LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM

IQAC REPORT 2016-21

Contents

IQAC REPORT 2016-21

1.INTRODUCTION

The IQAC at Loyola has posited immense trust on the NAAC Core values and the NAAC process. We believe that the NAAC process, if followed meticulously will bring quality enhancement to our institution. Our commitment to the process is reflected in our participation in the NAAC assessment for 3 cycles and our high scores of 5 star, 3.70 and 3.72 respectively. As we moved into our 4th cycle of assessment, Loyola IQAC has been ceaselessly striving to institutionalize the highest standards of quality in education. This report is a consolidation of IQAC quality improvement strategies post our 3rd cycle accreditation in 2014. **Link: https://loyolacollegekerala.edu.in/iqac/**

2.POST-ACCREDITATION PLANNING

Our 3rd cycle accreditation brought us exhilarating results of 3.72 CGPA, which was one of the highest in the country. The NAAC peer team, before they left, gave us a dream to work for when they said "Your greatest challenge ahead is going to be your high score".

Nov 2014: The NAAC peer team with our Principal (rtd.), Dr. K.A. Joseph.

We took the advice given by NAAC peer-team to heart, to become a far more advanced and qualitative version of ourselves by 2021. The first major IQAC activity after the 3rd cycle accreditation was to evaluate ourselves and plan ahead. A post-accreditation meet was held in March 2015, involving the management staff, past principals and illustrious alumni.

During the post-accreditation meeting held on 13-03-2015, we appreciated ourselves and contemplated the way ahead. It was unanimously agreed upon that we require a revisioning and re-strategizing for quality enhancement and further expansion and development. Thus, IQAC's first task, post-accreditation, was to review the perspective plan and strategic plan and coordinate the staff council to plan for quality enhancement.

Post Accreditation Meeting on 13-03-2015

3. IQAC ADMINISTRATION AND PLANNING

IQAC mission, leadership and action-strategy was key to scaling up our standards. Ensuring that these were in place would give us a firm foundation to begin with. Our mission would be determined by our perspective and strategic plans. The efficacy of our leadership would depend on representation of stakeholders and participative approaches. Most importantly, there needed to be an implementation and monitoring strategy for collaborative working, which would lead to achievement of our strategic plan. The following activities/mechanisms/systems were undertaken/instituted by IQAC.

3.1. Revisioning and Re-strategizing

Quality enhancement can take place only through a systematic and planned process. As suggested in the Post-accreditation planning meeting, we realized that the first step would be to design the road map forward. We also realized that plans need to be dynamic and flexible, capable of incorporating the demands and reflecting the complexities of the ever-changing socio-economic milieu. IQAC headed the revisioning and strategizing process in the institution in different phases.

- In 2015, IQAC, along with the Staff Council studied the Peer Team Recommendations 2014 and planned accordingly to ensure that we have made incremental improvement in various activities.
- In 2016, a strategic plan was prepared in an elaborate workshop.
- In 2018 Revisioning meetings were undertaken and our vision, mission and core values were revised.
- In 2018-19, created awareness about the Revised Accreditation Framework (RAF). Institutional processes were revisited to ensure that all aspects of the RAF were being covered
- In 2020 we revisited our Strategic plan to incorporate the demands raised by the National Education Policy (NEP), as well as incorporate suggestions made by Academic and Administrative Audit Reports. Policy manual was also revised under the leadership of IQAC.

Strategic Plan	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.1-3-Strategic-Plan.pdf

Perspective Plan	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.1-4-Perspective-Plan.pdf
IQAC Revisioning	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.1-2-IQAC-Revisioning.pdf

3.2. IQAC Steering Committee and Core Committee

The IQAC Steering Committee is the key decision making body with regard to IQAC. During the current assessment period, the IQAC Steering Committee was active and it was reconstituted every year to include new members and represent students. We had 2 Principals and 3 IQAC Coordinators during the last 5 years. While the IQAC Steering Committee meets once in a year, an IQAC Core Committee headed by the Principal, is the executive wing of the steering committee.

IQAC Steering Committee Constitution	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.2.2-9-IQAC-Constitution-Reports.pdf

3.3. IQAC Meetings

Collaborative working is the key to quality improvement of any institution. IQAC ensures that all the activities of the college are functioning in accordance with the strategic plan. The Revised Accreditation Framework (RAF) also calls for systematic and documented efforts. Hence frequent IQAC meetings are often necessary. Numerous meetings were conducted in the last 5 years, involving staff and students.

IQAC Hour: IQAC introduced the system of IQAC hours during which teachers can focus on quality initiatives whereas students can engage in student clubs. Any documentation work with regards to IQAC is conducted during this hour.

IQAC Minutes Summary: The outcome of IQAC meetings, in terms of the activities and achievements of IQAC has been detailed in this report. The IQAC Minutes Summary is a detailed proof of as well as analysis into all the activities of IQAC.

IQAC Minutes Summary	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.1.2-9-IQAC-Minutes.pdf

3.4. IQAC in the organogram and Integrated Stakeholder Management (ISM)

Institutionalizing quality initiatives requires that IQAC needs to assume a significant position in the administration of the institution. The Organogram of the institution was revised to highlight the importance of IQAC.

