com/forms/d/1_SbLs3WEXkvgc6Wktj7iptdX-qJY2yKJ1uT0Ho2inUA/viewanalytics)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nil	Nil	NIL	Nil	Nil

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### 3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	NIL	Nil	Nil

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

### 3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on	IQAC	24/11/2018

Intellectual Property Rights		
Two day regional Workshop on "Ikebana - Flower Arrangement"	Department of Home Science	01/09/2018
One day Workshop on "Advanced Techniques of fabric painting and shilpkar art " by pidilite industriesD	Department of Home Science	11/12/2018
Green Waves Recylers VIGNAN (ZERO WASTE SUMMIT)	Waste Management Club	04/07/2018
Green Waves Recylers RECYCLE COUTURE	Waste Management Club	01/07/2019
Two day workshop on "Social Entrepreneurship for Women(SEW)" sponsored by U.S.Consulate, Hyderabad	IQAC	11/12/2018
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### 3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NiL	NiL	Nil	NiL
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### 3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	XX	XX	XX	Nil
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## 3.4 – Research Publications and Awards

### 3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Chemistry	1

### 3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	All Departments	2	1.05
International	All Departments	18	6.16
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### 3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
All Departments	79

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nil	00	Nil
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
List enclosed	List enclosed	List enclosed	2018	1.1	St Josephs College for Women (Autonomous)	11
List enclosed	List enclosed	List enclosed	2019	1.1	St Josephs College for Women (Autonomous)	11
<a href="#">View File</a>						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
List enclosed	List enclosed	List enclosed	2018	1	11	St Josephs College for Women (Autonomous)
List enclosed	List enclosed	List enclosed	2019	1	10	St. Josephs College for Women (Autonomous)
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	21	78	9	Nil
Presented papers	20	61	1	Nil

Resource persons	1	8	12	1
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### 3.5 – Consultancy

#### 3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Nil	NA	NA	0
No file uploaded.			

#### 3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Nil	NA	NA	0	0
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### 3.6 – Extension Activities

#### 3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day	NSS	10	70
World Population Day	NSS	4	75
<a href="#">View File</a>			

#### 3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Extension-	Recognition/IAPEN (Faculty)	IAPEN	1
<a href="#">View File</a>			

#### 3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
UN Women solidarity movement	NSS	Gender Equality-WOMENS DAY	4	13
Mission Harit andhrapradesh Jannabhoomi Maa Vooru	NSS ,Govt of AP,Green globe club	Vanam Manam	4	80

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### 3.7 – Collaborations

#### 3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
EBSB Student Exchange	Sweety Singh	RUSA - MHRD	10
CTS(English as a Foreign Language Training)	Ms. Swetha VRL	US Dept. of State FHI360	21

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#### 3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project Study	Training in Ground Water Analysis and Water Quality Determination	GOVERNMENT OF ANDHRA PRADESH GROUND WATER AND WATER AUDIT DEPARTMENT	31/12/2018	05/01/2019	N Rama Satya

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#### 3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Uttara Andhra Society For Mathematical Sciences (Uasms) Reg d.No.462/2018 Visakhapatnam, Ap, India.	19/02/2019	(a) Mathematical Knowledge among like people.(b) To promote studies and research in all disciplines of Mathematics (like Mathematics, Applied Mathematics, Statistics, Computer Science, Astronomy and so on) (c) To provide a common forum to bring	406

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### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 – Physical Facilities

##### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
110	111.05

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
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#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2015

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Weeding (hard & soft)	688	240325	61	19670	749	259995
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc



Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	239	150	19	10	0	19	12	100	29
Added	25	20	0	0	0	2	0	0	0
<b>Total</b>	<b>264</b>	<b>170</b>	<b>19</b>	<b>10</b>	<b>0</b>	<b>21</b>	<b>12</b>	<b>100</b>	<b>29</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Meida Centre	<a href="https://drive.google.com/file/d/1cmggPu60lKk59AydKzpXXZoA6-Jlxrds/view?usp=sharing">https://drive.google.com/file/d/1cmggPu60lKk59AydKzpXXZoA6-Jlxrds/view?usp=sharing</a>
Media Centre	<a href="https://drive.google.com/file/d/11WAdlw0_BPjeJ4Wp_CZaQUnkyus2EVJt/view?usp=sharing">https://drive.google.com/file/d/11WAdlw0_BPjeJ4Wp_CZaQUnkyus2EVJt/view?usp=sharing</a>
Media Centre	<a href="https://youtu.be/-bSL-Ty_2No">https://youtu.be/-bSL-Ty_2No</a>
Media Centre	<a href="https://youtu.be/W9oWtlvNdwY">https://youtu.be/W9oWtlvNdwY</a>
Meida Centre	<a href="https://youtu.be/V3ogAYkbZ9w">https://youtu.be/V3ogAYkbZ9w</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
10	1016132	135	13793064

