



# BON SECOURS COLLEGE FOR WOMEN

Affiliated to Bharathidasan University, Tiruchirappalli

UGC Recognized 2(f) and 12(B) Institution

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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT (2019-2020)

Plan of Action	Outcomes/Achievements
<p>☞ FDP was Planned</p>	<p>☞ <b>10.06.2019 &amp; 11.06.2019</b> - FDP on <i>Fundamental elements of teachers and Effective teaching techniques</i> was organised. The resource persons and topics were as follows,</p> <ul style="list-style-type: none"> <li>▪ Fr. Antony Samy, OSM, Counselling &amp; Psychotherapist on <i>Interpersonal relationship among teachers and students.</i></li> <li>▪ Rev.Fr. Susai Raj, Director, Jeevajothy organization, Kantharvakottai on <i>Effective teacher.</i></li> <li>▪ Prof.M.Subramanian, Prof.of English on <i>Report Writing.</i></li> <li>▪ Dr.K.Maran, Prof. &amp; Director, Sai Ram Institute of Management Studies, Sri Sai Ram Engg. College Chennai on <i>Research Dynamics on Professional Development.</i></li> <li>▪ Mr. Syed Nazimuddeen, Mr. Syed Nazimuddeen, AGM, ARIN Professional Services Pvt.Ltd. Trichy on <i>Google Classroom</i></li> <li>▪ Dr.P.Srinivasan, Dept.of.Education, Central University, Tiruvarur on <i>Phycology of learning.</i></li> </ul> <p>☞ <b>19.07.2019</b> – FDP on National Educational Policy 2019 was organized. The resource person was Mr.Aronimas, founder, Children's Education Research Centre, Trichy.</p> <p>☞ <b>07.01.2020</b> – FDP on Preparing</p>

	<p>Professionals of 2020 and beyond. Resource Person was Mr.Nayeem A Khan, HR Trsiner, TCS, Chennai.</p> <p>☞ <b>24.02.2020</b> – FDP on Promoting Social responsibility for Educators. Resource person was Fr.Susai Raj, Director Jeevajothi Oraganization, Kantharvakottai.</p>
☞ IQAC planned to register the institution as local chapter in NPTEL and informed that NPTEL SWAYAM enrolment is mandatory.	☞ <b>14.06.2019</b> -Registered as NPTEL Local Chapter
☞ Prepared modules and schedule for Foundation course for the college entrants.	☞ <b>19.06.2019 to 29.06.2019</b> – Foundation course with entry level test was conducted.
☞ Iraivi Solutions, the Incubation Centre would be installed for herbal finished sanitary napkin preparation and deserving students are given employability under Earn while learn scheme.	☞ <b>19.06.2019</b> - Incubation Centre was installed.
☞ Planned to organise a programme for students.	☞ <b>26.06.2019 and 27.06.2019</b> - R &D Cell organised two days orientation programme on “Research Methodology of Higher Education”.
☞ Conduction of TIID[ <b>Teachers Individual &amp; Institutional Development</b> ] model classprogramme regularly.	☞ <b>10.07.2019 to 17.07.2019</b> - Conducted for the academic year (2019-2020) at deanery level.
☞ Management approval was requested for MIS up-gradation on 23.07.2019	☞ MoU was signed with GURUKUL SOFT, Chennai on 04.09.2019
☞ Planned to sensitize the faculty on NPTEL, MOOC, Online Courses and NEP 2019.	<p>☞ Dr.A.Esther Shanthini, Asst. Prof. of English and Ms.B.Asha, Asst. Prof. of Computer Science attended the National colloquium on “Draft National Education Policy 2019” on <b>25.07.2019</b> at St. Joseph’s College Trichy.</p> <p>☞ As a followup, the main features of the National colloquium were explained to the faculty through a presentation on <b>05.08.2019</b></p>

