



ST. JOSEPH'S COLLEGE OF COMMERCE (Autonomous)

Affiliated to Bengaluru City University

Re-accredited with 'A' Grade by NAAC | College with Potential for Excellence (CPE)

Ranked 72nd in NIRF 2020 by MHRD

163, Brigade Road, Bengaluru– 560 025. Karnataka, India.

Internal Quality Assurance Cell - IQAC

NEWSLETTER

2019-20

IQAC Activities undertaken during the ACADEMIC YEAR 2019-20

With the current accreditation of Grade A extended to be valid up to 4th January 2020, the IQAC Department's was involved in the data collection, validation of the new format of the revised accreditation framework of NAAC of the 4th cycle of NAAC of the institution along with other regular IQAC initiatives. The details of the same are as below.

• Peer Visit to Sacred Hearts Tirupattur

IQAC along with members from Examination department, research department visited Sacred Hearts Tirupattur for understanding the NAAC preparation, documentation, and evidences collection procedures on 18th June 2019. The objective was to broaden the scope of NAAC process plan. This productive learning strategy provided many potentials to improve the NAAC process plan by adopting their newest or “best” practices to apply in in SJCC's own situations and context

• Online AQAR submission

IQAC undertook to submit the AQAR through online from 20th November 2019 in the new AQAR format devised by NAAC through online portal. The AQAR which was qualitative in nature was revised by NAAC in line with the Revised NAAC accreditation framework and contained 46 quantitative data files along with qualitative questions. The entire exercise was completed on December 6th, 2019.



• ISO 9001:2015 certification

IQAC initiated the ISO 9001:2015 process for SJCC. Invitations to ISO vendor for request for quotes were sent to Integrated Quality Certification Pvt. Ltd, TUV etc. Based on the academic requirement and discussion with SEA College, BM Maira Enterprise, ISO certification agency from New Delhi were chosen for the task. As BM Maira Enterprise had certified SEA College in 2012, the IQAC coordinator visited SEA Degree College of Arts, Science and Commerce on 9th October 2019 to understand the documentation process that were required for the certification. After due process of documentation, validation and verification, the ISO certificate for SJCC was received on 28th December 2019.

1.SJCC Policies- revamping and documenting.

IQAC undertook the task of updating and revamping the quality policies of the Institution such as Consultancy policy, Differently abled students' policy, Resource Mobilization Policy, Recruitment Policy, Incentives Policy document on providing financial support to teachers to attend conferences, Waste Management Policy, ERP Policy, Maintenance Policy and IT policy. These policies along with research policy, Choice Based Credit system policy, admission policy, outcome Based Education policy and plagiarism policy were redrafted, retuned and a quality policy booklet was released.

•Visits to Unnat Bharat Abhiyan adopted Villages in Anekal

IQAC along with Outreach Coordinator Mr. Gladson and Mr. Vinay Pradeep coordinated the village visit and village survey of the villages adopted by SJCC 1. Karpura, 2. Indlawadi, 3. Hulimangala, 4. Laskhmipura and 5. Vabasandara. This village visit was converted as part of outreach program of PG students. The village survey data was collected in three phases. Along with the village survey, the IQAC also undertook cloth bags as a part of the UBA plastic free village program. After distributing the cloth bags, the students collected plastic bags from each home and brought the same back to Bangalore and disposed the same responsibly as per instructions from the UBA.



UGC Scheme “Paramarsh”

1Adoption of Mentee Colleges for UGC Paramarsh Scheme

During the month of August, 2019, IQAC undertook to invite non-accredited colleges to be a part of the Paramarsh Scheme. More than 12 -13 colleges were invited for the same. The principals of the colleges were contacted and briefed about the Paramarsh program and the benefits of them being associated with SJCC as a mentor. From the list of proposed colleges, six colleges were finally approved by the Principal and the memorandum of association with the selected college's principal/dean/director was executed. The Paramarsh portal of UGC was updated with the relevant documents and the documentations were sent to UGC office after due process.

