

**LOYOLA COLLEGE OF SOCIAL SCIENCES
THIRUVANANTHAPURAM**



CRITERIA 1: CURRICULAR ASPECTS

1.1.1. Curriculum Planning and Implementation

1.1.1-2 ACADEMIC COUNCIL MEETING

(GENERAL STAFF MEETINGS) MINUTES

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GENERAL STAFF MEETING MINUTES SUMMARY 2020-21

SN.	DATE	Summary
1.	28/6/2020 [Page no 258]	<ul style="list-style-type: none">• OBE to be implemented on full scale for S3.• Format for online classes will be from 8.30 to 1.30 PM with suitable breaks in between.• 15 July will be the deadline for dissertation submission.• LACE in charge to be decided in the next meeting.• IQAC to organize an online PTA feedback survey because of the scheduled PTA meeting getting cancelled due to the pandemic.
2.	1/7/2020 [Page no 259]	<ul style="list-style-type: none">• There was a discussion for seat enhancement acting on government regulations. The department of sociology and counselling psychology were open to it whereas the SW and PM dept have their reservations. They would meet the manager for further discussions.• Moodle was to be institutionalized as a part of the policy in every academic transaction.• It was suggested to record the online classes and later upload the same on Moodle for those students who were unable to attend the live zoom sessions.• It was decided to conduct an external academic audit for 2017-20 under the auspices of IQAC
3.	18/9/2020 [Page no 260]	<ul style="list-style-type: none">• Minister Kadakampalli Surendran will lay the foundation stone for the new block on 27th September.• There was a proposal to host the college day and break up social online. Possibilities need to be explored.• A strategy needs to be devised to handle the MSW/MAHRM entrance in these unprecedented times.• Meeting between the departments of HRM and SW scheduled for 22nd September.
4	25/9/2020 [Page no 262]	<ul style="list-style-type: none">• Following dates were decided for the MSW/MAHRM admission process 3rd October – Cut-off date for receiving applications. 12th October – Start of GD & Interview (online) 28th October – admission will commence• Ms Geetha Paul contacted for Jose Murickan/Mariamamma memorial lecture series.• DCE has requested for an annual administrative report – format to be collected from the college office.• 15th October was set as a deadline for completing PBAS work

		<ul style="list-style-type: none"> • It was decided to revamp the mentoring system. Mr Andrew and Fr Saji will be in charge of developing the new systems.
5	23/10/2020 [Page no 264]	<ul style="list-style-type: none"> • Dr Angelo entrusted to have a discussion with student union representatives to explore the possibilities of an online college day celebrations. • Aby Tellas informed the meeting that St. Gits has agreed to enter an MoU. • 2nd internals to be conducted immediately. • Dr Francina will be in charge of value education. First session under her leadership scheduled for 27th October. • Vigilance awareness week will be observed under the auspices of NSS. • KSEB has approached the college to organize a power quiz. • Dr Saji suggested implementing a mentoring system from the basic level and expanding the initiative as it moves forward.
6	9/11/2020 [Page no 266]	<ul style="list-style-type: none"> • Mr Andrew will be in charge of LACE • Mr Aby & Fr Saji will be in charge of LET. • Dr Francina will coordinate the power quiz. • The team to conduct the induction programme will be led by Fr Sabu. Other team members will be Dr Sonny, Dr. Anitha, Dr Leena, • Ministry of Human Resource Development needs a faculty coordinator for the national innovation and start up policy. Dr Angelo was entrusted with this role. • A meeting will be convened on 13th November to discuss the new mentoring programme.
7	10/12/2020 [Page no 268]	<ul style="list-style-type: none"> • The following dates were decided in connection with the newly formed Disaster Management department. <ul style="list-style-type: none"> • Dr Jyothi & Dr Joice will join as the faculty members • The Department will function in the main building itself • Mentoring for the new batch to be initiated from 11th December onwards. • The college magazine was to be released by Prof Madhusoodanan Nair. • The reallocation of staff portfolios will be as follows. <ul style="list-style-type: none"> • Staff secretary – Dr. Sonny • IQAC coordinator – Dr. Jasmine • IQAC Asst coordinator – Fr Ranjit • NSS- Dr. Anitha • Union Advisor – Fr. Sabu • Arts – Dr. Angelo & Dr. Nisha • Sports – Fr. Ranjit & Dr. Francina • Planning forum – Dr. Angelo • Loyola journal – Dr. Prakash • Academic research – Dr. Nisha • Website – Dr. Sunil • Moodle – Dr. Pramod & Mr Aby • NIRF – Dr. Jasmine • RUSA – Dr. Jasmine • AISHE – Mr. Aby • Entrepreneurship development cell – Dr. Angelo • First internals to be planned for January.

