



LOYOLA COLLEGE OF EDUCATION
NAMCHI, SOUTH SIKKIM, SIKKIM, INDIA - 737 126

Tel: (03595) 263877 (O), 263788 (R)


Email: namchiloyola@gmail.com Website: www.loyolasikkim.org

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions

6.2.4 Minutes of the meeting

IQAC COORDINATION
Loyola College of Education
Namchi, Sikkim-737126




Principal
Loyola College of Education
Namchi, Sikkim - 737126



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Notice


Date: 11.03.2024

A meeting of the Internal quality Assurance Cell (IQAC) of our college will be held on 18.03.2024(Monday) at 1.30 p.m. at our college seminar hall to discuss the necessary issues related to the following agenda. Hon'ble members of the IQAC of the college therefore are humbly requested to please attend the meeting.

Agenda

1. Opening Prayer.
2. Nomination for NEP-SAARTHI.
3. Pre-Diwali Celebrations.
4. Pre-Christmas Celebrations.
5. NAAC-Self Study Report (SSR).
6. Alumni/ae Meeting.
7. Annual Day and College Magazine.
8. Red Ribbon
9. International Seminar on 22nd and 23rd March 2024.
10. Evaluation of International Conference.
11. Teacher's Diary
12. Annual Sports and Annual Day
13. A.O.B.
14. Concluding Prayer


Principal
Loyola College of Education
Namchi- 737126, South Sikkim


(Dr Sandhya Rai)
IQAC- Co-ordinator

1. Fr. Dr. Francis AV, SJ, Principal, Chairperson
2. Fr Justin Thiraveyam. SJ, Member from Management
3. Dr. Sebastian V.J. (Faculty Member)
4. Ms. Julie Chettri, (Faculty Member)
5. Ms. Sernya S. Bhutia, (Faculty Member)
6. Ms. Nazma Gollay ,(Faculty Member)
7. Mr. Chandra Gyan, (Faculty Member)
8. Mr. Sunil Lakra, (Faculty Member)
9. Mr. Hendri Yogi, (Faculty Member)
10. Mr. Umesh Pladhan, (Library Administrative Staff)
11. Fr. George D'souza, (Director, NPS)
12. Sanjeeb Limboo, (President of Student Council)
13. Mr. Shiva Kr. Shrestha, (Alumnus/ Asst. Professor)
14. Mr. D.K. Rai, (Rt. Deputy Director, HRDD, Govt. of Sikkim)
15. Dr Sandhya Rai, (IQAC Co-ordinator)

M. V.
M. V.
Principal
Lapda College of E.
Namchi-737124



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IQAC 40th Meeting

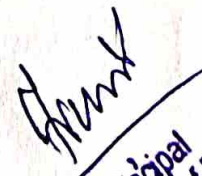
Venue: Seminar Hall

Date: 18.03.2024

Time: 1.30 P.M





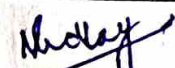
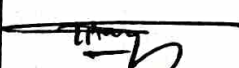

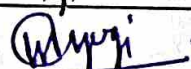

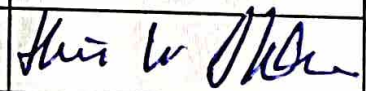

Agenda


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2. Nomination for NEP-SAARTHI.
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14. Concluding Prayer


Principal
Loyola College of Education
Namchi- 737126, South Sikkim

IQAC MEETING ATTENDANCE

Date: 18.03.2024

SL. NO.	NAME	DESIGNATION	SIGNATURE
1	Fr. Dr. Francis AV, SJ	Chairperson	
2	Fr Justin Thiraveyam. SJ	Member of Management	
3	Dr. Sebastian V.J.	Member	
4	Ms. Julie Chettri	Member	
5	Ms. Sernya S. Bhutia	Member	.
6	Ms. Nazma Gollay	Member	
7	Mr. Chandra Gyan	Member	
8	Mr. Sunil Lakra	Member	
9	Mr. Hendri Yogi	Member	
10	Mr. Umesh Pradhan	Member	
11	Fr. George D'souza	Nominee from Local Society	
12	Sanjeeb Limboo	Nominee from Student	
13	Mr. Shiva Kr. Shrestha	Nominee from Alumni	
14	Mr. D.K. Rai	Nominee from employer Industrialist/ Stakeholders	
15	Dr Sandhya Rai	IQAC Co-ordinator	


