

## **THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC (2014-2015)**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### **PART – A**

#### **1. Details of the Institution**

<b>1.1</b>	Name of the Institution	BISHOP HEBER COLLEGE (Autonomous)
<b>1.2</b>	Address Line 1	8, Allithurai Road
	Address Line 2	Puthur
	City / Town	Tiruchirappalli
	State	Tamil Nadu
	Pin Code	620017
	Institution e-mail address	bhcprincipal@gmail.com
	Contact Nos.	0431-2770136, 2772345
	Name of the Head of the Institution	Dr. D. Paul Dhayabaran
	Tel. No. with STD Code	0431-2773535
	Mobile	0 9442248806
	Name of the IQAC Co-ordinator	Dr.Suresh Frederick
	Mobile	0 9443108000
	IQAC e-mail address	heberiqac@gmail.com

**1.3 NAAC Track ID** (For ex. MHCOGN 18879)

TNCOGN10113

**1.4 NAAC Executive Committee No. & Date:** (For Example EC/ 32/A&A/ 143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

F.19.26/EC(SC-5)/DO/2014/83  
dated 04.03.2015

**1.5 Website address**

www.bhc.edu.in

Web-link of the AQAR: For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

<http://bhc.edu.in/iqac.php>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	5 Star	Above 75/100	2001	Upto 2006
2	2 <sup>nd</sup> Cycle	A+	90-95/100	2007	Upto 2012
3	3 <sup>rd</sup> Cycle	A	3.58/4	2015	Upto 2020
4	4 <sup>th</sup> Cycle				

**1.7** Date of Establishment of IQAC DD/MM/YYYY

20/09/2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR    2013-2014                      29/10/2014 (DD/MM/YYYY)
- ii. AQAR    2012-2013                      29/09/2013 (DD/MM/YYYY)
- iii. AQAR    2011-2012                      29/09/2012 (DD/MM/YYYY)

1.9 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>
	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Autonomous college of UGC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Type of Institution	Co-education	<input checked="" type="checkbox"/>		
	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>
	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>		
	UGC 2(f)	<input checked="" type="checkbox"/>		
	UGC 12B	<input checked="" type="checkbox"/>		
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>		
	Totally Self-financing	<input type="checkbox"/>		

### 1.10 Type of Faculty/Programme

University	Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>
	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>
	PEI (Phy. Edu)	<input checked="" type="checkbox"/>	TEI (edu)	<input type="checkbox"/>
	Engg.	<input type="checkbox"/>	Health Science	<input type="checkbox"/>
	Management	<input checked="" type="checkbox"/>	Others	Multi Faculty

**1.11** Name of the Affiliating University *(for the Colleges)* Bharathidasan University, Tiruchirappalli, Tamil Nadu

**1.12** Special status conferred by Central/ State Government-- UGC/CSIR/ DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University	<span style="border: 1px solid black; padding: 2px;">University</span>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>	DST-SERB	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other <i>(Specify)</i>	<input type="checkbox"/>

## **2. IQAC Composition and Activities**

<b>2.1</b>	No. of Teachers	7
<b>2.2</b>	No. of Administrative/ Technical staff	2
<b>2.3</b>	No. of students	2
<b>2.4</b>	No. of Management representatives	3
<b>2.5</b>	No. of Alumni	2
<b>2.6</b>	No. of any other stakeholder & community representatives	2
<b>2.7</b>	No. of Employers/ Industrialists	2
<b>2.8</b>	No. of other External Experts	2
<b>2.9</b>	Total No. of members	22
<b>2.10</b>	No. of IQAC meetings held	3

<b>2.11</b>	No. of meetings with	Various Stake holders	10	Faculty	4
		Non-Teaching Staff	4	Alumni	12

**2.12** Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount **Rs.3,00,000/-**

**2.13.** Seminars and Conferences (only quality related)

**(i)** No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National

**(ii)** State Themes  Institution Level  2

1. Journey Towards Excellence,  
2. Capacity Building Programme for Young Faculty Members

**2.14. Significant Activities and contributions made by IQAC**

All the departments are equipped with e-resources like wall-mounted LCDs, laptops internet etc. Through periodic feedbacks obtained from the students, alumni, parents and other stake holders on quality related areas, the learning process is assessed and improvement measures are suggested to ensure quality enhancement and excellence. An Academic audit was carried out by the external experts in all the departments to take stock of the quality delivery of inputs. A series of review meetings were also organized for the teaching and non-teaching staff in the submission of NAAC 3<sup>rd</sup> cycle report and the College was awarded 'A' Grade by NAAC with a CGPA with 3.58 out of 4 in the month of March 2015.

