



## 24<sup>TH</sup> IQAC MEETING AT 2.00 PM FOR THE MONTH OF JUNE 19, 2019

Date: 19.06.2019

Time: 2.00 PM

### AGENDA

1. Prayer
2. Internal Marks – B.Ed. II & IV SEM + M.A.Ed.
3. Final Teaching Lessons in Namchi Public School
4. Suggestion for Orientation to new students.
5. Silver Jubilee Celebrations.
6. Fest of St. Ignatius of Loyola
7. Science Exhibition – an evaluation
8. Starting of Second unit of B.Ed.
9. Starting of M.Phil and Ph.D of such new courses.
10. AOB

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

Chairperson  
Principal  
Loyola College of Education  
Namchi- 737126, South Sikkim




## IQAC MEETING ATTENDANCE

Date: 19.06.2019

Sl. No.	N A M E	Designation	Signature
01	Fr. Dr. Francis AV, SJ	Chairperson	
02	Fr. Patrick M. Pradhan, SJ	Member	
03	Fr. Sandanasamy, 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. Sinora Pradhan	Member	
09	Dr. Dona Rai	Member	
10	Fr. Dr. Donatus Kujur, SJ	Member	Ab
11	Dr. Bina Pradhan	Member	Ab
12	Mr. Jayaraj S	Member	Jayaraj S.
13	Mr. Sonam Tashi Bhutia	Member	
14	Dr. Ashok Rai	Member	
15	Mr. Samser Lama	Member	Ab

## Minutes of 24<sup>th</sup> IQAC meet held on: June 19, 2019

1. Meeting began with a prayer by chairperson.
2. Internal evaluation: The chairperson made known to the IQAC members about the completion of internal evaluation. Internal marks of all the papers have been submitted to the college office except internal marks of Internship teaching.
3. IQAC decided to have final Internship teaching at Namchi Public School on 20.06.2019.
4. IQAC decided to organize orientation to staff and students where in, one of the staff members suggested to invite Mr. Rajen Banerjee from Darjeeling, as a resource person. The house members accepted the decision.
5. IQAC discussed about the closing ceremony of silver jubilee year on 25.09.2019, where decision was made to invite Fr. Dr. Felix Raj, SJ, Vice Chancellor of St. Xavier University, Kolkata.
6. IQAC also decided to Felicitate and acknowledge the contribution of teaching and Non-teaching staff for their 25 years of selfless and valuable service towards the institution on 31<sup>st</sup> July 2019, Feast of St. Ignatius of Loyola.
7. Decision was taken to organize science exhibition and invite the students of neighbouring school in and around Namchi.
8. IQAC also made an important decision about the intake capacity of the B.Ed. trainees. It was decided to increase the member of students making it 100 as per the NCTE norms based on the increasing demand of the number of applicants.
9. The members of the house also proposed to initiate vertical Academic up-gradation of the institution by introducing M.Phil and Ph.D in Education courses. The house members appreciated the ideas proposed.
10. IQAC members also came up with was idea of starting a CBSE school form 5<sup>th</sup> standard to XIIth standard in the campus. The idea was positively taken by everyone.
11. The meeting ended with a short prayer by the principal.

  
Signature of IQAC Coordinator

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

  
Signature of Chairperson  
Principal

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




**25<sup>TH</sup> IQAC MEETING AT 2.00 PM  
FOR THE MONTH OF November 29, 2019**

**Date: 29.11.2019**

**Time: 2.00 PM**

**AGENDA**

1. Prayer
2. Pre -semester Examination 2019
3. Teachers' evaluation by students.
4. Time table for next even semester.
5. Evaluation of the semester I & III.
6. Maintenance of Discipline in the College Premises.
7. Activities and functions during the semester.
8. Opening and plans of even semester II & IV.
9. Application for M.Phil. and Ph.D courses form academic year 2020-21.
10. AOB
11. Concluding prayer.