Principal
Loyola College of Education
Namchi-737126, South Sikkim

Agenda No. 1: Opening Prayer:

The meeting began at 1:30 p.m. and Fr Principal after welcoming the members, invited one faculty member to say the opening prayer. She sought the divine presence for a fruitful meeting

Agenda No. 2: Nomination for NEP-SAARTHI:

Fr Principal asked the teachers to suggest three names of 1st Semester students who would be the student Ambassadors from LCE for NEP-SAARTHI. The names of Mr Aron Rai, Ms Kritika Chettri and Ms Songmee Limboo were suggested to be the Ambassadors.

Agenda No. 3: Pre-Diwali Celebrations:

Fr Principal informed all that the pre-Diwali celebration would be held on 10th November 2023 as planned earlier. Ms Sernya Bhutia, the CCA Coordinator explained the day's programme and the preparation of the same to the members.

Agenda No. 4: Pre-Christmas Celebration:


Fr Principal informed that the combined celebrations of 30th Foundation year, Annual day and Pre-Christmas celebrations had to be postponed to 5th July 2024. Since it was the festival season, the Chief Minister or Ministers or any other high level dignitaries were not available. Therefore, the College would celebrate only the pre-Christmas on 16th December 2023 on the last functioning day of the year 2023.

Agenda No. 5: NAAC – Self Study Report (SSR):

Fr Principal thanked all the members who were involved in the NAAC works and specially for the near completion of AQAR documentation and uploading works. He requested that the first draft of Self Study Report (SSR) should be ready before the college would close for winter break. This would help him to seek the advice or suggestions from the experts from other Jesuit Colleges who had gone through the NAAC accreditation during the winter holidays.

The IQAC Co-ordinator informed that the AQAR work itself was pending as some teachers in charge of a criterion could not complete their tasks. Once the ARAR documentation were ready and uploaded then based on that report the SSR would be compiled. Then he requested the staff in charge of different criteria to share about their progress.

1. Criterion 1: The teachers informed that the documentation was to be uploaded. The students' and teachers' feedbacks were pending and that would be completed on 11th December 2023 (Monday). The coordinator informed that the feedback from the employers of the former students would add value to our work. That had to be completed as well.


Fr. Principal
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2. Criterion 2: Documents were prepared and uploaded. The Pupils' Learning Outcome (PLO) was done and Course Learning Outcome (CLO) which was newly introduced, was yet to be completed.
3. Criterion 3: The teachers in charge of this criterion did not respond or share their work progress as they did not do any work assigned for them. This was holding the progress of the NAAC – AQAR works. The coordinator requested others to put in their hands to complete this criterion.
4. Criterion 4: The teachers in charge of this criterion had completed their tasks and uploaded their works. They were preparing to modify the qualitative segments.
5. Criterion 5: The teachers of this criterion were absent for the meeting and could not get their update on the criterion.
6. Criterion 6: The teachers informed that the data were ready and only the qualitative part was remaining and would be completed before the stipulated time.
7. Criterion 7: The teacher in charge updated his works saying all the data were ready and the green initiative bills were to be generated for the uploading.


Some members expressed their concern about the value-added courses column which was still blank as no such courses were included in the present/existing curriculum. Fr Principal informed that St Xavier's College, Kolkata was a mentoring college and the IQAC team of that college was willing to render their help to us. They had already assisted many colleges for the NAAC accreditation. Some faculty members from SU were too willing to help LCE to complete the SSR part of NAAC accreditation. The NCTE was coming up with new norms for INTEP/Integrated courses and to be part of this programme, NAAC accreditation was a must.

