



## **St. Joseph's College for Women (Autonomous) Visakhapatnam - 530004**

*(NAAC Reaccredited & ISO 9001:2015, 14001:2015 Certified)*



**6.2.2(4):Annual e-governance report approved by the Governing Council  
Board of Management/Syndicate Policy document**

### **6.2.2 : Implementation of e-governance:**

St. Joseph's College for Women adopts a simple and automated system to equip governance to manage different elements of the academic and administrative system. The various functions to be implemented for effecting Administration, Management of finances and accounts, providing Support to the students such as payment of fees, Organizing the examinations and evaluations etc., have been considered as a set of module based packages. Each module is separately designed and implemented through an in-house developed ERP system using outside expert agencies for design and continuous maintenance and technical support. All functionaries and administrators use the ERP system for providing the e-governance services. Transparency of everything executed in the college is exhibited through the ERP system. The ERP system has been built with interface and links to the St. Joseph's web site for hosting all important contents that must be made known to the stake holders of the college.

Implementation of e-governance in areas of operations Administration including complaint management:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

<b>Areas of e-governance</b>	<b>Year of Implementation</b>	<b>Name of the Vendor</b>
Administration	2010	E Z School Volk Soft Technologies Pvt. Ltd
	2008	SJCW Website RIFY HOSTING PRIVATE LIMITED
	2015	Staff Biometric attendance - epass ABBAS Business Solutions
	2015	Student Certificate Verification info@myeasydocs.com Direct Verify
Finance and Accounts	2007	Tally 9.0 M.G. Technology
	2010	E Z School VolkSoft Technologies Pvt Ltd
Student Admission and Support	2010	E Z School VolkSoft Technologies Pvt Ltd
	2008	SJCW Website RIFY HOSTING PRIVATE LIMITED
	2015	SOUL Version 3.0 from Inflibnet Software of University Library Information and Library Network Centre
	2016	eSSL sales@esslsecurity.com
	2013	Bulk SMS pointsms.in
Examination	2015	Software SJC exam Jayamas Software solutions
	2023	Career Book Standard Educational Institute Management Solution From d'Katia Software Technologies pvt ltd

### **Administration:**

The institution is carried out all the administration through paperless communication via using Whats App Groups, Google Meets, Mails. The attendance of teaching and nonteaching staff is taking through Biometric process. The feedback collected from all the students and stakeholders through Google forms. During COVID-19 pandemic period Governing Body Meeting, Board of Studies Meetings was conducted partially online mode. All administrators are continuously monitoring the discipline of the students through 180 CC TV Cameras installed in the college campus.

### **Finance and Accounts:**

Tally Software is used for financial documentation, accounts maintenance, salary payments and bill payment through NEFT system in different banks. College fee from students was collected through online mode, which is available in the college website.

### **Student Admission and Support:**

Admission Process has been implementing though website, after the student admission into their course, the complete students details are recorded maintained and upgraded in EZ School Software. The software is accessed by Administrative Office.

### **Examinations:**

As a part of CIA examination all students attend an online exam, per each semester at college computer labs. Examination Cell conducts these exams through software, provided by Jayamas Software Solutions. Semester End Examination and Exam results of students are displayed online on college website.

**St. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS),  
VISAKHAPATNAM.**

**MEETING OF THE GOVERNING BODY**

**NOTICE**

This is to inform all the Governing Body members to attend a meeting on **31<sup>st</sup> July 2023 at 3:00 PM** in the College Seminar Hall. The following is the agenda for the meeting

**AGENDA**

1. Presentation of Academic Activities
2. Examination - Reports results.
3. Financial assistance to stakeholders.
4. Faculty Recruitment.
5. Financial details
6. Alumnae Association.
7. Future plans.
8. Stakeholders feedback

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*Dr. Shyama*  
PRINCIPAL 21/7/23  
St. Joseph's College for Women  
(Autonomous)  
VISAKHAPATNAM - 530 001

Minutes of the meeting of the Governing Body of St. Joseph's College for women Society held on. 31.07.2023 at 3.00 pm.

