



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		LOYOLA COLLEGE OF SOCIAL SCIENCES
Name of the head of the Institution		Dr. Saji P. Jacob
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+914712592059
Mobile no.		9747198138
Registered Email		lcsstvm@asianetindia.com
Alternate Email		loyolacollegekerala@gmail.com
Address		Sreekariyam P.O.
City/Town		Thiruvananthapuram
State/UT		Kerala
Pincode		695017
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Jasmine Sarah Alexander
Phone no/Alternate Phone no.	+914712592059
Mobile no.	9961560558
Registered Email	iqaclcss@gmail.com
Alternate Email	alexander.jasmine@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://loyolacollegekerala.edu.in/iqac/">http://loyolacollegekerala.edu.in/iqac/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/1_Academic_Calendar_2018-19.pdf">http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/1_Academic_Calendar_2018-19.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	Five Star	0	2001	03-Aug-2001	21-Dec-2007
2	A	3.70	2007	22-Dec-2007	09-Dec-2014
3	A	3.72	2014	10-Dec-2014	09-Dec-2021

<b>6. Date of Establishment of IQAC</b>	05-Jul-2007
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Revisiting Vision and Mission	27-Jun-2018 3	20
IQAC Orientation for new batch and selection of student charter	26-Sep-2019 1	45
Participation in UGC Paramarsh Scheme	29-Jan-2019 1	5
IQAC Workshop- Website Upgradation	06-Feb-2019 2	20
IQAC Workshop- Quality Enhancement	26-Feb-2019 3	14
IQAC Workshop- Website Upgradation (Follow-Up)	21-Feb-2019 2	19
IQAC Workshop- Quality Enhancement (Follow-Up)	18-Mar-2019 1	15
IQAC Workshop- Quality Enhancement (Follow-Up)	26-Mar-2019 1	17

**8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Salary	State Government	2019 1	12805931
Non-Teaching Staff	Salary	State Government	2019 1	3835161
Faculty	FDP Salary	UGC	2019 1	288310
Institution	NSS	Kerala University	2019 1	15230
Institution	Research Journal Grant	Kerala University	2019 1	93750
Institution	University Merit Scholarships	Kerala University	2019 1	24000
Institution	SC/ST Scholarships	State Government	2019 1	637652
Department of Personnel Management	Research Project	ICSSR	2018 1	200000
Department of Personnel Management	Research Project	UGC	2018 1	52500
Department of Sociology	Seminars	UGC	2018 1	25000
Institution	Women's Cell	Kerala State Women's	2018 1	198600

Commission

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

12

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Functioning of Student Charter • Participation in NIRF, AISHE and Paramarsh Initiative taken for Website Upgradation • Evaluation and Quality Enhancement Workshops

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action

Achivements/Outcomes

No Data Entered/Not Applicable!!!

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

IQAC Core Committee

27-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	02-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Office: Excel, Spark (for salary administration) Library: LIBMAS Accounts: Excel and Tally IQAC: Excel and Access Departments: Kerala University Exam Portal Research Centre: Kerala University Research Portal

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

There are two mechanisms for curriculum planning and delivery. At the institutional level, Evaluation and Planning meetings are held at the end of an academic year and the beginning of the new academic year. The college has certain key activities that guide curricular, co-curricular and extra-curricular aspects. Based on feedback from evaluation meetings, these key activities are revised during planning. During the annual planning meeting, curricular planning takes place both at the departmental level and the college level. The Curriculum planning and delivery mechanism of the college comprises of evaluating previous years activities, deciding on focus areas and strategies, preparation and implementation of annual calendars, time tables, attendance books and registers for teachers and students, timely conduction and evaluation of internal exams, assignments, seminars and dissertations. New office bearers are selected from among staff for various clubs and committees. The college follows the University calendar with regard to curricular aspects. It also prints its own calendar incorporating university calendar and college-level activities. The second mechanism for curriculum planning and delivery are Staff meetings. The General staff council meets every month. At the Departmental level, staff meetings are held to plan and guide the activities of the Department. This year the institutional level Annual Evaluation meeting was held on 3-4-2018, 9:30 am-3:30 pm and Annual Planning meeting was held on 14-6-2018, 2:30-3:30 pm. There were 10 general staff meetings. This year the Department of Social Work held 11 staff meetings, Department of Sociology held 8, Department of Psychology held 5 and Department of Personnel Management held 4 meetings respectively. The summary of the minutes of these meetings have been prepared.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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No Data Entered/Not Applicable !!!

