

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL REPORT 2015-16

A Meeting of the Internal Quality Assurance Cell Committee was held in the beginning of academic year under the Chairmanship of Fr. Maxim Dias SJ, 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
27-05-2015	16:30 Hour	Conference Room	Dr. Kanishka

COMITTEE MEMBERS:

1. Fr. Maxim Dias SJ, Principal St. Joseph's Evening College
2. Prof. Joy Alex, Vice Principal
3. Mr. Kanishka, Coordinator
4. Prof. Nagaraj, Head, Dept. of Commerce
5. Mr. Tajuddin, Office Superintendent
6. Dr. Clement D' Souza
7. Mr. Naveen Kumar, Chartered Accountant and Alumunus
8. Mrs. Margret Sampath, Asst. Director, SICHREM

AGENDA

1. Annual Strategic Meet
2. Preparedness for Bangalore University Autonomous Renewal Visit
3. Preparedness for UGC visit
4. IQAC activities
5. Daily Prayer
6. Public Announcement System
7. Choice Based Credit System (CBCS)
8. Commencement of M.Com Programme
9. Industry Collaboration
10. Internal Evaluation of New Staff
11. College Website Re-launch
12. Infrastructure Development
13. Mentorship Programme
14. NET Coaching
15. College Website
16. Student Research
17. Organizing of Faculty Development Programme
18. Scheduling of Statutory Body Meetings — Governing Body, Academic Council and Board of Studies
19. Training for SCST students
20. 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

21. Formation of clubs and associations
22. Scheduling of Co-curricular activities
23. Annual sports day
24. Parents Teachers Meet
25. College and Department news letter
26. Value added courses
27. Seminars and Conferences
28. Outreach programmes and extension activities
29. Alumni association
30. Preparation of AQAR
31. Assignment of responsibilities and charge of various clubs, association, cells & committees
32. Preparation student hand book and calendar
33. Evaluation of end semester examination results
34. College day
35. Graduation Day
36. Research activities
37. Scholarship and fee wavier
38. Observation of Special Days and Awareness Drives

The following is the summary of accomplishment of various activities planned by the IQAC during the meeting held on 31-05-2015

ACTION TAKEN REPORT

1. Major Initiatives of IQAC for (2015-16):
2. On 11th August 2015 - Inspection by Bangalore University Autonomy Review and Evaluation Committee
3. On 3rd December 2015 - Inspection by Bangalore University, Standing Committee on Autonomy Review, and a team of eleven members had inspected along with Vice Chancellor, Dr. Prof. B. Thimme Gowda
4. On 3rd& 4th March 2016 - the UGC Expert Committee, a team of six

members inspected the college for reviewing the function of Autonomy and to grant extension of Autonomous status to evening college for the period of 2016 - 2022.

5. IQAC Cell coordinated Periodic Staff meetings, Department meetings, Board of Studies, Academic Council, Finance Committee and Governing Body meetings.
6. Staff evaluation by the students and students' council was conducted in September 2015 and February 2016. HOD's Appraisal by the Department Colleagues and Self-Appraisal by the Lecturer was conducted.
7. Evaluation of the lecturers and Performance Appraisal by HODs was conducted in February 2016.
8. Faculty Development Programmes
9. Induction Programme was conducted for newly appointed Staff on 27th May 2015 on the History of the Jesuit Institution -Vision, Mission, Philosophy and Values of Jesuits by Fr. Hedwig D'Costa S.J.
10. On 28th May & 29th May 2015 Faculty Development Programme was organized. Dr. Gururaj Karajagi, Chairman of Academy for Creative Teaching, was the Resource Person for Creative Teaching Techniques and Classroom Management Skills and - Dr. Arathi, Faculty of Academy for Creative Teaching, was the Resource Person for Team Building and Mentoring Skills.
11. On 16th January 2016 – as part of FDP a day's workshop on First Aid was conducted by Sr. Gladis Leena MJ.
12. Faculty research
13. A number of seminars were attended by lecturers organized by various colleges.
14. Faculties also Papers presented at State, National and International Seminars.
15. Many papers were published by faculty members.
16. Faculties were also invited as resource person for various programmes