8	1/1/2021 [Page no 270]	<ul style="list-style-type: none"> • The Principal reminded outgoing persons-in-charge to handover all the documents to the holders of new portfolios • Class-timings: The Principal informed the meeting that the HoD meeting was open to have two shifts Juniors -2.30 Seniors was from 12.30-5.00pm to abide by the government directions. • The timing of induction would be from 9.00am to 4.00pm until the further orders were issued. • Induction: Unlike the previous year, it was decided to excuse the parents on 5 January during the induction and meet the parents later; the same need to be communicated to the groups. • COVID-19 Protocol: Protocols will be abided by, including temperature testing, adorning mask compulsory and social distancing to be enforced. It was necessary to caution the students regarding their temperature variations, to go on. 10 days quarantine and test after 8 days as per protocols; for others arriving out of state they should remain in quarantine for 14 days if not tested.
9	2/2/2021 [Page no 272]	<ul style="list-style-type: none"> • Reminder to follow-up on the equivalency and university documents with the students so that the result is not withheld. • Reminders to punch-in - check-in and check-out - at the library. There was a recommendation to insist use of N-list by students because it has a wide source of documents, besides, visit the websites- college and library. • Project Submission: 26 March is to be the submission date for projects; a dissertation draft presentation is to be had on 15 March with additional panels. • Reminder regarding the internal exams for Sem-4; to be finished at least by the first week of March. • Casual leave to be applied a day ahead and the leave to be provided by the next day latest. • Faculty members were asked to sign before 4.30pm when the second shift in the Office ends. • No study tour for the present year. BoS is to suggest alternative plans. • P.T.A. Meeting to be organized 20 February. HoDs need to take keen interest. • NSS - proposal for an on-campus camp perhaps from 14-18 February. It was suggested to look at alternate plans without a residential component. • EMC - dates for orientation visit were suggested as follows- 9Feb - DM & Counselling; 10Feb - Sociology&HR, 11Feb - MSW • Bio-diversity Orientation Program from 10am -5 pm on 18 Feb - exploration on alternatives to biodiversity initiatives on campus- farming, clubs, planting new saplings and assigning pots, waste management.
10	2/3/2021 [Page no 274]	<ul style="list-style-type: none"> • Project: 24 March was to be the date for submission to the College • Suggested a review on tool construction under Dr.Jyothi to follow up on the NSS household survey. • HoDs to take initiative to identify appropriate books; links to be provided by Ranjit/Dr.Sunil; • Staff Development Program would be academic writing will be considered in April after the seniors leave Campus • Staff Picnic - decision left to Aby and Fr.Sabu • College Day could be organized at the Annual College Day, as a follow-up to the Arts and Sports. • Merit Awards will also be distributed perhaps as another event.

		<ul style="list-style-type: none">• Days will be finalized in an HoD Meeting in due course.
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1.	14/6/2019 [Page no 245]	<ul style="list-style-type: none">• S1 MA/MSc classes to start on 17th June• The space on the top of the canteen block to be used as classrooms to accommodate the additional batches.• Timetable needs to be reworked because of the additional batches.• MSW/MAHRM entrance exams scheduled for 19th June.• It was also suggested that all articles be uploaded on Google scholar for the calculation of H index.• Rover range programmes to be followed up by Dr Anitha.
2.	9/7/2019 [Page no 247]	<ul style="list-style-type: none">• STEF S3 evaluation needs to be completed. In charges will be Dr Angelo, Dr Francina & Dr Nisha• College day scheduled on 20th August• Proposed dates for Street theatre course MSW 24th – 28th August Msc & MAHRM 30th August – 1st September MA Sociology 2nd – 4th September• Murali Nair Scholarship distribution & interaction on 12th July• MoHRD identify a faculty as social media champion from each campus – Mr Aby Tellas nominated.• Induction programme scheduled on 16th-19th July• Dates for the library orientation sessions for the new batch to be announced later
3.	6/8/2019 [Page no 250]	<ul style="list-style-type: none">• Website layout finalized.• Orientation on UN job opportunities by Mr Job Zachariah proposed on 14/22 August.• 26th August proposed for College day• Independence Day celebration on August 15 will be organized by the NSS unit of the college.• The students who were absent from the dissertation synopsis presentation will have their presentation on 14th August.• 27th August suggested as a potential date for the farewell of seniors
4	2/9/2019 [Page no 251]	<ul style="list-style-type: none">• The interface with Mr Job Zacharia was deferred due to his unavailability. New potential date suggested is 25th September.• 25/27 September will be explored as potential dates for the spoken English classes for the outgoing batch.• The following dates were decided for the programmes mentioned• 18 September : Code of ethics class• 26th September : Human values class