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Academic Lecture Series	14/06/2018	140
Workshops/Seminars	04/07/2018	140
Life Skills	10/11/2018	66
Street Theatre	29/10/2018	85
Research Clinic	19/07/2018	132
MSExcel	27/03/2019	28
SPSS	20/06/2018	42

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Sociology	68
MA	Human Resource Management	38
MSc	Counselling Psychology	36
MSW	Social Work	73

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
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We have strong feedback mechanisms. There are primarily three mechanisms for student feedback: STEF, Open House, PIME and Student Feedback Form. Feedback is also solicited from other stakeholders' namely teachers, nonteaching staff, alumni and parents. (1) STEF: After every semester, students are asked to provide feedback about teachers by rating them in a form. This form is then forwarded to the concerned teachers through the HoD. (2) Open House: After each semester, students are given a platform called Open House, where they share their learnings, challenges, grievances and suggestions in the presence of the teachers of the Department. After the Open Houses teachers of the Department meet together and discuss about what actions can be taken based on student feedback. This is then reported to students. (3) PIME: As part of the PIME approach which is used in Planning, Implementing, Monitoring and Evaluating of programmes conducted by the college, students offer their feedbacks. (4) Student feedback forms: All students are administered student feedback forms. The results are analyzed and action is taken based on feedback. Feedback from other stakeholders are also taken: (5) Teachers: General and Departmentwise staff meetings conducted on a monthly or need basis is the platform for teacher feedbacks. The visit of the Jesuit Provincial is also another platform for feedback regarding management. (6) NonTeaching Staff: Regular meetings of nonteaching staff are also held, where they give feedbacks and suggestions. (7) Alumni: Alumni Executive Committee Meetings, Alumni Interfaces and Alumni Day Discussions form the platform for Alumni Feedback. Three alumni executive meetings have taken place this year. The Alumni Day was Jan 12, 2019. (8) Parents are invited well in advance for PTA meetings. Participation of parents is considered important. They are given orientation about the course and its features during PTA Meetings. PTA is a platform for parents to give their feedback. Feedback and suggestions are taken during these meetings. The PTA meeting conducted this year was in February 9, 2019, both at Department and College level. Parents of 42 students participated. Action Taken Based on the feedback received this semester the following actions were taken: • Curricular aspects: Individual teachers are asked to reassess themselves in light of feedback received on STEF and in Open houses. Introduction of midsemester open houses. Extension of Library time by one hour. • Infrastructural upgradation: Cafeteria in canteen, scullery, 4 additional classrooms, additional fans in staff room and class rooms, cabling to increase internet speed, cold and hot water dispenser in hostels, classroom maintenances, volley ball and badminton courts renovated.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	Human Resource Management	20	67	16
MSW	Social Work	25	182	25
MA	Sociology	25	40	24
MSc	Counselling Psychology	17	50	18

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2018	0	140	0	23	0

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
23	23	5	12	12	60

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Every year first year students are divided equally among teachers and a list of mentors and mentees are prepared. We have a mentorship form, which is to be followed in mentoring. Teachers meet the students periodically, minimum twice in a semester, and if students request for meetings. In some departments student preferences are taken for finalizing mentor. The mentee: mentor ratio for a single batch for the different department this year are: MSW 1:5, MAPM: 1:3, MA: 1:5, M.Sc.:1:3.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
140	23	6 : 1

