

Minutes of the Meeting of the IQAC Committee
April 17, 2017 (Monday) | 10.00 a.m. | Council Room

Members present in the meeting:

- Principal
- Dean of IQAC
- Members of IQAC

Agenda: Review of the Activities of IQAC (2016-2017)

The meeting started with the word of prayer by the Principal. As the IQAC has a crucial role in maintaining quality standards in teaching, learning and evaluation, the following programmes were conducted; outcome and effectiveness of the programme were discussed in the meeting.

- A. College of Excellence:** UGC (University Grants Commission), the apex governing body for universities has conferred Bishop Heber College, the status of “College of Excellence”. Bishop Heber College is the first college in Bharathidasan University area to be conferred with this honour, from 1st April 2017.
- B. Staff Recharging programme:** On 10. 06. 2016, a workshop for “Trainers of e – module” was organised for select faculty.
- C. Faculty Recharge Programme** was organised on June 13, 2016. Prof. Joseph Dorairaj, Former Vice-Chancellor & Professor of English, Gandhigram Rural University, Gandhigram was the resource person. Orientation on SWOC Analysis was given by Dr. Umesh Samuel, Dean for Research & Development, Bishop Heber College. Orientation on Departmental / Deanery Year Plan was given by Dr. Suresh Frederick, Dean, IQAC. Upgradation of e -Campus Management was explained by Mr. W. Pradeep, System Manger, & Mr. Abel Anburaj, Spl. Programmer, IT Support Bishop Heber College. The departments submitted the Year Plan along with Criterion-wise SWOC Analysis to IQAC.
- D. Orientation Programme on e- initiatives** was organised on June 14, 2016 for non-teaching staff under the leadership of Dr. B. Arunkumar, Asst. Prof. of Social Work & Prof. N. Arulkumar, Asst. Prof. of Computer Science, Bishop Heber College. The members of staff were asked to update their personal, professional and academic

credentials in the Staff Profile section of our College Website on June 15, 2016, that would make the details available online and for easy retrieval.

- E. Capacity Building Workshop for Staff with less than 5 years:** On 23. 07. 2016, IQAC of our College organized a Capacity Building Workshop for the Young Faculty members of Arts and Science discipline. Dr. R Gayathri. Asst. Manager (HR), KONE Elevator India Pvt. Ltd. Chennai spoke on “Owning Your Class Room”.
- F. e-attendance:** Campus e- attendance was initiated for the department of Commerce, Computer Science, Management Studies, Biotechnology & Bioinformatics from 12. 09. 2016. All other departments followed suit from 23. 11. 2016. Principal appreciated Mr.W. Pradeep, System Manger, Mr. Abel Anburaj and Mrs. J. Prescilla Thara Florence, Spl. Programmers, IT support who were instrumental in developing and monitoring the e- attendance portal.
- G. Faculty Empowerment Workshop:** As an effort to enhance the quality of teaching, IQAC has organised a training programme “Faculty Empowerment Workshop for Newly Recruited Members of Staff in the Aided Stream” at Poondi Madha Retreat Centre, Poondi, Thanjavur from 26. 01. 2017 to 28. 01. 2017. Dr. K. Samuel Johnson. M.B.A, Ph.D., VIT University, Chennai was the resource person. Prof. Jeyakar Chellaraj gave the inaugural address and oriented the faculty on “Methods of Teaching & Transforming Communication”.
- H. Faculty Enrichment Programme:** A workshop entitled, “Faculty Enrichment Programme” was conducted from 09. 03. 2017 to 15 03. 2017. Prof. R. Natarajan, Assoc. Prof. of Business Administration, Dr. D.E. Benet, Assoc. Prof. of English, National College, Trichy and Ms. Elizabeth Varsha Paul, Education Consultant, Trichy. were the resource persons. SET portions were uncovered by these experts and 124 members of the faculty participated.
- I. Students Feedback:** Students were instructed to register their online feedback on 20.03.2017, 21/03/2017 and 22.03.2017. Census method was followed to analyse the feedback.
- J. Visit of Autonomy Review committee:** The Expert Committee for Autonomy Review visited the college from 18.01.2017 to 20.01.2017 with the Chair Person