- 17.M.A. (English) - A new Post Graduate Course was started from the academic year 2015-16.
- 18.The Institution has successfully implemented the Choice Based Credit System (CBCS) from the academic year 2015-16. The CBCS is offering students a greater choice of courses tailored to their interests and career goals.
- 19.The college has signed a Memorandum of Understanding (MOU) with the following associations and Institutions to facilitate the same.
- 20.In association with ICICI Securities, National Institute of Stock Market - Equity Trading and Investment Programme for final year BBM was conducted
- 21.In association with Tally Company - Tally classes for Final year B.Com students was conducted.
- 22.In association with Wilson Skill Academy, IT Skill Development Training Programme was organized for the BCA students.
- 23.The Institution has associated itself with SICHREM – South India Cell for Human Rights Education and Monitoring (SICHREM)
- 24.The convocation of the seventh batch of the Diploma in Human Rights Studies and the inauguration of the eighth batch was held on 27th February 2016.
- 25.The Controller's Office has been prompt and punctual in conducting the exams and in announcing the results. It performed its duties excellently.
- 26.Bridge Course - In Accountancy, English, Kannada and Hindi was conducted before the commencement of regular classes for the academically weaker students.
- 27.Ignitors Programme (from 3rd to 5th July 2015) - a youth development leadership programme was organized by Fr. Brian Pereira SJ & team for the UG and PG students.
- 28.Orientation for the Second and Third year students with their parents was conducted on 1st June 2015.

29. Orientation Programme for the First year students along with their parents was conducted to introduce the new comers to the ethos of the College; and Soft Skill training programme was also conducted.
30. The Students' Council had a Leadership Training Programme on 27th June 2015, conducted.
31. Tejas 2015, an inter-class cultural fest was organized from the 1st to the 13th August 2015.
32. Feast of St Ignatius of Loyola was celebrated for a week from 21th to 30th July 2015. And the AICUF Association, organized a number of competitions.
33. Harmony Day, Ethnic Day and Tejas Valedictory were celebrated on 19th August 2015.
34. On 5th September 2015- Teachers' Day was celebrated with a candle light procession, followed by entertainment programme by the students.
35. The College magazine 2014-15 was released in September 2015.
36. The Inter- class games was conducted on weekends and followed by the Annual Athletic Sports Meet which was held on Sunday, 13th December 2015.
37. Christmas celebrations started from 30th November to 22nd December 2015, the advent candles were lit every week.
38. As an act of sharing joy during Christmas, the college rendered material help and donated to the Flood victims in Chennai, by joining hands with NGO- Colours 2 Life in Chennai. Cash worth of Rs.12, 040/- was donated to Sacred Heart College, Chennai as flood relief especially for women and children.
39. A three-day Out Reach Programme for I and II year U.G. / P.G. students was conducted by YEAH (Youth Empowered Action for Humanity) from 27th to 29th December 2015.
40. On 18th February 2016, one day workshop on Out Reach Programme was conducted by Fr Brian Pereira SJ & team.
41. First year degree students attended Social Analysis Course conducted by

YEAH on 22nd & 23rd January 2016.

42. "ADONAI-2016: A Gospel Fest" was organized on 30th January 2016 with the theme, "Life in its Fullness" having 12 colleges participating the event.

43. A four-day Village Exposure Camp was attended by 52 final year students. YEAH (Youth Empowered Action for Humanity) helped us in conducting the village exposure camp at Anegere, Maluru (Hobli), Chenapatna (Taluk) from 2nd to 5th January 2016.

44. Blood Donation Camp was organized on 8th February 2016, 131 units of bloods were donated to Kidwai Memorial Institute of Oncology.

45. On 13th February 2016, the Convocation Ceremony for the 7th Batch was conducted Prof. K. S. James, ISEC Bangalore was the chief guest.

46. The Department of English conducted a workshop on Writing Skills on 18th June 2015.

47. English Literary Club conducted various competitions like essay writing, poetry writing and collage competition. The Department also brought out the annual edition of Josephite Herald monthly Newsletter.

