



Loyola College (Autonomous) Chennai – 600 034
Internal Quality Assurance Cell (IQAC)
Action taken Report (ATR) for the Year 2014-15

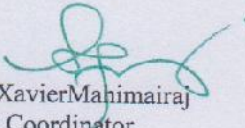
Details of the Action Taken Report by Internal Quality Assurance Cell, based on the academic planner, the conduct of various programs, action taken and outcome of the programs of IQAC placed before the official's forum for their approval and inclusion of the same in the college annual report. The following are the initiatives to sustain and to enhance the quality of the institution by IQAC.

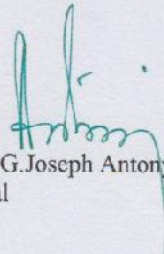
| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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| Staff Orientation for Newly Joined and Junior Staff | Conducted on 13th and 14th June 2014 | Staff were sensitized and oriented on the following themes: <ul style="list-style-type: none"> • Professional Ethics for teachers. • Characteristics of Jesuit Pedagogy • Composition of Loyola Students and Teaching at Loyola College – Challenges, Expectations • Student Development at Loyola • Importance of Research Initiatives – Writing Articles, Presenting Papers, and Research Focus |
| General Staff Orientation | Conducted on 16 th and 17 th June 2014 | Various Resource Persons shared their insights on innovation and excellence: <ul style="list-style-type: none"> • Padma Shri T. N. Manoharan, Chartered Accountant & former president of Institute of Chartered Accountants of India shared his insights on “Innovate and Excel”. • Dr. Ganesh I. S., Professor & Dean, IIT, Madras “Individual and Collective Responsibilities towards College of Excellence” • Dr. Edamana Prasad, Associate Professor, Department of Chemistry, IIT Madras, “Outcome Based Teaching” • Rev. Dr. Jerry Rosario, S.J. Theologian, Pastor, Writer, Social Activist and a Civil Lawyer “Academic Integrity to strive for Excellence” |
| Administrative Staff Orientation On Administrative Excellence | Conducted on 5 th July 2014 and 17 th November 2014 | The administrative staff were oriented on: Collaborate, Create & Connect to Excel in Excellence by Rev. Dr. Jerry Rosario, S.J. and the Human Resources Team of Loyola College. |

| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
|---|--|--|
| Open Forum | <p>Conducted on 6th August 2014</p> <ul style="list-style-type: none"> • 121 Students from Shift-I and 113 students from Shift-II attended the Open forum. • The second Open Forum for the academic year was conducted on 21st January 2015. • 87 students from Shift-I and 98 students from Shift-II attended the Open Forum | <ul style="list-style-type: none"> • Queries of students were clarified in the open forum itself. • Concerns related to infrastructure were addressed. • The overall report on Open Forum was submitted to the officials to take appropriate actions on issues concerned to respective offices. • Action required on policy matters was taken for a further policy decision. |
| All India Survey on Higher Education | The report for the All India Survey on Higher Education (AISHE) was submitted on 2nd September 2014 | Data collated and submitted in time to fulfill the objective of MHRD on the consolidation of a report on Higher Education. |
| AQAR – Annual Quality Assurance Report | The Annual Quality Assurance Report (AQAR) was submitted to NAAC on 4 th September 2014 | Data collated and submitted in time as a measure of quality sustenance and enhancement. |
| Springboard – Preparing Leaders of Tomorrow. Program for Quality Circle Members | <p>Threesessions on various themes of leadership were conducted.</p> <ul style="list-style-type: none"> • The first session was conducted on 12th September 2014, guest address ParagKapadia, Founder Proprietor - KapitalKonnnect • The second session of Springboard was on 28th November 2014 - Prof.A. Victor ValanArasan and Prof.S. Peter from School of Human Excellence • The third session of Springboard was on 23rd January 2015 on Transformational Leadership by Mr.PradeepRajadas founder of social.in | Students were sensitized on various qualities and skill sets of successful leaders. A training session was given to the quality circle members to become successful leaders. |

