



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		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
2. Institutional Status		

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)	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2019/09/AQAR_2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2020/12/Academic-Calendar-2019-20.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC	05-Jul-2004
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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	Date & Duration	Number of participants/ beneficiaries

IQAC		
Golden Jubilee Memorial Lecture By Sitaram Yechury	18-Feb-2020 1	300
A visit to Mar Ivanios college to meet their IQAC Coordinator Dr. Jijimon K. Thomas	01-Aug-2019 1	4
Interaction with Mr. Sajeev Mohan, HoD, Department of Physics, CET	02-Dec-2019 1	20
Workshop on OBE, Resource person :- Dr.Pradeep Kumar Choudhury, Asst. Professor, Zakir Hussain Centre for Educational Studies, JNU	06-Feb-2020 1	20
Online Workshop on Disaster Risk Reduction	29-May-2020 1	50
Application submitted to UGC for autonomy status	23-May-2020 1	2
Framed the syllabus for a new course in Disaster Management and application submitted to the University of Kerala	29-May-2020 1	7
View File		

8. Provide the list of funds 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
Institution	UGC General Development assistance	UGC	2020 365	184457
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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 :	71
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)							
1. Framed the syllabus for a new course in Disaster Management and application submitted to the University of Kerala 2. Application submitted to UGC for autonomy status 3. Online Workshop on Disaster Risk Reduction 4. Initiatives like workshops, discussions to implement an Outcome Based Education (OBE) system							
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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							
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Application for new courses</td> <td>Course preparation undertaken for MSW in Disaster Management. Conduction of Online National workshop on Disaster Risk Reduction: Developing a new curriculum for higher education in Kerala on May 29, 2020. Course has been sanctioned.</td> </tr> <tr> <td colspan="2" style="text-align: center;">View File</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Application for new courses	Course preparation undertaken for MSW in Disaster Management. Conduction of Online National workshop on Disaster Risk Reduction: Developing a new curriculum for higher education in Kerala on May 29, 2020. Course has been sanctioned.	View File	
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14. Whether AQAR was placed before statutory body ?	No						
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	2020						
Date of Submission	12-Mar-2020						
17. Does the Institution have Management Information System ?	Yes						
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Office: Excel, Spark (for salary administration). Library: LIBMAS. Accounts: Excel and Tally. IQAC: Excel						

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 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 collegelevel 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.

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
Expressive Art Therapy	N A	07/02/2020	4	Employability	Practice orientated interactions
Street theatre (For HRM Students)	N A	24/08/2019	3	Employability	Street Play Skills
Street theatre (For MSW Students)	N A	29/08/2019	5	Employability	Street Play Skills
Street theatre (For MA and Msc Students)	N A	02/09/2019	3	Employability	Street Play Skills
Library and information science	N A	17/08/2019	180	Employability	Library management

N A	PG Diploma in Counselling Psychology	26/10/2019	365	Employabil ity Counselling
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSW	Application in process for MSW in Disaster Management	01/04/2020
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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
MA	Sociology	03/06/2019

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

	Certificate	Diploma Course
Number of Students	141	40

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
One Day Interactive English Workshop	27/09/2019	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSW	Social Work	49
MA	Sociology	24
MA	Human Resource Management	36
MSc	Counselling Psychology	34
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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

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, non-teaching staff, alumni and parents. (1) STEF: After every semester, students are asked to provide feedback about teachers by rating them in a form. These ratings are then compiled and reproduced in an analysis sheet formulated by IQAC and then is forwarded to the concerned teachers through HoDs (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 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 Department wise staff meetings conducted on a monthly or need basis are 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. The Alumni Day was on Jan 11, 2020. (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. (9) IQAC student charter: Along with the aforementioned mechanisms IQAC student charter also provides a platform for the students to voiced their concerns and opinions. The approved suggestions/recommendations that the students put forward in this meeting are then submitted to the Principal/management for implementation. The IQAC student charter meeting for this academic year took place on 28/11/2019 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. Alternative reference list is being prepared for the Msc Counseling psychology students. • Infrastructural up-gradation: Ladies rest room was renovated and furnished, Fans were replaced in the auditorium, Steps administered to set up a Psychology lab for the Msc students. 3 additional classrooms with ICT facilities was set up to accommodate three batches simultaneously (an unusual situation that happened for the first time this year), Increasing broadband capacity. The podium on the stage was replaced