The following members were present

Sr. Rose	: President	Sr Rose
Sr. M. Francisca	: Vice President	Sr. Francisca
Dr. Sr. Shyji P.D	: Principal & Correspondent	Dr. Shyji P.D
Sr. Annie Paul	: Provincial Administrator	Sr Annie Paul
Sr. Mary K.C	: Secretary & Treasurer	Sr. Mary K.C
Sr. Daisy PA	: Member	Sr Daisy PA
Sr. Hema S	: Member	Absent
Sr. Jain Thomas	: Member	<del>Jain Thomas</del>
Dr. Y. Lakshmi Prabha	: Staff Representative	Lakshmi Prabha

The meeting started with a hymn to the Holy Spirit.

### Agenda

- |    |                                     |   |
|----|-------------------------------------|---|
| 1. | Presentation of Academic Activities | Classes are going on offline mode. Skill oriented classes and project will be added in 6 <sup>th</sup> semester. 4 year degree course with single major subject is implemented from this academic year 2023-2024. |
|    |                                     | <ul style="list-style-type: none"> <li>Community service project is mandatory at the end of 1<sup>st</sup> year</li> </ul>  |

Internship/on the job training)  
Skill Internship is mandatory at the end of 2<sup>nd</sup> year.

- Semester long student internship / project work / on the job training / Apprenticeship is for 3<sup>rd</sup> years.

As per the guidelines of APSHE we are implementing.

## 2. Examination- Reports results

Examinations were conducted online and offline mode. Papers were valued by the staffs of different colleges. Remedial classes for the failed students. Pass percentage of the students were satisfactory.

## 3. Financial assistance to Stakeholders

Financial assistance to deserving students who are economically poor and 1 term fee is paid for the children of the management staff.

Major medical expenses met for the staff by the College.

Educating 5 School going children of Araku.

#### 4. Faculty Recruitment

As we have implemented 4 year degree course with single major subject, the admission for the 2023-24 has been decreased. The present staff from the department are sufficient. So we have not recruited ~~the~~ <sup>any additional</sup> staff, except ~~in~~ left vacancies.

#### 5. Financial details

- Management staff were given Christmas Bonus.
  - Salaries were increased for the management staff.
- Major expenditure were
- Batteries for computer lab
  - Fire safety equipments and renewal of fire safety certificate.
  - LED projectors and computers.
  - Renovation of Chemistry lab and canteen.
  - Laying road in front of library.
  - Digital Evaluation systems

for examination department.

- Establishing of Language Centre.

- Softwares - Microsoft windows, Microsoft office and cyber security softwares.

- Advance paid for construction of classrooms

6. Alumnae Association.

SJCWAA Contributed Solar water heater to the Hostel. ED cell is started for the student supported things like xerox, stationery etc.

7. Future Plans.

- Lift Service in the administrative block
- Intraive boards for all the classrooms
- Interior design lab for Home Science department
- New Course - Artificial Intelligent, Data Science
- Auditorium.

8. Stakeholder Feedback.

Plan of Action for 2023-2024 based on stakeholder feedback is finalised.  
Sr Rose

**PRESIDENT**

**ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS),  
VISAKHAPATNAM.**

**MEETING OF THE GOVERNING BODY**

**NOTICE**

This is to inform all the Governing Body members to attend a meeting on **1<sup>st</sup> August 2022 at 3:00 PM** in the College Seminar Hall. The following is the agenda for the meeting

**AGENDA**

1. Presentation of Academic Activities.
2. Examination - Reports results.
3. Financial help to those students who lost their parents due to COVID.
4. Faculty Recruitment.
5. Ratification of the Staff
6. Financial details
7. Alumnae Association Registered
8. Future plans, new courses.
9. Any other.
10. Stakeholders feedback

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*Dr. Shyama*  
21/8/22  
**PRINCIPAL**  
**St. Joseph's College for Women**  
**(Autonomous)**  
**VISAKHAPATNAM - 530 066**

Minutes of the meeting of the Governing Body of St. Joseph's College for women Society held on 01.08.2022 at 3.00pm

The following members were present.