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| Celebration of College of Excellence | The IQAC organized the Celebration of College of Excellence Status on 27 th September 2014 | <ul style="list-style-type: none"> • Prof.H.Devaraj, Vice Chairman, UGC. Graced the occasion with his presence. The celebrations consisted of various cultural programmes, fun activities, games, and stalls for the members of staff and their family to share this joyous occasion with the college. The occasion concluded with a dinner for the staff and their families. • IQAC arranged a series of meetings for the successful conduct of the celebration of the award of College of Excellence. • It was organized as it was planned that gave a morale boost to the Loyola fraternity with a great sense of pride of new status and recognition. |
| Staff Assessment | <ul style="list-style-type: none"> • The First Staff Assessment for the academic year was conducted on 9th, 10th and 11th October 2014 and on 13th October for Defaulters. • The Second Staff Assessment and the Exit Poll for Final Year Students for the academic year was conducted on 19th and 20th March 2015 and on 23rd March 2015 for Defaulters | <ul style="list-style-type: none"> • 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. |
| Staff Orientation for Newly Joined and Younger Staff | Neuro-Linguistic Programming (NLP) was conducted on 6 th and 7 th February 2015 | It gave a set of skills that can be used practically for various positive advantages and to influence positively the situations and people. The participants were trained to develop Effective Communication skills, Interpersonal and rapport Building skills, Practical tools to manage their emotional state, Effective ways to positively influence people. The program was conducted by Prof. Arul Raja from St. Joseph Institute of Business Administration. |

| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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| Media Ranking | <ul style="list-style-type: none"> • Data submitted for various media ranking. • The Week Survey Was submitted on 8th April 2015. • The India Today Survey for Best College Ranking in Arts, Commerce, and Science was submitted on 16th April 2015 | The college was ranked based on the data submitted, which has been considered as one of the benchmarks for quality sustenance and enhancement. |
| Feedback | <ol style="list-style-type: none"> 1.Exit Poll from outgoing students 2.Feedback from parents | The feedback were collated and taken for appropriate action. |
| Stock Verification | Conducted on 10 th April 2015. | 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 | Five 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.XavierManimairaj
 IQAC Coordinator


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



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 |
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| <p style="text-align: center;">Staff Orientation for Newly Joined And Junior Staff</p> | <p style="text-align: center;">Conducted from 8th to 12th June 2015</p> | <p>Staff were sensitized and oriented on the following themes:</p> <ul style="list-style-type: none"> • History of Loyola College, Glories of Loyola, Roots, Heroes, and Vision. • Governance system – Faculty training, Evaluation, and tenure • Philosophy and characteristics of Jesuit Pedagogy • Social consciousness and higher education • Teacher as a Facilitator, Motivator and Enabler • Academic Integrity – Striving Towards Professional Excellence • Reaching out to Students for Outcome-based teaching • Educational Psychology • Dealing with the psychological needs of students • A discussion on “Is Social Media harming our mental health?” • Time Management • Testing and Evaluation • Enhancing the research profile through minor/major projects • Link Between Teaching & Research <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> |

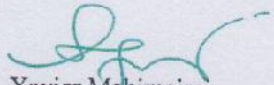
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|----------------------------|---|--|
| Academic Staff Orientation | Conducted on 16 th and 17 th June 2015 | <p>Various Resource Persons shared their insights on Innovative pedagogical techniques in higher education:</p> <ul style="list-style-type: none"> • "Desired Learning Focus" Dr. K. Kesavasamy, The Head, Academic Interface Programme, TCS. • Innovative Pedagogical Techniques in Higher Education, Mr.Sridhar Ganesh, The Chairperson, Management Development Centre, LIBA • Higher Education and Research – Trends and Challenges: Dr.Michael Arul Das, Former Head, Department of Endocrinology, University of Madras. • Striving Towards Professional Excellence Dr.I.Thiagarajan, Professor & Dean of part-time Programme, LIBA <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 rd , 4 th , and 5 th August 2015 | <ul style="list-style-type: none"> • 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. • 72 experts from various disciplines visited the departments and offered their insights. • 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. • 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. |

