

St. Joseph's College of Education for Women

Opp. Sambasivapet, 2nd Lane, Naaz Center, GUNTUR, A.P., INDIA.
(Under the Management of Society of Jesus Mary & Joseph)



Action taken report of various committees

St. Joseph's College of Education GUNTUR

Internal Complaints Committee (ICC) Action Taken Report.

ICC has been constituted as per the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' as passed by the Parliament of India to provide protection against sexual harassment of women at workplace and redressal of associated complaints. This committee shall address sexual harassment issues faced by girl students/women staff inside the college premises.

Objectives

1. To prevent and address incidents of sexual harassment within the college.
2. To create an environment where individuals feel safe to report incidents of sexual harassment without fear of victimization.
3. To ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
4. To promote gender equality, dignity, and respect for all members of the college community.
5. To provide support and assistance to victims of sexual harassment Mechanism for Submission of complaints

An aggrieved person who is experiencing sexual harassment may follow the steps given below for redressal:

- Directly communicate to the harasser that he/she considers the behaviour inappropriate and that the conduct is unwelcome and wants it to stop. This must be stated very firmly and clearly.
- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH.

Action Taken Report: 2018-19

During the session 2018-19, the internal complaints committee, led by Dr. J. Vijaya kumari Assistant Professor of Telugu, has taken various initiatives to execute the resolutions established in the committee meeting held on 19.9.2018.

- ❖ After reviewing the guidelines related to the prevention and redressal of sexual harassment within the college, the policy, functions, and responsibilities of the committee, was uploaded on the college website.

❖ Information about the committee members and a feedback mechanism for addressing sexual harassment issues within the college was made available online on the college website. It is also ensured that the confidentiality is reserved for any complaints. Notably, there were no reported cases of sexual harassment during this session.

Action Taken Report: 2019-20

❖ The committee reviewed and improved the existing mechanism of submission of complaints and ensured that the college campus is free from sexual harassment.

❖ No cases of sexual harassment were reported in this session.

❖ The committee submitted a report of the programs conducted on the previous session to the college administration.

Action Taken Report: 2020-21

❖ For this session 2020-21, Dr. J. Vijaya Kumari, Assistance Professor of Telugu took charge of the convenor of this committee.

❖ No meeting of the committee took place during this session due to Covid and no cases of sexual harassment were reported in this session.

Action Taken Report: 2021-22

For the session 2021-22, the internal complaints committee, led by, Dr. J. Vijaya Kumari, Assistance Professor of Telugu, proactively took steps to inform both staff and student representatives about the procedures available for reporting and addressing instances of sexual harassment and ensured that the campus is free from sexual harassment.

❖ No cases of sexual harassment were reported in this session.

Action Taken Report: 2022-23

❖ For this session 2022-23, the internal committee, Dr. J. Vijaya Kumari, Assistance Professor of Telugu took charge of the convenor of this committee and the committee ensured that there was no sexual harassment on campus.

❖ The committee submitted a report of the programs conducted on the previous session to the college administration.

St. Joseph's College of Education Guntur.

Anti- Ragging Committee Action Taken Report.

Objectives:

The committee will decide and finalize Anti Ragging Regulations for the institution, in accordance with the prevailing regulations of various statutory bodies.

1.To conduct Anti Ragging Committee meeting every month, or in case of any complaint registered as and when basis. 2.To ensure submission of undertaking in the prescribed format from the candidate concerned on anti-ragging at the time of admission.

3. To arrange to send letters to parents, and guardians of the students at the beginning of the academic year for the creation of awareness.

4.To suggest measures to tighten vigil against any act which constitutes ragging?

5. Measures for prevention of ragging so that fresher's, senior students, and all members of the institute are made aware of the measures.

6. Measures for prohibition of ragging to eliminate the scourge of ragging as per the definition given in the relevant regulations, including the formation of the Anti-Ragging Squad, Mentoring Cell on ragging etc.

7. Ensuring that undertakings in the form of Affidavits by students, parents/guardians, and staff members of the institutes are taken.

8.Ensuring that the actions to be taken are as per the guidelines of the relevant regulations as laid down by the regulatory bodies.

9. Timely circulation of action taken report to the concerned authorities against Anti-Ragging in the institute.

10.To prevent and eliminate incidents of ragging within the college premises and hostels, as well as in the neighborhood. 11.To create a safe and supportive environment for students by strictly enforcing a zero-tolerance policy towards ragging.

