



Loyola College of Social Sciences

(Affiliated to University of Kerala)

Sreekariyam, Thiruvananthapuram-695 017, Kerala, India

Telephones:+91-471-2591018, 2592059, Telefax : 91-471-2591760

Email : loyolacollegevm@gmail.com, lcsstvm@asianetindia.com

Web : www.loyolacollegekerala.edu.in

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 2020-21

IQAC Minutes Register Sl. No.	Meeting No.	Date, Time, Place, Participants	Agenda and Matters Discussed	Action Taken
65	1	1-6-2020 10.30am-12.30pm JM Hall 11 Participants Offline and 3 online participants	Orientation about Online Engagements post-Covid scenario. How to engage students using online platform of ZOOM by Aby Sir.	<ul style="list-style-type: none"> · Zoom platform purchased · Zoom demonstrations were conducted.
67	2	2-6-2020 10am-11am JM Hall 12 Participants	Activities planned for the year Online class related issues discussed and possibilities to overcome challenges considered. LMS- Moodle need to be used more. Students who cannot attend online classes have to be provided alternatives. Social Work field work achievements during Covid discussed.	<ul style="list-style-type: none"> · Timings of online classes fixed with adequate breaks · Research Methodology Workshop to be organized online. · Disaster Management Course Team finalized. · Decision to sanction departmental Zoom platform
70	3	8-5-2020 10.36am Principal's Chamber 3 Participants	IQAC Planning Work Progress in Covid situation- Arun, IQAC Support Staff would work from home. Work divisions between Coordinator and Support Staff arrived at.	<ul style="list-style-type: none"> · Organizing IQAC Document submission through Moodle · Meeting set for Wednesday, to decide on continuing Student non-academic activities.
71	4	10-6-2020 2pm JM Hall 15 Participants	IQAC Planning Discussion regarding post-covid non-academic activities and submission of IQAC documents.	<ul style="list-style-type: none"> · Reinstatement of IQAC hour · Job Seekers, Professional ethics and Excel certificate programme shall be conducted.

				<ul style="list-style-type: none"> · All non-academic activities shall be suspended until examinations over.
72	5	11-6-2020 10.30am JM Hall 12 Participants	Homage programme for Prof. T.S.N. Pillai- Planning Retired Professor of Loyola passed away. His memories were recollected and it was decided to hold an online homage session for him.	<ul style="list-style-type: none"> · Dr. Prakash, Dr. Sunil, Aby Sir and Francina Miss were entrusted with the responsibility of conducting the Homage Programme. · Future programmes as memorials would be discussed during homage.
73	6	15-6-2020 10.30am JM Hall 13 Participants	Conduct of Examinations Kerala University requested that Loyola become exam centre for B. Com degree for 125 students. Loyola consented and plans were made accordingly.	<ul style="list-style-type: none"> · Only students would be allowed inside the gate after verification and following covid protocols of temperature and maintaining register. · Assistance would be requested from Police and PHC.
75	7	17-6-2020 1.30pm JM Hall 13 Participants	Faculty Profile Updation	<ul style="list-style-type: none"> · Teachers worked on their faculty profiles
76	8	18-6-2020 1.30pm JM Hall 13 Participants	Faculty Profile Updation	<ul style="list-style-type: none"> · Teachers worked on their faculty profiles
77	9	22-6-2020 1.30pm JM Hall 7 Participants	Faculty Profile Updation	<ul style="list-style-type: none"> · Teachers worked on their faculty profiles
78	10	23-6-2020 1.30pm JM Hall 13 Participants	Faculty Profile Updation	<ul style="list-style-type: none"> · Teachers worked on their faculty profiles
79	11	24-6-2020 1.30pm JM Hall 14 Participants	Faculty Profile Updation and OBE Excel Sheet Updation.	<ul style="list-style-type: none"> · Teachers who completed faculty profiles started work on the Excel Sheets.
80	12	25-6-2020 1.30pm JM Hall 16 Participants	Staff Council and IQAC Meeting Discussions on Moodle, Online classes, Exam and Dissertation.	<ul style="list-style-type: none"> · OBE and Moodle based teacher interventions shall begin this Friday. · Ground rules set for students attending online classes.

