

LOYOLA COLLEGE OF SOCIAL SCIENCES  
THIRUVANANTHAPURAM  
KERALA

**POLICY MANUAL 2020**

*(Initial Draft Copy)*



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## PREFACE

Loyola College of Social Sciences, founded in Trivandrum by the Society of Jesus or the Jesuits in 1963, is part of a larger international community, which comprises of 3,897 Jesuit Educational Institutions in 96 countries. Globally, the name ‘Jesuit’ is associated with quality in the field of education. Loyola College Trivandrum resonates the Jesuit commitment to providing quality education at par with global standards of excellence. Presently, the college offers five post-graduate courses (Sociology, Social Work, Social Work in Disaster Management, Human Resource Management and Counselling Psychology) and three doctoral programmes, in addition to being actively involved in research, consultancy and outreach. The Jesuit principles of “Magis” and “Service” infuses all our academic, research and outreach endeavours.

The year 2020 has been so historically significant, that for any institution to move forward, a fresh strategy was inevitable. As we began the daunting task of revisioning ourselves, and in the process preparing a revised Policy Manual and Perspective Plan, three historical milestones and the possibility of two crucial events stood before us as reference points. The historical milestones were the publication of the National Education Policy (NEP) 2020 and the Jesuit Apostolic Preferences of 2019, and the emergence of a COVID-sensitive educational scenario. The two major events that confronted us in the recent future were the possibility of us becoming an Autonomous institution and the upcoming fourth NAAC accreditation of our institution in 2021.

- **The National Education Policy 2020:** The main thrust of NEP regarding higher education is to transform higher education institutions into large multidisciplinary universities, colleges, and HEI clusters/Knowledge Hubs, each of which will aim to have 3,000 or more students by 2040. There was an explicit encouragement for faculty and institutional autonomy and a call for diversification of programmes. There was also a restatement of the vision for higher education and a clear spelling out of the expectations about new courses and the revamping of present curriculum, pedagogy, assessment, and student support for enhanced student experience. The NEP has opened before us new opportunities as well as challenges.
- **The Jesuit Apostolic Preferences 2019:** The Jesuit Apostolic Preferences, instituted by the Jesuit Secretariat, are four areas vital for the world today and act as a point of reference to the whole Society of Jesus. Jesuits all over the world are called upon to give attention to these preferences for the next 10 years, namely 2019-2029. The four Apostolic preferences are: Showing the way to God, Walking with the Excluded, Journeying with Youth and Caring for our Common Home. As we endeavor to fulfill our

commitment to the Jesuit Mission, it is important for us to place the Jesuit Apostolic Preferences before us.

- **Application for Autonomous Status 2020:** Loyola is a post-graduate college in Social Sciences, which secured the highest NAAC grade of A for 3 consecutive cycles, our last NAAC score being 3.72 CGPA/4. As per UGC guidelines and the UGC letter No. F.18-1/2018(AC) dated Jan 24, 2019, these qualifications make us eligible for Autonomous status without onsite visit by Expert Committee. Accordingly, we made the application for autonomy on May 23, 2020 (Application No. UGC-AC-KER-00000062), and also has personally requested UGC to help us acquire the status. We urgently feel the need for expansion and we believe an autonomous status is a pre-requisite for us to adapt to a far-reaching and meaningful reinvention of our college.
- **NAAC Fourth Accreditation 2021:** We are in the last year of our fourth cycle and we are hoping to submit our SSR report in less than a year. We had been working tirelessly to make us worthy of another A grade, and if possible, a score and position that matches or surpasses our previous scores. At this juncture, we also have to take stalk of where we are at present, how far we travelled from the past accreditation and how far we have to go.
- **Education Post-COVID:** The pandemic has changed all our lives, for the better or for the worse, at least for the near future. Educational Institutes have moved online with students confined to their homes. Learning opportunities that require direct contact have become problematic. New methodologies and avenues that maximize the learning experiences of students are yet to be explored in full swing.

In the context of these events, change is imminent to adapt and flourish. To bring about that change, we needed to revisit our vision and mission, revise our policies, prepare a plan that aligns with the policies and deploy systems to implement, monitor and evaluate the plan. In preparing the policy and plan of the institution we have incorporated the necessities posited by the above events. A number of meetings, painstaking efforts and expert reviews have gone into the process of the formulation of this document.

## INTRODUCTION

Loyola College, Trivandrum sees education as a proactive investment of quality time and resources in building a culture of excellence, inclusion, innovation, integrity and service. Our vision is to engender holistic transformation of the student by promoting excellence in the realms of intellect, personality and service. To realize this, our strategy is to adopt Engaged Knowledge Building (EKB), which is an indigenous approach that combines teaching, research and social outreach to drive social transformation.

### 1.1 VISION

Fostering excellence in thinking, commitment and engagement for holistic transformation.

### 1.2 MISSION

Engaged competence building for grooming globally competent, socially sensitive, ecologically responsive, ethically rooted thought leaders and agents of change (who fosters excellence, justice, peace and harmony in life and service).

### 1.3 CORE VALUES

Excellence/Magis in learning

Integrity in life

Inclusiveness in practice

Service as a habit

Innovation as a strategy

### 1.4 MOTTO

Excellence in life through service.

## 2 CURRICULAR ASPECTS

### 2.1 Curriculum Planning and Implementation

#### 2.1.1 Curriculum Planning and Implementation:

Curriculum planning and delivery is envisaged through two mechanisms. At the institutional level, Evaluation and Planning meetings are held at the beginning and end of an academic year. The college has certain key activities that guide curricular, co-curricular and extracurricular 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. The summary of the minutes of these meetings have been prepared and available in the minutes book of the staff council and at each department.

#### 2.1.2 Curriculum Revision:

The University of Kerala initiates syllabus revisions every 5 year. Within this period the college

### 2.2 Academic Flexibility

#### 2.2.1 Certificate/Diploma courses:

Presently, the college offers 1 Diploma course and 8 Certificate courses. Under CACEE (Kerala University), we offer PG Diploma Course in Counselling Psychology and Certificate in Library and Information Science (C.L.I.Sc.), The Institutional Certificate Programmes include: (1) Certificate in Qualitative Data Analysis, (2) Excel, (3) SPSS, (4) Expressive Art Therapy, (5) Participatory Rural Appraisal (PRA),



(6) Life Skills, and (7) Street Theatre. Students shall be encouraged to participate in these programmes. The college shall reserve the right to mandate compulsory attendance in institutional certificate programmes if it feels these are essential to student formation.