**2.15. Plan of Action by IQAC/Outcome**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

<b>Plan of Action</b>	<b>Achievements</b>
Preparation of NAAC 3 <sup>rd</sup> Cycle	Self Study Report Submitted, NAAC Peer Team visited our College during 19 to 21 January 2015 and Awarded 'A' Grade by NAAC with a CGPA of 3.58 on 4 point scale.
One day Workshop	One day Workshop was organised for the entire Teaching Staff on the theme of 'Journey Towards Excellence' on 16 June 2014
Capacity building programme for young faculty	Organised during 13 September 2014
Promotion of E-resources	Wall mounted LCDs installed in most of the classrooms. Entire campus is equipped with Wi-Fi connectivity
Feedback	Online feedback received from the students
Alumni Chapters	Functioning in various districts and states

**2.16** Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The concerned staff are asked to give written explanation for the students who have secured less than 75 % in the respective coursework.

**Part – B**  
**Criterion – I**

**1. CURRICULAR ASPECTS**

**1.1 Details about Academic Programmes 2014-2015**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	16	--	16	--
PG	18	1	17	--
UG	14	--	10	--
PG Diploma	6	--	6	1
Advanced Diploma	1	--	--	--
Diploma	2	--	2	3
Certificate	9	--	9	--
Others	10	--	1	--
<b>Total</b>	<b>86</b>	<b>1</b>	<b>61</b>	<b>4</b>

Interdisciplinary	1	--	--	--
Innovative	1	--	1	--
Integrated	1	1	1	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	52
Trimester	--
Annual	--

**1.3.** Feedback from stakeholders\* (on all aspects)

Alumni  Parents  Employers   
Students

Mode of feedback

Online

Manual

Co-operating schools  
(for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision is done. Syllabus in accordance with NET syllabus in certain courses.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

❖ M.A. History



## Criterion – II

### 2. TEACHING, LEARNING AND EVALUATION

#### 2.1 Total No. of permanent faculty

Total	327	Asst. Professors	291	Associate Professors	36
Professors	--	Others	3		

#### 2.2 No. of permanent faculty with Ph.D.

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
45	32	--	--	--	--	--	--	45	32

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

<input type="text" value="5"/>	<input type="text" value="20"/>	<input type="text" value="111"/>
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#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	70	58	11
Presented papers	107	82	5
Resource Persons	14	17	57

#### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ❖ Objective type questions were introduced for all UG and PG Programmes.
- ❖ Question Banks were prepared for all UG and PG Programmes.

#### 2.7 Total No. of actual teaching days during this academic year

187 days

**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

❖ Online Multiple Choice Questions and Double valuation.

I. Examination / Evaluation Reforms initiated by the institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy.

**2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/ Faculty/Curriculum Development workshop**

❖ 26 programmes

❖ 10 faculty members from each department and 5 external experts

❖ Curriculum development workshop : Yearly once / twice

**2.10 Average percentage of attendance of students**

79 %
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**2.11 Course/Programme wise distribution of pass percentage :**

**Aided Section**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
1. B.A. History	20	5	70	25	--	100
2. B.A. Economics	34	0	70	21	--	91
3. B.A. English	70	0	84	9	--	93
4. B.Com.	66	20	72	2	--	94
5. B.Sc. Maths	62	24	65	9	--	98
6. B.Sc. Physics	42	12	74	7	--	93
7. B.Sc. Chemistry	42	2	79	2	--	83
8. B.Sc. Botany	27	7	82	11	--	100
9. B.Sc. Zoology	35	9	79	6	--	94
10. B.Sc. Comp.Sc.	69	14	81	1	--	96
11. M.A. Tamil	19	0	95	5	--	100
12. M.A. English	40	13	88	0	--	100
13. M.S.W.	26	4	96	0	--	100
14. M.Sc. Maths	43	28	58	0	--	86
15. M.Sc. Chemistry	20	30	65	0	--	85
16. MLIS	23	9	78	9	--	96
17. M.Sc. Env. Sc.	6	33	33	0	--	67

## Self Financing Section

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
1. B.A. English	53	0	86	8	--	94
2. B.Com.	166	3	57	17	--	77
3. B.Com. (CA)	42	5	72	2	--	79
4. B.B.A.	112	2	73	18	--	93
5. B.Sc. Maths	50	10	88	2	--	100
6. B.Sc. Physics	17	6	88	0	--	94
7. B.Sc. Chemistry	14	0	57	0	--	57
8. B.Sc. Comp.Sc.	113	3	69	1	--	73
9. B.C.A.	161	9	76	4	--	89
10. B.Sc. Act. Math.Sc.	21	0	62	5	--	67
11. M.A. English	39	5	95	0	--	100
12. M.S.W.	23	4	91	0	--	96
13. M.Com.	65	15	82	2	--	98
14. M.B.A.	68	9	85	0	--	94
15. M.Sc. Maths	78	15	65	0	--	81
16. M.Sc. Physics	60	10	72	2	--	83
17. M.Sc. Chemistry	31	6	65	0	--	71
18. M.Sc. Zoology	8	13	75	0	--	88
19. M.Sc. Biotech.	13	23	69	8	--	100
20. M.Sc. Act. Sc.	19	16	84	0	--	100
21. M.Sc. Comp.Sc.	52	10	37	0	--	46
22. M.Sc. Inf.Tech.	79	22	73	0	--	95
23. MCA	30	13	70	0	--	83
24. PGDJM	16	4	12	0	--	100
25. PGDC	53	1	36	0	--	70
26. PGDSI	61	27	29	0	--	92
27. PGDBI	15	3	12	0	--	100
28. PGDAS	2	2	0	0	--	100
29. PGDCA	6	3	2	0	--	83

### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- ❖ Feedbacks were obtained from the students through Structured Questionnaires related to Teaching Learning process
- ❖ Ensures the meeting of Board of Studies to update the curriculum in all disciplines

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	--
HRD programmes	2
Orientation programmes	35
Faculty exchange programme	5
Staff training conducted by the university	4
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	81
Others	--

### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	158	26	--	10
Technical Staff	68	4	--	6

### Criterion – III

## 3. RESEARCH, CONSULTANCY AND EXTENSION

### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- ❖ Encourages Paper Presentation, Paper Publication in the refereed journals
- ❖ Motivates the Faculty to apply for Major and Minor Research Projects
- ❖ Best Researcher award for Faculty and for Scholars was initiated
- ❖ Financial incentives for perceiving Ph.D. programmes, Paper publications, Paper Presentations were initiated.
- ❖ A Total sum of Rs. 7,24,437/- is spent by the Management towards the Faculty Improvement Scheme as aid to present and publish papers, Travel grant, Ph.D. Guideship fee and support to complete Ph.D. work.
- ❖ Department of Management studies has signed an MoU with two universities in France, Neoma Business School and IESEG for Joint Research Collaborations. Suitable areas are being identified for joint research collaborations.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	5	7
Outlay in Rs. Lakhs	17.45	28.88	156.37	12.49

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	46	46	51
Outlay in Rs. Lakhs	3.14	77.92	79.77	3.14

### 3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	167	18	--
Non-Peer Reviewed Journals	87	02	--
e-Journals	52	04	---
Conference proceedings	33	23	03

### 3.5 Details on Impact factor of publications:

Range	<input type="text" value="0.423-5.098"/>	Average	<input type="text" value="11.28"/>
h-index	<input type="text" value="33"/>	Nos. in SCOPUS	<input type="text" value="--"/>

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned Rs.	Received Rs.
Major projects	2014-17	UGC	69,41,766	44,73,721
Minor Projects	2014-16	UGC, ICMR	82,24,400	61,40,900
Interdisciplinary Projects	2014-16	UBCHE, GFATM	91,64,276	91,64,276
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	2014-16	BHC Mgt.	1,90,000	1,90,000
Students research projects (other than compulsory by the University)	2014-16		9,67,559	9,67,559
Any other(Specify)			--	--
<b>Total Rs.</b>			<b>2,54,88,001</b>	<b>2,09,36,456</b>

### 3.7 No. of books published

(i) With ISBN NO.	<input type="text" value="15"/>	Chapters in Edited Books	<input type="text" value="56"/>
(ii) Without ISBN NO.	<input type="text" value="4"/>		

### 3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
DPE	<input type="text"/>	DBT Schemes / Funds		<input type="text"/>	

### 3.9 For Colleges

Autonomy  CPE  DBT Star Scheme  --  
INSPIRE  CE  -- Any other specify  --  
DST-SERB  UGC-COP   
UGC-Innovative PG Programme

### 3.10 Revenue generated through consultancy Rs. 3,01,580.00

### 3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	2	1	--	
Sponsoring agencies	UGC, NBHM	Local Fund	--	--	--

### 3.12 No. of faculty served as experts, chairpersons or resource persons

### 3.13 No. of collaborations - 51

International  National  Any Other

### 3.14 No. of linkages created during this year

### 3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="91.64"/>
From Management of University/College	<input type="text" value="1.90"/>
Total	<input type="text" value="93.54"/>

### 3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

**3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year**

Total	International	National	State	University	Dist	College
18	1	9	--	--	--	8

**3.18 No. of faculty from the Institution**

who are Ph.D. Guides

52

and students registered under them

175

**3.19 No. of Ph.D. awarded by faculty from the Institution**

16

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF

10

SRF

2

Project Fellows

8

Any Other

5

**3.21 No. of students Participated in NSS events:**

University level

--

State level

19

National level

7

International level

--

**3.22 No. of students participated in NCC events:**

University level

14

State level

10

National level

5

International level

--

**3.23 No. of Awards won in NSS:**

University level

1

State level

--

National level

1

International level

--

**3.24 No. of Awards won in NCC:**

University level

8

State level

12

National level

5

International level

--



### 3.25 No. of Extension activities organized

University Forum	<input type="text" value="--"/>	College Forum	<input type="text" value="78"/>	NCC	<input type="text" value="5"/>
NSS	<input type="text" value="39"/>	Any other	<input type="text" value="7"/>		