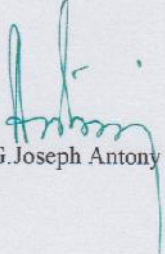
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| Open Forum | <ul style="list-style-type: none"> • Conducted the first Open Forum on 25th August 2015. 129 Students from Shift-I and 101 students from Shift-II attended the Open forum. • The second Open Forum for the academic year 2015-16 was conducted on 19th& 20th January 2016. • 102 students from Shift-I and 142 students from Shift-II attended the Open Forum | <p>Students raised the following queries and appropriate actions were taken:</p> <ul style="list-style-type: none"> • Request for a common room for research scholars in the department <i>Action Taken: Provision made in Library</i> • Computers and printer not working, also no AC and fans in the Digital Library <i>Action Taken: New systems installed/AC working/ Separate photocopy and DTP centre setup</i> • PA system is very poor and the announcements are not reaching the students, particularly in Commerce block <i>Action Taken: Now the PA system in all blocks are sufficiently audible</i> • Attention on Wi-Fi reception <i>Action Taken: Enhancing the Wi-Fi reception is prioritized and followed up block-wise, confirmation from Maintenance Manager</i> • Renovation of Main Building – Secretary informed about the renovation plans and schedule of completion. • 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. • General concerns were raised by the students from both shifts to the management and proper steps have been taken to resolve them. |
| Loyola Award | IQAC organized the Loyola Award function on 15 th 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). |

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

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| Workshop on Soft Skills | School of Human Excellence in collaboration with IQAC organised an International Conference 4 th 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 5th and 6th October 2015 and on 7th October for Defaulters.</p> <p>The Second Staff Assessment and the Exit Poll for Final Year Students for the academic year were conducted on 21st 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> |

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| Media Ranking | Data submitted for various media ranking. The Week Survey Was submitted on 6 th April 2016. The India Today Survey for Best College Ranking in Arts, Commerce, and Science was submitted on 11 th 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. 2.Feedback from parents. | The feedback were collated and taken for appropriate action. |
| Stock Verification | Conducted on 11 th April 2016 for Arts & Commerce departments and for Departments of Science Disciplines and Outreach on 12 th 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. |


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Action Taken Report (ATR) for the Year 2016-17

The overall Action Taken Report on various activities of IQAC planned for the academic year 2016-17 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 2016-17.

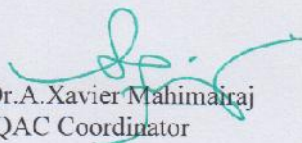
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| <p style="text-align: center;">Staff Orientation for Newly Joined and Junior Staff</p> | <p style="text-align: center;">Conducted from 6th to 10th June 2016</p> | <p>Staff were sensitized and oriented on the following themes:</p> <ul style="list-style-type: none"> • Jesuit Vision of Education. • Effective Teaching and Learning • Teaching for Transformation • Emotional Quotient for Teachers • Workshop on using “Smart Board” • Understanding Today’s Youth • Testing and Evaluation • Governance System – Faculty training, Evaluation, and tenure • Enhancing the Research Profile through Minor/Major Projects • Research Experience Sharing <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 2016-17.</p> |
| <p style="text-align: center;">Academic Staff Orientation</p> | <p style="text-align: center;">Conducted on 14th and 15th June 2016</p> | <p>Various Resource Persons shared their insights on Students Centrality: A Panel Discussion was conducted followed by a group discussion to get the suggestions from members for the assurance of students centered approach in Loyola. The opinions and suggestions on the following were collated and strategized for implementation to fulfill the student centrality in Loyola.</p> <ol style="list-style-type: none"> 1. What are the diverse sets of needs of your students that you have observed in the class? 2. How can you meet their needs? 3. What are the existing resources/system available that support you in meeting the student’s needs? 4. What are the additional resources/system that you need to meet the student’s needs? |

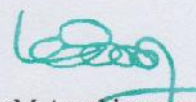
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| <p>New Education Policy – A One-Day Deliberation on Draft of New Education Policy</p> | <p>6th August 2016</p> | <ul style="list-style-type: none"> • Eminent speakers from academia and activists in education participated to give their insights on the New Education Policy – Draft. • Higher Education in NEP: Prof. VenkateshAthreya, Former Registrar, Bharathidasan University • Unpacking the NEP-2016: Mr. Prince GajendraBabu, State Platform for Common School System, Tamil Nadu • Political Background of NEP:Mr.Ki.Venkatraman, Social Activist • Based on the insights staff members deliberated on the New Education Policy and came up with recommendations to be sent to MHRD. The session was moderated by • Dr.V.VasanthiDevi,Former Vice-Chancellor, ManonmaniamSundaranar University on recommendations and concluded with her insights on “How an education policy ought to be in contemporary India?” |

