

# **LOYOLA COLLEGE OF SOCIAL SCIENCES**

## **THIRUVANANTHAPURAM**



### **CRITERIA 1: CURRICULAR ASPECTS**

#### **1.1.1. Curriculum Planning and Implementation**

##### **College Level Annual Plans 2016-21**

College Level Annual Plan 2021

College Level Annual Plan 2020-21

College Level Annual Plan 2019-20

College Level Annual Plan 2018-19

College Level Annual Plan 2017-18

College Level Annual Plan 2016-17

# LOYOLA COLLEGE OF SOCIAL SCIENCES, THIRUVANANTHAPURAM

## ANNUAL PLANNING MEETING 2021

**DATES: 19-20 April 2021**

**VENUE: 1st Day in LES Hall, 2<sup>nd</sup> Day in JM Hall**

**17 teachers participated on first day and 18 teachers on second day**

The College Level Annual Evaluation and Planning Meeting took place on 19-4-2021. The planning was headed by Fr. Ranjith who provided a 33 point framework for planning to the departments. After department-level evaluations, the departments had to enter the activities planned into the framework.

Another highlight of the Planning meeting was the introduction of Five Key focus areas (Employability, Research, Extension, Projects, Environment) with regard to Planning, with one HoD in charge of each focus area. In addition to Activity planning, IQAC was reconstituted officially during this meeting. Staff in charges of various college level programmes were also selected.

Detailed reports evaluation and planning meeting are given below.

### **Staff Responsibilities 2021-22- (Decided in the Staff Meeting in May 2021)**

) Staff Secretary – Sonny	) Academic Research – Nisha
) PTA Secretary – Sonny	) Funded Research – Jyothi Krishnan
) IQAC Coordinator – Jasmine	) Website – Sunil
) IQAC Assistant Coordinator – Ranjit	) Moodle – Pramod and Aby
) Chief Superintendent – Sabu	) OBE – Prakash, Aby, Jasmine, Ranjit, and Sunil
) NSS – Francina	) Mentoring – Andrew and Pramod
) Energy Audit, Bio Diversity, and Environment Management – Francina, Ranjit, Anitha, and Lekshmi	) Alumni Secretary – Anitha
) Union Advisor – Sabu	) Alumni News Letter – Aby
) Magazine Advisor – Angelo	) Alumni Treasurer – Prakash
) Arts – Angelo and Nisha	) Morning Message – Leena
) Sports – Ranjit and Francina	) Placement and Job Seekers – Sonny
) College Day – Sabu	) Staff Picnic – Aby and Sabu
) Onam – Ranjit, Francina, and Aby	) Value Education – Francina
) Christmas – Sonny and Pramod	) LITCOF – Sunil
) Planning Forum – Angelo	) LACE – Nisha and Andrew
) Induction – Sabu, Sonny, Francina, Leena, and Andrew	) LILA – Angelo
) CACEE – Aby	) LET – Aby
) Women’s Cell – Leena	) IT Club – Joyce
) New Year and Ignatian Prayer Service – Andrew and Leena	) NIRF –Jasmine
) Loyola Journal – Prakash	) NPTEL/Swayam Mentor – Aby
	) RUSA – Jasmine
	) AISHE – Aby
	) Unnath Bharat Abhiyan – Francina
	) Entrepreneurship Development Cell – Angelo
	) SAAC – Jasmine

Date : 19-4-2021

Venue : LES Hall











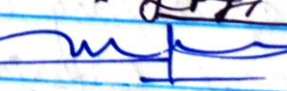
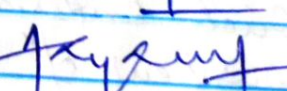
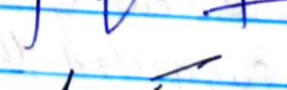
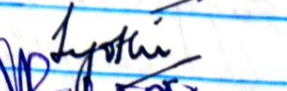

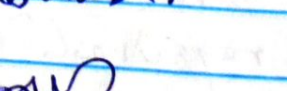
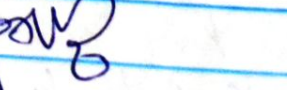
Time : 9:30 am - 4pm

Meeting No. 47

# Agenda : <sup>Annual</sup> ~~Plan~~ Evaluation & Planning (BAC Reconstitution). Meeting

## Members Present

1. Sonny Dese
2. Francine
3. Ammu
4. Dr. Ramad, S.K.
5. Anitha
6. Prakash Pillai R
7. Andrea Mideenul
8. Joyce A. Joseph
9. Angelo Mathew
10. Dr. Sunil Kumar
11. Ranjit George
12. Robert P. Thomas
13. Saji P Suresh
14. Abby Tella
15. Lyothu Krishna
16. Dr. Nisha Golly Nelson
17. Jasmine Sarah Alexander

Saji Sir began the session. First he read the order from University regarding conducting online classes for first years, because sometimes exams may be scheduled in June 2021. MSW, MAHRM, M.B. Psy have their students in internships. Hence classes not possible. Saji Sir said Departments should think about how to finish portions. Saji Sir read the second KLT order about marginal increase of seats, which has to be submitted by 30-4-2021. Fr. Ranjit discussed what was done last year. Sony Sir stated that last year he wasn't interested in marginal increase, however he had said 1 seat increase, with managers agreed to 2 seats, but finally 28 was given.

Saji Sir also read about ASAF proposal for training. The fees of Rs. 13400/- was suggested there. The number of hours of training is 156 hours (136 offline + 20 online). If they have 10 students they will conduct training. The students may get direct placement as future trainers.

After this Fr. Ranjit was introduced for IQAC. The copy given with 33 points to be discussed at the Departmental level. Ranjit achan asked for explained each of these points. Saji Sir stated Psychology Lab example. Discussion regarding lab with Sunil Sir, Pooja Sir and Anam Miss.

Sony Sir expressed concern about the ecosystem/freedom available if innovations need to be undertaken. Also he said only 3 faculty for MSW Dept. Management has to assist. Ahy Sir asked teachers to cooperate for OBE data submission following which the OBE Excel will be ready. Sunil Sir asked for confirmation of PSDs - that shall be addressed tomorrow together. Nisha Miss said as we are already providing PO, PSD awareness, it has to be frozen or there will be inconvenience. Prakash Sir said only minor changes will be there. He also said Antony Sir (Kanyavallam) has been prompting for Syllabus revision under OBE framework.

## Department Level Evaluation & Planning- Draft Proposal

General Evaluation of the Previous Year- Online Vs Offline

General Planning for the new Academic Year- Online Vs. Offline

Sl No	Item	Action Plan	Timeframe
1	Vision and mission of the Dept		
2	Programme specific outcomes and course outcomes- display on the website and communicate them to teachers and students		
3	Syllabus- Curricular Enrichment- Gender, Environment, Human Values, Professional Ethics- Do we have adequate provision?		
4	Strategies for assessing the learning levels of students after admission		
5	Programmes for advanced & Slow Learners		
6	The practice of Experiential learning, participative learning and problem-solving methodologies		
7	Teachers using ICT & e-learning resources etc		
8	Review of the teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals		
9	Decentralised and participative management in the department		
10	Any additional facilities required for teaching, learning		
11	Possibilities for establishing an Eco-system for innovations including incubation centre and other initiatives for creation and transfer of knowledge		
12	Placement- Job Fairs		
13	Membership in Professional Associations		
14	Career Orientations- Job Help Desk		
15	Mentoring		
16	Preparation of CV, Interview Skill, GD Skill, Posting CVs in various cites-		
17	Extension activities in the neighbourhood community- sensitising students to social issues and holistic development.		
18	National and international commemorative days, events		
19	Plan for Organising- National, International Seminars, Workshops etc.		
20	Participation in Intercollegiate fests		
21	Research Guidance & Publication		
22	NAAC awareness & ongoing activities planning		
23	Mentoring reports of last five years		
24	Alumni data collection for SSR		
25	Completing OBE		
26	Department Level PTA		
27	Internal Assessment Schedules		
28	Internship/Situated Learning Programmes		
29	Plan for Collaborations academic and practice settings		
30	Association activities		
31	Documentation systems		
32	Research and publication plans		
33	Matter for Academic Calendar		

The group moved to Departmental Discussion at 11 a.m to 2 p.m.  
12.45 - 1.30 pm lunch break. After 2 pm all the Dept. heads  
discussed their per. views on the 33 points along with  
Evaluation of previous year.

[33 point agenda + Social Work planning soft copy attached]  
All other Depts. soft copy attached.

After the presentations by Departments, IQAC was officially  
reconstituted. Fr. Ranjith had been selected.

Due to lock-down, changes in IQAC Reconstitution  
could not be made official.

After the presentations by all Departments, IQAC  
Steering committee was reconstituted officially.

In December 2020, Fr. Ranjith took over as  
Assistant Coordinator in replacing Dr. Sunil.

Dr. Sunil became member of IQAC Team.

Dr. Tyoti Krishnan, HOD of the new Depart-  
ment was inducted into Steering Committee.

Mr. Rahul had been replaced by Ansel Jacob  
as student coordinator & representative late 2020;  
Dipsha Areeba, Junior batch, was also represented  
in the Steering Committee. Prasad R. had

left Loyola. Dr. Prakash Pillai, HOD  
Andrew Michael, the staff who replaced  
Prasad R. too became member of the IQAC  
team.

The upcoming student charter needs to  
include all student leaders of the college. They  
need to be prepared and also support the  
incoming Junior batch. It was expected that  
there would be delay in new batch admissions  
however unlike this year, it would happen in  
2021 itself.

- Prakash Sir - Presentation by PM Department continued
- The online experience was good - portions covered & transactions with students were positive
  - Value additions - 11 practicing managers took classes - 4 labours courts by Srinivasan Sir's sessions
  - Moodle used extensively
  - Online Internship experience reported by students and industry mentors reported it to be positive
  - 4 Webinars
  - Challenges - Application oriented classes was not possible well. Break-up tools in Zoom not aware at that point.

## Planning

1. Revisit of Vision Mission required - June
2. PSO - COs content O.K - but minor rephrasing - June
3. Syllabus Revision Workshop - End of July 2021
4. Assessment of learning levels - Aby Sir's OB sessions doing it already. Some device to be devised at college level with help of Psychology Dept.
5. Slow learners be given additional inputs. Additional resource like MOOC for advanced learners. NList also
6. Learning App Lera could be used with Moodle - ICT
- 7.
8. Incorporate students with respect to documentation.
9. Additional facilitations - Simulations platforms, ERP Software for HRM in collaboration with agency. Atlas Ti qualitative software
10. Innovation - Collaboration - Kerala Start Up mission - Incubation centres after college.
11. Job fairs for <sup>degree</sup> college level students - to
12. Enlist one department for placement drives.
13. Compulsory with NIPM & Yö
14. Industry netw enhanced
15. Mentoring OK. we feel we are inadequate - Counsellor at college level. Full or part-time - online/offline.

- 16 -
- 17 - Partnership with
18. Ma Atleast on 5-6 days set up.
19. One International Seminar planned.
- 23, 24 - End of May
25. In progress
26. Online Dept. PTA
28. Physical visit of organizations of internships pending
29. Kerala Start up Mission - Alumni chapter for Internship, Alliance placement collaboration, ERD collaboration
30. Association okay
31. CERA + Moodle.
32. Angelo Sir will apply for guideship - will get by September  
Board change of HRM will be applied for.

### Sociology

- \* Effective online teaching - Students appreciated
- Club activities also completed online.
- \* Webinars - couple of seminars conducted.
- \* 26 April - 1<sup>st</sup> year regular class.
- \* Offline -

1. Vision Mission - No change
2. PSO - No change - CO 26 May to be updated
3. Full fledged courses/seminars - more for PEAV
4. IQAC entry level, Mentoring, Buddy system, Bridge Course
5. Same as above
6. Tribal Selling, Shows, Old age home visits
7. ICT E-learning used - E-pathshala, Moodle, E-books etc.
8. Open House
9. Only 3 - Principal, Andrew 1<sup>st</sup> year, 2<sup>nd</sup> year Nisha nam
10. Short of faculty - addnl. faculty required - otherwise research scholars.

11. CTCRI Incubation Centre
12. Job-seekers course - mandatory.
13. All faculty are members - 1st & 2nd year students for in KSS. Shall request for certificates from KSS.
14. Ongoing
15. As part of Job-seekers
16. June PRA, Covid related
18. Already being done - By June days updated.
19. International Seminar - July, Aug.
20. KSS
21. Already 2
22. Ongoing
23. May 2021
24. June 2021 - M
25. April 26 - OBE
26. July 2021, Juniors, Feb 2022 - Next batch
27. As per calendar
28. Collaborate with CES, Childline.
29. IOST, KU Dept. of Social Work, CTCRI.
30. Already ongoing.
31. Filing system
32. Seji Sir - 2 papers, Nisha Miss - 1 Project & 1 Book. Will be applying for 1 more (Nisha Miss).