Br. Rose	: President	: Br. Rose
Br. M. Francisca	: Vice President	: Br. Francisca
Dr. Sr. Shyji. P.D	: Principal & Correspondent	: Dr. Shyji
Br. Annie Paul	: Provincial Administrator	: Br. Annie Paul
Br. Mary. K.C	: Secretary & Treasurer	: Br. Mary. K.C
Br. Daisy P.A	: Member	: Br. Daisy
Br. Alice Marie	: Member	: Br. Alice Marie
Br. S. Hema	: Member	: Br. Hema
Dr. Y. Lakshmi Prabha	: Staff Representative	: Lakshmi Prabha Y

## Agenda

1. Presentation of Academic Activities
 

<p>Classes are going on offline mode. Skill oriented classes and project will be added in 5<sup>th</sup> semester or in 6<sup>th</sup> semester. Starting of 4 year B.Sc. Agriculture and Rural Development is in the process.</p> <ul style="list-style-type: none"> <li>• Community Service project for 1<sup>st</sup> years is mandatory</li> <li>• Internship / on the job training / skill internship for 2<sup>nd</sup> years</li> </ul>
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		<ul style="list-style-type: none"> <li>• Semester long Student Internship/ project work/ on the job training/ Apprenticeship is for 3<sup>rd</sup> years V or VI semesters.</li> </ul> <p>As per the guidelines of APSCHE we are implementing.</p>
2.	Examination - Reports results.	<p>Examinations were conducted online and offline mode.</p> <p>Papers were valued by the other colleges. Remedial classes for the failed students. Pass percentage of the students were satisfactory.</p>
3.	Covid- 19	<p>Financial help to those students who lost their parents due to COVID</p> <p>Fee concessions were given to the students</p>
4.	Faculty Recruitment	Teaching staffs were recruited for the various departments.
5.	Ratification of the Staff.	<p>All the Teaching Staffs were applied for ratification.</p> <p>Those who are with Ph. D, NET and SET are eligible for Ratification</p>

## 6. Financial Details

Management staff were given Christmas Bonus.

Salaries were increased for the management staff.

Major expenditure were Lab Equipments, Renovation of IQAC Room, Biochemistry Lab and advance paid for construction of rooms. New website, windows 10 software for internet connection, Photo copier for examination room, and deep freezer for canteen.

## 7. Alumnae Association Registered

Alumnae Association Registered,  
Dr. P. Mangaveni - President  
Dr. Y. Lakshmi Prabha - Vice President  
BJCWAA contributed amount to build cement benches in the college and for solar lights. Education help to the Tribal children.

## 8. Future Plans, new courses.

4 year degree course in B.Sc Agriculture and Rural Development in collaboration with Global Foundation for Education, Research and Development.

9. Any other:

- Psychology Students of AU Distance Education had 2 days practical sessions in our campus.
- MOUs with Institutions, Colleges, Industries and Companies.
- Consultation fee can be given free for our staff in St. Joseph's Hospital.

10. Stakeholder Feedback.

2021-2022 Stakeholder Feedback on Curriculum is discussed and Plan of Action based on it is finalised and forwarded to BOS for implementation.

11. To review the Policy Document of the College

It is resolved that all the College Policy Documents were reviewed and approved by the members

Se Rose

PRESIDENT

St. Joseph's College for Women Society

Chattapurem

VAIKATHAPATTANAM - 571004

**ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS)**

**VISAKHAPATNAM.**

**MEETING OF THE GOVERNING BODY**

**NOTICE**

This is to inform all the Governing Body members to attend a meeting on 12<sup>th</sup> October 2020 at 3.PM in the College Seminar Hall. The following is the agenda for the meeting.

**A G E N D A**

- 1 Presentation of Academic Activities.
- 2 Examination results
- 3 AQAR of 2019-2020.
- 4 Faculty Recruitment.
- 5 Financial details.
- 6 Future Plans.
- 7 Examination software upgrading.

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

**ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS)**

**VISAKHAPATNAM.**

**MEETING OF THE GOVERNING BODY**

**NOTICE**

This is to inform all the Governing Body members to attend a meeting on 11<sup>th</sup> August 2021 at 3.PM in the College Seminar Hall. The following is the agenda for the meeting.

**AGENDA**

1. Presentation of Academic Activities
2. Examination results online/offline results.
3. Covid-19 Action taken.
4. Faculty recruitment.
5. Financial details.
6. Alumnae Association registered and closing of the previous Bank account.
7. Future plan, New courses.
8. Examination software upgrading.

