



## Yearly Status Report - 2019-2020

### 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. T. Bhaskara Sudha																														
Phone no/Alternate Phone no.	08912558346																														
Mobile no.	9948899482																														
Registered Email	sjcwvizag@gmail.com																														
Alternate Email	bhaskarasudha@stjosephsvizag.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>																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.71</td> <td>2009</td> <td>29-Jan-2009</td> <td>28-Jan-2014</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.01</td> <td>2014</td> <td>21-Feb-2014</td> <td>20-Feb-2019</td> </tr> <tr> <td>4</td> <td>B++</td> <td>2.89</td> <td>2019</td> <td>09-Aug-2019</td> <td>08-Aug-2024</td> </tr> </tbody> </table>						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	09-Aug-2019	08-Aug-2024
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<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
One day Workshop on Teaching - Learning Using LMS Virtual Classroom	03-Jun-2019 1	90
Webinar on Intellectual Property Rights	21-Nov-2020 1	500
<a href="#">View File</a>		

**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 Josephs college for Women	RUSA 2.0	Government of Andhra Pradesh	2018 730	20000000
<a href="#">View File</a>				

**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 :**

8

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. IQAC, SJCW(A) is instrumental in the preparation and timely submission of IIQA, SSR DVV Clarifications. It is also instrumental in coordinating the peer team visit. The college secured B grade as an outcome. 2. IQAC, SJCW(A) in collaboration with various agencies has organised a total of 23 International and national level Conferences, seminars training Workshops in languages, humanities and sciences for faculty members, administrative staff and students in this academic year. 3. Sanction of seed money for conduct of minor research projects by faculty members and monetary benefit for quality research publications by faculty in CARE listed journals. Installation of Plagiarism Check software and

checking for plagiarism before publication. 4. Introducing examination reforms in the form of conducting formative assessment both in the online and offline mode, assigning 5 weightage to attendance. Raising the pass minimum from 35 to 40. 5. Strengthening Outreach initiatives by involving more faculty and students. As part of Institutional social responsibility KINDLE programme involving CASE MATHEMATRIX etc. programmes have been expanded to more number of schools. 5 One day workshops on suicide prevention, hygienic habits, adverse effects of early marriages etc have been conducted in schools in and around Visakhapatnam.

[View File](#)

**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 conduct a one day workshop for all the faculty members on 'Teaching learning using LMS and virtual classroom' in the month of June just before reopening the college.	All the faculty members received hands on training on teaching in virtual classroom and started using them extensively. MANA TV LMS is also widely used.
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	12-Dec-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

2020

Date of Submission

20-Feb-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

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 Ezschoool 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 Ezschoool 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 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	19BA	EPO, EPJ, EEP, CEM	08/04/2019
BBA	19BBA	BBA	08/04/2020
BCom	19BCOM	Computers	08/04/2019
BSc	19BSc	MPC, MPCS, MECS, MSTCS, CBZ, BBC, Home Science	08/04/2019
MA	19MA	English	01/06/2019
MSc	19MSc	Chemistry, Home Science	01/06/2019

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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	01/06/2019	List enclosed	01/06/2019
BBA	BBA	01/06/2019	List enclosed	01/06/2019
BCom	Computers	01/06/2019	List enclosed	01/06/2019
BSc	MPC, MPCS, MECS, MSTCS, CBZ, BBC, Home Science	01/06/2019	List enclosed	01/06/2019
MSc	Mathematics, Org Chem, Home Sc, Psychology	01/06/2019	List enclosed	01/06/2019
MA	English, HRM	01/06/2019	List enclosed	01/06/2019

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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, CEM, EEP	01/06/2019
BBA	BBA	01/06/2019
BCom	Computers	01/06/2019
BSc	MPC, MPCs, MECS, MSTCS, CBZ, BBC, HOME SCIENCE	01/06/2019
MA	English, HRM	01/06/2019
MSc	Org Chem, Mathematics, Home Sc, Psychology	01/06/2019

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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	01/06/2019
BBA	BBA	01/06/2019
BCom	Computers	01/06/2019
BSc	MPC, MPCs, MECS, MSTCS, CBZ, BBC, Home Sc	01/06/2019