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Summer Camp – Heber Star 2014 – Selected students who have written their HSC examination
- Summer Tuition Centre – Kodiyalam Panchayat Union Middle School.
- Save Rain Water – Kodiyalam Community Hall
- Rain Water Harvesting – Navalur Kuttapattu
- General medical awareness camp for Women – Kodiyalam
- Environment Protection and Rain Water Harvesting – Ariyavur
- Awareness on Health and Hygiene – Kodiyalam
- Eye Check up Camp – Muthukulam
- Road Safety and Personality Development – Panchayat Union Middle School, Kodiyalam
- Environment Awareness – Ariyavur
- Awareness on Drugs – Navalur Kuttapattu
- Friendly Study Skills – Annai Indira Gandhi HSS Muthukulam
- Environment Service Learning – Adopted Villages of BHC
- Slow Learners Training Programme – Syed Muthursa HSS, Trichy

## Criterion – IV

### 4. INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1,09,282 Sq.mt.	--	--	1,09,282 Sq.mt.
Class rooms	57,648 sq.ft.	--	College Management	57,648 sq.ft.
Laboratories	37,525 sq.ft.	--	College Management	37,525 sq.ft.
Seminar Halls	7,994 sq.ft.	--	College Management	7,994 sq.ft.
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	36	1	College Management UGC, DST & DST-SERB	37
Value of the equipment purchased during the year (Rs. in Lakhs)	676.67	100.21	College Management UGC, DST & DST-SERB	776.89
Others	--	--	--	--

#### 4.2 Computerization of administration and library

- ❖ Software was developed for Hostel Management, Office Automation, Online Exam, Internal Marks, Hall-Ticket, Room Allotment, Staff salary, Attendance and OPAC.
- ❖ New Web-design was launched.
- ❖ Online feedback software was introduced on teaching and learning Process.

### 4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	94,699	2,11,72,518	1,744	8,22,932	96,443	2,19,95,450
Reference Books	10,522	23,52,501	192	91,435	10,714	24,43,936
e-Books	93,000	30,000	809	3,000	93,809	33,000
Journals	267	7,86,688	267	1,33,506	267	9,20,194
e-Journals	6000	20,000	247	2,000	6,247	22,000
Digital Database	--	--	--	--	--	--
CD & Video	1,400	--	39	--	1,439	--
Others (specify)	--	--	--	--	--	--

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	780	407	245	60	6	35	150	60
Added	--	--	--	--	--	--	--	--
Total	780	407	245	60	6	35	150	60

### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Government Scholarship, e-Governance staff trained and assessed by Special Programmers.
- Office Automation training to staff in administration.

### 4.6 Amount spent on maintenance in lakhs :

(i) ICT	6.92
(ii) Campus Infrastructure and facilities	49.00
(iii) Equipments	3.67
(iv) Others	243.64
<b>TOTAL in Lakhs</b>	<b>362.82</b>

## Criterion – V

### 5. STUDENT SUPPORT AND PROGRESSION

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ Extension of timing in the library : The working hour of the Library has been extended till 9.30 p.m. for the benefit of the students. Hostel inmates are permitted to use the library as the study-hall and can carry their personal notes / books during these hours.
- ❖ Special Book Loan : The library has introduced the new service of special book loan for the students to help the students borrow books during the examination days.
- ❖ Wi-Fi Facility is provided for the students to use their Laptops in the library premises.
- ❖ Refreshment corners were established inside the campus apart from the College Canteen.
- ❖ Rs. 34 lakhs is spent for the College Management Student Help Line towards scholarship, tuition fees concession, mess fess concession, noon-meal expenses and medical expenses by the Management.

#### 5.2 Efforts made by the institution for tracking the progression

- ❖ Registry of Laptop in the IT support service for availing Wi-Fi facility
- ❖ Books usage and attendance in the library are tracked with the help of Barcode technology
- ❖ Weak students are identified in the class with the help of their respective class teachers
- ❖ No. of students enrolled in Remedial coaching

#### 5.3 (a) Total Number of students

UG	PG	M.Phil.	Ph. D.	Total
5416	2082	348	240	8086

#### (b) No. of students outside the state

52
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(c) **No. of international students**

74

Men	No	%	Women	No	%
	47	64		27	36

2013-2014						2014-2015					
General	SC	ST	OBC	Ph.ch.	Total	General	SC	ST	OBC	Ph.Ch.	Total
547	890	70	4946	21	6468	694	148	69	5854	32	7597

Demand Ratio 2:1

Dropout : 3%

**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

**No. of students beneficiaries**

838

**5.5 No. of students qualified in these examinations**

NET	5	SET/SLET	--	GATE	--
CAT	--	IAS/IPS etc	--	State PSC	--
UPSC	--	Others	9		

**5.6 Details of student counselling and career guidance: Students benefitted through counselling for Problems under the category:**

**Personal Problem**

- Issue of self-esteem
- Depression
- Anxiety, confusion or stress
- Loneliness
- Relationship issues
- Difficulty in making decisions
- Uncertainty about the future

**Academic issues**

- Trouble with concentrating, studying or attending classes
- Poor academic performance
- Lack of communication
- Difficulty adjusting to college life