12.To ensure compliance with the UGC regulations and the West Bengal Educational Act 1983 regarding ragging prevention

.13. To sensitize students about the harmful effects of ragging and the disciplinary actions that will be taken against offenders

14. To promote a culture of respect, empathy, and camaraderie among students

Functions/Responsibilities:

1. Disseminating information on the consequences of ragging through orientation and awareness programs.
2. Forming and deploying an anti-ragging squad to regularly monitor the campus, hostels, and neighborhood.
3. Implementing pre-emptive measures to prevent ragging incidents from occurring.
4. Investigating complaints related to ragging promptly and impartially.
5. Taking appropriate disciplinary actions against individuals found guilty of ragging, which may include expulsion, suspension, or legal action.
6. Publicizing the contact information of the committee members for easy reporting of incidents.
7. Periodically reviewing and updating the anti-ragging policy to ensure its effectiveness

Action taken Report: 2022-23

Anti-ragging form cum affidavit is circulated among the newly-admitted students in the session 2022-23.

- Every student is made to sign an elaborate oath, pledging never to indulge in or support any sort of ragging activities in the College.
- It is also made clear that any ragging activity in the College will be severely penalized using legal actions.
- Multiple Anti-Ragging posters are displayed throughout the College premises to enhance the spread of awareness.
- A detailed orientation program is conducted for the newly admitted students to make them aware of the College policies on Anti-Ragging. This includes making aware of the Anti-Ragging helpline number and the Anti-Ragging reporting forms.
- The details of the anti-ragging committee are given on the website for quick contact in case of any incident of ragging.
- An Online feedback form is uploaded on the college website for reporting grievances related to ragging.

Action taken Report: 2021-22

- Anti-ragging form cum affidavit is circulated among the newly-admitted students in the session 2021-22.
- Every student is made to sign an elaborate oath, pledging never to indulge in or support any sort of ragging activities in the College.
- It is also made clear that any ragging activity in the College will be severely penalized using legal actions.
- Multiple Anti-Ragging posters are displayed throughout the College premises to enhance the spread of awareness.
- A detailed orientation program is conducted for the newly admitted students to make them aware of the College policies on Anti-Ragging.

This includes making aware of the Anti-Ragging helpline number and the Anti-Ragging reporting forms.

- The details of the anti-ragging committee are given on the website for quick contact in case of any incident of ragging. An Online feedback form is uploaded on the college website for reporting grievances related to ragging

Action taken Report: 2020-21

- Anti-ragging form cum affidavit is circulated among the newly-admitted students in the session 2021-22.
- Every student is made to sign an elaborate oath, pledging never to indulge in or support any sort of ragging activities in the College.
- It is also made clear that any ragging activity in the College will be severely penalized using legal actions.
- Multiple Anti-Ragging posters are displayed throughout the College premises to enhance the spread of awareness.
- A detailed orientation program is conducted for the newly admitted students to make them aware of the College policies on Anti-Ragging.
- This includes making aware of the Anti-Ragging helpline number and the Anti-Ragging reporting forms.
- The details of the anti-ragging committee are given on the website for quick contact in case of any incident of ragging. An Online feedback form is uploaded on the college website for reporting grievances related to ragging

Action taken Report: 2019-20

- Anti-ragging form cum affidavit is circulated among the newly-admitted students in the session 2021-22.
- Every student is made to sign an elaborate oath, pledging never to indulge in or support any sort of ragging activities in the College.
- It is also made clear that any ragging activity in the College will be severely penalized using legal actions.
- Multiple Anti-Ragging posters are displayed throughout the College premises to enhance the spread of awareness.
- A detailed orientation program is conducted for the newly admitted students to make them aware of the College policies on Anti-Ragging.
- This includes making aware of the Anti-Ragging helpline number and the Anti-Ragging reporting forms.
- The details of the anti-ragging committee are given on the website for quick contact in case of any incident of ragging. An Online feedback form is uploaded on the college website for reporting grievances related to ragging

Action taken Report: 2018-19

- Anti-ragging form cum affidavit is circulated among the newly-admitted students in the session 2021-22.
- Every student is made to sign an elaborate oath, pledging never to indulge in or support any sort of ragging activities in the College.
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- The details of the anti-ragging committee are given on the website for quick contact in case of any incident of ragging. An Online feedback form is uploaded on the college website for reporting grievances related to ragging

St. Joseph's College of Education GUNTUR

Grievance Redressal Committee Action Taken Report

Objectives:

- To provide an environment where grievances are expressed without fear or victimization.
- To maintain a clear, well-defined, and structured process of grievance redressal.
- To stipulate the roles and responsibilities of grievance redressal committee.
- To ensure a fair and speedy redressal of grievances.
- To provide a platform for students, faculty, and staff to express their grievances related to academics, administration, and infrastructure.
- To ensure a fair and transparent mechanism for resolving grievances promptly.
- To uphold the principles of natural justice and human rights while addressing complaints.
- To maintain a conducive and harmonious atmosphere within the college by promptly addressing concerns and issues. ➤ To enhance the overall satisfaction and well-being of the college community by addressing their grievances.

Grievance Redressal Mechanism:

The grievance redressal mechanism is governed by the Grievance Redressal Policy of St. Joseph's College of Education Guntur. It is formulated according to UGC Grievance Redressal Regulations, 2012.

