

## 27<sup>th</sup> IQAC MEET

Date: 01.07.2020

### Agenda

1. Evaluation of Internal Assessment
2. Marks of Pre- Internship and Internship
3. MA Education: Sessional Tests, Dissertation
4. B. Ed Syllabus 2019
5. Request: Webinar, Article, Books, etc.
6. Uniform
7. One additional Responsibility for Each Staff
8. Any Other

**Signature of Co-ordinator**

**IQAC COORDINATOR**  
Loyola College of Education  
Namchi, SIKKIM- 737126

**Chairperson  
Principal**

**Loyola College of Education  
Namchi- 737126, South Sikkim**



## IQAC MEETING ATTENDANCE

Date: 01.07.2020

Sl. No.	N A M E	Designation	Signature
01	Fr. Dr. Francis AV, SJ	Chairperson	
02	Fr. Paulose, SJ	Member	Ab
03	Fr. Dr Donatus Kujur, SJ	Member	Ab
04	Dr. Sandhya Rai	Coordinator	
05	Dr. Sebastian VJ	Member	
06	Ms. Julie Chhetri	Member	
07	Ms. Roshni Sharma	Member	
08	Ms. Nazma Gollay	Member	
09	Mr. Shiva Kr. Shrestha	Member	
10	Dr. Bina Pradhan	Member	Ab
11	Mr. Patrick Rai	Member	
12	Mr. Sonam Tashi Bhutia	Member	
13	Mr. D.K. Rai	Member	

## 27<sup>th</sup> IQAC MEET

Date: 01.07.2020

### Minutes of the Meeting

1. Date was fixed for the submission of internal assessment for the 1<sup>st</sup> semester students.
2. Date of the submission of FBA for 402 was finalised. Decision taken for the date to submit the Pre-internship marks and Internship to be completed within a month.
3. The Sessional Test of 2<sup>nd</sup> and 4<sup>th</sup> Semester were discussed and decision was taken that students have to submit their assignments. The 4<sup>th</sup> Semester students also have to submit their assignments. The 4<sup>th</sup> semester students have to complete their dissertation offline/online.
4. Fr. Francis requested the members to spend lockdown/unlock time fruitfully by attending webinar, writing articles and books.
5. All the members are happy with the uniform and the same uniform will be continued.
6. Fr. Francis requested the members to take up one additional responsibility.
7. Fr. Francis inform the members that there will be an additional infrastructure; a building between the college and hostel for men.
8. Fr. Francis informed the members for advertisement for M. Phil/Ph. D courses.

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## 28<sup>th</sup> IQAC MEET

Date: 22.12.2020

### Agenda

1. Confirmation of 7 Assistant Professors
2. Even Semester Results
3. Ph. D Programme
4. State Teacher Educators' Conference
5. Orientation Programme on Implementation and Assessment of UAP in the light of Vision and Mission of LCE.
6. Alumni
7. Uniform
8. Any other

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Principal

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## IQAC MEETING ATTENDANCE

Date: 22.12.2020

Sl. No.	N A M E	Designation	Signature
01	Fr. Dr. Francis AV, SJ	Chairperson	
02	Fr. Paulose, SJ	Member	
03	Fr. Dr Donatus Kujur, SJ	Member	
04	Dr. Sandhya Rai	Coordinator	
05	Dr. Sebastian VJ	Member	
06	Ms. Julie Chhetri	Member	
07	Ms. Roshni Sharma	Member	
08	Ms. Nazma Gollay	Member	
09	Mr. Shiva Kr. Shrestha	Member	
10	Dr. Bina Pradhan	Member	
11	Mr. Patrick Rai	Member	
12	Mr. Sonam Tashi Bhutia	Member	
13	Mr. D.K. Rai	Member	

## 28<sup>th</sup> IQAC MEET

Date 22.12.2020

### Minutes of the Meeting

1. The IQAC meeting began with the prayer by the Chairperson. Minutes of the meeting was read by the IQAC Co-ordinator.
2. The confirmation of seven Assistant Professors' posts were announced and they were congratulated by the members.
3. Result of Even Semester 2020 was discussed. Students' performance was highly appreciated for their very good result.
4. Ph. D Course: 12 applications were received for the course and written test date was finalised on 23.12.2020. The course work will begin from 01.02.2021.
5. State Teacher Educators' Conference 2021 to be held on January.
6. One day Orientation Programme on Implementation and Assessment of UAP in the light of Vision and Mission of LCE was decided.
7. A discussion was held how to function and strengthen Alumni.
8. With regards to the uniform the proposal was made for appropriate dress for male and female staff and also proper uniform for the students.