				<ul style="list-style-type: none"> · Hostel facility shall be provided to students attending exams from Loyola. · Dissertation submission date and mode announced.
82	13	26-6-2020 1.30pm JM Hall 12 Participants	OBE Aby Sir introduced the teachers to the OBE Revised format, after which teachers started working on their OBE Sheets.	<ul style="list-style-type: none"> · Teachers started working in Revised OBE Format.
83	14	30-6-2021 1.30pm JM Hall 14 Participants	OBE, Academic Audit and Performance Appraisal Plans were made to complete work on the the above items	<ul style="list-style-type: none"> · Teams were selected to work on Academic Audit of respective departments. · Performance Appraisal forms were introduced. · Teachers continued to Work on OBE Excel Sheet
84	15	1-7-2020 10.20am Principal's Chamber 3 Participants	Academic Audit, Performance Appraisal, Moodle App, Autonomy Follow Up, IQAC Hour, Value Education and Clubs Decisions were to be taken on above aspects for discussion in common iqac meeting	<ul style="list-style-type: none"> · Value Education and clubs in full fling would be conducted for new batch only. · One programme per month would be implemented, students would bbe motivated to attend the same. · Autonomy application would be taken up later after DM Course starts and NAAC work is over.
85	16	1-7-2020 2.30pm JM Hall 18 Participants	IQAC Staff Meeting Seat Enhancement Order read. Internship challenges were discussed. Academic Audit, Performance Appraisal, Moodle App,	<ul style="list-style-type: none"> · Moodle would be official platform for all teaching learning activities. · IQAC hours for teachers on a daily basis was suspended and one meeting for review of work was required on a weekly basis. · Post Covid seat enhancement suggestions made by all Departments.
87	17	16-7-2020 2.30pm Online ZOOM 20 Participants	IQAC Weekly Review Meeting 1 Review of IQAC related works	<ul style="list-style-type: none"> · Action initiated to enhance PTA and Alumni Feedback. · A common meeting for students to boost up student

				<p>support activities was scheduled.</p> <ul style="list-style-type: none"> · Moodle course for student support activities to be started · Performance Appraisal submission deadline fixed.
89	18	<p>22-7-2020 7.30pm-8.30pm Online Zoom 3 Participants</p>	<p>IQAC Executive Meeting Discussion about OBE and Common Students meeting.</p>	<ul style="list-style-type: none"> · Plan for processing OBE Excels were initiated. · Plans and programme schedule were set for tomorrow's programme to enhance student support initiatives.
90	19	<p>23-7-2020 9.30am-11am Online Zoom 100 Participants</p>	<p>Promotion of Student Support Activities Common Meeting with 3rd Semester students and teachers. All teachers in charge of student support clubs introduced the clubs.</p>	<ul style="list-style-type: none"> · Students' active cooperation solicited in online student support initiatives.
91	20	<p>28-7-2020 2.30pm Online ZOOM 6 Participants</p>	<p>IQAC-OBE Review Meeting for Sociology Department Imbalances in the PSO, CO allotments were pointed out by IQAC team, as well as the defects in the OBE Excel sheets of individual teachers.</p>	<ul style="list-style-type: none"> · A list of items to be rectified in the Sociology OBE Sheet was provided to the department teachers.
92	21	<p>4-08-2020 2.30pm 20 Participants (All teachers)</p>	<p>Preparation of Syllabus for News Courses The University was calling applications for new courses. Hence Loyola had to apply for new courses. For that faculty needed to work together to prepare syllabus.</p>	<ul style="list-style-type: none"> · Teachers present in Trivandrum would join for an offline meeting to discuss courses. · Online meeting would be organized to take suggestions from teachers.
92	22	<p>6-08-2020, 10am 7 Participants 6-08-2020, 2.30pm 19 Participants Online Zoom</p>	<p>Preparation of Syllabus for News Courses The nature of courses for which syllabus need to be prepared was discussed.</p>	<ul style="list-style-type: none"> · Integrated 5 year courses in current disciplines (Sociology, social work, Psychology, HRM and DM) with multiple entry and exit options would be considered. · First draft would be prepared for 13-08-2020.