2.NAAC “Paramarsh” Principals Meet

On 31st July 2019, UGC called for the proposals under the scheme of “Paramarsh”-UGC scheme for mentoring NAAC Accreditation aspirants Institutions to promote quality assurance in Higher Education. SJCC responded to this with a proposal of list of 6 colleges during July 2019 and uploaded the details in the UGC online registration portal. The hardcopy of the filled-in online applications along with the relevant MOU duly signed by the respective principals of Mentee Institutions on 20th August 2019 and the two year proposed plan of implementation and execution of the scheme. During the month of September 2019, SJCC was one among the many Institutions whose proposals were approved by the UGC. The UGC subsequently sent the approved Grants letter to SJCC during November 2019 with 50% of the approved grants released to the Institutions. The first phase of the proposed plan was taken up for execution from the month of November 2019. The SJCC Paramarsh constituted a standing committee team headed by Dr. Nirmala Joseph- Registrar, Dr. Shivakami Rajan, IQAC Coordinator, Dr .Raja Jebasingh, Assistant Research Director and Dr. Sridhar L.S, Assistant Professor. As a part of the first phase, SJCC organized mentee's institutions principals meet on 24th January 2020. The principals along with two to three staff members of mentee institution were invited to this meet and they presented a brief outline of their college's history, academic programs, staff and faculty member's details, along with curricular and co-curricular student's activities. The mentee institutions also showcased their achievements in terms of the seven criteria earmarked by NAAC.

WHY YOU SHOULD ATTEND?

There are many ways to learn and sharpen skills-blogs, podcasts, how-to videos on YouTube. Then why bother with the time and expense of an in-person meet? The matter of fact is all the above do add value but there is no substitute for direct meet which provides unique tacit learning, opportunities to network particularly in local settings and current curricula.

It opens a way to invest in yourself now to sharpen your skills. An opportunity to learn directly from experiences and "trials and errors" of others, share best practices, and develop new skills and techniques.

Mentor Institution Details	Participating Institution Details
Dr. Daniel Fernandes, SJ, Principal, St. Joseph's College of Commerce, Paramarsh Standing Committee	St. Joseph's College, Hassan, Karnataka-573201
Dr. Nirmala Joseph, Registrar, St. Joseph's College of Commerce, Bengaluru	Bishop Cotton Academy of Professional Management, Bengaluru, Karnataka-560064
Dr. Shivakami Rajan, IQAC Coordinator, St. Joseph's College of Commerce, Bengaluru	Loyola Degree College, Bengaluru, Karnataka-560076
Dr. Rajagopal, Research Director, St. Joseph's College of Commerce, Bengaluru	Loyola First Grade College, Mavri, Raichur, Karnataka-584123
Dr. Sridhar L. S., Assistant Professor, St. Joseph's College of Commerce, Bengaluru	Copalan College of Commerce, Hoodi, Bengaluru, Karnataka-560048
	East Point College of Higher Education, Avalahalli, Bengaluru, Karnataka-560049

FOR FURTHER INFORMATION CONTACT:
Dr. Shivakami Rajan: 9986999639
Dr. Sridhar L. S.: 9788348923
E-Mail: iqac@sjcc.edu.in

St. Joseph's College of Commerce
(An Autonomous Institution, Affiliated to Bengaluru Central University)
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#163, Brigade Road, Bengaluru-560025, Karnataka.

Organises
UGC Sponsored

**PARAMARSH
PRINCIPALS MEET 2020**



24TH JANUARY 2020

back on any issue through web portal and it would reach IQAC who would forward the same to the Management and Concerned staff. This portal is actively enabled and has collected information about academic courses from many students as of date.