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Established systems and procedures are in place for maintaining and utilizing the physical, academic and support facilities, the labs, library, sports facilities, computers and class rooms For effective utilization ? Standard Operating Procedures are displayed in the labs, for the usage of major and sensitive equipment and the benefit of the students ? Log books are maintained to monitor the usage of desk tops, laptops and issue of sensitive

equipment/tools in the Physics/ Chemistry/ Biochemistry/ Biotechnology/Computer labs ? Usage tips are displayed prominently near the RO water outlets/ coolers / washrooms / wash areas and switches for bulbs. ? Library usage instructions are given by the librarian to all the new students in an orientation session, displayed prominently in the library and printed in the College handbook ? Optimum usage of all the class rooms and labs For effective maintenance of all the facilities in the College ? College has a trusted Team of technical personnel for maintaining its buildings, furniture , generator, electric, plumbing, computers, laboratories, gardens etc. ? The Maintenance Committee meets once a month to check on regular maintenance or special requirement and reports to the Office Superintendent ? The respective personnel undertake electrical/plumbing repairs and its maintenance. ? Separate 'Work done' registers are maintained for different services ? The buildings are regularly painted/ white washed. Dusting and sweeping are done daily and ? mopping is done regularly. ? The Computer Lab incharges look into minor repairs. Major equipment is under AMC for regular preventive and corrective maintenance. Major repairs are through request by the Head of the Department which is attended. ? Dust bins which are placed in all the class rooms, labs, wash rooms, corridors and ground are emptied daily. ? A sanitary napkin incinerator disposes the soiled napkins hygienically. ? The gardens in the College are continuously maintained - Green room, replanting and aesthetics ? All the lab equipment is maintained by the respective lab assistants besides dusting and cleaning ? The CFL electrical bulbs are replaced with LED bulbs. ? All the wash rooms are provided with running water supply and are washed regularly ? The furniture in the class rooms/ labs/ staff rooms/ library are all polished/ repaired/ replaced as and when necessary ? Minor repairs and polishing of furniture are taken up at the work shop in the premises ? All the water tanks are cleaned periodically. ? The solar panels are cleaned and maintained three times a week for effective functioning ? Removal of scales/ changing of filters of water purifying tanks are done periodically ? Regular oil change and servicing are done for the power backup generators. ? All the sports equipment is maintained regularly ? The Basket Ball court is cleaned at regular intervals ? The College ground is cleaned and weeds/ grass is removed periodically ? All the electrical, plumbing and mechanical repairs are immediately attended to by the concerned technicians ? The Canteen is kept clean and maintained well by sweeping and mopping.

<https://stjosephsvizag.com/best-practices/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SNEHA (Students needing Economic help for academic purpose)	224	736592
Financial Support from Other Sources			
a) National	Government Scholarship	792	2926599
b) International	Nil	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Guidance for Competitive Exams	18/06/2018	480	APSSDC Graffix IT Solutions TIME
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Guidance for Competitive Exams	480	480	221	161
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
60	60	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Concentrix	64	46	6	325	115
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BA	EPO	Andhra University	MA Psychology
2018	1	BA	EPO	Andhra University	MHRM
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	200
<a href="#">View File</a>	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Ingaural Function	College	2000
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gnana Bheri Govt of A.P	National	Nil	1	16AD497	Nikki Tiwari
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3.2 Activity of Student Council representation of students on academic administrative bodies/committees of the institution (maximum 500 words)

2018-2019 Every academic Year the Principal nominates Student Representatives on every Committee during Staff Council Meetings, like the Student Welfare Committee (Student Council is an integral part), IQAC Committee, Grievance Redressal Committee, Anti Ragging Committee, Internal Complaints Committee, Library Committee, NCC Committee NSS Committee, Sports Committee, Placement Cell and on all Departmental Associations and Clubs, Excelsior Fest Committee. The student representatives give their valuable feedback. The Student Council, the most important Student body in the College has representatives from all the Groups at all levels wherein the Representative Leaders are collectively nominated by the Principal and Faculty Advisors. The motto of the Student Council is "to promote the interests and welfare of the college and to provide social, cultural and educational opportunities for the students of St. Joseph's College for Women through creating and maintaining a forum for the discussion and concerns vital to the students of the College and to represent those concerns to the campus and community". They have a well defined Student Council Charter which clearly delineates the roles and responsibilities of each of the Members. Being an apex body of student representatives, the functions of the Student Council are: ? Acting as the interface between the Management Faculty and the students ? Managing Intra-collegiate and Intercollegiate events. Student Council identified and organized the participation of students in Talent Fests conducted by IIT Chennai, Sarang , IIT Kharagpur , Spring Fest, besides the Fests conducted by local colleges, organizations and state government functionaries. In addition to Independence Day and Republic Day Celebrations, Onam Flower Carpet Competitions, Sankranthi Muggula Competition for Faculty, Inaugural and Valedictory Functions, some of the following unique activities were conducted: • Youth Icon competition (Dressing Presentation on Favourite Indian Idols) • Spell bee competitions • Poster making Competitions • Rangoli Competition for Faculty and Non Teaching Staff • Food Fests by all Departments and Associations for Entrepreneurial Skill Development • Essay Writing on GST ? Playing a proactive role in organizing events like EXCELSIOR through Flashmobs, Social media marketing handling public relations, funds mobilization through Sponsors ? Crowd management and discipline during public functions, issues relating to indiscriminate unauthorized use of cell phone on campus, monitoring students during issue of bus passes among many others. ? Coordinating Association and Club Office Bearers, Guiding them and coordinating

numerous competitions ? Organising Knowledge and Skill forums and talks ? Coordinating placement drives in the campus (Increase in Placement drives) ? Ensuring ragging free campus by being friendly with their Juniors The Student Council Leaders are awarded 'Student of the Year' and other Leadership Awards in recognition of their outstanding Leadership prowess. The Student Council were applauded for their overall skills and emotional intelligence by Members of External Academic Audit Team During EXCELSIOR students worked 24/7 and were appreciated for handling all the aspects in a highly professional manner.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