**No. of students benefitted**

89

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
<b>Number of Organizations Visited</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>	<b>Number of Students Placed</b>
22	2409	178	27

## 5.8 Details of gender sensitization programmes

Women Cell of Bishop Heber College (SADHANA) organized a UGC Sponsored National Conference on “Advancement of Women in Science and Technology” and its proceedings with ISBN number was published. Eminent speakers like Dr. Nirupama Prakash, Amity Institute of Social Sciences, Uttar Pradesh, Dr. Minie Mathew, Avinashilingam University for Women, Coimbatore. Dr. M. Vijayalakshmi, IGCAR, Kalpakkam, Mrs. Indira Das, Environment and Life Skills Education, Secunderabad, Dr. V. Vasanthi Pillaym, GITAM University, Hyderabad and Dr. N. Murugeswari and Dr. Jeryda Gnana Eljo from Bharathidasan University who gave inspiring talks. A special program on “United to End Violence against Women” was organized in which the Chief Guests, Honourable Justice. V. Dhanapalan, Madras High Court, and Dr.V.Muthukumar, Vice-Chancellor, Bharathidasan University their talks created awareness on discriminations against women. The International Women’s Day was celebrated in which Dr. M. Angayarkan Vinayaka Selvi, Associate Professor, Bharathidasan University stressed the need for Women’s Empowerment.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/  
University level  National level  International level

### No. of students participated in cultural events

State/  
University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

#### Sports :

State/ University level  National level  International level

#### Culturals :

State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1205	33,96,274
Financial support from government	2302	1,18,09,746
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

### 5.11 Student organised / initiatives

#### Fairs :

State/ University level  National level  International level

#### Exhibitions :

State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

**NO MAJOR GRIEVANCES**

## Criterion – VI

### 6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 State the Vision and Mission of the institution

**VISION :** Bishop Heber College, a great Institution of higher education set in beautiful surroundings, seeks to function through mutual love and respect and with efficiency and creativity, catering to the educational needs of all, especially the poor, the needy and the under-privileged, inspired by the love of our Lord Jesus Christ.

**MISSION :** Bishop Heber College exists to impart quality higher education with creativity to all, especially the poor, the needy and the under-privileged, to cause their holistic development in response to the great commandment and love of our Lord Jesus Christ and contribute towards building a great India

#### 6.2 Does the Institution has a Management Information System ?

Yes.

Customized software is used for administration which includes Student Management, Staff Management and Accounts Management.

The IT support team of our college designed and executed a system for online hall ticket, student feedback and has also developed software to manage student admissions.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The following mechanisms are adopted to enhance the curriculum of various disciplines.

- (a) Board of Studies
- (b) Academic Council
- (c) Feedback obtained from the stakeholders, teachers, students, alumni and Parents.



### **6.3.2 Teaching and Learning**

- (a) Well furnished classroom with ICT facilities.
- (b) Students are encouraged to attend Summer Projects / Training Programmes / Internship / Conferences / Exchange Programmes.
- (c) Students are encouraged to present / Publish papers and to avail Research fellowships / Project grants.
- (d) Teachers are sent for Orientation / Refresher courses to update their knowledge in their respective fields.
- (e) Seminars / Conferences / Symposium / Workshops are organised periodically in different disciplines.
- (f) Registration fees are met by the management for attending Conferences / Seminars / Symposium/ Workshops.

### **6.3.3 Examination and Evaluation**

- (a) Test and examination committee met periodically to work out strategies for effective conduct of examination.
- (b) Multiple Choice – UG & PG Programmes.

### **6.3.4 Research and Development**

- (a) Teachers received grant for Minor and Major Projects from various funding agencies.
- (b) Management has also sanctioned Research fund Minor Research Projects.
- (c) Incentives are given to the teachers by the management for publication of papers in the journals of National and International repute.
- (d) 80 % of the research fee is given to the Research Guides to promote research culture by the Management.
- (e) Seed money is also given to the teachers who pursue their Ph.D. programme in the college by the Management.
- (f) Every year Best researcher award is given to the scholars and the members of faculty belonging to Arts and Science Disciplines.
- (g) Financial support is also given by the Management Teachers to attend conferences / visits abroad.

### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

- (a) Wi-Fi facility is provided for the students to use their laptops in the library premises.
- (b) The working hours of the Library have been extended till 9.30 p.m. for the benefits of the students. Hostel inmates are permitted to use the library as the study-hall and can carry their personal notes / books during these hours.
- (c) The library has introduced the new service of special book loan for the students to help the students borrow books during the examination days.
- (d) The college library has been provided with CCTV facility for vigilance and monitoring.