93	23	13-8-2020 2pm Online ZOOM 20 Participants (All teachers)	New Courses First draft of integrated 5 year course syllabus was prepared.	<ul style="list-style-type: none"> · Date for second draft was fixed for 20-8-2021.
93	24	20-8-2020 2.30 pm Online ZOOM 20 Participants (All teachers)	New Courses Second draft presented. Sociology Dept introduced Triple main.	<ul style="list-style-type: none"> · Syllabus would be finalized and sent on Aug 27th.
94	25	25-8-2020 2.30 pm Online ZOOM 9 Participants	New Courses	<ul style="list-style-type: none"> · Scheme and structure of syllabus to be finalized by Aug 27th. Full syllabus can be submitted after Onam. · The College did lobbying with Ministers to get new courses sanctioned.
95	26	27-8-2020 11am-1pm Online ZOOM 4 Participants	OBE App Creation Discussions held with Samu Wilson. Excel Sheet handed over to Samu and requirements discussed.	<ul style="list-style-type: none"> · Samu Wilson would study the documents and inform if he is able to take up the program.
95	27	7-9-2020 2.30pm- 4pm Online ZOOM 7 Participants	OBE App Creation The Staff explained more about requirements for the App	<ul style="list-style-type: none"> · A framework needed to be given to Samu and Moodle would be introduced to him. · Fr. Ranjith would negotiate costs with Samu.
96	28	9-9-2020 11.30am- 2.30pm Online Google Meet 2 Participants	OBE App Creation Samu asked for more details. POs, PSOs and their definition were provided.	<ul style="list-style-type: none"> · A story board was created
97	29	17-9-2020 2.30pm-4pm Venue: JM Hall 9 Participants	OBE App Presentation By Samu Story board presentation. Costs quoted.	<ul style="list-style-type: none"> · Cost quoted was very high hence the deal was discontinued with Samu. · Also there was more data to build around OBE.
98	30	27-9-2020 11.30am-2.30pm 6 Participants JM Hall	OBE Brainstorming Meeting The POs were revisited and how to assess POs were discussed.	<ul style="list-style-type: none"> · Assignments and Seminars need not be from a single PSO, It can be marked towards POs directly. · POS, PIMER and PO Assessment revisited.
99	31	10-10-2020 10am	OBE Brainstorming Pos were discussed	<ul style="list-style-type: none"> · Indicators were identified for all POs

		JM Hall 5 Participants		
100	32	21-10-2020 2pm-4pm MCP HoD Room 4 Participants	Mentoring Planning Plan for documenting mentoring effectively	· Mentoring Form finalized
102	33	1-12-2020 2pm-4pm 5 Participants JM Hall	OBE KSVa framework discussion continued.	· Research Domain draft prepared.
103	34	2-12-2020 2pm-4pm 5 Participants JM Hall	OBE The status of current PSO evaluation was discussed and evaluation of extracurricular inputs.	· For the present batch the IQAC Coordinator would devise a system for PO evaluation. · For next batch new system would be implemented.
105	35	10-12-2020 2pm-3.30pm JM Hall	General staff meeting IQAC Agenda	· Academic calendar adjustments made based on incoming batch requirements.
106	36	11-12-2020 2pm-3.30pm JM Hall 6 Participants	OBE	
107	37	28-12-2020 10.05am IQAC Room 2 Participants 29-12-2020 8.50am IQAC Room 2 Participants	IQAC Activity Review Plan ahead was charted out by IQAC Coordinator, Assistant Coordinator and IQAC Support Staff	· Fr. Ranjith agreed to take action on Psychology Lab, Environment Audit and pending OBE Sheets. · Autonomy Application work to be undertaken
110	38	4-1-2021 2pm JM Hall 17 Participants	Induction Planning New batch of students joined college. Induction need to be conducted.	· Schedule of Induction finalized. · Teams and duties for induction divided. · IQAC conducts NAAC batch Awareness · IQAC conducts EAT (Entry level Assessment)
111	39	13-1-2021 3pm Principal's Chamber 8 Participants	Student Support Programmes The new batch student support programmes were to be initiated. Students to be	· IQAC agrees to divide students into student clubs as per the preferences they indicated in EAT.

			divided among clubs and days to be allotted.	<ul style="list-style-type: none"> · Dr. Sunil and Fr. Ranjit to be entrusted with ongoing activities.
112	40	19-01-2021 11.15am-12.15pm Principal's Chamber 7 Participants	Office Documents/ Evidence for SSR	<ul style="list-style-type: none"> · List of documents required for SSR submitted to Office Staff
113	41	20-1-2021 3.35pm-4pm IQAC Room 9 Participants	Student Charter Meeting OBE POs needed to be assessed. OBE PO Assessment Sheet was worked out. These had to be tested. It was tested with senior students.	<ul style="list-style-type: none"> · OBE PO Outcomes Assessment Sheets distributed among IQAC Charter students as test.
114	42	27-1-2021 11.30am-12.30pm JM Hall 5 Participants	SSR Study SSR Evaluation of all criteria was done by IQAC and presented to IQAC Executive and discussed.	<ul style="list-style-type: none"> · Plan to address low scoring areas.
117	43	29-1-2021 SSR Study IQAC Room 10am-11.30am 2 Participants	SSR Planning Planning on how to achieve SSR Documentation.	<ul style="list-style-type: none"> · Timelines and Work divisions for SSR documentation made.
118	44	31-3-2021 9am-12.15am Principal's Chamber 3 participants	IQAC Meeting- Executive Planning for SSR Work during vacation	<ul style="list-style-type: none"> · A list of activities were decided for teachers to do during vacations- mentoring reports, OBE sheets, alumni data collection, planning for NAAC awareness among students, UGC publication identification.
120	45	7-4-2021 11.15am-12pm Principal's office 3 Participants	IQAC Executive Meeting The discussion of extension of SSR submission till March 2022. The reasons for extension discussed.	<ul style="list-style-type: none"> · IQAC Coordinator enquired about the possibility of extension to NAAC but was given negative reply. However NAAC asked that they wait for orders for pushing academic year 20-21. This Order came on May 14, 2021.
122	46	15-4-2021 1.30pm-3pm Principal's Office 5 Participants	Preparation for 19 th and 20 th Planning Meeting	<ul style="list-style-type: none"> · Schedule of Annual Planning and Evaluation set and Agendas to be taken up finalized.

