



Extended IQAC Meeting 24th June 2019 – Minutes

Venue: JD Conference Hall

Time: 12:20 p.m.

Prayer: Song

Prof.D.Francis, Deputy IQAC Coordinator: Welcomed the Extended IQAC members and briefed them about the agenda of the meeting.

Dr.A.Xavier Mahimairaj, IQAC Coordinator: Welcomed and thanked the Extended IQAC members for extending their time for the meeting.

He also briefed them about the date of submission of data to NAAC and the plan is to submit the SSR before 15th September. The peer team is expected in November or by December if there is any delay.

We expect the Extended IQAC members to work as a TEAM, since the data needed and evidences to be produced and validated is robust and needs to be substantiated and authentic. The importance of cooperation of the students, parents, alumni and faculty is needed.

Presented the PPT with the roles and responsibilities of the IQAC Members and what they will be doing at the department level to collect data for the 4th Cycle of NAAC accreditation.

He explained how all the data should be submitted online and that it is compared with data from AISHE, AQAR and University Data. The data validation will be done by an external team, online evaluation 70% and Peer Judgment 30%. A quality report should be submitted which will be evaluated by the peer team.

Student Satisfaction Survey, is also a new feature of the NAAC reaccreditation, as soon as we submit the SSR the student satisfaction survey will be put into action. The data of the students should be submitted by the institutions and they will be contacted directly by NAAC. We will need your assistance with the student satisfaction survey.

15 days after we submit the IIQA, once it is accepted we have 45 Days to submit the SSR. If there is a 30% deviation of data in the SSR we will have to revalidate.

After the validation of data, the NAAC team will contact us about the convenient dates of visit. With 22 days from the date of the visit.

The 7 criterion of NAAC was presented to the Extended IQAC members.

We are going to submit data till 2018-19.

2012 Curriculum should be available on the website.

2016 Course Outcomes for all the courses under this year should be available, on the department webpage on the college website.

This should be presented to the students as well. Putting up a poster in the department will ensure this.

This task can be done only at the department level.

Teaching Learning Evaluation, has the highest score with 300 points, the profile of each professor has to be updated on our college website.

Evaluative Report of the Department was sent in the month of February 2019, and a reminder was sent in April and May 2019 as well. The evaluative report should be filled in by each department. Data or 2014-15 till 2018-19 is needed. The evidences should also be presented with this data. Soft copies can be sent to the IQAC, hard copies can be retained at the department.

Research Innovations, we require the Ph.D certificates of the faculty in your department.

Student Progression: Students who passed competitive exams, NET /SLET/ with evidences.

We are culling out data from all sources, ERP, other departments, the data that we require from the department we require your assistance.

If you have any difficulty do reach us and we will be able to assistance you at any time.

WE need the assistance of students, staff, parents, alumni and offices to consolidate the needed data for NAAC.

As of now we are at the top with 3.7. and under the new framework no college has got 3.6, this is a challenge for us.

So, everyone has to be involved in this academic exercise.

Please initiate the process today with the help of HOD.

We need the internship letters, and project letters along with the employer letters.

Few queries were raised about the student data and the form in which the data should be stored. The data is required from 2014-15 to 2018-19.

All the departments webpage should be updated, along with each staff's profile should be updated. The gallery of each of the department should also be updated.

IQAC clarified the queries of the Extended IQAC members.

Principal: I would like to congratulate the IQAC team for their work. I request you to shoulder the responsibility. I thank you for taking up this job, and I am sure that you will do very well. When Loyola is faced with challenged we always rise to the occasion. This exercise gives us chance to revisit our accomplishments.

I would suggest that you prepare a check list at the department level. Prepare a realistic deadline for your task and identify potential team members who will work with you who will do it by 15th of July, 2019.

If you face any issues or need any technical support, check and bring it to our attention. Once it is completed notify the IQAC coordinator about your progress.

We need to get involved and engaged, so that it becomes easy for us to complete the task. I am confident that you will be able to complete this task. Take up an individual commitment. Thank you.

Prof.D.Francis Xavier, Dy IQAC Coordinator: Vote of thanks.

Meeting ended at 1:15 P.M.


Dr.A.Xavier Mahimairaj
Coordinator


Prof.K.D. Francis Xavier
Dy. Coordinator



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IQAC Minutes 2nd July 2019

Time: 11:30 am

Venue: J.D. Conference Hall

The meeting started with a silent prayer and introduction by Dr.A.Xavier Mahimairaj IQAC Coordinator with a report on revised Accreditation frame work and data collected.

Coordinator has also informed the member's template, time frame for the submission of data with the required proof with IQAC office.

The members are deliberated on the modality of collection and collation of data.

Few constructive suggestion has been received accordingly members decided and agreed to extend cooperation to IQAC in this regard.

