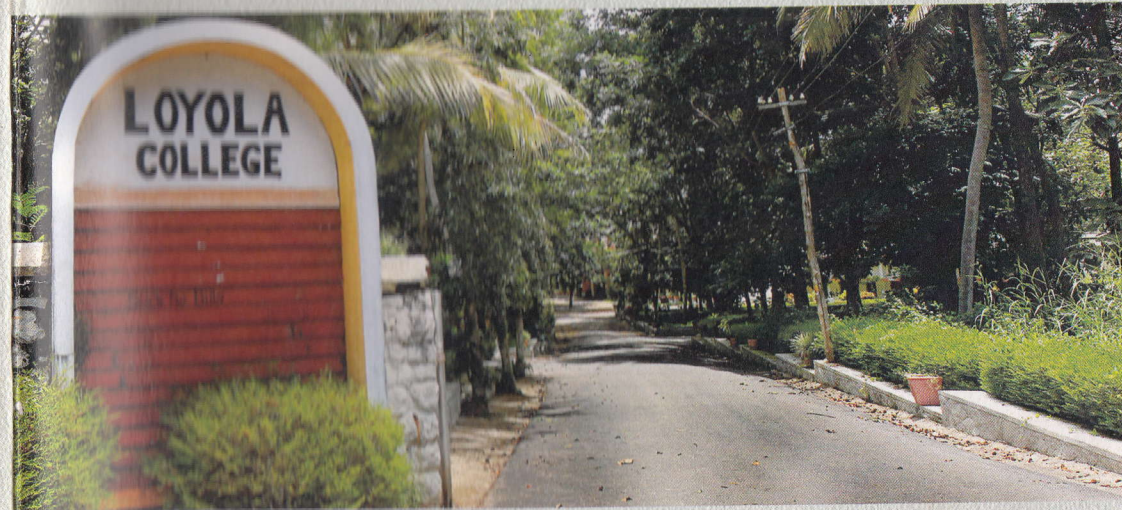


LOYOLA COLLEGE OF SOCIAL SCIENCES

THIRUVANANTHAPURAM



**LOYOLA POLICY MANUAL**

IQAC, LOYOLA COLLEGE

THIRUVANANTHAPURAM

**Loyola College of Social Sciences  
Thiruvananthapuram**

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## QUALITY POLICY

*Loyola is committed to pursue global standards of excellence in all our endeavours by focusing on raising standards of human relations through engaged knowledge building in Social Sciences (research, teaching, learning, extension, administration and management), while building a culture of inclusion and positive values of commitment to work, delivery of service, innovation in work, and high ethical standards.*

## **POLICY ON LOYOLA RESEARCH CENTRE**

### **General Policies**

- Research shall be a priority area of the institution placing it on par with teaching-learning process
- All the research activities of the institution shall come under the larger umbrella of Loyola Research Centre (LRC)
- The Principal shall be the Director of LRC
- LRC shall function at four verticals – Doctoral Research, Student Research Clinic, Funded Research and Extension Research. Each of these verticals shall be coordinated by the Coordinator/ Convener
- Loyola Extension Services (LES) shall develop R&D wing of the LRC which shall focus on action researches
- The Research Committee shall coordinate and monitor the activities of LRC
- The Research committee shall consist of the Principal, the Coordinators of these verticals and the Heads of the Departments
- The Composition of the Research Committee shall be the following:

Director (Principal)

Research Coordinator (Doctoral Research)

Research Convenor (Student Research Clinic)

Research Coordinator (Funded Research)

Research Coordinator (LES)

Head, Dept. of Sociology

Head, Dept. of Social Work

Head, Dept. of Personnel Management

Head, Dept. of Counselling Psychology

- The responsibilities of the Committee shall include:
  - Prepare the policies regarding research, execute, revise and modify whenever required
  - Motivate and assist the faculty, research scholars and students to prepare project proposals in their research area
  - Approve the research proposals for recommendation and funding
  - Organize research methodology workshops and workshops on scientific writing and academic publishing availing the support of the UGC/ICSSR
  - Monitor the research projects of the college and LES
  - Publish the research reports and the institutional journal – LJSS

