



BON SECOURS ARTS AND SCIENCE COLLEGE FOR WOMEN

(Affiliated to Mother Teresa Women's University)

Madurai Road, Begambur (P.O), Dindigul-624002

REPORT ON FACULTY ORIENTATION PROGRAMME

Organized by: Internal Quality Assurance Cell (IQAC)

Venue: Smart classroom

Date: 15.06.2026

Time: 2.15 PM

Presented by: Dr. M. Guhapriya, IQAC Coordinator

Participants: 36 Faculty Members

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BON SECOURS
ARTS & SCIENCE COLLEGE FOR WOMEN
(Affiliated to Mother Teresa Women's University, Kodaikanal)
DINDIGUL -2.

Internal Quality Assurance Cell
organizes

“Faculty orientation programme”

 **15.06.2026, MONDAY**
 **AT 2.15 PM**

PRESENTED BY
DR.M. GUHAPRIYA,
IQAC CO-ORDINATOR

*Your presence will make the programme
more meaningful and successful.*
All are cordially invited!

Objectives of the Programme:

- To create awareness about the integration of SDGs, IKS, and NEP in teaching-learning practices.
- To create awareness among faculty members about IQAC quality enhancement practices.
- To guide faculty members in preparing an effective Academic Calendar and departmental activity plans.

- To familiarize faculty with IQAC report formats, documentation procedures, and file maintenance.
- To emphasize the importance of Value Added Courses and Add-on Courses in curriculum enrichment.
- To provide guidance on syllabus framing, course planning, and academic record maintenance.
- To promote adherence to institutional policies and quality standards for continuous improvement.

Report:

The Internal Quality Assurance Cell organized a Faculty Orientation Programme on 15.06.2026. The session focused on strengthening academic quality, effective implementation of quality practices, and maintaining systematic documentation procedures. The IQAC Coordinator, Dr. M. Guhapriya, explained the preparation of the Academic Calendar, inclusion of departmental activities, expected outcomes, impact analysis, follow-up procedures, and the proper format for preparing activity reports as per IQAC guidelines. The importance of Value Added Courses and Add-on Courses was highlighted, along with guidelines for handling courses, framing syllabus, and maintaining relevant records and files. The session also covered important quality initiatives such as Sustainable Development Goals (SDGs), Indian Knowledge System (IKS), and National Education Policy (NEP), emphasizing their significance in higher education.

The Principal, Dr. S. Gayathiri, addressed the faculty members and explained the importance of adherence to academic procedures, effective file maintenance, and systematic documentation for institutional development. The IQAC Coordinator further elaborated the above points through a PowerPoint presentation, providing clarity on quality practices and documentation methods. As part of the IQAC documentation process, Dr. M. Guhapriya explained the importance of maintaining proper records and supporting documents for every programme. The faculty members were instructed to prepare and maintain documents such as permission letter, requisition letter, acceptance letter, invitation, programme report, geo-tagged photographs, newspaper clippings, participants' list, and feedback forms in a systematic manner. The session emphasized the importance of proper documentation and evidence collection to ensure effective quality assurance practices and Successful accreditation process.

Outcomes of the Programme:

- Faculty members gained awareness on preparing and implementing an effective Academic Calendar.
- Departments understood the importance of planning activities with expected outcomes and impact assessment.
- Faculty members learned the IQAC report preparation format and documentation procedures.
- Awareness was created regarding the significance of Value Added Courses and Add-on Courses.
- Faculty members understood the need for proper syllabus framing and maintenance of course files.
- Participants gained knowledge about integrating SDGs, IKS, and NEP concepts into academic activities.
- The programme enhanced faculty readiness towards quality assurance and continuous improvement practices.

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