The screenshot shows the website of St. Joseph's College of Commerce (Autonomous). The header includes the college name, affiliation to Bengaluru Central University, and accreditation details. The main navigation bar lists various sections: About Us, Admissions, Academics, Examination, IQAC, Research, Placement, Student Support, and Infrastructure. A sidebar on the left contains links to About IQAC, Quality Policy, Initiatives of IQAC, NAAC Accreditation, Reports, Annual Reports, Best Practices, Seminars & Conferences, and Conference Proceedings. The main content area displays the 'Quality Feedback Form' with fields for Name, Email, and Comments, and a Submit button.

3. Mentee Institutional visit under "Paramarsh"

As part of the PARAMARSH Road Map and the discussions held during the principal's meet, IQAC scheduled an Institutional visit to East Point College of Higher Education on 4th February 2020 after 1300hrs, followed by 5th February to Bishop Cotton Community College, Yelahanka. The objective of the visit was to appraise the Institutions on their academic activities with regard to the 7 criteria of NAAC: - 1. Curricular Aspects; 2. Teaching-Learning and Evaluation; 3. Research, Innovations and Extension; 4. Infrastructure and Learning Resources; 5. Student Support and Progression; 6. Governance, Leadership and Management; 7. Institutional Values and Best Practices; In addition, the visit also intended to gauge the Infrastructural/ Campus of the Mentee Institutions.

•Swachhata Hi Sewa Campaign

IQAC uploaded of relevant information in the <https://ugc.ac.in/uamp/> with photos and videos as per direction from Joint Secretary and Region Head, UGC, SWRO Bengaluru on "All Higher Education Institutions (HEIs) are requested to participate in Swachhata Hi Sewa Campaign and upload relevant information on the "University Activity Monitoring Portal (UAMP)" of UGC on 2nd October 2019"

•Feedback Process

4. New initiative – Feedback through Website Portal

A new initiative from IQAC for feedback collection from all stakeholders was introduced during this academic year. The online submission of feedback was made live and opened. Students, Parents or any other stakeholders can directly now send their feed-

5. Employers Feedback Form Responses

Feedback from industry from empanelled employers of placement department, a key stakeholder is essential to implement effective changes for the academic and institutional growth. Feedback from them are periodically obtained and analyzed. For the academic year 2019-20, the same was sought through placement department and the data was received on Jun 17, 2019.

6. Parents Feedback Responses

Parents have entrusted the future of their children into SJCC hands and play a very important role in the development and enhancement of the quality of their learning experience. Feedback from parents allows the SJCC to evaluate its service provision. The feedback analysis process has put an increasing emphasis on the need for involvement of parents in the quality assurance of excellent education. Parent's involvement requires that they play an active role in participating for the holistic development of their children. Every year at the end of the odd semester in the month of June, Parents teachers Association meetings are held where the parents of the first years UG students are called and the feedback of their children's examination, class, and CIA performances are discussed with the respective class mentors. At this point feedback forms are distributed and collection of filled feedback forms was done. The parent's teachers meeting was conducted on 31st August, 2019. The Data collected in the form of feedback was analyzed and submitted to the management.

7. Student evaluation of faculty members- Staff evaluation

The Institution believes that staff evaluation is an important measure to assess the degree of excellence of the work performed by the faculty members. The evaluation process is conducted periodically and co-ordinated by IQAC. Staff Evaluations are reviewed by the Principal and the consolidated staff rating is discussed with the individual staff members by the Principal. The staff evaluation is centralized and is recorded online. The feedback facility has been introduced into the student login of the ERP systems which makes it easier for students to give their feedback on the various parameters of the Staff Performance Evaluation system. This year Staff Evaluation was conducted in both odd and even semester in the months of September 2018 and January 2019.

8. Open House

The Open House Sessions were held on February 13, 2020 for all the students and on 25th February, 2020 exclusively for girl students in the Loyola Hall. Students were encouraged to interact effectively and bring out their concerns and place their suggestions on the floor. Prioritizing the needs and concerns of the students. The proceedings of the Open House were documented,

•SWOC Analysis for SJCC

As a part of the SWOC analysis, a team activity was held on 13th July 2019 where the faculty's members were divided into four teams and the teams discussed the strength, weakness, opportunities and challenges of SJCC. All the teams submitted their team report to the Steering Committee in which IQAC was a member.