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
MSW	Social Work	25	195	25
MSc	Counselling Psychology	12	279	18

MA	Human Resource Management	20	90	20
MA	Sociology	25	911	23
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	Nil	166	Nil	20	20

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
20	20	5	16	16	60
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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. Even though mentoring has been going on, it has been noted that some students get more attention, while some get little attention. Hence, to regularize and standardize the process, mentoring programme is under consideration for revamping. As a part of revamping the mentoring system, a training session on mentoring for the staff was organized on December 9th and 10th. The resource person for the session was Prof. Robert Clive, Department of Social Work (Crossland College, Uduppi).

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
166	20	1:8

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
20	18	2	Nil	14

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
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2020	Prasad R	Lecturer	A. Ayyapan Gold medal from the University of Kerala
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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
MSW	915	4	18/09/2019	25/10/2019
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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 has introduced an Outcome-Based Evaluation system for students in which Internal Examination components are linked to Course outcomes, Programme Specific Outcomes and Blooms Levels. Each question in an Internal test, Seminars as well as assignments are linked to outcomes. Additional evaluation methods like Group discussion, Quiz, Projects etc. are also introduced and linked to internal marks. Staff have been 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 among 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/igac/wp-content/uploads/2020/12/Programme-Outcomes-programme-specific-outcomes-course-outcomes-2019-20.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

604	MSc	Conselling Psychology	10	9	90
915	MSW	Social Work	22	21	95.54
584	MA	Human Resource Management	10	12	83.33
560	MA	Sociology	12	16	75
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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/igac/wp-content/uploads/2020/12/The-Batch-of-2020-Feedback-Initial-Draft-11.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
Any Other (Specify)	365	CSL CSR Oroject	1.5	1.5
Major Projects	60	KIFB	4.35	4.35
Major Projects	365	National Commission for Women	4.96	1.96
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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
7 day online workshop on Research methodology Intellectual property rights.	IQAC and Loyola Research Centre	22/06/2020

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
Nil	N.A	N.A	01/06/2019	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	N.A	N.A	N.A	N.A	03/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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 Social Work	3

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)
International	Sociology	1	0
International	Social Work	3	0
International	Personnel Management	9	0
International	Counselling Psychology	3	0
National	Sociology	3	0
National	Social Work	3	0
National	Personnel Management	3	0
National	Counselling Psychology	4	0
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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
Sociology	5
Social work	1
Counselling Psychology	1
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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
New Farming Practice and its Socio-Economic Correlates in Ethiopia:	Dr. Saji P Jacob	Loyola Journal of Social Sciences, July-December, 2019, Vol XXXIII, No- 2	2019	0	Principal, Associate Professor	Nil

A Context-Level Approach					
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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
NA	NA	NA	2020	Nil	Nil	NA
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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	3	16	2
Presented papers	7	9	2	1
Resource persons	2	2	2	3
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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
Flash mob and street play on the theme Women and girl child	Childline, Don Bosco Veed Society, Trivandrum and Social Work Department	1	26
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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
Nil	N.A	N.A	Nil
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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
Vigilance Anti Corruption week	Union Bank of India	Essay competition	1	30