	☞ Ms.V.Vennila, Asst. Prof. of Information Technology attended “One day Workshop on NPTEL” at Manonmaniam Sundaranar University, Tirunelveli on <b>19.07.2019</b> and the faculty were sensitised on the same on <b>25.07.2019</b> .
☞ IQAC recommended to conduct orientation classes on Digital Literacy for the faculty.	☞ <b>15.07.2019 to 03.08.2019</b> -IDMC [Integrated Data Management Centre] conducted the orientation classes on <b>Digital Literacy -The Professional Fitness</b> for 31 faculty members, who need assistance in using ICT tools.
☞ Suggested to submit STRIDE project proposal.	☞ Mr. A. Antony Raj, Asst. Prof. of Management Studies and Dr.A.Esther Shanthini, Asst. Prof. of English submitted proposal under STRIDE
☞ Internal Audit	☞ <b>21.08.2019 to 24.08.2019</b> - Internal audit was conducted.
☞ Conduction of National level cultural fest to fulfil the NAAC – requirement was planned.	☞ <b>24.08.2019-</b> Tamil Cultural Fest, “AduvomePalluPaduvome was conducted at the National Level by the Tamil department and the resource persons werePenniya Poraali Sabarimala Jayakanthan and Mr. Johnson Jerry Komagan
☞ IQAC is planned to discuss on best practices with the heads of the departments for the AQAR and SSR preparation.	☞ <b>31.08.2019</b> - A Colloquium on Best Practices was organised. The IQAC Co-ordinator, Dr. R.Kalaivani presented the Best Practices and Institutional distinctiveness.
☞ Workshop was Planned	☞ 14.08.2019 – A workshop on My MSME. Resource person Mr.Stalin Peter Babu, Director of Ayya Foods Pvt. Ltd., Vasantham Lion’s Club, Thanjavur. ☞ 28.08.2019 -A Workshop on "Centuries Ahead in Quality Education: Know - How" was organised to get an insight on the academic excellence of St.Joseph’s College as the model in Higher Education. Dr. F.R. Alexander Pravin Durai, Head and Associate Professor of Commerce was the

	resource person. The faculty members were also sensitized on NAAC revised framework in session II.
☞ IQAC informed that UGC Scheme of Paramarsh proposal for the NAAC A & A aspirant institutions will be submitted on <b>26.08.2019</b>	☞ UGC has approved the institution as a mentor institution under the UGC Scheme of PARAMARSH with Rs.27,36,000 on <b>11.09.2019</b> .
☞ Mock visit	☞ <b>13.09.2019</b> - NAAC cycle II mock visit was conducted. Rev.Dr.Joseph P.P, Principal, Bhopal School of Social Science, Bhopal was the expert.
☞ Planned to initiate Start up in solar project.	☞ <b>02.10.2019</b> - PG and Research department of Physics initiated the start up. Faculty and Student participated in the training programme which was organised by IIT Bombay and assembled 100 solar lamps.
☞ A Seminar Proposal on “Transformation in Higher Education - National Education Policy-2019” relevance with Accreditation & Autonomy was submitted to the NAAC, Bangalore under the scheme proforma of application for seminar without financial support on 06.08.2019 and approval was received on 12.09.2019.	☞ It was organised on <b>12.10.2019</b> . Participants from mentee institutions were invited. The resource person and topics were as follows, <ul style="list-style-type: none"> <li>▪ Dr. S. L. Harikumar Registrar, Central University of Jharkhand, Central University, Jharkhand delivered the inaugural address on <i>the significance and role of NAAC Assessment and Accreditation</i>.</li> <li>▪ Dr. S. Karthik Kumar, Associate Prof. Dept. of English, Annamalai University, Chidambaram addressed the participants on <i>the contemporary scenario in Higher Education and its challenges</i>.</li> <li>▪ Dr. F.R. Alexander Pravin Durai, Head and Associate Professor of Commerce, St. Joseph’s College (Autonomous), Trichy, delivered a lecture on <i>“Transformation on quality in Higher Education”</i>.</li> <li>▪ Mr. Syed Nazimuddeen, Mr. Syed Nazimuddeen, AGM, ARIN Professional Services Pvt.Ltd. Trichy, elucidated on <i>Effective Teaching and Learning</i></li> </ul>

	<p><i>Practices in line with "Generation Z".</i></p> <ul style="list-style-type: none"> <li>▪ Mr. B. Ahilan, Deputy Controller of Patents &amp; Designs, Patent Office, Chennai, taught on <i>Innovation and Intellectual Property Rights</i>.</li> <li>▪ Dr. M.G. Sethuraman, Professor, Dept. of Chemistry, Gandhigram Rural Institute [Deemed to be University], Dindugul, carried over the session on <i>Quality Sustenance in Higher Education</i>.</li> <li>▪ Mr. Nayeem A Khan, HR Trainer, TCS, Chennai explained about the Building skills on <i>techno-savvy with employability</i>.</li> </ul>
<p>☞ Planned to submit the proposal to ONGC under CSR scheme on Establishment of Techno - Incubation Centre on Herbal finished sanitary napkin Preparation through Iraivi Solutions for Socio - Economic upliftment of deprived rural women community" towards health and hygiene and socio-economic upliftment of marginalized rural women community.</p>	<p>☞ <b>14.10.2019</b> - The Proposal was submitted to ONGC.</p>
<p>☞ The UGC -Scheme of Paramarsh Induction Programme for the mentee institutions.</p>	<p>☞ The Induction Programme was conducted on <b>01.11.2019</b></p> <ul style="list-style-type: none"> <li>▪ <b>Dr. F.R. Alexander Pravin Durai</b>, Head and Associate Professor of Commerce, St. Joseph's College (Autonomous), Trichy, Paramarsh Academic Ambassador, delivered a comprehensive lecture on <i>the Pre-requisites of NAAC Framework</i>.</li> <li>▪ <b>Dr.J.Chockalingam</b>, Syndicate member, Bharathidasan University, Trichy, Associate Professor of Computer Science, Khadir Mohideen College, Adhirampattinam delivered inaugural address</li> <li>▪ <b>Dr.R.Kalaivani</b>, IQAC Coordinator of Bon Secours College for</li> </ul>