  
IQAC Coordinator

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

  
Chairperson  
Principal

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



## IQAC MEETING ATTENDANCE

Date: 29.11.2019

Sl. No.	N A M E	Designation	Signature
01	Fr. Dr. Francis AV, SJ	Chairperson	
02	Fr. Patrick M. Pradhan, SJ	Member	
03	Fr. Sandanasamy, 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. Sinora Pradhan	Member	
09	Dr. Dona Rai	Member	
10	Fr. Dr. Donatus Kujur, SJ	Member	Ab
11	Dr. Bina Pradhan	Member	Ab
12	Mr. Jayaraj S	Member	Jayaraj's
13	Mr. Sonam Tashi Bhutia	Member	
14	Dr. Ashok Rai	Member	
15	Mr. Samser Lama	Member	AB

## Minutes of 25<sup>th</sup> IQAC meet held on: November 29, 2019

1. Meeting began with a prayer by Fr. Principal.
2. IQAC discussed about Pre-semester examination which was conducted from November 25 – 28, 2019. Teacher representatives gave a brief evaluation about the student's performance. They said that students are to be guided in reading question papers, writing relevant answers.
3. IQAC also discussed about the teacher educators appraisal by the students. It was found that teacher's educators are good, helpful, supportive, motivating and committed. Based on the analysis of feedback give IQAC encouraged the teachers to be technosavvy in the class by using SMART board & audio video clips.
4. Time table for next semester: The members had a reflection on the time table for upcoming even semester considering the equal distribution of work load.
5. IQAC team also evaluated the semester I and III as a whole and it was decided to emphasize on students overall discipline interms of their punctuality, regularity and use of cell phone. Beside biometric attendance, manual attendance also to be implemented even during EPC and FBA classes. IQAC also felt the need to reset the students council members.
6. Upcoming activities: Fr. Principal briefed about the upcoming activities with special reference to Hon'ble Vice Chancellor of Sikkim University visit to the institution on 11.09.2019.
7. IQAC resolved that there should the recruitment of more teacher educators owing to two units of B.Ed. programme and also as per NCTE latest notification to the college.
8. Adding new courses: IQAC also vasualised to initiate M.Phil and Ph.D in Education coursed.

The meeting ended with a note to the forth coming semester fruitful one with a thanks giving prayer.

Signature of IQAC Coordinator

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

Signature of Chairperson  
Principal

Loyola College of Education  
Namchi- 737126, South Sikkim



**26<sup>TH</sup> IQAC MEETING AT 2.00 PM  
FOR THE MONTH OF February 08, 2020**

Date: 08.02.2020

Time: 2.00 PM

**AGENDA**

1. Prayer
2. Upcoming Events & Activities
3. Micro & Macro Teaching
4. Situation Vacant
5. AOB
6. Concluding prayer.

IQAC Coordinator

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

Chairperson  
Principal  
Loyola College of Education  
Namchi- 737126, South Sikkim



## IQAC MEETING ATTENDANCE

Date: 08.02.2020

Sl. No.	N A M E	Designation	Signature
01	Fr. Dr. Francis AV, SJ	Chairperson	
02	Fr. Patrick M. Pradhan, SJ	Member	
03	Fr. Sandanasamy, 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. Sinora Pradhan	Member	
09	Dr. Dona Rai	Member	
10	Fr. Dr. Donatus Kujur, SJ	Member	Ab
11	Dr. Bina Pradhan	Member	Ab
12	Mr. Jayaraj S	Member	
13	Mr. Sonam Tashi Bhutia	Member	
14	Dr. Ashok Rai	Member	
15	Mr. Samser Lama	Member	Ab



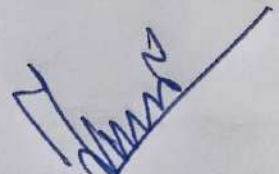
## Minutes of 26<sup>th</sup> IQAC meet held on: February 08, 2020

1. 26<sup>th</sup> IQAC Meet began with a prayer, invoking the presence of Almighty Father by Fr. Principal. The meeting was chaired by Fr. Principal.
2. Fr. Principal shared with IQAC team about the important tasks of this semester pertaining to concluding valedictory programme of Silver Jubilee year of the College, publication of College Magazine. He also mentioned that college will organized one day seminar on the theme "Safe guarding of children prevention of any untoward misuse of children". The date for the seminar was fixed by IQAC on April 3, 2020 and Resource persons will be from Delhi and Allahabad.
3. IQAC discussed about Micro & Macro Teaching procedure, Orientation and skills which are to be mastered by B.Ed. IVth Semester. The house also decided that Macro teaching to be initiated from February 10, 2020.
4. One of the important matters of this IQAC meet was about situation vacant created as the college staff Ms. Sinora Pradhan and Dr. Dona Rai were selected for Government Aided posts in Govt. B.Ed. College, Soreng. IQAC congratulated both of them and also decided to advertise situation vacant in college website and daily newspapers.
5. AOB: There was no other matter to be discussed.
6. Meeting ended up with a concluding prayer.



