

IQAC report 2018-19

THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC continues to initiate the process of internalization of quality and benchmarking of best practices in all academic and non-academic activities. In this context, IQAC formulates annual strategic plan and keeps track of the same by periodically validating the progress and conducting internal academic audit of departments.

Major initiatives taken by the IQAC for the academic year 2018-19

Induction Programme was organized for the newly appointed staff members on 28th & 29th May, 2018. The topics and resource persons for the program are as follows:

- Jesuit History, founder, Jesuit legacy, philosophy and Jesuit education by Fr. Swebert SJ, Director, St. Joseph's College for Law,
- History of St. Joseph's Evening College, its vision, mission, objectives and milestones by Ms. Priya S, Vice Principal of SJEC
- Practicing professionalism from students and staff perspective by Prof. Gracelet Stanly, former Principal of SJEC
- Examination policies, processes and procedures, CIA and ESE, CBCS, Credits for Co-curricular and Extra-curricular activities by Mr. John Bosco, COE
- Staff code of conduct and management policies (HR) by Dr. Albert Joseph Smith, Principal and Fr. Arun Prashanth D'souza, SJ, Director SJEC.
- Preparation of lesson plan by Ms. Priya S, Vice Principal, SJEC
- Relevance of working in teams at student, department, inter-dept and college level by Ms. Aparna, Trainer and Coach
- Concept of autonomy, relevance, scope and role of teachers in making autonomy effective by Dr. Kanishka, IQAC Coordinator, Faculty and Head, Dept. of Business Administration
- Teaching-learning process, class room management, student-teacher rapport and learning resources by Mr. Diwakar Yadav, Faculty and Head, Department of English
- Know your institution quiz competition conducted by Mr. Mohammed Umair, Faculty and Quiz Master, St. Joseph's College

Faculty development program was for all the faculty members were organized on 30th and 31st May, 2018. Topics and resource persons for the program are as follows

- How to make class room teaching-learning process joyful and effective at SJEC by Fr. Clarence D'Souza SJ, Vice-Principal (Admin.)
- Relevance of teaching and Lesson plan by Mr. Clement D'Souza, Vice Principal, St. Joseph's College,

- How to prepare quality minor and major research project proposal by Dr. Raja Jebasingh, Assistant Professor and Research Supervisor from St. Joseph's College of Commerce
- Relevance and impact of student mentoring by Ms. Merriam, Counselor
- Relevance of counseling at SJEC by Mr. Ashlon, Head, Department of Psychology
- Preparation of quality research paper by Ms. Bhavani, Principal Nagarjuna Degree College

IQAC validation: Director, Principal, Vice Principal and IQAC Coordinator validated the annual action plan of all departments and associations on 12th and 13th July, 2018 between 2:30 PM to 8:00 PM in conference room. All the members of the department and associations/clubs presented the action plan and various documents pertaining to the same were produced. Some of the important documents produced for the verification during the validation process were, department minutes book, BOS documents, teaching Plan, department association box file and self-appraisal.

Workshop on SWOC concept, relevance, scope and context was conducted to all teaching faculty on 25th September 2018 by Dr. Subhashini Muthukrishnan, Dean of humanities Jain University. All the departments were given opportunity to reflect and present Dept. SWOC and were validated by the resource person.

Faculty appraisal for individual level as well department level was organized during the odd semester (June to October 2018). Director and Principal met the faculty and departments to appraise the individual and department performance. Concerns were deliberated and suggestions were given to further their performance.

Faculty enrichment programme was organized on 26th September, 2018 to teaching faculty at Prerana (Ignatian Spirituality Centre) Mount St. Joseph's, Bannerghatta Road. Some of the important activities conducted during FEP are

- Talk on Ignation life, philosophy and pedagogy by Fr. John Pradeep, Director of Prerana (Ignatian Spirituality Centre)
- Self-reflection and meditation facilitated by Fr. Arun Prashanth SJ, Secretary and Treasurer of BJES and Director of SJEC
- Concept, relevance, scope and impact of migration on society by Fr. Francis Balraj, Prof. of MSW department, St. Joseph's College. Bangalore
- Group discussion and presentation on issues and prospects concerning the growth and development of institution and its stakeholders
- Campus tour was organized to learn about the facilities and services provided at Mount St. Joseph's

Jesuit lay collaboration seminar was organized by the management as a part faculty development program on 28th, 29th & 30th September 2018 for all the newly appointed staff at St. Joseph's College, Lalbagh Road. 12 teaching faculty participated in the **JESCOL** seminar.