51

5.4.3 – Alumni contribution during the year (in Rupees) :

150000

5.4.4 – Meetings/activities organized by Alumni Association :

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM. ALUMNAE REUNION 2018 - 15th December - 9.30 am When we recall the past, we usually find that it is the simplest things not the great occasions that in retrospect give off the greatest glow of happiness. Bob Hope The Host Ms. Ramani Dhanaraj, Head of the Dept of Office Management and Alumnus of St. Joseph's College for Women welcomed everyone to the Diamond Alumnae Reunion 2018. She said "We all take different paths in life, but no matter where we go, we take a little of each other everywhere. I'm sure you have so many shared memories of each other, of the teachers, of the classrooms, of the canteen, of the College. Reconnect with the past and carry back special memories to treasure for a lifetime.". Rev Sr. Alice Marie, Former Principal and Former Correspondent and Controller of Exams, Sr. Hema, Vice Principal of the College for Women (Autonomous) Faculty and the Alumnae from various batches and students were present for the Event. Ms. Ramani went down the year's events as 2018 was a historic year in St. Joseph's. The College activities in the Diamond Jubilee year started with a Pontifical Eucharistic Celebration and the Inaugural Function where two Alumnae IAS Officers inspired all the students, Ms. Renu Gonela Pillay IAS, Director General, Chattisgarh and Mrs. Sumidaa Devi from GST International Bengaluru. The lighting of the lamp by Sr. Alice Marie, Sr. Hema, Ms. Ramani Dhanaraj, President of the Student Council and one of the Alumnae was followed by the College Prayer song rendered by the SJC Choir. Sr. Hema, the Vice Principal of the College addressed the gathering and expressed her happiness at so many Alumnae attending the Reunion. She exhorted the Alumnae to take an active part in the development of the College as they owe back to the College Ms. Ramani Dhanaraj invited some of the Alumnae to share their thoughts, memories to the gathering. This was followed by a dance by the Second Year students. Once again some more Alumnae shared their thoughts. Vaishali and Group sang a medley of songs from yesteryears. It was now time for the President of the Student Council, Ms. Mithali Saha to address the gathering. She expressed her deep satisfaction on welcoming the Alumnae as the President of the Student Council. Some more Alumnae according to the years went down memory lane, remembered the times they spent in the campus, teachers they owed respect to and the fun they had. This was followed by a folk dance by the Home Science students. The Student Council of SJC spoke on 'What SJC means' and why it means more. The Josephine's song was sung with full vibrance and gutso. After the last round of

Alumnae nostalgia and a Finale Dance, the Alumnae were honored by Sr. Alice Marie and Sr. Hema, Vice Principal of the College. Thus the Alumnae Reunion 2018 ended on a very joyful and meaningful note with a Vote of Thanks proposed by the Secretary and the National Anthem.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1 – Institutional Vision and Leadership 6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words) St. Joseph's College for Women practices both top down and bottom up decentralization strategies to foster mutual involvement of all stakeholders. The Institution follows the 'Decentralize and Delegate (DD)' Model of Management as an effective approach for managing the Activities at all levels - higher, middle and lower. The TWO Practices where decentralization is effective are: 1. Decentralize decision making powers through Committees: ? The Governing Body is the Key decision making body parallel to the Board of Management with structural flow of authority to various Middle Order statutory bodies - Planning and Evaluation Committee, Academic Council, Staff Council, IQAC etc. These are collectively involved in important policy decisions. ? The other Lower Level Committees like Examination Committee, Student Welfare Committee, Women's Empowerment Cell, Internal Complaints Committee, Grievance Redressal Committee, Extra Curricular Activities Committees (NCC NSS) and others which work independently for the welfare of the stakeholders. ? For each of these meetings, the quorum is maintained and resolutions adopted become implementable within the time period for the benefit of the stakeholders. ? The Correspondent Principal are the highest authorities to whom all Committees report and then to the Secretary and Vice Principal in order. 2. DEED - Decentralising Effectiveness for Ensuring Discipline: An excellent example of participative management in the College through collective responsibility shared success which is two fold: ? During the Orientation program for Freshers, 78 of the students said the main reason for joining the College is its reputation for good discipline. The Student Council Leaders however observed a gap in conduct of some students, who were missing classes, using mobile phones during class hours and had attendance shortage for the Semester end exams. ? They brought it up at the Student Council meetings and appealed to the CR's to involve in peer mentoring and counseling. ? The Student Leaders brought these issues to the notice of the Discipline Committee, the Mentoring Coordinator and the Principal/Vice Principal. ? The Discipline Committee ensures students' punctuality and attendance at classes, sporting the College uniform and College Id at all times, misuse of mobile phones and any other minor issues. ? The issues of indiscipline were discussed in the Mentoring Groups (Each Faculty assigned a group of 20-30 mentees), counselling the mentees and exhorting them to adopt self discipline. ? In extreme cases, the parents/guardians were informed to meet the Mentors/Discipline Committee and the Vice Principal/Principal to handle their daughters/wards effectively. ? The Examination Committee and the Academic Council concurrently resolved in their meetings to award 5 marks in each Course Paper for 95 attendance and diminishing in a graded manner. ? This decision saw excellent results as students became regular to classes. ? Thus DEED is a result oriented example of Bottom up and Top down Decentralization involving decision making of all stakeholders in the campus.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes



## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission of Students ? The Admission Committee finalizes the updated brochure which is uploaded on the website along with the selection procedure and eligibility criteria. ? The selection is based on Government reservations for SC/ST/BC and Minority candidates since the College is a Christian Minority Institution ? Students who meet the merit and other criteria are informed through phone calls or WhatsApp message for Interview with the Selection Committee. ? All Government norms are followed and parents have an Awareness Seminar on campus life and quality standards adopted. ? Once parents and students clear the formalities, they fill the undertaking and pay the fees to join.
Industry Interaction / Collaboration	Industry Interaction / Collaboration ? The Training and Placement Committee (TPC) with APSSDC College Coordinator meets at the beginning of the academic year to discuss the modus operandi of handling placements. ? The Company Recruitment Teams get in touch with the TPC to look into the schedule of recruitments for the year ? The College adopts a data oriented approach towards meeting the growing placement needs through structured Databases and updating them continuously. ? The TPC organizes Career Preparatory Sessions with the Faculty within and Input Motivational Sessions through Industry Experts ? The Placement Letters are received by the students which are recorded.
Human Resource Management	Human Resource Management ? Proactive Human Resource planning is undertaken to assess requirements of Staff and Vacancies for advertisement in local newspapers ? The Selection process of Panel Interview vis-à-vis Teaching Demonstration by the candidate followed by a personal Interview with the Principal ? The HR Policies are clearly laid out and communicated to the Faculty at the time of recruitment with an Appointment Order comprising the conditions in the workplace. ? Morale of the Faculty to undertake academic and social research work is reasonably

commendable. ? Faculty motivated the students to co-author Papers in National and International Conferences Journals

Library, ICT and Physical Infrastructure / Instrumentation

Library, ICT and Physical Infrastructure / Instrumentation ?  
Library has been aesthetically redesigned and updated technologically. ? New journals, magazines, books and online database were procured to establish an academic vigour, in addition to Seminars for Faculty and Students on usage of Library services (Physical and Online). ?  
Infrastructural requirements were reviewed in the beginning of academic session with the Committees checking for additional requirements. ? New classrooms, hostel facilities (more rooms), Seminar Halls, Computer Labs and Chemistry Lab were redesigned and refurbished. ? Faculty cabins were prepared added.

Research and Development

Research and Development ? The Research policy was strategized to encourage faculty to indulge in Active research. Faculty development Programmes with experienced Mentors were conducted to enhance writing skills for research and how to get papers published. ? Faculty was encouraged to take up collaborative research with students, industry and other academicians, besides cash incentives for papers published in peer reviewed journals. ? Paper presentation in Conferences and publication has been rewarding due to multiple initiatives and encouragement to faculty (100 increase)

Examination and Evaluation

Examination and Evaluation ?  
Implementing Outcome Based Education in a technological age translates to quality and orientation for the faculty. ? As the Course Outcomes for each respective course are planned in advance, the Teachers design a rubric for the assessment components with corresponding marks, incorporated in the Course outline for prior preparation for the students. ? The core mission of teaching is to build the learning competencies guided by LOTS (Lower Order Thinking Skills) or HOTS (Higher Order Thinking Skills). Different forms of assessment include assignments, project work, problem



	sets, quizzes, class tests, presentations, and other unique methods.
Teaching and Learning	Teaching and Learning ? Teaching-Learning is the fulcrum around which all quality initiatives, strategies and outcomes are centered. ? As part of quality efforts to streamline TL process, Department Faculty meet once a fortnight to share and deliberate on learner-centric techniques of teaching based on relevance to their curriculum and incorporate them in their Teaching Plan. ? Technology-enabled demonstration of pedagogical learning through video lectures, LMS and slide presentations enhance students' learning experiences. ? Since the curriculum is mailed to each student, Teachers conduct innovative evaluations varying from department to department. ? Students evaluate the techniques and give positive suggestions for feedback
Curriculum Development	Curriculum Development ? The Boards of Studies in each Department scrutinizes the Core Curriculum as per expected standards (UGC, NAAC, APSCHE). It is ratified in the Academic Council to be implemented from the next academic year. ? Feedback from stakeholders (Student Satisfaction Survey on Curriculum), Feedback from Industry, Placement recruiters, Peers and Alumnae are considered as important benchmarks in making the curriculum relevant to the present local and global needs and standards. ? The Faculty counsel the students on Specializations and Electives chosen in the Final Semester for career progression which are translated into Field Projects, Internships vis-à-vis Presentations for assessment.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Using Ezscool Software Version 3.83(SP 48) (Educational Institution Administration Management System.) for students admissions and Printing Fee receipts and Attendance Reports. Internet Based Administration with Government : using - Vidyawaan - Aadhar Based Biometric for staff and students, APCCE, JKC-TISS, PG Admission - AUOE, Jnanabhumi Scholarship and National Scholarship Portal for students