## Psychology

- Initially online was hard but now its okay.
- Moodle was going good
- Field Visits
- Establishment of space for Psy & Lab
- OBE Assessment & Mentoring went well.
- Support to other students
- Webinar Family Therapy & Mental Health Day.
- Placements good

1. Vision & Mission to be revised
2. PSOs okay. CO to be revised
3. Syllabus revision is required - Integrated MSc.
4. syllabus is ready. Vital for equivalency.  
1st week Bridge course - Interview and GD to be done <sup>of admission.</sup>
5. Skill based orientation & remedial for <sup>specific</sup> courses. Interest areas of students facilitated
6. All is going well - Practicum, FW
7. ICT tools are being used well.
8. OBE based framework
9. Division of duties among teachers - the proposal
10. Psychology Lab and other proposal related to dept. will be submitted (including library books).
11. Animal assisted therapies & Environment Centre Visit.
12. Internship aggressive - job placement drive to be initiated.
13. Teachers have memberships - Students will be motivated.
14. Career Orientation programme will be conducted.
15. Mentoring Ongoing.
16. As part of Career Training
17. Partnership with CES
18. Days related to Mental Health already celebrated  
National level Workshop on Family Therapy (June)  
National W on Cognitive Science (Sept)  
National Workshop on Mental Health (Oct)
21. Teachers to publish at least one article a year.
24. Alumni data collg college - May-June 2024
25. OBE ongoing.
26. Dept. PTA for Juniors - June July.
27. Internal Assessment to be prepared.
28. Internship settled by next week itself
29. Tum Corporation, Rehab Centres
30. Documentation progresses.
32. Teachers shall improve

## Disaster Management by Jyothi Maam

- Since we had to learn the system, it was a very hectic 3 months.
- At the end of 3 months, Dept. has rooted itself.

→

→ 1 online webinar

→ Library Books list prepared

1. Vision Mission - Edited but will be revisited - May 31
2. PSO2 CO to be revisited, especially CO - May 2nd June 2nd week
3. Communication should be made more emphatic
3. Values & Professional Ethics in syllabus is okay. But Gender and Environment needs to be more emphasized.
4. It could be added as addl. course or a syllabus revision - May 2nd June
4. Not aware of college methodology
5. We identified 8-9 fast learners. It could be Research Initiatives for fast learners. Refreshers for slow learners. Addl. group mentoring sessions.
6. Field visits to disaster affected areas - Covid restricts. Already we have enough avenues.
7. Moodle was introduced. We need to build online repository.
8. Review of 1st Internals.
9. Decentralised Planning - Specific responsibilities to be allotted
10. GIS Lab to set up 10-15 Lakhs. <sup>proposed</sup> Computer systems - Mapping
- Emergency Demo Operation Centre to be set up.
11. Monitor Rehabilitation of Disaster affected populations. - A Hub for monitoring. Media Start-up.
12. Inventory of NGOs in the field of Disaster - and invite them for a one-day workshop. KSDM, NIDM and all district level
13. NIDM - IUIM network - we have registered and association exploration Sphere, Red Cross and other networks
- 14/16 Sept. Oct. Nov. we shall start with starting accounts for students.

15. Spending going on but not all.
17. Villurua and other areas for extension identified.
- Tsunami Awareness, Natl Disaster Day
19. State level workshop Disaster Preparedness  
Thematic Workshops  
Syllabus workshops on Disaster Studies.
20. Participation in MSU fests and inviting other DM fests colleges to our college.
21. Dissertation Strengthening
22. NAAC Awareness needs to be worked on.

~~24~~ 25. April End.

~~24~~ 26. After Junior batch comes in.

~~27~~ 27. Finalized by May end.

28. Internship on the go

30. By June we will have it in place.

32. Publication by each teacher

Library - By Sunil Sir

- ✓ Objectives of Library read out.
- ✓ Certificate Programmes
- ✓ Best User Award
- ✓ Enhance Use of Resources
- ✓ Infrastructure enhancement - AC, Vertical Expansion,  
More shelves, RFID facility for books,  
More computers,  
Book drop facility, Alarm, Modern, UPS system-12
- ✓ Adding new resources - especially 2020.  
bcos of Covid & absence of UGC funds.
- ✓ Punching

✓ Faculty login in library. Books can be booked ~~with~~ from the login itself.

✓ OPAC ~~in~~, NList, National Digital Library, Shodhganga

✓ Status update process

Saji Sir ① Consolidate this report into a soft version and send to IQAC so that IQAC can track it

② Be prepared ~~for~~ <sup>with</sup> Internal Assessment Schedules at the earliest. As per <sup>University</sup> calendar the date is already over. Hence conduct it asap.

Sudhi Sir asked if IA is done OBE based. Saji Sir said Yes.

③ Be Submit all OBE Data.

Fr. Ranjith ① We had a rapid visit through all departments. Now it has to be consolidated in a more meaningful way ② IQAC to submit a calendar to HoD Meeting beginning of each month. As even though ③ A balance between departmental and college level activities required, hence a discussion how to prevent overlaps.

Saji Sir asked HoDs to complete documentation and send it to Fr. Ranjith.

Aby Sir: If Sem 4 OBE is done, please forward Sem 4 OBE Sheets

Fr. Ranjith said he will share the ~~an~~ agenda for tomorrow to all teachers, so we can be prepared for tomorrow. He talked abt finalizing mission, vision, PSO and understanding 5 domain areas.

In 2006 we talked about Knowledge Building Process. In 2014, we talked abt Engaged Knowledge Building. Now we need to think about Global Competence Building. We have a draft framework, to be finalized by faculty.

(Print-outs of all Evaluation & Planning attached.

## **Reporting for Department of SW for the period 2020-2021 Offline vs. Online**

On overview the department fared well both - online and off-line. Both were blended in the good manner to facilitate overall development of the faculty and students.

### **Online Learning**

The online engagement although a challenge provided opportunity for great learning and skills upgradation for both the teachers and students. The teachers on their part upgraded their IT skills - YouTube Channel, Google forms, Kobo Tools, etc. Even the admissions process was commenced on-line. This propelled the students to engage in overall 11 webinars back to back by way of planning, designing, organising, and Video Seminars. The students were appreciative of the inputs and case discussions that facilitated good reading and healthy discussions. 6 students did audited courses.

**Online Alumni interactions** – Balalekshmi SB, Jibin K Jose, Amritha V, Sree Jyothish S., (2018), Marina Thomas (2013), Ancy BK, Kiran Thengamom, Leema Martin, (2017), Maneesh M Nair (2007), Sajin S, Remya RV (2009), Bincy Babu, Elna Joseph, Treesa AV, (2019), Sreeja S. (2010), Sherin Wilfred (16) enriched us by sharing their insights during the respective topics.

### **Learning Process**

In general the learning ambience was good. The cooperative learning strategies evolved by the respective students allowed the slow and medium learners to be supported by the advanced learners. The field presentation by both seniors and juniors did show case their learnings and progression. In spite of some of the differences and severe group dynamics the students generally remained honest and ethical about their dealings.

### **Experiential Learning**

Lifeskills incorporated in social group work provided good experiential learning experiences. PRA was conducted on the virtual mode. Live-in experience were not sacrificed and also went on well at TSSS, DPO (Ernakulam, Muvattupuzha, Kollam and Trivandrum), Bethesda Vengola, SSSamithi (Mayyanad), Maxminds (Kannur), etc.

### **Paper Presentations:**

The students alone and along with the teachers did 11 paper presentations at the prestigious 7 EU nation Global Session. During the 5<sup>th</sup> Student Social Work Congress the students did 3 papers and won 1 second; 3 firsts (quiz, GD, prospection); project proposal (3rd). However, we could not consolidate on failure: paper presentation, except Dyuthi, where one paper was presented.

**Integrated MSW syllabus:** We formulated and finalised an integrated social work syllabus for the University of Kerala.

**Dissertation:** there was good attention and serious follow-up and work as per schedule besides an a qualitative analysis workshop organised.

### **Problems:**

The ambience had been generally restrictive and centralised and very limited in support and not suitable to innovation or research, We are understaff with two key faculty members on leave or on assignment at a very crucial time; its excruciatingly demanding to work 12 reports a week per teacher.

Item	Action Plan	Timeframe
1.	contemporary; no plans	N.A.
2.	Assignment: translate syllabus into PSOs and COs	Seniors – June 2021 Juniors – July 2021
3.	Syllabus Workshop proposed	
4.	IQAC Entry Assessment> Internals > CA each semester	September 2021 January 2022
5.	Cooperative Learning Groups as in Lifeskills for Group Work	
6.	Inherent in the Syllabus	
7.	Novel Learning Techniques – ICT Academy	August 2021
8.	Post Internals, post-CA and post-Open House	
9.	Google Calender	
10.	No plans	
11.	College needs to put in place definite policy and create ambience	
12.	N.A.	
13.	Explored	
14.	Aspiration & Goal-setting: Mentoring	
15.	Going by college calendar	
16.	Common Program	June 2021
17.	Have MoU with ESAF, BluePoint	
18.	UDHR, UN Day, SDGs, Social Work Day (16 Mar)	
19.	Global Sessions	24-28 May 2021
20.	Scheduled programs	Dec 2021 – Dyuthi Jan 2022 – Samanway Feb 2022 – Berch Umanitario
21.	Two faculty members approved research supervisors	June 2021
22.	NAAC facilitated by IQAC; OBE by the department	
23.		July 2022
24.		June 2021
25.	Online	Juniors – July 2021 Oct 2021, Feb 2022
26.	Post-CA and Post- Internals	
27.	As per university schedule and Staff Meeting	
28.	Live-in and Block	November 2021; April 2022
29.	MoUs	
30.	SALT	
31.	Monthly meetings consolidation during department and subsequent staff meeting; consolidation to be done by IQAC	
32.		May 2021
33.	Google Calendar	
34.	Assignment, Seminar and Disseration	

Meeting No 48  
 Date: 20-4-2024  
 Venue: ESTJ Hall  
 Time: 10:00 AM - 3 pm

## AGENDA: Evaluation & Planning Day 2.

### Members Present

1. Iyothi Krishnan
2. FRANCINA PX
3. Leena S.T
4. Ammu Ankoose
5. Anitha's
6. Andrew Michael
7. Dr. Pramod, S.K
8. Joice K. Joseph
9. Sunny Jose
10. Pradeep Pillai R
11. Dr. Nisha Jolly Nelson
12. ~~Haru~~ P. Thomas
13. Sap P Jacob
14. Jasmine Sarah Alexander
15. Amy Teller
16. Dr. Sunil Kumar P
17. Angela Mathew
18. Ranjit George

Iyothi  
 Francis  
 Leena  
 Ammu  
 Anitha  
 Andrew  
 Dr. Pramod  
 Joice  
 Sunny  
 Pradeep  
 Dr. Nisha  
 Haru  
 Sap  
 Jasmine  
 Amy  
 Dr. Sunil  
 Angela  
 Ranjit

Fr. Ranjit received the consolidated reports from all 5 HoD. Based on that, he discussed the main activities that may happen next year.

1) Seminars, Workshops, Conferences etc.

All 4 Dept., except Social Work Dept. specifically listed workshops with titles. Psychology didn't give dates. In addition to these we have Golden Jubilee, TSN Pillai lecture, Ms. Mariamma memorial lecture are others that

- need to happen. Also the new building inauguration also should happen in Oct-Nov 2020.
- 2) Syllabus Revision workshop interest expressed/pipeline for all departments.
  - 3) PTA different Schedules set by all Departments. Online may only be possible. Fr. Sabu suggested that the IPTA be common and be organized on a common day, Departmental level can be freely scheduled. Everyone agreed to this.
  - 4) Field Work & Fest S - Field Works have been scheduled. Live-in by Social Work in Nov. With regard to fest DM & MSW could collaborate.
  - 5) Day celebrations - A new set of days proposed by most departments, along with NSS. Possibility of collaboration for Human Rights etc. to be explored.
  - 6) Counsellor - There was a strong suggestion for Counsellor for the special needs of our students.
  - 7) Innovations - The Monitoring Cell for Rehab and Recovery activities was a good innovation idea. Everyone seconded it.
  - 8) Best User Award for Library - Sunil Sir said there were certain criteria. User includes both teacher & students. Sabu Achan said there shouldn't be any unhealthy competition. Syji Sir said, these are more objective, hence any clash is unlikely.
  - 9) Certificates of only <sup>for</sup> Individual Champions and first rank. For others we aren't giving to others 1st, 2nd, third. Fr. Sabu said it used to be given, just this time Covid related it was unplanned. Francisca Miss said it was not regular. An appreciation system <sup>required</sup>.
  - 10) Entry-level Assessment (EAT) - Institutional level tools and Tools for assessing learning levels. Promod Sir said it was possible to customise tools. Fr. Ranjith suggested Promod Sir and Sonny Sir collaborate. Sonny Sir said it was better through Monitoring. LES can be involved. Francisca miss said LES reference hasn't been good - so a more qualified person is to be appointed atleast 2 days a week. Reference possibility is better (Sonny Sir & Ammu) with a list. Mentoring training with psychological

first-aid (Annu). We had one training, a second training & welcome (Saji Sir). Internal resources can be explored - Psy. & Social Work Dept. (Fr. Ranjith). Practical aspects important (Aby Sir), Clive Sir's Session was good, but philosophical.

Angelo Sir said that a Network of Counsellors can be an innovation idea. Doctor on call could be strengthened (Tyothi Miss). We had started something last year when lockdown came. Local and Kine resources can be explored.

11) Rajagiri got mileage during the NAAC visit because of their Covid and Disaster initiatives. We have to document these effectively (Fr. Ranjith)

12) Loss of Livelihood due to Covid (Tyothi Miss) need to be explored. 2nd Covid wave can be activities for relief can be planned (Sunil Sir). Andrew Sir suggested establishing networks with other organization and collaboration will bring us more mileage. Sonny Sir said Rs. 5 lakhs were mobilized for the purpose from Jesuit Society - using Jesuit networks and non-Jesuit NGOs (Prakash Sir, Aby Sir).

Can we use our students for Covid interventions (Saji Sir) & they have been as part of their fieldwork. Another area is the Migrant worker issue (Tyothi Miss) - the estimates are very ~~very~~ vague. Helpline or ~~must~~ some intervention could be evolved. ~~Yes~~ We could invest on this through UTS and ask support from ISI (Saji Sir). Murali Thammamakkudy ~~and~~ has started a centre in Perambavoor for labourers (John Sir). So S. Lal has started centre to help Covid patients and asking for MSW & Counselling students (Aby Sir).

