



Internal Quality Assurance Cell (IQAC) Bishop Heber College (Autonomous)

Tiruchirappalli, Tamil Nadu

Ranked 33rd at National Level by MHRD through NIRF 2024

(Nationally Reaccredited at the A⁺⁺ Grade by NAAC with the CGPA of 3.69 out of 4)

Meeting of the IQAC Core Committee

March 28th, 2024. 9 am to 2 pm

Members Present:

IQAC Composition	NAME	DESIGNATION
Chair Person	Dr. J. Princy Merlin	Principal
Administrative Officers	Dr. J.G.R Sathiaseelan	Vice Principal (Aided)
	Dr C Ravidas	Vice Principal (SF)
	Dr. C. Dhanabal	Bursar
Teachers to represent all level	1. Dr. V. Violet Dhayabaran	Dean of Sciences
	2. Dr. Suresh Frederick	Dean, Training & Placement
	3. Dr. S. Sobana	Dean of Arts
	4. Dr. A. Josephine Prabha	Associate Dean of Sciences
	5. Dr. K. Rajkumar	Dean of International Relations
	6. Dr. V. Anand Gideon	Dean of Extension Activities
	7. Dr. I. Sharmila Lydia	Dean Research & Development
	8. Dr. S. Shanthi Merlin	Associate Dean, Training & Placement
Member from the Management (1)	Dr. A. Relton	Controller of Examinations
Local Society (1)	Padmashree. M. Subburaman	SCOPE, (NGO), Trichy
Student Representative (1)	Ms. Merlin Rosita	Chemistry
Alumni (1)	Dr. P. Subburethina Bharathi	Deputy General Manager (L & D), Kauvery Group Of Hospitals.
	Dr. U. Srinivasulu Reddy	Associate Professor of Computer Applications, National Institute of Technology, Trichy.
Industrialist/ Employers(1)	Mr. V. Manivel	Managing Trustee, Maxibio Oleos Pvt. Ltd.
Parent (1)	Dr. K. Vasudevan	Associate Professor & Head Department of Tamil, Thanthai Periyar EVR College
Dean IQAC	Dr. S. Angeline Vedha	Assoc. Professor, Department of Chemistry


DEAN & COORDINATOR
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Agenda:

1. Analysis of the Programmes and Activities of the Academic year 2022-2023
2. Academic Audit 2023-2024 – Feedback and Report – By Dr K Vijaylakshmi, Associate Dean(IQAC)
3. Analysis report of the Student Satisfaction Survey & Student Feedback on Teachers 2022-2023 – By Dr B Arunkumar, Associate Dean(IQAC)
4. Analysis report of the Curricular Aspects- Course outcome Feedback – By Dr Hannah, Criterion- I Coordinator and Dr. Evangeline, Criterion -II Coordinator
5. Presentation of NIRF Analysis Report for 2022 – 2023 – By Dr S Angeline Vedha Dean(IQAC)
6. Quality Initiatives of the IQAC for the Academic Year 2023 -2024 and suggestions for 2024-2025 – By Dr S Angeline Vedha Dean(IQAC)
7. Any other matters

The meeting of the IQAC started with a Prayer followed by the Welcome note of the President of the IQAC committee- the principal -Dr J Princy Merlin.

The Principal recorded the appreciations to the IQAC team for the tremendous work carried out during the NAAC Accreditation process and the events thereafter.

Agenda	Matters Discussed	Action Plan	Responsibility
1.	Analysis report of the Programmes and Activities of the Academic year 2022-2023 was presented, A total of 3245 events at the departments, Deaneries and Centre level were organized in the Academic Year. Overlapping of events of the same theme, non- adherence to SOPs and Programmes of Less impact were some of the issues identified.	<ol style="list-style-type: none">1. Streamline Academic Activities Planning by the Departments, Deaneries and Centres.2. Shared Calendar of Events to be Submitted by all units ahead of the Academic year.3. Designate exclusive Planning Day for 2024-2025.4. Give SDG focus to Events	Dean (IQAC) and Vice Principals
2.	Academic Audit 2023-2024, conducted on 11-12, January 2024, involved 75 Internal Evaluators including Deans. Suggestions of Internal Evaluators were presented. Peer Evaluation process was appreciated.	<ol style="list-style-type: none">1. External Evaluators should be invited for the audit.2. HePTA portal to be updated for ease of access by departments and as per new accreditation manual changes	Dean (IQAC)
3.	12025 students responded to the Student Satisfaction Survey & 3002 students responded to	<ol style="list-style-type: none">1. The New Teacher evaluation pattern is indicative but not	Centre for teacher Excellence &