The mechanism entails:

- Information regarding the grievance redressal committee shall be given on the college website and college prospectus.
- In case of individual grievance, an aggrieved student shall present his/her grievance only in writing, to the Grievance Redressal Committee.
- The prescribed Grievance Redressal Form has to be used by the aggrieved to express the grievance. The form may be submitted to any member of the Grievance Redressal Committee/Head of the Department or may be dropped in the suggestion box.

- Grievances can be submitted online through institutional ERP or e-mailed to chakdahacollegeicc2018@gmail.com. ➤ The matter shall be taken for discussion by the committee in its scheduled meeting.
- If the matter requires urgent attention, the coordinator shall inform the chairman and convene a meeting of the committee within 2 days from the receipt of the grievance form.
- Based on the decision taken by the committee, the aggrieved has to be informed and action to be taken.
- The complainant should be informed of the decision of the committee / action taken.
- If unsatisfied with the decision, the aggrieved student can re-appeal to the Head of the Institution within 10 days.
- A special meeting may be convened in case the follow-up is required. The proceedings have to be recorded by the secretary of the committee

Actions Taken Report: 2022-23

In order to address the issues during the 2022–23 session, the grievance redressal committee has taken a variety of initiatives.

- ❖ The toilets were cleaned and the water supply is checked frequently to maintain hygienic conditions.
- ❖ A suitable timetable for the student's internal exams for every course was made for all the semesters in response to their complaint about not having enough room to give internal exams.
- ❖ All the HODs of the college have shown the evaluated answer-scripts of internal exam to the students on a particular day after giving a prior notice to the students regarding a fixed date of presenting evaluated answer-scripts of the internal exam

Actions Taken Report: 2021-22

- ❖ During the session 2021-22, in response to students' persistent requests for a Xerox center within the campus, to make document printing easier for students, a new Xerox center has been set up on the college campus.
- ❖ A canteen has been setup in the college for teaching and nonteaching staff only.
- ❖ Servicing of the napkin vending machine has been done.

Actions Taken Report: 2020-21

No grievances were reported to the committee in the 2020–21 session because the college was closed due to COVID

Actions Taken Report: 2019-20

The grievance redressal committee has taken a number of actions to address the grievances during the 2019- 20 session.

- ❖ Students' canteen is setup in the college campus.
- ❖ The water supply in the washrooms are checked frequently. Regular cleanings of toilets on college campus ensured hygienic conditions

Actions Taken Report: 2018-19

The grievance redressal committee has taken a number of actions to address the grievances during the 2018–19 session.

- ❖ To ensure easy access to drinking water, all the water purifiers installed on college buildings are inspected and maintained frequently.
- ❖ New water filters are installed in the teacher's room and college library.
- ❖ The water supply in the washroom is checked frequently

IQAC Action Taken Report -2022-2023

Preface:

It is with great pleasure and a sense of accomplishment that I present the Annual Report of the Internal Quality Assurance Cell (IQAC) for the academic year 2022-2023. This report serves as a comprehensive overview of the activities, achievements, and initiatives undertaken by the IQAC to ensure and enhance the overall quality of our institution. The IQAC has been diligently involved in continuous improvement efforts across various facets of our academic and administrative landscape. This report provides a detailed account of the measures implemented to uphold and advance the standards of quality in our institution. It encapsulates the collaborative efforts of our dedicated faculty, staff, and students who have actively contributed to the institution's growth and development. The Annual Report reflects the outcomes of these endeavors, showcasing the institution's commitment to excellence and its willingness to adapt to the evolving needs of education

Vision: To foster a realm of Quality culture

Objectives:

1. To adopt a continuous improvement methodology in academic, administrative, and financial tasks
2. To engage and empower staff and students
3. To measure and monitor quality performance
4. To celebrate and share achievements.

Composition

S. No	Name	Designation
1.	Prof. T. Swarupa Rani	Principal
2.	Dr. B. Srilatha	Associate Prof.
3.	DR.J.R. Priyadarsini	Associate .Prof.
4.	Sr. Y. Raja Kumari	Administrative officer
5.	Sr. Metilda Susai	Finance Manager
6.	Dr. P. Brahmaji Rao	HOD, Dept. Edn. ANU
7.	M. Soni/G Bhavana Saksena	Student
8.	Sr. Roselin	Alumnae Member
9.	Dr. C. Grace Indira	Co Ordinator

The IQAC of the college met Three times on 20/07/2022 and 17/10/2022.21/01/2023 The following Quality enhancement initiatives were planned and executed