#### **2.2.2 New Courses:**

Every effort shall be made to add new courses to the college. Historically, Loyola had been a social sciences college. However, with the advent of the new educational policy and the significance of a multi-disciplinary outlook, we realize the need for diversification. While priority shall still be to facilitate new and innovative courses in the field of Social Sciences, we shall explore options

### **2.3 Curriculum Enrichment**

#### **2.3.1 Value-Added Programmes:**

The college shall offer a number of programmes, in addition to curricular activities, to develop the knowledge, skills and exposure of students. Students shall be given opportunities to attend lectures, seminars, conferences, workshops etc. within the college as well as outside the college.

### **2.4 Feedback System:**

Inclusive growth of an institution can take place only if the stakeholders provide feedback and the institutions takes requisite action based on feedback. The college shall make all efforts to collect feedback from all stakeholders in a timely manner and take action on these feedbacks.

#### **2.4.1 Stakeholders**

Feedback shall be collected from all stakeholders. We have 6 categories of stakeholders, namely- students, parents, teaching, non- teaching staff, alumni, employers and community. Employers include the head/supervisors of organizations in which our students are placed as interns, as well as organizations in which our students are employed.

#### **2.4.2 Feedback Mechanisms**

Feedback is collected at different levels, using different methods at different times of an academic year. Appendix 3 includes the Feedback Schedule and Feedback Performa.

#### ***2.4.2.1 Open House:***

At the end of a semester, students are seated in a group and asked to provide verbal feedback on their learning experience. HoDs are the point persons for Open Houses. They are responsible for documenting the processes of Open House, discussing the issues raised with all faculty, taking appropriate action and conveying the action to students.

#### ***2.4.2.2 STEF***

STEF shall be administered at the end of every semester to evaluate the teacher competency on subjects delivered.

#### ***2.4.2.3 Other Feedback Mechanisms***

The other feedback forms/processes presently used in the college are: NAAC Teaching Learning and Infrastructure Performa, Exit Interview, PIMER, PTA Performa, Teaching Staff Evaluation Form, Non-Teaching Staff Evaluation Form, Alumni Feedback Form, Employer Feedback, Community Feedback

### **2.4.3 Feedback Reports**

Report of feedback shall be generated within 15days of receiving such feedback. The responsibility for preparing report is with

### **2.4.4 Action Taken**

The feedback report shall be submitted before

Appropriate actions shall be taken to respond to the suggestions given by the various stakeholders within a period of two months of receiving such suggestions.

## **3 TEACHING- LEARNING AND EVALUATION**

### **3.1 Student Admissions: Enrollment, Profile and Diversity**

Admissions to all the programmes shall be done based on government and University norms. Online admission procedures shall be encouraged. Diversity in terms of residence, language, religion, gender etc. shall be encouraged

### 3.2 Teaching - Learning Process

The teaching-learning process in Loyola shall promote

The implementation of quality teaching and learning aimed at moulding of individuals for others.

Programmes offered at Loyola college shall ensure proper learning experience to the students,

The practicum shall be an integral part of the andragogy of the teaching-learning process of the institution

Effective teaching and learning is part of the whole andragogy enabling effective teaching and learning.

The college is committed to providing a learning environment in which all students are challenged through high quality teaching, supported by excellent learning ambience.

Loyola College proposes to facilitate beyond academic achievement by developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence and genuine interests that extend beyond the confines of the classroom.

Teaching learning should enable students to acquire new knowledge and make good progress according to their ability so that they increase their understanding and develop their skills.

Teachers are encouraged to utilize effective teaching methods, activities and management of time. Moodle should be adopted as the interface and documentation portal between students and teachers during the virtual teaching and learning exercise

Faculty members are expected to demonstrate sound knowledge and understanding of the subject matter being taught Implementation of effective assessment strategies to review the student progress.

The policy promotes diversity and equality leading to consideration for fellow beings. Students may be taken into confidence from time to time by communicating their current level of attainment at the end of every internal examination and what they need to do to improve.

Every teacher is expected to evaluate the impact of their teaching in order to continue improving as a reflective professional.

### **Specific Policies**

Teachers will be individually and collectively responsible, to teach the curriculum

Teachers are advised to utilize a range of teaching, methods and strategies that support students to think and learn in diverse ways;

Teachers may constructively check and appreciate students' prior knowledge so as to build on, experiences, and skills;

Teachers shall use opportunities to introduce technology integrated learning.

Loyola shall promote collaborative teaching models.

Teachers advocate for their students in order to help them meet their social, emotional, and educational needs; mentoring

Teachers continue to grow professionally in both their discipline and general andragogy;

Teachers recognize their responsibility in having the ability to influence students as learners and individuals with integrity. learning and evaluation focus should be given.

Use of ICT in teaching (some references are there, but not in a consolidated form, maybe we can conceive such a category with Moodle OBE & all)

### **3.3 Teacher Profile and Quality**

The college shall encourage teachers to attend faculty development programmes, attend seminars, conferences and other training programmes, as well as pursue higher education.

### **3.4 Evaluation Process and Reforms**

The college shall encourage varied assessment procedures, in keeping with university norms. Reforms shall be initiated periodically. Any complaints in relation to exams shall be addressed by the Examination Grievance Cell.

### **3.5 Student Performance and Learning Outcomes**

We have committed ourselves to pursue an Outcome Based Education methodology. All teachers and students in Loyola shall be aware of the Programme Outcomes of the college

and the Programme Specific Outcomes of the Department. Teachers and students shall be conscious of the

## 4 RESEARCH, INNOVATIONS AND EXTENSION

### 4.1 Research

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, PG Research, Funded Research and Extension Research

‘Extension Research’ of the LRC shall be done through Loyola Extension Services (LES). LES shall function as the R&D wing of the LRC, which shall focus on action research.

Each of these verticals shall be coordinated by a General Research Coordinator (GRC).

The Research activities of the LRC shall be guided and monitored by the Loyola Research Monitoring Committee (LRMC).

