



Loyola College (Autonomous) Chennai – 600 034

Internal Quality Assurance Cell (IQAC)

Action Taken Report (ATR) for the Year 2015-16

The overall Action Taken Report on various activities of IQAC planned for the academic year 2015-16 was collated and placed before the official forum for the approval and for the documentation of the Action Taken Report. The following are the various quality initiatives from IQAC during the academic year 2015-16.

| Plan of action   | Details of Program  | Achievement of Quality Sustenance & Enhancement   |
|--|---|---|
| <p style="text-align: center;">Staff<br/>Orientation<br/>for<br/>Newly Joined<br/>And<br/>Junior Staff</p> | <p style="text-align: center;">Conducted from<br/>8<sup>th</sup> to 12<sup>th</sup><br/>June 2015</p> | <p>Staff were sensitized and oriented on the following themes:</p> <ul style="list-style-type: none"> <li>• History of Loyola College, Glories of Loyola, Roots, Heroes, and Vision.</li> <li>• Governance system – Faculty training, Evaluation, and tenure</li> <li>• Philosophy and characteristics of Jesuit Pedagogy</li> <li>• Social consciousness and higher education</li> <li>• Teacher as a Facilitator, Motivator and Enabler</li> <li>• Academic Integrity – Striving Towards Professional Excellence</li> <li>• Reaching out to Students for Outcome-based teaching</li> <li>• Educational Psychology</li> <li>• Dealing with the psychological needs of students</li> <li>• A discussion on “Is Social Media harming our mental health?”</li> <li>• Time Management</li> <li>• Testing and Evaluation</li> <li>• Enhancing the research profile through minor/major projects</li> <li>• Link Between Teaching &amp; Research</li> </ul> <p>The five days program were well received by the staff members, which gave a comprehensive understanding over the working environment of Loyola with its focus and expected outcomes to the newly joined and younger staff of Loyola during 2015-16.</p> |



| Plan of action             | Details of Program  | Achievement of Quality Sustenance & Enhancement  |
|----------------------------|---|--|
| Academic Staff Orientation | Conducted on 16 <sup>th</sup> and 17 <sup>th</sup> June 2015  | <p>Various Resource Persons shared their insights on Innovative pedagogical techniques in higher education:</p> <ul style="list-style-type: none"> <li>• "Desired Learning Focus" Dr. K. Kesavasamy, The Head, Academic Interface Programme, TCS.</li> <li>• Innovative Pedagogical Techniques in Higher Education, Mr.Sridhar Ganesh, The Chairperson, Management Development Centre, LIBA</li> <li>• Higher Education and Research – Trends and Challenges: Dr.Michael Arul Das, Former Head, Department of Endocrinology, University of Madras.</li> <li>• Striving Towards Professional Excellence Dr.I.Thiagarajan, Professor &amp; Dean of part-time Programme, LIBA</li> </ul> <p>Based on the insights obtained from the resource persons during the orientation, pedagogical changes with adequate support facilities experienced by the staff during the academic year.</p>  |
| Academic Audit             | Three preparatory meetings were organized to plan and execute the Academic Audit, with the members of the academic audit committee. Academic Audit was conducted on 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> August 2015 | <ul style="list-style-type: none"> <li>• Academic Audit was conducted to consider and review the mechanisms for monitoring and enhancing academic quality and standards which are necessary for achieving the stated aims and objectives and to comment on the extent to which systems in place and to reflect good practices in maintaining the quality.</li> <li>• 72 experts from various disciplines visited the departments and offered their insights.</li> <li>• Most of the External Audit members were highly appreciative of the commendable work on the college in facilitating effective learning, comprehensive and interactive learning environment and a fair evaluation system.</li> <li>• The audit report was made available to the department for further discussion and to respond to all the suggestions for better improvements. This exercise was followed by the restructuring of the curriculum from 2016.</li> </ul> |



| Plan of action | Details of Program   | Achievement of Quality Sustenance & Enhancement  |
|----------------|--|--|
| Open Forum     | <ul style="list-style-type: none"> <li>• Conducted the first Open Forum on 25th August 2015. 129 Students from Shift-I and 101 students from Shift-II attended the Open forum.</li> <li>• The second Open Forum for the academic year 2015-16 was conducted on 19<sup>th</sup>&amp; 20<sup>th</sup> January 2016.</li> <li>• 102 students from Shift-I and 142 students from Shift-II attended the Open Forum</li> </ul> | <p>Students raised the following queries and appropriate actions were taken:</p> <ul style="list-style-type: none"> <li>• Request for a common room for research scholars in the department<br/><i>Action Taken: Provision made in Library</i></li> <li>• Computers and printer not working, also no AC and fans in the Digital Library<br/><i>Action Taken: New systems installed/AC working/ Separate photocopy and DTP centre setup</i></li> <li>• PA system is very poor and the announcements are not reaching the students, particularly in Commerce block<br/><i>Action Taken: Now the PA system in all blocks are sufficiently audible</i></li> <li>• Attention on Wi-Fi reception<br/><i>Action Taken: Enhancing the Wi-Fi reception is prioritized and followed up block-wise, confirmation from Maintenance Manager</i></li> <li>• Renovation of Main Building – Secretary informed about the renovation plans and schedule of completion.</li> <li>• Various other matters on concerns on teaching, evaluation, and research were duly taken for further discussion at the officials level, accordingly, appropriate action was taken.</li> <li>• General concerns were raised by the students from both shifts to the management and proper steps have been taken to resolve them.</li> </ul> |
| Loyola Award   | IQAC organized the Loyola Award function on 15 <sup>th</sup> September 2015  | Mr.P.Sainath, a distinguished journalist received the Loyola award in recognition of his yeoman service in reporting agrarian crisis. He also gave a lecture-demo on People's Archive of Rural India (PARI).   |