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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. Francina Xavier	Ersta Skondal University, Sweden	21
Student Exchange	2 Former students from Loyola College - Krishnendu B.S. & Gilda Mani	Ersta Skondal University, Sweden	21
Faculty Exchange	Prof. Johan Garde from Ersta Skondal University, Sweden	Ersta Skondal University, Sweden	21
Research	Dr. Sonny Jose	Barcelona University	60
Research	Dr. Sonny Jose	ESBH, Sweden, SIDA	120
Research	Dr. Prakash Pillai	KIFB	60
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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
Research	Women Entrepreneurs in Kerala: Opportunities and Challenges	National Commission for Women	15/03/2019	14/03/2020	1
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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
Inspire Society	14/02/2020	An MoU was signed with Inspire Society which allowed them to use the campus premises for their 3 day camp titled Inspire. Our students also	16

		handled sessions during the camp.	
Young Indians (YI)- Yuva	10/10/2019	To increase the exposure and competency of the students of Personnel Management department	40
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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
4.5	7.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Class rooms	Newly Added
Campus Area	Existing
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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 patially)	Version	Year of automation
LIBMAS	Fully	06	1999

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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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
Dr. Prakash Pillai R.	Human Resource Management	SWAYAM	24/11/2020

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	25	1	25	2	2	1	4	20	0
Added	1	0	1	0	0	0	0	20	0
Total	26	1	26	2	2	1	4	40	0

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

40 MBPS/ GBPS

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
Nil	N.A

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
2.5	2.7	2.5	5.4

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)

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. This year the Policy Manual was revised and has been uploaded on our website.

<http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2020/12/Policy-Manual-1st-Draft-15.9.20201.pdf>

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
Financial Support from institution	Murali Nair Scholarship	1	25000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil

b)International	Nil	Nil	Nil
View File			

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 implemetation	Number of students enrolled	Agencies involved
5 day street Street theatre workshop (MSW)	29/08/2019	25	Sr.Claire (Freelance Theatre Artist)
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	LACE	21	77	21	36
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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
1	1	3

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
Vedanta Resources, Orissa (Lanjigarh)	5	1	EY ,Techno park, TVM	5	4
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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
2020	1	M.A. Sociology	Department of Sociology	Loyola College of Social Sciences	Ph.D.
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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	19
Any Other	2
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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
100 Mtrs race (Girls) 2	institution	10
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	National Conference Social Work Students Meet	National	Nil	2	Group Event	Group Event
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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.

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:

2130

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

59701

5.4.4 – Meetings/activities organized by Alumni Association :

13th June 2019: Meet the Alumni series (Departmental level)- Interaction with Mr. Anoop Thomas (2012-14 batch) - HR Appolo Tyres 14th June 2019: Inauguration of LA Compass, the mentoring programme by alumni association. It was inaugurated by former Principal Fr. M. K. George 30th July 2019: Alumni Executive Meeting 5th August 2019: Meet the alumni session for MSW students- Alumni- Mr. Aneesh Papachan and Sr. Sunitha (2011-13 MSW) 27th September 2019: The alumni association organized a One-Day Interactive English Workshop- Resource Persons were Ms. Jaya Susan George and Ms. Jaya Chandrasekhar 12th October 2019: Alumni executive committee meeting 16th October 2019: Alumni association organized 1st Fr. Jose Muricken Memorial lecture by Mrs. Geetha Paul IP AFS (74 MA Sociology batch)- Theme : Social Responsibility of Civil Servants in the present Indian context 28th October 2019: Meet the Alumni Series (Departmental level)- Interaction with Ms. Dinna Jhonson (2012-14 batch) - Asst. Professor- MHRM, Nirmala College, Muvattupuzha 10th December 2019: Orientation session about the alumni association for the senior batch 11th December 2019: Meet the Alumni series (Departmental level)interaction with Ms. Lini Jolly, Research Scholar IIT, Madras 16th December 2019: Meet the Alumni series (Departmental level) Interaction with Mr. Arun Jose T. (HR Professional, Canada, 2011-13 batch) 27th December 2019: A 3-day training programme on life skills and motivation titled Excel in life was organized by the Alumni association 9th January 2020: Alumni executive committee meeting 11th January 2020: Loyola College Alumni Day celebrations and 55th General body meeting 11th January 2020: The Loyolite - Alumni News Bulletin released. The newsletter was released by Prof. Dr. Mathew George - Member, Alumni managing committee 17th January 2020: Alumni executive committee meeting.