•Internal Audit 11/11/2019

IQAC undertook to conduct an internal audit of departments of BBA, B.Com, M.Com, Kannada, English and Hindi with respect to academic documentation. 2. Ms. Muktha – Audit in Charge and Mr. Raj Sadhwani- External Subject Expert, Former HOD, SJCC accompanied the IQAC Coordinator Dr. Shivakami for the Internal Audit which started with B.Com department, BBA and followed by PG and language department. The audit process was

completed in a days' time. The audit observation noted down by the members were collated by the IQAC department and the internal audit report was submitted to the Principal and Registrar. The audit report was shared with the respective departmental heads for necessary action to be undertaken.

•External Audit 16/11/2019

Subsequent to the Internal Audit on 11th November 2019, IQAC arranged for an external Academic Audit on Nov23 2019. The experts audit panel members were Dr. Sakuntala Samuelson, Principal, Surana College of Arts, Science and Commerce, Bangalore, Dr G. Uma, Internal Auditor and Former IQAC of PGCAS, Coimbatore and Dr Mini K Abraham ,Associate Professor and HOD, Department of Commerce & Management, Surana College, Bangalore. The audit spanned the whole day and the external auditors submitted their audit observation, which was submitted to the Management and Principal for necessary auctioning.

NAAC 4th cycle

1.NAAC Registration and Preparation:

IQAC registered in the NAAC portal for AQAR and NAAC 4th Cycle Accreditation on 20th June 2019. The Revised Accreditation Framework of NAAC (RAF) was restricted with quantitative and qualitative data unlike the previous accreditation format which has purely only qualitative data. The quantitative data collection was in pre-prescribed 98 excel format of NAAC's 7 criterion. These formats were circulated among the 7 criterion team constituted for the purpose. The year began with the second draft of the 98 excel sheets. IQAC was involved actively in the deliberation of these excel data validation which was ratified by the Steering Committee members keeping Institutional mission, vision goals and objectives in mind. The quantitative data was gathered by the Steering Committee and passed on to a team of excel experts- EXCEL Team for data purification and standardization purpose. The qualitative data comprising of 36 questions were drafted by the English Department and underwent various minute changes incorporating required standards, terms as necessitated by the questions in relevance to SJCC's requirements.

2.NAAC & IQAC

The IQAC coordinator was a member of the Steering Committee formed for the purpose of NAAC 4 cycle. The academic year began with data collection of processes, practices, programs, activities and services of past 5 years being tabulated with techniques, process, and mechanisms flowcharted for the accreditation purpose. IQAC acted as a nodal agency of the institution for coordinating Institutional data through MIS for the purpose of enhancing quality. The Steering Committee set a very detailed standards are set for each aspects of key criteria, and sub criteria for formulating evidence and process flow charts. For the data –quantitative and qualitative, teams for gathering the required evidences was set and regular monitoring and assessment of evidences gathered was done. IQAC was involved in the data collection of all the Departmental evaluation report, standardized Departmental Profile, TQM minutes compilation, Audit reports for all the audit that took place for the past five years.

3.Student satisfaction survey (SSS) of NAAC

Preparation of Student satisfaction survey started during the month of June 2019. The SSS exercise was thoughtfully planned by Dr.Nirmala, Registrar and the execution of the same was done by a team specifically drawn for the purpose. The team constituted was headed by Dr. Ruqsana, Dr. Muralidharan and Ms. Alamelu along with IQAC Coordinator. Strategic plan was drawn with information content, Videos and Quizzes were designed for the entire student population of SJCC. Class mentors were invited to talk about the importance of the survey to the students, the SSS team members visited each class and had presentation of the SSS process of NAAC, the survey importance. SQAC students were also requested to actively disseminate information of SSS to the students. SSS posters as requested by the NAAC guidelines were posted in each classrooms and strategic places in and around the college for visibility among the student community. The SSS was opened by NAAC for students to fill the survey from 16th January to 15th February 2020. The SQAC students were actively involved in tracking and encouraging their classmates who received the SSS survey questionnaire to complete the survey.