### **Specific Policies**

#### **Doctoral Research**

- Weekly meetings shall be conducted for the Research Scholars

- Attendance Register shall be maintained in the Principal's Office in order to ensure everyday attendance
- Periodic meetings shall be organized to review the progress of the scholars' work
- Pre-submission seminars shall be organized for Research scholars
- Research scholars shall involve in the teaching-learning process of the Institution
- Research scholars' booth shall be provided to them
- Yearly function shall be organized to honour the doctoral awardees

#### **Students' Research**

- The *Research Clinic* shall be responsible for the upkeep of the research culture among students
- The *Research Clinic* shall regularly conduct the synopsis presentations, arrange classes on various topics in research methodology, SPSS training, and organise bi-weekly conferences and pre-submission of dissertation topics by the post-graduate students.
- The research clinic shall essentially interdisciplinary in nature, a veritable confluence of all departments
- The students shall be given opportunity to assist certain research projects of the faculty

- Students shall be encouraged to conduct their research projects using the research bank of the LES
- Students shall participate in the Open Defence of the research scholars so as to create an interest in research
- Basic and advanced inputs in research methodology and statistics by eminent resource persons shall be organized at regular intervals

#### **Funded Research**

- The faculty members shall be given full autonomy in the organization and conduct of research projects. All the infrastructural and administrative shall be made available to them for the conduct of the research projects
- Classes shall be rearranged for the faculty in order to enable the faculty to pursue quality research
- Seed money shall be made available to the faculty members, if needed, for the start up of the research projects
- Advance money shall be provided to the faculty for the conduct of research projects, if there is delay in getting the money from the funding agency
- Students' assistance shall be provided for data collection, if required, for data collection
- Collaborative researches with other institutions shall be promoted

- Separate account shall be maintained for each project and all payments shall be made within 30 days of the completion of the project
- Utilisation certificates of the projects shall be provided on time
- Transparency shall be ensured in all dealings by getting the account audited every year
- Faculty members shall be encouraged to acquire higher qualification in their respective domains to equip them better in the conduct of research
- Research colloquium shall be organized periodically to present the research outputs of the faculty members which shall be published as working papers

#### **Loyola Journal of Social Sciences**

- The journal shall be bi-annual (January-June and July-December), of which one may be edited by a Guest Editor
- The journal shall be multi-disciplinary, covering different areas of social sciences
- The articles in the journal shall be published only after peer review
- Quality and merit of the articles shall only be the consideration for inclusion in the journal
- The quality standards are being equal, the articles of the faculty and the students of the institution shall be given priority

## **CONSULTANCY POLICY**

- The faculty members shall be encouraged to take up consultancy services
- The institution shall bring out a consultancy directory which shall carry details of the faculty members and their domains of expertise.
- The profiles of the faculty members shall be given in the college website.
- Human Capital Development Centre (HCDC) and LiveLab shall function as centres specifically meant for consultancy and training
- The income generated through consultancy on working days shall be shared with the college on a 60-40 basis.
- As part of the consultancy services, faculty members shall offer extension lectures and training sessions to various groups and agencies.
- LES, the Social Lab, shall be the recognized centre offering consultancy and training programmes in child rights, human rights issues, community development, family and student counselling, women empowerment and soft skill training.
- The faculty members of the college shall get involved in the consultancy and training programmes of LES
- The institution shall provide duty leave for consultative works

- The institution shall providing opportunity and financial assistance for the faculty to attend skill development programmes.
- The income generated through consultancy is shared between the faculty involved and the institution. The ratio of sharing is 60:40. 60% of the income generated shall be given to the faculty and 40% to the institution
- The income generated through consultancy shall be partly utilized for community developmental activities and social welfare programmes and partly for Loyola Journal of Social Sciences