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)

1. Staff Council- All the decisions regarding the conduct of college activities are taken in a collaborative manner in the monthly meetings of the staff council. In addition to this, there is an academic council comprising of all the HODs whose meeting is conducted minimum twice a month. Departmental

meetings are mostly convened on need basis with at least one meeting in a month. 2. Periodic meetings are conducted for the administrative staff for the smooth management of the office responsibilities.

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
Human Resource Management	Staff development programmes are conducted every year. During this academic year special training orientation sessions were organized to familiarize the teachers with the OBE framework. Special training for administrative staff was also provided. Keeping in mind the additional workload, the college management resorted to start with a new student internship programme. Under this program 3 students who graduated in 2019 was appointed as interns.
Industry Interaction / Collaboration	College management has evolved a program of collaborating with industries. Under this scheme we have initiated a dialogue with Nissan Digital International for a collaborative endeavor to improve the livelihood status of the coastal village of Marianadu. This proposal is in the pipe line.
Admission of Students	From this year onwards we have decided to channelize the admission procedure through the college website. The process is already underway and in 2020-21 academic year admissions will be conducted online. Every year we conduct orientation seminars for the UG students who wish to join LCSS for the Masters degree. This year also the programme was organized in an effective
Library, ICT and Physical Infrastructure / Instrumentation	The College has decided to expand the internet facility by enhancing the speed and data availability. The college has also opted to extend the services of our library attendant for the 2019-20 Academic year. 3 New classrooms were made available with proper infrastructure when the University of Kerala started the first semester admission before the completion of the ongoing senior batch.
Curriculum Development	This year the college took every innovative initiative to adopt outcome

	based education framework in all the departments. The college council unanimously agreed to implement the same for the internal assessment.
Teaching and Learning	The most serious challenge in the teaching learning process came up following the arrival of Covid pandemic in Kerala. The Government of Kerala decided to shut down the educational institutions to tackle the spread of the pandemic in March first week. The teachers responded to this challenging situation in the most productive way by shifting to online teaching-learning using Moodle as a management platform. Students who were expected to undertake the internship training were also facilitated to undertake the same through online mode.
Examination and Evaluation	Conduct of exams went on as smoothly as always. This year, because of the pandemic situation, the departments developed online internal exams procedures.
Research and Development	A 7-day research workshop was planned for the month of March. Because of the Covid situation we were forced to postpone it to June 2020 and was conducted through online platform. Many teachers have applied for various research projects from UGC as well as ICSSR. The management has decided to facilitate the enrollment of additional research supervisors from outside the college as research guides in the college. As per the decision two of our faculties have joined the department of Personnel management as research supervisors in the discipline of management studies.

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

E-governance area	Details
Planning and Development	The existing e-governance system is up to date with the technology requisites mandated by the University and government agencies.

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

2020	Nil	NA	NA	Nil
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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)
2020	FDP Programme :- A workshop on OBE	NA	06/02/2020	06/02/2020	18	1
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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
FDP Programme :- A workshop on OBE	18	06/02/2020	06/02/2020	18
Orientation Programme - A session about OBE and the requisites for implementing the same with special reference to the discipline of Sociology	7	05/12/2019	05/12/2019	1
Faculty Development Programme - A session on innovative practices in teaching	18	18/11/2019	18/11/2019	1
Refresher course in women's studies	1	02/12/2019	22/12/2019	20
Refresher course in Curriculum Design, Implementation	1	31/01/2020	13/02/2020	14

and Learning Outcome				
Orientation programme on outcome based education	20	14/11/2019	14/11/2019	1
Faculty Development Programme - A session on academic audit OBE	20	02/12/2019	02/12/2019	1
Faculty Development Programme - A training session on mentoring for the staff	19	09/12/2019	10/12/2019	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loyola Welfare Scheme	Loyola Welfare Scheme	Loyola Welfare Scheme