48. The Department of Kannada organized a Stage Play on Anitma Teerpu for I year BA, B.Com & II year BA students on 23rd November 2015.

49. The 60th Kannada Rajyothsava was celebrated:- Inter-Class competitions like Essay writing, Pick & Speak, Quiz, Debate, Collage, Dumbsharads were conducted.

50. The Department of Kannada organized an inter-collegiate fest on 28th February 2016, 19 colleges from Bangalore took active part in the fest, various cultural competitions like, Rangoli, solo singing, Anthakshari, quiz, solo dance and group dance.

51. Hindi Parishad conducted an inter-class cultural fest on 5th March 2016. 10 events like Essay Writing, Collage, Poetry, Written Quiz, Pick & Speaks, Treasure Hunt and Stand-up comedy was conducted.

52. Tamil Association organized Izhanthendral Muthamil Vizha, an inter-class cultural fest on 24th January 2016.

53. La Storia (History Association), Social Science Association (Economics Association) organized and conducted various competitions like Essay Writing, Collage, Poetry, and Written Quiz etc on 23rd November to 26th November 2015.
54. The Department of Humanities (History and Economics) organized a study trip to the Sericulture Department at Chennapatna and folk museum at Janapada Loka for second year BA (HEP) students.
55. The Departments of Sociology conducted a one day workshop on Ambedkar and Constitution along with National Law School, Bengalure for the Second and Final year Degree students.
56. The Departments of Sociology organized screening of Social awareness Documentary, on Lost Generations in India, Genetically Modified Organism, Harsh realities of Dalits in Idna and Manual Scavenging violation of Human Rights, Forest and Gandhi on Wednesday and Saturday every week.
57. The Department of Political Science, organized a field visit for BA students to Vidhana Soudha / Legislative Assembly to observe the proceedings in the assembly.
58. Legal Literacy Club (Department of Political Science) in collaboration with the Bangalore Urban District Legal Services Authority and Advocates Association conducted awareness Programme to educate the students on the topics of Nationalism, Sedition and Capital Punishment.
59. The Department of Journalism organized a study trip for the final BA (JPS) students and visited the School of Journalism Mumbai, and a field visit to Brilliant Printing Press in Nagamangalam for second year BA (JPS) students.
60. A field visit to Deccan Herald for first year BA (JPS) was organized. Thanks to Sr. Saly Joseph for coordinating the programme.
61. The Commerce Forum conducted various activities such as essay writing, product launch, creative advertisement, crisis management, soft skills, communication skills and creative thinking etc. over many week-ends.

62. The Commerce forum also brought out the annual edition of Comessence - a magazine on issues related to business and commerce on 15th February 2016.
63. The Department of Management, organized a field visit for the first and second BBM/BBA students, they visited Pioneer Corps Training Center, Viveknagar, Bengaluru.
64. Vision, the Management Association conducted SYNERGY - an intra-class cum inter-class Management Fest with the motto, "Everyone is a participant and everyone is a winner." on 12th September 2015 and 6th February 2016.
65. The Department of BCA, organized a field visit for Second and Third year students to Cognizant Technologies Solutions, Bengaluru.
66. The Department of BCA conducted a one-day seminar "Big Data and Analytics", Mr. Mohan Kumar K. R and Mr. Regi Mathew were the resource persons.
67. Tech- Nuz, a magazine on issues related to current trends technology was brought out by the BCA department.
68. Techo-ops an inter-class fest was organized on 25th February 2016, Prof. Joy Alex vice principal, inaugurated the fest.
69. The Department of French - Inauguration of the French Association was held on 14th March 2016 and an inter-class fest of three events was organized.
70. Women's Forum organized a one-day workshop on National Slavery and Human Trafficking for girls from the Second year on 22rd August 2015.
71. AICUF and Students' Council made its presence felt on the campus by celebrating important days in the calendar, with Displaying of Posters, Video Presentations, Street plays, candle light processions, etc. throughout the year.
72. Mentorship: Every faculty has a group of 30 to 40 students who supervises both their academic and personal growth and guides them in the right

direction, they also conduct Parents teacher meeting.