## **POLICY ON EXTENSION & OUTREACH**

### **General Policies**

- The extension and outreach shall be an integral part of the pedagogy of the teaching-learning process of the institution.
- The extension and outreach programmes shall enrich and challenge the classroom learning which shall facilitate the linkage between text and the context (lab to land).
- Each and every outreach activity shall be followed up by a collective reflection and personal integration process whereby the students critically assimilate the insights gained from the experience in the field.
- The extension and outreach activities of the college shall be operationalised at three ways: 1) the field work of the students, 2) outreach activities by the departments, 3) extension and outreach programmes by Loyola Extension Services
- Loyola Extension Services will function as the Social Lab of the teaching-learning process of the college

### **Specific Policies**

- Fieldwork is as defined by the syllabus of the concerned program
- Each department shall organize at least three programs mobilizing internal and external resources
- College shall identify areas of intervention for extension activities in accordance with the vision and mission of the

respective departments in particular and the college vision in general.

- Field work activity shall reflect the Ignatian values of MAGIS in all our activities
- NSS programs shall be regarded as an extension activity of the entire college.

#### **Loyola Extension Services (LES)**

- LES shall function as a vibrant extension wing of the College, mobilizing and empowering people through training, and activating them in participatory development initiatives in a sustainable framework
- LES shall create and provide infrastructural support as a nodal centre of excellence in extension services to promote integral development through social transformation
- LES shall extent its infrastructure to create, develop and sustain interorganizational linkages and networking systems among voluntary organizations.
- LES shall create adequate infrastructure for functioning as a field laboratory where the classroom concepts and theories can be field tested in the communities through interventional activities.
- The infrastructure of the LES shall be enhanced to provide counselling services and legal guidance on family welfare student issues and parenting.

- The centre shall constantly upgrade and maintain infrastructure such as accommodation, public addressing system, ICT facilities, halls, canteen, etc. to undertake training, research and consultancy services on areas of current social significance.
- Part of its infrastructure shall be dedicated for Child related activities such as Childline, Child Rights Observatory, Child Welfare Committee etc.
- Counselling and family welfare activities shall be an integral part of LES.
- LES shall maintain and continuously upgrade the state of the art of training for various categories such as women, college students, youth, government officers, NGO personnel, para professionals etc.



## INFRASTRUCTURAL POLICY

Development and maintenance of infrastructure at Loyola College is to assist the college in effectively achieving its mission of teaching, learning, research, and extension.

### Physical Infrastructure

- Buildings
- Furniture
- Public addressing system
- Lawn and gardens
- Play grounds
- Residential facilities
- Health facilities and gymnasium
- Transportation
- Recreational facilities
- Canteen facilities
- Safe-drinking water
- Notice boards

### General Policies

- The responsibility of the use of the entire infrastructure of the campus is invested with the respective staff, students and other stakeholders

- The college shall upgrade and maintain infrastructure in accordance with its academic growth
- Annual maintenance during the summer holidays shall be done

### Specific Policies

- The college shall seek and explore possible funding sources such as UGC for constructing, upgrading and maintaining the buildings
- Furniture of the college needs to be upgraded according to the changing times and trends and the college shall create or acquire durable, functional and lasting sets of furniture for office, library, classrooms and auditorium
- A comprehensive public addressing system shall be there in the college. Portable teaching amplifiers can be made available
- The college community shall take the responsibility of maintaining the surrounding lawn and garden
- The lawn shall be used for functions or programmes only with the permission of the authority
- The college shall ensure diversity in planting trees
- The students and staff are to be encouraged to utilize the playgrounds optimally.
- As far as possible the college shall share its playgrounds with the school to ensure its optimal utilization

- Our students and staff and our guests can be given accommodation facilities in the campus on request
- The maintenance of the hostels is taken care of by the Hostel administrative committee
- An infirmary and women's restroom shall be maintained in the college. The service of an on-call doctor can be ensured
- Facilities for exercise and gymnasium can be provided and preserved in the Hostels
- Transportation facilities should be provided as per the prior request from the departments
- Canteen facilities and safe-drinking water are to be provided

## ICT INFRASTRUCTURE POLICIES

Consonant with its vision the College is committed to maintain a well-equipped 'state of the art' ICT infrastructure for the academic and administrative requirements.