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	13	3	0	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Pramod S. K.	Lecturer	Awarded an appreciation certificate by the State Minority commission for contributing to the premarital program organized for the state Minority communities.
2018	Dr. Nisha Jolly Nelson	Assistant Professor	UGC travel grant award 2018 to attend XIX International Sociological Conference held in



			Toronto, Canada.
2018	Dr. Anitha S.	Assistant Professor	NIPM ViceChairman
2018	Dr. Sonny Jose	Associate Professor	Member, Editorial Board, Educre

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

CIE is followed as per university regulations. For every paper in a semester there are requirements for attendance, an assignment, a seminar and two tests. CIE Marks for a paper is out of 25. To ensure transparency, all students are asked to sign the internal mark sheet before it is finalized and submitted to the university. While the University CIE system itself is not amenable to much reform, teachers adopt innovative and creative methods to ensure that assignments, seminars and tests seek to build the competencies of the student. The college is introducing an Outcome Based Evaluation system for students from next year. Staff are being trained to implement this system.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

During the beginning of every academic year, the University of Kerala forwards an Academic calendar to its affiliated college. Keeping in line with this calendar and the college prepares a calendar which also includes college specific activities like Arts Day, Sports Day, College Day, Loyola Day and so on. While the University calendar is circulated teachers and uploaded on the website, hard copies of the college calendar is provided to all students. University regulations, notifications and calendar is followed for all academic and examinations related matters.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/8\\_LCSS\\_Institutional\\_Distinctiveness\\_2018-19.pdf](http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/8_LCSS_Institutional_Distinctiveness_2018-19.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
560	MA	Sociology	29	22	76
584	MA	Human Resource Management	10	9	90

915	MSW	Social Work	25	25	100
604	MSc	Counselling Psychology	9	7	88

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/Student\\_feedback\\_on\\_Teaching\\_Learning.pdf](http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/Student_feedback_on_Teaching_Learning.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Department of Sociology	3
Management Studies	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Social Work	7	0
National	Personnel Management	4	0

National	Sociology	2	0
International	Social Work	1	0
International	Counselling Psychology	1	0
International	Personnel Management	1	0

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Social Work	4
Counselling Psychology	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	8	4	3
Presented papers	7	14	1	1
Resource persons	3	7	6	2

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Disaster Relief	NSS Kerala University	Cleaning	0	1
Rescue Coordination Team	Alleppey District	Search Rescue	0	1
Flood relief	SMV School Collection Centre	Organizing relief materials	0	1
Flood relief	Trivandrum Railways Collection Centre	Organizing relief materials	0	5
Flood relief	Chenganoor Relief Camp	500 Breakfast packets distributed	0	1
Flood Relief	Trivandrum District Administration	Gathering Medicines (Rs.70000/)	1	1
Voices of Children	KAPS, UNICEF	Psychosocial intervention	2	23
Psychosocial support	NIMHANS, Bluepoint	PTSD assessment Psychological First Aid	1	30
Disaster Coordination Call centres	Disaster management Cell	Managing calls	0	3
Flood Relief	TSSS Collection Centre	Organizing relief materials	5	10
Flood relief	Barton Hill Collection Centre	Organizing relief materials	1	10
Sustainable Development Goal Awareness	ISDG, Trivandrum	Awareness Campaign Flagoff	2	50
Breastfeeding Day Awareness	National Health Mission, ICDS	Flash mob	2	48
Childrens Home Fest of Kerala	DCPU	Street play and Flash mob	2	48
National	MIT World Peace	Procession	1	14

**3.5 – Collaborations**

## 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	Dr. Sonny Jose	Ersta Skondal, Sweden	21
Faculty Exchange	Dr. Francina P.X.	Ersta Skondal, Sweden	21
Student Exchange	Bincy Babu	Ersta Skondal, Sweden	21
Student Exchange	Rahul S.	Ersta Skondal, Sweden	90
Student Exchange	Sherin Wilfred	Ersta Skondal, Sweden	90
Student Exchange	Ancy B. Kairali	Ersta Skondal, Sweden	90
Research	Dr. Nisha Jolly Nelson	Tezpur Central University	730
Research	Dr. Sonny Jose, An	CSL	240
Research	Dr. Nisha Jolly Nelson	UGC	730
Research	Dr. Anitha S.	KILA	540
Research	Dr. Fr. Sabu P. Thomas	ASER	30
Research	Dr. Jasmine Sarah Alexander	Department of Social Justice	60
Research	Dr. Prakash Pillai	ICSSR	540
Research	Dr. Prakash Pillai	Department of Revenue	540

## 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			

No file uploaded.