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## 29<sup>th</sup> IQAC MEET

2<sup>nd</sup> September 2021

### Agenda:

1. Prayer
2. Minutes of the Previous Meeting
3. Sharing by the Staff
  - a. Online Teaching Experience
  - b. Opinion on reopening of the college on 6<sup>th</sup> September 2021
4. Teachers' Day Celebrations
5. Inauguration of the 1<sup>st</sup> Semester on 6<sup>th</sup> October 2021
6. A.O.B.
7. Concluding Prayer

**Signature of Co-ordinator**

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**Principal**

**Loyola College of Education**  
Namchi- 737126, South Sikkim



## IQAC MEETING ATTENDANCE

Date: 02.09.2021

Sl. No.	N A M E	Designation	Signature
01	Fr. Dr. Francis AV, SJ	Chairperson	
02	Fr. Paulose, SJ	Member	Ab
03	Fr. Dr Donatus Kujur, SJ	Member	Ab
04	Dr. Sandhya Rai	Coordinator	
05	Dr. Sebastian VJ	Member	
06	Ms. Julie Chhetri	Member	
07	Ms. Roshni Sharma	Member	
08	Ms. Nazma Gollay	Member	Ngollay
09	Mr. Shiva Kr. Shrestha	Member	
10	Dr. Bina Pradhan	Member	Ab
11	Mr. Patrick Rai	Member	
12	Mr. Sonam Tashi Bhutia	Member	
13	Mr. D.K. Rai	Member	



## 29<sup>th</sup> IQAC MEET

2<sup>nd</sup> September 2021

### MINUTES OF THE MEETING

#### **Agenda 1: Opening Prayer**

Fr Francis A.V, the Chairperson welcomed all the IQAC members to the meeting. He began the meeting with an opening prayer seeking God's blessings on all and His guidance for the same.

#### **Agenda 2; Minutes of the previous Meeting**

The Co-Ordinator highlighted the main points that were discussed in the previous IQAC meeting held on 3<sup>rd</sup> March 2021. She invited the members to respond to any matters arising from the minutes. Since there were no matters brought out, the minutes were passed unanimously.

Fr Principal thanked all the faculty members for their generous support in imparting education, guiding the 2<sup>nd</sup> and 4<sup>th</sup> Semester students during the last session.

He congratulated specially Dr Sandhya Rai and Dr Sebastian for guiding the Ph D students during their course work. He informed all that all three of them did their course work excellently well and scored 93%. He congratulated the guides and the students.

He also informed that Fr Provincial had appointed Fr Justin Thiraveyam as the Vice Principal of the college and he is already teaching in the 3<sup>rd</sup> Semester. He on behalf of the Administration and the members warmly welcomed him to faculty and wished him well for his new responsibility.

#### **Agenda 3: Sharing by the Staff**

Fr Francis invited every participant staff to share on the following two points:

- a) Online teaching experience of the staff
- b) Opinion on reopening of the college on 6<sup>th</sup> September 2021 for campus instruction

He invited all the staff to share starting from the senior staff. The sharing of the members was as follows;

1. Dr Sandhya Rai: IQAC Co-ordinator

Dr Rai firstly congratulated Fr Justin for being appointed as the Vice Principal and welcomed him to the faculty.

