

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **ANNUAL REPORT 2011 -12**

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.

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>	<b>CONVENER AND COORDINATOR</b>
30-05-2011	16:30 Hour	Conference Hall	Prof. Albert Smith

#### **COMITTEE MEMBERS:**

1. Prof. Gracelet Stanley – Principal
2. Fr. Sunith Prabhu
3. Prof. Joy Alex
4. Mr. Albert Smith
5. Mrs. Jane D' Souza
6. Mr. Kanishka
7. Dr. Nagaraj

## **AGENDA**

1. Annual Strategic Meet
2. Upgradation of Learning Resources
3. Infrastructure Enhancement
4. Skill enhancement activities for SC/ST students
5. Student Data Base Management
6. Special Days Observations
7. Soft core courses
8. Staff Formation
9. Staff Evaluation
10. Guest Lectures
11. Village Exposure Camp
12. Social Analysis Course
13. Career Guidance Workshop
14. Convocation
15. Students' Council
16. Tejas 2011
17. Teachers' Day
18. Sports Day
19. Association Activities
20. Industrial Visit
21. Seminar and Conferences
22. Add on Courses
23. Integrated Course
24. Scheduling of Statutory Body Meetings — Governing Body, Academic Council  
and BOS
25. Religious activities

26. 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

27. Formation of clubs and associations

28. Scheduling of Co-curricular activities

29. Parents Teachers Meet

30. College and Department news letter

31. Alumni association

32. Preparation of AQAR

33. Assignment of responsibilities and charge of various clubs, association, cells & committees

34. Preparation student hand book and calendar

35. Evaluation of end semester examination results

36. College day

37. Graduation Day

38. Research activities

39. Scholarship and fee wavier

The following is the summary of accomplishment of various activities planned by the IQAC during the meeting held on 31-05-2011

#### ACTION TAKEN REPORT

1. LCD projectors in class rooms and provided the departments with laptops. Necessary soft wares were purchased for languages too. Five CC Cameras are fixed at strategic locations and Biometric attendance marking is introduced.
2. Fr. Pradeep Sequeira SJ conducted a one day programme on the Mission of a Josephite. On December 3<sup>rd</sup> and 4<sup>th</sup> all the teachers participated in the workshop organized exclusively on Best Practices in Higher Education in the context of Autonomous System.
3. Staff Evaluation was done twice a year and the results are discussed with the concerned staff.
4. Guest Lectures on various topics were arranged.
5. Students seriously participated in the three day Ignitors -a youth development leadership programme on three Sundays in July.
6. The Village Exposure Camp for five days in February was held in Gubbi, Tumkur. Eighty seven students participated in it.
7. Convocation (2007-2010). Mr. Alexander J Former Chief Secretary awarded the Degree certificates to the graduates on 16th October 2011.
8. Students' Council- The orientation for our students was conducted on the first day of the academic year. The programme was conducted to introduce the new comers to the ethos of the College, its objectives, activities and protocols.
9. The senior students and teachers conducted it.
10. Elections for the Students' Council were held and on 25th & 26th of June 2011 the Council members attended a Leadership programme conducted by the management at Ashirvad.
11. Tejas 2011 intra class literary and cultural festival was celebrated with fun and fervour for three days from 25th to 28th July.
12. Blood (67 units) was donated by our students on July 23. .
13. Teachers' Day was observed with a candle light procession, entertainment and dinner.
14. Christmas was observed with the message of sharing our love and gifts with the

inmates of the girls' hostel at the Sumnahalli Leprosy Rehabilitation Centre on December 22, 2012.