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| Open Forum | <ul style="list-style-type: none"> • Conducted on 30th August 2016. • 131 Students from Shift-I and 212 students from Shift-II attended the Open forum. • The second Open Forum for the academic year 2016-17 was conducted on 2nd March 2017. • 83 students from Shift-I and 131 students from Shift-II attended the Open Forum | <p>Students raised the following queries and the appropriate actions were taken:</p> <ul style="list-style-type: none"> • Students restrooms should be maintained well <i>Action Taken: Restrooms are under maintenance with ACS company group, which are periodically checked and kept neat and tidy.</i> • Improve Bertram Hall audio system with better acoustics <i>Action Taken: Revamping the audio system at Bertram, is taken up as a project and a team is working on the same</i> • Washroom in sports ground needs improvement. <i>Action Taken: Renovated with additional facilities</i> • Wi-Fi to students to be strengthened and data limit to be increased. <i>Action Taken: Wi-Fi strengthened from 100Mbps to 200 Mbps. Data limit has been increased for UG and PG students from 1GB to 2 GB per day. Hotspots have been enabled in the Jubilee building to improve signal quality</i> <p>Various other queries were collated and presented in the official forum for further follow up and action.</p> |
| E-Content Workshop for Staff | 31 st September and 1 st October 2016 | This workshop primarily aims to sensitize the dynamics of E-content creation and produce a sample E-content in the form of the short learning object. It specifically aims at developing the skills of writing for E-learning text and script for the video lecture. Dr.P.Malliga, Associate Professor & Head, i/c, Centre for Educational Media and Technology, National Institute of Technical Teachers Training and Research, (NITTTR) was the resource person. The staff were encouraged to come out with e-content and e-content was created successfully. |
| All India Survey on Higher Education | The report for the All India Survey on Higher Education was submitted on 13 th January 2017. | Data collated and submitted in time. |

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| AQAR – Annual Quality Assurance Report | The Annual Quality Assurance Report (AQAR) was submitted to NAAC on 29 th September 2016 | Data collated and submitted in time. |
| Springboard – Leadership Program for Quality Circle Members | <ul style="list-style-type: none"> • Three sessions on various themes of leadership were conducted on 22nd August 2016, guest address Mr. Jesuraj Prince Jayachandran – Student Counsellor On the Topic - Discover A Leader In You. • The second session of Springboard was on 16th February 2017 - Mr. Parag Kapadia, Management Advisor, and Mentor, KapitalKonnnect on the topic Decision Making Skills. • The third session of Springboard was on 17th March 2017 by Dr. Bernard D' Sami on Leadership for Social Change. | Quality Circle members were trained to develop decision-making skills and sensitized on social sensitivity to emerge as responsible leaders. |
| Staff Assessment | <ul style="list-style-type: none"> • The First Staff Assessment for the academic year was conducted between 10th and 20th October 2016. • The Second Staff Assessment and the Exit Poll for Final Year Students for the academic year was conducted between 22nd March and 4th April 2017. | 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. |

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|---|---|---|
| NIRF - National Institutional Ranking Framework | Details of our college was submitted to the Ministry of Human Resource Development on 19 th December 2016 | Data collated and submitted in time and the college was ranked 2 nd in the category of colleges. |
| Media Ranking | Data submitted for various media ranking. <ul style="list-style-type: none"> The Week Survey Was submitted on 24th March 2017. The India Today Survey for Best College Ranking in Arts, Commerce, and Science was submitted on 15th February 2017. | 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. 2.Feedback from parents. | The feedback were collated and taken for appropriate action. |
| Stock Verification | Conducted on 10 th April 2017 for Arts & Commerce departments and for Departments of Science Disciplines and Outreach on 11 th April 2017. | 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 | Four 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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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 13th and 14th June 2017 on “Loyola in Higher Education – Yesterday, Today & Tomorrow – Two Days of Reflection”</p> | <p>Various Resource Persons shared their insights on “Loyola in Higher Education – Yesterday, Today & 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"> • Responsive Class Rooms: Role of Teacher, Dr.S.Siva Subramanian, Former Vice Chancellor, Bharathiar University. • Quality/Benchmarking Parameters for Autonomous Colleges in the Revised Accreditation Framework - Dr. B.S. Ponmudiraj, Deputy Adviser, NAAC |
| <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 20th & 21st July 2017</p> | <ul style="list-style-type: none"> • IQAC prepared a comprehensive report of the college for the last five years to get the Extension of Autonomy Status to Loyola College. • IQAC successfully organized the visit of UGC expert committee to evaluate the academic attainments of the college for the extension of autonomy status. • 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. • The committee has commended so positively with high appreciation for various best practices of Loyola and recommended the extension of autonomous status till 2021 |