  
IQAC COORDINATOR  
Loyola College of Education  
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- a. The online classes were going on very well except on the days of poor network or power failure. The students were following the routine and attending the classes. Some could not attend the classes regularly for the reasons mentioned above.
  - b. Some students were affected with Covid-19 and were still on the road to recovery. She informed that she had taken a survey among her students about them coming to the college campus on the 6<sup>th</sup> September 2021. Their response was a mixed response...some parents were willing to send their wards and others are not willing. Most of them had taken only the 1<sup>st</sup> vaccine and they might be willing to come to the college in October or November.
  - c. She also inquired and sought the permission from Fr Principal whether students from the nearby places in Namchi would be able to visit the campus and make use of the laboratory facilities. Fr Principal answered here affirmatively.
2. Dr Sebastian
- a. The online classes were going on well as scheduled. The students were provided study materials besides their online instructions.
  - b. Regarding the reopening of the college, he expressed his views saying that it depended on the general opinion of the colleagues and the administration. He would abide by it.
3. Ms Julie Chettri
- a. Ms Julie also congratulated Fr Justin on his appointment. She shared that her online classes were going on smoothly and did not face any problems. The students were regular and if they had to be absent for a particular day, they had taken leave with prior permission.
  - b. According to her, the reopening of the college at this time was not a good idea and she was apprehensive about it because the cases in the neighboring state were on the rise and Sikkim was not totally out of Covid-19 situation. Most of the students had not taken the vaccine jabs. We had to ensure the safety of the student first. Therefore she was not in favour of reopening the college on the 6<sup>th</sup> September.
4. Ms Roshni Sharma
- a. Her online classes were going on well and she was happy about them.
  - b. Her feeling on the reopening is a mixed one...50 – 50 for opening and not opening.
5. Mr Shiva Shrestha
- a. Online classes were going on well and he faced no problems.
  - b. Regarding the reopening, whatever the college decided he was for the decision.
6. Ms Sheetal Rai
- a. Her online classes were going on well...nothing special to mention
  - b. The Covid situation was still not stable and under control, therefore she was scared of the idea of reopening the college at this time. He was not in favour of opening it now.
7. Ms Kessang Diki Bhutia

- a. Her classes were going on well...there were pros and cons for the classes as mentioned by the colleagues.
  - b. Regarding the reopening, she would abide by the decision taken by the college. She would second whatever the decision might be.
8. Ms Nazma Gollay
- a. Online classes were going on well...the network and technical issues were always there but they were not issues.
  - b. The seniors and expertise were in the staff and she would abide by the decision taken by the administration.
9. Ms Sernya Bhutia
- a. Online classes were going on pretty smoothly
  - b. Regarding the reopening...her feelings were mixed feelings of 50 -50. She expressed that we needed to follow the classes. She was with the decision that would be taken by the college.
10. Mr Hendri Yogi
- a. The online classes were going on well and smoothly. Some Covid-19 affected students were yet to recover fully from mental health. They would need time and space to resume the normal routine.
  - b. He voiced his opinion in the line of Ms Julie's views saying that it would not be wise to reopen the college at the moment. He suggested that we could start the campus instruction for both the 1<sup>st</sup> and 3<sup>rd</sup> semesters together from the 6<sup>th</sup> October 2021.
11. Ms Subashni A
- a. There were no problems in taking the online classes. The response of the students were very good and enjoying the classes.
  - b. Regarding, the reopening the college on the 6<sup>th</sup> of September or later on, she was open to both.
12. Mr Tarak Nath Ghosh
- a. Online classes were going on as scheduled. There was maximum participation from the part of the students. If some had health issues, they took leave with prior information through messages.
  - b. He would go by whatever the decision the college would take regarding the reopening of the college.
13. Mr Chandra Gyan Tirkey
- a. Online classes were going on well... besides instructions, notes, PPT and other materials were provided to the students. He had received positive feedbacks from the students about the online classes of the colleagues.
  - b. He opined that it was not wise to reopen the college at the moment. Some students who infected with Covid-19 were yet to recover. We might have to wait a little long for in campus instructions.
14. Mr Dulal Burman

- a. He had not started the online classes yet as he had received the notification little late. He would start the online classes in a day or two.
- b. He was for whatever the decision the college would take regarding the reopening of the college.

15. Ms Olrika Minj

- a. The online classes were going on well and her experiences were great.
- b. She was with a feeling of 50-50 regarding the reopening of the college on the 6<sup>th</sup> September.

16. Fr Justin Thiraveyam

- a. He thanked the members for their wishes and welcoming him to the Loyola family. He was happy with the online classes as the students had taken great interest in participating and interacting in the classes. They were going on well. Besides the instructions, the study materials were also being provided to the students regularly.
- b. He expressed his opinion that he was for the decision taken by the administration.