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	the Student Feedback on Teachers for 2022-2023. Feedback was circulated to the teachers through the Principal. Two feedback committees were formed and action taken every semester	reformative, hence support systems and mechanisms for teacher self evaluation and peer pedagogy learning should be promoted 2. Teaching quality enhancement measures to be taken. 3. Centre for teacher Excellence to promote Consultation with Experts on Teaching Skills and Pedagogy and organize Popular lectures.	Dean (Academics), Dean IQAC.
4.	Analysis report of the Curricular Aspects- Course outcome Feedback. Outcome Assessments presented in Individual Boards of Study was consolidated and presented. Student suggestions in some courses were presented.	1. Pre- Board of studies to be mandatory component in all Board of studies Minutes. 2. Courses with focus on entrepreneurship and employability and global relevance should be offered	Dean(Academics) and CoE
5.	NIRF Analysis Report for 2022 – 2023.	1. Focus on Excess seats in programmes 2. Placement of students through campus should increase 3. International placements to be focused 4. Lift Facility in the cafeteria to be created.	Dean (Training & Placement)
6.	Quality Initiatives of the IQAC for the Academic Year 2023 - 2024, were reviewed and IQAC year plan 2024 was presented	1. IQAC Year plan for 2024-2025 to focus more on widening Quality Circles, identification of new governance strategies, and Developing Second-line Leadership across all cadres of the Administration	Dean (IQAC)


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Quality Initiatives of the IQAC in 2023- 2024.

1. Mandatory Programmes Vs Non- Mandatory Programmes
 - a. On analysis of the Programmes organized by the various departments for the previous academic year, IQAC suggested to the Heads and Coordinators in the Staff Council Meeting held on 22-3-2024, that non-Mandatory events enlisted by the IQAC are optional for the departments and mandatory events need to be conducted as per schedule in an effective and impactful way.
2. Name the Scheme: Departments are encouraged to club practices under schemes and name the schemes to give more focus and objectivity to the practices
3. In criterion – I, Curricular Aspects, Courses with Global Relevance need to train students in activities, case studies and assignments of global significance. Such activities if they mandate exchange of ideas or discussion with foreign agencies, researchers and others are permitted to do so.
4. To foster an environment of Entrepreneurship, it is suggested to the Class teachers that Class teachers Assignments Based on practices of Employability Skills should be given across all courses.
5. Adherence to Academic Plan:
 - a. Academic year Planner: IQAC designed a Year planner for the departments, which needs to be planned on 18-6-2024, by the departments after a session on SWOC analysis. Identification of the pain points and SDG focus on activities should be planned ahead of the academic year.
 - b. All Centres and Deaneries to present their year plan and budget ahead of the academic year. The planning meeting was scheduled on July 2024
6. As per the directives of the management, IQAC created an Academic Performance Index score sheet for Faculty members. All Aided and SF Faculty Members may submit the API Document to the management for career advancement. API Calculator was devised by the IQAC Team.
7. Involving Peer- Heads of the Departments as the Peer- Evaluators for Academic Audit, suggested by the NAAC Mock team was implemented.
8. Collective Responsibility and Ownership: To promote wider distribution of responsibilities, IQAC suggested to the Management that One Mandatory Additional Responsibility shall be given to all Faculty members which can be credited in their API. In this regard a form is to be circulated by IQAC to collect willingness of Faculty members to work with different Deaneries, Centers and different committees. All 548 faculty members to be given additional responsibilities counted in API.
9. The IQAC suggested to the Management, that Moving to a full-fledged ERP is crucial for effective data management and retrieval in the College.


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10. IQAC participated in the Nations' VIKSHIT BHARAT 2047 initiative. As per the UGC's directions the college is nominated to organize this Viksit Bahrat event among 150 colleges in the country. On February 20, 2024 (Tuesday), Padma Shri S Damodaran is a renowned social activist and the founder of Gramalaya, an NGO that works for rural development and sanitation, was invited to be the resource person to talk about Good Governance.
11. Academic Audit: It was decided to conduct Academic Audit with Internal Evaluators on the November 2024.
12. NIRF working Committee constituted by the IQAC was approved
13. AQAR working committee members had a brief meeting with the Dean and Associate Deans of IQAC for the preparation of documents.
14. Student Induction Programme was planned to be organized by June 2024. A committee was constituted to organized events a per the UGC Deekshaarambh guidelines.
15. Review of the Minutes of the Board of Studies, was conducted by Criterion I in charges and a modified Minuting method was suggested. The committee also suggested the conduct of the Pre- Board of Studies meeting to collect feedback form students form all classes and present as a mandatory agenda in the Board of Studies.

Suggestions to IQAC:

1. Structure IQAC as per the NAAC Ten component system of assessment. Strengthen IQAC team with wider representation, formation of micro-quality circles and student ambassadors for quality steps.
2. Promote wider discussion and network with other institutions to foster effectiveness in data management and retrieval.
3. Organize mentoring programmes for other institutions and extend consultancy support through HePTA portal
4. Include methods of Self-evaluation, peer evaluation and Impact assessments periodically.

The meeting concluded with the Vote of thanks by the Dean(IQAC).


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