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| <p>Springboard – Preparing Leaders of Tomorrow. Program for Quality Circle Members</p> | <ul style="list-style-type: none"> • Five sessions of springboard a leadership program was organized during the year by IQAC. • 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 17th August 2017. • The second session of Springboard on the topic “Integrity – Need of the Hour” by Dr.Bernard D’Sami – Coordinator, LISSTAR. • The Third Session of Springboard was on the theme “Creative Learning by Applying Smart Solutions” by C.A. Parag Kapadia, Proprietor KapitalKonnct. • The Fourth Session of Springboard on “Effective Communication” by Ms.Yazhini, Ms.Christina, and Mr.Kiran, Counselors. • 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. | <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"> • 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. • 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. | <p>Students raised the following queries and the appropriate actions were taken:</p> <ul style="list-style-type: none"> • 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> • 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> • Orientation to students on club activities <i>Action Taken: Dean office has conducted an orientation to all the 1st year students on Club activities and credit requirements.</i> <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 th 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 th 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 th December, 2017 | Data collated and submitted in time and the college was ranked 6th in the category of colleges. |
| Media Ranking | Data submitted for various media ranking. The Week Survey Was submitted on 20 th March 2018. The India Today Survey for Best College Ranking in Arts, Commerce, and Science was submitted on 14 th 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. |

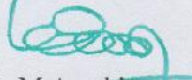
| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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| <p style="text-align: center;">UGC sponsored State Level Seminar on Quality Assurance and Accreditation</p> | <p style="text-align: center;">Organised on 2nd 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"> • 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. • Dr.A.Xavier Mahimairaj, IQAC Coordinator, Loyola College and the Convener of the seminar explained the Dynamics of the seminar. • 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.” • Dr.B.S.Ponmudiraj, Deputy (Academic) Northern Region & 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”. • 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 & 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”. • The overall feedback of the program was highly satisfactory with greater insights into the new frame of NAAC accreditation and assessment. |

| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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| Orientation for Younger and Newly Appointed Staff | 15 th 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"> • The First Staff Assessment for the academic year was conducted between 21st and 28th October 2017. • The Second Staff Assessment and the Exit Poll for Final Year Students for the academic year was conducted between 5th and 13th April 2018. | 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"> 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. |
| Stock Verification | Conducted on 9 th April 2018 for Arts & Commerce departments and for Departments of Science Disciplines and Outreach on 12 th 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. |

| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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| Staff Appraisal | 26 th March - 5 th April 2018 | <ul style="list-style-type: none"> • Staff Appraisal/Peer Evaluation was conducted between 26th March and 5th April 2018. • 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 and also shared with Madurai Jesuit Higher Education Commission. |
| Academic Performance Indicator (API) | IQAC played a major role in the preparation of Academic Performance Indicator (9 th 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



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 |
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| 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. |

| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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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> |

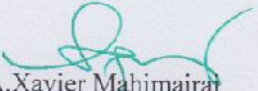
| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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| <p style="text-align: center;">Faculty Development Program for Younger Staff</p> | <p>1st Session was organized on 19th July 2018</p> <p>2nd Session was organized 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. CK 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. |

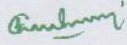
| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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| <p style="text-align: center;">IQAC National Conference</p> | <ul style="list-style-type: none"> • Three preparatory meetings were conducted to organize the 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> |

| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
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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. |

| Plan of action | Details of Program | Achievement of Quality Sustenance & 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"> Exit Poll from outgoing students was done along with staff assessment online. 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. |

| Plan of action | Details of Program | Achievement of Quality Sustenance & Enhancement |
|---------------------------|---|--|
| 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