	purpose.
Finance and Accounts	Using Tally 9.0 software for accounts, MS Office - MS word, MS Excel for office work, Online Fee collection through SBI Collect. Internet Based Finance interface with Government and others : Using - EPFO, ESIC for staff welfare schemes, CFMS -DDO request / Treasury for Salary bill, Online Internet Banking through NEFT, PFMS-CPSM.
Planning and Development	Using MS Office - MS word, MS Excel, Power Point Adobe software and Shreelipi Software for Telugu and other languages for office purpose , Staff Biometric attendance through epass machines, Bulk SMS, CC camera, Internet Based Planning and Development interface with Government : Using - NIRF, EPFO, ESIC, Vidyawaan - Aadhar Based Biometric for staff and students, APCCE, JKC-TISS, PG Admission - AUCOE, CFMS -DDO request / Treasury for Salary bill, Online Internet Banking through NEFT, PFMS-CPSM, Jnanabhumi Scholarship and National Scholarship Portal.
Student Admission and Support	Using Ezscool Software Version 3.83(SP 48) (Educational Institution Administration Management System ) Printing Fee receipts and Attendance Reports. MS Office - MS word, MS Excel for office work, SOUL Version 2.0 from Inflibnet - Software of University Library Information and Library Network Centre, Students Fee collection through online SBI Collect, Bulk SMS, CC camera. Internet Based student support with Government : using- Vidyawaan - Aadhar Based Biometric for staff and students APCCE, JKC-TISS, PG Admission - AUCOE, INFLIBNET - N-List, Jnanabhumi Scholarship and National Scholarship Portal, Student Certificate Verification through info@myeasydocs.com , Biometric Aadhar based - Vidyaawan portal for student purpose.
Examination	Software SJC examination with website using Students Marks sheets and Hall ticket downloading, MS Office - MS word, MS Excel for office work Shreelipi Software for Telugu and other languages for office purpose

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee

of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Y. Lakshmi Prabha	3-day National Conclave cum War Room on 25th to 27th October 2018	IQAC of Adhra Loyola College (A), Vijayawada	4739
2018	Ms. D.A. Ramani	3-day National Conclave cum War Room on 25th to 27th October 2018	IQAC of Adhra Loyola College (A), Vijayawada	4738
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	One day faculty de velopment workshop on "Modern Teaching T echniques"	Nil	01/06/2018	01/06/2018	75	Nil
2018	Two - day Intern ational Conference on "Dynamics of Feminist Writers: Global Per spectives" by Language d epartments in collabo ration with Dakshin Bharateeya Rajbhasha Sansthan,	Nil	14/07/2018	15/07/2018	350	Nil

Visakhapat  
nam

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Vijayanagara Samrajyamlo Telugu Vaibhavam	3	19/09/2018	20/09/2018	2
Prime Approaches to Contemporary Hindi and Telugu Litature	4	19/12/2018	20/12/2018	2

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	75	15	31

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Employees Provident Fund Scheme (EPF). 2. Employees Security and health Insurance scheme (ESI). 3. Medical Treatment for Employee Health. 4. Maternity and Medical Leave. 5. Education Fee provided for Employees children. 6. Personal Loan without Interest given to Employees. 7. Christmas /Pongal Bonus for Employees.</p>	<p>1. Employees Provident Fund Scheme (EPF). 2. Employees Security and health Insurance scheme (ESI). 3. Medical Treatment for Employee Health and for their Children. 4. Maternity and Medical Leave. 5. Education Fee provided for Employees children. 6. Personal Loan without Interest given to Employees. 7. Christmas/Pongal Bonus for Employees. 8. Finical Help to Ladies Employees for their Marriage purpose. 9. Free Hostel Facility for Ladies Employees.</p>	<p>1. Free Education/Full Fee concecssion for Economically Back ward students. 2. Maternity Leave. 3. Medical Leave. 4. Medical Treatment. 5. After completion of studies -Job Placement Providing for Merit and Economically Back ward students.</p>

