



IQAC STEERING COMMITTEE CONSTITUTION 2016-17

June 15, 2016

The Steering Committee met at 3:30pm on 15-06-2016 to induct Fr. Sabu P. Thomas into the Steering Committee as Management representative, in place of Fr. Ranjit George. All other members' continue to serve as before.

It was reaffirmed that IQAC shall function at 2 levels- (1) Steering Committee and (2) Executive Committee.

- 1. IQAC Steering Committee:** The composition of the IQAC steering committee is as per NAAC guidelines. The responsibilities of the steering committee includes the following: (1) Ensuring that there is consistent improvement of quality in the college by meeting twice in a year; (2) Providing suggestions for quality enhancement of the college; and (3) Reviewing the activities of IQAC in the college; The composition of IQAC steering committee has been given below in Appendix 1.
- 2. IQAC Executive Committee:** The IQAC Executive Committee consists of the Principal, Vice- Principal, IQAC Coordinator and IQAC Assistant Coordinator. The Responsibilities of IQAC Executive Committee are : (1) Reviewing Plans of IQAC Team, (2) Sanctioning activities and plans at the IQAC and college level; (3) Presenting plans before Core Committee to ensure the cooperation of Departments and (4) Summoning meetings of Staff Council to implement IQAC initiatives.

THE IQAC STEERING COMMITTEE

Chairperson (Head of the Institution)	Dr. Jose K. Boban, Principal
Teachers to represent all level	Dr. Sonny Jose (HoD, Department of Social Work) Dr. Prakash Pillai (HoD, Department of Personnel Management) Dr. Saji P. Jacob (HoD, Department of Sociology) Dr. Pramod S.K. (HoD, Department of M.Sc. Counselling Psychology) Dr. Sunil Kumar (Librarian)
One member from the Management	Dr. (Fr.) Sabu P. Thomas, Vice- Principal
Few Senior administrative officers	Mr. Joy D.C., Head Administration
One nominee each from local society	Mr. Sarath Chandran, Patron, Cheruvackkal Residence Association (CRA)
IQAC Student Charter Representative	Kannan G.S
Alumni and Employer nominee	Fr. Cletus
IQAC Coordinator	Dr. Antony Palackal
IQAC Assistant Coordinator	Dr. Angelo Mathew

For Principal

IQAC CHAIRPERSON



IQAC STEERING COMMITTEE CONSTITUTION 2017-18

September 20, 2017

The Staff Council met at 3:30pm on 20-09-2017 to discuss the reconstitution of IQAC, as Dr Antony P.V., who was the IQAC Coordinator has left the college and been appointed as Associate Professor, Department of Sociology, University of Kerala. Also Dr. Saji P. Jacob has taken charge as new Principal. New student representative also was to be nominated.

Dr. Saji P. Jacob was inducted as Chairperson of IQAC Steering Committee. Dr Angelo Mathew, the Assistant Coordinator of IQAC has been appointed as IQAC Coordinator. Dr. Nisha Jolly Nelson has been selected as Assistant Coordinator. Ms. Venishya Ivan, MSW second year student has been nominated as student representative. All other members continue to be the same.

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One member from the Management	Dr. (Fr.) Sabu P. Thomas, Vice- Principal
Few Senior administrative officers	Mr. Joy D.C., Head Administration
One nominee each from local society	Mr. Sarath Chandran, Patron, Cheruvackkal Residence Association (CRA)
IQAC Student Charter Representative	Venishya Ivan
Alumni and Employer nominee	Fr. Cletus
IQAC Coordinator	Dr. Angelo Mathew
IQAC Assistant Coordinator	Dr. Nisha Jolly Nelson

Dr. Saji P. Jacob
Principal

Loyola College of Social Sciences
Thiruvananthapuram - 695 017





Loyola College of Social Sciences

(Affiliated to University of Kerala)

Sreekariyam, Thiruvananthapuram-695 017, Kerala, India

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IQAC STEERING COMMITTEE CONSTITUTION 2018-19

FEBRUARY 5, 2019

The Staff Council met at 2:30pm on 5-02-2019 to discuss, among others, the reconstitution of IQAC.