## 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
List enclosed	01/06/2019	1279

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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	25
BA	EPO, EPJ	21
BA	CEM	17
BBA	BBA	27
BCom	Computers	22
BSc	MPC, MPCs, MECS, MSTCS	56
BSc	CBZ	27
BSc	BBC	43
BSc	Home Sc	40
MSc	Home Sc, Org Chem	30

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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

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 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	46	38
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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
2019	1709	233	77	14	6

### 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	14	20	8	16
<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
1942	91	1 : 21

## 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	28	43

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
2019	Dr. K. Sujatha	Professor	BHARAT KE ANMOL RATNA - 2019" Award for Extra Ordinary Contribution in Education - Mathematics towards Development of Bharat - in True Sense presented by Tejasvi Astitva Foundation, Delhi
<a href="#">View File</a>			

## 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	19 BA	Even Semester	23/09/2020	01/10/2020
<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
11	3170	0.35

## 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
19 BA	BA	EPO	23	21	91.3
<a href="#">View File</a>					

## 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/19A0WcjXX69XDrvTLEfwCq\\_72rOfzz-qlAdFd2ixK-00/viewanalytics](https://docs.google.com/forms/d/19A0WcjXX69XDrvTLEfwCq_72rOfzz-qlAdFd2ixK-00/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

<b>Yes</b>
Name of the teacher getting seed money
Dr. G. Pavan Kumar
<a href="#">View File</a>

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
Nill	NIL	NIL	Nill	NIL
No file uploaded.				

### 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
Nill	Nill	NIL	Nill	Nill
No file uploaded.				

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

0
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### 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
Intellectual Property Rights Innovation Driven Research	IQAC	21/11/2020
Two day workshop on "Ikebana flower arrangement"	Department of Home Science	13/08/2019
Three day Workshop on "Advanced Techniques of fabric painting and shilpkar art" in collaboration with Pidilite Industries	Department of Home Science	27/11/2019
CRT - Program Offline training by TCS	IQAC	11/11/2019
Entrepreneurship awareness campaign - APSSDC	IQAC	18/11/2019
Generate your own Business - APSSDC	IQAC	20/11/2019
One day workshop on "Research methodology analysis using SPSS"	IQAC	09/09/2019
Training Session on Resume Interview Preparation Skills - JCI India Ltd.	IQAC	23/01/2020
<a href="#">View File</a>		

### 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
No file uploaded.				

### 3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

## 3.4 – Research Publications and Awards

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

Name of the Department	Number of PhD's Awarded
Physics	1
Commerce and Management	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)
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National	All Departments	1	0.0
International	All Departments	39	6.4
<a href="#">View File</a>			

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	56
<a href="#">View File</a>	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
An automated and integrated mobile app for handling road accident and emergency situation smartly	Published	202041041120	10/10/2020
<a href="#">View File</a>			

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	2019	1.1	St Josephs College for Women( Autonomous )	11
List enclosed	List enclosed	List enclosed	2020	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	2020	1	11	St Josephs College for Women( Autonomous )
List	List	List	2019	1	11	St

enclosed	enclosed	enclosed				Josephs College for Women (Autonomous)
<a href="#">View File</a>						

### 3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	15	111	10	Nil
Presented papers	13	98	Nil	Nil
Resource persons	2	12	14	6
<a href="#">View File</a>				

### 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	Nil	Nil	Nil
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	Nil	Nil	Nil	Nil
No file uploaded.				