### **6.3.6 Human Resource Management**

- (a) Capacity building training programme was also organised for the young faculty and non-teaching staff to enhance work efficiency.
- (b) Special training programmes like Spoken English, Imparting and enhancing employability skills were carried out for both Undergraduate and Postgraduate students.
- (c) Student counselling centre apart from offering counselling to students has also organized various programmes on Self Development, Girl Students' empowerment, Stress management and on Health and Hygiene. The counselling centre extends its counselling and special lectures to the students in the neighbouring schools too.
- (d) Scholarships were given to the deserving students under Student helpline for college fee and hostel fees concession
- (e) Noon meal scheme is also initiated by the Management for the deserving poor students.
- (f) Rs. 3,04,55,294/- was spent towards building renovation, maintenance and construction of new buildings.
- (g) Incentives are offered to deserving sports persons.

### **6.3.7 Faculty and Staff recruitment**

- (a) Effective recruitment procedure was adopted to appoint well qualified teachers through written test, lecture test and interview for various disciplines.
- (b) Preference is given to NET/SLET qualified candidates.

### 6.3.8 Industry Interaction / Collaboration

- (a) MoU with London School of Commerce, United Kingdom was signed on 17.03.2015 for teaching and learning infrastructure
- (b) MoU with MACS Academy, Chennai was signed on 03.03.2015 for Skill development and training certification programmes.
- (c) The department of Social Work has signed MoUs with the following three foreign institutions and students from institutions did their course / field work at Bishop Heber College.
  - (i) Davidson College, USA - 17 students
  - (ii) Au Sable, USA - 7 Students
  - (iii) Wolverhampton University, UK - 14 students
- (d) The Department of Management studies has signed an MoU with two universities in France, Neoma Business School and IESEG, for Joint Research collaborations.
- (e) Under exchange programme BBA, MBA, BSc., Zoology & B.Sc., Maths.

### 6.3.9 Admission of Students

- (a) College is following the Government Norms for admission procedure.
- (b) The Government reservations are strictly adhered.
- (c) Special preferences are given for the First Generation Learners, Minority communities in align with the Vision and Mission of the College.
- (d) The department is given full autonomy to select the deserving students.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>a) Faculty recharging programmes</li><li>b) Incentives for Paper Presentation,</li><li>c) Incentives Paper Publication,</li><li>d) Travelling allowance for Attending conference abroad</li><li>e) Financial assistance to complete Ph.D. Work</li><li>f) Tuition Fees concession to the Children of staff members</li><li>g) Free Wi-Fi connectivity</li><li>h) College Management Financial support towards Hospital expenses</li></ul>
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Non teaching	a) Tuition Fees concession to the Children of staff b) Free Wi-Fi connectivity
Students	a) Part time employment opportunity b) Noon-meal scheme c) Fees Concession d) Tuition fees concession for Sportsmen e) Student Services centre f) Student Counselling centre g) Remedial coaching for Minority students h) Personality Development / Skill Development Programmes i) Free Wi-Fi connectivity j) Book Bank

**6.5 Total corpus fund generated**

**6.6 Whether annual financial audit has been done**

Yes  No

**6.7 Whether Academic and Administrative Audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	<b>NAAC Peer Team Visited</b> 19-21 <sup>st</sup> January 2015 1)Prof.A.K.Mittal, Vice-Chancellor, Babu Banarasi Das University, Lucknow. 2)Dr.K.N.Guruprasad, Professor, School of Life Sciences, Devi Ahilya Vishvavedalaya, Indore, Madhya Pradesh. 3)Dr.Shobana Vasudevan, Principal, R.A.Podar College of Commerce & Economics, Mumbai.	Yes	Yes, (Principal, Vice-Principals, Dean of IQAC, Associate Dean of IQAC, Dean of Arts & Sciences, Dean of Research) along with subject experts.
	Yes	Mock and Expert visited Dr.Arul Chellakumar, CCCD – Director, Bharathidasan University and Principal, Cauvery College, Trichy		
Administrative			Yes	M/s. Raj and Ram Chartered Accountants

**6.8 Does the University/ Autonomous College declares results within 30 days?**

For UG Programmes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
For PG Programmes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

Objective type question pattern (40 Questions) is introduced with 20 marks

**6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

- ❖ Academic Freedom in designing curriculum
- ❖ Extra Credit Courses offered
- ❖ Certificate and Diploma courses are offered by the College
- ❖ Academic calendar to suit early publication of results.

**6.11 Activities and support from the Alumni Association**

- ❖ Eleven Alumni chapters are inaugurated in various districts/states namely Chennai, Tiruchirappalli, Namakkal, Coimbatore, Thanjavur, Karur, Bangalore, Erode, Tiruppur Salem and Shillong.
- ❖ 200 students are being benefitted every year. The food packets are provided on all working days.

**6.12 Activities and support from the Parent – Teacher Association**

Parent – Teacher Meet was organized by various departments like Maths, Chemistry, Biotechnology etc. where teachers will give the feedback about their wards in the areas of curricular, co-curricular and behavioural aspects

**6.13 Development programmes for support staff**

Supportive staffs were given special training to operate software pertaining to College office.

