



INTERNAL QUALITY ASSURANCE CELL (IQAC)
Bishop Heber College (Autonomous)
(Nationally Reaccredited at the A Grade by NAAC with the CGPA of 3.58 out of 4)
Recognized by UGC as "College of Excellence"
Tiruchirappalli- 620 017

ACTION TAKEN REPORT OF IQAC

June 8, 2022 (Wednesday)

Members present in the meeting:

1. Principal
2. Dean of IQAC
3. Associate Deans of IQAC
4. Members of IQAC

Internal Quality Assurance Cell (IQAC) is vested with the prime responsibility of developing and applying quality benchmarks and parameters for various academic and administrative activities of the institution by facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process through optimization and integration of modern methods of teaching and learning. It has successfully and synchronously accomplished the following tasks ensuring a heightened level of clarity and focus in the institutional functioning towards quality enhancement and promoting the institution to secure 43rd Place at the National level by NIRF Ranking during the Academic year 2020-2021.

The following activities have been organized by the IQAC of our College during June 2021 to April 2022:

- **Launching of e-AQAR (HePTA - Heber e-Portal Template for AQAR) & Online Students Mentoring Portal (HOME - Heber Online Mentorship Enclave)**

On July 27, 2021, a customized portal for our College prepared by the Staff and Students of the Computer Science, for Online Student Mentoring System entitled Heber Online Students Mentoring Enclave (HOME) was launched for the benefit of the Students and Staff of our College with effect from Academic year 2021-2022



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Similarly, Heber e-Portal Template for AQAR (HePTA) – a customized portal for the Departments to feed-in their inputs for the preparation of Annual Quality Assurance Report (AQAR) of the College.

- **Faculty Induction Programme on Effective Teaching & Management**

A two day Faculty Induction Programme was organized by the IQAC on September 2 and 3, 2021 for the newly recruited staff members in the Self-Financed Stream of our College, based on the theme 'Effective Teaching and Management'. The programme started with an Ice Breaking Session by Dr. Anita Priya Raja, the Training and Placement Officer of the College, followed by a Session on 'Ethos of the Institution' by Prof. A. Alagappa Moses, the Vice Principal (Aided) of the College. An Experiential Sharing Session on 'My Experiments with Teaching' by Prof. Suresh Paul Antony, Associate Professor of Marketing, Indian Institute of Management, Tiruchirappalli was held. Session IV was on 'Personnel Management and Effective Work Culture' by Dr. F. Samuel Christopher, Vice Principal (SF) held from 04.30 p.m. to 05.00 p.m. Dr. Violet Dhayabaran, Dean of Sciences took a session on 'Best Academic Practices', followed by a session on 'Opportunities for Research Funding' by Dr. A. Umesh Samuel, Vice-Principal (Projects), and a session on 'Research Policies and Culture at Bishop Heber College' was taken by Dr. Suresh Frederick, Dean, Research Development. Team building Exercises were conducted by Dr. Anita Priya, Placement Officer of the College, followed by the Concluding Session on 'Ambassadors of Heber' by the Principal Dr. D. Paul Dhayabaran. A total of 40 Staff members attended the programme.

- **STUDENTS FEEDBACK**

Students were directed to register their Online Feedback under the technical guidance of Mr. Abel Anburaj, System Manager, Special Programmers, Ms. Florence and Mr.



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Sunil Philip, from the IT Support, Bishop Heber College. Census method was employed to analyse the data. Reports were consolidated for further decisions of the management through which the quality of teaching is sustained and enhanced.

- **STAR DEPARTMENT EVALUATION AND ACADEMIC AUDIT 2021**

The tasks of Academic Auditing and selection of Star Departments {Better achievers} were conducted from October 20 to 23, 2021 for Arts and Science departments. They were accomplished with accuracy and clarity. Experts from various esteemed academic and administrative institutions within the state and beyond, extended their cooperation and involved themselves for the Academic Auditing and selection of Star Departments {Better Achievers} and the endeavor was accomplished meticulously. The results are

- **Five Star Departments (6 Departments out of 23)**

1. Chemistry
2. Commerce
3. Computer Applications (MCA)
4. Management Studies
5. Mathematics
6. Social Work

- **Four Star Departments (4 Departments out of 23)**

1. Biotechnology & Bioinformatics
2. Computer Applications (BCA)
3. Economics
4. Environmental Sciences

- **Three Star Departments (6 Departments out of 23)**

1. Computer Science
2. English
3. History
4. Information Technology
5. Physics
6. Tamil



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• **OTHER PROGRAMMES ORGANIZED**

S. No	Name of the Programme	Date		Duration	No. of Participants
		From	To		
1.	Meeting on Attainment & Average Attainment Calculation	22.10.2021	-	1 day	87 Faculty Members
2.	Meeting with Academic Leaders on NAAC SSR	21.12.2021	22.12.2021	2 days	All Department Heads & Coordinators - 56 Members
3.	Meeting on Guidelines for Dress Code & General Discipline of Girls & Lady Staff Members (Teaching & Non-Teaching) of the Institution	11.03.2022	-	-	14 Faculty Members
4.	Meeting on Question Paper Mapping and NAAC Report Preparation	01.11.2021	02.11.2021	2 Days	62 Faculty Members
5.	Meeting on Department Quality Enhancement Initiatives - History Department	25.08.2021	-	1 Day	10 Faculty Members
6.	Administrative Audit - Guidelines for Department Accounts Submission	30.07.2021	-	1 day	56 Faculty Members
7.	Quality & Performance Review on NIRF 2021 Ranking	21.09.2021	-	1 day	41 Faculty Members
8.	NAAC SSR Consolidation Meeting	21.03.2022	23.03.2022	3 days	All Department Criterion In-charges - 175



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S. No	Name of the Programme	Date		Duration	No. of Participants
		From	To		
					Faculty Members
9.	Review on HOME (Heber Online Mentoring Enclave)	18.11.2021	-	1 day	10 Faculty Members
10.	Strategies for Effective Teaching & Management (Meeting with Faculty Members of Tamil)	18.08.2021	-	1 day	60 Faculty Members
11.	NAAC SSR Stage -III Verification Meeting	11.01.2022	12.01.2022	2 days	All Department Criterion In-charges -186 Faculty Members
12.	NAAC SSR Stage -II Verification Meeting	09.11.2021	15.11.2021	7 days	All Department Criterion In-charges - 186 Faculty Members
13.	Meeting on Guidelines for Preparation of Project Proposal with External Expert	09.09.2021	-	1 day	20 Faculty Members
14.	Meeting on Criterion-wise Video Content Preparation with Staff In-charges	08.04.2022	-	1 day	16 Faculty Members
15.	Meeting on NAAC Technical Work with IT Support Team Members	07.04.2022	-	1 day	14 Faculty Members
16.	Review Meeting on NAAC Criterion-wise Report with Criterion Leaders	04.02.2022	07.02.2022	3 days	37 Faculty Members

IQAC has been carrying out systematic appraisal for members of teaching and non-teaching staff. The performance appraisal of teachers is done on the basis of self-appraisal



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and the feedback obtained from the students. 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 members of staff are adequately met through periodical meetings with the departments and getting feedback from Alumni.

Dr. J. PRINCY MERLIN

Dean, IQAC