13) Slow Inter collaboration b/w Departments - Advanced students can be trained as **TOT** and be facilitated to give training to other Departmental students - this suggestion put forward by Fr. Ranjith. Tyothi naam said the Advanced and Slow terminology brings issues. We could have IT club (Fr. Ranjith). Angelo Sir said formalizing Advanced & Slow learners based on ~~interest~~ assessment that students are resistant - it should be based on interest. Francisca miss

said that in a group, we have to be aware of the advanced & slow learners, and control dynamics. Ahy Sir said dividing into advanced and slow learners has helped him in bringing both up. Anitha Miss said student wise skill presentations and trainings by peers was very useful. Prakash Sir and Saji Sir said it's only a matter of how sensitively we handle it.

14) Infrastructural improvements - Fr. Rajith discussed Library infrastructure suggestions - along with library chairs, metallic chairs makes sound.

Psychology and DM Department Desk and Chair requirements. Psychology Lab for Desktops, <sup>Shelves, curtains, Registers</sup> & Test Materials. Detailed proposal to be submitted. Zotero, Atlas Ti, Simulation Platform - expensive but essential (15 Lakhs) can be included in College Perspective Plan. Facility for ERP training. DM Seniors - full fledged classroom. GIS Lab - 5 Computers and Printer - interim and full proposal shall be submitted. Collaborate with University - can we have an Moll? Report now 4 systems with Open Source. Safety and Disaster related equipment - for NAAC visibility. Collaborations with NDMA, KSDMA - classes by Kara Madam, Prathap Chaudhary Sir (Ahy Sir). LAN for each Classroom? Once Projector is connected using WiFi, we lose Internet. Option for Cable Connection/LAN/Desktop in each class. IT team.

Page 4 of Yesterday's sheet (hand-out).

1. Preparation of Strategic Plans and Perspective Plans - when can it be done? - Fr. Sabu 2016-25. Plan already available.
2. Revise various bodies - advisory First week of Mar Social Work Dept. ~~Wed. Thurs. Fri. Sat.~~ 5-6-7<sup>th</sup> we shall fix ~~Mon~~ 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>. Dates fixed.
2. Revising advisory bodies and meetings.
3. Display boards - remove old and put only latest
4. Research facilitations → Plagiarism & IPR - Softwares (Formal Programmes)
5. Action plan for feedback → We need to have clear mechanisms.
6. Internal Ethics Committee Suggestion by Sony Sir.
7. What issues are persistent - IQAC should bring it out.
8. ~~FE~~ Feed Entry-level and EXIT-level existent. ~~Agate~~ Interim feedback needs to be conducted. ~~Sentoff~~ didn't have as much positive

vibe. We have to strategize more effectively. Fr. Sabu said they weren't overall negative, when considering they weren't around since Sem 3. Everyone some teachers gave feedback that it wasn't not easy to select positive. Sonny Sir - mentors and student should semester-wise take feedback and correct. Too much systems but no reverse feedback. ~~from~~ Open House system (Francina M.) and Andrew Sir is also treated as evaluation. Andrew Sir said that Farewell conducted in a very busy atmosphere, so they didn't share much. Saji Sir said it wasn't inspiring, as Andrew Sir suggested. Nisha Miss said it was rushed. Fr. Ranjith said strategic planning is important because it will not produce expected result. Some communication gaps happened (Anitha Miss). Saji Sir said ~~was~~ there was open program announcement, but MAHRN students not available. College level students have some dissatisfaction, especially Psychology students (Fr. Ranjith). Saji Sir said Psychology students weren't present in March. Promed Sir clarified. We shall build a mechanism to prevent (Saji Sir and Fr. Ranjith). Sonny Sir - March end crunch is increasing has always happened. Saji Sir agreed. Abhy Sir - Prevent student lobbying. Saji Sir brought Janahana Mana issue. Sunil Sir - review SSS and Exit, avoid commonality - others make ~~from~~ qualitative tools. Prabash Sir - OBE feedback system to be shared. Sabu Adan - How to bring together Entry-level & entry level. Programme highlight to be announced everyday on the ~~the~~ morning (Promed Sir). Daily Programme & weekly programme, Notice Board (Sonny Sir, Angelo Sir). Fr. Sabu - realistic in Covid, so many ~~and~~ emergencies came up. Saji Sir also agreed. Fr. Ranjith - ~~explore~~ alternative mechanism when there are ~~are~~ faults in previous years.

Fr. Ranjith Program. PIMER - team ~~etc~~ should <sup>conduct</sup> plan for evaluation and <sup>Agenda</sup> plan for more thorough implementation. All evaluated the College Day, Arts and Sports as ~~good~~ excellent.  
→ Broke for lunch by 12.45pm and returned at 1.30pm

Fr. Ranjith began with Grievance system. NAAC will evaluate the Grievance System. Certificate Courses and MOOC courses, etc.

have to ~~say~~ encourage students to participate.

Sports and Arts activities to be encouraged and sent to competitions outside college - state, national level.

OBE needs to be extended to Co-curricular and extra-curricular activities and then moved to online software platform.

Journal is moving online - a lot of meticulous work has gone into it. The work is still progressing with Website team. Care list inclusion was sent in January 2021. Online ISSN ~~was~~ application also sent. It is being processed. The Journal Editorial Board and Reviewer list needs to be reviewed. Sunil Sir talked about making Journal Open Access. These to be put before Journal Committee.

Plagiarism - Sunil Sir said Grammarly has been purchased for 3 users. 3 systems have Grammarly - Journal, Library and Research Scholars. Joice Sir said UGC doesn't accept Grammarly. It has to be cross-checked. Sunil Sir he said he found report good. Aby Sir asked why the id & password cannot be given to all. Prakash Sir Sunil Sir said they may share with others and it may create problem. We shall ~~conduct~~ first experiment, then consider more purchase.

Moodle crashed but it was rectified. The crash created problems (Aby Sir / Sunil Sir). The Moodle was updated - so some changes came. Training may be required - ~~date to be~~ Dickson from Ernakulum will assist.

Zoom for DM Department - Google meet could be considered (Aby Sir); But Zoom more convenient (Tyothi Mss). Aby Sir said he will work on it. College needs to get a credit card. Fr. Ranjith asked if the same materials given for a batch can be used for another. Prasad Sir & Aby Sir said - Yes it's possible.

Faculty Development → Mentoring, ICT, Academic Writing, Moodle ~~Team~~. Andrew Sir said can we advertise and conduct Academic writing for outsiders too. For us, it's better to conduct for ourselves only & get best results - ~~June 2021~~ June 5th Saturday (6 hours).

Staff Picnic - it may not be feasible. We shall consider

Student Committees, Planning Forum Activities, College Magazine. Decentralization - one suggestion - divide students into 4 groups to run college level programmes. Stable 4 groups <sup>for 2 years</sup> may facilitate better planning. Saji Sir - Won't it affect the interaction <sup>semester-wise</sup> between groups. Leadership also to be circulated. Saji Sir - Will it be possible for NSS? Anitha Miss - Said it's not possible with NSS. Angelo Sir & Fr. Sabu - it will limit the interactions between groups. Fr. Ranjith - Some groups have free roles - to ensure accompaniment. For NSS, it can be done as per statutory requirements. Francisca Miss - Can groups be shuffled semester-wise. Fr. Ranjith - the possibility not explored. Saji Sir - Some activities may be heavy. Semi-Recurring and Non-recurring - can we use different strategy for these. Fr. Ranjith - College Day, Christmas, Onam etc. for different groups. Fr. Sabu - the system to run is very difficult - ~~Let~~ Student Support systems - did it run effectively? Saji Sir - It did take place effectively. Prakash Sir - it did work & move the system. Fr. Ranjith - The student support system - Day scholars less involved in extra-curricular. Saji Sir - The faculty should convince and enforce.

Fr. Ranjith - 5 dimensions divisions is important to plan with monitoring effectively. Fr. Sabu - PO and Domain Areas, they are not clearly linked. Too many terminologies. That should be clear first.

Fr. Ranjith moved to Page 2 - Introduction to Domain Areas. What comes under each Domain. Each Domain to be under faculty-in-charges and interdisciplinary staff and students. In Page 3 there is a research framework.

Fr. Ranjith talked about Competence Enhancement in how should ~~the~~ Sonny Sir - asked to describe the concept of Knowledge Building, Engaged Knowledge Building, with the history - so new teachers can understand. Fr. Ranjith explained ~~Answer~~ OBE and its need to map co-curricular and extra-curricular

Ammu asked for clarity of concepts. Fr. Sabu described the transition from Knowledge Building - Engaged Knowledge Building to Competence Building Competence Enhancement. Competence is more than Knowledge, it involves Attitudes, Values and Skills.

Sunil Sir and Saji Sir - clarified the OBE background. Fr. Ranjith talked about POs - Global Competence, Engage Social Engagement, Sustainable consciousness, Lifelong learning & Ethical Orientation. Angelo & Dops. Level there are number of activities - how do they align with the POs and PSOs.

Andrew Sir → Why can't domain areas become POs? Fr. Ranjith said there should be deliberation in groups to decide.

Angelo Sir → Talked about the terminology of Domain areas. These should be called Preferential areas instead of Domains.

Andrew Sir - asked about Mapping with an example of Assignment - The same issue applies here too. Prakash Sir and Fr. Ranjith explained the complexity of the process.

Angelo Sir → We have to reflect on generic and specific competencies.

POs and PSO reflect these (Saji Sir, Prakash Sir). Angelo Sirs confusion was regarding how much Percentage of or Weightage goes into POs and PSOs.

Saji Sir → Efforts to <sup>monitor</sup> make a qualitative system and quantify them.

Prakash Sir → POs and Domain integration Process is being attempted.

Saji Sir → The process is in evolution.

Sunil Sir → What we need to do? - Are all activities mapped correctly to the Domain area? ~~Is~~ Are there other areas to be mapped?

Do we need additional domains?

Fr. Sabu - Do the incharges implement all activities under a Domain area? Prakash Sir & Fr. Ranjith - Only facilitation with regard to OBE done by them, not implementation.

Sonny Sir Fr. Ranjith - Divider Asked HoDs if they are okay with the 5 Domain-based divisions?

Sonny Sir → What will be my role and time required?

Fr. Ranjith and Prakash Sir clarified that it's leadership & Coordination.

Sonny Sir → ① Said the lunch hours to be made regular, ② NSS has lots of students for a programme - Evaluation of students will be hard.

Fr. Ranjit & Prakash Sir → It's not planned as one-teacher evaluation. There will be a cluster evaluation of teachers and they will facilitate.

Angelo Sir - How can we evaluate all students for a club area. For example if 46 participants in CICA, what about the rest.

Aby Sir - said - it won't be assessed, Prakash Sir said it will be assessed.

Promed Sir - Why don't we go for API type scoring. ~~Prakash~~

Fr. Ranjith said ~~okay~~. That's what's happening.

Sony Sir - Values to be integrated and Vision Mission to be reworked.

Fr. Ranjith → The Research framework model given in the next page integrates the value framework. Vision-Mission may need to be revisited.

~~Global chapters~~ Saji Sir - The need to organize TSN Pollai lecture. Requested Prakash Sir/Anitha Miss to coordinate. Global chapters of Alumni asking for their opportunities abroad Session for MSU → Anitha Miss

Australia, UAE, UK, Canada, USA - 5 chapters - we can conduct programmes for all chapters. They are also willing to be mentors.

Fr. Ranjith Each Dept. should have staff for Alumni for communication. Fr. Ranjith asked everyone to bring laurels.

Saji Sir concluded by appreciating IQAC Team. The meeting concluded at 3pm.

