

ACTION TAKEN REPORT OF IQAC

July 7, 2021 (Wednesday)

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 competency and quality of the departments in terms of teaching –learning process, research, resources, infrastructure etc. To access and augment Quality, IQAC conducts and coordinates several programmes in the college. Based on the plan, the following Activities were carried out.

1. Faculty Induction Programme

A Faculty Induction Programme for the newly recruited faculty members was organized on September 29, 2020. The programme started with opening prayer by Rev. Raja Monsingh, the Chaplin of our College and shared the Lord’s message.

Principal addressed the participants on the evolution of Bishop Heber College and traced the historical background. The Vice Principal of the Self-Financed Stream Dr. F. Samuel Christopher detailed the duties and privileges of the Staff Members working in the Self-Financed Stream. Prof. A. Alagappa Moses, Vice Principal (Aided) spoke on the theme ‘Professional Accomplishments’. Dr. V. Violet Dhayabaran, Dean of Sciences examined the roles and responsibilities for Academic Excellence.

Dr. A. Umesh Samuel, Vice Principal (Projects) in his speech on ‘Accreditation: A Roadmap to Excellence’ spoke on the various compliances to be adhered by the Institutions

PROGRAMME SCHEDULE

Opening Prayer & Devotion	:	Rev. RAJA MONSINGH , Chaplin
Welcome Address	:	Dr. G. GNANARAJ , Bursar
Ethos of Bishop Heber College	:	Dr. D. PAUL DHAYABARAN , Principal
Duties and Privileges	:	Dr. F. SAMUEL CHRISTOPHER Vice Principal (Self-Financed Stream)
Professional Accomplishments	:	Prof. A. ALAGAPPA MOSES , Vice Principal (Aided)
Roles and Responsibilities for Academic Excellence	:	Dr. VIOLET DHAYABARAN ,

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	Dean of Sciences
Research Initiatives & Rewards	Dr. SURESH FREDERICK, Dean, R & D
Accreditation: a roadmap to Excellence	Dr. A. UMESH SAMUEL, Vice-Principal (Projects)
E Governance	Mr. D. ABEL ANBURAJ, System Manager
	: Rt. Rev. Dr. D. Chandrasekaran, Bishop & Chairman
Vote of Thanks	Dr. S. SHOBANA, Dean of Arts

1. **“The Roadmap to effective Online Teaching” on October 01, 2020 to the newly recruited faculty members about handling Online classes effectively.**

Resource Persons : Dr. Angeline Vedha, Mr. Sathiaseelan

2. Review meeting on **‘HEBER CENTRE OF EXCELLENCE’**

Date: December 01, 2020

Venue: Council Room

Observations & Suggestions of IQAC on the formation of Centers for various Special Divisions was put forth by the Dean IQAC and the Vice- Principal (Projects).

3. **‘NAAC Reaccreditation Preparation meeting with Experts, Criterion Leaders and Members’ during November 10-12, 2020**

4. **“CAPACITY BUILDING PROGRAMME”** during October 13 - 16, 2020 **Theme:** A Roadmap to Whole Person Education

A four day virtual Capacity Building Programme was organized on the theme ‘A Roadmap to Whole Person Education’ from October 13 to 16, 2020.

- On October 13, 2020 (Tuesday), **Dr. TONY SAM GEORGE,** Dean of Social Sciences, CHRIST University, Bengaluru spoke on the theme ‘ Building Character & Competency through Whole Person Education’. The programme was meant for the staff members who are holding administrative responsibilities and for the members of the staff who belong to Science Disciplines of Self-Financed Streams.
- **Dr. MERCY PUSHPALATHA ,** Programme Consultant, South Asia, UBCHEA addressed on the theme ‘ Institutional Visibility through ‘Whole Person Education’ on

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October 14, 2020 (Wednesday) in which the Deans and association deans of varied divisions, members of the Staff Council and the faculty members of the Aided Stream participated. Group based activity was also given by the resource person.

- On the third day October 15, 2021 , staff members from arts discipline in the Self Financed Stream, other than who are holding administrative responsibilities had a programme by **Dr. SPURGEON**, Consultant, Director for South Asia Programs, United Board for Christian Higher Education in Asia (UBCHEA) addressed the members on **Whole Person Education: Classroom and Beyond**.