		<ul style="list-style-type: none"> • 12th October : Department PTA Meeting • 19th October : Mentoring training (FDP) • The Department of Sociology was asked to review their preference for the venue of classes. • On days where staff meetings/IQAC review meetings are held, there will be 5 periods with last 2 hours cut short from 1.15-3 PM and the meetings will be held from 3-4 PM
5	1/10/2019 [Page no 252]	<ul style="list-style-type: none"> • The following dates were decided for the programmes mentioned • 2nd October : Gandhi jayanthi celebration and Shramdan at Sreekaryam janamaitri police station • 9-11th October : Mental health day celebrations organized by Dep of Counseling psychology • 12th October – Departmental PTA meeting • 16th October – Jose Muricken lecture • 4th October – Deadline for the attendance statement for S1
6	12/11/2019 [Page no 253]	<ul style="list-style-type: none"> • The staff meeting approved the proposal by Dr Nisha to constitute the Bhoomitra club under the directorate of climate change • The following dates were decided for the programmes mentioned • 18th November – 1 hour interaction with Dr Yeon, faculty from Christ university on the topic “Innovation on teaching” • 6th February – Pradeep choudary from JNU will undertake a workshop on OBE (FDP) • 13th November : Research Clinic to be organized by Dr Nisha • 20th November: Students should be encouraged to participate in the marathon for safe childhoods organized by childline. • 19th November : Women Cell program – “Blood, belief and Borgouise”
7	3/12/2019 [Page no 254]	<ul style="list-style-type: none"> • S3 Marks to be uploaded around 16/18th December. • 16-18th screening of the students to participate in the innovative workshop organized by Yeon. The screening to be conducted by Dr Angelo and Dr Jasmine • 19th December was suggested for Xmas celebration. Dr Sonny will be the chief coordinator. • Fr Sabu assigned to explore and report regarding the availability of community/school hall as a venue for the NSS Camp • 9th December : AIDS Awareness program to be conducted by SALT
8	1/1/2020 [Page no 255]	<ul style="list-style-type: none"> • Next issue of Loyola Journal will be released within one month. • The following dates were decided for the programmes mentioned 11th January: Alumni day 18th January : Sports day 8th February : General PTA 6th March : Arts day 20th March : College day
9	10/2/2020 [Page no 256]	<ul style="list-style-type: none"> • Value education to be recognized to be held on 11.30 AM on Tuesdays • Fr Saji was nominated as the coordinator to FIT India project • 14th February: It was decided to conduct a session on substance abuse prevention by SK hospital. • 15 February : Sports day • 18 February : Golden Jubilee lecture series , keynote address to be delivered by Mr Sitaram Yechury. • The following dates were decided for the programmes mentioned

		<ul style="list-style-type: none"> • 4th March : Arts Day • 14th March : PTA Meeting • 27th March : College day
10	13/3/2020 [Page no 257]	<ul style="list-style-type: none"> • The following dates were decided for the programmes mentioned • 7th March : Interaction with Sreekanth (EY) • 25th march : National seminar on internal migration • 31st March : Break Up Social • Dr Anitha informed the meeting to reemphasize 'plastic free campus' • Dr Francina to be in charge of Unnath Bharath Abhiyan • Sonny was to define a timeframe for the job seekers course • It was decided to hand over Rs 1 lakh to Gopi chettan , LES staff towards his house construction and Rs 40,000 to Ms lign, research scholar for her medical treatment