# Annual Planning & Evaluation

## Workshops/Seminars/Fests/ Major Programmes

Department	Item	Proposed Time	Modus Operandi
Counselling Psychology	National level workshop on family therapy		
	National Seminar on Cognitive psychology		
	National level workshop on counselling skills		
HRM	HR Conference	Sept 2021	
DM	State Level workshop on Disaster Preparedness Planning and Local Governance/ Deliberating on Curriculum Development for Disaster Management/	Early 2022	
Sociology	International Seminar on Migration	July or August 2021	
College/Alumni	TSN Pillai Memorial		
	Golden Jubilee Annual Lecture Series		
	Ms. Mariamma Memorial Lecture		
	Fr. Jose Muricken Memorial Lecture		
	Inauguration of New Academic/Administrative Block		
Syllabus Revision	Counselling Psychology		
	DM	May End	
	HRM	July 2021	
<b>Departmental PTA</b>			
MSW	Juniors	July 2021 Oct 2021, Feb 2022	Online
HRM		End of June	Online
<b>Workshops/ToTs for Students</b>			
Sociology	PRA	End June	
	Street Theatre		
<b>Internship/Situated Learning</b>			
MSW	Live-in	November 2021;	
	Block	April 2022	
DM	Field visits to disaster-affected pockets of Kerala- One week	Sept-October 2021	

### Participation in Fests

MSW	Dyuthi	Dec2021	
	Samanway	Jan 2022	
	Berch Umanitario	Feb 2022	
DM	MSW Fests		

### Organization of Fests

DM	DM Fest in collaboration with colleges and universities with DM specialization	Oct-Dec 2021	
HRM	Job Fair		

### Celebration of Important Days

DM	World Ozone Day	September 16	
	International Day for DRR	October 13	
	Tsunami Awareness Day	November 4	
HRM	National Productivity day		
	safety day		
	ILO day		
	Birthdays (Robert Owen, CK Prahlad and Elton Mayo)		
Sociology	Consumer Rights Day		
	Human Rights Day		
	International Day for the Older persons		
	International Women's Day		
Counselling Psychology	Mental Health Day		
	Disability Day		
NSS	NSS Day		
	Independence Day		
	Republic Day		

### Staff Requirements

DM			
MSW	Two		
Counselling Psychology			
Sociology	One Guest		
College	Student Counsellor		

### Innovation

- Monitoring Cell for Monitoring of Rehabilitation and Recovery of disaster affected communities in Kerala
- Start up on DRR

### Suggestions

- Best User Award- for using library resources optimally and participation in reading club
- Along with the entry-level assessment, we need to devise institutional level strategies/ develop psychological tools for assessing the learning levels of students after admission
- Consolidate the Disaster interventions- floods and Covid -LES, College & Jesuit Community
- Foster Interdepartmental Collaboration- Students as RPs- Peer Teaching & Learning (IT skills, SPSS, Life Skills etc.)
- Centralize the planning process and decentralize the implementation- Each one Take one (Teachers and Students)- Rotation of Leadership positions

## Infrastructure Requirements

### Library

- Air-conditioning, floor tile laying, and interior designing of the existing library
- Implementation of RFID technology
- Adding new resources, especially print
- Providing new shelves
- Establishing UPS system for the computers provided for users
- Provide more computers

### Counselling Psychology Departments

- Tables and chairs (10 each)
- Computers- Desktop – 5
- lab materials (Cognitive assessments, Projective tests, Psycho- diagnostics)
- shelves with glass frame -3
- Software- SPSS, NVivo, Pebble, Zotero,
- Registers – 5
- Curtains
- Library Books

### HRM Department

- Software- Atlas.ti
- Simulation Platform- real-time experience of various management concepts
- facility for ERP training (Need to explore collaboration)

### DM

- Class Room One- DM Seniors- with adequate furniture
- GIS lab- (First step-procure at least four computers and a printer, install open-source software)- August 2021
- Demo Emergency Operations Centre- Fire safety, First Aid, Life jackets and buoys, lighting systems, GPS system etc. May be desirable also from a NAAC point of view- August 2021

**Staff Responsibilities 2021-'22**  
**(Decided in the Staff Meeting in May 2021)**

) Staff Secretary – Sonny  
) PTA Secretary – Sonny  
) IQAC Coordinator – Jasmine  
) IQAC Assistant Coordinator – Ranjit  
) Chief Superintendent – Sabu  
) NSS – Francina  
) Energy Audit, Bio Diversity, and Environment Management – Francina, Ranjit, Anitha, and Lekshmi  
) Union Advisor – Sabu  
) Magazine Advisor – Angelo  
) Arts – Angelo and Nisha  
) Sports – Ranjit and Francina  
) College Day – Sabu  
) Onam – Ranjit, Francina, and Aby  
) Christmas – Sonny and Pramod  
) Planning Forum – Angelo  
) Induction – Sabu, Sonny, Francina, Leena, and Andrew  
) CACEE – Aby  
) Women’s Cell – Leena  
) New Year and Ignatian Prayer Service – Andrew and Leena  
) Loyola Journal – Prakash  
) Academic Research – Nisha  
) Funded Research – Jyothi Krishnan  
) Website – Sunil  
) Moodle – Pramod and Aby  
) OBE – Prakash, Aby, Jasmine, Ranjit, and Sunil  
) Mentoring – Andrew and Pramod  
) Alumni Secretary – Anitha  
) Alumni News Letter – Aby  
) Alumni Treasurer – Prakash  
) Morning Message – Leena  
) Placement and Job Seekers – Sonny  
) Staff Picnic – Aby and Sabu  
) Value Education – Francina  
) LITCOF – Sunil  
) LACE – Nisha and Andrew  
) LILA – Angelo  
) LET – Aby  
) IT Club – Joyce  
) NIRF –Jasmine  
) NPTEL/Swayam Mentor – Aby  
) RUSA – Jasmine  
) AISHE – Aby  
) Unnath Bharat Abhiyan – Francina  
) Entrepreneurship Development Cell – Angelo  
) SAAC – Jasmine

\$

# **LOYOLA COLLEGE OF SOCIAL SCIENCES, THIRUVANANTHAPURAM**

## **ANNUAL PLANNING 20-21**

March 2020 saw the lock down post-Covid and teaching learning moving to an online platform. The college was also considering applying for introduction of Disaster Management course at the earliest, for which extensive preparations needed to be made. Because of these, the usual Annual evaluation didn't take place. There were three meetings during the beginning of the month, where online teaching-learning, Disaster Management course applications and activities ahead were discussed. There were many contingencies and hence teacher responsibilities and calendars were not finalized till December 2020.

The following meetings were held to plan for the year.

01-6-2020: Orientation about Online engagements

02-6-2020: Disaster management Course follow-up and Planning for activities of the year

10-6-2020: IQAC Planning Meeting

Teacher responsibilities were decided in Dec 10, 2020, when the juniors arrive.

### **Staff Responsibilities 2020-21** **(Decided in the Staff Meeting of 10<sup>th</sup> December 2020)**

Staff Secretary – Sonny	Website – Sunil
PTA Secretary – Sonny	Moodle – Pramod and Aby
IQAC Coordinator – Jasmine	OBE – Prakash, Aby, Jasmine, Ranjit, and Sunil
IQAC Assistant Coordinator – Ranjit	Mentoring – Andrew and Pramod
Chief Superintendent – Sabu	Alumni Secretary – Anitha/Aby
NSS – Anitha	Alumni News Letter – Aby
Energy Audit, Bio Diversity, and Environment Management – Francina, Ranjit, Anitha, and Lekshmi	Alumni Treasurer – Prakash
Union Advisor – Sabu	Morning Message – Leena
Magazine Advisor – Angelo	Placement and Job Seekers – Sonny
Arts – Angelo and Nisha	Staff Picnic – Aby and Sabu
Sports – Ranjit and Francina	Value Education – Francina
College Day – Sabu	LITCOF – Sunil
Onam – Ranjit, Francina, and Aby	LACE – Nisha and Andrew
Christmas – Sonny and Pramod	LILA – Vandana and Angelo
Planning Forum – Angelo	LET – Aby
Induction – Sabu, Sonny, Anitha, Leena, and Andrew	IT Club – Joyce
CACEE – Aby	NIRF – Jasmine
Women's Cell – Leena/Nisha	NPTEL/Swayam Mentor – Aby
New Year and Ignatian Prayer Service – Andrew and Leena	RUSA – Jasmine
Loyola Journal – Prakash	AISHE – Aby
Academic Research – Nisha	Unnath Bharat Abhiyan – Francina
Funded Research – Jyothi Krishnan	Entrepreneurship Development Cell – Angelo SAAC – Jasmine

Academic Year 2020-21

Meeting No - 1

Date : 1/6/2020

Venue : - JM Hall

Time : 10:30 AM

Agenda : Orientation about the online engagements.

Members Present :

1. Fr. P. Thomas
2. Rainald George
3. Dr. Angelo Mathew
4. Dr. FRANCINA P X
5. Dr. Prasad, S.K
6. Sonny, Jax
7. Fr. Sabu J
8. Aby Tella
9. Dr. Nisha Jolly Nelson
10. Dr. Sunil Kumar
11. Aaron Gopinath

Fr. Sabu welcomed everyone to the first meeting of the new academic year. He explained the ~~new~~ unfamiliar situation in which the current academic year commences. Since the Government of Kerala has instructed to begin the classes online, it becomes imperative that every faculty member is familiar with the different features that the different online platforms offer. It was in this context Aby Sin was asked to conduct an orientation session for the faculty members.

Abby Sir stated that we have purchased the 'Zoom' application for a period of 1 month. This purchase was to enable the recently conducted Webinar. So he advised that it will be better, if we can utilize the ensure maximum utilization of the platform during this period. He then shared a tutorial on Zoom that he prepared for a 'teachers group'. He demonstrated the various features of the platform with the help of the tutorial. After his demonstration, the faculty members practiced scheduling meetings, inviting participants, controlling the audio video feed of the participants etc. Abby sir cleared the doubts that our faculty members encountered during different points. Faculty members - Mrs. Vandana, Dr. Smitha, Ms. Anupama etc joined the meeting online. It also served as a practical demonstration of the feature. This was a highly fruitful session and came to an end by 12.30 PM.

Academic Year 2020-21

Meeting No 2

Date : - 2-6-2020

Venue : - JM Hall

Time : - 10.10 A.M - 11.15 A.M

Agenda :- Disaster Management Course follow-up & Planning for activities for the year.

Members Present.

1. Francina P &
2. Dr. Sanil Kumar P
3. Ramp't George S
4. ~~Dr. P. Thomas M.~~
5. Saji P. Jacob
6. Aby Jellu
7. Jonathan Pillai
8. Fr. Saji. J
9. Dr. Prasad, S.K
10. Dr. Nisha Jolly Nelson
11. Bonny Jose
12. Jasmine Sarah Alexander

~~Dr. P. Thomas M.~~  
~~Saji P. Jacob~~  
~~Jonathan Pillai~~  
~~Fr. Saji. J~~  
~~Dr. Prasad, S.K~~  
~~Dr. Nisha Jolly Nelson~~  
~~Bonny Jose~~  
~~Jasmine Sarah Alexander~~

Saji Sir Fr. Sabu conveyed condolences to Fr. Saji Sir for his mother's demise. Saji Sir expressed his gratitude for everyone's support. It was Fr. Sabu's 50th birthday the next day. As he was engaged tomorrow, it was a cake cutting ceremony took place.

Saji Sir asked teachers to move ahead with online classes. He publicly read out the University order in this regard. The challenge in this regard is Documentation - about number of classes, attendance etc. An advantage is that everything can become evidence based. Last meeting we had discussed about the mediums. Zoom doesn't seem to be an

authentic academic medium. we should prefer Moodle a Learning Management System (LMS) that has an authentic documentation system. Reporting will be mandatory, so we have to ensure classes and accountability through classes and attendance. Moodle is not a class conducting platform, hence Moodle cannot be used for classes (Sunil Sir). There is a possibility for using Blue Button which is compatible with Moodle (Aby Sir). Zoom is very user friendly and widely used and our students have started getting comfortable with it (Prakash Sir, Sony Sir, Saji Sir). Any communication for classes should go through Moodle (Tomine, Premod Sir). A Youtube channel for the college can be taken (Premod Sir). It can be made Private (Sunil Sir). Issues of copyright will come (Fr. Ranjith), If the classes are well prepared and by the own teacher copy right issues wont come (Aby Sir). Third option is sending a link to the Google Drive (Premod Sir). Saji Sir asked how this can be done - General coordination should be done by Aby Sir & Premod Sir. Premod Sir said Ms. students already invited for Zoom Meeting. Nisha Miss said Sociology meeting has been called today. Saji Sir once again talked about moving ahead and documenting and creating repository.

Nisha Miss asked about 8.30am to 1.30am class and where the break should come. Lectures 30mins video or 15mins 2 sessions, 15 mins discussion, 30 mins conclusion (this is the pattern by University - said Saji Sir). Insist on 30mins class but let other things be flexible - to make things convenient for students. Convenience of students to be considered (Fr. Saji). Time table to be prepared to overcome change b/w teachers (Saji Achan, Prakash Sir, Nisha Miss). A tentative time table  
 → 8.30-9.20; 9.30-10.20, 10.30-11.20, 11.30-12.20, 12.30-1.30  
 Library when can it open (Sunil Sir). Students who don't have computer needs to come (Fr. Ranjith). If students come, we can accommodate in class room (Saji Sir). Francis Miss said our classes have enough social distance space. The possibility of Fr. Sabu talked about the institutional and

student and teacher constraints with regard to 8.30 to 1.30 timings. What about IRAC activities? (Jaswene). Research Methodology Workshop needs to be conducted online (Fr. Saji Sir). Sunil Sir said Wtcof and SPSS meetings are already being done (Sunil Sir). IRAC Moodle will be set up and all activities shall proceed through this (Jaswene). The possibility of expanding Zoom with payment dept. wise could be explored (Prakash Sir). Zoology & Psychology guests to come from tomorrow onwards (Saji Sir). Vandana and Anupama to visit hostel from next Monday (Fr. Sabu). Migrant workers have been accommodated in Sutter Hall as per CI request of Sreekantham Police Station; The Sutter Hall to be disinfected after that (Fr. Sabu).

Saji Sir said the Minister of Education said that A grade colleges (NAC) can be given a new course. Hence we should immediately move ahead with the DM course. He asked IRAC coordinators to join the course team. Fr. Sabu congratulated Saji Sir and the team for taking the initiative and conducting the DM webinar. Global 2020 - coordinated by Sunny Sr. - he was appreciated. 13 countries participated in the Webinar - only our students did fieldwork during COVID time (Sunny Sr). Students placed in 8 agencies and they presented 8 papers + 5 alumni for - Francesca Miss coordinated the fieldwork.

Vision Beyond 2020 to be released. So departments to contribute (Saji Sir). How do we respond to the COVID reality as a campus - so we mobilized resources for 210 families and to donation to orphans, Food kits provided to families (Fr. Sabu).