#### **6.14 Initiatives taken by the institution to make the campus eco-friendly**

- ❖ Segregation of garbage by placing bins
- ❖ Collection of solid waste
- ❖ Vermi Composting
- ❖ Material recovery and recycling / upcycling
- ❖ Observance of No Vehicle Day
- ❖ Ban on usage of plastics in the Campus
- ❖ Campus Environmental Audit
- ❖ Energy Audit
- ❖ Water Audit
- ❖ Carbon sequestration potential of trees
- ❖ Awareness generation on the Campus plants and animals by displaying their photos and text
- ❖ Appointment of manager for environment and sanitation
- ❖ Replacement of Bulbs with LED.

## Criterion – VII

### 7. INNOVATIONS AND BEST PRACTICES

#### **7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- (a) Online Students Feedback System on teaching learning process was introduced.
- (b) Online Hall ticket was introduced.
- (c) Multiple Choice questions – UG and PG Programmes.
- (d) Additional MoU have been signed with Foreign and Indian Universities and Industries.
- (e) Best Department Awards for Science and Arts disciplines were instituted.

#### **7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

- (a) NAAC awarded 'A' Grade with a CGPA of 3.58 out of 4 point scale (March 2015) under 3<sup>rd</sup> cycle.
- (b) Workshops on Journey towards excellence – 16.06.2014 and  
Capacity Building Programme – 13.09.2014
- (c) Wall mounted LCDs installed in most of the classrooms.
- (d) Entire campus is equipped with Wi-Fi connectivity
- (e) Online feedback received from the students
- (f) Alumni chapters started in various places

### **7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)**

#### **Best Practice - I**

(i). **Title**

**Overseas Exchange Programme for students and Faculty**

(ii). **Objective**

- To enable the staff and the students to be globally competent.
- To enhance the quality of higher education
- To establish sustainable development through research collaborations
- To provide international exposure in academics and administration.

(iii). **Context**

- The College strives to offer a great exposure to its faculty and students by giving them an opportunity to gain global exposure. The College has established MoUs with International Universities since 1993. Over a period of time, the number of universities and institutions with which the College has tie-ups has increased to 16, thus paving the way for more students and staff to gain global competence. In this era of globalized education and teaching, this avenue has become imperative for the sustainable growth of the College.

(iv). **Execution of the Practice**

- Visits from Abroad
  - # Students from Appalachian State University, Liverpool Hope University, Wolverhampton University, Davidson College, USA, Ausable, Waddesdon Church of England, UK and University West, Sweden visited the Social Work Department for various educational programmes.
  - # Sixteen pastors from Theological Seminary, USA visited the Social Work Department in Jan. 2015.
  - # Prof. Peter Jones, Faculty Dept. of Social Work, James Cook University, Australia visited the college and held discussions with the students of Social Work.



- # Dr. Wesley Teter, Project Evaluator, Hong Kong, attended the meeting of the Project Coordinators of the United Board Projects on 18.08.2014.
  - # Dr. Sudhakar, JSPS, Research Fellow, Photocatalysis International Research Centre, Tokyo University of Science, Japan, visited the Physics Department in the month of December 2014 and shared his expertise with the staff and students. He is one of our illustrious alumni.
  - # Dr. M. Baneto Paul, Assistant Professor, Department of Physics, University of Lome, West Africa visited the Physics Department and facilitated the enhancement of the quality of research activities of the Department.
  - # Mr. S.C. Kumaresan, Librarian, Quarter Foundation visited the Department of LIS and delivered a lecture on “Skill Development for Library Professionals” on 10 July 2014.
  - # Mr. Jesuraj Samuel, an alumnus of Botany Department from Queensland, Australia, working on Cancer, Biology enlightened and motivated the PG Students of Botany on various scopes in the field of Botany on 6 December 2014.
- Student visited to go abroad 4 student from MBA department and 1 student from BBA.
- Staff visited Abroad
    - # Principal Dr.D.Paul Dhayabaran attended the Conference of Presidents/ Principals and Senior Leaders of Christian Colleges and Universities around the World at d’ Village Resort, Melaka, Malaysia from 1-4 November 2014 on the theme “Partnership and Collaboration in Christian Higher Education: Exploring Opportunities, Forging Strategies”.

This conference aims at networking of institutions of Christian Higher Education. The conference was an opportunity for institutions of Christian Higher Education to understand the mission of various organizations of Christian higher learning and forging meaningful cooperation among themselves resulting in planning student/faculty exchange, international student admissions, planning study abroad and twinning programs and other activities.

    - # Dr. Sam Gideon and Mr. Easter Raj presented papers in the 8<sup>th</sup> International Christians Tamil Conference at Sri Lanka from August 11<sup>th</sup> to 14<sup>th</sup> 2014.
    - # Dr. R. Vijayarani and Dr. D. Vinoth Isaac Peter from presented papers in an International Conference on Tamil Studies at Malaysia from January 29, 2015 to Feb. 1, 2015. Dr. D. Vinoth Isaac Peter chaired a session in this seminar.