Rev.Fr. Principal requested all the members to concentrate on consolidate the data and to develop e-content.

Those Members who are in charge of various committees with regard to NAAC criteria have submitted their plans and briefed the members how much data has been collected and finalized so far.

Rev.Fr. Principal concluded the meeting with his appreciation and words of gratitude.


Dr.A. Xavier Mahimairaj
Coordinator


Prof. K.D. Francis Xavier
Dy. Coordinator



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IQAC Minutes 29th July 2019

Time: 11:30 am

Venue: J.D. Conference Hall

The meeting begin with salient prayer

Rev.Fr. Principal welcomed the members.


IQAC Coordinator has presented a report on data collection and thanked members for their cooperation and he requested the department which have not submitted the data in time to expedite the matter.

He brief the members on content for various Qualitative metrics and also informed the members of committee for the same they has to take up the job and complete on or before 7th August 2019.

Heads of the department and coordinators were asked to update the web page of the department.

The members have deliberated on various aspects of the quantitative and qualitative metrics and constructive suggestions were evolved to complete the process before the September 2019.

Fr. Principal thanked the members and meeting ended at 01:30 pm.


Dr.A. Xavier Mahimairaj
Coordinator


Prof. K.D. Francis Xavier
Dy. Coordinator



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Inaugural of Quality Circle and Spring Board – A Leadership Program

Venue: YD Hall

Date: 16/07/2019

Time: 11.30 a.m. to 01.00 p.m.

The *Inaugural of Quality Circle* and the *First Session* of the Springboard Programmes was conducted on July 16, 2019. Rev. Fr. A. Thomas, S.J., Principal, Loyola College, Rev. Fr. John Peter Suvik, S.D.B., Principal, Don Bosco MHSS, Red Hills, the Chief Guest, Dr. K.S. Antonysamy, Head, Department of English, Loyola College, Dr. Xavier Mahimairaj, IQAC Coordinator, Prof. Francis Xavier, Deputy IQAC Coordinator, IQAC staff and QC members were present for the inaugural.

Dr. Xavier Mahimairaj, IQAC Coordinator, welcomed the gathering and shared about the purpose of the Quality Circle and the responsibilities of the student members. Rev. Fr. A. Thomas, S.J., Principal addressed to the students on grasping every opportunity they find through Springboard Programme to mould themselves as leaders of tomorrow. Dr. K.S. Antonysamy, Head, Department of English introduced the chief guest/resource person, Rev. Fr. John Peter Suvik, S.D.B., Principal, Don Bosco MHSS, Red Hills. The chief guest talked to the students on the topic, "Finding a Leader in You", where he listed 10 habits that would make anyone a great leader. Prof. Francis Xavier, Deputy IQAC Coordinator, proposed the vote of thanks and the session came to a close at 01.00 p.m.


Dr. A. Xavier Mahimairaj
Coordinator


Prof. K.D. Francis Xavier
Dy. Coordinator

"Let Your Light Shine"



A REPORT OF THE NAAC: CONTENT REVIEW COMMITTEE MEETING

Date : 22/07/2019

Venue : Conference Hall

Time : 11:30a.m.

The following is the list of the Content Review Committee members:

Prof.D.Francis Xavier - Deputy IQAC Coordinator (Chairperson)

Dr.M.C.John Milton - Head, Adv. Zoology

Prof.S. AshwinParameshwar - English

Prof. Edward Sudhakar - Dean of Arts

Dr. Judith Vijaya - Chemistry

Dr.DorathyPushparani - Vice-Principal II

Dr. S. Sheela - Plant Biology

Dr. M. Annam Ragamalika - English

Prof. P. Mary Jessi Rani - Social Work

Dr. M. Gautaman - Sociology

Prof.Chithra Regis - V.P.Academics& Services

Prof. A. Annie Velma - SHE

Prof. J. Masilla Esther - SHE

The first meeting of the members of the Content Review Committee for NAAC Assessment and Accreditation process was held on July 22, 2019, at Conference Hall between 11.30 a.m. to 12.30 p.m.

Prof. Francis Xavier, Deputy IQAC Coordinator, welcomed the members and presented various committees instituted based on the seven criteria for NAAC Assessment. He also explained the role of the members and their task in reviewing the contents prepared for SSR submission.

The following guidelines are to be observed when reviewing the contents:

- ▶ Review of the content for appropriateness
- ▶ Addition or omission of information
- ▶ Focus on information to be highlighted
- ▶ Language embellishment

Dr. Xavier Mahimairaj, IQAC Coordinator, presented some of the write-ups and illustrated how they should go about with fine-tuning the content in terms of data and language.

