



Accredited (Third Cycle) with a CGPA of 3.72 on Four Point Scale at A Grade in 2014 NAAC

IQAC MINUTES AND ACTIONS TAKEN REPORT (2019-20)

SN.	Page no (In IQAC Minutes book)	DATE	Agenda	Decisions/Action Taken
1	147	3/6/2019	Planning Reg data submission for RUSA	<ul style="list-style-type: none">Dr. Jasmine and Arun entrusted with the duty to collect and submit the data for RUSA
2	148	10/6/2019	Preparation for annual planning meeting	<ul style="list-style-type: none">Conduct a session by able resource persons on H index for the facultyConduct a session on EvernoteA logbook will be introduced to track the daily programmes happening in the college and Arun will be in charge for the same
3	150	1/8/2019	Duty division of sub committees	<ul style="list-style-type: none">Duties of the sub committees for this academic year were divided criteria wiseAll committees to start their work immediately
4,5 6,7	151	7/8/2019 8/8/2019	IQAC coordinators meeting with sub committees 1,2,3 and 4	<ul style="list-style-type: none">All sub-committee members were given handouts with instructions and list of activities to be conducted.The activities were explained in detail and the members made clarifications. The sub-committee members were requested to be ready for a presentation on later this monthThe presentation will have to give the plan for implementation of activities and the timeline.
8	153	13/8/2019	Planning for steering committees and subcommittee presentation meeting	<ul style="list-style-type: none">It was decided to schedule the subcommittee meeting and presentations on 19th August 2019
9	153	13/8/2019	Website Review	<ul style="list-style-type: none">IQAC web page to be made a priority because of uploading AQAR and SSR related documents
10	154	16/8/2019	Annual Meeting of the steering committee	<ul style="list-style-type: none">Steering committee members briefed about the various ongoing IQAC activities, the NAAC peer team visit scheduled on 2021 and their respective roles in this journey
11, 12	156	19/8/2019 20/8/2019	Subcommittee presentation	<ul style="list-style-type: none">The presentations were reviewed and the plans were approved.
13	157	2/9/2019	Evernote Tutorial	<ul style="list-style-type: none">Faculty members were given training on how to use Evernote
14	157	1/10/2019	Work load management of	<ul style="list-style-type: none">Mr. Aby Tellas and Mr. Prasad to be

			IQAC	inducted into the IQAC core team
15	158	9/9/2019	Sub Committees	<ul style="list-style-type: none"> ✓ It was decided that sub-committees do not have to prepare a long term calendar. IQAC will remind sub-committees of their work at the beginning of each month. ✓ To implement IQAC related activities and ensure student participation, sending messages does not ensure that the work is done. Teachers in sub-committees should take effort in implementing activities of the sub-committees in their departments. ✓ The sub-committee should function as a team. Anything done in the committee must be discussed between the committee members before finalizing drafts. It is also advisable to discuss with IQAC before finalizing drafts. ✓ Duties assigned to a particular member should be completely done by that member without putting burden on the team leader and HoDs. ✓ Considering the transfer of Academic Audit and Human Values Course to Aby Sir and Prasad Sir respectively. Previous feedbacks would be undertaken by Jasmine. ✓ Support staff could be appointed.
16	160	15/10/2019	Induction of Mr. Aby and Mr. Prasad to the IQAC core team	<ul style="list-style-type: none"> ✓ They were assigned with the task of the monitoring of ongoing activities
17	161	28/10/2019	IQAC student charter meeting	<ul style="list-style-type: none"> ✓ IQAC coordinator will follow up on the suggestions received
18	162	30/10/2019	Evaluation & planning of ongoing activities	<ul style="list-style-type: none"> ✓ The IQAC core committee was entrusted with the task to reschedule the existing timetable to allot a specific timeslot for IQAC activities & student support club activities
19	164	4/11/2019	Rescheduling the timetable	<ul style="list-style-type: none"> ✓ A fixed time slot termed as the 'IQAC hour' was introduced to ensure all the teachers are collectively taking part in the IQAC activities and to provide students a