73. Parents teachers meeting was organized twice in August 2015 and January 2016 for UG students.

74. Two Professional Counselors are available from Monday to Saturday for the students and teachers Ms Miriam Imam and Sr. Gladis Leena MJ.

75. Add on Courses

- a. The Eighth batch of **Human Rights Studies**, the 9th batch of **Hardware and Networking** and the 11th batch of **Communicative English commenced.**
- b. The basic add-on courses on HRD, Indian Constitution, Environmental Studies and Computer Fundamentals were also held during semester holidays
- c. Remedial course for the weak students was conducted by each department.
- d. Compulsory Term Paper for all the final year students was introduced in the 6th Semester
- e. Teaching practice for M.Com students was introduced and made compulsory.
- f. Integrated Course for final year BA students was conducted.
- g. NET coaching class for final year M.Com students was conducted.
- h. Daily Newspaper - to develop the habit of reading and to know the current happenings around us. The College has subscribed for 'The Hindu' Newspaper for all its students.
- i. Pupil pod - An Enterprise Information Management system was introduced this year. This is to facilitate the uploading of information pertaining to the Calendar of events, Students attendance, CIA marks, examination time table and various activities organized by the college to the parents guardians and well-wishers. This software keeps them updated on their mobile, email and website. Suggestion Box -A Suggestion Box was installed this year. All grievances and

suggestions of the students are scrutinized. The Principal regularly keeps a tab on such grievances and suggestions and takes corrective measures.

76.The College website is updated with the regular calendar of events and various activities.

77.Religious activities included the celebration of the feast of St Francis Xavier, retreat for catholic students, first Friday masses, Ash Wednesday mass and Way of the cross for catholic students.

78.The Management gave fee concession and scholarship of Rs.10 Lakhs to 304 students, and our benefactors contributed Rs. 2,88,580/- towards the deserving students of our College.

79.Sneha Fund contributed Rs. 29,353/- towards the medical expenses of 12 students this year.

80.118 students got benefitted from the Evening Snacks Scheme. The College Counselor Ms Miriam Imam coordinates this programme.

81.This year placement cell secured employment for 126 students.

82.The Department of English, organized one-day UGC sponsored National Conference on “Modern trends in English language teaching; placing the learners in the spot light” on 17th August 2015.

83.The Department of Management, organized a one day National Conference on “Emerging Trends in Global Indian Business Scenario” on 27th February 2016.

84.Students attended 19 – Seminars and made 27 Paper Presentations; and five of them won the Best Paper Presentation award.

85.Infrastructure:

a. UGC funds were fully utilized. This year the following infrastructure work was undertaken:

b. Principal, Vice Principal, Main Staff Room, Commerce Staff Room and Conference Room were renovated.

c. Department of English and BCA Staff Rooms were also renovated

- d. Minor painting of Girls Rest Room and Corridors was done.
 - e. 16 CCTV cameras were fixed in College campus.
 - f. Public Address System was introduced in the College for better administrative communication and daily Prayer.
 - g. Medical Room was established with a Full time Nurse on duty.
 - h. Laptops, Desktops and tablets and other electronic gadgets were provided to all the departments to enhance the teaching-learning process.
 - i. Free Wi-Fi connection for staff.
 - j. The Class rooms are equipped with LCD projectors and other amenities.
 - k. The campus is Wi-Fi enabled and students have access to toll free internet on their mobiles on all working days between 4.00 to 5.00 pm within the campus only for academic purposes.
86. The Institution boasts of vast collection of books and periodicals in its library, spanning a diverse section of disciplines. This academic year 703 books were added to the collection at a cost of Rs. 2,68,973/-. Library has subscribed 29 magazines and 26 newspapers in both English and vernacular languages. The library also has access to online catalogues and libraries such as N LIST, Infilbnet and online access for students and staff in British library.

Fr. Maxim Dias SJ
Principal and Ex-officio chairman IQAC

Dr. Kanishka K
Coordinator