Agenda No. 6: Alumni/ae Meeting:

Fr Principal shared the information that the activities of the Alumni/ae association of LCE were also needed for NAAC accreditation. As per the suggestion of the GB of LCE, we could organize an online meeting, expedite the membership drive, organize some alumni evening (reunion dinner), etc. He asked the members to suggest a date for a meeting of the Alumni/ae. It was suggested to him that such meeting should be initiated by the OB of the LAAN. They had to be consulted first and involved before the College would call the members for meeting. This meeting should be initiated and organized by the OB of the LAAN.

Agenda No. 7: Annual Day and College Magazine:

Fr Principal said that it had been more than four years since the College celebrated an annual day. He wanted to have the College Annual Day in July 2024 and during the celebration of the annual day, the College magazine could be released. In this context, he inquired the Coordinator of the College Magazine Committee about the progress of the magazine works like collecting articles, etc. She informed about the progress of the magazine works. The students would be intimidated about their contribution to the college magazine during the morning assembly.


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Agenda No. 8: Red Ribbon Club:

Fr Principal informed that the Red Ribbon Club of Sikkim was to come to LCE and orient our students on its activities and enrolment. Activities of this kind was also very important for our NAAC accreditation grades. In this context, he requested Ms Julie Chhetri to share about a forthcoming activity of Red Ribbon Club. She in her turn shared that the Red Ribbon Club was organizing a blood donation camp at Alpine University Ghurpisey Campus in collaboration with LCE on 8th March 2024 between 10:00 a.m. and 2:00 p.m. It will be a combined activity of Red Ribbon Club, Alpine University and LCE. She also shared about the norms and conditions for donors who wish to donate blood.

Agenda No.9: International Conference on 22nd and 23rd March 2024:


Fr Principal informed that the last date for submitting the Abstract for the forthcoming International Conference organized by LCE was 5th March 2024. He could consider and extend this date for the faculty members of LCE who wanted to present a paper. He also inquired as to how many staff members would be presenting papers in the conference

Agenda No. 10: Evaluation of International Conference:

Fr Principal invited the members to give their positive feedback on the recently concluded International Conference on 23rd and 24th March 2024 organized by IQAC and Research and Publication Cell of LCE. Some of the feedback were as follows:

- The theme was appropriate
- Inaugural session was very good. Dr Fr Augustine's address was very well appreciated and all benefited from it. The presence of CEO, Namchi was also good. The other speakers Dr Fr Lalit and Dr Kasgo too did well.
- The deliverances of Dr Kamal and Dr Bharat Narayan too were appreciated by all. Though Dr Kamal's talk was not directly connected to the theme of the Conference.
- The presentations by Scholars were more than expected.
- Some concerns like camera stand and PPT functioning in the Hall were raised.
- The absence of 4th semester students too was brought up. Fr Principal said that the participation certificates would be given only to those students who came on both the days of the Conference.

In conclusion, the Principal said that it was a good experience of organizing and executing the Conference.


Principal
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Agenda No. 11: Teacher's Diary:

Fr Principal directed every staff to maintain a Teacher's Diary. He wanted them to write down the subject taught, i.e. unit wise, the Teaching Learning Strategies (as suggested by SU) followed by the teacher. Some teachers requested him to provide a common format so that all will have uniformity. He asked all to maintain hard and soft copies of these diaries.

Agenda No. 12: Annual Sports and Annual Day:

Fr Principal proposed that the Annual Sports Day could be celebrated in the first week of June 2024. Though recently the students had the Inter House competitions for Basketball and Table Tennis, the finals of all the inter House competitions could be culminated and celebrated as a Sports Day in one of the Saturdays of June 2024.

He also suggested that the annual Day of the College could be observed towards the end of June, 2024 before the Semester exams. There would be farewell programme for the second years.


