

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ANNUAL REPORT 2010 -11**

A Meeting of the Internal Quality Assurance Cell Committee was held in the beginning of academic year under the Chairmanship of Prof. Gracelet Stanley, Principal St. Joseph's Evening College. Principal welcomed all the members of the Committee and explained the importance of IQAC decisions in the functioning of the College. The Minutes of the previous meeting was confirmed and issues were raised during the discussion on the Action Taken Report of the previous academic year. The Committee discussed different aspects related to curricular, co-curricular and extra-curricular activities for the relevant academic year and also issues related to implementation. The Committee agreed in principle to set-up a various committees headed by coordinators to ensure effective implementation of activities planned. The meeting ended with thanks to the Chair.

DATE	TIME	VENUE	CONVENER AND COORDINATOR
31-05-2010	16:30 Hour	Conference Hall	Prof. Albert Smith

**COMITTEE MEMBERS:**

1. Prof. Gracelet Stanley – Principal
2. Prof. Joy Alex
3. Mr. Albert Smith
4. Fr. Sunith Prabhu
5. Mr. Kanishka

## **AGENDA**

1. Organizing of Faculty Development Programme
2. Scheduling of Statutory Body Meetings — Governing Body, Academic Council and Board of Studies
3. Planning of curricular activities for the academic year
  - a. Term test
  - b. End semester examination
  - c. Timelines for submission of assignments
  - d. Arrangements for special supplementary examinations
  - e. Strategies to deal with student absenteeism
  - f. Measures to improve performance of slow learners
  - g. Bridge course
4. Formation of clubs and associations
5. Scheduling of Co-curricular activities
6. Annual sports day
7. Parents Teachers Meet
8. College and Department news letter
9. Value added courses
10. Seminars and Conferences
11. Outreach programmes and extension activities
12. Alumni association
13. Preparation of AQAR
14. Assignment of responsibilities and charge of various clubs, association, cells & committees
15. Preparation student hand book and calendar
16. Evaluation of end semester examination results
17. College day
18. Graduation Day
19. Research activities
20. Scholarship and fee wavier

**The following is the summary of accomplishment of various activities planned by the  
IQAC during the meeting held on 31-05-2010**

**ACTION TAKEN REPORT**

1. On 19-06-2010 an FDP was on Class Room Management was organized by IQAC.
2. On 12<sup>th</sup> and 13<sup>th</sup> the Confederation of Indian Industry conducted an FDP for the teachers.
3. Staff member attended various seminars, conferences and workshops to refurbish the trends in their area of specialization.
4. Faculty members also published the research work conference proceeding and journals. Further a few faculties were accredited as research guides by university.
5. Student council orientation was conducted on 31-05-2010 and 1-6-2010.
6. Orientation programme was organised for the new comers.
7. Election for the student council was held on 25<sup>th</sup> and 26<sup>th</sup> of June 2010.
8. Tejas an intra-class literary and cultural festival was celebrated across two weeks in July.
9. On 2-11-2010 a student workshop was on organized on 'Leaving Meaningful Life', the resource person was Fr. Ronald Anton SJ from USA.
10. As a part of extension activities 90 units of blood were donated by our students on 4-9-2010.
11. As a part of social outreach 39 students of Jyothi Seva Kendra were offered cloths and other stationery on 11-12-2010
12. Free eye care camp was organised for the students and staff on 14-12-2010 in association with vasan eye care.
13. Annual sports day was held on 8<sup>th</sup> December 2010.
14. Language departments conducted inter class literary and cultural festivals as the schedule.
15. The Lead and Film Club of the Journalism hosted a seminar on "Media Exposure" in association with Digantha media solutions on 18-08-2010.
16. Journalism students visited AIR station on 26-09-2010.
17. Study tour to Ramaoji Film City was organised for the students of Journalism (22-23 Jan)

18. Various department association organised intra collegiate fests as per the schedule.
19. Department of BBM released its first edition of newsletter Z particle.
20. Guest lectures were periodically organised by various departments
  
21. On 14-08-2010 Dr. Prabhu Dev, Vice Chancellor, Bangalore University inaugurated the thord batch of Communicative English course.
22. Legal literacy club in collaboration with the Bangalore Urban District Legal Services Authority and Advocates Association conducted a seminar on 3-2-2011.
23. The second convocation (2006-09) was held on 28-08-2010.
24. From November 12<sup>th</sup> to 14<sup>th</sup> 2010 social analysis course was conducted for all the first year students.
25. Seminar on the Rights of the vulnerable sections of the society was organized on 12-2-2011.
26. Add on courses like Human Rights Course, Hardware and Networking and Communicative English course provided to students.
27. AICUF organized a campaign on social evils
28. Women cell organized a seminar on 26<sup>th</sup> and 29<sup>th</sup>
29. The controller of Examination successfully conducted all the exams and other related events as per schedule.
30. Alumni meet was held as per schedule a total of 350 students attended.
31. Scholarship amounting to Rs. 13,09,942 was offered to deserving students.

**Prof. Gracelet Stanley**

**Principal and Ex-officio chairman IQAC**

**Prof. Albert Smith**

**Coordinator**