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).
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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
Nil	0	NA
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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
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	Yes/No	Agency	Yes/No	Authority
Academic	Yes	The academic audit of the 4 departments was carried out by the academic experts in the respective disciplines. The details of the auditors are as follows Department of Sociology - Dr.Lekshmi V. Nair, Head, Dept of Humanities, IIST Department of Social work - Drs. MK Joseph and Cherian P Kurian, Rajagiri college of social sciences Department of Counselling Psychology - Dr Jaseer, Head ,Dept of Psychology, University of Kerala	Yes	IQAC
Administrative	No	Nil	No	Nil

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

1. Representation in the Governing Council.
2. Feedbacks provided to IQAC
3. Financial assistance and scholarships provided for students

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

4-7-2019: Ms. Beena Rani Y. B. attended the E-grants training for administrative staff of educational institutions organized by SC development department held at Ayyankali Bhavan. 18 and 19-7-2019: Beena Rani Y. B. attended the Sparks IFMS training conducted by Spark authority and DCE for aided colleges administrative staff. 17-8-2019: Training for Principal and administrative staff organized by DCE. 18-12-2019: Mr. Joy D. C. and Ms. Samitha participated in a training programme organized by Canara Bank. Topic - Public finance management system.

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

1. Cleared the procedures and obtained permission for the construction of a new administrative cum academic block to enhance the infrastructure facilities.
2. Developed a syllabus for a new course named MSW (Disaster management) and

applied to the University of Kerala and the Government of Kerala. 3. Application submitted for the autonomous status to the University Grants Commission. 4. Rejuvenated Outcome Based Education (OBE) and Student Support Activities.

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
2020	Framed the syllabus for a new course in Disaster Management and application submitted to the University of Kerala	01/04/2020	10/04/2020	29/05/2020	7
2020	Application submitted to UGC for autonomy status	01/04/2020	07/04/2020	23/05/2020	5
2020	Online workshop on Disaster Risk Reduction	21/05/2020	29/05/2020	29/05/2020	50
2020	Workshop on OBE Resource person - Dr. Pradeep Kumar Choudhury, Asst. Professor, Zakir Hussain Centre for Educational Studies, JNU	24/01/2020	06/02/2020	06/02/2020	20
2019	Interaction with Mr. Sajeev	24/11/2019	02/12/2019	02/12/2019	20

Mohan, HoD,
Department
of Physics,
CET

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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
Invited lecture on Discussing gender issues by Adv. Jyothi Vijayakumar	06/03/2020	06/03/2020	120	49
A session on female victims of crime : A legal analysis	28/06/2019	28/06/2019	77	35
Workshop on paper bag making, sponsored by The Kerala State Women Development Corporation Ltd., Department of Social Justice, Govt. of Kerala Resource person - Ms Divya S (Research associate in an NGO)	29/06/2019	29/06/2019	24	Nil
A half day session on the theme Blood, belief bourgeoisie Speaker:- Mr. Arjun Unnikrishnan (The red cycle)	19/11/2019	19/11/2020	81	33

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 the power requirement of the College met by the renewable energy sources: Solar Power (60 percentage). Environmental Consciousness and

Sustainability/Alternate Energy initiatives:- 13/6/2019- Environment day commemoration program. Resource person - Dr. Christopher, Asst. Professor, School of Environment studies, MG University. 23/10/2019- Environment management and biodiversity activities. 29/11/2019- A talk on environmental sustainability by WWF India. 1/1/2020- A sapling was planted in the Arnos Padiri corner as a symbol of our commitment to strive for the conservation of the environment. 27/1/2020- One day national seminar on Sustainable rebuilding of Kerala in the post-flood scenario. No of participants 83 Inaugural address: Prof. (Dr.) Oomen V. Oomen - Professor emeritus, Dep of Computational Biology, Bioinformatics Keynote address: Prof. (Dr.) Sabu Joseph, Special address: Dr VS Vijayan (Eminent environmental scientist) on the theme - Sustainable rebuilding of Kerala. 26/2/2020- Biodiversity and environment management.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	2
Braille Software/facilities	Yes	1