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1.	5/6/2018 [Page no 228]	<ul style="list-style-type: none">• CA marks to be submitted by 30th June• Students are to be fill in the anti ragging undertaking• Moodle software to be taken up by Dr Pramod & Mr Aby• Intl yoga day to be celebrated on 21st June• Electrical literacy club needs to be constituted• Dates proposed for college day – 20 or 27th June• Electronic display board is to be preferred to paper notice board as a part of the envt policy.• Students should be encouraged to use ink pens
2.	3/7/2018 [Page no 230]	<ul style="list-style-type: none">• SPSS workshop scheduled on 5th July• Exhibition & Reading workshop scheduled on 5th July• Break up social scheduled on 27th July• EET forms to be filled in by the outgoing students.• Fridays are allotted for value education classes• Monthly staff meetings reconfirmed on the first Tuesday of every month.
3.	7/8/2018 [Page no 232]	<ul style="list-style-type: none">• 1976-78 batch's 40th anniversary function scheduled on 15th August.• Onam holidays will be from 24th August – 2nd September• Send off for Dr Joy James scheduled on 31st August• Moodle needs to be updated
4	4/9/2018 [Page no 234]	<ul style="list-style-type: none">• Staff meeting deferred till October• HODs are expected to complete the format reg examiners mailed from the college office.• Departments to follow up ther dissertation work, final submission on 18th Sep-tember• List of dissertation titles to be provided to college office by 10th September
5	9/10/2018 [Page no 235]	<ul style="list-style-type: none">• Street theatre course days were finalized MSW – 29 October – 2 November MA Sociology – 3rd November – 5th November MAHRM, Msc – 7th November – 9th November• S2 CE marks submission by 15th October• Staff picnic proposed for 27th October• Office visit hours for students restricted to 2.30 PM onwards and faculty will have to go through the principal.• Dr Saji P Jacob to do the follow up on the Golden Jubilee seminar.• Dr Sunil entrusted to subscribe the Times of India and Deccan Chronicle.

6	7/11/2018 [Page no 237]	<ul style="list-style-type: none"> • Department PTA to be convened on December 9 • Anti ragging procedures for the junior students to be followed. • STEF needs to be completed. • Ms Aroline & Ms Francina to take the charge of Arts club
7	6/12/2018 [Page no 238]	<ul style="list-style-type: none"> • Dissertation synopsis presentation on 7th and 8th January. • Faculty will be allowed to leave for personal purposes only after 2.30 PM (With Permission) • Alumni executive meeting scheduled on 18th December. • Xmas celebration scheduled on 12th December • The in charges of committees will be as follows Carols : Dr Pramod Cultural programmes – Ms Francina Gift : Dr Nisha Food : Fr saji Decoration : Dr Smitha • Karingulam & Poovar suggested as potential areas for the NSS camp. Fr Saji & Fr sabu to explore the possibility to organize the programme by February or March • The details of organizing Pyschofest (Dec 7-13) & its logistics was briefed by Dr Pramod • There is an arrangement to install a new system to replace the old system and is expected to cost around 2.13 lakhs. • It was decided to design a new podium for the sutter hall.
8	1/1/2019 [Page no 240]	<ul style="list-style-type: none"> • PBAS to be undertaken annually. • Internals to be scheduled by the respective departments. • IQAC orientation for the data generation planned post 15th January. • Website to be upgraded. In charge of the same will be Dr Sunil, DrAngelo & Prasanth. • Alumni teachers to undertake a meeting to devise a strategy to handle concerns raised by certain alumni members. • Dates proposed for NSS camps at Poovar is 24th February – 2nd March. • College day scheduled for july • Arts and sports day deferred to marcg to accomadate the exams. • PTA meeting scheduled for 9th February. • Dissertation synopsis presentation scheduled on 7th January. • HRM Dept sponsored intercollegiate fest to be organized on 17th January.
9	5/2/2019 [Page no 242]	<ul style="list-style-type: none"> • Henceforth question papers will be sent online and to be printed only 30 minutes in advance. • Dr Angelo was requested to follow up the student parliament. • The teachers are requested to report the condonation status of the students at the earliest. • Dr Jasmine & Dr Sunil to take charge of IQAC. • AQAR orientation scheduled on 13th February afternoon. • Arts day shifted to March 15 • Sports day shifted to March 23 • Retain the present website structure and further augment its features. • Enhance lighting in the back of sutter hall • Log book to be maintained for the visitors to sutter hall