Agenda No. 13: A.O.B:

In AOB, the following matters were brought up:

- a) Legal Service Authority, Namchi- their request for a Legal Aid Clinic to the Public at LCE.
- b) A member asked whether the administration would financially support the staff if they participate in Professional Development Programmes for Teachers both online and offline. Fr Principal asked them to apply for those courses and approach him with details before participating in them.
- c) A teacher brought about the incident of one of the 2nd year B Ed trainee posting filthy and unparliamentary words in Social media about the College administration, etc. It was suggested that a prompt and serious disciplinary action should be taken against this student.
- d) Fr Principal informed that he would meet each teacher individually and give the feedback received from the Administration and the students.

Agenda No. 14: Concluding Prayer

With no other business to be discussed, the meeting was concluded with a short prayer


Principal
Loyola College of Education
Namchi-737126, South Sikkim



Notice

Date: 21.08.2023

A meeting of the Internal quality Assurance Cell (IQAC) of our college will be held on 28.08.2023(Monday) at 1.30 p.m. at our college seminar hall to discuss the necessary issues related to the following agenda. Hon'ble members of the IQAC of the college therefore are humbly requested to please attend the meeting.

Agenda


1. Opening Prayer.
2. Various Committee.
3. Tentative date for the celebration of Annual Day cum 30th Foundation Day and Alumni meet.
4. National / International Seminar.
5. Loyola Alumni Association of Namchi (LAAN)
6. AQAR-2022-2023 & Writing of Self Study Report (SSR)
7. Magazine and Staff Journal
8. Independence Day Celebration
9. Mentoring
10. Activities during the month of September
11. Annual Day and Pre-Christmas Day celebrations
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13. Concluding Prayer

(Dr Sandhya Rai)

IQAC- Co-ordinator

Principal
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6. Ms. Nazma Gollay ,(Faculty Member)
7. Mr. Chandra Gyan, (Faculty Member)
8. Mr. Sunil Lakra, (Faculty Member)
9. Mr. Hendri Yogi, (Faculty Member)
10. Mr. Umesh Pladhan, (Library Administrative Staff)
11. Fr. George D'souza, (Director, NPS)
12. Sanjeeb Limboo, (President of Student Council)
13. Mr. Shiva Kr. Shrestha, (Alumnus/ Asst. Professor)
14. Mr. D.K. Rai, (Rt. Deputy Director, HRDD, Govt. of Sikkim)
15. Dr Sandhya Rai, (IQAC Co-ordinator)


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IQAC 39th Meeting


Venue: Seminar Hall

Date: 28.08.2023

Time: 1.30 P.M

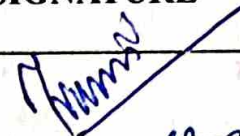


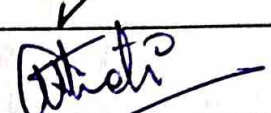
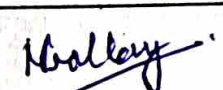


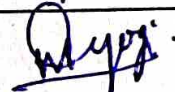

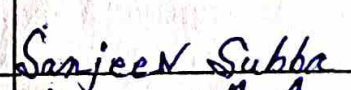
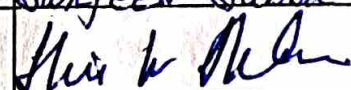

Agenda


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Loyola College of Education
Namchi- 737126, South Sikkim

IQAC MEETING ATTENDANCE

Date: 28.08.2023

SL. NO.	NAME	DESIGNATION	SIGNATURE
1	Fr. Dr. Francis AV, SJ	Chairperson	
2	Fr Justin Thiraveyam. SJ	Member from Management	
3	Dr. Sebastian V.J.	Member	
4	Ms. Julie Chettri	Member	
5	Ms. Sernya S. Bhutia	Member	
6	Ms. Nazma Gollay	Member	
7	Mr. Chandra Gyan	Member	
8	Mr. Sunil Lakra	Member	
9	Mr. Hendri Yogi	Member	
10	Mr. Umesh Pradhan	Member	
11	Fr. George D'souza	Nominee from Local Societv	
12	Sanjeeb Limboo	Nominee from Student	
13	Mr. Shiva Kr. Shrestha	Nominee from Alumni	
14	Mr. D.K. Rai	Nominee from employer Industriaist/ Stakeholders	
15	Dr Sandhya Rai	IQAC Co-ordinator	