Signature of IQAC Coordinator

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



Signature of Chairperson

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

## IQAC ANNUAL ACTION TAKEN REPORT 2019-2020

1. B.Ed Programme with two unit [50+50=100] was initiated from 16<sup>th</sup> July 2019.
2. **Recruitment of Assistant Professors:** Eight new Assistant Professors namely Mr .Shiva Kumar Shrestha, Ms Sheetal Rai, Ms.Kessang Bhutia, Ms Najma Gollay, Ms Olrica Minj, Mr Shiveshwar Roy, Mr Dular Barman and Sr. Mary K.V were recruited as per NCTE Regulations 2014. Thus College has maintained the teaching staff strength as per NCTE Norms.
3. **Induction:** Loyola College of Education Namchi South Sikkim organized two-days induction cum orientation programme on 16<sup>th</sup>& 17th July 2019. Sri Rajan Banerjee from Darjeeling was the resource person who oriented our students based on the present requirement of quality teachers and encouraged them to strive for greater things in life as teachers.
4. **Biometric Attendance** mechanism was implemented for both students and teacher educators.
5. **The visit of Fr. Wilfred SJ, Provincial on 4<sup>th</sup> September 2019**  
Provincial Fr. Wilfred SJ addressed the staff on 4<sup>th</sup> September 2019 and spoke on the five realities of the world; growing inequality, rising polarisation and conflict, ecological crisis, digital culture and wakening of politics. Teachers are to be role models for the students with values and professional competence.
6. **Official visit of Vice-Chancellor of Sikkim University on 11<sup>th</sup> September 2019**  
Sri Avinash Khare, Vice-Chancellor of Sikkim University paid an official visit to our college on 11<sup>th</sup> September 2019. With a power point presentation, he addressed the staff and students highlighting the importance of higher education and research-oriented teaching.
7. **The visit of Sikkim University Team on 5<sup>th</sup> November 2019**  
Sikkim University Team visited the college for inspection for the purpose of sanctioning M.Phil. and Ph.D. courses here in Loyola College of Education Namchi south Sikkim.

### 8. Educational Tour from 21<sup>st</sup> January to 1<sup>st</sup> February 2020

29 B.Ed. & M.A. Ed Students along with Fr. Joseph Sandanasamy, Sr. Mary K.A., SCN and Mr. Umesh Pradhan the librarian visited South India; Visakhapatnam, Hyderabad, Bangalore, Mysore and Chennai. The students had an enriching experience of the socio-economic, religious, educational and cultural life of South India. The 1<sup>st</sup> and the 3<sup>rd</sup> Semester results were very encouraging.

### 9. Micro-Teaching Practices began from 10<sup>th</sup> February 2020

Micro-Teaching Practices began from 10<sup>th</sup> February 2020. 2<sup>nd</sup> year students were divided into five groups and all of them practised five main teaching skills in their respective groups under the supervision of LCE professors.

10. IQAC organised various talks such as **Stress, Anxiety and Depression on 23<sup>rd</sup> September 2019**, "The Sustainable Consumer" on 15<sup>th</sup> March, 2020 (Sunday) for the intelligent citizenship.

11. The lockdown of the College began on 17<sup>th</sup> March, after informing the students about their responsibilities during lockdown ie study at home and treat this lockdown as precautionary days. The administration of the College is taking care of 9 staff, 34 students and 4 support staff in the College campus during this lockdown. The faculty interact with students through social media regarding subjects. Well prepared notes are also disseminated to all the students.

  
**IQACCOORDINATOR**

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

  
**PRINCIPAL**  
Principal

Loyola College of Education  
Namchi- 737126, South Sikkim