10	5/3/2019 [Page no 244]	<ul style="list-style-type: none">• Principal asked the teacher to volunteer as members of the University malpractice prevention squad.• Statutory committee meetings to be convened.• Details regarding the buddy system initiative organized by the alumni were shared.• STEF needs to be conducted for S3 students• An exam grievances redressal cell needs to be constituted.• Annual evaluation & planning meeting scheduled for 2nd and 3rd April.• PIME changed to PIMER• Logbook (monthly timelines) introduces• NITEL & MOODle to be activated.
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1.	02/06/2017 (Page no 187)	<ul style="list-style-type: none">• Welcomed the new faculties MsSina G Harrison & MsLeena• Saji P Jacob (Principal in Charge)• The Educational Minister has required every college to work out an academic master plan within a period of 2 months• The Educational Minister has also asked to take steps to observe the environment day & to intervene effectively in the anti-drug campaign & anti-drug campaign & anti ragging program• Allocation of staff responsibilities Dr. Antony :- Staff Secretary Dr. Sonny :- PTA Secretary Dr. Angelo :- Union advisor Ms Francina :- Nodal Officer to passport Seva Kendra• Ms Francina has expressed her desire to resign from the post of NSS program officer on the completion of 3 years term• College level draft presentation of dissertation works to be held on 3rd & 4th July• The council entrusted Dr Antony, Dr Nisha & Fr Saji to evolve a new system for morning message• Fr Saji also requested the HOD's to depute the students in need of English lessons
2.	07/07/2017 (Page no 189)	<ul style="list-style-type: none">• New guest faculties Ms. Diya, Dr. Jasmine, Ms. Lini• Entrance/group discussion of MSW/ MAHRM got over by 21st June• Job seekers course for the seniors had been completed by 27th• Dissertation presentation at the college level has been completed by July 4th• The details of the guidelines circulated by the University regarding the CA mark's submission is explained by Dr. Saji• It was decided to finalize the criteria proposed last year for the distribution of awards for the academic achievement, innovation & campus recruitment in the meetings of HOD's, Principal & VP.• Ms. Jasmine suggested that a consolidated sheet of feedback to be handed over to the students after the dissertation

		<p>presentation which will help the student to incorporate the changes</p> <ul style="list-style-type: none"> • Ms. Diya suggested that an abstract to be prepared by the student to be given to the panel members in advance • Dr Prakash & Dr Sonny expressed their concern about the increasing number of absentees in the dissertation draft presentation & job seekers course respectively. • Decided to hold the magazine release function on 18th July 2.30 pm • Another proposal discussed was the bicycle club. Dr Saji informed that the college will bear the expenses for the repairing of the cycles. However, it is the responsibility of the club to meet the expenses for the maintenance from the member fee • Breakup social on 21
3.	04/08/2017 (Page no 192)	<ul style="list-style-type: none"> • Since the date for dissertation submission has been postponed by the university, the submission of the same to the college is decided as 18th August • Timetable for second semester exam came. Exam begins on 16th & ends on 25th August • Third semester will begin on 29 August • It was decided to conduct the talk on the Higher Education Opportunity in the US by the personnel from the US consulate on 9 August, 9.30 (Attendance for the student is optional) • Entrusted Dr Prakash to enquire the request that came from TATA regarding digital learning • Decided to contact the flash mob in collaboration with NHM • Dr. Saji congratulated the staff & student editors of the magazine for its successful completion. He also congratulated the social work Dept. for the successful completion of Spandanam • Team for conducting 2017 is decided Dr Sonny will be the coordinator & Fr Sabu, Dr Anitha, Lini & Dr. Pramod & Aroline will be the members • Onam celebration date fixed on 30th August • PTA meeting postponed to 7th October • Decided to conduct STEF before the exam before the exam • Alumni executive meeting will be held at 4.30pm today.
4	11/9/2017 (Page no 195)	<ul style="list-style-type: none"> • Dr Sonny Jose assumed charge as the new staff secretary and Dr Angelo assumed the position of union advisor. • Dr Saji shared the brochure prepared by the batch of 92 for an endowment introduced in the name of their batch mate – Santosh Kumar <ul style="list-style-type: none"> • <u>Attendance & late coming</u> • No more late slips to be issued beyond 9.45 • Late slips are restricted only to day scholars and will not be available for hostlers. • Late slips has to be collected and marked in the attendance register (Under the head late coming) <ul style="list-style-type: none"> • <u>Late coming post breaks</u>

		<ul style="list-style-type: none"> The 15 & 5 minutes break between the 1st and 3rd hours were found unbalanced and hence the hours are rescheduled to provide 10 minutes break in between 1st hour – 9.30 – 10.25 2nd hour – 10.35 – 11.30 3rd hour – 11.40 – 12.30 Syllabus revision workshops to be held on the following dates MAHRM – 16-19 September MSW – 23-27 September Sociology – 11-13 October Street theatre courses to be held on the following dates MAHRM & Msc– 3-5 November Sociology – 6-8 November MSW – 28 October- 1 November <ul style="list-style-type: none"> <u>Staff orientation</u> Ms. Smitha Pillai, Dr Sunil & Ms leena to participate in the Jesuit collaborative induction programme
5	6/10/2017 (Page no 203)	<ul style="list-style-type: none"> Decided to identify a volunteer to represent the college and attend the leadership training program during 27-29 October November 7 and 8th were approved as the dates for the dissertation synopsis presentation. 25th October was proposed as the date for the students union inauguration. Possible list of inaugurators were invited from the union members. It was also decided to prepare the monthly attendance statements.
6	15/11/2017 (Page no 211)	<ul style="list-style-type: none"> First official meeting after Dr Saji P Jacob formally recognized as the Principal. Dr Nisha appointed as HoD, Department of Sociology. Because of the university exam schedule, sports day will be deferred. Dates proposed for the annual NSS camps are 1-7 December or 3-10 December Details regarding the Xmas programme will be finalized in the December staff meeting. Ms Aroline to take up the charge of arts club. Fr Saji & Ms Aroline to act as the advisors of the college magazine
7	5/1/2018 (Page no 221)	<ul style="list-style-type: none"> Only Msc dept is keen to apply for the Marginal increase of seats for the 2018-19 admissions. Team division for the arts and sports events will be done on 8th January 3 PM Proposed dates : Arts 16 February, Sports 6 February NSS Camp Jan 22-28