- Dr. Jasmine Sarah Alexander was appointed as IQAC Coordinator.
- Mr. Rahul of Personnel Management batch was selected as student representative.

IQAC shall function at 4 levels- (1) Steering Committee, (2) Executive Committee, (3) Core Committee, and (4) IQAC Team. The need for 4 levels is to facilitate collaboration, decentralization and smooth decision making and implementation of quality enhancement initiatives.

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- 4. IQAC Team:** The IQAC team consists of IQAC Coordinator, Assistant Coordinator and IQAC Support Staff. The responsibilities of IQAC Team are: (1) Planning for Quality enhancement, (2) Implementation of Quality enhancement initiatives in consultation with executive committee, (3) Documentation of Activities and Submission of Reports to external bodies.

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One member from the Management	Dr. (Fr.) Sabu P. Thomas, Vice- Principal
Few Senior administrative officers	Mr. Joy D.C., Head Administration
One nominee each from local society	Mr. Sarath Chandran, Patron, Cheruvackkal Residence Association (CRA)
IQAC Student Charter Representative	Rahul
Alumni and Employer nominee	Fr. Cletus
IQAC Coordinator	Dr. Jasmine Sarah Alexander
IQAC Team Members	Mr. Arun Gopinath

Dr. Saji P. Jacob
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IQAC CHAIRPERSON



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IQAC STEERING COMMITTEE CONSTITUTION 2019-20

SEPTEMBER 16, 2019

The Staff Council met at 2:30pm on 5-02-2019 to discuss, among others, the reconstitution of IQAC.

- Aby Tellas, Faculty Personnel Management Department, and Mr. Prasad, faculty Sociology Department, joined the IQAC team as IQAC Assistants.

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One member from the Management	Dr. (Fr.) Sabu P. Thomas, Vice- Principal
Few Senior administrative officers	Mr. Joy D.C., Head Administration
One nominee each from local society	Mr. Sarath Chandran, Patron, Cheruvackkal Residence Association (CRA)
IQAC Student Charter Representative	Rahul A., Personnel Management Department
Alumni and Employer nominee	Fr. Cletus
IQAC Coordinator	Dr. Jasmine Sarah Alexander
IQAC Team Members	Mr. Arun Gopinath, Aby Tellas, Mr. Prasad R.

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IQAC STEERING COMMITTEE CONSTITUTION 2020-21

APRIL 19, 2021

During the Annual Planning and Evaluation Meeting on 19-4-2021, IQAC was reconstituted officially. Even though changes happened during 2020, because of Covid lockdown, and because of anticipation of new department and new student intake, the official notification was delayed. The new department of Disaster Management was represented by its HoD, Dr. Jyothi Krishnan. Fr. Ranjit George SJ became IQAC Assistant Coordinator in December 2020. Dr. Sunil, the previous IQAC Assistant Coordinator, joined the IQAC Team. Ms. Ansu Jacob had taken over as Student Representative in 2020. Junior student representative Aiysha Areeba was added to the team.

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One member from the Management	Dr. (Fr.) Sabu P. Thomas, Vice- Principal
Few Senior administrative officers	Mr. Joy D.C., Head Administration
One nominee each from local society	Mr. Sarath Chandran, Patron, Cheruvackkal Residence Association (CRA)
IQAC Student Charter Representatives	Ms. Ansu Jacob, Personnel Management Department Ms. Aiysha Areeba, Counselling Psychology Department
Alumni and Employer nominee	Fr. Cletus
IQAC Coordinator	Dr. Jasmine Sarah Alexander
IQAC Team Members	Mr. Arun Gopinath, Mr. Aby Tellas, Dr. Sunil Kumar