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
24	25.2

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Video Centre	Existing

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBMAS	Fully	06	1999

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth	Others
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								(MGBPS)	
Existing	31	2	31		2	3	4	10	
Added	2		2			1		10	
Total	33	2	33	0	2	4	4	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
17	19.6	24	25.2

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Our Policy Manual covers all procedures with regard to the use of the facilities in the college. The Student handbook talks about some of these procedures. Every year, the incoming students have an induction programme in which they are introduced to the college policies and procedures. Students are taken to the library and the different facilities of the college and are explained rules and regulations for using these facilities. The Policy Manual has been uploaded on our website.</p> <p><a href="http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/6_Loyola_Policy_Manual_2014-2019.pdf">http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/6_Loyola_Policy_Manual_2014-2019.pdf</a></p>
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### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2019	Placement Cell	0	40	8	35
2019	LACE (Loyola Academy for Competitive Exams)	8	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	MSW	Social Work	Christ University	M Phil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	9
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)



Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A healthy and active representation of students in decision making is the idea behind college union. The college union becomes an inevitable part of a democratic college, since it gives the students abundant opportunities to express themselves. The union members are given due representation in the decision making processes in the college. Representatives from the union are also members in various academic and administrative bodies and committees like IQAC steering committee, internal committee for students with disabilities, mess committee, hostel committee etc . Through this we ensure that the voices of the students are heard in all matters related to the college. The participation of union representatives in these committees also act as a platform for the students to address their concerns and present their ideas and suggestions. The College Union is also a platform for the students to engage creatively in their campus life and learn to develop responsibility and leadership skills. Various programmes are organized and conducted under the union banner like arts club, sports club, planning forum, women's cell etc. These programmes do play a major part in implanting traits like teamwork, sportsman spirit, the drive to stride for bringing the best in one's self etc. Some of the significant programmes organized by the academic council for the current year are as follows • Kerala Piravi celebration • Blood donation camp • World Social Justice Day celebrations, • 'Navangana2019' • "ESPRIT (Annual sports meet) • "Kaladiksha 2019" (Arts festival)

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes Dr. Fr. Jose Muricken SJ conceived the idea of forming a former students association of the college. Prof. R. Gopalakrishnan Nair and Prof. Mariamma Joseph prepared the draft constitution of the association. The Loyola Alumni Association came into being on 13th April, 1967 and was formerly inaugurated on 27th March, 1968. Students from the senior batches are inducted into the alumni association during the annual general body meeting held during January every year. The association functions by strictly abiding the existing constitution. Elections are held periodically following democratic procedures to elect office bearers. The Alumni association acts as a bridge between the nostalgic past and the hopeful future. The association envisages a handful of initiatives that bring together our alumni and students under different mentoring schemes. The successfully placed alumni act as mentors and a connecting link for the professional aspirations of our students. The 'Meet the Alumni series' that stretches over the entire year is one of our long standing and signature programmes. Batch wise reunions, facilitation of old teachers, providing financial assistance and scholarships to the students etc. are a few of the activities that our alumni association is involved in.