4. **“Webinar on Implementation of National Education Policy 2020 (for the Staff members with Administrative responsibilities)”** on December 04, 2020

On December 4, 2020, a webinar was organized on Implementation of National Education Policy 2020 for the Members of Staff who are holding Administrative Responsibilities such as Dean, Associate Dean, Coordinators & Centre In-charges. Dr. E. Ram Ganesh, Director, Institute of Entrepreneurship and Career Development (IECD) & Director of Deen Dayal Upadhyaya Kaushal Programme, Bharathidasan University spoke on the varied aspects of National Education Policy 2020. He also clarified the doubts of the participants. Earlier the Principal of our College, Dr. D. Paul Dhayabaran delivered the Presidential Address.

Presidential Address : **Dr. D. PAUL DHAYABARAN**, Principal

Resource Person : **Dr. E. RAM GANESH**, Director,
Institute of Entrepreneurship and Career Development,
Director DDU, Kaushal,
Bharathidasan University, Tiruchirappalli

5. **‘Workshop on Application of Statistical Tools in Evaluation’ on December 12, 2020**

As part of the adherence to Outcome Based Education (OBE) Framework, a special workshop on Application of Statistical Tools in Evaluation for the members of the Staff from Arts and Science Disciplines was conducted on December 12, 2020. Earlier the members were given an orientation about how to calculate the Course Outcome and Programme Outcome calculation based on the Marks secured by the students in varied components of Continuous Internal Assessment (CIA) such as Assignment, Seminar, Internal Tests and based on the marks secured in End Semester Examination. An Excel sheet template with all the formulas was prepared by the team of staff members from Department of Computer Application,

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headed by Dr. R. Thamaraselvi. Subsequently, Faculty members had a hands-on session on using the template in the Computer Laboratories.

SESSION I: 09.30 a.m. to 11.00 a.m. (ARTS DEPARTMENTS)

Common Orientation@ Multipurpose : 09.30 a.m. to 10.00 a.m.
Hands-on Session I : 10.00 a.m. to 11.15 a.m.

6. 'IQAC meeting with NAAC criterion wise core team members' on December 17-18, 2020

As part of the NAAC Reaccreditation Preparation Process, a meeting was organized with NAAC Core Team comprising Criterion Coordinators, Reporting team and Internal Quality Assurance Cell (IQAC) Documentation Coordinators, on December 17 & 18, 2020. The members were oriented about the modalities of NAAC Reaccreditation Preparation, assigning question-incharges and also about the activity breakdown schedule of the Report Preparation Process.

7. 'Review meeting on Academic Audit' for the Departments got low score in Academic Audit during February 1-2, 2021

Based on the scores obtained by the Departments in the Academic Audit and Star Department Evaluation, the departments were categorized in to Five Star, Four Star and Three Star Departments and the low scorers were called for to discuss about their weaknesses. A team comprises Principal, Vice Principals, Dean of Academics, Internal Quality Assurance Cell (IQAC) and Research & Development met the departments on February 1 and 2, 2021.

8. IQAC meeting for 'Technology Upgradation for Institutional e-governance' on February 06, 2021 @ Admin Block, I Floor, GB Room

A preliminary discussion was held with MYOS.in – an Online Platform address student career challenges and connecting recruiters, aiming to help students identify career path, build & enhance profile with various aptitude, coding, domain tests, programming skills and courses. The programme was attended by the Deans of Academics, Research & Development, Training and Development and Internal Quality Assurance Cell (IQAC)

Mr. A. N. Henry Maris, CEO, MYOS elaborated on the various services offered for the higher educational institutions and the way the students can benefit from that. An initial agreement was made between the College and MYOS, with a pre-condition of 3 months after which the service offered by MYOS will be on payment basis once they agree on to it.

9. 'NAAC Reaccreditation Preparation Process Meeting with Non-Teaching Staff' on February 11, 2021@ Conference Hall

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The Non-teaching staff members of our College were oriented about record maintenance in line with the Standard Operating Procedures (SOP) prescribed by NAAC in the Reaccreditation Manual. Dr. Princy Merlin, the Dean oriented them about the SOPs and highlighted their roles.

10. **‘WEBSITE UPDATION Meeting with Department In-Charges’** on February 18, 2021 @ Conference Hall

Efforts were taken to update the College website, for which a meeting with Department representatives was held on February 18, 2021 in the Conference Hall. The representatives were given a template to prepare the contents for their department webpage.

11. NAAC Data Verification Meeting:

Verification of NAAC Reaccreditation Data for the past 4 assessment years viz., 2016-2017, 2017-2018, 2018-2019 & 2019-2020, was organized from March 23 to 31, 2021 in the Conference Hall. Criterion-wise data along with evidences for both qualitative and quantitative metrics collected for the aforementioned years were verified by the Criterion Coordinators and the Report Preparation team, formulated for the purpose NAAC Reaccreditation Preparation Work.


Dr. J. PRINCY MERLIN
Dean, IQAC