- # Mr. R. Tamil Selvan, Research Scholar presented a paper in an International Conference at Malaysia.
- # Dr. S. Valarmathi, Department of Mathematics, presented a paper entitled “A parameter-uniform first order convergent numerical method for a system of singularly perturbed second order delay differential equations”, at the International conference on Boundary and Interior Layers – BAIL 2014, (September 15 – 19, 2014) held at Charles University, Prague, Czech Republic.
- # Dr. S. Kamalakkannan, Department of Zoology, presented a research paper entitled “Chemical signaling in Rodents in view of Rodent Management” in an International Conference on Semiochemicals and Applied Ethology held at APT, France during 19-22 November, 2014.
- # Dr.V.Violet Dhayabaran, Department of Biotechnology and Bioinformatics, underwent Advanced Leadership Training at visited Haggai Institute, Mauvi, USA and from 28<sup>th</sup> October to 1<sup>st</sup> December, 2014.
- # Dr.R.Jasmine, Department of Biotechnology and Bioinformatics, presented a paper at Jinan University, Guangzhou, China in May 2014.
- # Dr. C. Ravidhas presented a paper in the International conference on Biotechnology and Bio Engineering - 2014 at BITS Pilani, Dubai Campus, Dubai during 29-30 October 2014.

(v). **Evidence of Success**

- The students and faculty who go on exchange programmes, become competent to initiate new trends and innovations in their area of specialization.
- The expertise and the global exposure enhances the quality of education, in terms of learning and teaching in the College.
- The students from abroad pay tuition fees in foreign currency (as per the norms prescribed by the university), which generates income for the College.
- As the college is a renowned institution with to the innovative programmes and normative fee structure, students from various foreign countries like Tibet, Nepal, Rwanda, South Africa, Malaysia, Philippines, Thailand, Indonesia and Sri Lanka are attracted to pursue their programmes.

(vi). **Problems Encountered and Resources Required**

- Though the faculty and student exchange programmes have been a great success, the number of students who go on exchange programmes has been restricted because of the financial constraints faced by the students of the College. The cost of food and accommodation for students staying abroad is comparatively higher, making it difficult for the economically weaker students. In addition to the above, students at times experience difficulty in cultural adjustment.

(vii). **Outcome**

- The exchange programmes have motivated the bright and the potential students to aspire for admission to Bishop Heber College and vice-versa.
- It is an inspiration for neighbouring colleges to establish MoUs with distinguished Universities abroad.

**Best Practice - II**

(i). **Title**

**Student Helpline**

(ii). **Objective**

- To help the economically weaker students of the College.
- To provide free noon meals to the students who are deprived of three square meals a day
- To help the students to Earn While they Learn.
- To fulfil the Mission of the College through serving the poor and the needy.

(iii). **Context**

- Most of the students are first generation learners hailing from a financially poor background. Fulfilling the Vision of the college in uplifting the poor and the needy students, the Helpline Programme is an innovative one to support the cause of the students.

(iv). **Execution of the Practice**

- The Student Helpline, the cell to help the needy, especially for first generation learners, identifies poor / economically weaker students, based on the annual income of their parents, the marks obtained in the school final year or the under-graduate programme, and attendance in the classes. The class teachers play a key role in identifying the eligible applicants, along with the Dean and the Associate Dean for staff and student welfare. Under the helpline scheme, the deserving students are given scholarships, mess fee concession, college fee concession and free noon meals.

(v). **Evidence of Success**

- The result of this programme, beyond fulfilling the college objective, is obvious. The students who struggle to complete their college studies are greatly benefited by this scheme. This indirectly reduces a small percentage in the dropout rate of the students. They acquire greater self-value and moral values, better skills and thereby perform well in studies and get placements. The students are also more alert, active and healthy since their basic needs are met.
- The students under 'Earn while you Learn Scheme' work in the college library, the self-financed section of the office, the laboratories, Placement Cell and the hostels, on an hourly basis (Rs.20/- per hour). This innovative scheme not only prepares the students for the real working environment in the future, but also enables them to be economically independent. The college administration is also benefitted by the young, bright, sincere and vibrant student work force.

(vi). **Problems Encountered and Resources Required**

- Some of the needy students have failed to apply for the helpline scholarship because they were not able to submit the income certificate in time, owing to the delay in getting it from the government offices.
- Owing to financial constraints, the Management is not able to provide financial support to more applicants.

(vii). **Outcome**

- Student Helpline is a unique programme offered by Bishop Heber College, which has inspired other city colleges to provide similar financial assistance to their needy students.

**7.4 Contribution to environmental awareness / protection**

1. No drive day – creating an awareness to reduce CO, CO<sub>2</sub> and noise pollution inside the campus among the students as well as teachers.

**7.5 Whether environmental audit was conducted?**

Yes  No

**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

SWOC analysis is carried out in all the disciplines.

**8. Plans of institution for next year**

1. Availing more minor and major projects from the funding agencies.
2. Publication with impact factor
3. Strengthening infrastructure
4. Development of software related to Teaching, Learning and evaluation.
5. Implementation of e-attendance.
6. Strengthening alumni association.
7. Strengthening the placement services for the students.

*Signature of the Coordinator, IQAC*  
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9/11/15

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