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

6.4.1 Financial and Budgetary planning ensures a pre planned strategic

framework in consonance with goals of the institution, aligning its growth objectives with its financial requirements. The College plans and accumulates the right amount of funds by collecting inputs and requirements from departments through their Plan of Action at the beginning of the Academic Year. The financial planning and budgeting and review is undertaken in periodic intervals through the Statutory body namely the Finance Committee headed by Principal as the Chairperson, Correspondent, Office Superintendent who is the Finance Officer of the College and Senior Faculty nominated by the Principal. The Finance Committee meets twice a year and more times if need arises to review the expenditure for the previous financial year and plan and propose the budget for the ensuing year. The budget includes regular aspects like development of teaching learning material for redesigned courses, funding for office equipments, teaching aids and laboratory equipment, furniture for office, classrooms, library and laboratories and renovation and repairs of existing infrastructure. The budget proposed in the Finance Committee is submitted to the Governing body for approval. The Governing Body reviews the income and expenditure pattern and pragmatic recommendations are given for implementation in the next financial year. Customised ERP Software is used for management of finance and financial transactions vis-à-vis a set of financial rules and online transactions. Optimal utilization and implementation of the budget is monitored through internal and external auditing. Internal audit is conducted every year systematically by the Chartered Accountant of the College and the statutory external audit is to be conducted annually by State/Central Government as per the norms. The Utilisation certificate of the various schemes of UGC is also audited by the Chartered Accountant of the college which has been accepted officially by UGC. Overall an effective financial management system is in place and is helping the institution in overall growth.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Ramarao Violeti, Sagi Subba Raju and others	829250	Tuition Fee for Poor student
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

130978.00
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	APCCE	Yes	SJCW IQAC
Administrative	Yes	APCCE	Yes	Local Auditors

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Orientation Program for Parents 2. Post formative Exam meet for the parents of first year 3. Career Session for students by professional parents. 4. Feedback on Curriculum and suggestion for improvement from educated and willing parents
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6.5.3 – Development programmes for support staff (at least three)

1. Training program in English LSRW skills for administrative staff 2. Training Session for faculty support staff on Mentoring Value Education. 3. Training program on E - office implementation on GST

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. SWAYAM /NPTEL Local Chapter initiated in the college 2. Subscription for MANA TV LMS 3. Installation of Three more smart boards, Elevator RO Plant 4. Upgradation of Examination Software 5. Installation of Rain water harvesting structures

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	One day Workshop on Innovative Teaching Methods Using Digital Boards	01/06/2018	01/06/2018	01/06/2018	95

[View File](#)

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
World Population day	11/07/2018	11/07/2018	12	Nil
Two-Day International Conference on Dynamics of Feminist Writers- Global Perspective	14/07/2018	15/07/2018	345	50
Guest Lecture on Women and Culture	04/08/2018	04/08/2018	100	Nil
Breast Feeding Awareness	01/08/2018	07/08/2018	130	Nil

program enlightening young women.				
Guest Lecture on Violence against women.	10/12/2018	10/12/2018	30	Nil
Human Rights Day	10/12/2018	10/12/2018	30	Nil
Appraisal Of Empowered Women	08/03/2019	08/03/2019	32	Nil
International Women's Day	08/03/2019	08/03/2019	220	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Solar Energy Biogas 10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	47
Provision for lift	Yes	47
Ramp/Rails	Yes	47
Rest Rooms	Yes	47
Scribes for examination	Yes	11
Any other similar facility	Yes	47

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	16/08/2018	1	Food Adulteration Awareness	The Consumer club members conducted an awareness program on how food items are adulterated. The program was led	70

by Dr. P. Jayalakshmi Head Dept of Economics.

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Human Values Professional Ethics	06/06/2018	Value Education is an integral component of the college curriculum since its inception. It is offered to all the students till the end of IYr(UG) and IYr(PG). It is a two credit regular course for the first semester students of UG. Value education course is assessed both in the formative and summative modes. It is taught to students through innovative participatory techniques. Students are grouped based on their abilities and are assigned small projects and tasks. They perform these tasks in front of other students and exhibit or display a specific value set. This also enables other students in the class to learn. Important life skills are also taught to students as part of value education

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Handloom Day	07/08/2018	14/08/2018	200
Ethnic day	18/08/2018	18/08/2018	75

[View File](#)

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic waste collection by the Waste Management Club
2. E- Waste Collection by the Waste Management Club
3. A.P.Green Corps Eco club has taken an initiative and conducted a vehicle free zone in St.Joseph's college campus
4. Circulars and notifications are forwarded to the staff through e-mail or whatsapp to minimize the useage of paper in the campus.
5. Waste Bins are placed in each classroom and in prominent places to collect waste materials in



the campus. Rainwater harvesting, clean and green campus, green house, floral and medicinal plant gardens, Vehicle free zone(1day/week), solid waste recycling, minimising usage of single use plastic, biogas generation, solar energy, LED bulbs