5.4.2 – No. of enrolled Alumni:

2050

5.4.3 – Alumni contribution during the year (in Rupees) :

112190

#### 5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Executive Meetings (6): During the Annual Planning Meeting, Ms. Francina was selected as the new Alumni Secretary. Three executive committee (1862018, 18122018, 2612018) and 3 Managing Committee meetings (322019, 1232019 and 1632019) were held this year. Alumni Day (1): It was celebrated on 1212019 from 9 a.m. to 3.30 p.m. Mr. Rajan L., retiring nonteaching staff, and the golden (1968) and silver (1994) jubilee batches were honoured. Alumni General Body Meeting was also held the same day where new executive committee members were elected. Alumni Newsletter (1): "The Loyolite", the Annual newsletter was issued in January 2019. Meet the Alumni Series (4): We had 4 programmes where Alumni are invited to the college to interact with students. Those invited were Sri. A. S Girish, Head HR, Appollo Tyres, Chennai (1482018), Mr. Praise Pious, Project Director, Training and Skill development, HRDS India (5102018), Mr. Satheesh Pillai, HR OD Consultant, Director at Wilhelmsen Ships Service, Dubai (180718) and Mr. M.S. Sreekumar, founder and Principal Consultant B2N Consulting, Ernakulam (722018). Alumni initiatives (2): Alumni initiated 2 ventures. They contributed cash and professional consultancy to upgrade the website. The Alumni also launched a mentoring programme for the students of the college called the La Compass on 2632019. Alumni Collaborations (15): Many activities of the college are conducted in collaboration with Alumni. With regard to Concurrent Field work, Block Field work, Induction programme, POC SO Awareness campaign, breast feeding day awareness, Kerala flood psychosocial assessment and fund raising, PRA camp, International Symposium on Field Engagement, KAPS national seminar, Job Seeker's course, NSS camp and two research studies saw active collaboration with over 30 Alumni members. Batch Reunions (2): Two batch reunions were held this year. 197678 Batch of alumni had their get together in the Sutter Hall on 1582018. On 2112018, reunion of 197880 batch was inaugurated by Fr. E.J. Thomas SJ, retired Principal of Loyola College. Padma Shri. T.N. Manoharan, Chairman Canara Bank was the chief guest. Ceremonies (7): On 382018, farewell function was held for the senior batch of outgoing students. 4 Farewell meetings were also held for management and administrative staff. On 2362018, Mr. Arun was given send off as he left to join PSC government job. On 3182018, farewell meeting was organized for Fr. Joye James, who left to take up the coordination of Jesuit Higher Education Institutions in South Asia. On 532019, Mr. Maneesh was given send off as he got appointment as Nutrition Consultant at the Department of Social Justice. On 2932019, Retirement Sendoff meeting of Mr. Rajan L., nonteaching staff, was organized and on 3032019, he was accompanied home by 17 Loyola staff. The new Rector and Manager, Fr. Sunny Kunnaparambil was welcomed in a ceremony on June 8, 2018, 2:30 p.m.

### **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

IQAC was given full authority to envisage, implement and monitor programmes aimed at raising the overall quality of the institution. Various sub committees were formulated under the auspices of IQAC and these committees were assigned to plan and carry out various activities throughout the academic year. In brief IQAC formulated the entire plan for the academic year and implemented the same through its sub committees. For each and every program, a faculty was appointed as in charge and he/she independently takes up the leadership in all matters related to that particular programme. Statutory committees were reconstructed with a senior faculty as its chair person. And these committees were given utmost freedom of operations in matters that fall under their area of operation.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Teachers have been delegated to attend different training sessions for the accomplishment of outcome based education goals. These training classes are organized under the initiative of state Higher education council. At the time of introduction of the new syllabus in the previous academic year, various discipline wise syllabus workshops were organized by the university in collaboration with our college.
Teaching and Learning	The emphasis were increased on field oriented learning, exposure visits, extension lectures, interaction with alumni who are established in the field of academics etc. The students were provided references to further reading materials in connection with the syllabus and were encouraged to pursue the same.
Examination and Evaluation	Skill assessment measures were implemented as a part of internal assignments. Practices such as Open book exams, extempore seminar presentations etc were adapted by different teachers in different departments. The online question paper system introduced by the University was implemented in the college in an effective manner.
Research and Development	A fully fledged research clinic is functioning in the college since Research is a prominent focus in Loyola. The research clinic continuously strives for the quality maintenance in the field of research. This year the improvement strategies adopted by the research clinic includes providing a written feedback to the students after their dissertation synopsis presentations which happens at three levels. Also a back up presentation was introduced for the students who miss the final synopsis presentation.
Library, ICT and Physical Infrastructure / Instrumentation	An indepth library training and induction programmes were given to all

