

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Bishop Heber College (Autonomous), Tiruchirappalli – 620 017
MINUTES OF THE MEETING OF THE IQAC COMMITTEE
April 8, 2016 (Friday) | 11.30 a.m. | Council Room |

Members Present in the Meeting:

- Principal
- Dean of IQAC
- Members of Internal Quality Assurance Cell (IQAC)

Agenda: **Review of the Activities (2015-2016) of IQAC**

The meeting started with a prayer by the Associate Dean for IQAC and initiated by the Dean for IQAC.

The Principal appreciated the IQAC for shouldering the responsibility of developing and applying quality benchmarks and parameters for various academic and administrative activities of the institution. He also congratulated the IQAC for initiating the e-culture in the campus by introducing e-attendance portal on trial basis in select Departments. A discussion was held on the effective conduction and outcome of the Programmes planned.

A. Workshop for Teachers: A workshop for Teachers was conducted on 17 June 2015. Dr. P. PREMA, Head of Department of Education, Alagappa University, KARAIKUDI - 630 003 was the resource person. She gave a lecture on “Being an Effective Teacher”. As a new initiative by IQAC, Heads of different departments presented the year plan for their respective departments.

B. Capacity Building Workshop: On 06 August 2015, IQAC organized a **Capacity Building Workshop** for the Young Faculty members of both Arts and Science Disciplines. Dr. M. Lawrence, Associate Professor, The American College, Madurai trained the participants on Non-verbal communication, Instructional Strategies and Classroom Management. He focused on the ideas in managing the behaviour challenges in classroom and the art of keeping students engaged in the curriculum.

C. Faculty Development Programme: A One day workshop entitled “**Faculty Development Programme**” was organized on 27 October 2015. Dr.M. Lawrence, Associate Professor, The American College, Madurai was the resource person. He spoke on Classroom Communication and Emotional Intelligence. Dr. Suresh Frederick, Dean (IQAC) explained the “The Role of Teachers in the Emerging Scenario”. Mr.W.Pradeep, System Manager and Mr.Abel Anburaj, Special Programmer trained the staff on e-attendance.

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D. Faculty Enrichment Programme: A Two Days workshop entitled, “**Faculty Enrichment Programme**” was conducted on 18 Feb 2016 and 19 Feb 2016 with the valuable inputs from the following experts:

- **Mr. GUHAN**, CEO, Literate Frog, Madurai (Comprehension)
- **Mr. R. NATARAJAN**, Assistant Professor of Commerce, National College, Trichy (Reasoning including Maths, Logical Reasoning)
- **Ms. RAMANI**, Assistant Professor of Computer Science, National College, Trichy (Data Interpretation)
- **Ms. ELIZABETH VARSHA PAUL**, Guest Lecturer, Indian Institute of Management (IIM), Tiruchirappalli (Teaching aptitude, People and Environment)
- **Prof. SAMUEL RUFUS**, Assistant Professor of English, Madras Christian College, Chennai (Communication).

A total of 149 members of the faculty got benefited.

E. UNIVERSITY TRIENNIAL INSPECTION: The University Triennial Inspection was held on 27 February 2016. Prof. Dr.T. Nallathambi, Principal, Sudharsan College of Arts and Science, Pudukkottai was the Convenor of the Triennial Inspection team. Prof. K. Parthasarathy, Professor, Dept. of Life Long Learning, Bharathidasan University, Trichy and Dr.Horne Iona Averal , Associate Professor & Head, Dept. of Zoology, Holy Cross College, Trichy were the members.

F. EVALUATION OF BEST DEPARTMENTS: Selection of the Best Arts and Science Department was held on 12 March 2015. Dr. A. IYYAM PILLAI, Department of Economics, Bharathidasan University for Arts Subjects and Dr. RAJASEKARAN, Professor, Department of Physics, Bharathidasan University, for Science subjects were the experts. The Following were selected as Best Departments.

- **Physics** - Best Department among the departments of Basic Sciences
- **Biotechnology** - Best Department among the departments of Life Sciences
- **Computer Applications** - the Best Department among the departments of Other Sciences
- **English** - Best Department among the departments of Arts Category – I (Languages & Social Work)

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- **Management Studies** - Best Department among the departments of Arts Category – II (History, Economics, Mgt. Studies, Commerce)

G. ACADEMIC AUDIT: Evaluative Academic audit for different departments were conducted on 29/03/2016, 30/03/2016 and 31/03/2016 by experts.

DATE	DEPARTMENT	EXTERNAL EXPERT
28.03.16	Library & Information Science	Dr. K. ELAVAZHAGAN Librarian , IIM, Trichy
29.03.16	Actuarial Science	Dr. S. RAJAGOPALAN, Asst Professor of Management Studies Jamal Mohamed College
	Botany, Biotechnology, Bioinformatics, Environmental Sciences & Zoology	Dr. M.H. MUHAMMAD ILYAS Associate Professor Department of Botany Jamal Mohamed College
	Chemistry	Dr. MOHAMED SIHABUDEEN Head, Department of Chemistry Jamal Mohamed College
	Economics & History	Dr. C. THOMAS Associate Professor of History Periyar EVR College
	Mathematics	Dr.S.RUBAN RAJ Associate Professor & Head Department of Mathematics St Joseph's College
	Tamil	Dr. K. SELVI Associate Professor & Head, Department of Tamil Seethalakshmi Ramaswami College
	English	Dr.A. VINAYAKASELVI Assistant Professor of English Bharathidasan University Tiruchirappalli
30.03.16	Physics	Dr.S.RAJASEKAR School of Physics Bharathidasan University
	Social Work	Dr. V. SETHURAMALINGAM, Prof & Head Department of Social Work Bharathidasan University
	Commerce & Management Studies	Dr.A. CHARLES Associate professor of Commerce St Joseph's College
	Computer Science, Computer Application & Information Technology	Dr. S. ALBERT RABARA Assoc. Prof. of computer Science St Joseph College

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H. Students Feedback: Students were instructed to register their online feedback on 29/03/2016, 30/03/2016 and 31/03/2016. Census method was followed.

I. R-Programming Workshop: A workshop on R-Programming was organised in collaboration with the Department of Mathematics on 02/04/ 2016. Dr. M.Paramasivam, Assistant Professor of Mathematics was the recourse person. Sixty members of the faculty and PhD scholars participated.

IQAC has been carrying out systematic appraisal for teaching staff. The performance appraisal of teachers is done on the basis of self-appraisal and the feedback obtained from the students. All the departments are upgraded with e-resources like wall mounted LCDs, Wi-Fi connectivity and internet facilities. Adequate resources are provided for the staff and students to pool their resources and tap all the available information on every subject of global relevance and importance. The needs of students and staff are adequately met through periodical meetings with the departments and getting feedback from Alumni.

The meeting ended with a vote of thanks by the Dean of IQAC.