LRMC shall consist of the Principal, the coordinators of these verticals and the Heads of the Departments.

The Composition of the LRMC shall be the following:

Director (Principal)

LES Director (General Research Coordinator)

Research Coordinator (Doctoral Research)

Research Coordinator (Student Research Colloquium)

Research Coordinator (Funded Research)

Bursar Loyola College

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:

Monitor the overall research activities of the LRC

Prepare, execute and revise the research policy whenever required.

Assist and motivate the faculty, research scholars and students to prepare project proposals in their research area.

Approve research proposals for recommendation and funding whenever required

Facilitate ethical clearance for research proposals

Organize research methodology workshops and conferences on scientific writing and academic publication, availing the support of the UGC/ICSSR

Steer the projects of the college and LES.

Monitoring the dissemination of research outputs in various forms like research reports, working papers, research symposiums, etc.

All research works of the college shall be initiated and monitored through the ethical committee.

### **Doctoral Research**

The Research coordinator (Doctoral Research), a senior faculty who is an approved research supervisor of the University, will coordinate the doctoral research activities with the support of two general coordinators from the research scholars.

Monthly 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 seminar at the college level shall be organized for Research scholars

Research scholars shall be involved in the teaching learning process of the Institution, which includes apart from the regular teaching assignments, responsibilities such as internal examination invigilation, assistance in practical, post graduate research support etc.

Research scholars' Room shall be provided to them.

Annual gathering of the research scholars and supervisors shall be conducted

Yearly function shall be organized to honor the doctoral awardees

### **Student Research Colloquium (SRC)**

The SRC shall be responsible to upkeep the research culture among students

The SRC shall essentially be interdisciplinary in nature, a veritable confluence of all departments

A senior faculty shall be the Research Coordinator (Student Research Colloquium)

The SRC shall regularly conduct the synopsis presentations, arrange classes on various topics in research methodology, data analysis workshops and pre-submission of dissertation topics by the postgraduate students

The students shall be given opportunity to assist in certain research projects of the faculty

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 facilities shall be made available to them for the conduct of the research projects.

External research funding may be generated by the faculty from various sources both national international funding agencies.

Seed money shall be made available to the faculty members, if needed, for the start-up of the research projects.

Students-, research scholars-, and alumni-involvement and support shall be encouraged for institutional research projects, if required.

Collaborative research with other institutions shall be promoted.

Separate account shall be maintained for each project and all payments shall be made within the stipulated time specified by the funding agency or 30 days of the completion of the project.

Utilization certificate of the projects shall be provided on time.

Transparency shall be ensured in all dealings by getting the account audited every year for projects exceeding one year.

Faculty members shall be encouraged to acquire higher qualification in their respective domains to equip them better in the conduct of research.

## **4.2 Publications**

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

Published since 1987, Loyola Journal of Social Sciences is a multidisciplinary, peer-reviewed biannual published by Loyola College of Social Sciences. It carries research papers of the both theoretical and empirical nature, articles, field experiences, reports, research in progress and book reviews. Loyola journal of Social Sciences covers regional, national and international issues. The journal is widely used by academic, students, practitioners, NGO workers and policy makers.

The journal is abstracted/indexed in: All India Index to Periodical Literature in English (AIIPLE) CSA Sociological Abstracts, CSA Worldwide Political Science Abstracts Social Services Abstracts and the International Bibliography of the Social Science (IBSS).

The Loyola Journal is conceived as a platform for disseminating and generating social sciences knowledge. Collaborative engagements with international universities shall be promoted.

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 published in print as well as online version/issue/mode.

The journal shall be multidisciplinary, 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 being equal, the articles of the faculty, students and scholars of the institution shall be given priority considered.

The journal shall cater to standards of International indexing/ UGC CARE

### **Loyola Publications**

Faculty and students of Loyola can make use of Loyola publications for their publication needs as a platform to disseminate the research outputs in social science areas

All the work submitted to the Loyola publications shall be reviewed by a publications committee.

The publications shall be predominantly in the form of working papers or books.

The publications division shall provide ISBN to the authors on request, however the cost of publications shall be borne by the author(s). Authors shall avail the facility of ISBN from Loyola publications.

Publications like Vision beyond, Alumni, Departmental newsletters will also fall under the head Loyola Publications

### **4.3 Consultancy**

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 Live lab shall function as centres specifically meant for consultancy and training.

The income generated through consultancy on working days shall be shared 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 be encouraged to take up consultancy works

The institution shall provide 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 development activities and social welfare programmes and partly for Loyola Journal of Social Sciences. Utilized for the promotion of research.

#### **4.4 EXTENSION**

Loyola College of Social Sciences has always had an unflinching commitment to community engagement. The Social Labs of the College are coordinated through the Loyola Extension Services (LES), registered under the Societies Registration Act in 1986. LES functions as the field laboratory where the classroom concepts and theories of Social Sciences are field-tested and applied.

The duties of the LES can be summarized as follows:

LES shall function as an extension wing of the College, mobilizing, empowering people and activating them in participatory development initiatives in a sustainable framework.

LES shall create and provide infrastructural support as the nodal centre of excellence in extension services to promote integral development through social transformation.

LES shall extent extend its infrastructure to create, develop and sustain inter-organizational 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.

LES shall undertake training, research and consultancy services of current social significance.

Part of its infrastructure shall be dedicated for to Child-related interventions such as Childline.

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, paraprofessionals etc.

LES shall join hands with various state and central government departments and ministries as well as international agencies such as UNICEF.

### **General Policies**

The extension and outreach shall be an integral part of the teaching-learning process of the institution.

The extension and outreach programmes shall enrich the classroom learning.

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 operationalized at in three ways:

the field work of the students.

outreach activities by the departments,

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.

### **Field Work**

Fieldwork shall be as per the curriculum of the concerned program. Each department shall organize programs, by mobilizing internal and external resources.

Teaching Departments shall identify areas of intervention for extension activities in accordance with their vision and mission (Programme objectives).

Field work activity shall reflect the Ignatian Pedagogical Paradigm

NSS programme shall be regarded as a field engagement of the entire college.

