

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Bishop Heber College (Autonomous), Tiruchirappalli – 620 017

MINUTES OF THE MEETING OF THE IQAC COMMITTEE
Date: 07 April 2018 (Saturday) @ 11.30 a.m. Venue: Council Room

Members present in the meeting:

- Principal
- Dean of IQAC
- Members of IQAC

Agenda: Review of the Activities (2017-2018) of IQAC

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

A discussion was held on the effective conduction and outcome of the Programmes.

1. On 14.06.2017, Faculty Development Programme was organized. The resource person, Dr. Vijay Samuel Benjamin, M.D. of Leadership Talent Management (P) Ltd, from Chennai enlightened 400 members of the teaching staff by throwing light on the following five dimensions : 'Being Effective is a choice', 'Devolving effective mind-set', 'Leadership impact for effectiveness', 'Moving from Good to Great' and 'Skill vs. Will' during the first session. During second session he addressed the members: Navigating Change, Attitude & Language, Working Together, Enriched research profile and Best practices. The participants received valuable information, innovative ideas, novel concepts and new trends for making themselves more effective and enlightened teaching staff.
2. On July 14 and 15, 2017, IQAC of our College organized Capacity Building Programme at Don Bosco Retreat centre, Manikandam. The resource persons Prof. D.A. Jeyakar Chellaraj, Former Principal of our College and Dr.S.N. Ragavendra, Associate Professor of Human Resources, Bharathidasan Institute of Management empowered 40 teaching staff by delivering remarkable speeches on Attributes of great teachers and Emotional intelligence for teachers respectively.
3. On September 6, 2017, *Faculty Upgradation Workshop* was organized by IQAC of Bishop Heber College for teaching staff exclusively from the Department of English. The resource person, Dr. Samuel Rufus, Assistant Professor of English, Madras Christian College Chennai delivered his speech on UGC-NET and SET

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explaining the important topics, isms and theories in literature and linguistics. It enabled a considerable number of participants who attended this workshop to clear their state eligibility tests held in the preceding years.

4. Students were directed to register their online feedback under the technical guidance of Mr. W, Pradeep, System Manager, Mr. Abel Anburaj, Special Programmer, Ms. Florence and Mr Jabez Samuel, from the IT Support, Bishop Heber College. Census method was employed to analyze the data. Reports were consolidated for further decisions from management through which the quality of teaching is sustained and enhanced.
5. **Academic Audit (2017-18):** The tasks of Academic Auditing and selection of Star Departments {Better achievers} were conducted on 7 March 2018 for Arts Departments and 8 March 2018 for Science departments. They were accomplished with accuracy and clarity. Experts from various esteemed academic and administrative institutions within the state and beyond, extending their cooperation, involved themselves for the Academic Auditing and selection of Star Departments {Better achievers} and the endeavour was accomplished meticulously.
 - a. The performances of the Departments of Tamil, English, Social work, Commerce, Economics, History and Management studies were evaluated by
 - i. Dr B. Sathiyamoorthi, Assistant Professor of Tamilology, School of Tamil Studies, Madurai Kamaraj University, Madurai-625 021,
 - ii. Dr. J. Karthikeyan, Assistant Professor of English, Vellore Institute of Technology Vellore Campus, Vellore-632014,
 - iii. Dr. R. Nalini, Associate Professor & Head School of Social Sciences and International Studies Pondicherry University, Pudhucherry
 - iv. Dr. Dunstan Rajkumar, Associate Professor of Commerce, Vellore Institute of Technology, Vellore- 632014,
 - v. Dr. S. Mumtaj Begum, Controller of Examinations, Lady Doak College (Autonomous), HAK Road, Tallakulam, Madurai 625002,