S. No	Activity	Date	No. of Participants	Chief Guest
1.	Workshop on Career Guidance	21/06/2022	180	Prof Ravi Kanth MANU, Bihar
2.	Lecture on TET&DSC	22/06/2022	180	Prof Adam Paul MANU, Hyderabad
3.	Pannel discussion on "THE ROLE OF TEACHER IN PRESENT DAY SOCIETY."	03/09/2022	175	All SJCE Faculty
4.	Workshop on Teaching Aids	14/09/2022	183	Mrs. K. Prasanth PGT. Physical Science, St. Joseph's English Medium School
5.	Talk on Health and Hygiene Gynaecologic Perspective	12/09/2022	182	Dr. Sushma Gynaecologist (in Collaboration with INNERWHEEL CLUB)
6.	World Aids Day	1/12/2022	180	Sr. Gloria Social service centre Nallapadu

7.	Awareness Programme on personal hygiene	2/12/2022	178	Dr. I. Deepthi Mr. Kishore Sr. Gloria
8.	Orientation Programme on Free Online Training Web Designing	27/01/2023	180	Sr. Gloria.
9.	Guest Lecture on Human and Child Rights	28/01/2023	180	PARA social service Organizations
10.	International Women's Day	07/03/2023	183	Collaboration with Bharat Scouts and Guides

Professional Development Programmes For Teaching And Non-Teaching.

S.No	Programme	Date	No. of participants	Guest Lecturer
1	Teacher Preparedness	07/09/2022	25	Dr. C. Grace Indira Associate Prof. SJCE
2.	System Analysis in Teaching	09/11/2022	24	Dr. P. P. Madhavi Latha Asst.Prof SJCE
3.	Models of Teaching	25/01/2023	25	Dr. J. R. Priyadarsini Associate Prof SJCE
4.	Teacher Perfectionism	15/03/2023	25	Dr. B. Sri Latha Associate Prof SJCE
5.	Enhancing efficiency in Office Management	02/02/2023	8	Sr. Gloria JMJ Social Services Nallapadu

Certificate courses:

S.NO	Name of the course	Program
1.	Computer Certificate course	B. Ed
2	Communicative English	B. Ed
3.	MOOCS	M. Ed
4.	Soft skills	B. Ed

5.	ECCE	B. Ed
6.	Human values and professional ethics	B. Ed
7.	Health and nutrition	B. Ed
8.	Guidance and counselling	B. Ed
9.	Cookery and fundamentals	B. Ed
10.	Glass and fabric painting	B. Ed
11.	Beautician course	B. Ed

Women ‘s Self Defense Activities:

S.NO	Activity
1.	Self-defense Mechanism Demonstration [Karate]
2.	Motivational talks by women & Child Development , Advocates , Women Police Etc.
3.	College has CCTV Cameras for Student safety

Audits: External Financial and Academic Administrative audits were carried out this year.

Feedback: the IQAC took care to see to it that the timely feedback was collected this year from i. Student teachers ii. Faculty iii. Alumnae and analyzed and reported. Performance based appraisal was collected from the faculty. This Annual Report is not just a documentation of challenges faced and overcome; it is a testament to the indomitable spirit of our academic community, proving that the vision to foster a quality culture is not deterred by external circumstances. I extend my heartfelt appreciation to our dedicated faculty, staff, and students who have shown extraordinary resilience and adaptability during this challenging year. Together, we have demonstrated that our commitment to quality knows no bounds, and our vision for a realm of quality culture remains steadfast. I submit this Annual Report of the IQAC with a note of gratitude to all the committee members for their encouraging support and cooperation throughout.

IQAC Action taken REPORT ON 2021-2022.

Preface:

It is with great pleasure and a sense of accomplishment that I present the Annual Report of the Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019. This report serves as a comprehensive overview of the activities, achievements, and initiatives undertaken by the IQAC to ensure and enhance the overall quality of our institution. The IQAC has been diligently involved in continuous improvement efforts across various facets of our academic and administrative landscape. This report provides a detailed account of the measures implemented to uphold and

advance the standards of quality in our institution. It encapsulates the collaborative efforts of our dedicated faculty, staff, and students who have actively contributed to the institution's growth and development. The Annual Report reflects the outcomes of these endeavors, showcasing the institution's commitment to excellence and its willingness to adapt to the evolving needs of education

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2. To engage and empower staff and students
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4. To celebrate and share achievements.

Composition

S. No	Name	Designation
1.	Prof. T. Swarup Rani	Principal
2.	Dr. B. Srilatha	Associate Prof.
3.	DR.J.R. Priyadarshini	Associate.Prof.
4.	Sr. Y. Raja Kumari	Administrative officer
5.	Sr. Metilda Susai	Finance Manager
6.	Dr. P. Brahmaji Rao	HOD, Dept. Edn. ANU
7.	M. Soni	Student
8.	Sr. Roselin	Alumnae Member
9.	Dr. C. Grace Indira	Co Ordinator

The IQAC of the college met two times on 11/10/2021 and 10/01/2022. The following Quality enhancement initiatives were planned and executed.