### 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
International Yoga Day	NSS ,NCC	4	190
World Population Day	NSS	4	72
Swatchata Hi Seva	NSS	4	140
<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
NSS	NSS ,University level Best	National Service scheme ,AU,Ministry	1

	Volunteer Award	of Youth Affairs Sports ,Govt.of India.	
NSS	NSS,District level Best Volunteer Award	National Service scheme ,AU,Ministry of Youth Affairs Sports ,Govt.of India.	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	6	75
Mission Harit andhrapradesh Jannabhoomi Maa Vooru	AP State Govt NSS	Vanam Manam	6	80
<a href="#">View File</a>				

### 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	Dr. K. Sujatha - Faculty	RUSA - MHRD	5
Project Study	R Yuvasree, Ch Navya, Uha Sai	Natsol.Pvt.Ltd	30
Project Study	G Lavanya, K Lakshmi Gowthami	Dr.Reddylaboratories.Pvt.Ltd	30
<a href="#">View File</a>			

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	Antimicrobial Activity of Medicinal Plants Extracts	Shahid Rajguru College of Applied Sciences for Women	05/05/2019	19/05/2019	Suchitra Bisoi
<a href="#">View File</a>					

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
Dept of State U.S -U.S. Embassy New Delhi	03/06/2019	English Language Fellow Program	200
<a href="#">View File</a>			

## 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
175	175.74

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

### 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 partially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total



Text Books	28911	3004674	412	119367	29323	3124041
<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
Dr. Capt. K. Sujatha	Gauss Divergence Theorem and it's Applications Part-1	CCE LMS	10/10/2020
Dr. Capt. K. Sujatha	Gauss Divergence Theorem and it's Applications Part-2	CCE LMS	10/10/2020
<a href="#">View File</a>			

#### 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	264	170	19	10	0	21	12	100	32
Added	31	30	0	0	0	0	0	0	1
<b>Total</b>	<b>295</b>	<b>200</b>	<b>19</b>	<b>10</b>	<b>0</b>	<b>21</b>	<b>12</b>	<b>100</b>	<b>33</b>

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

100 MBPS/ GBPS
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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
Media Centre	<a href="https://youtu.be/K3CJqPiHVVE">https://youtu.be/K3CJqPiHVVE</a>
Media Centre	<a href="https://youtu.be/dp4knegvecA">https://youtu.be/dp4knegvecA</a>
Media Centre	<a href="https://youtu.be/KxmUKyIQbbU">https://youtu.be/KxmUKyIQbbU</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
23	2380434	130	13203957

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
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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)	276	1135229
Financial Support from Other Sources			
a) National	Government Scholarships	1318	1710577

b)International	Nil	Nil	0
<a href="#">View File</a>			

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 implemetation	Number of students enrolled	Agencies involved
Guidance for Competitive Exams	18/06/2019	547	APSSDC TIME GRAFIX IT Solutions
<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
2019	Guidance Competitive Exams	547	547	145	140
<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
11	11	10

## 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
List Enclosed	Nil	Nil	List enclosed	407	140
<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
2019	1	BA	EPO	Andhra Univeristy	MBA
<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
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NET	5
<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
APJ Abdul Kalam Death Anniversary	College	2000
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**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
2019	Nill	Internat ional	Nill	1	19AG 265	Lakshmi Mounika P
<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)

2019-2020 The College encourages the active participation of student representatives in various Decision making, Academic and Administrative Committees which enables them to function better in the academic environment (as spelt out in the Mission Statement) The Student Council is the most important Student body in the College which has representatives from all the Programs 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 as well as their representation on all the Committees in the College.

Being an apex body of student representatives, the Student Council manages almost all the events like ? Acting as the interface between the Management Faculty and the students ? Liaisoning with other College student Leaders for various events ? Coordinating placement drives in the campus (More Placement drives organised) ? 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. ? Playing a proactive role in organizing events like EXCELSIOR through Flashmobs, Social media marketing and handling public relations ? Identifying and negotiating with sponsors for funds mobilization during events like EXCELSIOR ? Handle discipline and crowd management 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 activities and competitions ? Organising Knowledge and Skill forums and talks ? Sharing their knowledge through active student forums ? Coordinating feedback on Class Representatives by their peers ? Counseling their younger peers in various aspects ? Ensuring

ragging free campus The Student Council Leaders are awarded 'Student of the Year' and other Leadership Awards in recognition of their outstanding Leadership prowess. External Academic Audit Members have commended the Student Council for their performance During EXCELSIOR - an Intercollegiate Youth Festival for a cause - students were complimented for their Cultural Show and managerial skills by the visiting dignitaries. Representation in various Committees 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 attend the various Functional Committee meetings and give their valuable feedback for the better functioning of the Committees.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

