

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL REPORT 2013-14

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
29-05-2013	16:30 Hour	Conference Hall	Mr. Albert Smith

COMITTEE MEMBERS:

- 1. Prof. Gracelet Stanley , Principal**
- 2. Fr. Anand Prabhu SJ**
- 3. Prof. Joy Alex**
- 4. Mr. Albert Smith**
- 5. Mr. Kanishka**

AGENDA

1. Arrangements for BCA Programme
2. Community College
3. Performance Appraisal of College and Staff
4. Planning for commencement of M.Com Programme
5. Annual Strategic Meet
6. Enhancement of Library Resources
7. Staff Formation Programme
8. JESCOL Seminar for Staff
9. Orientation Programme for Students
10. Inter-collegiate cultural fest
11. Students' Council
12. Language Associations
13. Clubs and Association activities
14. Religious Activities
15. AICUF activities
16. Women's Cell
17. Remedial classes
18. Placement Cell
19. Village Exposure Camp
20. Add on Courses
21. Sneha Fund
22. Evening Snacks Scheme
23. Alumni association
24. Preparation of AQAR
25. Assignment of responsibilities and charge of various clubs, association, cells & committees
26. Preparation student hand book and calendar
27. Evaluation of end semester examination results
28. College day

29. Graduation Day
30. Research activities
31. Scholarship and fee waiver
32. Scheduling of Co-curricular activities
33. Annual sports day
34. Parents Teachers Meet
1. Scheduling of Statutory Body Meetings — Governing Body, Academic Council and Board of Studies
2. 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

The following is the summary of accomplishment of various activities planned by the IQAC during the meeting held on 31-05-2013

ACTION TAKEN REPORT

1. A new Graduate Course BCA is started this academic year.
2. St. Joseph's Community College has become part of our college from this year under UGC programme.
3. M.Com will be started in the forthcoming academic year.
4. Staff training is an integral part of Staff Development and two programmes were held. One on 31 May & 1 July and the other on 12 and 13 July 2013.
5. The Management conducted an external evaluation and SWOT analysis on the College. Internal evaluation of the new teachers by H O Ds was also conducted.
6. JESCOL seminar for lay collaborators was attended by various staff members
7. Orientation Programme for all the students was conducted from 28 to 30th May.
8. The Students' Council of St. Joseph's Evening College was inaugurated on

June 22, 2013. The members underwent a Leadership Training on June 23.

9. “Tejas”, an inter-class cultural competition for the academic year 2013-14 was organised from 22nd to 28th July, 2013.
10. Teacher’s day celebration on August 31, 2013.
11. AS eye check-up camp on July 5&6, 2013.
12. Blood Donation on December 7 and 9.
13. The Annual Sports Meet on 15th December 2013.
14. “Magnifiesta” an inter-collegiate cultural fest on 11th and 12th January, 2014.
15. Kannada Sangha hosted a Yakshagana programme.
16. The English Debating Society arranged for a seminar on Hunger and Malnutrition.
17. The Tamil Association celebrated Pongal and Ilanthendral Muthamizh Vizha – an inter class literary and cultural festival on January 19, 2014.
18. Lead Club brought out frequently Model News Paper editions by different set of students on specific themes and current news and displayed them on the notice board.
19. As part of their journalistic experience they visited the offices of the Times of India and the printing press of St. Paul’s Printing School.
20. Three students underwent internship with Volvo Ltd. They also get trained in Quark Express and Photoshop, though they were not part of their syllabus.
21. The Social Sciences Association and La Storia conducted inter class competitions and an inter collegiate Quiz in History.
22. Religious Activities included mass of the Holy Spirit, First Friday and Ash Wednesday masses, Way of the Cross on Lent Fridays.
23. AICUF was very active on the campus mostly with awareness programmes on Child Labour, Gender Sensitivity, Water Conservation, Anti Abortion, Education and Empowerment of Women, Compassion Day, World AIDS Day, with Street plays and Documentaries between 4.45 and 5.15 pm and between 6.55pm to 7.10 pm.

24. AICUF was instrumental in organizing the IGNITORS programme and the annual retreat.
25. The Women's Cell under the guidance of Sr. Saly, the girl students underwent a programme on Human Life and celebrated International Women's day on March 8 with competitions and discussions on women issues. The NGOs-The Anti Suicide Campaign and Save Bangalore, addressed different sections of students three times during the year.
26. Legal Literary Cell conducted an interactive three hour session on The Protection of Children from Sexual Offence.
27. Cancer awareness programme was conducted by the doctors from D S Research Centre.
28. Z- Particle and Comessence –internal newsletters were brought out by BBM and Commerce students respectively.
29. Remedial classes in English, Accountancy, Mathematics and Kannada were conducted.
30. Placement Cell placed 220 students from various classes on jobs. The important firms that recruited students are ICICI, KGI, ORIGIN, CROSS DOMAIN, ACCENTURE, E&Y, 24/7, ORACLE& SOUTH INDIAN BANK. Placement Cell under the guidance of Prof. Joy Alex trained the students too.
31. A five- day Village Exposure Camp was attended by 85 students from final year. Parishkaran helped us in conducting it at Doddabalapur in January.
32. The Convocation of the sixth batch of Human rights Studies received their diplomas.
33. The seventh batch of Human Rights Studies, the 8th batch of Hardware and Networking, the 9th batch of Communicative English, the 2nd batch of NSE Certified Professionals Course, 2nd batch of Integrated Course for B A, 1st batch of Retail Management under NCCP -MHRD are going on.
34. The mandatory add- on courses on HRD, Indian Constitution, Environmental Studies and Computer Fundamentals were also held during semester holidays.

35. Scholarship of Rs.5, 11,500 was given to 153 students by the management, and Rs. 1,61,990 by private donors.
36. Sneha Fund has spent Rs.70, 000 on medical expenses of 9 persons this year.
37. Evening Snacks Scheme is continued and 85 students benefit from it.
38. The Controller's Office was very prompt and punctual in conducting exams and announcing the results.
39. More than 1000 books were added and the Book Bank has added books on the newly introduced subjects both in English and Kannada. Twenty Eight Computers were added. UGC funds were fully utilized.

Prof. Gracelet Stanley
Principal and Ex-officio chairman IQAC

Prof. Albert Smith
Coordinator