124	47	19-4-2021 9.30am-4pm LES Hall 17 Participants	Annual Evaluation and Planning Meeting	· Evaluation of previous years activities and theme for annual planning presented.
134	48	20-4-2021 10am-3pm 18 Participants JM Hall	Annual Evaluation and Planning Meeting	· Annual Plans worked out.
143	49	20-4-2021 Principals Room 3.30pm	Planning with Office Staff	· Office staff reminded about SSR documentation
144	50	3-5-2021 2pm-4pm Online Zoom All teachers (17)	5 Domains Introduction The concept of five domain areas in implementation of Co-curricular activities- Job training, Sustainability, Extension, Programmes and Research- were introduced.	· 5 Major domain areas were introduced to streamline the co-curricular activities of the college. · Groups were divided among faculty according to 5 Domains and HoDs of each department were to lead the 5 Domains.
144	51	4-5-2021 2pm-4pm Online Zoom All teachers (17)	5 Domains Introduction (KSVA framework)	· Knowledge, Skills, Values and Attitude (KSVA) Framework introduced.
145	52	7-5-2021 2pm-4pm Online Zoom All teachers (17)	5 Domains (Follow-up) Discussions about assessment framework and plans in 5 Domains groups	5 Domains groups started their separate meetings
145	53	14-5-2021 2pm-4pm Online Google meet 2 Participants	RUSA RUSA data discussion took place between IQAC Coordinator and support staff	· RUSA submitted
145	54	20-5-2021 2pm-4pm Online Zoom All teachers (17)	5 Domains (Follow-Up)	· All 5 Domain groups met in 1-3 meetings and prepared plans and assessment templates.
146	55	24-5-2021 9am-5.30am Online Google Meet 246 Participants	IQAC Online Symposium on NAAC Accreditation Process	· The lessons learnt would be consolidated for SSR Work.
150	56	26-6-2021 10am-12pm	HoD Meeting	· NAAC Manual and SSR Awareness Programme for

		Online Zoom 10 Participants		college schedules on 28-6-2021
151	57	26-06-2021 2.30pm-3pm Online Zoom 24 Participants	IQAC- Research Scholars Meeting Preparing of Research scholars for NAAC	· Research Scholars support solicited for SSR Work.
152	58	28-6-2021 9am-4pm Online Zoom 44 Participants	IQAC Workshop on NAAC Awareness	· 3 areas requiring attention were pointed out: Ongoing Innovation Activities, Ongoing Research Projects, Staff training: IT skills for teachers and Office staff training.
153	59	29-6-2021 9am Online Zoom	Follow-up meeting on NAAC Manual Awareness	· It was decided that documentation list and strategy would be presented by IQAC on first of July.
154	60	1-7-2021 11am-12pm Online Meeting 4 Participants	To clarify aspects related to Document Generation	· Date for presentation of Document generation system was postponed to 5 th July · All presentations by IQAC to be made by Dr. Jasmine and Fr. Ranjith jointly.
155	61	5-7-2021 2pm Online Meeting	IQAC Document Submission A system for collecting IQAC-SSR documents was introduced to the teachers.	· Google Drives created for all departments with iqac(course-name)@loyolacollegekerala.edu.in. · A google sheet also was added to the drive, with checklist of all activities claimed in AQAR for which supporting documents were required.
156	62	13-7-2021 5.45pm-6.45pm Online Zoom 19 Participants	Group Division for SSR Work	The research Scholars were divided and allotted to 3 departments, Innovation and IQAC Work.


 Dr. Saji P. Jacob
 Principal
 Loyola College of Social Sciences
 Thiruvananthapuram - 695 017





IQAC Co-ordinator
 Loyola College of Social Sciences
 Thiruvananthapuram-695017

DATE: 3.08.2021