	<p>Women, delivered a talk on <i>IQAC Roles, Responsibilities and Composition</i>.</p> <ul style="list-style-type: none"> <li>▪ <b>Prof. Joseph Pandian, IQAC Advisor</b> of Bon Secours College for Women, headed the discussion forum with the mentees and elaborated the appointment of criterion chairmen for each institution.</li> </ul>
☞ AQAR presentation and submission	☞ AQAR[2018-2019] presentation was placed before the secretary on <b>02.11.2019</b> and submitted on <b>25.12.2019</b>
☞ The document verification keeping in line with seven criteria would be audited by IQAC team and Vice Principal.	☞ Conducted from <b>07.11.2019 to 13.11.2019</b> at deanery level.
☞ Internal audit for committee and cells was planned.	<p>☞ Internal audit for the Committees and Cells was conducted from <b>28.01.2020 to 03.02.2020</b>.</p> <ul style="list-style-type: none"> <li>• Grievance Redressal committee- 28.01.2020</li> <li>• Antiragging Committee- 28.01.2020</li> <li>• Fine arts Committee-28.01.2020</li> <li>• Bridge course Committee -29.01.2020</li> <li>• Language lab: New Preparation- 29.01.2020</li> <li>• Placement committee-30.01.2020</li> <li>• Alumni Committee-31.01.2020</li> <li>• Extra-Curricular Committee- 31.01.2020</li> <li>• Counselling Committee- 31.01.2020</li> <li>• Sports Committee -03.02.2020</li> </ul>
☞ Planned to conduct awareness programme	☞ 23.04.2020 Awareness programme on "Health and hygiene practice on COVID 19" for supporting staff. Resource person Ms.A.Denis Rani, Head, Dept.of Hospital Administration, Bon Secours College for Women, Thanjavur
☞ IPR related seminar was planned.	☞ Department of Physics and Chemistry conducted a Workshop on "Intellectual Property Rights WIPR20" on <b>24.02.2020 to 26.02.2020</b> .
☞ Webinar organized by IQAC	☞ <b>25.04.2020</b> Webinar on "Managing Stress


	<p>During the Corona Virus Outbreak". Resource Person Dr.Sr.Cathelina, Principal, Bon Secours College for Women, Thanjavur.</p> <p>☞ <b>18.05.2020</b> Webinar series on "Change of Work Culture in Future with impact of pandemic situation" Resource Person Dr.Sr.Cathelina, Principal, Bon Secours College for Women, Thanjavur</p>
<p>☞ Programmes under PARAMARSH were planned.</p>	<p>☞ IQAC organised two day workshop on "ICT enabled tools for effective teaching &amp; learning process" on <b>11.12.2019</b>. Mr. Syed Nazimuddeen, AGM, ARIN Professional Services Pvt.Ltd. Trichy was the resource expert who trained the participants on the know-how of effective usage of ICT tools in teaching and learning practices and he did a live demonstration of methods of incorporating Adobe Captivate, Lynda, Camtasia, Moodle, snagit and other applications to make the teachers as techno-savvy.</p> <p>☞ Workshop on NAAC criterion I to III was organised on <b>20.02.2020</b> at Idhaya College for Women, Kumbakonam. Dr.R.Kalaivani, IQAC Coordinator and Dr.N.Anuradha, Head, Department of Physics (Criterion I Chairman) were the resource persons.</p> <p>☞ UGC-PARAMARSH Webinar on NAAC Accreditation: Reviewing the Preparedness (Phase I) on <b>18.04.2020</b> through Google meet platform for the mentee institutions. Dr. F.R. Alexander Pravin Durai, Paramarsh Academic Ambassador, Dr.R.Kalaivani, IQAC Coordinator guided the mentees.</p> <p>☞ UGC-PARAMARSH Webinar on NAAC Accreditation: Reviewing the Preparedness (Phase II) on <b>29.04.2020</b> through Google Meet platform for the mentee institutions. Dr. F.R. Alexander Pravin Durai, Paramarsh Academic Ambassador,</p>