Academic Year 2020-21  
 Meeting No 4  
 Date: 10/6/2020  
 Venue: - JM Hall  
 Time: - 2:00 PM

## Agenda: - IQAC Planning meeting

### Members present

- |                            |  |                   |
|----------------------------|--|-------------------|
| 1. Saji P. Jacob           |  | 15. Tasneem Sarah |
| 2. Laban P. Thomas         |  | Alexander Joz     |
| 3. FRANCINA P.K            |  |                   |
| 4. Angelo Mathew           |  |                   |
| 5. Jisha. P.R              |  |                   |
| 6. Padma. C. Shaji         |  | 16.               |
| 7. Saji J.                 |  |                   |
| 8. Dr. Pramod S.K          |  | 17.               |
| 9. Anitha's                |  |                   |
| 10. Prasad.R               |  |                   |
| 11. Any Telly              |  |                   |
| 12. Sonny Jose             |  |                   |
| 13. Ponkash Pillai R       |  |                   |
| 14. Dr. Nisha Jolly Nelson |  |                   |

- 12 Dr. Saji talked about the need for continuing IQAC hour to complete IQAC work. Timings were discussed with respect to new timetable from 8.30am to 1.30pm. IQAC coordinator then talked about two aspects of IQAC work that had to be resolved. First were faculty submissions. She introduced Moodle iqac platform for submissions. Discussion regarding certificates and its scanning was taken up. It was suggested that IQAC assist teachers in the beginning and they will follow. Second problem taken up for discussion was the conduction of non-academic Programmes. The major decisions taken were: - 1. We shall continue with the IQAC hour from tomorrow onwards to complete IQAC submissions. Teachers with last hour class shall take lunch break from 1.30pm to 2.30pm and report for IQAC hour from 2.30pm-3.30pm. All others shall report from 1.30pm-2.30pm. Kindly take up faculty profile updating first, then other documents. 2. Regarding Certificate uploading IQAC shall accompany teachers next week only by Tuesday/Wednesday as presently we are involved in preparing Disaster Management syllabus. We will give priority to the latest year 2019-20 first and backwards, with regard to certificates. 3. All non-academic activities, except, Jobseekers (combining Career Counseling, Mentoring and Remedial), and Professional Code of Ethics and Excel, shall be suspended till exams get over. Sonny sir and Aby sir shall suggest date and strategy for the programmes above. Vandana miss and Nisha miss shall conduct Code of Ethics class. 4. Moodle training shall be conducted next week by Aby Sir and Pramod sir. 5. The strategy for non-academic activities shall be planned by IQAC along with respect faculty in charge in the meantime. 6. IQAC related submissions shall be made via Moodle. Mentoring files can be handed to IQAC if already prepared as hard copy.

# **LOYOLA COLLEGE OF SOCIAL SCIENCES, THIRUVANANTHAPURAM**

## **Annual Plan 2019-20**

**9 July 2019**

The Annual planning meeting started with Fr. Sabu presenting the Jesuit Apostolic Preferences of 2019-20. All Jesuit institutions around the world were encouraged to revisit the vision and mission of their institution and ensure it is in tune with the apostolic preferences. Hence the first agenda of the planning meeting was to visit the vision and vision-based activities. Then activity planning took place with the planning framework. The meeting concluded with discussions on the annual schedule and staff responsibilities.

### **TENTATIVE DATES OF ACTIVITIES FOR THE ACADEMIC YEAR 2019-20**

○ Wednesday 19 <sup>th</sup> June 2019	-	-		○ Saturday 28 <sup>th</sup> September 2019	-	-	Sports Day
MSW/MAHRM Entrance Exam				○ After Onam	-	-	Staff Picnic
○ Thursday 11 <sup>th</sup> and Friday 12 <sup>th</sup> July 2019	-		SPSS	○ Saturday 12 <sup>th</sup> October	-	-	
Training for IV Semester				Department PTA			
○ Friday 19 <sup>th</sup> July 2019	-	-	Common	○ Friday 25 <sup>th</sup> October 2019	-	-	Arts Day
Research Presentation				○ October/November 2019	-	-	Study Tours/Live-
○ July 26-August 7	-	-	End	in Exposure			
Semester Assessment of II Sem				○ Wednesday 18 <sup>th</sup> December 2019	-		College
○ Tuesday 20 <sup>th</sup> August 2019	-	-	College	Christmas Celebrations			
Day 2018-19				○ 11 <sup>th</sup> / 26 <sup>th</sup> January 2020	-	-	Alumni Day
○ Monday 26 <sup>th</sup> August 2019	-	-	Break up	○ III or IV Week of January 2020	-	-	NSS Camp
Social				○ Saturday 8 <sup>th</sup> February 2020	-	-	Common
○ End of August 2019	-	-	Street	PTA			
Theatre Workshops				○ Staff Development Programme	-	-	(To be
○ September 3-20, 2019 (3,5,16,18,20)	-		End	decided)			
Semester Assessment of IV Semester				○ Academic Audit	-	-	(To be
○ Friday 6 <sup>th</sup> September 2019	-	-	Onam	decided)			
Celebrations				<b><i>(As decided in the Annual Planning Meeting of July 9<sup>th</sup>, 2019)</i></b>			

### **Staff Responsibilities – 2019-20**

Induction: Fr. Sabu, Dr. Sonny, Dr. Anitha, Dr. Leena, and Mr. Prasad	NSS	-	-	-Dr. Anitha
IQAC	Environment Management	-	-	-Ms. Anupama
Staff Secretary	Bio Diversity	-	-	-Ms. Padma
College Union Advisor	Women Cell	-	-	-Dr. Nisha
College Magazine	Ignatian Day and New Year Prayer	-	-	Dr. Francina and Dr. Angelo
Arts	Entrepreneurship Development Cell	-	-	Dr. Sonny and Dr. Angelo
Sports	Placement	-	-	-Dr. Sonny
and Mr. Kannan	Centre for Gandhian Studies	-	-	Dr. Anitha
Planning Forum	Electoral Literacy Cell	-	-	-Dr. Angelo
Onam	Swayam Mentor	-	-	-Dr. Pramod and Mr. Aby
Christmas	Morning Message	-	-	-Mr. Prasad
Alumni Association Secretary	CACEE	-	-	-Dr. Angelo Mathew
Alumni Association Treasurer	Course Coordinator PG Dipl. On Couns.	-	-	-Dr. Pramod
Alumni News Letter	Course Coordinator Certi. in Lib. Scie.	-	-	Dr. Sunil
Prasad	Editor, Loyola Journal	-	-	-Dr. Prakash
LAILA	Staff in Charge of Academic Research	-	-	Dr. Nisha
Vandana	AISHE	-	-	-Mr. Aby
LET	RUSA	-	-	-Fr. Sabu
LACE	Unnath Bharth Abhiyan	-	-	-Fr. Saji and Dr. Francina
Reading Club				
Value Education				
Public Speaking Practice				

*(As decided in the College Staff Meeting of 9<sup>th</sup> July 2019)*

### **VISION AND VISION BASED ACTIVITIES**

#### **1. Universal Apostolic Preferences of the Society of Jesus 2019-2029**

1. To show the way to God through the Spiritual Exercises and Discernment.
2. To walk with the poor, the outcasts of the world, those whose dignity has been violated, in a mission of reconciliation and justice.
3. To accompany the young people in the creation of a hope-filled future.
4. To collaborate in the care of our common home.

## International Association of Jesuit Universities



**Vision:** To become institutions that promote peace and reconciliation, justice and faith through research and the formation of students, in order to transform society and culture.

**Core Values:** Collaboration, Depth, Discernment, A preferential option for the poor

## 2. Jesuit Higher Education Association South Asian Assistancy (JHEASAA)

### **Aims and Objectives of the Association**

1. The aims of the Association shall be: *In General*
  - i. To promote the welfare of Jesuit Higher Education Institutions and of all persons concerned with them; to strive especially to give a social, moral and spiritual orientation to Jesuit higher education work and to foster among Jesuits and lay staff alike an Ignatian vision of education, and to produce men and women for others.

- ii. Through its member institutions, to make its own contribution towards the transformation of present day socio-cultural conditions, so that the principles of social justice, equality of opportunity, genuine freedom and respect for religious and moral values, enshrined in the Constitution of India, may prevail, and the possibility of living a fully human existence may be open to all.

We need to reflect and discern, individually and in common, to make concrete plans and strategies to implement programmes in our institutions of Higher Education based on **six themes approved of in the Bilbao Assembly of 2018.**

They are the following:

1. Leadership Formation in the University
2. Civic and Political Leadership
3. Environmental and Economic Justice
4. Educating the Marginalised and the poor
5. Inter-religious Dialogue and Collaboration
6. Peace and Reconciliation.

### **3. Higher Education Commission of Kerala Province of the Society of Jesus**

**Vision:** A just and humane society where young people with social commitment, emotional integrity and professional excellence contribute to the world at large.

**Mission:** Striving for excellence by developing critical consciousness and professional competence among college students with linkages to all stakeholders, serving particularly the marginalized communities.

**Values:** Magis (Excellence), Integrity of life and respect for others, Secularity, Social Justice

#### **Priorities to be included in the Apostolic Plan of Higher Education**

1. Academic growth of the Marginalized
2. Peace and Reconciliation
3. Inter-religious Dialogue and
4. Ecology.

### **4. Vision, Mission, and Motto of Loyola College of Social Sciences**

**Vision:** Fostering excellence in thinking, Commitment, and engagement for holistic transformation.

**Mission:** Engaged knowledge building for grooming positive, innovative, and value-oriented thought leaders capable of driving sustainable social transformation.

**Motto:** Excellence in life through service

**Core values:** Excellence/Magis, Integrity, Secularity, Inclusiveness

## Loyola College of Social Sciences

### Activity Plan 2019-20 – Final (Staff Meeting of 9<sup>th</sup> July 2019)

Sl. No.	Key Result Areas: What we wish to achieve		Activities	Responsible	Time Frame	Estimate	Monitoring System
1	Over all development of the Students	) <b>Capacity Building of Students &amp; Create Thought-leaders</b>	Orientation & preparation to face the Competitive Exams	Mr. Prasad	Every Wednesday 8. 15 am- 9.15 am	Rs. 7,000/-	Monthly Test and Evaluation by the staff
			Spoken English Training/ Practice	Fr. Saji & Dr. Angelo	Every Tuesday & Friday 8.15 Am-9.15 Am	Rs. 5,000/-	Monthly Feedback from the students and Evaluation by the staff
			Public Speaking Training/ Practice	Fr. Sabu	Last Friday of the Month at 2.30 Pm	Rs. 3,000/-	Monthly Feedback from the students and Evaluation by the staff
			Meet Excellence Series	Fr. Sabu	Third Friday at 2.30 Pm	Rs. 3,000/-	Monthly Feedback from the students and Evaluation by the staff
			Discussion Forum Meeting	Dr. Sunil , Dr. Angelo & Fr. Saji	Last Tuesday of the Month at 3.40 Pm	Rs. 2,000/-	Quarterly Feedback from the students and Evaluation by the staff
			Centre for Yoga and Meditation	Fr. Sunny/Fr. /Saji/Ms. Francina	June 2019	Rs. 5,000/-	
			Screening & discussions of documentaries, films etc	Fr. Saji & Dr. Angelo	Every Monday at 3.30 Pm	Rs. 5,000/-	Quarterly Feedback from the students and Evaluation by the staff
			Mentoring and Accompaniment	Every Staff	Once in a month	Rs. 1,000/-	HoDs and Monthly staff meeting
			Value Education	Vice-Principal	Tue 2.30 pm	Rs. 50,0000/-	By the Manager.
		) <b>Sensitivity to the environment</b>	Weekly Bio-diversity Engagements/ Environment Management	Weekly Bio-diversity Engagements/ Environment Management Groups- Dr. Anitha & Ms. Christy/Mr Aby	Every Wednesday from 3.30 pm to 4.30 pm	Rs. 75,000/-	Monthly Staff Meeting.

			Anti-Plastic Campaign	Dr. Anitha	By March 2020	Rs. 10,000/-	Annual Evaluation Meeting
		) <b>Career Grooming and Employability of Students</b>	Career grooming to Senior Students	Dr. Sonny Jose & Team	Once in a year	Rs. 6000/-	Vice-Principal
			National Seminar	Dr. Sonny	By March 2020	3 Lakhs	Feedback from the participants and Evaluation by the staff
			Field Work Culmination Meet	Students of Social Work (SALT)	By August 2019	1 Lakh	Feedback from the agencies and participants and Evaluation by the staff
		) <b>Innovative Teaching Learning Process</b>	Street Theatre Workshops	Dr. Sonny Jose & Ms Francina	October 2019	Rs 70000/-	Feedback from the trainers, students and Evaluation by the staff
			Psycho drama Workshop	Dr. Sonny Jose	By February 2020	Rs 25000/-	Feedback from the trainers, students and Evaluation by the staff
		) <b>Live in exposure with persons at centres of excellence</b>	Study tours and exposure visit to centres of excellence outside the State	HoDs of the respective Depts	November 2019	Rs. 75000/-	Feedback from the agencies and students and Evaluation by the staff
2	Development of Social Consciousness and Community Involvement	<b>Social Engagement Programmes</b>	Conduct campaigns through Street-play and flash-mob on relevant social issues	Dr. Sonny Jose, Ms. Francina & Dr. Anitha	By March 2020	Rs 70000/-	Feedback from the agencies and participants and Evaluation by the staff
			Establishment of Social Entrepreneurship Centre	Dr. Sonny Jose	By March 2020	4 Lakh	Start-up Mission and Periodic Monitoring by the Manager and the Principal
			PRA	Fr. Saji & Ms. Francina	November 2019	Rs. 15000/-	Dr. Sonny Jose
			Enhancing Collaboration with the Extension Department	Fr. Saji	By March 2020	Rs. 25,000/-	Manager and Vice-Principal.
			Centre for Gandhian Studies	Dr. Anitha	By July 2019	Rs. 2,000/-	Staff Council