## **5 INFRASTRUCTURE AND LEARNING RESOURCES**

### **5.1 INFRASTRUCTURE**

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

The Existing Physical Infrastructure:

Buildings – Class Rooms, Auditorium, Mini Auditorium (Jose Murickan Hall), Open Auditorium, Administrative Offices, Chapel, Men's Hostel, Ladies' Hotel, Canteen and Cafeteria, Computer Lab, and Extension Department.

Furniture

Public addressing system

Lawn and garden

Playground

Sports Equipment

Residential facilities

Loyola Health and Fitness Centre

Loyola Yoga Centre

Transportation

Recreational facilities

Canteen facilities

Water Purifier cum Cooler

Public Address System

Notice boards

Sanitary Napkin Vending Machine

Bio Gas Plant

Solar Energy System

Ladies' Room

Loyola Knowledge Resource Centre

Parking Facilities

Discussion Corners

### **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.

Need based upgradation of the facilities shall be undertaken.

### **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 in the college shall create or acquire durable, functional and lasting sets of furniture for office, library classrooms and auditorium.

Portable teaching amplifiers can be made available for classes and seminars.

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 playground with the school to ensure its optimal utilization.

Whenever possible the playgrounds and auditorium shall be made available to local community and other stakeholders of the College.

The services of Health and Fitness Centre with a supervisor and Yoga Centre shall be made available for outsiders on payment.

Our students, staff, and our guests can be given accommodation facilities in the campus on request.

The maintenance of the hostels is taken care of by Hostel administrative committee.

If space is available after the use of the college, hostels facilities shall be made available for students on the basis of personal reference.

An infirmary and women's health room shall be maintained in the college. The service of an on-call doctor can be ensured.

Transportation facilities should be provided as per the prior request from the departments.

The maintenance of the hostels is taken care of by 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 cure to be provided.

## **5.2 Library**

Loyola Library is envisaged to serve the needs of our Faculty, Research Scholars, Students and other stake holders. It is developed as an important repertoire of learning resources, functioning as the heart of the college with the following vision and mission.

**Vision:** To create and sustain a culture of learning, oriented towards inquisitive reading habit and quality research, facilitated by cutting edge technology.

**Mission:** To make available updated knowledge resources to the academic community/academia, expeditiously.

### **Library Policies**

The library shall upgrade its facilities and services in tune with the advancing technology

Library services shall be made available during the hours before and after the class hours so that the students can avail the facilities beyond class timings.

Library shall maintain open-access system

Library membership shall be given to: Students, Research scholars, Faculty, non-teaching, Staff, Alumni, External users (temporary membership)

Library shall be developed as a hybrid learning resource centre incorporating both print and electronic resources.

The internally generated knowledge resources such as Dissertations, Project Reports, Thesis, books, journals, journal articles and conference proceedings shall be documented and made available in the library

Issue privileges shall be given to students, staff, and research scholars and period of loan shall be fixed as per government norms.

Overdue charges for delayed returns shall be charged as per existing government orders.

The computer facilities in the library should be utilized only for the academic purposes.

### 5.3 ICT

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

Server computer

Smart boards

Projectors

High speed Internet facility

Wi-Fi routers

Website

Intranet services

E-documentation

Institutional repository and electronic resources

Electronic Display boards

Audio-visual facilities – Sound system, speakers, microphones, still and video cameras

Electronic teaching - learning platform with E-learning modules (Moodle)

E- communication – email, Facebook, WhatsApp

Digital library

Office and library automation package

Fax

Intercom facility

Public addressing system



Training – MS Excel, SPSS, ATLAS.ti, Digital library / Library automation.

### **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 stakeholder should have access to the ICT infrastructure of the college for academic or administrative 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 server computers through which centralized monitoring, networking and sharing of computers are to be 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.

Prior permission shall be sought from the system administrator for the use of common laptops, camera, handycam, and other ICT equipment in order to facilitate effective use of these resources. Stake holders are expected to use internet facilities for academic or administrative purposes. Free internet and Wi-fi access shall be available to all the students and faculty and they should be password protected and centrally monitored.

A common website shall be maintained, updated and upgraded. Reports, photographs and videos of all the programmes held in the campus are to be documented, uploaded and maintained systematically.

Institutional repository shall be preserved and made available through intranet facilities.

The ICT skill training (Student IT up gradation programme and Faculty IT upgradation programme) shall be conducted periodically (excel, SPSS, ATLAS.ti, Digital library / Library automation, NLIST and other e- resources platforms)

The college shall send its staff for workshop/training programmes for skill upgradation and for gaining awareness about latest developments in the ICT arena.

Social media groups of alumni to be administered by Alumni secretary.

College email ids are to be maintained by the system admin.

Institutional email ids (departmental and individual) shall be facilitated.

Certificate will be issued to students who successfully complete the training program(s) on MS Excel, SPSS and ATLAS.ti.

#### **5.4 Awards And Scholarships**

A separate amount is earmarked for providing scholarship and endowment awards every year. Efforts shall be made to enhance the Scholarship and Endowment fund.

A monthly contribution from the staff members helps to enhance the fund. Alumni and students are also encouraged to contribute to the fund.

It is given to the meritorious students and students with potential who are in need of financial assistance.

Awards are also given to Kalaprabhata and Kalathilakam of arts festival and Sargaprabhata in literary competitions. (since arts is mentioned. No mention of individual champion prizes in sports) There are also a lot of awards that exist, incorporated by different batches/faculty members, do we need to list it here.

If v want we can add that the introduction of new awards/scholarships is encouraged from our stake holders.

#### **5.5 FINANCE**

The 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 of the transaction.

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 so appointed by the management from time to time.

### **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 discontinues the course within the period of the closure of admission by the university, a portion of the contribution may be refunded.

PTA contribution shall not be refunded to students who drop out during the course, after the closure of admission.

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, co-curricular activities. Fieldwork fund shall be collected at the time of admission, which has 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 registration 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, Iftar/Eid. And Independence day, Sports day. College day and College 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 for induction programme, ID card for NSS camp, interview training under placement cell and administrative service charges.

### **Alumni Contributions**

On special occasions institution can seek contributions from the Alumni Certain such vocations identified includes

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 disbursal of each instalments.

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 whereas 25 percentage will be apportioned 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 equipment/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.