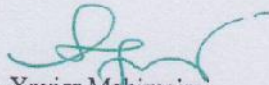
| Plan of action  | Details of Program   | Achievement of Quality Sustenance & Enhancement  |
|---|--|--|
| All India Survey on Higher Education                        | The report for the All India Survey on Higher Education was submitted on 8 <sup>th</sup> October 2015.   | <ul style="list-style-type: none"> <li>Data collated and submitted in time.</li> </ul>   |
| AQAR – Annual Quality Assurance Report                      | The Annual Quality Assurance Report (AQAR) was submitted to NAAC on 10 <sup>th</sup> October 2015  | <ul style="list-style-type: none"> <li>Data collated and submitted in time.</li> </ul>   |
| Springboard – Leadership Program for Quality Circle Members | <ul style="list-style-type: none"> <li>Four sessions on various themes of leadership were conducted on 26<sup>th</sup> August 2015, guest address Mr.MadhavaPriyan – Head – HR &amp; Organizational Development Flyjac Logistics Private Limited on the topic Discover A Leader in You.</li> <li>The second session of Springboard was conducted on 28<sup>th</sup> September 2015 - Mr.ParagKapadia, Management Advisor, and Mentor, KapitalKonnnect on the topic Creating Winning Ideas,</li> <li>The third session of Springboard was on 21<sup>st</sup> January 2016 on Emotional Quotient for Effective Leadership by Mr.Prince, Ms.Yazhini, and Ms.Christina, Counsellors of the College.</li> <li>The fourth session of Springboard was conducted on 5<sup>th</sup>, March2016 by Dr.A.XavierMahimairaj, Coordinator, IQAC. On the topic Leadership for Social Change.</li> </ul> | <ul style="list-style-type: none"> <li>Quality Circle members were trained on communicative, analytical skills that are required to emerge as a leader with sensitization on various social realities in the country.</li> </ul> |

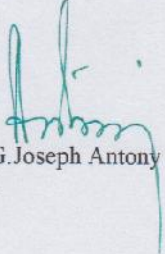


| Plan of action          | Details of Program   | Achievement of Quality Sustenance & Enhancement  |
|-------------------------|--|--|
| Workshop on Soft Skills | School of Human Excellence in collaboration with IQAC organised an International Conference 4 <sup>th</sup> Feb, 2016  | The workshop on “Revisiting Soft Skills Training in Higher Education” was organized by the IQAC on the second day of the conference. 42 participants from various colleges attended the programme. It gave them an orientation and hands-on experience in developing soft skill programmes at UG and PG level integrated with the curriculum.  |
| Staff Assessment        | <p>The First Staff Assessment for the academic year was conducted on 5<sup>th</sup> and 6<sup>th</sup> October 2015 and on 7<sup>th</sup> October for Defaulters.</p> <p>The Second Staff Assessment and the Exit Poll for Final Year Students for the academic year were conducted on 21<sup>st</sup> March 2016.</p> | <p>The collated report was given to the staff members by the Principal. The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies.</p> <p>Since the Staff Assessment was done online through ERP, the students could do the Staff Assessment and Exit Poll online during the specified days. Since this was the first time the assessment was done online, an initial pilot test phase was conducted with the class representatives before initiating the assessment full scale to all the students. Being the first time we also left the portal open to ensure the students were able to complete the Assessment and Exit Poll without any hassles.</p> |



| <b>Plan of action</b> | <b>Details of Program</b>  | <b>Achievement of Quality Sustenance &amp; Enhancement</b>  |
|-----------------------|--|---|
| Media Ranking         | Data submitted for various media ranking. The Week Survey Was submitted on 6 <sup>th</sup> April 2016. The India Today Survey for Best College Ranking in Arts, Commerce, and Science was submitted on 11 <sup>th</sup> April 2016 | The college was ranked based on the data submitted, which has been considered as one of the benchmarks for quality sustenance and enhancement.  |
| Feedback              | 1.Exit Poll from outgoing students was done along with staff assessment online.<br>2.Feedback from parents.  | The feedback were collated and taken for appropriate action.  |
| Stock Verification    | Conducted on 11 <sup>th</sup> April 2016 for Arts & Commerce departments and for Departments of Science Disciplines and Outreach on 12 <sup>th</sup> April 2016.   | The stock verification enabled the college to verify not only the ground balance but also to help the administration in achieving the larger objectives of inventory management. Stock verification is an important tool to have a database on resources and to prevent inefficient lock up of resources. |
| IQAC Meetings         | Six meetings with members of IQAC and Extended IQAC were conducted during the year to plan, execute and evaluate the quality initiatives of IQAC.  | Plan of action, Execution and follow up of the outcome for assurance of quality initiatives.  |
| Newsletter            | One of the regular activities of quality circle members  | Consolidation of various activities in a report form to be shared with the stakeholders of the college. It enhances the writing skills of the students and gives the platform to students to exhibit their creative writing.  |

  
Dr.A.Xavier Mahimairaj  
IQAC Coordinator

  
Rev.Dr.G.Joseph Antony Samy,S.J.  
Principal