Dr. Saji P. Jacob
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IQAC STEERING COMMITTEE CONSTITUTION 2021-22

Dr. Saji P. Jacob, Principal (Chairperson)
Dr. (Fr.) Sabu P. Thomas (Management Representative)
Fr. Cleetus Vincent, Director, Jubilee Hospital, Trivandrum (Alumni/Employer Representative)
Mr. Baby Prabhakaran, Director, Bluepoint, Trivandrum
Mr. Mohanan, Cheruvackal Residence Association (CRA) President (Local Society Representative)
Ms. Krishnendu B., M.A. Sociology (Student Representative)
Mr. Alan Berchmans, M.S.W. (Student Representative)
Ms. Chippy Raj, M. A. H.R.M. (Student Representative)
Ms. Aiysha Areeba, M.Sc. Counselling Psychology (Student Representative)
Ms. Sneha Mathew, M.S.W. D.M. (Student Representative)
Dr. Sonny Jose, HoD, Social Work Department
Dr. Prakash Pillai, HoD, Personnel Management Department
Mrs. Jesline Maria Martin Mamen., HoD, Psychology Department
Dr. Nisha Jolly Nelson, HoD, Sociology Department
Dr. Jyothi Krishnan, HoD, Disaster Management Department
Dr. Sunil Kumar (Librarian)
Fr. Ranjit George S.J., IQAC Assistant Coordinator
Dr. Jasmine Sarah Alexander (IQAC Coordinator)
Mr. Joy D.C. (Administrative Staff Representative)
Mr. Arun Gopinath (IQAC Support Staff)
Contact No. of Chairperson: 9400357968


Dr. Saji P. Jacob
Principal
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IQAC

Steering Committee

Meeting Minutes

Date:- 7-12-2017

Time:- 3.30pm

Venue:- Principals Chamber

Agenda:- IQAC Steering Committee Meeting -
Leadership change.

*Members Present

Fr. Sabu P. Thomas

Dr. Gopakrishnan Pillai R

Dr. Prasad, SK

Dr. Sunil Kumar P

Saji P Jacob

Dr. Nisha Jolly Nelson

Sonali S

Jay D.C

Prasanna

Venishya Ivan (Student MSW) Vinithy I

Dr. Gopakrishnan Pillai R

Dr. Prasad, SK

Dr. Sunil Kumar P

Saji P Jacob

Dr. Nisha Jolly Nelson

Sonali S

Jay D.C

Prasanna

Proceedings

Management representative & the vice principal of the college, Fr. Sabu P. Thomas welcomed all the members to the meeting. He introduced the newly appointed Principal Dr. Saji P. Jacob and the new IQAC coordinator Dr. Angelo Mathew to the meeting. A brief intro regarding both was provided for the local society representative Mr. Sonali Chandran. Fr. Sabu also acknowledged

the services of the previous principal Dr Jose Baban and IGAC Coordinator Dr Antony Palakkal.

Dr. Saji expressed his gratitude for the warm ~~and~~ welcome and appealed for full support from the steering comtee. for all the future endeavours of the college. He also placed on record his appreciation for the previous IGAC coordinator Dr Antony who led the college spiritedly during the last accreditation process. He wished Dr Angelo all the best in his efforts to fill the shoes of Dr. Antony.

Dr Angelo started by thanking everyone for their good wishes. He then went ahead & presented the need for revisiting the vision & mission of the college. He stated that a revision of the same is needed to accommodate the latest trends & developments happening in the academic & socio political world. The idea was well received by the committee members. They gave the green signal to Dr Angelo to kickstart his efforts in this direction. The steering committee also entrusted Dr Angelo to submit a proposal to institutionalise the endeavours of IGAC & make quality assurance a thrust in every legislative life.

The first IQAC coordinator
Dr. Aluka briefed the gathering regarding
the Quality Workshop on planning the
organized by the IQAC earlier this
month. She also informed the members
that as the outcome of the workshop
several officers were selected from
each department.