4.SQAC and SSS

For NAAC student satisfaction survey (SSS), IQAC initiated meeting with SQAC students to enable smooth information flow to their respective classes of the Process of SSS that was decided by the NAAC Steering Committee formed for the specific purpose of SSS. SQAC students were requested to arrange for a mentor's class to be used for information about SSS and its importance, the various student related teachings and learning aspects that SJCC undertook over the past five years with an objective of students being well informed to take up the survey.

5.NAAC 4th cycle Submission

On 12th December 2019, the Institutional Information for Quality Assessment (IIQA) was filed. On 14th January 2020, the Self Study Report as per the new revised framework for autonomous colleges was submitted to NAAC online portal.

•Ranking Process

1.Week Ranking Process for 2018-2019

Ranking of Colleges today has become a rough guide for the reputation and quality of the Institutions for many. IQAC, considering the critically of such decisions, IQAC has facilitated the collection and presentation of data for the annual ranking of Times of India- BBA Institute Ranking 2019 on May 31, 2019

2.India Today Ranking

Ranking of Colleges today has become a rough guide for the reputation and quality of the Institutions for many. IQAC, considering the critically of such decisions, IQAC has facilitated the collection and presentation of data for the annual ranking of India Today for the academic year 2018-2019 on 23rd December 2019.

3.Week Ranking

IQAC has facilitated the collection and presentation of data for the annual ranking of the Week for Commerce program including the PG program for the academic year 2019-20 on March 2nd, 2020.

•Staff Self-Appraisal.

Periodic evaluation is an opportunity for the staff members to review their recent past work and discuss expectations moving forward. An evaluation also serves as an opportunity to set goals, both as individuals and department. Along with the staff evaluation often comes the self-assessment. An opportunity for staff to self-reflect and consider what their strengths and weaknesses are, self-assessments are not only important for self-growth as a faculty member but also as a resource person. By critiquing their own work and behavior, faculty members can gain insight that helps them improve. Keeping this in background, IQAC regularly initiates staff self-appraisal to be sent to IQAC by the entire teaching faculty members every year during the month of June. This year IQAC initiated this during June 6th 2019 and December 2019. Staff self-appraisal was duly received for the year 2019-2020 in the month of January 2020.

•Code of Ethics plagiarism in Research

As a part of research initiative, the research department had devised a code of ethics for plagiarism in Research for which the research department had involved IQAC department for drafting the same.

•IQAC Webpage updation.

IQAC revamped its webpage and made it NAAC friendly. Many new webpages, reports, and links were introduced.

•Student Exchange Initiative- Institutional Visit by Shree Damodar College of Commerce & Economics, Margao, Goa on 26th February 2020

VVM's Shree Damodar College of Commerce and Economics, from Margao- Goa visited our campus on 26th February 2020. The visit began with a brief introduction on the college and its activities. Forty Seven Students and three faculty members of Department of Commerce visited SJCC. Mr.Edwin B Barreto was the tour in-charge, with Mr.Ainsley Granville A.J,Bernard and Ms.Muktali of the Department of Commerce. The students of SJCC and Damodar College Students exchanged their personal experiences for one hour in Room 112. BBA student Mr.Bibin Jose, Bcom(Analytics) student Mr.Mantesh, Ms.Shivani(B-BA-CIMA) and 1st year B.Com Student Mr.Edward shared their SJCC student experience followed by the Goan student's experience sharing session. The screening of the college video was done to give the students an audio-video insights of all the activities of the SJCC.



Post this visit, Shree Damodar College invited our students to participate in Niti Samvaad 3.0 and felicitated Father with a token of appreciation and Group photograph Session.

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