17. Fr Cherian Padiyara

Fr Cherian thanked all the participants for their contribution to the college. He was amazed at the sincerity and generosity of the staff with which they had been taking the online classes. He advised them all to take good care of their health.

Regarding the reopening of the college in the near future, he expressed his view saying that Fr Francis would take the right decision for good of all.

**Agenda 4: Teachers' Day Celebrations**

Fr Francis informed the members that the Teachers' Day would fall on the 5<sup>th</sup> of this month. The college was still in online mode. Students were not in the campus and we did not have the students' Council members and leaders to initiate the celebrations. He inquired whether the staff was in favour of celebrating it online or called it off. He invited one or two members to express their views on this. Ms Julie opined that it was not feasible to celebrate it online mode or otherwise. If the students wanted to wish their teachers they could do so during their class hour through WhatsApp, etc.

Fr Francis then informed the members that we would call off the teachers' day celebrations this year and if the student wanted to wish then they could do it through online mode.

**Agenda 5: Inauguration of the 1<sup>st</sup> Semester on 6<sup>th</sup> October 2021**

Fr Francis informed all that the inauguration of the 1<sup>st</sup> Semester would be held on 6<sup>th</sup> October 2021. Fr Provincial would be present for the occasion. We could have the inauguration programme for the whole day. The first part of the programme could be the inauguration function and the second part could be the orientation to the new comers. He suggested that the orientation programme could be conducted for two days, i.e. 6<sup>th</sup> and 7<sup>th</sup> of October. Then we

would have classes for two days on the 8<sup>th</sup> and 9<sup>th</sup> of October. Then the college would close for Puja vacation for a week. Then after that, the regular classes would resume.

He invited some opinions from the members. Dr Sandhya Rai inquired when the inauguration for the 1<sup>st</sup> semester students would take place, what would the 3<sup>rd</sup> semester students do. Fr Francis informed that they could also attend the inauguration sessions. On the 6<sup>th</sup> and 7<sup>th</sup> we could have few sessions for both the batches together and few sessions separately for them.

Then Mr Gyan expressed that the number is large for online participants. Dr Sandhya informed that if the participants were more than 100 then the Google Meet might not support the number. Ms Julie said that it could be possible to accommodate more than 100 participants.

#### **Agenda 6: A.O.B.**

Then Fr Francis invited the participants to put forward any queries, remarks or suggestion in the A.O.B. matters of the meeting. No one raised any issues or remarks.

As concluding remarks, Fr Francis informed the following:

- Time Table for online classes might be changed once the offline classes would resume.
- We should be ready to share the workloads such as co-curricular activities, magazine, being coordinators for various committees in the college.
- An academic calendar was being prepared for the new academic session.
- We would not reopen the college on the 6<sup>th</sup> of September and would send a notice regarding that to the students.
- We would wait for the Covid-19 situation to improve and the notification and order from the concerned Government departments and the Sikkim University.
- The health of the students should be our concern.
- Therefore, there would be no offline classes until further notice or review of the situation.

#### **Agenda 6: Concluding Prayer**

With no other matters to be discussed, Fr Francis thanked all and concluded the virtual staff meeting with a prayer.

**Signature of Co-ordinator**

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# IQAC ANNUAL ACTION TAKEN REPORT

2020 –2021

## **1. The Inauguration of Online Classes on 24<sup>th</sup> August 2020**

Fr Francis AV inaugurated the online classes by using Google meet/ Google Suite for the 3<sup>rd</sup> Semester students of B.Ed. and M.A. in Education on 24<sup>th</sup> August 2020. Admission for B.Ed., M.A. in Education and M.Phil./Ph.D. are on progress.

## **2. Online Teachers' Day Celebration on 5<sup>th</sup> September 2020**

The third semester students organized a short programme on the occasion of Teachers' Day on 5<sup>th</sup> September online. Fr Francis AV in his message, stressed the importance of teachers, stating that teachers are the backbone of education sector whether offline, online or blend of both.