### **'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

Permanent Administrative staff contribution

### **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**

The college needs to utilize PD account for purchasing stationery, sports items, audio-visual items, periodicals and newspapers.

Financial assistance and scholarships, freeships and fee concession

Endowment awards are given according to the merit or 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

## 6 STUDENT SUPPORT AND PROGRESSION

### 6.1 Student Support Programmes

Student support programmes in the college shall provide platforms for student engagement and empowerment. This includes functioning of various clubs such as Loyola in the company of friends (LITCOF), Loyola Academy for Competitive Examinations (LACE) Loyola Initiative for Language Advancement (LILA), and Loyola Ethnographic Theatre (LET).

Mentoring shall be provided by staff to all the students to realise their full potential.

Each student will be assigned a mentor at the beginning of their course, who would continuously assess the student progress and report to the department council on the progress and the necessity for support.

Guidance regarding the mentors' *responsibilities and* support shall be given to meet student needs.

The Policy also aims to assist in the identification of students who require additional personal or academic support and to ensure appropriate interventions.

#### 6.1.1 College's Responsibility

The college shall work to raise resources, institute freeships and scholarships for student support.

The College shall provide support to maintain physical and mental health of the students which would be essential to achieve academic and career goals.

Each student shall be assessed for progression along three dimensions:



## Course Outcomes

### Program-specific Outcomes

### Program Outcomes

The college shall provide career guidance and placement orientation programme.

The college shall identify slow learners and ensure performance enhancement through remedial classes, peer teaching (buddy system), group learning etc.

#### **6.1.2 Teacher Mentor's Responsibility**

The Teacher Mentor shall meet their mentees on a regular basis and a dossier shall be maintained for each student and the same would be updated as and when a meeting happens.

End semester assessments shall be discussed in the department council and remedial measures shall be formulated where ever necessary.

A feedback shall be provided to the student; this may be done individually or with the entire department sitting as a board based on a consensus, in the better interest of the student

Critical, life-threatening issues shall be brought to the attention of the Head of the Department and referred if it is likely to affect the life of the student or anyone concerned.

The mentors shall ensure the privacy and confidentiality of the mentees.

#### **6.1.3 Student's Responsibility**

Each student is responsible for meeting the mentor periodically (as specified).

This, however, shall not limit the mentee from meeting any other 'mentor.'

The student shall, as far as possible, be forthright and willing to self-disclose with the Mentor.

The student would make honest, reasonable use of resources, freeships and scholarships provided.

The student needs to be aware and informed about the probability that critical, life-threatening issues may be intimated and referred if it is likely to affect the life of the student or anyone concerned

## 7 GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 7.1 Human Resources Policy

All The Teaching, Administrative And Management Staff Of The College Is Bound By KERALA GOVERNMENT SERVANTS' CONDUCT RULES, 1960(Incorporating Amendments Up To 7-8-20 14) Issued By PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT, Government Of Kerala

[http://highcourtofkerala.nic.in/RTI/c\\_Government%20Servants\\_Conduct%20Rules\\_1960.pdf](http://highcourtofkerala.nic.in/RTI/c_Government%20Servants_Conduct%20Rules_1960.pdf)

Policy regarding our teachers attending S/C/W professional development programme

MIS

Welfare scheme for students/staff (like financial aid for a health emergency)

Code of conduct for students during field work/participating in different competitions outside the campus

#### 7.1.1 Quality Parameters

The Internal Quality Assurance Cell (IQAC) headed by the IQAC Steering Committee shall be responsible for quality improvement and sustenance. We affirm our faith in the 7 criteria of NAAC and shall adopted them as the various dimensions under which attempts shall be made to improve and maintain quality.

The seven NAAC quality criteria are:

1. Curricular Aspects
2. Teaching-Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression

6. Governance, Leadership and Management

7. Institutional Values and Best Practices

### 7.1.2 IQAC Duties

The IQAC shall undertake the following duties to ensure quality:

**Deployment of Perspective Plan:** Spearhead the formulation and deployment of perspective plan based on the 7 criteria. Envisage an action plan to bridge the gap between where we are at the present and where we want to be in the future.

**Institutionalizing Quality Mechanisms:** Form multi-stakeholder committees and student charters and enlist their participation in the quality enhancement process. Conducting meetings of these groups and facilitate ongoing discussions on quality enhancement.

**Conducting Quality Programmes:** Conduct awareness programmes and workshops on quality enhancement in various areas and for different stakeholders.

**Monitoring Quality Processes:** Ensure that the various systems instituted in the college under the seven quality dimensions are functioning regularly and meeting goals set in perspective plan.

**Auditing Quality Achievements:** Conduct different kinds of Audits to evaluate quality achievements and provide feedback and ensure corrective measures.

**Reporting Quality Information:** Generate data about the activities of the college and present such data as required before external bodies that conduct quality assessments. Install information systems that facilitate data generation.

**Feedback for Quality Enhancement:** Collect, analyze and facilitate action-taking on the feedback from various stakeholders- students, parents, teachers, non-teaching staff, alumni, employers and community.

### 7.1.3 2.4 ANTI-RAGGING POLICY

Ragging can be defined as “Ragging“ means the following: Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which

causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Punishable ingredients of Ragging Abetment to Ragging; Criminal conspiracy to ragging; Unlawful assembly and rioting while ragging; Public nuisance created during ragging, Violation of decency and morals through ragging; Injury to body, Causing hurt or grievous hurt; Wrongful restraint; Wrongful confinement; Use of criminal force; Assault as well as sexual offences or unnatural offences; Extortion; Criminal trespass; Offences against property; Criminal intimidation; Attempts to commit any or all of the above mentioned offences against the victim(s); Physical or psychological humiliation; All other offences following from the definition of "Ragging". Punishments Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institute punishments as per UGC guidelines shall be given to those found guilty. The college strictly follows the circular issued by the UGC reg.: "Curbing the menace of ragging in Higher Educational Institutions.

## **7.2 DISCIPLINE**

### **7.2.1 General Discipline**

Students of Loyola are expected to deeply imbibe the goals of Jesuit education and shall manifest the same in their behavior. They must show responsibility, hard work and discipline.

We insist on daily attendance and punctuality in classes, library hours, special talks and seminars, association meetings, and any other curricular and extra-curricular programme notified by the Principal.

