



**Loyola College (Autonomous) Chennai – 600 034**  
**Internal Quality Assurance Cell (IQAC)**  
**Action Taken Report (ATR) for the Year 2017-18**

The overall action taken report was presented to the official forum to consolidate the various initiatives of IQAC for the academic year 2017-18. The following are the various quality initiatives from IQAC during the academic year 2017-18.

Plan of action	Details of Program	Achievement of Quality Sustenance & Enhancement
<p style="text-align: center;">Academic Staff Orientation</p>	<p style="text-align: center;">Conducted on 13<sup>th</sup> and 14<sup>th</sup> June 2017 on “Loyola in Higher Education – Yesterday, Today &amp; Tomorrow – Two Days of Reflection”</p>	<p>Various Resource Persons shared their insights on “Loyola in Higher Education – Yesterday, Today &amp; Tomorrow – Two Days of Reflection”.</p> <p>A panel discussion was conducted to take stock of where Loyola stands and where it wants to be placed with the focus of striving towards excellence.</p> <p>Staff were enlightened on the following themes by eminent academicians to motivate staff to strive for excellence.</p> <ul style="list-style-type: none"> <li>• Responsive Class Rooms: Role of Teacher, Dr.S.Siva Subramanian, Former Vice Chancellor, Bharathiar University.</li> <li>• Quality/Benchmarking Parameters for Autonomous Colleges in the Revised Accreditation Framework - Dr. B.S. Ponmudiraj, Deputy Adviser, NAAC</li> </ul>
<p style="text-align: center;">UGC Expert Committee Visit to Loyola College for Renewal of Autonomy</p>	<p style="text-align: center;">Three preparatory meetings were conducted.</p> <p style="text-align: center;">Two days of Peer team visit organized by IQAC on 20<sup>th</sup> &amp; 21<sup>st</sup> July 2017</p>	<ul style="list-style-type: none"> <li>• IQAC prepared a comprehensive report of the college for the last five years to get the Extension of Autonomy Status to Loyola College.</li> <li>• IQAC successfully organized the visit of UGC expert committee to evaluate the academic attainments of the college for the extension of autonomy status.</li> <li>• Dr.MeenakshiGopinath, who was the Chairperson of the committee, appreciated the documentation done by the IQAC and the overall coordination of the Expert Committee visit to Loyola.</li> <li>• The committee has commended so positively with high appreciation for various best practices of Loyola and recommended the extension of autonomous status till 2021</li> </ul>

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<p>Springboard – Preparing Leaders of Tomorrow. Program for Quality Circle Members</p>	<ul style="list-style-type: none"> <li>• Five sessions of springboard a leadership program was organized during the year by IQAC.</li> <li>• Inauguration of the Quality Circle for the academic year started with the First session on the topic “Discover a Leader in You” by Rev.Fr. A. Louie Albert, S.J. – Director, School of Service Learning was conducted on 17<sup>th</sup> August 2017.</li> <li>• The second session of Springboard on the topic “Integrity – Need of the Hour” by Dr.Bernard D’Sami – Coordinator, LISSTAR.</li> <li>• The Third Session of Springboard was on the theme “Creative Learning by Applying Smart Solutions” by C.A. Parag Kapadia, Proprietor KapitalKonnct.</li> <li>• The Fourth Session of Springboard on “Effective Communication” by Ms.Yazhini, Ms.Christina, and Mr.Kiran, Counselors.</li> <li>• The Fifth Session and the Valedictory function of Springboard on “Quality A Way of Life” by Dr.E.S.Sivashankar, Global Director, Kusakabe Kikai Co. LTD, Osaka Japan, Chairman – CKIPL India.</li> </ul>	<p>Quality Circle members were trained on various skill sets to emerge as an effective leader.</p>

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Open Forum	<ul style="list-style-type: none"> <li>• The first Open Forum for the academic year 2017-18 was conducted on 29th August 2017. 113 Students from Shift-I and 144 students from Shift-II attended the Open forum.</li> <li>• The second Open Forum for the academic year 2017-18 was conducted on 24th January 2018. 109 students from Shift-I and 140 students from Shift-II attended the Open Forum. All officials of the college were present to listen to the queries of the students and provided the platform to have an interface between students and administrators.</li> </ul>	<p>Students raised the following queries and the appropriate actions were taken:</p> <ul style="list-style-type: none"> <li>• Quality food served in canteen should be monitored. <i>Action Taken: "Eat Right" food court has come into operation and the concern has been rightly addressed.</i></li> <li>• Drinking water taps in Jubilee building, Main building and Cherio plant near administrative block should be maintained properly. <i>Action Taken: New taps were erected and new tumblers were made available to assure drinking water facility in all buildings.</i></li> <li>• Orientation to students on club activities <i>Action Taken: Dean office has conducted an orientation to all the 1<sup>st</sup> year students on Club activities and credit requirements.</i></li> </ul> <p>The overall report on the Open Forum was submitted to the officials to take appropriate actions on issues concerned to respective offices. Action required on policy matters were taken for a further policy decision.</p>
AQAR – Annual Quality Assurance Report	The Annual Quality Assurance Report (AQAR) was submitted to NAAC on 7 <sup>th</sup> September, 2017	Data collated and submitted in time as a measure of quality sustenance and enhancement.
All India Survey on Higher Education	The report for the All India Survey on Higher Education was submitted on 5 <sup>th</sup> February, 2018.	Data collated and submitted in time to fulfill the objective of MHRD on the consolidation of a report on Higher Education.
NIRF - National Institutional Ranking Framework	Details of our college were submitted to the Ministry of Human Resource Development on 4 <sup>th</sup> December, 2017	Data collated and submitted in time and the college was <b>ranked 6<sup>th</sup> in the category of colleges.</b>
Media Ranking	Data submitted for various media ranking. The Week Survey Was submitted on 20 <sup>th</sup> March 2018. The India Today Survey for Best College Ranking in Arts, Commerce, and Science was submitted on 14 <sup>th</sup> February, 2018.	The college was ranked based on the data submitted, which has been considered as one of the benchmarks for quality sustenance and enhancement.