2021-2022 List of Activities Ensuring Quality culture

S.No	Activity	Date	No.of. participants	Chief Guest
1.	Work shop on Teaching Learning Material	16/07/2021	75	1.Sri.M. Dayanidhi Lecturer in Social Studies. Montessori College of education, Vijayawada. 2. Mrs. Anila PGT, Physical science, Bhartiya Vidya Bhavan, Guntur.
2.	Experimental Research in Education-Webinar	17/07/2021	30	Prof. Swarupa Rani. Principal,SJCE
3.	workshop on Career Guidance	05/08/2021	175	Mr. K. Suresh, Faculty APEX Institution, Guntur.
4	National Integration Day	19/08/2021	175	Prof. V. Karuna, Registrar, ANU
5	JPIC Inauguration	4/10/2021	178	Tirupati Reddy Co-ordinator,District Environment Board, Guntur
6.	Awareness on Mental Health.	08/10/2021	165	Dr. D. Saroja Counsellor, Dept.Of.Education
7.	Awareness Programme on Violence Against Women	23/11/2021	165	Mrs. Nirmala Legal Advisor, Mahila Praganam.Guntur
8.	Symposium on Women Rights and Laws	08/03/2022	168	Mrs. N. Anuradha Naidu, Judiciary Dept. Guntur.

Some more Activities other than Academics.

S.NO	All round Development Activities
1.	Content test at Entry Level, Teaching practices {Demonstrations, Internship, Activities, Research activities}
2	Seminars on Guidance & Counselling
3.	Arranged workshops
4.	Soft Skills for Enhancement of Employability
5.	Life Skills
6	Sessions on DSC, TET Qualification
7	Tree plantation, Campus Beautification
8	Sports
9	Surveys
10.	Cultural Activities

Certificate courses:

S.NO	Name of the course	Department
1.	Computer Certificate course	B. Ed
2	Communicative English	B.Ed
2.	MOOCS	M. Ed

Women 's Self Defense Activities:

S.NO	Activity
1.	Self defence Mechanism Demonstration [Karete]
2.	Motivational talks by women & Child Development ,Advocates , Women Police Etc.
3.	College has CCTV Cameras for Student safety

Audits: External Financial and Academic Administrative audits were carried out this year. Feedback: the IQAC took care to see to it that the timely feedback was collected this year from i. Student teachers ii. Faculty iii. Alumnae and analysed and reported. Performance based appraisal was collected from the faculty. This Annual Report is not just a documentation of challenges faced and overcome; it is a testament to the indomitable spirit of our academic community, proving that the vision to foster a quality culture is not deterred by external circumstances. I extend my heartfelt appreciation to our dedicated faculty, staff, and students who have shown extraordinary resilience and adaptability during this challenging year. Together, we have demonstrated that our commitment to quality knows no bounds, and our vision for a realm of quality culture remains steadfast. I submit this Annual Report of the IQAC with a note of gratitude to all the committee members for their encouraging support and cooperation

IQAC Action Taken Report 2020-2021

Preface

It is with both reflection and resilience that I present the Annual Report of the Internal Quality Assurance Cell (IQAC) for the extraordinary academic year 2020-2021 marked by the challenges posed by the global COVID-19 pandemic. As we navigate through these unprecedented times, this report encapsulates our commitment to maintaining educational excellence and our dedication to fostering a realm of quality culture despite the adversities faced. In the face of the pandemic, our institution has exemplified unwavering determination and adaptability. The vision of the IQAC to foster a quality culture has been put to the test, and I am proud to say that our academic community has risen to the occasion. The challenges presented by the pandemic have compelled us to reevaluate our methods, innovate our approaches, and reaffirm our commitment to maintaining the highest standards of quality in education. Measuring and monitoring quality performance during a year overshadowed by the pandemic has been a unique endeavour. This Annual Report provides a comprehensive overview of the strategies employed to assess our performance and maintain the highest standards despite the extraordinary circumstances. It reflects our commitment to transparency and continuous improvement even in the face of adversity.

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Composition

<u>S.No</u>	<u>Name</u>	<u>Designation</u>
1.	Prof. T. Swarupa Rani	Principal
2.	Dr. B. Srilatha	Associate Prof.
3.	Prof. T.J. Rajendra Prasad	Distinguished Educationist
4.	Sr. Y. Raja Kumari	Administrative officer
5.	Sr. Metilda Susai	Finance Manager
6.	Dr. G. Chenna Reddy	HOD, Dept. Edn. ANU
7.	P. Rajya Lakshmi	Student
8.	Mr. M. Issac David	External Expert
9.	Dr. C. Grace Indira	Co Ordinator
10.	Dr.D. Saroja	University Nominee
11.	Dr. G . Aruna	Former Reader

The IQAC of the college met two times on 07/09/2020 and 23/01/2021. The following Quality enhancement initiatives were planned and executed

Student Quality enhancement programs:

<u>YEAR</u>	<u>S.NO</u>	<u>ACTIVITIES</u>	<u>DATES</u>	<u>NO.OF PARTICIPANTS</u>	<u>CHIEF - GUEST</u>
<u>2020 - 2021</u>	1	Webinar on Career Guidance(Webinar)	16/06/2020	190	K. Ravi Kumar, Director, Brilliant Coaching Centre, Guntur.
	2	Webinar on NEP-2020	24/09/2020	194	Dr. Amareswar, Asst.Prof NEHU, Shillong
	3	Webinar on Preparation of Innovative Teaching Aids	12/10/2020 to 14/10/2020	190	All Methodology Teaching Faculty
	4	Awareness Programme on HIV-AIDS	01/13/2020	190	Mrs. B. Sucharita Lecturer in Biology SJCE
	5	Guest Lecture on DSC&TET	24/03/2021	194	Dr. B. Venkat Swamy, Associate Prof. Govt. Degree College, Pedanandipadu.
	6	Workshop on Teaching Aids	12/02/2021	194	1.Dr.DSN Sastri Rtd.Lecturer, AJ College of Education, Machilipatnam. 2.Mrs. Tresa PGT Biology JMJ school, Pedakakani.
	7	Celebrations of Science Day	28/02/2021	194	Mrs. P. Prasanthi Madhavi Latha Lecturer in Physical Science SJCE
	8	Visit to Old age Home and Special schools	30/03/2021	102+92	Out Reach Programme.

Faculty development programs:

<u>YEAR</u>	<u>S.NO</u>	<u>ACTIVITIES</u>	<u>DATE</u>	<u>NO.OF PARTICIPANTS</u>	<u>CHIEF-GUEST</u>
<u>2020 - 2021</u>	1	Redifining Education with A-futuristic perspective in covid-19-webinar	06/08/2020	24	Dr.D.Vanaja , Assoc Prof. MANUU , HYD
	2	Academic writing & Ethics in research	12/04/2020	24	Prof.T.Swarupa Rani , Principal SJCE
	3	Sustainable wellness for non-teaching staff	05/12/2020	8	Dr.Ahalya , Ahalya Health Institute

Value added courses:

<u>YEAR</u>	<u>S.N O</u>	<u>Name of the course</u>	<u>Department</u>
<u>2020 - 2021</u>	1	Computer Certificate course	B. Ed
	2	Communicative English	B.Ed
	3	MOOCS	M. Ed
	4	Soft Skills	B.Ed
	5	Health & Nutrition	B.Ed
	6	ECCE	B.Ed
	7	Human values & Professional ethics	B.Ed
	8	Guidance & counselling	B.Ed
	9	Cookery	B.Ed
	10	Beautician	B.Ed
	11	Fabric & Glass painting	B.Ed

Self Defense activities:

<u>YEAR</u>	<u>S.NO</u>	<u>Activity</u>
<u>2020 - 2021</u>	1.	Self defence Mechanism Demonstration [Karete]
	2.	Motivational talks by women &Child Development ,Advocates , Women Police Etc.
	3.	College has CCTV Cameras for Student safety

Memorandum of understanding (MOU):

<u>S.No</u>	<u>NAME OF COLLEGE</u>
1	HINDU COLLEGE OF EDUCATION GUNTUR

Audits: External Financial and Academic Administrative audits were carried out this year.

Feedback: the IQAC took care to see to it that the timely feedback was collected this year from i. Student teachers ii. Faculty iii. Alumnae and analysed and reported.

Performance based appraisal was collected from the faculty.

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It is with both reflection and resilience that I present the Annual Report of the Internal Quality Assurance Cell (IQAC) for the extraordinary academic year 2020-2021 marked by the challenges posed by the

IQAC Action Taken Report 2019-2020

global COVID-19 pandemic. As we navigate through these unprecedented times, this report encapsulates our commitment to maintaining educational excellence and our dedication to fostering a realm of quality culture despite the adversities faced. In the face of the pandemic, our institution has exemplified unwavering determination and adaptability. The vision of the IQAC to foster a quality culture has been put to the test, and I am proud to say that our academic community has risen to the occasion. The challenges presented by the pandemic have compelled us to reevaluate our methods, innovate our approaches, and reaffirm our commitment to maintaining the highest standards of quality in education. Measuring and monitoring quality performance during a year overshadowed by the pandemic has been a unique endeavor. This Annual Report provides a comprehensive overview of the strategies employed to assess our performance and maintain the highest standards despite the extraordinary circumstances. It reflects our commitment to transparency and continuous improvement even in the face of adversity.