Revisor's team visit

Karnataka Jesuit Educational Society revisor's team visited the college on 29th October 2018 for inspection. Fr. Cyril S.J. and Fr. Prashanth S.J. examined the financial and administration records. IQAC played an important role in laying out the procedures and practices of quality assurance

Curriculum Development

Every department has reviewed the syllabi periodically and updated the same after deliberations in the Board of Studies meetings. Last academic year, the Institution had carried forward the successful implementation of Choice Based Credit System (CBCS) which was implemented during the academic year 2015-16. The CBCS is offering students a greater choice of courses tailored to their interests and career goals.

The salient features of this system are as follows:

- Each course shall carry a specific number of credits which are a weightage of a course.
- All courses have subjects that include Foundation, Core and Skill development courses.
- The system allows horizontal mobility.

Examination reforms

The College has introduced many examination reforms to conform to the autonomy standards and also to adhere to the higher education policies and dynamics. Some of the key examination and evaluation reforms introduced by the institution are as follows: Orientation and training on evaluation process to new staff, Marks Cards with photos in it and also introduced Two Tests per semester as part of Internal Assessment. Earlier, the college conducted One Test per semester.

Efforts to map progression and action plan implementation

The IQAC emphasized on the institution to take various initiatives to track Curricular, Co-curricular and Extra-curricular progression of students. Some of the key initiatives proposed and reviewed are as follows: Continuous Internal Assessment, Mid-term Exam, Unit Tests, Class tests, Validation during the Class room teaching learning process, Conduct of internal assessment activities, Attendance monitoring system, Result Analyses, Department meetings, Staff meetings, Validation of Departments by IQAC, Parents-Teachers Interface, Remedial Classes, Mentoring, Department Level Activities, Class Room Activities, Clubs/Association Programmes, Intra and Inter-Class Cultural competitions, Intra and Inter-Class, Post Programme Reviews/Appraisal, seminars, conferences and intellectual engagement etc.

Orientation and induction programme for first year students

IQAC was instrumental in organising the orientation programme for the first year students admitted for BA, B.Com, BCA, BBA, MA and M.Com streams. Orientation programme for all the parents and guardians of newly admitted first year students. Student support: Intra and Inter-

collegiate competitions are organised to develop the organizing, leadership, team-work and managerial skills of the students. IQAC has empowered the departments, student council and associations to organize various annual intercollegiate fests.

Validation of Departments by the IQAC

In order to monitor the quality of curricular, co-curricular and extra-curricular activities planned by the departments, a review is conducted every semester in the presence of principal, vice-principal, the IQAC coordinator and the team. The objective of department validation is to review the set goals and objectives, resolve the challenges and reinforce the quality norms.

External teaching-learning audit: The experts from other institutions in respective field of study are invited to evaluate the processes. The observations and recommendations of the external academic auditor were submitted to the principal confidentially.

Performance Appraisal: Regular HOD and staff meetings were organised to appraise on the Curricular, Co-curricular and Extra-curricular activities. Staff evaluation by the students was conducted to check the quality of teaching-learning process, class room management, student teacher rapport and overall progression of teaching and learning. Self-Appraisal by the lecturers was done to examine the strengths and weaknesses of the faculty. Besides, Performance Appraisal by HOD's and HOD's Appraisal by the Department Colleagues were also conducted to understand the overall performance of the stake holders.

The Internal Quality Assurance Cell has played a significant role in adopting and implementing various qualitative measures to further excellence in teaching, learning and evaluation process

Report prepared by Mr Ashlon Noronha

Secretary, IQAC