			Electoral Literacy Club	Dr. Angelo	By July 2019	Rs. 5,000/-	Principal
			Loyola Energy Conservation Forum	Ms. Francina, Dr. Nisha and Sr. Josy	By September 2019	Rs. 10,000/-	Principal/Hostel Wardens
			News Display Corner	Dr. Angelo and Mr. Prasanth	By July 2019	Rs. 5,000/-	Principal
			Debate Forum – Pandemonium	Dr. Angelo and Union Chairman	By July 2019	Rs. 5,000/-	Principal
3	Internationalisation: Be a World Class institution through collaboration with global universities and centres of excellence through undertaking academic exchange and twinning programmes	Support high quality international teaching, learning and research and community engagement	Exchange and Exposure programme of the Students of Sophia University.	Fr. Saji SJ	September 2019		Periodic follow-up and Facilitation by the heads of the respective institutions
			International Exchange Programme – Students & faculty members from Global College and Ersta Sköndal University, Sweden.	Fr. Sabu SJ & Dr. Sonny.	May 2020		Evaluation of the participants and Periodic follow-up and Facilitation by the heads of the respective institutions
4	Infrastructure Enhancement		Construction of New Academic Block	Management Fr.Sabu SJ, Fr.Saji SJ	Two Years		Management + Staff

5	Academic Culture of the Institution and Staff Performance and Development	<b>Professional Development</b>	Staff Development Programme Participation in Seminar, workshops, conferences, short term training courses, talks, lectures, membership of associations, publications of general articles Orientation	Respective faculty members	June 2019-May 2020		Facilitated and monitored by the departmental heads, the principal and the manager
			Research and Consultancy Undertaking sponsored projects,	Individual faculty members	June 2019-May 2020		HA, Vice-principal, Principal and Manager
			Conducting STEF	Inter-departmental HoDs	End of each semester		Principal
			Self Appraisal and API	Individual Staff	June 2019-May 2020		Principal and IQAC coordinator
			Organising National/International Seminars/Conclave by every Department	HoDs of the respective Depts	June 2019-March 2020		Principal
			Revising Syllabus and Curriculum	HoDs of the respective Depts.	September/October 2021		Principal
			Participation in academic and administrative committees and responsibilities	Individual staff	June 2019-March 2020		Principal, Vice-principal and HoDs
			Academic Audit	HoDs of the respective Depts.	March 2020		Principal

# **LOYOLA COLLEGE OF SOCIAL SCIENCES. THIRUVANANTHAPURAM**

## **ANNUAL PLANNING MEETING 2018-19**

**DATE: JUNE 20, 2018; TIME: 9 A.M to 3 P.M.; VENUE: Principal's Chamber**

### **TENTATIVE DATES OF ACTIVITIES FOR THE ACADEMIC YEAR 2018-19** **LOYOLA COLLEGE OF SOCIAL SCIENCES**

- June 2020 - Job Seekers' Course
- August 2020 - Break up Social.
- Wednesday 20<sup>th</sup> June and Monday 2<sup>nd</sup> July - SPSS Training (Decided on 14<sup>th</sup> June)
- Thursday 12<sup>th</sup> and Friday 13<sup>th</sup> February 2018 - Common Research Presentation  
(Decided on 14<sup>th</sup> June)
- Saturday 23<sup>rd</sup> June 2018 - Staff Development Programme
- Friday 27<sup>th</sup> July 2018 - College Day 2017-18
- Monday 20<sup>th</sup> August 2018 - Onam Celebrations (Decided on 14<sup>th</sup> June)
- After Onam - Staff Picnic
- Saturday 13<sup>th</sup> October, 2018 - Department PTA
- November 2018 - Study Tours

- November 2018 - - Street Theatre Workshops
- Monday 17<sup>th</sup> December 2018 - College Christmas Celebrations
- Saturday 12<sup>th</sup> January 2019 - Alumni Day
- Saturday 9<sup>th</sup> February 2019 - Common PTA
- Sunday 2<sup>nd</sup> December –Saturday 8<sup>th</sup> December 2018  
- NSS Camp
- Friday 18<sup>th</sup> January 2019 - Arts Day
- Saturday 2<sup>nd</sup> February 2019 - Sports Day
- After the College Day/April 2018 - Arts Workshop

*(As decided in the College Staff Meeting of 5<sup>th</sup> June 2018)*

### **Staff Responsibilities – 2018-19**

Induction	-	-	-	Dr. Prkaksh, Fr. Sabu, Ms. Lini, Dr. Leena and Dr. Anitha
IQAC	-	-	-	Dr. Angelo and Dr. Jasmine
College Union Advisor	-	-	-	Dr. Angelo Mathew
College Magazine	-	-	-	Dr. Sunil
Arts	-	-	-	Ms. Aroline and Dr. Jasmine
Sports	-	-	-	Fr. Saji and Ms. Francina
Planning Forum	-	-	-	Dr. Prakash

Onam	-	-	-	Fr. Saji and Mr. Aby
Christmas	-	-	-	Dr. Sonny and Dr. Pramod
Alumni Association Secretary	-	-	-	Ms. Francina
Alumni Association Treasurer	-	-	-	Dr. Prakash
Alumni News Letter	-	-	-	Dr. Prakash and Mr. Prasad
LAILA	-	-	-	Fr. Saji
LET	-	-	-	Dr. Angelo
LACE	-	-	-	Mr. Prasad
Reading Club	-	-	-	Dr. Sunil
Value Education	-	-	-	Fr. Sabu
Public Speaking Practice	-	-	-	Fr. Sabu
NSS	-	-	-	Dr. Anitha
Environment Management	-	-	-	Ms. Christy
Bio Diversity	-	-	-	Ms. Lini
Women Cell	-	-	-	Dr. Nisha
Ignatian Day and New Year Prayer	-	-	-	Ms. Francina and Fr. Saji
Entrepreneurship Development Cell	-	-	-	Dr. Sonny and Dr. Angelo
Placement	-	-	-	Dr. Sonny
Centre for Gandhian Studies	-	-	-	Dr. Anitha
Electoral Literacy Cell	-	-	-	Dr. Angelo
Swayam Mentor	-	-	-	Dr. Pramod and Mr. Aby

*(As decided in the College Staff Meeting of 5<sup>th</sup> June 2018)*

## Activity Plan 2018-19

Sl. No.	Key Result Areas: What we wish to achieve		Activities	Responsible	Time Frame	Estimate	Monitoring System
1	Over all development of the Students	<ul style="list-style-type: none"> <li>Capacity Building of Students &amp; Create Thought-leaders</li> </ul>	Orientation & preparation to face the Competitive Exams	Dr. Nisha	Every Wednesday 8. 15 am- 9.15 am	Rs. 7,000/-	Monthly Test and Evaluation by the staff
			Spoken English Training/ Practice	Fr. Saji & Dr. Angelo	Every Tuesday & Friday 8.15 Am-9.15 Am	Rs. 5,000/-	Monthly Feedback from the students and Evaluation by the staff
			Public Speaking Training/ Practice	Fr. Sabu	Last Friday of the Month at 2.30 Pm	Rs. 3,000/-	Monthly Feedback from the students and Evaluation by the staff
			Meet Excellence Series	Fr. Sabu	Third Friday at 2.30 Pm	Rs. 3,000/-	Monthly Feedback from the students and Evaluation by the staff
			Discussion Forum Meeting	Dr. Sunil, Dr. Angelo & Fr. Saji	Last Tuesday of the Month at 3.40 Pm	Rs. 2,000/-	Quarterly Feedback from the students and Evaluation by the staff
			Screening & discussions of documentaries, films etc	Fr. Saji & Dr. Angelo	Every Monday at 3.30 Pm	Rs. 5,000/-	Quarterly Feedback from the students and Evaluation by the staff
			Mentoring and Accompaniment	Every Staff	Once in a month	Rs. 1,000/-	HoDs and Monthly staff meeting
			Value Education	Vice-Principal	Tue 2.30 pm	Rs. 50,0000/-	By the Manager.
		<ul style="list-style-type: none"> <li>Sensitivity to the environment</li> </ul>	Weekly Bio-diversity Engagements/ Environment Management	Weekly Bio-diversity Engagements/ Environment Management Groups- Dr. Anitha & Ms. Christy/Mr Aby	Every Wednesday from 3.30 pm to 4.30 pm	Rs. 75,000/-	Monthly Staff Meeting.
			Anti-Plastic Campaign	Dr. Anitha	By March 2019	Rs. 10,000/-	Annual Evaluation Meeting
		<ul style="list-style-type: none"> <li>Career Grooming and Employability of Students</li> </ul>	Career grooming to Senior Students	Dr. Sonny Jose & Team	Once in a year	Rs. 6000/-	Vice-Principal
			National Seminar	Dr. Sonny	By March 2019	3 Lakhs	Feedback from the participants and Evaluation by the staff
			Field Work Culmination Meet	Students of Social Work (SALT)	By July 2018	1 Lakh	Feedback from the agencies and participants and Evaluation by the staff

Sl. No.	Key Result Areas: What we wish to achieve		Activities	Responsible	Time Frame	Estimate	Monitoring System
		<ul style="list-style-type: none"> <li><b>Innovative Teaching Learning Process</b></li> </ul>	Street Theatre Workshops	Dr. Sonny Jose & Ms. Francina	October 2018	Rs 70000/-	Feedback from the trainers, students and Evaluation by the staff
			Psycho drama Workshop	Dr. Sonny Jose	By February 2019	Rs 25000/-	Feedback from the trainers, students and Evaluation by the staff
		<ul style="list-style-type: none"> <li><b>Live in exposure with persons at centres of excellence</b></li> </ul>	Study tours and exposure visit to centres of excellence outside the State	HoDs of the respective Depts	November 2018	Rs. 75000/-	Feedback from the agencies and students and Evaluation by the staff
2	Development of Social Consciousness and Community Involvement	Social Engagement Programmes	Conduct campaigns through Street-play and flash-mob on relevant social issues	Dr. Sonny Jose, Ms. Francina & Dr. Anitha	By March 2019	Rs 70000/-	Feedback from the agencies and participants and Evaluation by the staff
			Establishment of Social Entrepreneurship Centre	Dr. Sonny Jose	By March 2019	4 Lakh	Start-up Mission and Periodic Monitoring by the Manager and the Principal
			PRA	Fr. Saji & Ms. Francina	November 2018	Rs. 15000/-	Dr. Sonny Jose
			Enhancing Collaboration with the Extension Department	Fr. Saji	By March 2019	Rs. 25,000/-	Manager and Vice-Principal.
3	Internationalization: Be a World Class institution through collaboration with global universities and centers of excellence through undertaking academic exchange and twinning	Support high quality international teaching, learning and research and community engagement	Exchange and Exposure programme of the Students of Sophia University.	Fr. Saji SJ	September 2018		Periodic follow-up and Facilitation by the heads of the respective institutions
			International Exchange Programme – Students & faculty members from Global College and Ersta Sköndal University, Sweden.	Fr. Sabu SJ & Dr. Sonny.	May 2019		Evaluation of the participants and Periodic follow-up and Facilitation by the heads of the respective institutions

Sl. No.	Key Result Areas: What we wish to achieve		Activities	Responsible	Time Frame	Estimate	Monitoring System
4	Infrastructure Enhancement		Construction of New Academic Block	Management Fr.Sabu SJ, Fr.Saji SJ	Two Years		Management + Staff
5	Academic Culture of the Institution and Staff Performance and Development	Professional Development	Staff Development Programme Participation in Seminar, workshops, conferences, short term training courses, talks, lectures, membership of associations, publications of general articles Orientation	Respective faculty members	June 2018-May 2019		Facilitated and monitored by the departmental heads, the principal and the manager
			Research and Consultancy Undertaking sponsored projects,	Individual faculty members	June 2018-May 2019		HA, Vice-principal, Principal and Manager
			Conducting STEF	Inter-departmental HoDs	End of each semester		Principal
			Self Appraisal and API	Individual Staff	June 2018-May 2019		Principal and IQAC coordinator
			Organising National/International Seminars/Conclave by every Department	HoDs of the respective Depts	June 2018-March 2019		Principal
			Revising Syllabus and Curriculum	HoDs of the respective Depts	September/October 2021		Principal
			Participation in academic and administrative committees and responsibilities	Individual staff	June 2018-March 2019		Principal, Vice-principal and HoDs
			Academic Audit	HoDs of the respective Depts	March 2019		Principal

# LOYOLA COLLEGE OF SOCIAL SCIENCES, THIRUVANANTHAPURAM

## Annual Planning Meeting 2017-18

DATE: 7<sup>th</sup> April 2017; VENUE: *Principal's Chamber*

### **I. TENTATIVE DATES OF ACTIVITIES FOR THE ACADEMIC YEAR 2017-18**

- o Monday 19<sup>th</sup> and Tuesday 20<sup>th</sup> June 2017  
- Common Research Presentation
- o Monday 26<sup>th</sup> and Tuesday 27<sup>th</sup> June 2017  
- Job Seekers' Course.
- o Friday 21<sup>st</sup> July 2017 - - Break up Social.
- o Wednesday 26<sup>th</sup> July 2017 - ESA of IV Semester begins.
- o Wednesday 16<sup>th</sup> August 2017 - ESA of II Semester begins.
- o Wednesday 30<sup>th</sup> August 2017 - Onam Celebrations
- o Saturday 16<sup>th</sup> September 2017 - Department PTA
- o November 2017 - - Study Tours
- o November 2017 - - Street Theatre Workshops
- o Wednesday 20<sup>th</sup> December 2017- College Christmas Celebrations
- o Saturday 13<sup>th</sup> January 2018 - Alumni Day
- o Saturday 10<sup>th</sup> February 2018 - Common PTA

- o II Week of II Semester - NSS Camp
- o March 2018 - - Sports Day
- o March 2018 - - Arts Day
- o March 2018 - - College Day
- o After the College Day/April 2018 - Arts Workshop