Vision : To foster a realm of Quality culture

Objectives:

1. To adopt a continuous improvement methodology in academic, administrative and financial tasks

2. To engage and empower staff and students
3. To measure and monitor quality performance
4. To celebrate and share achievements

Composition

<u>S.No</u>	<u>Name</u>	<u>Designation</u>
1.	Prof. T. Swarupa Rani	Principal
2.	Dr. B. Srilatha	Associate Prof.
3.	Prof. T.J. Rajendra Prasad	Distinguished Educationist
4.	Sr. Y. Raja Kumari	Administrative officer
5.	Sr. Metilda Susai	Finance Manager
6.	Dr. G. Chenna Reddy	HOD, Dept. Edn. ANU
7.	P. Rajya Lakshmi	Student
8.	Mr. M. Issac David	External Expert
9.	Dr. C. Grace Indira	Co Ordinator
10.	Dr.D. Saroja	University Nominee
11.	Dr. G . Aruna	Former Reader

The IQAC of the college met two times on 07/09/2019 and 23/01/2020. The following Quality enhancement initiatives were planned and executed

Student Quality enhancement programs

<u>YEAR</u>	<u>S.NO</u>	<u>ACTIVITIES</u>	<u>DATES</u>	<u>NO.OF PARTICIPANTS</u>	<u>CHIEF - GUEST</u>
<u>2019 - 2020</u>	1	Workshop on yoga	21/06/2019	190	D.Chandrasekhar Yoga guru
	2	Preparation on Low cost & no cost teaching aids	17/07/2019	190	ALL SJCE Faculty
	3	Celebrations of teachers day	05/09/2019	188	ALL SJCE Faculty
	4	Career guidance for work as teams	11/09/2019	192	ALL SJCE Faculty
	5	Celebration of founders day	31/10/2019	190	Fr.Joji Reddy Loyola academ alwal , HYD
	6	Awareness campaign on oral hygiene	02/11/2019	192	Smile dental clinic
	7	Guest lecture on TET & DSC	24/01/2020	190	Sri.K.Pranay kumar , Aditya competitions Guntur
	8	Celebrations of republic day	26/01/2020	192	Prof.T.Swarupa Rani Princiapl SJCE

	9	Celebrations of solidarity day	28/01/2020	192	ALL SJCE Students & Faculty

<u>YEAR</u>	<u>S.NO</u>	<u>ACTIVITIES</u>	<u>DATE</u>	<u>NO.OF PARTICIPANTS</u>	<u>CHIEF-GUEST</u>
<u>2019 - 2020</u>	1	Re-defining education with futuristic prespective with ICT	06/08/2019	24	Dr.B.Srilatha Assoc Prof. SJCE
	2	Significance of descriptive research	12/10/2019	24	Dr.J.R.Priyadarsini Assoc Prof SJCE

Faculty development programs:

Value added courses:

<u>YEAR</u>	<u>S.N O</u>	<u>Name of the course</u>	<u>Department</u>
<u>2019 - 2020</u>	1	Computer Certificate course	B. Ed
	2	Communicative English	B.Ed
	3	MOOCS	M. Ed
	4	Soft Skills	B.Ed
	5	Health & Nutrition	B.Ed
	6	ECCE	B.Ed
	7	Human values & Professional ethics	B.Ed
	8	Guidance & counselling	B.Ed

Self Defense activities:

<u>YEAR</u>	<u>S.NO</u>	<u>Activity</u>
<u>2019 - 2020</u>	1.	Self-defense Mechanism Demonstration [Karete]
	2.	Motivational talks by women & Child Development ,Advocates , Women Police Etc.
	3.	College has CCTV Cameras for Student safety

Memorandum of understanding (MOU):

<u>S. No</u>	<u>NAME OF COLLEGE</u>
1	ANDHRA LUTHERAN COLLEGE OF EDUCATION , GUNTUR

Audits: External Financial and Academic Administrative audits were carried out this year.

Feedback: the IQAC took care to see to it that the timely feedback was collected this year from i. Student teachers ii. Faculty iii. Alumnae and analyzed and reported.

Performance based appraisal was collected from the faculty.

This Annual Report is not just a documentation of challenges faced and overcome; it is a testament to the indomitable spirit of our academic community, proving that the vision to foster a quality culture is not deterred by external circumstances. I extend my heartfelt appreciation to our dedicated faculty, staff, and students who have shown extraordinary resilience and adaptability during this challenging year. Together, we have demonstrated that our commitment to quality knows no bounds, and our vision for a realm of quality culture remains steadfast. I submit this Annual Report of the IQAC with a note of gratitude to all the committee members for their encouraging support and cooperation throughout.