	<p>Dr.R.Kalaivani, IQAC Coordinator guided the mentees.</p> <p>☞ One and One interaction webinar was conducted on <b>11.05.2020 and 23.05.2020</b> for Sri Bharathi Arts and Science College for Women Kaikurichi, Pudukkottai and Arputha College of Arts &amp; Science, Alangudi, Vamban, Pudukkottai respectively under UGC Paramarsh scheme. Dr. F.R. Alexander Pravin Durai, Paramarsh Academic Ambassador, Dr.R.Kalaivani, IQAC Coordinator and Dr.N.Anuradha, Criterion I Chairman and Dr.A.Amargeetha, Criterion III Chairman guided the participants on the key aspects of Criteria I and III</p> <p>☞ FDP on Construction and Cultivation of Teachers' Quality in Higher Education 2020 under Paramarsh scheme from <b>13.05.2020 to 17.05.2020</b> through Google meet platform. The following Resource persons delivered their expertise on the following topics:</p> <ul style="list-style-type: none"> <li>▪ Dr.Namita Rajput, Principal (OSD) Shri Aurobindo College, Delhi University on <i>National and Global Trends in Higher Education</i>.</li> <li>▪ Mr.Spartan Senthil, Business Coach, Chennai on <i>Personal-Emotional Development and Counselling towards mentorship</i>.</li> <li>▪ Fr.Dr.Joesph P.P, Former Principal, Bhopal School of Social Sciences, Promotor BSSS Academy of Excellence, Bhopal.M.P on <i>Academic Integrity</i>.</li> <li>▪ Dr.F.R. Alexander Pravin Durai, Head and Associate Professor of Commerce St. Joseph's College (Autonomous), Trichy. PARAMARSH- Academic Ambassador on <i>Higher Education &amp; its Ecosystem</i>.</li> <li>▪ Dr.Ninad Jhala, Principal &amp;</li> </ul>
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	<p>Consultant, Anand Institute of Social work, Anand, Gujarat on <i>Constitutional Values, Human Rights and Fundamental duties of HEIs.</i></p>
<p>☞ IQAC planned to conduct training programme for the administrative staff and teaching staff</p>	<p>☞ 07.06.2019 &amp; 08.06.2019 – Training on Professionalism in the Workplace. The resource person Dr.R.Kalaivani, IQAC Coordinator, Bon Secours College for Women, Thanjavur. Dr.T.Bharath Kumar, R&amp;D Coordinator, Bon Secours College for Women, Thanjavur.</p> <p>☞ 11.06.2019 Administrative Training Programme on “Catalog Navigator for Library Professionals”. Resource person Mr.Manimaran, Tamil Pandit, Saraswathi Mahal, Thanjavur.</p> <p>☞ 24.06.2019 Training programme on “Operation of Online and Offline Banking System”. The resource person Dr.T.Bharath Kumar, R&amp;D Coordinator, Bon Secours college for Women, Thanjavur.</p> <p>☞ 01.08.2019 Administrative Training Programme on “Modern Office Management”. Resource person Ms.B.Asha, Asst. Prof. Department of Computer Science, Bon Secours College for Women, Thanjavur.</p> <p>☞ 12.09.2019 Administrative Training programme on “MIS (Gurukul Software). Resource person Mr.T.Solomon, Managing Director, Gurukul Soft, Chennai.</p> <p>☞ 29.11.2019 Yoga &amp; Meditation Programme for Administrative Staff. Resource person was Ms.R.Rathika, Hearts Trainer Institute, Thanjavur.</p> <p>☞ 14.02.2020 Training Programme on “Effective Team Building” Resource person was Dr.R.Kalaivani, IQAC Coordinator, Bon Secours College for Women, Thanjavur.</p>
<p>☞ IQAC suggested the departments to offer</p>	<p>☞ 46 Certificate courses were introduced for</p>

certificate courses to promote Skill development and Entrepreneurship. MoU with ARIN was planned	the academic year 2019-2020.
☞ Planned to observe International Environment day 06.06.2020 with Student Council - BSSA [Bon Secours Student Arm]. Green audit for the academic year 2019-2020 was planned.	

  
 IQAC Co-Ordinator, 03/06/2020  
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