79

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

581450

5.4.4 – Meetings/activities organized by Alumni Association :

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM. ALUMNAE REUNION - COLOURS 2K19 - 14th December - 10.00 am The Host Ms. Ramani Dhanaraj, Head of the Dept of Office Management and Alumnus of St. Joseph's College for Women welcomed everyone to COLOURS 2K19 - The Alumnae Reunion of 2019. She welcomed the Alumnae in these words "We used COLOURS for our Reunion 2k19 because there is great diversity in the use of colors and their associations between batches and even within the same batch in different time periods. Yet all the colours unify just as in a Rainbow - A bridge which joins aspirations and dreams to reality. Its time too for you, to add VALUE to your Alma Mater and make it more colourful in Status, Fame and Role" She very warmly welcomed Former Principal and Correspondent, Sr. Alice Marie. She welcomed Sr. Albertine, former Vice Principal of the College. She welcomed the Vice Principal, Sr. Hema from the Department of Botany. She invited the Guest of Honour, Dr. Aruna Lakshmi, a 1978 BSc Alumna, Former Principal, GITAM College of Science who was instrumental in promoting research and starting MTech in Food Technology in GITAM. She then invited another Guest of Honor, Mrs. Sujatha Annavarapu, a Home Science Alumna of 1980 who ran a Travel Agency in New Zealand is a Lifestyle Blogger now. The other Guest of Honor was Mrs. Indira Ramesh, a BA 1983 Batch Alumna, Head, Training Delivery and Quality Synchro Serve Global Solutions, Funded Partner National Skill Development Corporation, Govt of India and a smart technocrat. Another important Guest of Honor was Ms. Vijayasree Suryadevara, a 2004 MPCSc Alumnus and a smart entrepreneur running a successful company, travelled all the way from the US to be part of the Reunion. The lighting of the lamp by Sr. Alice Marie, Sr. Albertine, Sr. Hema, the Four Guests of Honour, Ms. Ramani Dhanaraj, President of the Student Council was followed by the College Prayer song rendered by the SJC Choir. Sr. Hema, the Vice Principal of the College addressed the gathering and appealed to the Alumnae to contribute to the Life Membership and take an active part in the welfare and development plans of the College. The SJC Choir sang the Josephines Song. All

the Guests of Honor shared their ideas and thoughts and memories at the gathering. Ms. Ramani Dhanaraj spelt out the Objectives of the Alumnae Association and appreciated the Alumnae for their significant contributions like Donations, Resource Speakership for National and International Conferences, Sponsoring Scholarships and supporting student Internships. Ms. Ramani Dhanaraj invited some of the Alumnae to share their thoughts, memories to the gathering. This was followed by a very beautiful Cultural Program consisting of a skit, two Dances and two Songs. All the Alumnae joined in the dances and reveled bringing back memories of old times. Thus the Alumnae Reunion 2019 ended with a Vote of Thanks proposed by the Vice President of the Student C

## **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)

6.1.1.1 – 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
Curriculum Development	<p>? 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.</p>
Teaching and Learning	<p>? 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.</p>
Examination and Evaluation	<p>? 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</p>

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

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)

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.

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
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.

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

E-governance area	Details
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.
Administration	Using Ezschoo 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 – AUCOE, 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-CPSPM.
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
2019	Dr. P. Bhushanavathi	List Enclosed - Uploaded file	Nil	2500
2020	Mrs. B.Anita	Assessment of satisfaction level of sukanya samridhi yojana scheme - a study in Visakhapatnam city Andhra Pradesh	Nil	1500
<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)
2019	One day regional workshop on Food Nutrition	Nil	26/07/2019	26/07/2019	53	Nil
<a href="#">View File</a>						

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
National Conference on Performance of Development Programmes in INDIA - Issues and Challenges	39	22/11/2019	23/11/2019	2
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	75	13	35

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. Financial Help to Ladies Employees</p>	<p>1. Free Education/Full Fee concession 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>

for their Marriage purpose. 9. Free Hostel Facility for Ladies Employees.