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- vi. Dr. L. Selvamuthukumara Samy, Associate Professor of History Presidency College (Autonomous), KamarajarSalai Rd, PWD Estate, Chepak Chennai- 600 005 and
- vii. Dr. Ganesan Kannabiran, Professor (Higher Academic Grade), Department of Management Studies National Institute of Technology, Tiruchirappalli 620 015 respectively.
- b. The performances of the Departments of Mathematics, Physics, Chemistry, Botany, Environmental Sciences, Zoology, Bio-Technology and Bio-Information, Library and Information Science, Computer Application(SF), Computer Science, Actuarial Science and Information Technology were evaluated by the experts:
 - i. Dr. Vetrivel. V, Professor, Department of Mathematics, IIT Madras
 - ii. Dr. S. Jerome Das, Associate Professor of Physics, Loyola College (Autonomous), Chennai – 600 034,
 - iii. Dr. Sangaranarayanan, M.V., Professor Department of Chemistry, Indian Institute of Technology Madras,
 - iv. Dr. R. RAVINDHRAN, Associate Professor & Head, Department of Plant Biology and Biotechnology, Loyola College (Autonomous), Chennai 600 034,
 - v. Dr. S. KANNAN, Associate Professor and Head, Department of Environmental Studies Madurai Kamaraj University, Madurai
 - vi. Dr. R. RAVEEN, Assistant Professor of Zoology Madras Christian College (Autonomous), Chennai- 600059.
 - vii. Dr. ANAND PREM RAJAN, Professor of Biotechnology school of Bio Sciences and Technology, Vellore Institute of Technology, Vellore - 632 014,
 - viii. Dr. S. JOHN DON BOSCO, Department of Food Science & Technology School of Life Sciences Pondicherry University Pudhucherry – 605 014
 - ix. Dr. S. THANUSKODI, Professor & Head, Dept. of Library and Information Science, Alagappa University, Karaikudi – 630 003,

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- x. Dr. N. JAISHANKAR Professor, School of Computing Science and Engineering Vellore Institute of Technology, Vellore - 632 014
- xi. Dr. C. MALA, Associate Professor, Computer Science and Engineering, National Institute of Technology, Tiruchirapalli -620015,
- xii. Dr.D.DEIVAMONEY SELVAM Department of Mathematics, National Institute of Technology Tiruchirapalli-620015 and
- xiii. Dr.E. ILAVARASAN, M. Tech., Ph. D, Professor Department of Computer Science and Engineering Pondicherry Engineering College, Pudhucherry – 605 014 respectively.

RESULTS OF THE ACADEMIC AUDIT

S. No.	DEPARTMENT	Stars Awarded
SCIENCE DISCIPLINE		
1	Chemistry	★★★★★
2	Physics	
3	Mathematics	
4	Computer Application	★★★★★
5	Bio-Technology & Bio- Informatics	
6	Botany	
7	Computer Science	★★★
8	Library & Information Science	
9	Zoology	
10	Environmental Sciences	No Stars
11	Actuarial Science	
12	Information Technology	
ARTS DISCIPLINE		
1	Social Work	★★★★★
2	English	
3	Commerce (B.Voc. A&T)	★★★★★
4	Tamil	
5	Management Studies	★★★
6	History	No Stars
7	Economics	

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6. IQAC launched a One Day Workshop on “Examinations and Evaluation Reforms” on March 10, 2018. During the workshop the academic experts from various reputed institutions shared their valuable knowledge, insights and experiences with 400 teaching staff members. wExperiential Sharing on best practices, Training on e-resources for teaching, Training on Question paper setting and discussion on Proposed Model plans were the chief brainstorming topics and concepts provided by the following academic experts:
- a. Prof. M.R. Arulraj, Assistant Controller of Examinations Loyola College (Autonomous), Chennai – 600 034,
 - b. Dr. S. Mumtaj Begum, Controller of Examinations, Lady Doak College (Autonomous), Madurai 625 002,
 - c. Dr. A. Edward William Benjamin, Professor, Department of Education, BDU, Trichy-24,
 - d. Dr. S. Senthilnathan, Associate Professor of Educational Technology, BDU, Trichy
 - e. Dr. S. Leo Stanly, Associate. Professor, DDE, Alagappa University, Karaikudi during the sessions.
7. While appreciating the efforts of the Deanery, the Principal mentioned that Internal Quality Assurance Cell with its dedicated, determined and devoted members under the innovative, foreseeing and mentoring guidance of Dr. Suresh Frederick is committed to all round qualitative development of the institution.

The meeting ended with a vote of thanks by the Principal.