Prof. (Ms.) Paula Banerjee, Department of South & South East Asian Studies, Calcutta University, Kolkata, and the Panel members of Prof. K.K. Bhasin, Fellow, National Academy of Sciences, CAS Department of Chemistry, Panjab University, Chandigarh, Dr. B.T. Seetha, Principal, Osmania University College for Women, Hyderabad, Dr. Madhu Gupta, 117.C, Pocket - F, Phase-II, Mayur Vihar, Delhi, Dr. M.M. Senthamizhselvi, Regional Joint Director of Collegiate Education, Tiruchirappalli and Co-ordinating Officer Shri B. Ravi Narayanan, Section Officer, UGC. Dr. Umesh Samuel was the nodal officer. UGC has permitted the continuation of autonomous status to Bishop Heber College, Trichy.

K. Academic Audit 2016-17: Academic Audit as well as the selection of the Best Arts and Science Departments were held on 14 .03. 2017.

- For Basic Sciences (Physics, Chemistry, Mathematics)
 - a. Dr. C. Parameswaran, Head & Assoc. Prof. of Mathematics, ANJA College, Sivakasi
 - b. Dr. L. John Kennedy, Assoc. Prof. School of Advance Sciences, VIT University, Chennai
 - c. Dr. M. Kumar Raja, Head & Assoc. Prof. of Chemistry, ANJA College, Sivakasi were the experts.
- For Life Sciences (Botany, Zoology, Biotechnology, & Environmental Sciences),
 - a. Dr. K. Lingakumar, Head & Assoc. Prof.. of Botany, ANJA College, Sivakasi
 - b. Dr. S. Arivoli, Assoc. Prof. of Zoology, Thiruvalluvar University, Serkkadu, Vellore. were the experts.
- For Other Sciences (Computer Science, Computer Applications, Information Technology, Library Science & Actuarial Science)
 - a. Mrs. S. Pitchumani Angayarkanni, Assoc. Prof. of Computer Science, Lady Doak College, Madurai
 - b. Dr. R. Lawrence, Head & Assoc. Prof. of Computer Applications, ANJA College, Sivakasi were the experts.
- For Arts Category - I (Languages & Social Work)

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- a. Dr. K. Baskaran, Principal & Director, Alagappa University Evening College & Alagappa University Dept. of Oceanography, Thondi
 - b. Dr. M. Moovendhan, Head & Asst. Prof. of English, ANJA College, Sivakasi and
 - c. Prof. Ms. K. Miriam Samuel, Head, Department of Social Work Madras Christian College, Chennai were the experts
- For Arts Category - II (History, Economics, Mgt. Studies, Commerce)
 - a. Dr. R. Manohar, Head & Assoc. Prof. of Commerce, ANJA College, Sivakasi
 - b. Mr. J. Naga Venkata Raghuram, Asst.Prof, VIT university, Vellore
 - c. Ms. Hepzibah Joseph, Assoc. Prof. of History, Lady Doak College, Madurai

The following Departments were selected as best departments:

- **Physics** - Best Department among the Category of Basic Sciences
- **Biotechnology** - Best Department among the Category of Life Sciences
- **Computer Science** - Best Department among the Category of Other Sciences
- **Social Work** - Best Department among the Category of Arts- I
- **Management Studies** - Best Department among the Category of Arts - II

The Dean of IQAC proposed that a weeklong Induction Programme for the Newly Recruited Members of Staff to be organized before the beginning of the next academic year i.e., during June 2017 at AIACHE, New Delhi., to strengthen the relationship among the new joinees.

Principal concluded that IQAC has been carrying out systematic appraisal for members of teaching and non- teaching staff which enabled the effective functioning of the College.

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