8	7/2/2018 (Page no 223)	<ul style="list-style-type: none"> • Constitute an ethical committee in an authentic manner. • College day will be deferred until college reopening. <ul style="list-style-type: none"> • <u>Approved Programmes</u> <p>Session on Budget analysis – 14th February Queer fest – 21st February Inauguration of women cell with a half day seminar on harassment at work place – 16th March</p>
9	15/2/2018 (Page no 226)	<ul style="list-style-type: none"> • HREC proposal was to be looked at by the faculty members, staff council will meet on a future date • Mr Prasad will allocate the teachers to various committees for the seminar on migration scheduled on 7th and 8th March
10	9/3/2018 (Page no 227)	<ul style="list-style-type: none"> • STEF needs to be completed • CA marks to be entered before 20th March • Celebrate the women day on the behalf of womens cell on 15th March. • RUSA proposal needs to be sent by 15th March. • Ethics committee has to be worked on and presented to the college council. • Annual planning meeting was to be held on a date during the first week of April. • College day to be deferred until the end of S4. • Research scholars meet to be held on 21st March. <ul style="list-style-type: none"> • <u>MSW/MAHRM entrance</u> • 4th may : Issue of applications • 4th June : Final date of accepting application • 20th June : Entrance test followed by the GD

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GENERAL STAFF COUNCIL MEETING MINUTES SUMMARY 2016-17


S.N.	DATE	AGENDA
1.	03/06/2016 (Page no 166)	<ul style="list-style-type: none">Principal informed about the 3 appointments: - Dr. Lekshmi Chandran (Guest lecturer, Dept. of Sociology) Dr. R.V Rajesh (Research Officer) Mr. Arun (Computer Assistant)Fr Sabu takes over as Vice Principal & Ladies hostel wardenFr Saji appointed as Men's hostel & bursarFr Ranjith has decided to leave to undertake PhD @ TISSCCTV cameras are being installed in selected locations in the college as instructed by the Govt.Canteen is being modifiedLadies hostel courtyard is being modifiedCollege gym is made to be available for public also hereafter (separate timings to ensure the needs of students & staffs are not interrupted)College has entered into an MOU with the Sofiya University, Japan for faculty exchange programmeFr.Sabu along with 2 of our former students have visited Sweden in an exchange programme & have also participated in a Global conference on the Theory of Migration.Ms. Francina was also involved in the European tour (Personal??)Plans announced for a hike in the mess fees of students/ staffThe teachers are asked to submit the assets declaration form as required by the Lokayuktha on or before 30/06/2016.It was decided to conduct the Dept. level dissertation presentation. On 20,21st June & the college wise presentation on July 4-5thFirst internals of the second semester to be organized by 13- 17th June & the second internals of the fourth semester to be started by June 27th.The Principal proposed to constitute a new committee consisting of the HOD's to undertake the revision of the criteria of various awards instituted in the college. Dr. Saji is nominated as the convener of the committee & the committee may submit the revised criteria by 30th June 2016.Fr.Sabu informed the meeting about the request received from the Loyola Poovar to help in their community college activities.The meeting also discussed the existing activities of the community college & decided to follow it up without fail.Plans to observe International Yoga day. Aby Tellas in charge of organizing the same.