ICT Infrastructure of our college contains the following:

- Computers and printers
- LCDs, smart board
- Internet
- Wi-Fi
- Websites
- E-documentation
- Digital documentation (institutional repository) and electronic resources
- Display boards
- Audio-visual facilities
- Intranet services
- E-learning modules (moodle)
- Periodic internal training programmes (SIT UP and FIT UP)
- External training
- E-communication
- Office and library automation
- Still and Video Camera

## General Policy

- The college shall provide ample information and communication technology infrastructure to execute the educational, administrative, communicative and operational responsibilities of the stakeholders
- Every stake holder should have access to the ICT infrastructure of the college for academic purposes
- The institution shall be committed to continuous upgrading and expansion of ICT infrastructure and to ICT enabled teaching/learning practices

## Specific Policies

- The college shall maintain a server computer through which centralized monitoring of networking and sharing of computers are executed
- A server room with a system administrator shall be maintained by the college
- The system administrator shall take care of and monitor the ICT infrastructure of the college
- Log books shall be maintained for the use of LCDs, common laptops, smart board to facilitate effective use of these resources
- Only educational sites will be available during the working hours
- Free internet and Wi-fi access shall be available to all the students and faculty and they are password protected and centrally monitored

- Websites shall be maintained, updated and upgraded continuously
- Reports, photographs and videos of all the programmes held in the campus are to be documented and maintained systematically
- Institutional repository shall be preserved and made available through intranet facilities
- The ICT skill training (Student IT upgradation programme and Faculty IT upgradation programme) shall be conducted periodically
- The college shall send its staff for workshops/training programmes for skill upgradation and for gaining awareness about latest developments
- Yahoo groups of alumni and official email are to be monitored by the system admin
- Institutional mail id, common departmental ids and individual faculty ids can be sustained and facilitated
- Administrative services shall be automated and continually upgraded

## FINANCIAL POLICY

These financial policies are delineated with a view to facilitate the efficacious functioning of the college as a 'centre of excellence' as its vision envisages. These policies help us for judicious deployment of funds, containing costs, and prompt development of 'state-of-the-art' academic and infrastructural facilities. These define income trajectories, expending criteria and accountability structures.

This policy encompasses the following aspects:

- Fund Collection from multiple sources
- Fund Utilization for various purposes
- Financial assistance and scholarships
- Budgeting and Auditing

### General Policies

- All financial transactions are to be properly accounted
- Financial transparency shall be maintained
- All transactions are to be done in consultation with respective authorities
- Money shall be released at the receipt of duly attested requests submitted well in advance
- Accounts of the expended amount are to be submitted to the Bursar's office within 10 days
- Development and maintenance needs of the institution shall be a major priority in expending the finance

- Accounts of the college are to be audited by respective agencies

### Specific Policies

#### Fund Collection and Utilization

##### PTA Fund

- PTA fund is to be collected during the admission
- This is a voluntary contribution depending upon the financial condition of the students
- No applicant shall be denied admission on account of PTA contribution
- This fund can be paid in instalments within the course of 2 years
- If the student is discontinues the course within the period of the closure of admission by the university, a portion of the contribution may be refunded
- The students who drop out during the course cannot claim the PTA contribution
- PTA fund shall be utilized for the maintenance and development of the library, infrastructure and recurring expenses of the college

#### Curricular and Co-curricular contributions

Students have to contribute to the expenditure of curricular and co-curricular activities Fieldwork fund collected at the time of admission is to be utilized for:

- Exposure visits
- Additional programmes such as street theatre, PRA, faculty expenses of study tour
- Participation of seminars and conferences (either travel or registrations expenses, whichever is lower, for each student once a year)
- Honorarium and TA for guest lecture
- Fieldwork supervision – actual expense
- Printing of fieldwork diary and face-sheet
- Photostat and printing

#### **Research Scholars' fees**

- A 'centre-charge' is to be collected from each research scholar every year
- This fee shall be utilized for the development of research facilities

#### **Library and Computer**

- A contribution is collected from the students for library and computer
- This fund shall be utilized for the development and maintenance of the respective centres

#### **Co-curricular activities**

- Celebrations like Onam, Christmas, Ifthar/Eid, Arts day, Sports day, College day and union activities