*(As decided in the College Staff Meeting of 7<sup>th</sup> April 2017)*

## **II. OFFICE BEARERS FOR THE ACADEMIC YEAR 2017-18**

Staff Secretary	Dr. Sonny Jose
IQAC Coordinator	Dr. Angelo
College Union Advisor	Dr. Angelo
Planning Forum Faculty-in-charge	Dr. Angelo
Staff-in-charge Sports	Fr. Saji
Staff-in-charge Arts	Aroline Tom
NSS Programme Officer	Dr. Anitha
Research Centre in charge	Dr. Prakash Pillai R.
Women Cell Coordinator	Dr. Nisha
Alumni Association Staff in Charge	Ms. Francina
Induction	Fr. Sabu
Environment Management	Ms. Christy Abraham
Bio-Diversity	Ms. Lini Jolly
LACE Coordinator	Dr. Nisha
LILA Staff Coordinator	Fr. Saji
Loyola Ethnographic Theatre (LET)	Fr. Saji

Reading Club	Dr. Sunil
Placement Cell	Dr. Sonny

### III. Activity Plan 2017-18

Sl. No.	Key Result Areas: What we wish to achieve	What we do	Who will do	When will we do	Cost involved	Monitoring Mechanisms
1	Over all development of the Students	<b>1. Capacity Building of Students &amp; Create Thought-leaders</b>				
		Orientation & preparation to face the Competitive Exams	Dr. Nisha	Every Wednesday 8. 15 am- 9.15 am	Rs. 7,000/-	Monthly Test and Evaluation by the staff
		Spoken English Training/ Practice	Fr. Saji & Dr. Angelo	Every Tuesday 8.15 am-9.15 am	Rs. 5,000/-	Monthly Feedback from the students and Evaluation by the staff
		Public Speaking Training/ Practice	Fr. Sabu	Last Friday of the Month at 2.30 Pm	Rs. 3,000/-	Monthly Feedback from the students and Evaluation by the staff
		Meet Excellence Series	Fr. Sabu	Third Friday at 2.30 Pm	Rs. 3,000/-	Monthly Feedback from the students and Evaluation by the staff
		Discussion Forum Meeting	Dr. Sunil, Dr. Angelo & Fr. Saji	Last Tuesday of the Month at 3.40 Pm	Rs. 2,000/-	Quarterly Feedback from the students and Evaluation by the staff
		Screening & discussions of documentaries, films etc	Fr. Saji & Dr. Angelo	Every Monday at 3.30 Pm	Rs. 5,000/-	Quarterly Feedback from the students and Evaluation by the staff
		Mentoring and Accompaniment	Every Staff	Once in a month	Rs. 1,000/-	HoDs and Monthly staff meeting
		<b>2. Sensitivity to the environment</b>				

Sl. No.	Key Result Areas: What we wish to achieve	What we do	Who will do	When will we do	Cost involved	Monitoring Mechanisms
		Weekly Bio-diversity Engagements/ Environment Management	Weekly Bio-diversity Engagements/ Environment Management Groups-Staff in Charge: Dr. Anitha and Ms. Christy.	Every Wednesday from 3.30 pm to 4.30 pm	Rs. 75,000/-	Monthly Staff Meeting.
		Anti-Plastic Campaign	Dr. Anitha	By March 2018	Rs. 10,000/-	Annual Evaluation Meeting
		<b>3. Career Grooming and Employability of Students</b>				
		Career grooming to Senior Students	Dr. Sonny Jose & Team	Once in every semester	Rs. 6000/-	Vice-Principal
		National Seminar	Dr. Sonny Jose	By March 2018	3 Lakhs	Feedback from the participants and Evaluation by the staff
		Field Work Culmination Meet	Students of Social Work (SALT)	By July 2018	1 Lakh	Feedback from the agencies and participants and Evaluation by the staff
		<b>4. Innovative Teaching Learning Process</b>				
		Street Theatre Workshops	Dr. Sonny Jose & Ms. Francina	October 2017	Rs 70000/-	Feedback from the trainers, students and Evaluation by the staff
		Golden Jubilee Lecture	Dr. Angelo	By March 2018	Rs 50000/-	Feedback from the participants and Evaluation by the staff
		Psycho drama Workshop	Dr. Sonny Jose	By February 2018	Rs 25000/-	Feedback from the trainers, students and Evaluation by the staff

Sl. No.	Key Result Areas: What we wish to achieve	What we do	Who will do	When will we do	Cost involved	Monitoring Mechanisms
		<b>5. Live in exposure with persons at centres of excellence</b>				
		Study tours and exposure visit to centres of excellence outside the State	HoDs of the respective Depts	November 2017	Rs. 75000/-	Feedback from the agencies and students and Evaluation by the staff
2	<b>Development of Social Consciousness and Community Involvement</b>	<b>1. Social Engagement Programmes</b>				
		Conduct campaigns through Street-play and flash-mob on relevant social issues	Dr. Sonny Jose, Ms. Francina & Dr. Angelo	By March 2018	Rs 70000/-	Feedback from the agencies and participants and Evaluation by the staff
		Establishment of Social Entrepreneurship Centre	Dr. Sonny Jose	By March 2018	4 Lakh	Start-up Mission and Periodic Monitoring by the Manager and the Principal
		PRA	Fr. Saji & Ms. Francina	September 2017	Rs. 15000/-	Dr. Sonny Jose
3	<b>Internationalization: Be a World Class institution through collaboration with global universities and centres of excellence through undertaking academic exchange and twinning programmes</b>	<b>1. Support high quality international teaching, learning and research and community engagement</b>				
		Exchange and Exposure programme of the Students of Sophia University.	Fr. Saji SJ	September 2017		Periodic follow-up and Facilitation by the heads of the respective institutions
		International Exchange Programme – Students & faculty members from Global College and Ersta Sköndal University, Sweden.	Fr. Sabu SJ & Dr. Sonny.	January 2018		Evaluation of the participants and Periodic follow-up and Facilitation by the heads of the respective institutions
4	<b>Infrastructure Enhancement</b>	Construction of New Academic Block	Management Fr.Sabu SJ,	Two Years		Management + Staff

Sl. No.	Key Result Areas: What we wish to achieve	What we do	Who will do	When will we do	Cost involved	Monitoring Mechanisms
			Fr.Saji SJ			
5	<b>Academic Culture of the Institution and Staff Performance and Development</b>	<b>Professional Development Activities</b>				
		Staff Development Programme Participation in Seminar, workshops, conferences, short term training courses, talks, lectures, membership of associations, publications of general articles Orientation	Respective faculty members	June2017-May 2018		Facilitated and monitored by the departmental heads, the principal and the manager
		Research and Consultancy Undertaking sponsored projects,	Individual faculty members	June2017-May 2018		HA, Vice-principal, Principal and Manager
		Conducting STEF	Inter-departmental HoDs	End of each semester		Principal
		Self-Appraisal and API	Individual Staff	June2017-May 2018		Principal and IQAC coordinator
		Organizing National/International Seminars/Conclave by every Department	HoDs of the respective Depts	June2017-March 2018		Principal
		Revising Syllabus and Curriculum	HoDs of the respective depts.	September/October 2017		Principal
		Participation in academic and administrative	Individual staff	June 2017-March 2018		Principal, Vice-principal and HoDs

Sl. No.	Key Result Areas: What we wish to achieve	What we do	Who will do	When will we do	Cost involved	Monitoring Mechanisms
		committees and responsibilities				
		Academic Audit	HoDs of the respective depts.	March 2018		Principal

# **LOYOLA COLLEGE OF SOCIAL SCIENCES, THIRUVANANTHAPURAM**

## **ANNUAL EVALUATION AND PLANNING MEETING 2016-17**

**DATE:** 19 March 2016, **TIME:** 10AM-3 PM; **VENUE:** JM Hall

Annual Evaluation and Planning Meeting was conducted on 19/3/2016, led by Dr. Jose Boban, the Principal. The meeting started with a prayer. All teachers were present. The key feature of this planning meeting was the discussing of the activities of the year ahead with the Perspective Plan 2025 as a planning tool.

- I. **Selection of office bearers for the upcoming year:** The college has different programmes and staff in-charges need to be assigned each year for these programmes.
- II. **Preparation of draft Academic Calendar:** Weekly, monthly and yearly timelines were planned.
- III. **Activity Plan 2016-17:** The Perspective Plan 2025 was used as a framework to plan the activities of 2016-17. This framework used the NAAC 7 Criteria as a framework.

### **I. OFFICE BEARERS FOR THE ACADEMIC YEAR 2016-17**

Staff Secretary	Dr. Saji
IQAC Coordinator	Dr. Antony
College Union Advisor	Dr. Saji
College Magazine	Dr. Antony
Staff-in-charge Sports	Fr. Saji
Staff-in-charge Arts	Aroline Tom
NSS Programme Officer	Francina

Research Centre in charge	Dr. Prakash
Women Cell Coordinator	Dr. Nisha
Alumni Association Staff in Charge	Dr. Anitha
Induction	Dr. Saji
Environment Management	Ms. Francina
Bio-Diversity	Dr. Charles
LACE Coordinator	Dr. Nisha
LILA Staff Coordinator	Fr. Saji
Loyola Ethnographic Theatre (LET)	Dr. Antony
Placement Cell	Dr. Sonny
Moodle	Dr. Promod
Value Education	Fr. Sabu
Editor Loyola Journal	Dr. Sonny
Xmas Celebration	Dr. Sonny
Onam	Dr. Angelo

## II. TENTATIVE DATES OF ACTIVITIES FOR THE ACADEMIC YEAR 2016-17

- Monday 6<sup>th</sup> and Tuesday 7<sup>th</sup> June 2016 - Job Seekers' Course
- Monday 18<sup>th</sup> July 2016 - Break up Social.
- Friday 22<sup>nd</sup> July 2016 - ESA of IV Semester begins.
- Wednesday 17<sup>th</sup> August 2016 - ESA of II Semester begins.
- Saturday 3<sup>rd</sup> September 2016 - Department PTA
- Friday 9<sup>th</sup> September 2016 - Onam Celebrations
- Wednesday 21<sup>st</sup> December 2016 - College Christmas Celebrations.

- Saturday 14<sup>th</sup> January 2017 - Common PTA
- January 18-27, 2017 (Wed-Fri) - ESA of III Semester.
- Friday 17<sup>th</sup> February 2017 - Arts Day
- Saturday 4<sup>th</sup> March 2017 - Sports Day (Last Day of Sports/Games)
- Friday 17<sup>th</sup> March 2017 - College Day
- Thursday 30<sup>th</sup> March 2017 - Send off of the Retiring Staff.

*(As decided in the College Staff Meeting of 19<sup>th</sup> March 2016)*

### III. Activity Plan 2016-17

#### Strategic plan chart - Vision 2025

No.	Activity	Follow up action/s	Key Result Areas (KRAs)	Person/s In-charge	Fund	Monitoring person/ agency
<b>Criterion 1: CURRICULAR ASPECTS</b>						
1.	Autonomy without undergraduate program	<ul style="list-style-type: none"> <li>• Policy decision from KJS (September 2016)</li> <li>• Liasoning with Govt. departments &amp; University (October 2016)</li> <li>• Submission of application - December 2016 ??</li> <li>• Follow up – application</li> </ul>	<ul style="list-style-type: none"> <li>• Enhances academic std.</li> <li>• Systematizes academic programme &amp; calendar</li> <li>• Enables timely completion of the courses</li> <li>• Enables upgradation &amp; updation of the courses</li> </ul>	Principal & Vice Principal	Management	Academic Council & IQAC

		Creating necessary infrastructure by December 2017	<ul style="list-style-type: none"> <li>• Empowers for more innovative &amp; need based programmes</li> </ul>			
2.	Re-apply for the course “financial Management” OR Apply for Development Management	<ul style="list-style-type: none"> <li>• Reapply in the University – August 30, 2017</li> <li>• Prepare Scheme &amp; Syllabus – November 2017</li> <li>Liaison with the University &amp; Govt.</li> </ul>	<ul style="list-style-type: none"> <li>• Raises the grade of the College</li> <li>• Facilitates the process of autonomy</li> <li>• Increases visibility</li> <li>• Enhances the strength of the college Staff &amp; Students</li> </ul>	Fr. Sabu/Principal	Management	Academic Council & IQAC
3.	Decide other possible courses from the list below and/or Identify other relevant courses? i. Financial Management (university approved 2015) ii. Masters in Economics (applied in 2011) iii. Masters in Gerontology iv. Visual Communication	<ul style="list-style-type: none"> <li>• Decision to be taken by next academic year – after submitting the application for the 5<sup>th</sup> course</li> <li>Complete the paper works by March 2018 in order to submit the application by August 30, 2018</li> <li>• The decision may be arrived at considering ‘scope for placement’ as the most important criteria</li> </ul>	- do -	Fr. Sabu/Principal	Management	Academic Council & IQAC
4.	Diploma courses i. Life Skill Education with Manipal University	<ul style="list-style-type: none"> <li>• Complete the paper works – January 2017</li> <li>• MoU - March 2017</li> <li>• Commencement of the course – June 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Increases visibility</li> </ul>	i) Dr. Sony Jose & Mr. Praveen	Life Skills	