Students are not allowed to hold any public demonstration in the college premises except with permission from the Principal.

Indiscipline, irregularity and unbecoming manner of behavior will be sufficient reasons for temporary or permanent deletion of a student from the College rolls.

Value Education, Social Analysis, street theatre, rural live-in camps, study tours and such other development-oriented programmes will be compulsory and students are expected to actively participate in them.

Students not staying with their parents or near relatives must reside in the College hostels, or in hostels approved by the Principal.

All should take care of the College furniture, books and premises and any damage caused must be made good where the cost must be borne by the students concerned.

Students are forbidden to collect money for any purpose without the written permission of the Principal.

The interpersonal relation among the students must be characterized by mutual respect and maturity.

All students should earnestly seek to live the ideals of Jesuit education and promote a genuine family spirit among the staff, students and College authorities.

### **Leave and Attendance Rules**

The certificate of attendance required for promotion and for admission to the University Examination will not be granted unless:

The student has the attendance prescribed by the University for the Course.

The student has completed the course of instruction as per University guidelines

Every absence from College or during college time must be with the permission of Principal or the Vice - Principal and informed to the HOD and Teachers concerned. Absence for more than three continuous working days must be informed to the HOD, Vice Principal and principal. On return from absence, the students shall submit a leave letter countersigned by the parent/guardian/warden.

### **Rules for the Collection of Fees**

At the time of admission the fees for the first year has to be remitted and for the second year at the beginning of the second year. Caution deposits remaining unclaimed after six months of the due date will stand forfeited and credited to the government revenue.

### **Rules regarding Excursion, Picnics, Camps & Study Tour**

Students are not permitted to organise or conduct Excursion, Picnics or Study tours without the knowledge and consent of both HOD and Principal.

Heads of the department concerned shall be contacted for necessary arrangements and a detailed programme of travel, stay, places of visit etc. should be submitted to the Principal.

There should be at least two teachers (a male and a female) to accompany each team.

### **National Service Scheme (NSS):**

All the students of the college shall be members of NSS. All first-year students must take part in the seven-day residential camp during the course. Attendance is compulsory for the camp.

### **Timing of the College**

The college will be following the timings specified by the University of Kerala

## **7.3 GRIEVANCE REDRESSAL**

The Grievance redressal procedure existing for the students (*Refer Section 5.2 –Grievance Redressal*) will be adopted for teaching and administrative staff along with the same structure and time-frame. The Head of the Department/ Office Superintendent will attend to the aggrieved, on receipt of the grievance in writing. The same will be escalated to Level-2 (Principal within two days).

If the grievance is about the Head of the Department/ Office Superintendent, the concerned staff member can directly lodge the formal complaint in writing with the Principal.

### **Policy**

This Policy provides staff and students, guidance regarding their *responsibilities* to ensure that harmony and a caring, nurturing environment prevails on campus by way of an effective mechanism for redressal of students' grievances related to academic and non-academic matters; this may include:

attendance

assessment

charging of fees

food

sanitation

infrastructure

Discipline (late coming, insubordination, disproportionate responses, misbehaviour, non-attendance in common programs, etc.)

perceived victimization

Perceived harassment (or bullying) by colleagues, other students or teachers, etc.

any other matter

### **Composition of GRC**

The *composition* of the Grievance Redressal Forum would be:

The Principal/Vice Principal

Office Administrator

Heads of Departments (4)

Union Chairman/Vice Chairperson (preferably a lady)

Student Mentor (designated Teacher)

6 Member Jury (2/3 being women, randomly constituted in each instance)

Convenor (designated Teacher)

(A 15 member jury ????? It somehow feels odd and inappropriate for me, pls look into this matter)

The law of natural justice shall be observed and a fair hearing to the complainant (aggrieved) and concerned persons shall be given at all levels. Where ever appropriate the GRC will be mandated to admonish, issue suspensions or higher order punitive measures, and rule (in writing) in favour or against any order, accommodating dissent within the committee.

### **Grievance Redressal Process**

An aggrieved student shall first submit his complaint *in writing* to her/his **Mentor**, who shall address and resolve the grievance within two days. In case the mentor is not able to resolve the grievance satisfactorily s/he shall forward it to the Head of the Department (preferably in writing from the student). The same will be discussed in the presence of the aggrieved, her/his mentor with the **Head of the Department** (or if necessary in the Department Council, if the grievance is of global implications and subject to the comfort of the student). If not resolved within two days,

the same may be discussed with the **Principal** (or if necessary in the Staff Council, if the grievance is of institutional ramification and subject to the comfort of the student) in the presence of her/his mentor. If not resolved, in to the satisfaction of the student, the same may be referred to the **Manager**, and the same may be discussed in the presence of her/his mentor within two days.

If the grievance is regarding the Head of the Department/ Office Superintendent, the concerned staff member can directly lodge the formal complaint in writing with the Principal.

## 8 INSTITUTIONAL VALUES AND BEST PRACTICES

### 8.1 ENVIRONMENT POLICY

The Environment Protection (Green) Policy aims to achieve the following:

- To aid the college in achieving Sustainable development goals 3, 4, 6, 7, 11, 12, 13, 15 and 16 by 2030.
- To engage in environmentally sustainable activities that ensure reduction in waste produced in the college.
- To develop sense of responsibility towards own waste and culture of segregation of waste at source.
- To encourage initiatives towards protection and promotion of environment.
- To promote healthy waste management and sanitary practices among all stakeholders of the College.
- To promote individual level actions for proper waste management in the institution.

#### Scope

This Policy applies to:

Any LCSS staff member, located in, on or offshore (including those attached to other organisations), contractors, sub-contractors, board members, program participants (i.e. volunteers, scholarship holders, distance education students, trainees, trainers, group leaders and facilitators) LCSS teachers, research scholars and students. The policy shall also apply to all hostel residents who may not be members of Loyola College fraternity, like students from CET, CTCRI etc.

#### Definitions



**Environment** means the surroundings or conditions in which a person, animal, or plant lives or operates.

**Sustainable Development Goals (SDGs)**, otherwise known as the Global Goals, are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. The SDGs work in the spirit of partnership and pragmatism to make the right choices now to improve life, in a sustainable way, for future generations. SDG 11.6 aims to reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management.