Principal
Loyola College of Education
Namchi- 737126, South Sikkim

Agenda No. 1: Opening Prayer:

The meeting began at 1.30 p.m. and Fr Principal after welcoming the members, invited Dr Sandhya Rai to say the opening prayer. She sought the divine presence for a fruitful meeting

Agenda No. 2: Various Committees:

Fr Principal informed the members that newly appointed committees of the College had been sent to the individual email ids. He asked all to go through them and give feedback through email only. He also sought some suggestions to be incorporated in the newly constituted committees. The following suggestions were given by the members:


- The new academic calendar should indicate all the CCA events.
- A signed affidavit for anti-ragging from the students should be kept in the office.
- Forced stage performance would also come under ragging; nobody should be called by the name to the stage or from the stage without prior information to the concerned person.
- All the programmes of the College should have prior rehearsal and only approved items should be performed on the day and no appendix be allowed.
- We should restrict all our programmes to maximum one hour.
- The staff meeting discussions and outcomes should not be shared with the students by the staff individually. Anything that had to be communicated would be communicated through Principal's notice to the students.

Agenda No. 3: Tentative date for the celebration of Annual Day cum 30th Foundation year and Alumni/ae Meet:

- Fr Principal informed all that a special committee would be constituted for organizing the forthcoming Annual Day cum 30th Foundation Year. He proposed 30th September 2023 (Saturday) as the day for celebration. The celebration could be done only when the new batch would join the College.
- He also informed that the 3rd semester would resume from 7th August 2023.
- A member requested the administration to revise the staff salary on the occasion of 30th Foundation Year.

Agenda No. 4: National / International Seminar:

Fr Principal informed the members as part of the 30th Foundation year celebrations and as per the suggestions of the GB members, we should organize a National/International Seminar in October or November along with Alumni/ae gathering. He asked the staff to suggest some suitable topics for the proposed seminar. The members suggested many topics. At the end it was agreed to organize a seminar on 'Teacher Professional Development'. The Research Committee of the College would look into this matter to finalize the same.


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Agenda No. 5: Loyola Alumni Association of Namchi (LAAN):

Fr Principal informed the members that he had received a mandate from Fr Provincial to restart the LAAN at the earliest and in the recently concluded GB meeting in July 2023, the same was reiterated. The GB members advised the administration to elect a new Office Bearers (OB) of LAAN should not be consist of the present teaching faculty of LCE and the members should be from Sikkim or COI holders and from a private/non-government sector.

In view of this, he had proposed to have a meeting of LAAN members on 26th August 2023 in the College.

Agenda No. 6: AQAR – 2022 – 2023 & Writing of Self Study Report (SSR):

Fr Principal informed the members that in the same abovementioned GB meeting while discussing on the progress of NAAC Accreditation related works, the GB members advised him to start writing the AQAR (2022 – 23) and the SSR immediately. A member brought to the notice of all that IIQA should be completed prior to SSR. He reminded all that the staff had sufficient time during this month before the arrival 1st semester students which would be sometime in September. These works would commence from 9th August 2023.

Agenda No. 7: Magazine and Staff Journal:

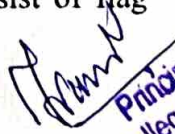
Fr Principal said that in a staff meeting few years ago (10 to 12 years) it was decided that the contribution to the annual College magazine would be from the students and the staff would have a sperate staff journal. The GB members had also suggested that the College should bring out a monthly newsletter/magazine or a quarterly journal. The contribution for this could be both from the staff and the students. It could be a print media or e-newsletter/magazine. The College had been conducting various cocurricular activities all should be mentioned in the proposed newsletter/magazine with supporting photographs and good reports. He encouraged the Magazine Committee and the staff to look into this matter.