				specific timeslot to organize the various student support club activities
20	165	15/11/2019	Website	<ul style="list-style-type: none"> ✓ Dr. Sunil will act as the contact person who will officially represent Loyola college in the interactions with the website development team ✓ Dr. Sunil will be in charge of making the final call regarding various suggestions from the faculty members
21	167	26/11/2019	To monitor IQAC ongoing activities	<ul style="list-style-type: none"> ✓ The following arrangement was agreed upon for the monitoring duties ✓ Dr. Sunil – Overall Coordination ✓ Mr. Aby – Committees 1 & 3 ✓ Mr. Prasad – Committees 2& 4
22	171	5/12/2019	Student feedback & action taken	<ul style="list-style-type: none"> ✓ The reports of open houses for the academic years 2016-17, 2017-18 and 2018-19 was compiled
23	172	11/12/2019	OBE	<ul style="list-style-type: none"> ✓ Dr. Jasmine was instructed to do a presentation on OBE in the next IQAC hour
24	174	12/12/2019	OBE – Follow up	<ul style="list-style-type: none"> ✓ Dr. Jasmine made her presentation on OBE ✓ The Departments will have freedom to decide their PSOs & Cos
25	177	16/12/2019	Review meetings of the ongoing activities	<ul style="list-style-type: none"> ✓ It was decided to fine tune the upcoming activities of the committees keeping in mind the possibility of exams happening early resulting in a short semester
26	179	17/12/2019	Academic audit	<ul style="list-style-type: none"> ✓ The following faculty members were nominated by the HODs to carry out the academic audit of their respective departments <p>Department of Social Work – Ms. Vandana</p> <p>Dept. of Personnel management – Ms. Anupama</p> <p>Dept. of Counseling Psychology – Ms. Padma</p>

				Dept. of Sociology – Dr. Smitha
27	182	18/12/2019	AQAR submission	<ul style="list-style-type: none"> ✓ 2016-17, 2017-18 & 2018-19 AQARs submitted ✓ 2014-15 & 2015-16 AQARs will be converted to the new format and will be submitted in this academic year itself.
28	185	31/12/2019	The work of IQAC for the next calendar year	<ul style="list-style-type: none"> ✓ Brainstorming and detailed discussions were done regarding the following: Filing and back up Filing system for SSR Mar Ivanios college visit OBE & Moodle Academic Audit Human values & professional ethics course Conversion of 2014-15 & 2015-16 AQARs into new format SSR Entry Faculty profile
29	191	31/12/2019	Discussion of the outcome of the core committee meeting (Meeting no 28) with the Principal	<ul style="list-style-type: none"> ✓ New certificate courses should be introduced ✓ The IQAC coordinator entrusted with the authority to implement the suggestions evolved in the core committee meeting (meeting No 28)
30	3 (New Book)	6/1/2020	Certificate Courses	<ul style="list-style-type: none"> ✓ Courses to be presented in a common format ✓ Research methodology course will be the initial endeavor meanwhile the finalization of other courses will happen in due time ✓ Printed certificates are preferred over online certificates for the moment
31	6	8/1/2020	Sub Committee functioning, Academic Audit	<ul style="list-style-type: none"> ✓ Sub committees would be retained with individual reporting ✓ Teachers themselves will be responsible for preparing academic audit document ✓ A meeting will be held to orient Fr. Sunny