**Environmental degradation** comes about due to erosion and decline of the quality of the natural environment. On this regard, degradation means damage or reduction in quality of environmental features, primarily influenced by human activities.

**Environmental protection** refers to any activity to maintain or restore the quality of environment through preventing the emission of pollutants or reducing the presence of polluting substances in the environment. It may consist of: changes in characteristics of goods and services, changes in consumption patterns, changes in production techniques, treatment or disposal of residuals in separate environmental protection facilities, recycling, and Prevention of degradation of the landscape and ecosystems.

**Green protocol** is essentially a set of measures which when implemented results in significant reduction of waste with primary focus on prevention of use of disposables and using reusable alternatives.

**Waste management** is the collection, transportation, and disposal of garbage, sewage and other waste products. It is the process of treating solid wastes and recycling items that don't belong to trash. Waste management disposes of the products and substances that one has used in a safe and efficient manner.

It has four components called the four R's:

**Reduce** means reducing consumption or buying less.

**Reuse** means finding a new way to use trash instead of throwing it out, to avoid creating waste rather than trying to recycle it once it's already there.

**Recycling** is the process of collecting and processing materials that would otherwise be thrown away as trash and turning them into new products.

**Refuse** is to refuse the usage and purchase of products which are harmful for the environment protection practices and create wastage of resources.

### **Guiding Principles of the Environment Protection Policy**

This Policy is based upon the following guiding principles:

**Zero tolerance** for environmental degradation;

Sharing **responsibility** for waste management;

**Individual level** approach to prevent environmental degradation; and

Recognition and promotion of **sustainable waste management**.

### **The Environment Protection Code of Conduct**

#### **Acceptable Behaviours**

Students and staff shall:

Abide by the environment protection policy of Loyola College of Social Sciences.

Be responsible for keeping the campus clean and aiding the cleaning staff in the said duty.

Follow a green protocol at college programs to create as less waste as possible.

Keep aside one hour every week for environment management activities (helping cleaning staff, helping in the garden, or conducting environment protection activities in the nearby communities)

Ensure that the correct type of waste is put in the designated dustbin and reference shall be taken from the posters put up in the college.

Ensure that Recyclable waste that has been soiled in any form shall be washed and dried to the maximum extent possible before being put in the recyclable dustbins.

Make certain with the Purchasing Department that products bought from markets are reusable and have been or can be recycled. This shall ensure a reduction in the waste generated in the college.

Partake in efforts to convert the college into plastic free campus. Existing plastic materials shall be reused and up-cycled, or given to be recycled.

Take steps towards reducing paper waste as much as possible. Prints shall be taken only when absolutely necessary, and when done should be on both sides of the paper. Students and staff shall try to use the digital medium like moodle, in case of subject notes, assignments, etc

Prefer the usage of Ink pens to reduce plastic waste; they may use the ink filling corner to refill the Pens.

Try to move away from plastic containers and water bottles, and switch to sustainable material like steel.

### **Unacceptable Behaviours**

Students and Staff shall not:

Hinder the achievement of clauses under the Environment Protection Policy of Loyola College of Social Sciences.

Discourage any person from following the rules regulations for maintaining a clean campus.

Create any waste that can be avoided through conscious efforts. Rules that are put up in college premises have to be abided by, strictly.

Promote any practices that are harmful to the environment and shall only promote practices that conform to the four R's (Reduce, Reuse, and Recycle, Refuse).

Throw any waste material (recyclable or otherwise) negligently in college premises.

Dispose used sanitary napkins in dustbins; the incinerator placed in the Ladies toilet on the ground floor must be used for this purpose.

Use flowers draped in plastic covers and flex items during public functions in campus and shall welcome dignitaries with other viable sustainable options.

### **Code of conduct at College events:**

Paper prints shall be avoided as much as possible and the digital medium shall be made the primary medium of communication. Two side prints shall be made the preferential type of printing.

Pamphlets, notices, schedule shall be printed on both sides of the paper. If possible hand-made Pamphlets, notices, schedules can be made on reused paper utilised in creative way.

The decorations used at college events shall be compulsorily bio-degradable materials like paper, naturally available materials like fallen leaves, and up-cycled or reused materials.

Flex and/or other display materials are strictly prohibited; printing or painting shall be done on cloth or Jute materials.

Ensure the use of utensils like steel, glass, and ceramics, and if necessary use bio-degradable disposables only. These include: leaf plates (banana leaf/areca nut leaf), clay cups or any other environmentally viable alternatives.

There shall be waste segregation volunteers at all college events, who guide the disposal and segregation of waste.

Staff and students shall ensure that post- event management is done efficiently and all waste is segregated by the dedicated student organisers. Post- event management includes washing the utensils used, removing decorations and segregating them according to type if not further required, cleaning the area, and collecting and segregating the waste.

### **Energy and Water Conservation Code:**

Proper care must be taken to ensure that taps are turn off after use and leakages are informed to the concerned authorities, especially in college canteen and Hostel.

Lights and fans must be switched off after use especially in classrooms and the college canteen.

Saving water must be a priority in all activities, and it must be ensured that taps are turned off while not in direct use:

While washing dishes the tap can be closed while applying soap on the vessel.

While brushing teeth, taps can be turned off when brushing. Water could be collected in cup and used for brushing and shaving.

While washing face and hands tap can be closed while applying soap.

Using shower must be avoided as much as possible, and using bucket and mug must become a priority.

Though the main college building uses solar energy, steps must be taken by students to ensure that the resource is not wasted:

Students must make sure that empty classes do not have any running electrical appliances, like fans, lights, and projectors.

When not in use for longer period, the projector must always be switched off and disconnected.

Whenever possible the students must try to resort to natural sources of light like sunlight and for air they can keep the windows open.

College shall run fully on solar energy.

The campus should have rain water harvesting and water recycling

### **Rules of Waste Segregation:**

All students and staff shall partake in efforts to segregate waste generated in the college into : a. Recyclable waste b. Non- Recyclable waste c. Organic Waste

No soiled waste materials shall be put into the recyclable waste bin and food packets shall be rinsed and then placed in the waste bins. This shall be strictly practiced as otherwise the product ceases to be recyclable, in accordance to the rules of the recycling unit which maintains the dignity of its cleaning personnel who handle waste.