		<ul style="list-style-type: none"> • The meeting decided that the staff guides in charge of various programs will evolve them. The general concern was about how to ensure better student participation. It was decided to evolve plans & steps to facilitate it. • The meeting also considered the proposal to evolve a program to adopt 2 schools in Sreekaryam in collaboration with our researchers. • From hereafter the senior students will be in charge of Onam celebration & juniors will be organizing the Christmas function • Dr Nisha has secured first minor project & a seminar from UGC
2.	01/07/2016 (Page no 169)	<ul style="list-style-type: none"> • Decision to introduce a fee of Rs 50 for LAILA activities however 75% will be reimbursed for those students who have 75% attendance. • Public speaking sessions will also be started from this month, the first session on 22 July. All teachers are requested to attend. • Principal also passed the information about the major research project submitted to Rajiv Gandhi Institute for Youth Development • Murali Nair scholarship exam is being conducted on 1st July • Alumni executive meeting was organized in 18th June & decided to:- The August seminar is being shifted to the month of October. Along with them, there will be regional seminars, scheduled for Kochi (November) & Calicut (December). • Decided to start the “Oru Pidi Ariyum Oru Para Chiriyum” at the Chavadimukh School by September 3rd week. (3.30-4.30pm) • Dr. Antony has agreed to withdraw his resignation as IQAC coordinator & will be extended full cooperation by all the faculties. • Meeting decided to permit the interested students & staff to attend the oath taking ceremony of University Union based on the request received from Amal, UUC. (July 8 Senate hall) • The meeting decided not to extend the date of dissertation draft presentation, but it will be arranged in 3 panels. Dr Prakash will prepare the panel list. • The meeting agreed to proceed with the preparation of strategic planning and finalize it by August. • Ms Francina will organize St. Ignatius day. Dr Jose Boban will deliver the message. • Dr. Sonny mentioned a request he has received from the student to extend the library hour, also start the placement services early this year.
3.	08/08/2016 (Page no 171)	<ul style="list-style-type: none"> • Principal informed about the regulation regarding CA marks • New batch of counselling psychology diploma program will be starting soon • Briefing from HOD’s • Decided to celebrate Independence Day, flag hoisting at 7.15 am. • Dr. Angelo general coordinator for onam celebration • The meeting later discussed the letter received from the University regarding the add on program of spoken tutorial as proposed by IIT Mumbai. Dr Angelo is delegated to be the nodal officer for this program. The meeting resolved to proceed with this program. • PTA meeting scheduled for 3rd September, 2016. HOD’s should follow up with parents. • Dr. Sabu mentioned the program of preparing & submitting a history of the institution

4.	05/09/2016 (Page no173)	<ul style="list-style-type: none"> • The meeting decided to shift the value education class from Friday to Tuesday in view of the field work program of MAHRM Dept. • There will be a special lecture by Fr. Sebastian SJ on “Religiosity & Spirituality” • Admission process started • Dept. workload is fixed by the University & a letter received. There are a couple of issues about it & the matter is being attended to. • Foreign scholars have arrived the campus & they may be received & attended by everyone. • Dr. Nisha is on leave, so Ms. Smitha will be in charge of the morning message. • Fr Sabu informed the council that the new administrative block project has received the sanction from Rome. • The meeting decided to require the students to submit a PDF format of the dissertation to the library. • It was also decided to evolve a schedule for the dissertation project & it will be prepared by Dr. Prakash • Principal brought the issue of strategic planning submission & was proposed to follow it up after Dr. Antony comes back. • Staff picnic is being organized on 24th September & LES staff will also be included. • Dr. Sonny presented the plan for street theatre workshop & suggested to start it by October 19th
5.	07/10/2016 (Page no 175)	<ul style="list-style-type: none"> • Ms. Preetha Menon has joined MSW dept. as guest faculty • Principal expressed the appreciation to Antony for finalizing the strategic plan documents & sending it to the provincial • Principal shared the news that as a part of the organic farming organized recently, we have received 25 grow bags & compost • The meeting considered a proposal received from Syam (Sociology) & resolved to proceed with only if the whole project details are submitted that too only if it is a group project • The council decided to follow up the National Savings circular received from DCE office by consulting other colleges • Dr. Pramod presented the need of initiating moodle in all departments • The council decided to organize the staff picnic on Nov 12th • Principal informed that the (?) school has demanded for counselling support & therefore the Counselling Dept. may follow it up • Dr Prakash presented 2 proposals he has received from researchers:- <ul style="list-style-type: none"> (a) A research methodology workshop (b) A one day outing programme • Fr.Sabu presented the issue of organizing the exit evaluation combining with the entry level assessment • Onam evaluation will be done on 14th 2.30pm • Dr Saji presented the request that he has received from the sociology students to conduct a one day long short film festival on 17th Oct. The council agreed to this suggestion