				regarding various prospects that needs his attention
32	7	9/1/2020	OBE Departmental preparations	<ul style="list-style-type: none"> ✓ The faculty members are divided into departmental and core group (Dr. Sunil, Mr. Aby and Dr. Prakash) to finalize the OBE framework
33	9	13/1/2020	OBE Framework, Moodle	<ul style="list-style-type: none"> ✓ OBE would be continued after the template was completed and send by the core team comprising of Dr. Sunil, Mr. Aby and Dr. Prakash. ✓ Dr. Pramod provided the usernames and password for all the faculty members to log into Moodle
34	11	17/1/2020	OBE Framework	<ul style="list-style-type: none"> ✓ It was suggested that the teachers work on the framework presented by Dr. Sunil, Aby sir and Prakash Sir and make individual presentations on January 20th
35	13	20/1/2020	OBE Framework presentation	<ul style="list-style-type: none"> ✓ Dr. Saji, Dr. Pramod, Dr. Francina and Mr Aby made their presentations
36	14	21/1/2020	OBE Framework presentation	<ul style="list-style-type: none"> ✓ Dr. Jisha, Ms. Padma and Dr. Angelo made their presentations.
37	15	22/1/2020	OBE Framework presentation	<ul style="list-style-type: none"> ✓ Dr. Leena, Dr. Sonny Mr. Prasad, Ms. Anupama and Ms. Vandana made their presentations.
38	16	23/1/2020	OBE Framework presentation	<ul style="list-style-type: none"> ✓ Dr. Nisha, Dr. Lekshmi and Fr. Saji made their presentations
39	17	28/1/2020	Briefing about the training attended by IQAC coordinator <ul style="list-style-type: none"> ✓ <i>Dr. Jasmine briefed the core committee members regarding the experience and information she received by attending the trainings conducted by Catholicate college Pathanamthitta and</i> 	<ul style="list-style-type: none"> ✓ The speed of the internet had to be upgraded immediately and the latest version of Moodle should be used. ✓ Teachers in charge of student support clubs to maintain registers ✓ 5 year plan to be prepared especially in relation to autonomy ✓ IQAC student charter recommendations to be pursued.

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40	19	28/1/2020	Presentation of POs	<ul style="list-style-type: none"> Output of this meeting will be reviewed by core committee and forwarded to all departments
41	21	29/1/2020	OBE Format presentation, IQAC training workshops	<ul style="list-style-type: none"> Led by Dr. Sunil. Teachers were asked to enter their data into the format It was decided to strictly maintain the registers for student support programmes
42	23	30/1/2020	OBE revised format presentation by individual teachers	<ul style="list-style-type: none"> Led by Dr. Sunil and Aby. Presentations made by Fr. Sabu, Ms. Vandana and Ms. Padma made their presentations
43	24	31/1/2020	Interaction with Fr John Sarvad SJ, Rector Loyola University , Maryland USA	<ul style="list-style-type: none"> Evaluation criteria of NAAC was discussed upon
44	25	4/2/2020	Planning for the year ahead	<ul style="list-style-type: none"> It was decoded to implement register based documentation from today onwards for all activities instead of the existing 'Evernote' system. Dr. jasmine will do the planning by studying NAAC SSR 2020 Manuals and divide duties among the teachers Arun will monitor the ongoing activities and the documentation of the same
45	28	7/2/2020	Function of sub committees	<ul style="list-style-type: none"> Sub committees were asked to conduct a stock taking of their activities so far and present the report on the next general staff meeting. The worked out CO-PO mapping will be incorporated in the excel sheet by the team handing OBE
46	30	10/2/2020	Presentation of the NAAC calendar	<ul style="list-style-type: none"> Dr. Jasmine presented the differences between the new SSR manual and the old one The plans for completing the activities were also presented
47	32	11/2/2020	Sub-committee activity reviewing	<ul style="list-style-type: none"> Sub committees were entrusted with

				tackling their pending work
48	33	12/2/2020	Sub-committee activity reviewing	<ul style="list-style-type: none"> Sub committees presented their review reports
49	34	13/2/2020	Sub-committee activity reviewing	<ul style="list-style-type: none"> Sub committees were instructed to work out the plans & strategies to complete the pending tasks
50	35	17/2/2020	Interaction with the three member commission appointed by the Jesuit provisional reg. autonomy (Faculty members)	<ul style="list-style-type: none"> It was decided to proceed with the application for the status of autonomy
51	37	17/2/2020	Interaction with the three member commission appointed by the Jesuit provisional reg. autonomy (Administrative staff)	<ul style="list-style-type: none"> The concerns of the administration regarding different issues were addressed.
52	39	19/2/2020	Subcommittee activity planning	<ul style="list-style-type: none"> Separate sub committee meetings to chalk out their future plans
53	40	20/2/2020	Teachers Feedback	<ul style="list-style-type: none"> It was decided to modify the questionnaire since 'middle response; were absent and some responses were not matching with the questions
54	41	24/2/2020	Academic audit	<ul style="list-style-type: none"> It was instructed to carry out the SWOC analysis of departments.
55	42	26/2/2020	Planning	<ul style="list-style-type: none"> The calendar which will act as the 'Road map' till NAAC peer team visit approved
56	43	2/3/2020	General topics	<ul style="list-style-type: none"> Moodle is slow and not able to be accessed of campus & that needs to be addressed Mentoring form to be edited Buddy system will become the focus of remedial education from June onwards
57	44	3/3/2020	Policy Document	<ul style="list-style-type: none"> It was decided to take up the working paper series by Dr. Lakshmi, Dr. Jisha, Ms. Padma, Dr. Francina, Fr. Saji & Mr. Aby Tellas.
58	45	5/3/2020	Policy Document	<ul style="list-style-type: none"> 15 missing areas from the policy manual were identified and the same were divided

