



LOYOLA COLLEGE

(AUTONOMOUS)

NUNGAMBAKKAM, CHENNAI - 600 034.

TAMILNADU, INDIA

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Email : welcome@loyolacollege.edu

Web : www.loyolacollege.edu

IQAC Minutes of IQAC Meeting

3rd July 2015

Time: 10:30A.M.

Venue: JD Conference Hall

The meeting was attended by the following Members:

Rev.Dr.G.Joseph Antony Samy,S.J., Principal & Chairman
Prof.G.Ramamurthy, Deputy Principal
Dr.A.Xavier Mahimairaj, IQAC Coordinator
Prof.S.Pencier, Vice Principal (Administration Shift-1)
Dr.J.Dhanaraj, Vice Principal (Academics & Services)
Dr.R.Ravindhran, Dean of Research
Dr.Joe.G.M.Jesudurai, Dean of Sciences
Dr.A.Marcus, Dean of Arts
Prof.Henry Maria Victor, Dean School of Media Studies
Prof.Alston Rozario, Dean, School of Commerce & Economics

The meeting began with prayer by Dr.A.Marcus, Dean of Arts. Fr.Principal welcomed the members . The IQAC coordinator presented the preparation for the Academic Audit and the schedule of the academic audit.

The academic audit will focus on curriculum, teaching and evaluation methods exclusively. Department Heads are asked to identify 4 subject experts other than members of the board of studies and communicate the same to IQAC on or before 13th July 2015.

The panel will visit the department between 3rd and 5th August, 2015 to conduct the Academic Audit.

The IQAC coordinator explained the guidelines for the Academic Audit to be followed by the department, officials and experts and the members have approved the following modalities after a discussion.



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Guidelines to the Departments

1. Kindly make note of the time and date of the Academic Audit Team Visit.
2. The experts of Academic Audit Team are asked to be present in the college by 9:30 A.M. They will be available for the visit to the department from 10:05 A.M.
3. Each department is given 2 hours for the visit of the Academic Audit Team.
4. The Academic Audit Team will visit the departments of Shift-I and Shift-II separately.
5. The Academic Audit Team will visit the staff and students of Shift-II departments during the Shift-II timings.
6. We have already given them copies of syllabus and question papers of both internal and external examinations.
7. Kindly ensure a meeting of the staff of your department with the academic audit team, organise the meeting in such a manner that most of the members are able to attend the meeting.
8. After the meeting with the staff, kindly facilitate a meeting between Academic Audit Team and the students as per the choice of the team during major classes of UG and PG.
9. Kindly avoid organising refreshments for the Academic Audit Team since it is given to them by the college at the time of briefing in the principal's office.
10. The academic audit is on teaching, learning and evaluation only.
11. When the Academic Audit Team is interacting with the staff of your department, if it is absolutely necessary, you may clarify the queries raised by the team but kindly avoid defence and arguments.
12. Kindly make it available to the Academic Audit Team with any supportive materials used by the departments for teaching, learning and evaluation (handouts, assignments, charts, etc.)
13. The Academic Audit Team will provide a report and the same will be forwarded to the department by the IQAC.



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Guidelines to the Officials & Internal Academic Audit Members

1. Kindly take note of the allotted department, date and time of the visit of external team members to the department and accordingly please be available for the academic audit. Adjust your classes in such a way to make yourself available for the academic audit on the allotted days.
2. Kindly available in Life Hall at 9:45 am. The Coffee will be served from 9:30 am (Shift-I). Kindly be available in LIFE Hall at 1:30pm for the Academic Audit visit to the departments in Shift-II exclusively.
3. Kindly take the external members to the allotted department and accompany them during the academic audit.
4. If the team has to visit departments of both shift I and shift II, kindly accompany them for both visits.
5. Please Join for Lunch in Loyola Hostel along with external members.
6. Oversee the process of academic audit with minimum intervention from your side and intervene only when there is a need to assist the external members to get the required information and clarity. Facilitate the smooth conduct of academic audit with fruitful interaction of external members with staff and students.
7. As an internal member of the academic audit team, we request your specific observation, insight and feedback on the academic audit carried out in the department.



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Guidelines to the Academic Audit Team

1. Kindly report to LIFE hall in LIFE building adjacent to the administrative block as soon as you arrive at Loyola College.
2. Your team has been given two hours to visit the department to meet the staff.
3. Interact with the members of the staff of the department on the curriculum, learning and evaluation methods. Based on the background materials provided, you may ask for clarification, explanation and suggest alternatives.
4. You may meet any class of your choice; we suggest that you do this in consultation with the HOD concerned.
5. There will be a chairperson for each committee. The chairperson will prepare a report based on your interaction with the staff and students.
6. We would appreciate an objective report from you; hence kindly indicate the areas of strength, weakness and suggestions for improvement. We appreciate a report on specific concerns on a particular course and suggestions to address the same. Be critical on the methodology followed and base your recommendations based on your understanding on the following questions to assure the best teaching and learning environment in the college.