	the new comers. The speeds of the broadband facilities were significantly increased. An existing building space was converted into four fully furnished classrooms with ICT facilities
Human Resource Management	A new appointment was made in the IQAC to manage the workload. The college managed to appoint more experienced and qualified teachers under the guest faculty category. Platforms were made available to share the feedback of the staff to ensure that their voices are heard in matters especially related to them.
Industry Interaction / Collaboration	We try to follow one student - one organization policy as far as possible. This approach ensures maximum exposure for the students in the day to day functioning of an organization. Faculties stay in permanent touch with the on field industry supervisors and guides.
Admission of Students	Steps were administered to ensure that the entrance processes were organized in a more hustle free manner. Also we introduced the schedules for the exams, GD and personal interview in such a manner that the interests of applicants from distant places were given top priority.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Official Whatsapp groups were formed at different levels to facilitate an informal yet effective mode of planning of activities.
Administration	Letter communication was shifted to the regional language of Malayalam following the instructions from the government. The applications for the foreign visits of faculties were shifted to the platform named - SOAFT (System for Online Application for Foreign Travel).
Administration	Digital signature of Principal was introduced for payment and allowances of employees. Matters related to pension of the retiring employees were started to carry out through a platform named PRISM (Pensioner information system)
Finance and Accounts	Digital signature of Principal was introduced for payment and allowances of employees. Matters related to

	pension of the retiring employees were started to carry out through a platform named PRISM (Pensioner information system)
Student Admission and Support	All procedures related to the admission procedure were promptly uploaded in the college website. The resources covered by the digital library were increased significantly to cater to the ever increasing requisites of today's competitive world.
Examination	Online question paper system was introduced by the University was implemented in the college in an efficient manner. Online updating of the details of the bundles of answer sheets forwarded to the university was also introduced.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Positive psychology	A session on Kerala Service Rules	18/03/2019	19/04/2019	20	5

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Training series on Labour laws	1	06/08/2018	29/10/2019	10
4 days training program on academic	1	09/04/2018	12/04/2019	4

leadership1

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	13	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Annual internal audits are done for the management, PTA and hostel accounts. This audit is handled by a chartered account firm named PT Joseph Co, Pallimukh Kochi. There are 2external audits which are carried out by 1. AG's office (No fixed time interval, they conduct the audit whenever they find it appropriate) 2. Directorate of collegiate education, (This audit follows the retirement of the Principal)

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

0

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Representation in the governing council. 2. Representation in the IQAC. 3. Financial assistance and scholarships provided for students.

6.5.3 – Development programmes for support staff (at least three)

1. Personality development class by Fr. John 2. One day trip to Tsavorite Resort Varkala

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Principal of the institution was made the chief editor of the Loyola Journal of social sciences. 2. Emphasis was given for the enhancement of English language proficiency. LILA (Loyola Initiative for Language Advancement) envisages and implements programmes and coaching sessions throughout the year

to achieve the same. 3. A strong framework was introduced to facilitate better coordination of the Inter disciplinary work. The expert panel list under the research clinic which comprises of faculties from all the disciplines is an example of such an initiative. Also faculties are undertaking joint interdisciplinary researches.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nationwide Quiz competition Theme : Legal rights of women	20/12/2018	20/12/2018	58	0
Movie Screening - Stonning of Sorayya	21/03/2019	21/03/2019	17	13
Documentary screening - 'Period - End of the sentence'	19/03/2019	19/03/2019	25	22
Attended a National level symposium on Womens Displacement: Womens place making in modernity	22/03/2019	22/03/2019	24	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Percentage of power requirement of the College met by the renewable energy sources: Solar Power (60) 10072018 Discussion and creation of Environment Protection Policy for the institute: Saumya and Gilda, MSW 201618 06092018 Organic Farm Inauguration: As part of the departmental activities the students under the banner of LASIE KSS took initiative and started an Organic Farm in

