



Loyola College (Autonomous) Chennai – 600 034
Internal Quality Assurance Cell (IQAC)
Action Taken Report (ATR) for the Year 2018-19

The quality initiatives of IQAC and consolidated Action Taken Report for the academic year 2018-19. The report has been tabled for approval before the administrative senate.

Plan of action	Details of Program	Achievement of Quality Sustenance & Enhancement
Academic Staff Orientation	Conducted on 14 th June 2018	Various Resource Persons shared their insights on “Teaching and Learning in the Digital Age”. <ul style="list-style-type: none"> • <i>“Teaching Effectively: Reaching students of the digital age”</i>. Dr.L.S.Ganesh, Professor, Department of Management Studies, Indian Institute of Technology Madras, Chennai-36. • “Using Technology Inside and Outside the Classroom to Enrich the Learning, Experience” - Dr. M Shuaib Mohamed Haneef, H.O.D. i/c, Dept. of Electronic Media and Mass Communication, Pondicherry University • “Walking an extra mile for meaningful accompaniments and ways of facilitating Students of the digital age” - Mr.Sagaya Roy Anand, Consultant & Facilitator
Springboard – Preparing Leaders of Tomorrow. Program for Quality Circle Members	<ul style="list-style-type: none"> • Five sessions of springboard a leadership program was organized during the year by IQAC. The Inauguration and First Session of Springboard were conducted on 18th July 2018 on the topic “Discover a Leader in You” delivered by Dr.JesudossJayapaul, English Language Teaching Consultant. • The Second Session was conducted on 20th August 2018 on the topic “Emotional Quotient for Effective Leadership” facilitated by Rev.Fr.Sanjay,SDB, Head, Dept. of Psychology, Sacred Heart College, Thirupathur. 	Quality Circle members were trained to develop decision-making skills and sensitized on social sensitivity to emerge as responsible leaders.

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<p>Springboard – Preparing Leaders of Tomorrow. Program for Quality Circle Members</p>	<ul style="list-style-type: none"> • The Third Session of Springboard was held on 7th December 2018, on the topic “Awareness to Addiction” delivered by Ms.AnitaYazhini, Student Counselor. • The Fourth Session of the leadership program was conducted on 31stJanuary 2019 on the topic “Power Communication for Effective Leadership” by Dr.G.Immanuel, Head, Associate Professor, Department of English, AalimMuhammed Salegh College of Engineering. • The Fifth Session of Springboard was conducted on 6th March, 2019 on the topic “Social Leadership” by Dr.A.Xavier Mahimairaj, IQAC Coordinator 	<p>Quality Circle members were trained to develop decision-making skills and sensitized on social sensitivity to emerge as responsible leaders.</p>

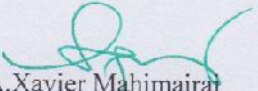
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<p style="text-align: center;">Faculty Development Program for Younger Staff</p>	<p>1st Session was organized on 19th July 2018</p> <p>2nd Session was organized on 21st August 2018</p> <p>3rd Session was conducted on 26th September 2018</p> <p>4th Session was conducted on 3rd December 2018</p> <p>5th Session on 8th February 2019</p> <p>6th Session was conducted on 5th March 2019</p>	<ul style="list-style-type: none"> • The IQAC conducted 6 sessions of Faculty Development Programme for younger staff on “Educational Technologies for Teachers”. At the end of the FDP, the participant teachers produced e-contents, especially videos of micro-teaching on their subjects. • 1st Session was organized on 19th July 2018 on the topic, “Teacher as a Facilitator, Motivator and Enabler”, by Dr. Joseph Jeyaraj, Former Head, Department of Commerce and “Understanding and Facilitating the Students of Digital Age” by Ms. Leema Peter, Psychologist. • 2nd Session was organized on 21st August 2018 on the topic “Using Technology Inside and Outside the Classroom to Enrich the Learning Experience” by Dr. A. Xavier Raj, Professor - Entrepreneurship Management & Chairperson - C.K. Prahalad Centre for Emerging India & Head - Loyola Inclusive Incubation Centre, LIBA. • 3rd Session was conducted on 26th September 2018, on the topic “Learning Management System (LMS) on Cloud” by Dr. Siluvai Raja, Trainer, Mentor and Researcher in MSME domain at Prof. C.K. Prahalad Centre for Emerging India, LIBA and Mr. Y. Amala Frank Jayaseelan, Coordinator of LIBA-Informatics Centre. • 4th Session was conducted on 3rd December 2018 and the 5th Session on 8th February 2019 on “Educational Technologies for Teachers – Developing E-content” by Dr. V. Ashok Immanuel, Associate Professor, Christ University, Bengaluru • 6th Session was conducted on 5th March 2019, where the faculty members presented their e-contents.