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Curriculum and Academic Programme

- a) Are the courses tailored to the desired student learning outcome?
- b) Are the courses current and relevant to the needs of the students?
- c) Is the curriculum tailored to meet the learning outcomes.
- d) Are the programmes linked with each other?
- e) Are the programmes relevant for UG and PG level?
- f) Are the text books and referral books relevant?

Quality of Teaching

- g) Are the teaching strategies relevant to the students learning needs?
- h) Is there any link to theory and practice?
- i) Does the faculty go beyond their means to be able to produce desired outcomes?
- j) Do they use teaching tools and technologies to make learning effective and more engaging?



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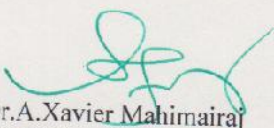
Evaluation

- k) Are the assessment strategies aligned to the desired student learning outcomes?
- l) What are the institutional policies with regard to giving feedback to students on assignments, projects and other course work?
- m) Does the question paper cover the entire syllabus?
- n) Is the question paper completely free from mistakes?

Learning Environment

- o) Are the learning facilities, labs and ICT resources readily available and accessible?
- p) Are the students and staff aware of such facilities?

The meeting ended at 12:00 noon.


Dr.A.Xavier Mahimairaj
IQAC Coordinator



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Minutes of IQAC Meeting

Date: 6th August 2015

Time: 11:30A.M.

Venue: JD Conference Hall

The meeting was attended by the following Members:

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

Prof.G.Ramamurthy, Deputy Principal

Prof.S.Pencier, Vice Principal (Administration Shift-1)

Dr.J.Dhanaraj, Vice Principal (Academics & Services)

Dr.R.Ravindhran, Dean of Research

Dr.Joe.G.M.Jesudurai, Dean of Sciences

Dr.A.Marcus, Dean of Arts

Prof.Henry Maria Victor, Dean of Media Studies

Dr.A.Xavier Mahimairaj, IQAC Coordinator

The meeting began with prayer by Prof.S. Pencier Vice Principal Shift-1. The IQAC coordinator presented the report of the proceedings and outcome of the academic audit with a PPT presentation.

In total 72 experts from various colleges rendered their support for the conduct of the Academic Audit on 3rd, 4th and 5th August, 2015.

Based on the guidelines given by IQAC experts visited all the departments accompanied by officials and interacted with students and staff.

In general external experts highly commended the curriculum, teaching and evaluation and other academic practices of the college.



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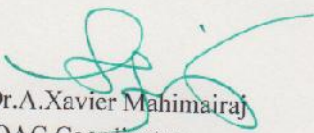
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The concerns and recommendations of the experts were made available to the departments for their perusal.

The consolidated report was prepared by the IQAC and presented.

The house appreciates the IQAC coordinator and his team for well organizing the Academic audit that took place on 3rd, 4th and 5th August, 2015.

The meeting ended at 12:30p.m.


Dr. A. Xavier Mahimairaj
IQAC Coordinator



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Minutes of IQAC Meeting

Date: 19th August 2015

Time: 12:20P.M.

Venue: JD Conference Hall

The meeting was attended by the following Members:

Prof.D. Christina Sagayamary, English, Dr. M. Arockiaraj Mathematics, Dr.G.Logeswar, Oriental Languages; Prof.P. Jaiprakash – Outreach, Dr.R.Ravindhrran - Plant Biology & Biotechnology, Dr. S. Pauline- Physics, Prof.T. Arokiya Mary- Physics, Prof.P. Mary Jessi Rani- Social Work, Prof.Browni Amutha-Sociology, Prof.S.A. Thiagarajan-Statistics , Dr. D. David Stanley-Tamil , Prof.L. Chinnappan Visual Communication. Prof.S.Remigius Mary-BBA & B.Com Corporate, Prof.M. Siva Kumar-Commerce, Prof.Josephine Snageetha – Commerce, Dr.S.Anuja, Chemistry, Prof.M.D. Anandaraj-Computer Science, Prof.V. Immanuel-English, Dr. Dorathy Pushparani -Food Chemistry and Food Processing, Prof.J. Maria Priya Foreign Languages – French, Prof.S.Matilda Nirmala Rani Mathematics, Prof.S.A.Nagarajan-MCA, Prof.A. Arokiaraj Media Arts ,Prof.P.Jenifer Udaya Plant Biology & Biotechnology , Prof.C. Joseph Prabagar Physics, Prof.M. Mary Jennifer-School of Human Excellence (29)

The meeting began with prayer by Dr.Dorathy Pushparani, Food Chemistry. The IQAC coordinator presented the report of the proceedings and outcome of the academic audit with a PPT presentation.

A total of 72 experts from various colleges took part in the conduct of the Academic Audit on 3rd, 4th and 5th August, 2015. The external experts highly commended the curriculum, teaching and evaluation and other academic practices of the college.

The IQAC Coordinator thanked all the External members for their support and active participation for the successful conduct of the academic audit. Their discussion on strategies to strengthen documentation and feedback mechanisms was initiated, members came up with many suggestions, the following two were taken for immediate consideration and implementation.