Date :- 28-7-2018

Time :- 2 p.m

Venue :- J.M. Hall

Agenda :- IQAC Steering Committee - IQAC Asst. Coordinator change and NIRF entry

Members Present

For Mr. P. Thomas A.D. LDs

Jasmine Sarah Alexander

Joy - D.C

Rahul A (MAHRM STUDENT) Rahul

Dr. Prakash Pillai R

Dr. Prasad, S.K

Dr. Sunil Kumar

Dr. Saji P Jacob

DR. NISHA JOLLY NELSON

Sunny Jose

Proceedings

The meeting started with a silent prayer. Principal Dr. Saji P. Jacob welcomed the steering committee members to the meeting. He informed the meeting regarding the change in IQAC Asst. coordinatorship. As requested by Dr. Nisha, she was relieved from the responsibility of IQAC coordinatorship due to the difficulty in managing workload. Dr. Jasmine Sarah Alexander from

the dept of Social work has assumed charge as the new IQAC assistant coordinator. Dr Jarmine was introduced to the steering comte members.

Dr Angelo presented the activities of the IQAC during the last academic year and read out the summary of IQAC meetings. He was applauded by the comte members for the effective leadership of IQAC. It was decided in the meeting that from now on participation must be ensured in the NIRE, RUSA and all such similar ranking frame works. Dr Angelo & Dr Jarmine will be in charge of completing the NIRE process of the year.

It was also decided to speed track the efforts to submit the AQARs that are due. Since the AQARs are moving to a new online platform, Dr Jarmine was entrusted with the duty of doing a comparative study between the old & new patterns and present the same before the faculty members.

IQAC STEERING COMMITTEE MEETING

Meeting No.: ~~NA~~

Time: 3.30pm to 4.00pm

Date: 16-08-2019

Venue: Principal's Chamber

Agenda: Annual Meeting of Steering Committee and Planning for NAAC visit

Details of Meeting:

The meeting began with a silent prayer. Dr. Saji, the Principal introduced the context of the meeting, which was preparation for NAAC visits. He described the challenges we faced in the current accreditation cycle. Fr. Sabu, Vice Principal, then talked about NAAC and our current position of our college with regard to scores and ranking. Dr. Jasmine, IQAC Coordinator, talked about the duties of steering committee members and our challenges ahead. She stated three tasks of the external members of the steering committee- representing the college, attending steering committee meetings when summoned and providing feedback for quality enhancement. The community representative, Mr. Sarath said that the Loyola institutions are a pride of the people of this locality and that he was aware of Loyola's extension work. He promised all cooperation. However, he requested for more information on the activities of the college as he was an outsider. Dr. Jasmine said that she would make it available to him. Fr. Cletus, Alumni and Employer representative, vouched all support. He said that as an employer his feedback would be limited as he had just one batch of students from HR. The student representative, Rahul, talked about mobilizing more involvement in documentation from students' part. Regular meetings of IQAC student charter would probably facilitate this. Arun, IQAC support staff, restated this need. The IQAC Coordinator said she would look into this. The meeting concluded at 4:15pm.

IQAC STEERING COMMITTEE

MEMBERS PRESENT

	MEMBERS PRESENT	DESIGNATION	SIGNATURE
1	Dr. Saji P. Jacob	Principal/ IQAC Chairperson	
2	Dr. (Fr.) Sabu P. Thomas	Management Representative	
3	Fr. Cletus Vincent	Director, Jubilee Hospital, Trivandrum (Alumni/Employer Representative)	
4	Mr. Mohanan R. Sarat Chandran Nair 9496204334	Cheruvackal Residence Association (CRA) President (Local Society Representative)	
5	Mr. Rahul A.	MAPM Student Batch 2018-20	
6	Dr. Sonny Jose	HoD, Social Work Department	
7	Dr. Prakash Pillai	HoD, Personnel Management Department	
8	Dr. Pramod S.K.	HoD, Psychology Department	
9	Dr. Nisha Jolly Nelson	HoD, Sociology Department	
10	Dr. Sunil Kumar P.	Librarian & IQAC Assistant Coordinator	
	Dr. Jasmine Sarah Alexander	IQAC Coordinator	
	Mr. Joy D.C	Administrative Staff Representative	
	Mr. Arun Gopinath	IQAC Support Staff	