15. Sports -Though Sports in evening colleges are not entertained by the University, we conduct them for boys and girls on Sundays and the Annual Athletic Day was observed, with heats during the week days, and the finals on Sunday, November 27. Mr. Asish Ballal, Former Hockey captain of India was the Chief Guest.
16. Kannada Association organized Male Mahadesha a folksong programme by Mr. Panchalingaya and Group.
17. It also organized Masada Vyakthi and on February Mr. Gangavathy Pranesh, a well known Kannada humorist and literary person addressed the students.
18. Tamil Association organized Izhanthendral Muthamil Vizha, an intra college cultural festival on January 12<sup>th</sup>.
19. Hindi Parishad conducted many educative competitions for the students to bring out the latent talents in them.
20. The Lead Club in Collaboration with Digantha Media Solutions hosted "Exposure" an inter Collegiate seminar on September 30, 2011. It was attended by more than two hundred students.
21. Vision -The Management Association conducted SYNERGY - its inter class management.
22. The first volume of Z -Particle was released and the second one will be released on 12 March.
23. A Panel discussion on the Dimensions of Strategy for BBM was organized on September 22, 2011.
24. Industrial Visit to Biocon for the V Semester BBM on October 11 was real experience for the students.
25. Fourth Wave in collaboration with the SC/ST Amelioration Forum of our college conducted a two day programme on Soft Skills.
26. Commerce Forum organized Trade Mark-2012- commerce and management competitions for our students to help them in honing their skills on January 21, 2012.
27. Commence an internal magazine was published by the department with

articles written by students and teachers.

28. Sixshamitr, a project created by Mr. C.P Mansoor of the Commerce Department was launched to evaluate the overall development of each student and each class against their academic performance, attendance and participation in the college activities.
29. Legal Literacy Club in collaboration with the Bangalore Urban District Legal Services Authority and Advocates Association conducted a seminar on "Consumer Protection Laws" on 27 January 2012.
30. Political Science Department conducted a UGC sponsored seminar on Challenges of Climate Change on July 16 and about 360 students and activists participated in it.
31. Kyoto Protocol and Environmental impact on India were the concerns addressed to. Mr. Suresh Hebilkar was the Chief Guest.
32. Add on Courses: The fifth batch of Human Rights Course, Hardware & Networking and the seventh batch of Communicative English Courses are going on now.
33. An Integrated Course to strengthen the core skills of Mathematics, Statistics and Accountancy was introduced and a set of 44 students attended it throughout the year. Similarly a 30 hour programme in Kannada for the weak students of I degree and Coaching and Remedial classes in English were conducted. Parallel and Integrated Course in Maths, Accountancy, Kannada and English is on the anvil.
34. AICUF The members of AICUF had a meaningful orientation by the Regional team on Aug.11 and throughout the year, the AICUF made its presence felt on the campus by celebrating important days in the calendar with Display of Posters, Video Presentations, Signature Campaigns , Street plays, candle processions etc.
35. on Environment, Child Labor, Anti- abortion, harmony, Human Rights, Aids etc.,
36. Women's Cell-One day programmes on Human Sexuality and Preciousness of Life on Aug.12 and on Human Trafficking by Miss Brinda Adiga were organized. Ladies Day was observed on January 29 with competitions marking the day.

37. The North East Association in collaboration with Tibetan Harmony Movement conducted a candle light Vigil on February 8 and organize cooking without fire programme.
38. Classes on H R D, Computer Fundamentals, Indian Constitution, Environmental Studies and Business Ethics were conducted to various classes during semester holidays. The Placement Cell is very active and more than 25 established companies visited the campus and students became the choosers.
39. The Controller's Office is very punctual and prompt and performed its duties excellently. Our results are very good.
40. Periodical Staff meetings, Department meetings, Academic Council and Governing Body meetings were held.
41. Religious activities include celebration of feasts, first Friday mass and way of the cross for catholic students.
42. There is a professional Counselor on the campus who conducts H RD classes also.
43. A total scholarship of Rs. 8,76,415/- Management Rs. 5,79,800/- Minority Rs. 80,880/- Government of Manipuri Rs. 96,835/- and Private Rs. 1,18,900/- were awarded. Sneha Fund is continued. Alumni JECAA wasn't very active this year.
44. Accounts Office was renovated.
45. The Sky walk connecting the two buildings was inaugurated by Fr. Rector.

**Prof. Gracelet Stanley**

**Principal and Ex-officio chairman IQAC**

**Prof. Albert Smith**

**Coordinator**