1. Update the profile of all the staff through ERP as and when a particular event/activity/achievement is completed by a staff member.
2. A periodical visit by IQAC to the departments to check the documentation at the department.

The meeting ended at 1:30p.m.


Dr.A.Xavier Mahimairaj
IQAC Coordinator



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Minutes of IQAC Meeting

Date: 7th September, 2015

Time: 10:30A.M.

Venue: JD Conference Hall

The meeting was attended by the following Members:

Rev.Dr.G.Joseph Antony Samy,S.J., Principal & Chairman
Prof.G.Ramamurthy, Deputy Principal
Dr.A.Xavier Mahimairaj, IQAC Coordinator
Prof.S.Pencier, Vice Principal (Administration Shift-1)
Dr.J.Dhanaraj, Vice Principal (Academics & Services)
Dr.R.Ravindhran, Dean of Research
Dr.Joe.G.M.Jesudurai, Dean of Sciences
Dr.A.Marcus, Dean of Arts
Prof.Henry Maria Victor, Dean School of Media Studies
Prof.Alston Rozario, Dean, School of Commerce & Economics
Prof.Rohert Bellarmine, Senior Professor

The meeting began with a prayer by Dr.A.Xavier Mahimairaj, IQAC Coordinator. The report on the Open Form Conducted by IQAC for students of Shift-1 and Shift-2 was presented by the IQAC coordinator.

129 Students from Shift-1 and 109 students from Shift-2 participated in the Open Forum.

Most of the students appreciated the management and various offices for the infrastructure provided and readiness in supporting the student's wellbeing.

Concerns were raised on certain issues which were recorded and sent to the officials for a follow up and further actions. Fr.Principal appreciated the IQAC Coordinator for the quality in which the entire Open Forum was conducted. Fr.Secretary urged the importance of action taken report on matters referred in the open Forum and he wanted the ATR to be read out in the next open forum meeting.

The meeting ended at 11:45 a.m.


Dr.A.Xavier Mahimairaj
IQAC Coordinator



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Minutes of IQAC Meeting

Date: 10th Oct 2015

Time: 10:30A.M.

Venue: JD Conference Hall

The meeting was attended by the following Members:

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

Prof.G.Ramamurthy, Deputy Principal

Dr.A.Xavier Mahimairaj, IQAC Coordinator

Prof.S.Pencier, Vice Principal (Administration Shift-1)

Dr.R.Ravindhran, Dean of Research

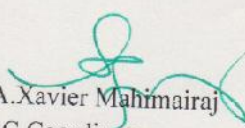
Dr.Joe.G.M.Jesudurai, Dean of Sciences

Dr.A.Marcus, Dean of Arts

The meeting began with a prayer by Dr.A.Marcus, Dean of Arts. The IQAC Coordinator presented the AQAR for approval from the members. The members have also discussed on the new restructuring proceedings and registered the following observations to the convener of the restructuring committee to consider appropriately. The Principal congratulated and appreciated the efforts of the IQAC for having organized the Loyola Award Ceremony.

Loyola Award 2015 was presented to Mr.P.Sainath, a distinguished journalist, a true crusader of agrarian workers of India. On the occasion Mr.P.Sainath gave a lecture demo of the People's Archive of Rural India (PARI) on Tuesday 15th September, 2015 at 3:15P.M in Bertram Hall. The program was well received and appreciated.

The meeting ended at 11:30a.m.


Dr.A.Xavier Mahimairaj
IQAC Coordinator



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Minutes of IQAC Meeting

9th March 2016

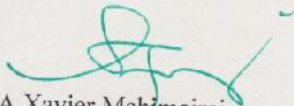
Time: 10:30A.M.

Venue: JD Conference Hall

The meeting was attended by the following Members:

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Dr.R.Ravindhran, Dean of Research
Dr.Joe.G.M.Jesudurai, Dean of Sciences
Dr.A.Marcus, Dean of Arts
Prof.Henry Maria Victor, Dean School of Media Studies
Dr.A.Xavier Mahimairaj, IQAC Coordinator

The meeting began with a prayer by Dr.J.Dhanaraj, Vice Principal (Academics & Services). The IQAC Coordinator presented the Open Forum report which was conducted for two days 19th January 2016 for Shift-1 and 20th January, 2016 for Shift-2. 102 Students from Shift-1 and 142 Students from Shift-2 attended the Open Forum. There were many appreciations for various activities of the college and measure taken by the management for the welfare of the students.. The Action Taken report from the previous Open Forum was presented to the students and officials. Fr.Principal appreciated the IQAC Coordinator for the quality in which the entire Open Forum was conducted. Based on the queries received on the second Open Forum officials are requested to do the needful. The All India Survey on Higher Education (AISHE) data was presented to the forum for approval and will be submitted on or before 30th March, 2016. The members discussed on the annual report AV format to be presented on the Annual Day. IQAC coordinator explained the various agenda to be included in the AV presentation. The IQAC Coordinator also briefed the members of the modalities of Staff assessment and Stock verification. The meeting ended at 1:15p.m.


Dr.A.Xavier Mahimairaj
IQAC Coordinator