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*Dr. Shyama*  
PRINCIPAL  
St. Joseph's College for Women  
(Autonomous)  
VISAKHAPATNAM - 530 092

**ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS)**

**VISAKHAPATNAM.**

**MEETING OF THE GOVERNING BODY**

**NOTICE**

This is to inform all the Governing Body members to attend a meeting on 12<sup>th</sup> August 2019 at 10.AM in the College Seminar Hall. The following is the agenda for the meeting.

**AGENDA**

1. NAAC result announced on 9<sup>th</sup> August 2019.
2. Upgrading of Examination software.

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

Minutes of the Governing Body of St. Joseph's College for Women Society meeting held on 12.8.2019 at 10. a.m.

The following members were present:

Sr. Vianney - President.		absent
Sr. Dominic	Vice-President	Sr. Dominic
Dr. Sr. Shyji P.D	Principal & Correspondent	Sr. Shyji
Sr. Annie Paul	Provincial Administrator	Sr. Annie Paul
Sr. Mary. K.C	Secretary & Treasurer	Sr. Mary. K.C
Sr. Daisy. P.A	Member	Sr. Daisy
Sr. Alice Marie	Member	Sr. Alice Marie
Sr. Hema. S.	Member	Sr. Hema
Dr. P. Jayalakshmi	Staff-representative.	P. Jayalakshmi

### Agenda

NAAC result announced on 9<sup>th</sup> August 2019

The College is awarded with B++ grade on 7 point scale score of 2.89 on 4.0. The members felt disappointed with the result and resolved to go for an appeal and to advise the NAAC co-ordinator to take necessary steps to prepare for appeal as early as possible.

Upgrading of Examination Software.

Upgrading the Student Module in Examination Software.

Sr. Dominic

i/c PRESIDENT

St. Joseph's College for Women Society  
Gnanapuram

VISAKHAPATNAM - 530004

**ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS)**

**VISAKHAPATNAM.**

**MEETING OF THE GOVERNING BODY**

**NOTICE**

This is to inform all the Governing Body members to attend a meeting on 29<sup>th</sup> September 2018 at 10 am in the College Seminar Hall. The following is the agenda for the meeting.

**A G E N D A**

1. RUSA 2.0 Project Monitoring
2. Proposals for RUSA 2.0
3. Utilization of Tuition fee difference between Management rate and standard rate for repairs and painting of the College.
4. Examination software

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

Minutes of the meeting of the Governing Body of St. Joseph's College for Women Society held on 29.9.18 at 10. a.m.

The following members were present

Sr. Vianney	President	Sr. Vianney
Sr. Dominic	Vice-President	Sr. Dominic
Da. Sr. N. D. Veronica	Correspondent	absent
Da. Sr. Shyji P. D	Principal	Sr. Shyji
Sr. Annie Paul	Provincial Administrator	Sr. Annie Paul
Sr. Mary. K.C	Secretary & Treasurer	Sr. Mary. K.C
Sr. Alice Marie	Member	L. Alice Marie
Sr. Daisy. P.A	Member	Sr. Daisy
Da. M. Saileela	Staff-representative.	Da. M. Saileela

### Agenda

1. RUSA 2.0 Project Monitoring Resolved to constitute RUSA 2.0 Project Monitoring unit at our College level.
2. Proposals for RUSA 2.0 Resolved to Prepare Proposals
  - a) Construct additional floor for class rooms at administrative Block of the College.

2) Renovate Science Labs and Language Lab.

3) Equip the College with Solar Energy, Digital Class rooms, Lab equipment etc.

3. Utilization of Tuition fee Difference between Management rate and Standard rate for repairs and painting of the College.

The Tuition fee difference between the Management rate and Standard rate is available for the past years as Fixed deposit is Rs. 2006486/- and at present in the account Rs. 8,48,789.78 Ps. is available.

Resolve to obtain permission from CCE, Vijayawada to utilize the amount for the repairs and painting of the College Building.

4. Examination Software-

Resolved to upgrade Examination Software - Changing Grade point scale 8 to provide Online - Hall - Ticket.

Sr. Viswaney  
PRESIDENT

St. Joseph's College for Women Society  
Gnanapuram  
VISAKHAPATNAM - 530004

Minutes of the meeting of the Governing Body of St. Joseph's College for Women Society held on 11.8.2021 at 3.00 pm

The following members were present.