IQAC Action Taken Report 2019-2020

Preface

It is with great pleasure and a sense of accomplishment that I present the Annual Report of the Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019. This report serves as a comprehensive overview of the activities, achievements, and initiatives undertaken by the IQAC to ensure and enhance the overall quality of our institution. The IQAC has been diligently involved in continuous improvement efforts across various facets of our academic and administrative landscape. This report provides a detailed account of the measures implemented to uphold and advance the standards of quality in our institution. It encapsulates the collaborative efforts of our dedicated faculty, staff, and students who have actively contributed to the institution's growth and development. The Annual Report reflects the outcomes of these endeavors, showcasing the institution's commitment to excellence and its willingness to adapt to the evolving needs of education

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6.	Dr. G. Chenna Reddy	HOD, Dept. Edn. ANU
7.	P. Rajya Lakshmi	Student
8.	Dr. D. Vijaya Bharathi	Reader
9.	Dr. C. Grace Indira	Co Ordinator
10.	Dr.D. Saroja	University Nominee
11.	Dr.G. Aruna	Former Reader

The IQAC of the college met three times on 05/07/2018, 15/12/2018 and 12/04/2019. the following Quality enhancement initiatives were planned and executed

Student Quality enhancement programs:

<u>YEAR</u>	<u>S.NO</u>	<u>ACTIVITIES</u>	<u>DATES</u>	<u>NO.OF PARTICIPANTS</u>	<u>CHIEF - GUEST</u>
<u>2018 - 2019</u>	1	Matru Bhasha Dinostvam.	29/08/2018	165	Dr. G. V. Anand Kumar Asst. prof. Govt. Degree college.Machilipatnam.
	2	Freshers Day and Teachers Day	04/09/2018	164	1.Dr.G. Theressamma Correspondent, Sjce 2.Prof.T.SwarupaRani Principal
	3	Blood Donation Awareness	04/10/2018	168	Sr. Inyasamma, Principal. St. Joseph's college of Nursing, Nallapadu.

	4	Gandhi's Experiential Learning – Nai Talim	08/10/2018	168	Mrs. Aruna Lecturer, Mahatma Gandhi Institute
	5	Talent show	30/10/2018	170	ALL SJCE Students
	6	Work Shop On communicative English	20/11/2018	169	Mr. A. Ravikanth, Mrs.P. Lalitha. APEX Institution
	7	Solidarity day	21/11/2018	170	ALL SJCE Students
	8	National Day Of Unity	31/10/2018	170	Prof. T. Swarupa Rani, Principal
	9	Guest Lecture on He or She on Gender based violence	14/12/2018	170	In Collaboration with UNO
	10	Staff Christmas	20/12/2018	26	Dr. G. Theresamma Correspondent
	11	National Mathematics Day	21/12/2018	170	Dr. J.R. Priyadarshini Associate professor in Mathematics
	12	Workshop on Microteaching and Blueprint	28/01/2019	170	Conducted by Ramakrishna Mission
	13	Workshop on preparation of Teaching Aids	26/02/2019 to 27/02/2019	170	Dr. J. R. Priyadarshini Dr. B. Srilatha Mrs. B. Sucharitha Dr. C. Grace Indira Dr. J. Vijaya kumari Dr. P. Prasanthi Madhavi Latha
	14	Workshop on yoga	6/03/2019	169	Sri. Subhash Chandra Bose
	15	Guest Lecture on Women Empowerment	7/03/2019	168	AIMS
	16	International women's day	8/03/2019	165	UNESCO
	17	Workshop on Employability skills	19/03/2019	170	Suvan Rath And Priyanshu Dubey
	18	Earth day	22/04/2019	160	Mrs.B.Sucharitha Lecturer in biological science SJCE

Faculty development programs:

<u>YEAR</u>	<u>S.NO</u>	<u>ACTIVITIES</u>	<u>DATE</u>	<u>NO.OF PARTICIPANTS</u>	<u>CHIEF-GUEST</u>
<u>2018 - 2019</u>	1	Program on enhancing the teaching & professional competency of faculty	14/06/2018	24	Prof. T. Swaruparani Principal SJCE
	2	Issues & Challenges in classroom management	19/12/2018	24	Mrs.B.Sucharitha lecturer in biological science
	3	Workshop on Soft skills	07/01/2019	8	Dr.C.Grace Indira IQAC Co-ordinator

Value added courses:

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	3.	College has CCTV Cameras for Student safety

Memorandum of understanding (MOU):

<u>S. No</u>	<u>NAME OF COLLEGE</u>
1	SRIMATHI ADHEPALLI MAHALAKSHMI DEVI COLLEGE OF EDUCATION FOR WOMEN, RAJHAMUNDRY

Audits: External Financial and Academic Administrative audits were carried out this year.

Feedback: the IQAC took care to see to it that the timely feedback was collected this year from i. Student teachers ii. Faculty iii. Alumnae and analyzed and reported.

Performance based appraisal was collected from the faculty.

I extend my sincere appreciation to all those who have contributed to the success and progress of our institution. As we move forward, let this document serve as a foundation for ongoing dialogue, collaboration, and collective efforts aimed at furthering the quality standards of our institution. I submit this Annual Report of the IQAC with a note of gratitude to all the committee members whose dedication and collaborative spirit have been instrumental in shaping this Annual Report.