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE I STREAMING (Structured Training in English for Access Mastery through INclusive Grouping)** The Objectives of the Practice: ? The underlying principle behind this practice is using differentiated teaching- learning approaches for learners at varied levels to learn English effectively. ? To kindle interest in English by homogenizing groups through streaming, customize teaching learning techniques to match their needs and enable the learners to be confident. ? To facilitate those with lower English language proficiency to feel a sense of achievement ? To inspire those with higher language capabilities to challenge their higher order thinking and skills The Context: English as a foreign language is a challenge for most students especially for those from vernacular medium schools. Among other classes it is in the English language class that they feel uneasy grouped with students with English language proficiency. Streaming aims at handling the issues faced by English learners in traditional classrooms. Within a streamed General English or Communication Soft Skills class setting, the teacher is able to set a suitable pace for the class and be more effective in reaching out to the students. The entire class is challenged at a level appropriate for the whole group and the teacher can use diverse challenging techniques. Streaming in English is more practical as it enhances learning of the English language in both advanced learners and slow learners. Process: When the First Year students join the College for their Undergraduate Program, they join a Two Week long Bridge Course in English and at the end of the two weeks, they are administered an Entry level Placement Test which tests their English language abilities (Grammar and Comprehension). All the students are then categorized into three Streams - Advanced, Higher and Basic English commonly referred to as Stream 1, Stream 2 and Stream 3. Streaming has many benefits for the students. Though the content is similar for all groups, since the Teaching method matches their learning abilities, students are able to assist and motivate each other. The General English course comprises 3 components: Intensive Reading (Text - Selected Prose Lessons and Poems), Extensive Reading and Communication Soft Skills. The Intensive Reader component aims at developing both reading and writing skills (comprehension included). The students are given a handbook with specific material and learning exercises. The Extensive Reader exposes the students to texts outside their prescribed syllabus, thus inculcating reading and assimilating knowledge on their own and assessing through a short written test. The Communication Soft Skills component aims at imparting both verbal and written skills in language. The Language Lab exercises benefit students as they learn the right pronunciation, spelling and improve their conversational abilities. The exercises are varied like Designing promotion material like brochures, posters, creative letters book reviews and presentations among others. The advanced learners fine tune their writing competencies to participate in many multifarious competitions. Constraints or problems ? Initial hesitation among the students from vernacular medium due to limited exposure in learning English ? Lack of reading habit among the new generation learners ? Overdependence on technology leading to incorrect spelling and grammar Evidence of Success: Our experience through feedback from students over the years has been encouraging as surveys conducted in the College has proved that there is no better alternative to Streaming in English. Practically every learner finds someone at her level in the Class and is motivated to learn better. Some evidences which have been observed are: ? Increase in confidence

due to LSRW skill matching exercises and facilitating strategies. ? By the end of Semester III ?80 of students score ?80 marks ? There is 99 pass in English and students demonstrate better performance in career interviews and tests ?

Advanced English language students being high achievers in National and International Events ? Increase in students being selected for International student exchanges like the US Exchange Program, securing good scores in TOEFL and studying in prestigious universities abroad ? International Collaborative Program with US Consulate for Micro Access Scholarship for a second time in a row ? English Language Fellow, Ms. Vicki A Hale from the US Department of State in the campus to handle multiple Courses like Critical Thinking, Employability Skills, Career Portfolio among others ? Starting SJC Language Center with the US Department of State Problems Encountered: ? Low level motivation of students from the vernacular medium requires additional efforts ? Preparation of papers to identify the students and stream them is challenging ? Constant monitoring of Basic learners with additional inputs like dictation of notes and repeated explanations BEST PRACTICE II 1. Title of the Practice: Know - INquire - Deduce - Learn to Experiment (KINDLE) Objectives of this Best Practice: This academic

outreach initiative aims at creating awareness based on the VAK (Visual, Auditory Kinesthetic) Model of learning among the High School children through 'Hands on' Learning experiences. Learning outcomes: It ? kindles interest in beyond classroom activities among school children studying in vernacular/ English medium and make them realize their potential ? promotes analytical thinking among students. ? enhances research aptitude The Context: This Practice initiated by the Chemistry Department was called CASE (Creating Awareness in Science Education) a decade ago for High School students of vernacular medium, with the aim of developing scientific zeal among them. With the passage of time, It then became relevant to reach out to students from all socio-economic backgrounds, challenge their 'out-of-the-box-thinking' and sow the seed of research in their vibrant minds. Since it diversified and included many other departments, as per changing needs, it was rechristened KINDLE in keeping with the Motto of the College 'Kindle the light within'. The Practice: The preparative work for implementation involved detailed stage wise planning.

Permission of the School authorities and rescheduling their regular classes according to the students' classes also were proactive challenges handled well. This academic outreach initiative is unique because of its impact of students from not only a vernacular medium but from a low socio-economic background.

Departments like Zoology, Botany and others started demonstrating section cuttings, museum specimens and live demos and Mathematics Dept used Mathematrix Vedic Maths to dispel fear of Maths. Gradually the Psychology UG PG students briefed young school children on hygienic habits, suicide prevention, adverse effects of early marriages as part of their Extension Work in Counseling. The UG students of English took One-hour classes for Teaching Practice 1. Selection of Topics: The faculty from the various departments identified topics to be included, both for the Audio-visual presentation as also the Demonstration, after studying the Text books. High School students visited the college on the specified days in groups and each group was shown one set of experiments were allowed to practice the same, with other compounds. (Chemistry Dept) 2.