Sr. Rose	President	Sr. Rose
Sr. M. Francisca	Vice President	Sr. Francisca
Dr. Sr. Shyji P.D	Principal & Correspondent	Dr. Shyji
Sr. Annie Paul	Provincial Administrator	Sr. Annie Paul
Sr. Mary K.C	Secretary & Treasurer	Sr. Mary K.C
Sr. Daisy P.A	Member	Sr. Daisy P.A
Sr. Alice Marie	Member	Sr. Alice Marie
Sr. Hema. S.	Member	Sr. Hema
Dr. P. Mangaveni	Staff representative.	Dr. P. Mangaveni

### Agenda.

- Presentation of Academic Activities

Classes are going on by online.  
MHRM course may be closed because of no intake.  
Due to pandemic no activities were conducted.  
Valedictory was conducted online.  
Planning to have Graduation ceremony for two batches together.

- |   |   |
|---|---|
| <p>2. Examination -<br/>Reports online/offline<br/>results.</p> | <p>Examinations were conducted online and offline mode. Papers were valued by the other Colleges. Exams were conducted separately for the students those who were affected by the Covid. Pass percentage of the students were satisfactory.</p> |
| <p>3. COVID-19 Action<br/>Taken.</p>                            | <p>30% Fee concession to the students of 2<sup>nd</sup> and 3<sup>rd</sup> year degree students.</p>  |
| <p>4. Faculty Recruitment</p>                                   | <p>Teaching staff were recruited this year, as there are insufficient staff in all the departments.</p>   |
| <p>5. Financial details</p>                                     | <p>Management staff were given Christmas bonus. Major purchases were Equipments and computers. Mushroom cultivation, Vermi-compost Pit and green house</p>  |

was built for the Botany Department.

Examination website hosting and domain renewal.

6. Alumnae Association Registered and closing of the Previous Bank Account

Alumnae Association is Registered on 26th May 2021. Alumnae account which was in South Indian Bank resolved to close because of new account to be opened in State Bank of India.

Association meeting held once online.

7. Future Plans, New courses

New courses. B.Sc Agriculture course planning to start Intermediate course has to be separated.

8. Examination Software upgrading

Resolved to modify the software in Examination department. Cumulative and Consolidated marks report.

Dr Rose

PRESIDENT

St. Joseph's College for Women Society  
Gnanapuram

VISAKHAPATNAM - 530004

Minutes of the meeting of the Governing Body of St. Joseph's College for Women Society held on 12.10.2020 at 3.00 p.m.

The following members were present

Sr. Rose	President	Sr. Rose
Sr. M. Francisca	Vice-President	Absent
Dr. Sr. Shyji P.D	Principal & Correspondent	Dr. Shyji
Sr. Annie Paul	Provincial Administrator	Sr. Annie Paul
Sr. Mary K.C	Secretary & Treasurer	Sr. Mary K.C
Sr. Daisy P.A	Member	Sr. Daisy P.A
Sr. Alice Marie	Member	Sr. Alice Marie
Sr. Hema. S.	Member	Sr. Hema
Dr. P. Mangaveni	Staff-Representative	Dr. P. Mangaveni

### Agenda

Presentation of Academic Activities:

Principal gave an overview of functioning of the college, since many of the Governing Body members are new.

Examination Results:

Due to the Pandemic situation the End Semester Examinations that used to be conducted in the month of March 2020 was postponed

VI Semester exams were conducted online mode (MCQS) with the permission of A.U. Special exams were conducted for two students with the permission of A.U. as they were in need of applying to the Foreign Universities.

AQAR of 2019-20

AQAR of 2019-20 reviewed and found to be satisfactory.

Faculty Recruitment:

Few lectures for different departments were recruited by advertising in the college website and in the facebook.

Financial details:

Management staff were given Christmas bonus.

Library renovation works completed and laying of tiles on the verandha and classrooms of the main building were done.

RUSA construction of the floor on Administrative building on the process.

The management gave scholarships to students

who are economically poor.

Future Plans:

- To apply for the Research Centre
- Four year degree courses may be started - The Government may ask us to implement.

Examination Software upgrading:

Resolved to purchase Windows 10 Platform and modification in the statement of marks and Provisional Certificate

*Dr Rose*

PRESIDENT

St. Joseph's College for Women Society  
Gnanapurem

VISAKHAPATNAM - 530004