## **3. Take Home Examination and Final Teaching of Final Semester September 2020**

The final Semester students completed their theory examination on 14<sup>th</sup> September online by the mode of Take Home Examination. The same students completed their final teaching by presenting video clips of their final teaching and attending viva-voce online. The classes are progressing through online mode for the third semester students.

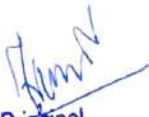
## **4. Online Classes and Field Based Activities in November 2020**

Online classes are on for the 3<sup>rd</sup> semester students who attend class from home. They are engaged in Field Based Activities. They are under the able guidance of the faculty.

## **5. Visit of Sikkim University Inspection Team**

- i) Loyola College of Education, Namchi was inspected by a team, constituted by the Hon'ble Vice Chancellor for the renewal of M.A. in Education course on 19<sup>th</sup> November 2020. The team appreciated the infrastructure, library and the vast campus which are conducive for the holistic development of students and staff.
- ii) **Sikkim University Team inspected the college campus on 24<sup>th</sup> September, 2021**  
The inspection team from Sikkim University inspected the college campus and documents for the renewal of M.A in Education and Ph. D on 24<sup>th</sup> September, 2021. The chairperson of the team remarked 'the college has all facilities to become a university'.

  
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#### **6. Online Inauguration of 2020-2022 Batch on 19<sup>th</sup> November 2020**

The fresh batch (1<sup>st</sup> Semester: 2020 – 2022 batch) was inaugurated and inducted on 19<sup>th</sup> November 2020. Fr Cherian J. Padiyara, Superior, in his inaugural address online stressed the importance of acquiring knowledge by reading books. He has urged the students to make use of all the opportunities and facilities provided for them in the campus for their complete growth and development. The enrolment of students, for the first time in the history of Loyola College, is 200 B.Ed students.

#### **7. Regular Face to Face Classes Resume on 23<sup>rd</sup> November 2020**

Though the Professors started online classes, the Sikkim Government permitted the authorities of the college to start regular classes since 23.11.2020. Keeping in mind, the health guidelines of the UGC, the Department of Education and the Government of Sikkim, the campus is humming with activities and interaction between students and staff.

#### **8. First Sessional/Formative Tests on 26<sup>th</sup> and 28<sup>th</sup> December 2020**

The students, in spite of cold waves of winter in the class rooms, the students wrote their first sessional/formative tests on 26<sup>th</sup> and 28<sup>th</sup> December before winter break month of December 2020 witnessed physical class for the first semester B.Ed, 100.

#### **9. The Academic Session 2021 Began on 1<sup>st</sup> February 2021**

The academic session began on 1<sup>st</sup> February 2021 by following the health protocol of the Government of Sikkim. The first semester students are divided into 2 groups of 50 each for social distancing in the college.


#### **10. The Micro and Macro Teaching in February 2021**

The third semester students were given Orientation on Micro Teaching by Ms. Julie Chhetri on the first day of the academic session. The Micro and Macro lessons on teaching skills, in small groups, were supervised by the experienced faculty members.

#### **11. The Course Work for Ph.D in February and March 2021**

The course work for Ph.D is attended by 3 scholars regularly. The evaluation on Field Based Activities and enhancing Professional capabilities is in progress.

  
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### **12. Take Home Examination of B.Ed. M.A. in Education on 22<sup>nd</sup> March 2021**

The students, of B.Ed. and M.A in Education, have started their 'Take Home Examination' the semester End Examinations on 22<sup>nd</sup> March 2021.

### **13. The second and fourth semester classes were inaugurated on 22<sup>nd</sup> April 2021**

Holy week services, on Thursday, Friday, Saturday and Sunday, were conducted in the Loyola House chapel for the community members and hostel students by following the Covid-19 Protocol. The first semester B.Ed, MA Education and Third Semester B.Ed, MA Education students have successfully completed their Take Home Examination on 4<sup>th</sup> April 2021. The second and fourth semester classes were inaugurated on 22<sup>nd</sup> April 2021, online by welcoming the students to the new semesters and explaining the syllabus. All classes are online mode. The admission process is on for B.Ed and M.A. Education for the session 2021.

