

**MINUTES OF THE ACTIVITIES OF IQAC**

**Members present in the meeting:**

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

The IQAC plays a pivotal role in upgrading the competence and quality of each department in terms of teaching –learning process, research, resources, infrastructure etc. All the programmes conducted and decisions that evolved out of IQAC committee meetings are listed below.

1. **‘FACULTY RECHARGING PROGRAMME’ ON JUNE 12 & 13, 2019** (Wednesday & Thursday)

The Faculty Recharging Programme was conducted on the Theme: In Pursuit of Academic Excellence **Dr. S. VALARMATHI**, Vice- Principal (Aided) offered the Opening Prayer, **Dr. S. ALLY SORNAM**, Dean, Student & Staff Welfare shared the Devotion and The Principal delivered the Welcome Address & Opening Remarks. **Dr. SURESH FREDERICK**, Dean, IQAC explained the Rationale of the Workshop. Inaugural Address was given by **Dr. M. MARCUS DIEPEN BOOMINATHAN** NAAC Assessor & Former Principal, Bishop Heber College (Autonomous)

**PARALLEL SESSIONS** were organized for the Staff with 10 years experience (Aided & SF)@ 10.30 a.m. to 5.00 p.m.

2. **“CAPACITY BUILDING PROGRAMME” FOR THE NEWLY RECRUITED MEMBERS OF STAFF OF SELF-FINANCED STREAM ON AUGUST 31, 2019** (THURSDAY) FROM 9.00 A.M. A.M. TO 2.00 P.M. AT A/C Seminar Hall @ ADMINISTRATIVE BLOCK

**Dr. J. PRINCY MERLIN**, Associate Dean, IQAC offered the Opening Prayer **Dr. D. PAUL DHAYABARAN**, Principal spoke about the Ethos of Bishop Heber College and the Torch every teacher to carry as HEBERIANs. **Mr. SAM JABEZ**, Assistant Professor, Department of Information Technology explained about the new Management

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

Information System at Bishop Heber College. **Dr. SURESH FREDERICK** Dean, IQAC gave an Overview of the Role of IQAC and your role in IQAC. **Dr. F. SAMUEL CHRISTOPHER** Vice Principal (Self-Financed Stream) addressed the faculty members on the topic “Duties and Privileges at Bishop Heber”

4. **“A Five Day Workshop on Professional Communication in English for Newly Recruited Members of Staff”** from 10 to 15 February, 2020 at A/C Seminar Hall @ ADMINISTRATIVE BLOCK. the programme started with the opening prayer by Dr. M. Evangeline Jebaseeli, Documentation Coordinator, followed by highlighting the rationale of the workshop by Dr. Suresh Frederick, Dean, IQAC. Dr. S. Melwin, Assistant Professor of English served as the resource person for the programme and trained the members on Professional Communication in English, focussed on Listening, Speaking, Reading and Writing Skills in English. He also trained the members on the ways of writing the scientific articles for publication.

5. **Faculty Enrichment Programme (An Intensive Coaching for UGC/CSIR-NET Examinations) 15.11.2019 & 16.11.2019**

The two day capsule Programme was conducted in collaboration with PRIMAX Academy, Bengaluru and Separate sessions for Staff Members belonging to Arts and Science Disciplines. Resource Persons were Prof. **LAXMI NARAYANAN**, Primax Academy, Bengaluru, Dr. **D. VIJAYA CHANDREN**, Primax Academy, Bengaluru and **Prof. S. BALAMURALI**, Primax Academy, Bengaluru

6. On 23-09-2019, a team visit to **Christ University Bengaluru** by IQAC committee members was steered to know about the Academic Best Practices, IT enabled processes, Administrative set up and the developmental measures taken by the Host Institution. Dr. Suresh Frederick, Dean of IQAC, Dr. B. Arunkumar, Associate Dean of IQAC, Dr. M. Joseph Paramasivam, IQAC Documentation Coordinator, Mr. D. Abel Anburaj, Assistant Systems Manager, Mr. S. Sunil Philip, Special Programmer & Mr. Sam Jabez, Assistant Professor of Information Technology from the Bishop Heber College Visited the Different centres available in the Host campus.

7. **Students Feedback October 11 to 17, 2019**

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

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

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

**8. Webinar on : Online Teaching: The new Norm 21.05.2020**

Resource Person: Dr. V. ASHOK IMMANUEL, Associate Prof. of Comp. Sc., CHRIST University. 458 faculty members participated in the programme. The resource person compared and exposed the audience to the various LMS platforms and the pros & cons of each of them.

**9. Webinar on Unlocking online Evaluation 22.05.2020**

Resource Person: Dr. V. ASHOK IMMANUEL, Associate Prof. of Comp. Sc., CHRIST University. 458 faculty members participated in the programme. Different online evaluation processes and methods of Ensuring Authenticity and Credibility of Online evaluation was described with a few interesting case studies.

**10. Meeting of the Advisory Committee for LMS Platform with the External Expert**

As a follow up of the programme, an interactive session with the Deans and Associate Deans of the IQAC and Academics was organized by the IQAC to decide and implement one user friendly LMS platform and Policies for online Teaching Learning Evaluation Process were evolved on the 26.05.2020. Expert opinion was sought from Dr. Ashok Immanuel, Associate Prof. of Comp. Sc., Christ University through Virtual meeting.

**11. Hands-on Training On Google Classroom and Online Teaching And Evaluation 08.06.2020 to 11.06.2020**

Twenty two faculty members conversant of online teaching tools were selected and preliminary meetings were held on 03.06.2020 to 05.06.2020. Trainers developed a module for the training online and also evolved an efficient mechanism for the follow up of the activities done by the faculty Members. All the faculty members were pooled in eleven groups and training was offered on a module basis. Each faculty member was taught the 4 modules and completed 12 exercises assigned to them in the Google Classroom. On

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

completion of the exercises by the faculty member, they are awarded the course completion certificate. It was made mandatory for the faculty to complete the course within the stipulated time. The Intervention of IQAC at the right moment ahead of beginning of online classes was appreciated by the management and helped the institution move smoothly to the online Platform for Teaching Learning & Evaluation.

**12. Annual Report Consolidation Meeting**

The Annual Quality Assurance report to be submitted to the NAAC was consolidated and a revision of the documents collected was done on the 10.06.2020. Suggestions were made by the IQAC coordinators regarding need for effective methods of collecting documents from various divisions and departments.

**Dr. SURESH FREDERICK**

Dean, Internal Quality Assurance Cell (IQAC)