

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

MINUTES OF THE MEETING OF THE IQAC COMMITTEE
(08 June 2017 (Thursday) at 11.30 a.m. @ Council Room)

Members present in the meeting:

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

Agenda : Year Plan

The meeting started with a prayer by the Associate Dean for IQAC and initiated by the Dean for IQAC. The previous year's academic progress was highlighted and the plan for the current academic year was discussed.

1. A discussion was held on the **Students' Feedback 2016-2017**. This survey was held on 10 parameters.

The following activities were planned for the academic year 2017-18.

1. On 14.06.2017, **Faculty Development Programme** is planned for the Faculty members of both Arts and Science.
 - a. Prospective Resource Person: Dr. Vijay Samuel Benjamin, M.D. of Leadership Talent Management (P) Ltd, from Chennai
2. On July 14 and 15, 2017, IQAC Capacity Building Programme has been planned at Don Bosco Retreat centre, Manikandam. Prospective Resource persons are Prof. D.A. Jeyakar Chellaraj, Former Principal, BHC and Dr.S.N. Ragavendra, Associate Professor of Human Resource Management, Bharathidasan Institute of Management.
3. On September 6, 2017, **Faculty Upgradation Workshop** is planned by IQAC of Bishop Heber College for teaching staff exclusively from the Department of English.
4. **Online Student Satisfaction survey** is planned for the odd and even semesters with the following parameters

A. EVALUATION OF TEACHERS BY STUDENTS on three point rating : *Excellent, Good & Fair*

- Punctuality and Optimal Utilization of Time
- Class Control
- Clarity of Expression & Competency in Teaching
- Subject Knowledge & Preparation for Class

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- Motivating the Students & Academic Help for Weaker Students
- Classroom Interaction & Student Centric Methodology adopted
- Feedback about the Faculty* (*Descriptive*)

B. FEEDBACK ABOUT THE FACILITIES on three point rating (EXCELLENT, SATISFACTORY & IMPROVEMENT NEEDED, TO BE SPECIFIED)

Classroom Facilities	Refreshment Corner
Scientific and Computer Laboratories	New Canteen
Department Association Activities	Internet Services
Library Services and Resources	Toilet Facilities
Sports	Drinking Water
Language Lab	Gymnasium
Functioning of College Office	Hostel (if Hosteller)
Part V Activities (for UG Students alone)	Barrier free environment for Differently abled
Student Services Centre /Training & Placement Services	Suggestion to the Department & College (<i>Descriptive</i>)
Cafeteria	

5. **Academic Audit** 2017-18 will be held on March 7, 2018 for the Arts Departments and March 8, 2018 for the Science departments.
6. A One Day Workshop on “Examinations and Evaluation Reforms” is planned to be held in the month of March 2018, inviting academic experts from reputed institutions especially who are involved in policymaking.
7. Self- Appraisal for Members of teaching staff to be made mandatory.
8. Departments are encouraged to organize Parent- Teachers and Alumni Meetings.

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