6.	07/11/2016 (Page no 177)	<ul style="list-style-type: none"> • Principal shared the news about the observation of Malayalam Bhasha week celebration • Principal informed that the election to the academic council will take place on Nov 18th (applicable only for HRM dept. in our college) • Sharing by HOD's • Dr.Sunil informed the council about the purchase of 10 more computers • Christmas celebration on 21st December, Dr.Sonny Coordinator • Decided not to give permission for Syam Kumar's proposal to start the newspaper considering the upcoming college election • Staff picnic rescheduled to Nov 12th • A 2nd stage of induction will be conducted for the student who took admission later on • Internal exam for juniors will start on 14th
7.	02/12/2016 (Page no 179)	<ul style="list-style-type: none"> • Admissions are over as the final list of admission are also completed • The college election rescheduled in consultation with the registrar of the University. New notification on 9th • LAMPS will celebrate International Soil Day on Dec 5th with a plastic collection process • Sharing by HOD's • 2nd stage of induction program 14th & 16th • It was decided to invite either the Bishop of Trivandrum Archdiocese or Dr Thomas Mathew, Principal TVM Medical College as guest for the Christmas program. • A proposal from Fr Joye regarding the rescheduling of alumni to 14th January was discussed. If the alumni accepts the proposal, the general PTA of the college will be shifted to February 2nd Saturday
8.	06/01/2017 (Page no 181)	<ul style="list-style-type: none"> • A new proposal for the introduction of punching machine arrived. Fr.Sabu will be attending a meeting convened by the DD office in this regard. • University has also given an instruction to the college to appoint only the approved teacher as invigilators in end semester exams • An MOU has been signed with the 3 E innovative found under the initiative of Dr. Prakash • Dr. Nisha has secured a seminar from UGC & is scheduled for the end by March • PTA meeting will take place as scheduled on 14th January 10 am – 12.30 pm • Republic day is decided to be celebrated on 26 January, 7.30 am • The college alumni day will be celebrated on 26th January • Alumni secretary informed the council about the plans to conduct a special Guru Vandanam for retiring teachers- Dr. Charles & Dr. Jose Boban • CA marks should be entered online soon • College union inauguration 13th February • The meeting also approved the dates put up in the college calendar for Arts & Sports day • Dr. Sonny is nominated as the editor of Loyola Journal • A research scholar Dr.Betty from South Africa will be on campus is available for an interaction. HRM Dept. is considering to organize the interaction • Dr. Sonny shared the information of the visit of Sweden students stretching over 12th to 29th

		<ul style="list-style-type: none"> • Dr Sonny also shared the decision to attend the mega placement program organized by the University • Psychology dept. is planning to organize a National Seminar on 16th February
9.	03/02/2017 (Page no 183)	<ul style="list-style-type: none"> • Principal introduced Ms Neethu, guest faculty in Psychology dept. • Decided not to apply for any marginal increase in admission to the Dept. of Sociology & Social Work • Interaction with Betty to be organized under the initiative of Social Work Dept. instead of HR Dept. as decided earlier. • Principal shared the new about Xavier's Board National workshop, which is going to be held at Loyola campus on 10th & 12th February • The Dept. of Psychology informed about their decision to shift the seminar from 16th to 27th Feb due to the rescheduling of exams. • The committee for the college day celebration were decided • The council decided to organize NSS camp between March 19th to 25th • College sports day 18th • The games will stretch over the whole week up to 22 after noon. • The meeting further considered the conduct of a staff development program in the month of April & decided to invite Prof Mohan Krishnan (Syndicate Member) to lead the program • Staff picnic on 28th February • The council also discussed the possibility of conducting academic audit at least in the coming year • It was also proposed to conduct a syllabus revision if possible in the coming year • The meeting also resolved to include HOD's too as invigilators for the exam of needed
10.	03/03/2017 (Page no 185)	<ul style="list-style-type: none"> • Rs 21,360 raised & handed over to Gokul for his father's treatment by the Loyola community • A class on the theme antidrug campaign by the excise Dept. scheduled on March 14th at 2.30pm • Women's day celebration under the auspices of women's cell arranged for 6th March, 2pm. This will be followed by another program organized by the MAHRM dept. & LAMPS on the 7th March at 1.30 pm. • NSS camp orientation program at 3 pm on 6th March • NSS camp & college day dates were reschedule due to unavoidable circumstances existing in the camp location (Anchuthengu) College day:- 17 to 24th NSS camp:- 19 to 12th • Arts day rescheduled on 8th March • Ms Francina shared her concerns about the problem of water shortage in Anchuthengu region • Decided to arrange the dissertation presentation in June middle.


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