Identification of Schools: The schools from, which the students were involved, were identified based on the medium of instruction, the distance from the college, enthusiasm of the children and teachers besides the willingness of school administration. Sacred Heart Girl's High School (campus) and St. Peter's High School and other neighborhood schools (Chemistry, Zoology, Botany, Mathematics, Psychology, English) were chosen. 3. Implementation of the Programme: This initiative has been rekindling interest in the subject through observing, doing and recapping by the students as they could take up research later with the seed sown. Even the PG Students in MSc Chemistry, Maths and Psychology found it excellent training ground. 5. Mathematrix / Vedic Maths training for the students: Vedic Maths classes made the students realize the

importance of Mathematics while eliminating fear and enhancing their confidence and performance in Maths. 6. Developing better habits of positive thinking: Sessions by Psychology students on personal and psychological hygiene, power of positive thinking and preventing suicide tendencies made the young school children optimistic clarify doubts and confident of doing well in life. Problems encountered: 1. Neighborhood schools were chosen to avoid bringing the children from a distance 2. Resource mobilization was another constraint as considerable amount was required especially for chemicals and other subject practicals besides expensive equipment. 3. Due to the tight schedules in the Semester Pattern for Practicals, the Faculty had to adjust laboratory schedules for College students. Evidence of Success: After the programme, the feedback was collected from the students which were the indicators of the success of the programme. 1. A very good initiative and more of these programmes should be conducted. 2. The experiments/classes were quite exciting and the subject easy leading to better learning experiences. 3. The whole exercise was a very good experience which developed interest in the subject especially Chemistry and Botany for further research. 4. Students who took the Mathematrix classes felt their fear of Maths had decreased by 80 and would recommend that others learn it. 5. The English classes were appreciated by the students as it made them want to learn good English including Grammar 6. This Best Practice led to increased external funding for Waste Management from a US University by Renu Yadav, Alumna of US Exchange Program in 2018 7. This initiative led to exponential growth in admissions from local schools

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://stjosephsvizag.com/best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3.1 Distinctiveness of the College: St. Joseph's College for Women (Autonomous), affiliated to Andhra University, the first Women's College in north coastal Andhra Pradesh, with its unique ethos of inimitable resourcefulness and all round excellence has been creating generations of empowered women who make their presence felt in the society. The College has its genesis in the visionary initiative of the Sisters of St. Joseph of Annecy who came to India in 1849 and opened a number of life sustaining organizations like schools, orphanages and dispensaries for serving the people and established the College in 1958 Distinctiveness is an attribute quite opposed to the common majority which fit more or less into a standardized mould of creating life transforming experiences for students and the society around. The unique distinctiveness of SJC 'love, compassion and concern for others' of the Founders which is the key value since 1958, percolated down to all levels of the institution. The stakeholders in St. Joseph's College did an intensive inquiry 'In what way is St. Joseph's distinctively different from the other institutions in the city or the larger canvass for a student entering its portals? In what way does SJC impact the society immediately around in the neighborhood and the larger canvass? The responses to these internal critical queries led to the revisiting of the core values envisioned in the Vision and Mission Statement - Holistic Excellence, Transformational leadership, Integrity, Empathy and Making a Difference under the umbrella of Institutional Social Responsibility (ISR) namely EXCELSIOR (2016 - 2019) The most powerful test of catalytic change is to look at the institution not from the inside out but from the outside in. SJC Graduates who discover, develop and deploy their God-given gifts are simultaneously encouraged to learn through the platform of EXCELSIOR, how to create and share their talents and resources with others. The

main aim of EXCELSIOR (2016-19) - a Two Day Intercollegiate Fest of Fun and Talent for the students of the City of Destiny is based on Core Values for Leadership Organisational development, inculcating Integrity and Empathy in the Volunteers and Making a Difference as through funding/supporting Education of girls from underprivileged sections leading to Holistic excellence. The 'niche' brand for EXCELSIOR as an effective Case for Support for Education for girls from the underprivileged sections of the society centers around Courage, Optimism and Hope. EXCELSIOR 2016 - 2019 in a row for four years demonstrated how students can be engaged productively to harness their own inner potential for communicative and social adeptness, leadership success, reaching out, entrepreneurial resourcefulness and people management. Once the Fest is over within a week, the Principal announces the Final Amount of revenue generated through the Fest in the General Assembly amidst loud applauses. Over the three years this initiative has made a difference in the lives of the beneficiary students TRANSFORMING them into empowered Women, created TRANSFORMATIONAL LEADERS with INTEGRITY and EMPATHY for GLOBAL SUCCESS as enshrined in the Vision, Mission, Core Values and Quality Policy.

Provide the weblink of the institution

<https://stjosephsvizag.com/best-practices/>

### **8.Future Plans of Actions for Next Academic Year**

To arrange for NAAC Peer Team visit To organise the first ever Graduation Day To start PG Programmes in Psychology and HRM To provide seed money for faculty research To collaborate with US Consulate, India to conduct English Microaccess Scholarship Programme and English Language Fellow Programme To apply for PG Autonomy and pursue for a Research Centre in Chemistry To offer New Skill Based Courses in tune with NSQF To enhance Industry Academia Collaborative initiatives To increase intake of students from other states and countries To augment infrastructure and digital learning resources To enter into MOU with other educational institutions and corporate houses