Members of the Content Review Committee:

Criterion I: Curricular Aspects & Criteria II: Teaching-Learning and Evaluation

Prof. Edward Sudhakar - Dean of Arts

Dr.M.C.John Milton - Head, Adv. Zoology

Dr. M. Annam Ragamalika - English

Criteria III: Research Innovations and Extension & Criteria IV: Infrastructure and Learning Resources

Dr.DorathyPushparani - Vice-Principal II

Dr. Judith Vijaya - Chemistry

Dr. S. Sheela - Plant Biology

Criteria V: Student Support and Progression & Criteria VII: Institutional values and best practices

Prof.Chithra Regis - V.P.Academics& Services

Prof. A. Annie Velma - SHE

Prof. J. Masilla Esther - SHE

Criteria VI: Governance Leadership and Management

Prof. P. Mary Jessi Rani - Social Work

Dr. M. Gautaman - Sociology

Prof.S. AshwinParameshwar - English

The meeting came to a close at 12.30 p.m.



Dr Xavier Mahimairaj
IQAC Coordinator

Prof. Francis Xavier
Dy. IQAC Coordinator

Dr Prasanna Dean of Students: Last time there was only 1 faculty advisor the last time, now we have two shifts, so we have to increase the space as well. Since the Bertram Hall has various openings we can give one opening to one club. Keep facilities like projectors intact so they can explain well.

IQAC Coordinator: Each stall can have a display and the video or PPT can be presented in each club. One common wall can be present near the stage where all the activities can be presented.

Dr Prasanna: The video for each club was done earlier this year, we can use that.

IQAC Coordinator: Lets the club decide which has to be presented, so the clubs can decide on their video.

Dr. Gladston: What you prepare now can be used in the future as well.

Fr Principal: Thank you for making it for this meeting, I thank you for all the work done, some of you maybe new. The new comers need to have the complete knowledge of the previous 5 years, so that you can give them a historical insight of your respective club.

We have only 2 days this time compared to 3 days from the last time, in this short time we need to create a lasting impression. Take adequate time, be imaginative and creative in your presentation. In an age of Artificial Intelligence space should not be a constraint. Identify students who are dedicated to the clubs, work together with them. This an important task I want you to dedicate themselves.

Till the complete report is signed we will not do the last signing.

We need to show the team how it leads to student formation. Each club activity has to be linked to that idea. Thank you.

IQAC Coordinator: I thank you for accepting the role and coming for this meeting, please start the work from tomorrow, I will plan a core committee meeting this week. I am confident that we will do well.

Meeting ended at 4:10 pm


Dr.A.Xavier Mahimairaj
Coordinator


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Club Advisory Committee Meeting 21st Jan 2020

Venue: JD Conference Hall

Time: 03:30pm

The meeting started with a silent prayer.

IQAC Coordinator: Welcomed all the club advisors and presented the requirements for the clubs based on the revised framework. He said that with the robust system of NAAC, the data should be presented in an orderly manner.

He then invited Dr. Gladston Xavier to orient the clubs since he was part of the core team in the previous cycle.

Dr.Gladston: Last time we had an interesting show of events, the chairperson was 72 years old, but she did and she spent 2 hours at the exhibition.

For the last visit we had a stall setup with boards, each club had its board and display. This was the final event, we asked them to display the 5 year activities in a timeline.

2nd Panel was outstanding achievements, 3rd was the demonstration of the students. We had students giving witness to what they had done. We also had an 8minute documentary film and followed by the dance team.

This time we need to setup a little more. Now we have come a long way.

Now we need to showcase ourselves. We need to give our best effort. My suggestion is we have a lot of talent but very disorganized. If we are able to present ourselves in a proper pattern. As far as the reporting is concerned, I am sure each club has something to showcase, bring out the best from each department.

We need to be creative and come up with idea, the other highlight was the FM Radio, we had a plug and play which was playing programs live that impressed the team.

MRF: Do we have photos or videos of the previous visit, can you share those photos or videos it would help them better.



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IQAC Minutes 10th February 2020

Time: 11:30 am

Venue: J.D. Conference Hall

The meeting begin with salient prayer

IQAC Coordinator informed the members the SSR has been submitted on 10th January 2020 and thanked all members for their support for the preparation of SSR.


IQAC Coordinator has submitted the report on MOCK visit. The various recommendations of the mock peer team members were taken for discussion.

The members of the IQAC amend the changes suggested by the Mock Peer Team for the effective presentation to peer team members.

IQAC Coordinator has informed the members on the score of students satisfaction survey 3.56 out of 4.

Fr.Principal shared his final thoughts he urges the members that peer team visit that may happen even during the semester examination days. Hence, he requested the members to be ready for the peer team visit.


Dr.A. Xavier Mahimairaj
Coordinator


Prof. K.D. Francis Xavier
Dy. Coordinator