DATE: 23-12-2021

VENUE: J.M. Hall

IQAC Steering Committee Meeting: SSR Submission

PARTICIPANTS

Dr. Nisha Jolly Nelson
 Fr. Sabu P. Thomas D.D.
 Dr. Saji P. Jacob
 Alan Berchmans
 Sneca Mathew
 Kaishnendu B
 Ranjit George of
 Louis Jose
 Dr. Sunil Kumar P
 Praveen Pillai R
 Joy. D. C.
 Aysha Areeba
 JESLINE MARIA MAMEN
 Dr. Jyoti Krishnaa
 Jasmine Sarah Alexander
 R. Soobchandon Nair CRA
 Prun Cooperatu

~~Dr. Nisha Jolly Nelson~~
~~Fr. Sabu P. Thomas D.D.~~
~~Dr. Saji P. Jacob~~
~~Alan Berchmans~~
~~Sneca Mathew~~
~~Kaishnendu B~~
~~Ranjit George of~~
~~Louis Jose~~
~~Dr. Sunil Kumar P~~
~~Praveen Pillai R~~
~~Joy. D. C.~~
~~Aysha Areeba~~
~~JESLINE MARIA MAMEN~~
~~Dr. Jyoti Krishnaa~~
~~Jasmine Sarah Alexander~~
~~R. Soobchandon Nair CRA~~
~~Prun Cooperatu~~

The steering committee meeting started with a silent prayer. Dr. Saji welcomed the members, appraising the status of NAAC work. We were about to submit the SSR within one week by month. We made significant progress. This meeting was officially summoned to evaluate and report the status.

Fr. Sabu introduced NAAC and the NAAC process, appreciating the joint efforts of all previous and present IQAC Coordinators, assistant coordinators and teams. He also appreciated the joint work of teachers and the IQAC Core team.

Fr. Ranjith went on to describe the SSR and the salient features of our SSR, OBE, ECE, 5 dimensions and the best practices - PIMER and ^{research} colloquium, renamed as Research Collective.

The importance of owning up by students were stressed the students by Dr. Sonny, Dr. Nisha and Jesline.

Miss. Prakash Sir talked about how everything written in SSR need not be by hearted, but we have to re-think at and reflect about every activity to place it within the vision, mission, OBE and ECE frameworks. Joylin Miss said that she learned a lot from the SSR review process - about the culture of the organization and how each activity is aligned to vision and mission. As a new teacher, it was off very ~~to~~ enlightening for her. Sunil Sir said that we have had a paradigm shift to the OBE framework, which has to be owned up by students. Peer teams will focus on students to see if they have owned absorbed what has been written in SSR. Joy Sir said that even in his absence, he was able to mobilize the documents and data required for SSR and hence he feels satisfaction.

The students shared their positive experiences about Loyola and renewed their commitment to the quality enhancement process at Loyola.

Mr. Saurabh, The patron of Christvickal Residence association expressed his pleasure at continually being part of Loyola extension activities, including the survey that was conducted recently by the college. He also feels happy that Loyola has started the Disaster Management course. His wife was alumni at Loyola in the 1980s. So he understood the contributions made by Loyola and offered all support.

The IQAC coordinator thanked all teachers, Mr. Saurabh and students. Jasmine concluded the session saying that she was happy to submit the SSR final report before the IQAC Steering committee and officially start preparations for NAAC peer team visit.