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
2020	Nil	5	11/10/2019	1	Flash mob	Gender issues	27
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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	07/06/2019	Every new batch is given a Diary with includes a Calendar and a Code of conduct Handbook Professional Code of Ethics is exhibited in classrooms.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
3rd Session on Human Values- As part of the Human values professional ethics lectures,	11/02/2020	11/02/2020	75

Resource person -
Dr. Jasmine Sarah
Alexander

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Plastic-free 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

1. Title of the practice - 'Induction Programme": Loyola College is on a never ending quest to achieve the state of Magis. The vision that leads Loyola college in this path is Fostering excellence in thinking, commitment and engagement for holistic transformation. We are dedicated to lend a perspective to our every student which will help them to attain Excellence in Life through Service. The students that join the college come from completely different socio-economic and educational backgrounds. So it is essential to provide them an idea regarding how their journey with us will be during the coming two years. It also helps the students to break the ice and inducted into the one big 'Loyola family' rather than confining themselves into a department identity. This programme has been in existence since the 1970s.

2. IQAC Hour: The idea of formulating student support clubs to enrich the campus life of students has been envisaged and is in practice for quite some time. But because of the busy schedule and other common programmes, finding slots for these club activities was always a tough exercise. It is in this context the idea was surfaced that we will allot a regular time slot for these clubs on a daily basis. A 45 minutes window was identified daily to facilitate the activities of these student support clubs and institutionalize the same. This window was named as the IQAC hour and will act as a platform for the student support clubs to organize their activities. This window can also be used by the faculty members to focus on the accreditation related works and focus on their performance appraisal, academic writing and research oriented endeavors.

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/igac/wp-content/uploads/2020/12/Best-Practices-2019-20.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

Outcome Based Education (OBE) has been a concept that has infused the traditions and practices of Loyola College of Social Sciences (LCSS), ever since its inception. We have always stressed the importance of formation of students, believing strongly in education that produces results. We have promoted among our staff and students the concept of Loyola branding. From the point of entry of students into the college until they pass out, teachers accompany students closely to ensure that they acquire certain traits that qualify them as "Loyolites". In the last few years, LCSS has taken a large stride in documenting and institutionalizing this process of OBE. A large number of training programmes, meetings and workshops have been organized to expand and strengthen OBE. The journey was not without challenges or limitations however, we are proud that, among aided colleges under University of Kerala, we have made a bold move to institutionalize OBE in a full fledged manner. Today, we are being approached by others to provide guidance in the

area of OBE.

Provide the weblink of the institution

<http://loyolacollegekerala.edu.in/igac/wp-content/uploads/2020/12/Institutional-Distinctiveness-2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

1. The college has decided to expand the number of courses provided and has identified MSW (Disaster Management) as the new course that we would like to offer. Government of Kerala has approved the course and we hope to start the classes for this new course in the 2020-21 academic year itself. 2. The college has also decided to increase the infrastructural facility. Permission is secured from the concerned authorities to start the construction of a new academic cum administrative block. We intend to complete the construction at the earliest. The planning of the same is done in a futuristic manner and is expected to accommodate the further expansions in the number of courses and students that we have envisaged in the long run. 3. The college also wishes to attain autonomous status to ensure we reach our maximum potential and fulfill our quest for excellence. Application is submitted to the UGC and a reply is awaited. We will be doing the follow up of the same and will meet the instructions provided by the authorities to ensure we achieve the coveted autonomous status at the earliest. 4. We have laid firm foundations to Outcome Based Education (OBE) System. In future we hope to concretize our outcomes further, automate assessment and strengthen OBE related systems like mentoring, career guidance etc.