				among 6 teachers:- Dr. Prakash, Dr. Sonny, Dr. Nisha, Dr. Angelo and Fr. Saji
59	46	5/3/2020	IQAC student charter and College union joint meeting	<ul style="list-style-type: none"> ✓ Suggestion regarding different aspects of Sutter hall was discussed and the same will be presented before the management for subsequent action
60	47	6/3/2020	Policy manual	<ul style="list-style-type: none"> ✓ The group divisions and responsibilities were agreed upon ✓ Dr. Prakash & Dr. Lakshmi (Publication policy & Feedback policy) ✓ Dr. Nisha & Mr. Prasad (Research/extension/consultancy/gender inclusiveness) ✓ Fr. Saji, Dr. Francina & Ms. Anupama (Green Policy) ✓ Dr. Sunil, Dr. Aby, Dr. Pramod (Library, IT, HR Policy, Admission Policy) ✓ Dr. Sonny, Dr. Leena, Ms. Vandana (Mission Moto, Quality Policy, Teaching learning) ✓ Dr. Angelo, Dr. Jisha (Vision mission moto, Quality policy, teaching learning)
61	48	10/3/2020	Policy manual	<ul style="list-style-type: none"> ✓ The teachers were divided into groups as decided in the earlier meetings and each group worked on the responsibilities assigned to them.
62	49	11/3/2020	Policy manual	<ul style="list-style-type: none"> ✓ The teachers were divided into groups as decided in the earlier meetings and each group worked on the responsibilities assigned to them. (Continued from previous day's meeting)
63	50	12/3/2020	Academic Audit	<ul style="list-style-type: none"> ✓ Once Dr. Jasmine completes her verification of the reports sent by individual teachers, these can be given to actual experts, who will be decided by the department
64	51	13/3/2020	Policy manual	<ul style="list-style-type: none"> ✓ The teachers were divided into groups as decided in the earlier meetings and each

				group worked on the responsibilities assigned to them. (Continued from meeting no 62.)
65	52	13/3/2020	Meeting with the manager	<ul style="list-style-type: none"> ✓ The activities of the LES will be revamped
66	54	16/3/2020	Moodle	<ul style="list-style-type: none"> ✓ Dr. Pramod will lead each department on providing Moodle instructions
67	55	17/3/2020	Website	<ul style="list-style-type: none"> ✓ Dr. Sunil briefed the meeting regarding the development and the current status of the college website
68	56	18/3/2020	Duty Division of individual teachers	<ul style="list-style-type: none"> ✓ Dr. Jasmine made individual work divisions for the teachers to complete work in personal and department front. ✓ Printed copies of the work division were distributed
69	57	20/3/2020	Impending lock down	<ul style="list-style-type: none"> ✓ The various facets that we needs to address if the state decides to go into a complete lockdown was discussed
70	58	20/5/2020	Introduction of new course in disaster management, Online learning infrastructure	<ul style="list-style-type: none"> ✓ It was decided to ahead with the idea of new course in disaster management ✓ A committee was formed to draft the syllabus and other important aspects regarding the course. The committee will be headed by Fr. Saji
71	59	25/5/2020	Introduction of new course in disaster management (Online Meeting)	<ul style="list-style-type: none"> ✓ It was decided to organize an online workshop on 'Disaster Risk reduction – Developing a new curriculum for higher education in Kerala on May 29th. ✓ The same will be inaugurated by Dr. K. T. Jaleel (Hon Minister for Higher education Kerala)


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