#### 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
Sri Rama Rao Volet, Sagi Subba Raju Foundation, Mother Theresa Foundation and others	1433469	Tuition Fee for Poor student Meritorious Prize
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

143259.00

#### 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, NAAC	Yes	IQAC in

				association with retired staff
Administrative	Yes	APCCE, NAAC	Yes	IQAC in association with retired staff

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

1. Orientation Program 2. Parents Teachers partnership meet 3. Carer session by Professional parents.

6.5.3 – Development programmes for support staff (at least three)

1. One-day institutional level Seminar on the topic " Self-Management - A Journey Towards Enhancing Administrative Skills" conducted for Non-teaching Teaching Staff 2. " Impact of Covid 19 on Lifestyles and Quality of Life and Coping Strategies" 3. COPING WITH COVID -19: SCIENCE AND SAFETY

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

1. Special cabins were installed in the staffroom for one-to-one counselling for students. 2. New Post graduate courses were launched for M.Sc. Psychology MHRM 3. Greater Percentage of faculty with research and NET/SLET qualification were recruited. 4. Two Diploma and four certificate skill development courses in alignment with NSQF , NSDC, UGC were initiated

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
2019	One day Workshop on Teaching - Learning Using LMS Virtual Classroom	03/06/2019	03/06/2019	03/06/2019	95
<a href="#">View File</a>					

**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	11/07/2019	11/07/2019	30	Nil

Awareness Program on Breast cancer Resoruce talk by Dr ravi Shankar Medical Oncologist	18/10/2019	18/10/2019	110	Null
Essay writng - Empowering Girl Child	15/11/2019	15/11/2019	30	Null
Awareness Program on women's self defence talk by ACP Smt. Swaroopa Rani	02/12/2019	02/12/2019	180	Null
Human rights day Creating awareness of women rights	10/12/2019	10/12/2019	50	Null
Human Rights Day A rally regarding "Stop Violence against Women" as part of value Education of their rights	13/12/2019	13/12/2019	55	Null
Save girl child and teach girl child Girls must be aware of their purpose of life and acquire confidence	24/01/2020	24/01/2020	80	Null
Save Girl child and Educate girl child - Interactive Session -	24/01/2020	24/01/2020	50	Null
Save Girl Child day To Empower and Safeguard Girl Child	24/01/2020	24/01/2020	100	Null
Guest Lecture on Awareness on Breast Cancer by Dr Kavitha JCI Vizag Port City	04/02/2020	04/02/2020	180	Null
Awareness	28/02/2020	28/02/2020	180	Null

program of Disha APP				
International Women's Day 2020 International Women's day on march 8th regarding fight against women's rights	04/03/2020	08/03/2020	150	Nil
World Breast Feeding Week	01/08/2019	07/08/2019	101	Nil

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 100

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	52
Provision for lift	Yes	52
Ramp/Rails	Yes	52
Rest Rooms	Yes	52
Scribes for examination	Yes	12
Any other similar facility	Yes	52

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
2019	5	8	Nil	Nil	List Enclosed	Nil	Nil
2020	13	4	Nil	Nil	List Enclosed	Nil	Nil
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics	06/06/2019	Value Education is an integral component of the college curriculum since its inception. It is offered to all the students till the end of IIYr(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
World Breast feeding Awareness Week	01/08/2019	07/08/2019	100
<a href="#">View File</a>			

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

1. Plastic waste collection by the Waste Mangement 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 Bin 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, promoting usage of bicycles

### 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

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

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

To establish a language centre in the college To encourage enrollment for MOOCs by giving credits To construct a separate floor for examination cell To launch skill courses with NSQF approval To apply for ISO Certification Have an exclusive LMS for the college To encourage faculty to create more number of learning resources(e content) To initiate NDL linkage Launch a new website for the college and also reconstruct the existing one To have more research collaborations from industries and academia for teachers and students To explore the possibility of providing virtual internships to students in view of the pandemic situation To increase student intake from other states and countries To continue to impart value based education to students