Agenda No. 8: Independence Day Celebration – 2023:

Fr Principal informed the members that the Education Department was given the responsibility to organize the Independence Day Celebrations – 2023 by the District Administration. In view of this all the Heads of the institutions in Namchi were called for a meeting by the CEO, Namchi in his office. Fr Justin represented Fr Principal as he had to attend another meeting of SU in Gangtok.

In the meeting it was decided to assign an integration dance to LCE. The very next day, the CEO had called and informed that LCE could withdraw from the district level participation if it could not organize the same within the limited duration. The proposal was accepted and LCE would not participate in the district level celebration at Baichung Stadium this year.

He further informed all that the College would celebrate the Independence Day this year in the college itself. The celebration would commence at 7:30 a.m. which would consist of flag


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hoisting, march past, patriotic song, speech and dance or other cultural activities. The CCA committee would decide the programme of the day. It should conclude at 8:30 after which the students would be free to attend the Independence Day celebrations in Baichung Stadium.

Agenda No. 9: Mentoring:

Fr Principal informed the members that mentoring was one of the best practices in LCE from its inception. Due to some reasons, it was not followed in the past three to four years. He expressed his desire to revive the same in LCE. He thanked Fr Justin and Dr Sandhya Rai for their keynote address and exposition of NCTE guidelines on Mentoring in the recently concluded workshop on 'Mentoring'.

He then proposed the six areas of mentoring, i.e. 1) Academic, 2) CCA, 3) Discipline, 4) Health and Hygiene, 5) Collaborative task for learning enhancement, and 6) Mentoring by Alumni/ae. He explained in detail the objectives and Action Plans for each category. Many members expressed their suggestions and ideas to make the mentoring culture better in our College.

Dr Sandhya Rai brought to the notice of all that mentoring should be organized before the school internship to our 3rd Semester students and the Heads and School mentors of the schools where our students would be doing their internship. He made all aware that this practice was one of the requirements for the NAAC accreditation and their reports should be documented.

In this context, Fr Principal informed that the attendance, details of daily assembly, and the participation of students in various activities of the students would be maintained by the senior mentors of the Houses with the assistance of the other staff in their respective Houses. Thus Dr Sebastian VJ, Ms Julie Chhetri, Mr Shiva Kr Shrestha and Dr Sandhya Rai would maintain the above mentioned student records for the Houses Rousseau, Dewey, Gandhi and Tagore House respectively.

In view of this, he had proposed to have a meeting of LAAN members on 26th August 2023 in the College.


Agenda No. 10: Activities during the month of September:

Fr Principal requested the members to look at the activities for the month of September which he had posted in the WhatsApp group and asked for suggestions or changes. A member suggested that we could have some interactive sessions/activities for both the batches together before conducting the election for Students' Council.

Some staff requested that the holidays of September could be adjusted with Puja holidays in October 2023. Fr Principal informed that the election for the Students' Council would be held on 25th September 2023 (Monday).

Agenda No. 11: Annual Day and Pre-Christmas Celebrations:

Fr Principal informed all that the Annual Day and Pre-Christmas celebrations would be combined on the last working day of 2023, i.e. 16th December 2023 (Saturday).


Principal
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Agenda No. 12: A.O.B:

In the A. O. B. section, the following were informed:

Fr Principal informed that the following events would be observed in the College. They are 'Meri Mathi, Mera Desh' – a plantation drive, Open Network and E-gift Card Scheme, 'Khadi Mahotsav' and 'Swachha Pakhwada'. A zero hour would be followed during the observance of these events.

Agenda No. 13: Concluding Prayer

With no other business to be discussed, the meeting was concluded with a short prayer


Principal
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