### **14. Online peer group practice teaching of 4<sup>th</sup> Semester since 17<sup>th</sup> May 2021**

Online peer group Practice Teaching is going on for the student Teachers of 4<sup>th</sup> Semester, since 17<sup>th</sup> May. Students practice teaching skills in a simulated situation under the supervision of a teacher of Pedagogy. Since the students undergo a lot of stress and strain due to network related and online interaction between students and professors, each student has been assigned a mentor for guidance and counseling.


### **15. The college organized a workshop for the faculty and students on 12<sup>th</sup> June 2021**

The management of the college has organized a workshop on developing psycho social skills to deal with Covid – 19, in collaboration with Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Education, Government of India for the faculty and students on 12<sup>th</sup> June 2021 to inculcate in the faculty and students the values of psycho social support to Covid 19 Pandemic situations.

### **16. Sikkim University has published the result of 1<sup>st</sup> and 3<sup>rd</sup> Semester on 18.6.2021**

Sikkim University has published the result of 1<sup>st</sup> and 3<sup>rd</sup> Semester examinations on 18.6.2021. Majority of the students have scored above 80%. Congratulations Faculty and students! College and hostels remain closed till 31<sup>st</sup> July 2021 as per the notification of the department of Education, Government of Sikkim, however online class and practice teaching are on progress.

  
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### **17. Academic courses completed on 24<sup>th</sup> July 2021**

The three Ph.D scholars have successfully completed their course work examination on 30<sup>th</sup> June and await their results. The second Semester B.Ed. and MA Education students have completed their semester courses by 24<sup>th</sup> July and their end semester examinations have been cancelled. The 4<sup>th</sup> Semester B.Ed. students have completed their school Internship ie online Practice teaching and await online Final teaching for evaluation.

### **18. The result of three Ph. D students was published on 1<sup>st</sup> September, 2021**

The result, of the course work of three Ph. D students was published on 1<sup>st</sup> September, 2021. Three of them have obtained above 90% and process is on for their registration at Sikkim University.

### **19. The IGNOU Study Centre reactivated in September, 2021**

The IGNOU study centre at Loyola College of Education was kept in abeyance since 2016 -17 due to revised NCTE guidelines regarding part-time B.Ed. Now the centre has been reactivated for Post Graduate and certificate courses in Education.


### **20. The result of B. Ed and MA in Education was published on 2<sup>nd</sup> September, 2021**

The result of 2<sup>nd</sup> Semester and 4<sup>th</sup> of Bachelor of Education (B.Ed.) and M.A. in Education was published on 2.9.2021, all the students were placed on a scale above 80%. Congratulations to the Faculty and students.

### **21. A. Fr. Francis AV acted as Resource Person in Webinar organized by Sikkim University on 8<sup>th</sup> August 2020**

Fr Francis AV, as invited speaker, during a webinar organized by the Education department of Sikkim University spoke on the theme 'Teacher Education in the light of NEP 2020', on 8<sup>th</sup> August 2020. He appreciated the Policy especially the need of quality teacher preparation in a composite multidisciplinary college to mould the mind, body and heart of the students at all the four stages of their school life.

  
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### **B. The Celebration of Independence Day on 15<sup>th</sup> August 2020**

Independence Day was celebrated with a Holy Mass Presided over by Fr. Roshan Tirkey and followed by simple ceremony of flag hoisting in front of the college. Students and staff who reside on the campus saluted the national flag as it was raised by Fr Paulose.

### **C. The Farewell Programme on 23<sup>rd</sup> August 2020**

The first year hostel students bid farewell to the outgoing students on 23<sup>rd</sup> August 2020. The thanks giving Mass was celebrated over by Fr Paulose. The first years organized a cultural Programme in honour of the outgoing students. Fr Francis AV in his farewell message stressed the need of being 'Creative and innovative in a changing world', while adhering to the B.Ed. degree.


### **D. Syllabus Revision at Sikkim University on 13<sup>th</sup> March 2021**

Fr Francis AV participated in the Syllabus Revision Process for M.A in Education at the Department of Education, Sikkim University on 13.03.2021.

### **E. Fr Francis AV participated in a panel discussion on 22<sup>nd</sup> September 2021**

Fr Francis AV participated in a panel discussion on Higher Education during online World Education Summit organized by ELETS on 22.9.2021.

  
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