6.	Enhance educational activism with closer linkages and associations with socio-cultural movements/struggles in the State	<ul style="list-style-type: none"> <li>• Develop a policy document – December 2016</li> <li>• Evolve a structure and system based on the policy</li> <li>• Ensure non-partisanship to any political or communal organizations/parties</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthens EKB</li> <li>• Enhances social responsiveness</li> <li>• Promotes social transformation</li> <li>• More visibility through social sensitivity</li> <li>• Makes the campus more vibrant</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC Coordinator &amp; Fr. Saji</li> </ul>	NA	<ul style="list-style-type: none"> <li>• Principal/Vice Principal</li> </ul>
7.	Build virtual repository of lectures of our faculty members by introducing selected studio classrooms and broadcasting facility	i) Recorded lectures by senior faculty – March 2017  ii) YouTube Video online - academic Loyola Faculty - April/May 2017  iii) Prepare template PPTs with logo compulsory - Ongoing	<ul style="list-style-type: none"> <li>• Better use of ICT</li> <li>• Updated teaching-learning material</li> <li>• Improves quality</li> <li>• Enhances visibility</li> <li>• Improves learning facility</li> <li>• Enhances quality and standard of learning</li> <li>• Strengthens LOYOLA brand</li> </ul>	i) Fr. Saji, Dr. Pramod/ Mr. Prasanth  ii & iii) Aby Tellas & Prasanth	Management	Academic Council
8.	Develop a centre for psychological testing and assessment	<ul style="list-style-type: none"> <li>• Prepare a concept paper clarifying the vision, mission, strategy and programme of the centre</li> <li>• Prepare a proposal and Scheme December 2016</li> </ul>		Dr. Pramod,		Principal & IQAC

<b>Criterion III: RESEARCH, EXTENSION &amp; CONSULTANCY</b>						
9.	<p>Enhancement of publications of the faculty, research scholars and students</p> <p>i) Monetary rewards for publications- research, chapters in books, popular periodicals</p> <p>ii) Dissertations to be made into co-authored articles &amp; Students made to do conference presentations</p> <p>iii) Publish individual research projects</p> <p>iv) Publications by research scholars and students' route through the LJSS</p>	<p>i) Grading publications and rewards commensurate with Impact Factor of journal Institute reward scale – model DC/St.GITS – Oct. 2016</p> <p>ii) Conduct workshops on research, statistics – Sept./Dec. 2016</p> <p>iii) undertake workshops on technical writing</p> <p>iv) Publication of dissertation(s) in Journal(s) - Sem. IV</p> <p>v) Attend workshops by March every year</p>	<ul style="list-style-type: none"> <li>• Enhances the Std., quality and visibility of the knowledge</li> <li>• More contribution to Knowledge Building Process (KBP)</li> <li>• Facilitates the promotion process of the faculty</li> <li>• Increases scope in next reaccreditation of the institution</li> <li>• Dissemination of knowledge</li> <li>• Credibility of Loyola as a Research Centre goes up</li> </ul>	<p>i) Drs. Sunilkumar and Pramod</p> <p>ii) Research Guides</p> <p>iii) Research Guides</p> <p>Research Guides</p>	<p>Loyola Research Center</p> <p>Dept. Funds</p> <p>Dept. Funds</p>	<p>IQAC</p> <p>HoDs</p> <p>HoDs</p> <p>IQAC</p> <p>IQAC</p>

	<p>v) Conduct action researches through LES/NSS/Student Associations &amp; prepare reports assisted by Research Officer.</p> <p>vi) Develop full-fledged Research lab</p> <p>a) For students to conduct mini research, dissertation planning, discussion, interaction with experts in the field of research, data analysis etc.</p> <p>b) Provide an incubator for research-oriented students so that they gain expertise in working with professional researchers</p>	<p>vi) At least two publications a year - Best being published in LJSS</p> <p>MoUs &amp; Technical writing workshops</p> <p>Ongoing</p> <p>Prepare a concept paper and action plan for both proposals by Dec. 2016</p>		<p>Research Officer</p> <p>Drs. Pramod, Sonny, Angelo &amp; Saji P.Jacob</p>	Loyola Research Centre	IQAC
10.	Initiate Provident Fund as a Social Security Scheme for the Support Staff in the College and LES appointed by the Management –	<ul style="list-style-type: none"> <li>Explore the feasibility – Oct. 2016</li> <li>Accordingly Prepare a proposal</li> <li>To be presented at the Governing Council and General Body of LES preferably by Dec. 2017 to be initiated by next financial year</li> </ul>	<ul style="list-style-type: none"> <li>Improves social security of the Staff</li> <li>Adheres to the latest directives of the Society of Jesus</li> <li>Abiding by NAAC Peer Team Recommendation</li> </ul>	Frs. Sabu & Saji	LES	Director & Secretary LES

<b>Criterion IV – INFRASTRUCTURE</b>						
11.	New Administrative Building which is in the pipeline	a) Facilitates with Rome and speed up the decision process – October 2016 b) Paper works with the departments concerned – December 2016 c) Commencement of the construction – April 2017 d) Completion of the construction – April 2018	<ul style="list-style-type: none"> <li>• Enhance facilities and addresses need for more space</li> <li>• Facilitates autonomy, more courses</li> <li>• Improves overall efficacy and efficiency</li> <li>• Milestone in the growth of the institution after 50 yrs</li> </ul>	Fr. Sabu & Fr. Saji  Fr. Sabu & Fr. Saji	Management & KJS	Manager, Principal & IQAC  Manager & Principal
12	Renovate Sutter Hall preserving its original ambience (brickwork) and structure, involving ideas from schools of architecture with better lighting	<ul style="list-style-type: none"> <li>• Plan and estimate in consultation with special engineers and architects: December 2016</li> <li>• Present it at the governing council and get the approval – March 2016</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains and preserves the unique heritage building</li> <li>• Better attraction and visibility for the institution</li> <li>• Architecturally significant building</li> <li>• Attracts visitors and students across the country</li> <li>• Increases visibility of the institution</li> </ul>	Fr. Saji & Dr. Angelo		Manager & IQAC
13.	Build Rain water harvesting in Ladies Hostel, where the consumption of	<ul style="list-style-type: none"> <li>• Prepare a plan and estimate in consultation with experts in the field – Sept. 2016</li> </ul>	Addresses issues of water in Ladies Hostel	Fr. Sabu		Principal & Hostel Warden

	water is too high as per water audit	<ul style="list-style-type: none"> <li>• Present the plan in the hostel committee and get the approval - early Oct. 2016</li> <li>• Commission the system – mid Oct. 2016</li> </ul>				
<b>Criterion V – STUDENT SUPPORT AND PROGRESSION</b>						
14.	<p>Progressive placement of the students from 2016-2025</p> <p>i) Career grooming right from first semester</p> <p>ii) Career orientation</p> <p>iii) Reconstitute Placement Cell with a Coordinator, Mgnt Reps, HoDs, Alumni Reps.,</p> <p>iv) Promote fellowships with Ministries and International agencies</p> <p>v) Evolve Loyola Institute for Language Proficiency &amp; Loyola Civil Service Academy;</p>	<p>Evaluate each semester - based on skill sets, knowledge, career in every semester</p> <ul style="list-style-type: none"> <li>• Empower LACE &amp; LILA &amp; Placements</li> <li>• Mock interviews and GDs involving Experts – every semester</li> <li>• Strengthen mentoring</li> <li>• By the end of October</li> <li>• Placement may be visualized at <ul style="list-style-type: none"> <li>○ Campus recruitments</li> <li>○ Recruitment thru. Referals</li> <li>○ With the help of collaborative organizations</li> </ul> </li> <li>• Providing links with and NGO contact and interaction with Scholars</li> <li>• Scholars encouraging IGO internships, inviting IGO personnel of UNICEF/UNDP/ADANI etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Serves to better accomplish the core task of the institution</li> <li>• Attracts higher and better entrants</li> <li>• Enhances visibility, relevance and significance</li> <li>• Higher appeal and demand for the institution</li> </ul>	<p>i) Dr. Sonny Jose, Dr. Sunil Kumar &amp; Dr. Angelo Mathew</p> <p>ii) Dr. Sonny Jose, Dr. Angelo Mathew Fr. Saji Joseph</p> <p>iii) Dr. Sonny Jose, Fr. Sabu</p> <p>iv) Dr. Sonny Jose Mr. Praveen</p>	<p>Dept. Funds</p> <p>Nominal fees from the participants</p> <p>1500/- per invitee</p>	<p>Academic Council &amp; IQAC</p> <p>IQAC</p> <p>IQAC</p>

	find suitable partners (Gym concept).	Ongoing Negotiating with Tandem/Brilliant/Zephyr, ALS IAS Jan. 2017				
15.	Develop a Model Incubation Center that will provide students/scholars opportunities to earn and learn as well as launch projects such as LiveLab and LIFE (Loyola Innovative Field Engagements) -	<ul style="list-style-type: none"> <li>• Prepare a plan and design – Dec. 2016</li> <li>• Present it first in the Academic Council and then in the Faculty Council – Jan. 2017</li> <li>• Initiate the Centre by March 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Enhances entrepreneurial skills</li> <li>• Facilitates experiential learning</li> <li>• Facilitates the value of earn while learn in higher education</li> <li>• Increases career/job prospects</li> <li>• Enhances the appeal and demand of the institution and thus higher visibility</li> </ul>	Fr. Renjith & Dr. Angelo Mathew Dr. Sonny Jose	LiveLab	Principal/IQAC
16.	Develop part time employment programme for students' tie-up with neighborhood establishments such as Technopark and other establishments	<ul style="list-style-type: none"> <li>• Explore various possibilities – Oct. 2016</li> <li>• Networking and liaising with potential companies/agencies – Dec 2016</li> <li>• Initiation of the programme – January 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Higher and better opportunities for students for learning by doing</li> <li>• Enriches text-context interface</li> <li>• Enhances job prospects</li> <li>• Increases quality of teaching-learning of the institution</li> </ul>	Dr. Sonny Jose & Dr. Prakash Pillai	LiveLab	Academic Council & IQAC
17.	Initiate a Community Center for Counselling and Mental Care Services at the MSc Counselling department level	<ul style="list-style-type: none"> <li>• Make a feasibility study &amp; a proposal –December 2016</li> <li>• Initiate the Center by March 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for the students to gain hands on experience – learning through doing</li> <li>• Enhances Engaged Knowledge Building</li> <li>• Facilitates service and intervention to the neighborhood</li> </ul>	Dr. Susha Janardhanan	Department Fund	Principal & IQAC

			<ul style="list-style-type: none"> <li>• Facilitates class room – field interface</li> </ul>			
18.	Develop <i>Community Radio Loyola</i>	By the end of Oct. 2016	<ul style="list-style-type: none"> <li>• Provides a platform to express students' creativity and skill</li> <li>• Higher use of technological skills</li> <li>• Increased involvement and participation of students</li> <li>• Opportunity to learn and grow</li> <li>• Increases visibility</li> </ul>	Mr. Maneesh LES Mr. Syam, 3 <sup>rd</sup> Sem., Sociology	Student Welfare	Principal & IQAC
<b>Criterion VI – GOVERNANCE AND LEADERSHIP</b>						
19.	Be financially self-reliant and build adequate corpus fund to invest on self-assigned research activities	Combined meeting of College and School Administrators - 2 <sup>nd</sup> week of Sept.	<ul style="list-style-type: none"> <li>• Higher visibility &amp; demand</li> <li>• Attracts funding individuals and agencies</li> </ul>	Fr. Sabu	NA	College Men – Jesuits
	i) Branding Loyola (college, LES & school) as an entity					
	ii) Loyola Banner (canvas) for public programs	Prepare the Banner and commence from Oct 2016 with arrival of S1	<ul style="list-style-type: none"> <li>• Higher visibility and attention</li> <li>• More publicity</li> </ul>	Every faculty	NA	HoDs

20.	Learn different models of self-financing projects e.g. TISS, Rajagiri (Swaraj Model), Mar Ivanios. SB College, St. Alberts College	Visits to self-sustaining model institutions, Sept – Nov. 2016	<ul style="list-style-type: none"> <li>• Help to move towards financial self-reliance</li> <li>• Increases programmes, projects and thus enhances quality and quantity</li> </ul>	Manager, Principal & Fr. Renjith (TISS)	Management	IQAC
21.	Engage in research projects, consultancy, self-financing (other off-campus programs – Mar Ivanios model for finance)	<ul style="list-style-type: none"> <li>• Identify source</li> <li>• Apply and undertake research project</li> </ul> April June/July UGC ICSSR July – 2017	-do-	Research Officer		HoDs HoDs
	iv) Appointing a dedicated <b>PRO/ Liaisoning officer</b> for follow-up on self-financing courses	Identify and recruit a suitable person (enterprising, former university/HE Dept. employee) – Oct. 2016.	<ul style="list-style-type: none"> <li>• Streamlines and speed up fund-generating and other department-clearance related works</li> <li>• More focused attention to the formalities and technicalities related to academic and physical works</li> <li>• Improves the process of preserving and enhancing quality</li> </ul>	Manager+ Principal Ranjit (TISS)		HoDs  Principal/Vice Principal IQAC
	v) Optimal use of existing infrastructure for additional income (other courses) e.g. continuing education, online tests for recruitment.	Combined meeting of College(s) and School Administrators Sept. 2016	<ul style="list-style-type: none"> <li>• Helps in generating more funds</li> <li>• Better use of physical facilities of the institute</li> </ul>	Research Officer		Vice Principal
	vi) MP/MLA fund from Shashi Tharoor/ Kadakampally	Meeting presenting a specific project and requesting – Sept. 2016	<ul style="list-style-type: none"> <li>• Helps to generate more funds</li> <li>• Higher publicity</li> </ul>	Dr. Sunil & Sojin P Varghese/ Amal Alumni	NA	Principal & IQAC

	vi) Set-up <b>alternate energy</b> to be supplied to the KSEB Grid	Discussion with School and College; check options with school and college – Sept. 2016	<ul style="list-style-type: none"> <li>• Better use of local resources</li> <li>• Better use of alternate energy source</li> <li>• Optimizing internal resources</li> <li>• Cutting down expenditure on electricity</li> </ul>	Frs. Sabu & Saji	School & College	Manager
--	--	--	--	------------------	------------------	---------