- Allocation is to be done at the beginning of the year as per the fund generated
- Students are to be informed to produce budget and request letter for releasing the fund
- Finance committee shall scrutinize the budget and approve the same with necessary modifications
- Once the programme gets over the account has to be settled within 10 days
- Fund shall be collected and utilized for value education, ICT charges, induction programme, ID card, NSS camp, placement cell, Administrative service charge

#### **Alumni Contributions**

- On special occasions institution can seek contributions from the Alumni
  - Jubilee Celebrations
  - Building and developmental works
  - Organization of seminars/workshops
  - Infrastructural up-gradation
  - Endowment awards and scholarships
- Alumni membership fee is to be collected and maintained by the alumni executive committee
- Transcript charge is to be collected from the applicants

### **Institutional Contribution/overhead charges of the projects/fellowships received by the staff**

- 10 percent of the sanctioned amount for the project has to be remitted to the institution as overhead charges.
- It shall be deducted at the disbursement of each instalment
- Books, journals and equipment bought for the projects shall be the property of the institution at the completion of the project
- 50 percentage of the fund accrued from the projects shall be allocated for the respective departments, 25 percentage for the maintenance fund and the other 25 percentage will be earmarked as seed-money for research
- A project committee consisting of the Principal, Vice-principal, Bursar, Staff representative, HA and research coordinator shall monitor this

### **Consultancy contribution by the staff**

- All the consultancy programmes of the staff are considered as the consultancy service of the college
- 40 percentage of consultancy income shall be shared with the institution
- 50 percentage of this fund shall be allocated for the respective departments, 25 percentage for the maintenance fund and the other 25 percentage shall be earmarked as seed-money for research

### **UGC Fund**

- At the beginning of the five year plan when the applications are called for, the college shall apply for financial assistance under various schemes such as merged schemes, departmental development fund, general development fund, jubilee fund, minor and major research projects, seminars/ conferences/ workshops.
- Once it is sanctioned, the major and minor projects will be carried out by the concerned faculty and its bills and audited statements are handed over to the office and maintained there
- Seminars and workshops shall be the responsibility of the respective departments. Accounts of UGC sponsored seminars have to be audited and sent to the UGC within 2 weeks of the completion of seminars.
- Purchasing committee consisting of the Principal, HODs, vice-principal, HA and Bursar shall shortlist the equipments/ materials to be purchased. The purchase has to be done in accordance with the stock purchase manual as per the required tender/ quotations
- Audit statements, utilization certificates and reports have to be submitted periodically as per UGC requirements so that further instalments can be obtained.

### **Grant from the University**

- We have to apply for research centre grant and journal grant at the invitation of applications by the university
- NSS grant shall be requested from the university

- After utilizing the same for the specified purposes, the utilization certificates have to be submitted to the university annually

### **Contribution to 'Poor Students' Fund'**

The college generates and maintains a fund for assisting the financially weak students

#### **Contributors**

- Faculty: monthly contribution of Rs 200/- by the regular faculty
- Occasional contributions from other sources

#### **Utilization**

- Needy students are supported as per the recommendation from the departments
- Account is prepared at the end of the academic year and is presented to the faculty

#### **Hostel Fee**

- Fee is collected for boarding and lodge in the hostel
- The revenue is to be utilized for the maintenance and development of the hostel facilities

#### **PD account**

- We need to utilize PD account for purchasing stationery, sports items, audio-visual items, periodicals and news papers

### **Financial assistance and scholarships, freeships and fee concession**

- Endowment awards are given according to the merit
- Merit cum means Scholarships are given for students with potential and who are financially weak as per the recommendations from the department and approval of the management committee
- The college shall continue to generate the scholarship fund from various sources gradually so that it can meet the growing requests for assistance
- The donors' request for instituting awards and scholarships shall be scrutinized by the management and decision on the same is to be made in tune with the policies of the management

#### **Budgeting and Auditing**

- Budget is to be prepared in advance for every financial year and has to get sanctioned by the management committee and approved by the finance committee of the governing body of the college.
- Management account is to be audited at the end of every financial year
- UGC and Govt. account are audited by the DDCE's auditors and AG's office