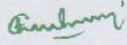
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<p style="text-align: center;">IQAC National Conference</p>	<ul style="list-style-type: none"> • Three preparatory meetings were conducted to organize the two days of conference on 23rd and 24th November 2018. • The vision of Jesuit Higher Education- Dr. Danis Ponniah, S.J., Provincial, Jesuit Madurai Province • Higher Education: Global Changes and Key Trends - Prof. (Dr.) G Gopa Kumar, Vice-Chancellor, Central University of Kerala. • Excellence in Higher Education & Building a Culture of Research in Higher Education Institutions - Dr. Shiv Visvanathan, Professor and Vice Dean, Jindal Global Law School. • Reforms In Higher Education In India: Policies/ Operational Aspects And Its Impact - Dr. G. Haragopal, Visiting Professor, National Law University, Bangalore, Former Professor of Political Science, Hyderabad Central University. • Roundtable discussion on Liberal arts 	<p>The conference brought together the stakeholders of higher education for two days to discuss innovative ideas, best practices, challenges, quality frameworks to assure the learning outcomes and policymakers to reflect on the implementation of reforms and recommendations evolved in the conference. The conference highlighted the gaps in higher education and came out with programmatic strategies to be considered for implementation.</p>

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Open Forum	<ul style="list-style-type: none"> The first Open Forum for the academic year 2018-19 was conducted on 24th August 2018. 149 Students from Shift-I and 201 students from Shift-II attended the Open forum. The second Open Forum for the academic year 2018-19 was conducted on 1st February 2019. 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. 	<p>Students raised the following queries and the appropriate actions were taken:</p> <ul style="list-style-type: none"> Widen the wicket gate <i>Action Taken: The Wicket gate has been widened to help students have convenient entry and exit.</i> PA systems in the classrooms need to be checked and maintained regularly <i>Action Taken: An overall check and rectification have been done to enhance the PA system in the college. Speakers have been replaced in Commerce & Economics Block.</i> CMS counter should be open for more hours <i>Action Taken: More options to pay fees through Paytm and Net-banking have been introduced</i> Based on the request from students a new pathway was created to connect the commerce block and playground
AQAR – Annual Quality Assurance Report	The Annual Quality Assurance Report (AQAR) was submitted to NAAC on 20 th September 2018	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 19 th January 2019.	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 5 th December 2018	Data collated and submitted in time and the college was ranked 6 th in the category of colleges.
Media Ranking	<ul style="list-style-type: none"> Data submitted for various media ranking. The Week Survey Was submitted on 5th March 2019. The India Today Survey for Best College Ranking in Arts, Commerce, and Science was submitted on 22nd December 2018. Heroes of Chennai was submitted on 24th October 2018. The college stood first in the Category of Education 	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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Staff Assessment	<ul style="list-style-type: none"> • The First Staff Assessment for the academic year was conducted between 27th September and 4th October 2018. • The Second Staff Assessment and the Exit Poll for Final Year Students for the academic year were conducted between 11th and 16th March 2019. 	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.
Stock Verification	Conducted on 25 th March 2019 for Arts & Commerce departments and for Departments of Science Disciplines and Outreach on 26 th March, 2019.	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.
Result Analysis Committee Report	IQAC played a vital role as a member of the results analysis committee to get observations and suggestions from the department, feedback from current students and feedback from alumni.	The consolidated report was prepared by IQAC with various recommendations. Major recommendations of the committee were approved by the administrative and official Senate of the college and implemented prospectively.
Feedback	<ol style="list-style-type: none"> 1.Exit Poll from outgoing students was done along with staff assessment online. 2.Feedback from parents. 	The feedback were collated and taken for appropriate action.
IQAC Meetings	6 meetings with members of IQAC and Extended IQAC members 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	25 th March and 3 rd April 2019	Staff Appraisal/Peer Evaluation was conducted between 25 th March and 3 rd April 2019. Staff with less than 5 years of experience were evaluated by their peers (Senior Faculty), Heads of the Departments and self. A consolidated report was presented to a jury for further evaluation. A consolidated report of the evaluation was submitted to Rev.Fr.Secretary & Correspondent
Sharing of Best Practices	<ul style="list-style-type: none"> • Visit of Officials from Jamal Mohamed College, Trichy 20 Dec 2018 • Visit of Officials from Xavier College Ahmadabad 25 to 28 March 2019 	<ul style="list-style-type: none"> • Delegates were informed on various systems in place in Loyola and best practices. • Service in the form of consultation was acknowledged with appreciation and thanks since it helped the institutions to develop appropriate systems and best practices for the institution.


 Dr.A.Xavier Mahimairaj
 IQAC Coordinator


 Rev.Dr.F.Andrew,S.J.
 Principal