Every bit of recyclable waste, from bits of paper to plastic bottles shall be segregated and sent to the recycling unit or up-cycled by the students.

If any of the bins are found to be filled the staff and students shall inform the cleaning personnel at the earliest.

All students and staff must use the dustbins according to the specified type:

Green – Organic waste

Blue – non- recyclable & Plastic waste

Red – Glass pieces

College should have a system of waste segregation at the source and waste management. The college shall have bio-gas plants at different locations.

### **Environment Protection Policy Education and Training**

All staff and students will receive an orientation workshop about the types of waste, segregation of waste, and how each individual can help in environment sustainability.

Posters and notices shall be put up in college premises regarding waste management which shall be used as reference by all students and staff.

The workshops regarding the practices of waste management shall be compulsorily attended by all students and staff of the college.

### **Ensuring Sustainability**

Loyola College shall conduct environment management and biodiversity activities on every Wednesday

The college should conduct green audit, biodiversity audit, water audit and energy audit periodically.

The college should encourage the protection and rejuvenation of flora and fauna in the campus.

The college shall encourage planting of saplings at different locations. The eminent personalities who come to the campus for official functions shall be encouraged to plant trees. There will be a system of gifting plants and trees instead of giving any material gifts.

The college should encourage the use of bicycles in the campus and make freely available bicycles for use.

The college shall encourage everyone in the campus not to burn dry leaves, paper and plastic materials.

To ensure sustainability of the policy and its efficient implementation Environment Management Committees shall be formed.

There shall be a staff head and student secretary in the committee who spearhead decisions.

The committees shall be formed through proper selection procedure of selecting volunteers and members with commitment towards protection of environment.

The committee's sustainability shall be ensured through yearly selection of new members and volunteers, conducting induction for future batches of students about the policy.

Hobby centre can be undertaken by the committee to bring forward innovative means of up-cycling, which will be open to all students and staff of the college, workshops can also be conducted to promote the four R's.

### **Implementation strategies**

The policy shall be introduced to all stakeholders of the college and they shall compulsorily follow the guidelines.

Proper orientation must be given to all stakeholders regarding segregation of waste followed by sessions by resource persons regarding need for waste management.

Formation of Environment Management Committees through democratic means, and an introduction of the committee to all stakeholders.

An efficient waste segregation system must be setup in the college, by reusing the existing systems.

Putting up posters and information mechanisms on available public display systems about types of waste, and waste segregation system.

Notices regarding sanitation rules must be put up in all toilet cabins and outside toilets.

Environment management committee shall get in touch with other institutions (example, College of Engineering Trivandrum, Energy Management Centre etc.) that practice innovative means of waste recycling and share and implement them with college staff and students.

Establishing an award, like Green Warrior, for students that show exceptional skill in forwarding green causes, in campus and out of campus.

Conducting a Green Audit in the College, and evaluating the implementation of Environment Protection Policy and activities of Environment Management Committee. This shall be done involving the all stakeholders of the college, like Office staff, Canteen staff, Teaching and Non-Teaching staff, all students and Research scholars.

The college shall encourage organic farming and the products of the organic farming shall be used in the college canteen.

The college shall appreciate and recognise the performance of different departments for their contribution towards the implementation of green initiatives and Green awards may be announced to recognise laudable performance.

The college shall conduct green awareness programmes for the students and staff on a periodic basis.

The college should ensure the ban of tobacco and related substances and their use.

There shall be two day workshop on environment protection policy to the new batch of students, a week after the induction. They should be led into the practice of collection of waste, segregation and disposal in the designated locations.

The college shall ensure pollution free campus.

### **Future direction**

Incorporation of Municipal Corporation in waste segregation at site (college) and collection of waste to be recycled.

Use of Bio-degradable sanitary napkins in college napkin vending machine.

Grey water recycling at Ladies' and Men's Hostel as large quantity of waste water is generated here.

Once the plastic dustbins become unusable, they shall be replaced with steel alternatives for long term use.

The construction of new wings in college shall be using low cost energy efficient methods and can be planned in consultation with Energy Management Centre.

Any individual found indulging in any unacceptable behaviour shall be proactively penalised, by creating/buying an up-cycled product and gifting it to an individual in the college itself and/or buying a plant, planting it in college premises and ensuring its survival.

## **8.2 GENDER POLICY**

Vision statement of Loyola College of Social Sciences Gender Policy Framework reads "A college where all gender flourish together with dignity, safety, mutual respect, harmony



and social justice and an enabling environment in which all are able to achieve their full potential, in full enjoyment of their human rights”

An all-inclusive policy focusing on gender equality and rights.

To promote gender-responsive teaching, dissemination of gender responsive-research.

To implement affirmative action in admission and participation of all gender.

There shall not be any kind of discrimination on the basis of Gender

The institution shall provide equal opportunity for all gender

Freedom for all gender to express free and fair opinion

An accessible, active, unbiased and confidential grievance redressal cell

The institute shall arrange effective measures for the safety and security of all gender

To enforce policies against sexual harassment and gender-based violence.

Anti-sexual harassment Committee constituted by the institution shall address the gender-based harassments.

Gender neutral hiring and selection procedures.

An active women's cell where gender awareness and gender related programmes are frequently discussed (Documentaries and open forums).

Sensitization programmes are organized by women cell for creating awareness regarding sexual harassment and gender related violence.

### **8.3 INCLUSIVENESS POLICY**

The 2030 Agenda for Sustainable Development put forward by the United Nations has defined in its 4th goal the need to ensure Inclusive and equitable quality education and promote lifelong learning opportunities for all.

[https://www.un.org/ga/search/view\\_doc.asp?symbol=A/RES/70/1&Lang=E](https://www.un.org/ga/search/view_doc.asp?symbol=A/RES/70/1&Lang=E)

Based on the above Loyola ensures

Inclusive policy in all its allied activities/ Programmes/curricular/ co-curricular activities.

Inclusiveness of all gender.

Inclusiveness of Marginalized communities.

Inclusion of the Differently abled.

Inclusion of multilingual and multi-cultural students, teachers and nonteaching staff

Religion based, caste based and community-based inclusion at the academic and administrative activities.