the college campus near the Library. The Organic Farm was inaugurated by Fr. Sabu P Thomas, Vice Principal, LCSS by the sowing of lady's finger seeds. It was followed by the HoD, faculties and students doing the same. The farm includes plants and vegetables such as Spinach, Peas, Pumpkin, and Cucumber etc. The students are maintaining the farm with at most care and use natural fertilizers for its need. The students also seek agricultural information from the nearby Agricultural office. The student to are planning to extent the farm into its next phase by occupying g more un used spaces in the college and the students will be able to cultivate more and more varieties of plants and seeds in the farm in order to promote sustainable farming and hazard free food culture

2132019 Talk in connection with the International Forest Day titled "Forests and Education" by Mr. Balan Madhavan at 2.30 pm in the Sutter Hall organized by the union. Dr. Angelo as the staff guide.

2232019 Participation of students Water Day Observance at University of Kerala, Kariyavattom Ms. Dency Reji (First prize for wall painting), Ms. Aswini (1st prize for face painting) won conducted by sociology department, Kariyavattom.

05062018 Environment Day celebration at 2.30 pm organised by the NSS unit.

§ Inauguration of the second phase of organic farming near library.

§ Inauguration of ink refilling corner.

§ Planting of Jasmine sapling near research room.

10 programmes throughout the year Environment Management and BioDiversity Programme

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	Yes	2

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Loyola Handbooks	07/06/2018	Every new batch is given a Diary with includes a Calendar and a Code of Conduct Handbook
Departmentwise Professional Code of Ethics	14/02/2019	All 4 Departments have prepared a Code of Ethics document issued by professional bodies in their respective disciplines.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Value Education Programme	01/11/2018	28/02/2019	140
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Plasticfree Campus
- Waste Segregation initiatives
- Solar Power
- Biodiversity initiatives
- Commemoration of Environment related days

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Research Clinic In order to raise the bar of quality of our student dissertations, Loyola College of Social Sciences came up with a proactive mechanism titled "Research Clinic". Under this programme, our final semester students go through three phases of presentations of their research work at various stages of their dissertation PIMER Approach In order to make the students competent to handle the requisites of the workplace and society, he/she needs to possess certain skills other than the academic knowledge. It is in this context the Loyola College of Social Sciences came up with the PIMER approach

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/7\\_LCSS\\_Best\\_Practices\\_2018-19.pdf](http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/7_LCSS_Best_Practices_2018-19.pdf)

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Engaged Knowledge Building (EKB) is one of our distinctive areas of functioning. EKB is a phrase we have used to denote the process of learning through engagement. Students are encouraged and often mandated to engage in learning at 4 levels: A) curricular engagement, B) cocurricular engagement C) extracurricular engagement and D) community engagement.

Provide the weblink of the institution

[http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/8\\_LCSS\\_Institutional\\_Distinctiveness\\_2018-19.pdf](http://loyolacollegekerala.edu.in/wp-content/uploads/2019/09/8_LCSS_Institutional_Distinctiveness_2018-19.pdf)

## 8.Future Plans of Actions for Next Academic Year

Our Future Plans envisages all 7 NAAC criteria. Curriculumwise we are hoping to introduce a few more certificate courses. We have also applied for new courses. With regard to Teachinglearning we hope to implement the Outcome Based Education System and Moodle. We also hope to revitalize mentoring. The Student Support Activities of our college is already vibrant. However with regard to bridge courses we hope to do more. With regard to research publications, we hope to give more attention to hindex and citation index. Infrastructure wise, we are hoping that a new administrative block will be sanction. Our website is being upgraded and some eovernance initiatives are hoping to be launched through the website.