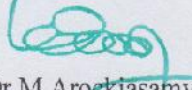
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<p style="text-align: center;">UGC sponsored State Level Seminar on Quality Assurance and Accreditation</p>	<p style="text-align: center;">Organised on 2<sup>nd</sup> March 2018</p> <p style="text-align: center;">Eminent speakers shared their insights with the participants drawn from various districts of the state</p>	<ul style="list-style-type: none"> <li>• IQAC Coordinators and Extended IQAC members from 36 institutions and 42 Extended IQAC members of Loyola attended the seminar. The seminar gave an opportunity to IQAC coordinators and Extended IQAC members to deliberate on building a quality culture in Higher Education institutions and to get a better understanding of the new framework and process of NAAC accreditation.</li> <li>• Dr.A.Xavier Mahimairaj, IQAC Coordinator, Loyola College and the Convener of the seminar explained the Dynamics of the seminar.</li> <li>• Rev. Fr. Christie P. Maria Joseph,S.J., Director, LIBA. The chief guest of the seminar enlightened the participants on “Challenges and Opportunities in Higher Education in India.”</li> <li>• Dr.B.S.Ponmudiraj, Deputy (Academic) Northern Region &amp; Regional Coordinator (i/c), Eastern Region, NAAC, Bangalore explained the “New Methodology of NAAC Assessment to Nurture Quality Assurance and Enhancement in Higher Education Institutions”.</li> <li>• The erudite panelists shared their insights on building a quality culture in higher education institution vizDr.L.S.Ganesh, Professor, Department of Management Studies,IIT, Madras spoke on “Building Quality Culture in Curriculum Development and Evaluation”, Dr.Sridhar Ganesh, Managing Director &amp; CEO, Adrenalin eSystems Limited, enlightened us on “Building Quality Culture in our approaches of Teaching and Learning Methodologies.” and Dr.T.Thyagarajan, Professor, Department of Instrumentation Engineering, MIT Campus, Anna University, shared his thoughts on “Building Quality Culture in Research and Governance”.</li> <li>• The overall feedback of the program was highly satisfactory with greater insights into the new frame of NAAC accreditation and assessment.</li> </ul>

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Orientation for Younger and Newly Appointed Staff	15 <sup>th</sup> July 2017	The IQAC conducted an orientation program for the younger staff on the theme "Experience of the College as an autonomous institution". This program was conducted to give the younger staff of the institution the knowledge and the awareness of the Autonomous status of a college. The session was steered by Dr. Bernard D'Sami, Coordinator LISSTAR, who was also the previous IQAC Coordinator
Staff Assessment	<ul style="list-style-type: none"> <li>• The First Staff Assessment for the academic year was conducted between 21<sup>st</sup> and 28<sup>th</sup> October 2017.</li> <li>• The Second Staff Assessment and the Exit Poll for Final Year Students for the academic year was conducted between 5<sup>th</sup> and 13<sup>th</sup> April 2018.</li> </ul>	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.
Feedback	<ol style="list-style-type: none"> <li>1.Exit Poll from outgoing students was done along with staff assessment online.</li> <li>2.Feedback from parents.</li> </ol>	The feedback were collated and taken for appropriate action.
Stock Verification	Conducted on 9 <sup>th</sup> April 2018 for Arts & Commerce departments and for Departments of Science Disciplines and Outreach on 12 <sup>th</sup> April 2018.	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	Eight 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.

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Staff Appraisal	26 <sup>th</sup> March - 5 <sup>th</sup> April 2018	<ul style="list-style-type: none"> <li>• Staff Appraisal/Peer Evaluation was conducted between 26<sup>th</sup> March and 5<sup>th</sup> April 2018.</li> <li>• Staff with less than 5 years of experience were evaluated by their peers (Senior Faculty), Heads of the Departments and self.</li> <li>• A consolidated report was presented to a jury for further evaluation.</li> <li>• A consolidated report of the evaluation was submitted to Rev.Fr.Secretary &amp; Correspondent and also shared with Madurai Jesuit Higher Education Commission.</li> </ul>
Academic Performance Indicator (API)	IQAC played a major role in the preparation of Academic Performance Indicator (9 <sup>th</sup> April 2018)	It was successfully implemented to get the response from the staff. The report was collated by IQAC and submitted to the management for incentives, awards & recognition.



Dr.A.Xavier Mahimairaj  
IQAC Coordinator



Rev.Dr.M.Aroekiasamy Xavier,S.J.  
Principal