IQAC realizes that team work and collaborative action by all stakeholders is the only strategy that can lead to achievement of quality enhancement. IQAC took initiative in involving students in quality enhancement through IQAC Charter meetings. Feedback were collected from staff, alumni, parents, experts and employers and action was taken on their suggestions. The Organogram of the institution reflects ISM.

Organogram	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.1-6-Organogram.pdf

4. IQAC ACTIVITIES

4.1. Engaged Competence Enhancement (ECE)

Believing that education should engender meaningful and transferable changes in the educated, IQAC spearheaded the process of shaping an institutional strategy for inculcating knowledge, values, skills and attitudes (KSVA). **Engaged Competence Enhancement (ECE)** aims at enhancing competence of students in 5 specific dimensions —1) Programme Management, 2) Employability, 3) Research, 4) Community Engagement, and 5) Sustainability (acronym PERCS), through the creation of opportunities for engagement. All activities of the college are planned under these 5 domains. The HoDs of 5 departments head these domains with an inter-departmental team of faculty and students. IQAC oversees the implementation of ECE.

ECE	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.2-9-Engaged-Competence-Enhancement-ECE-document.pdf

4.2. Deployment of Strategic Plan

Monitoring Strategic Plan: While we have a promising strategic plan, often its monitoring was problematic. IQAC Core committee started monitoring the strategic plan to ensure it was meeting the goals. **Facilitating continuity:** IQAC became aware

that many practices that begin with noble intensions often ceases to exist after some time, either due to busy schedule of staff or due to staff discontinuity or due to other reasons. IQAC ensures that all activities that are started, are sustained. It also tries to set benchmarks for these activities.

4.3. Annual Quality Assurance Reports

With NAAC AQAR submission moving online, we also followed suite in 2019. All our AQARs, starting from 2014-15 to 2019-20 have been submitted online. Our IQAC documentation systems had to evolve and accommodate the online processes. One of the largest challenges of IQAC during this assessment period was acquiring knowledge and skills to make submissions online.

AQARs	https://loyolacollegekerala.edu.in/iqac/aqars/

4.4. NIRF, RUSA and other assessment framework

IQAC is responsible for filing data for NIRF and RUSA and providing data for other purposes. IQAC also assists in the Social Work ranking framework.

NIRF	https://loyolacollegekerala.edu.in/nirf/

4.5. Autonomy Application

IQAC was entrusted with the task of applying for autonomy. The autonomy application was submitted by IQAC in 2020.

Autonomy	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.3-3-Autonomy-Self-Evaluation.pdf

4.6. New courses

IQAC led the academic council in the preparation of applications for new courses. As part of our efforts MSW Disaster Management programme was sanctioned. Three UG courses have also been sanctioned for us.

Sanction letters for new courses	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.1.-New-Courses.pdf

4.7. Documentation

IQAC Timelines: IQAC maintains a monthly timeline which is a repository of all the events that happen in the college. This timeline is then used for generation of reports for different requirements. **Documentation Systems:** IQAC ensures that teachers and students document all activities and make timely submissions.

IQAC Time-lines and Minutes summary	https://loyolacollegekerala.edu.in/iqac/activities/
IQAC Documents	https://loyolacollegekerala.edu.in/iqac/documents/

4.8. IQAC Student Charter

IQAC student charter comprises of all the student leaders of the college. IQAC works with the student leaders to ensure that quality standards are ensured in all student engagements. IQAC and the student charter work hand in hand to implement feedback for quality enhancement.

4.9. Auditing and augmenting of Teaching-Learning processes

OBE: IQAC spearheaded OBE. While departments are in charge of gauging the Programme Specific Outcomes, a system needed to be created to calculate Programme Outcomes, involving Co-curricular and extra-curricular activities. IQAC took up this challenge, measured and assessed programme outcomes for 2019-21 batch.

Academic Audit: IQAC conducted 2 Academic Audits during the assessment period. One was done internally and one was done externally. IQAC ensured that action taken reports were submitted on both audits. The NAAC 7 criteria framework was incorporated into the auditing framework.

Institutional Review Processes	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.2-UpDoc-Quality-Review-Process.pdf

4.10. Performance Appraisal and Human Resource Development

Performance Appraisal: Earlier, Performance appraisal used to be conducted when a teacher's promotion was due. IQAC introduced annual performance appraisal system, as well as a summary PBAS form, which clearly indicates achievements of teachers in a single sheet. This has made the performance appraisal process regular and effective.

STEFF: The students' teacher evaluation form is circulated after the first three semesters to students, where they evaluate their teachers. IQAC created a STEFF summary form, which would consolidate the rather lengthy STEFF form. This again made teacher evaluation more effective.

Faculty Development Programmes (FDPs): IQAC recommends that FDPs be organized in areas like OBE, IT-enables teaching learning, Mentoring etc. Based on IQAC recommendations a number of FDPs have been organized by the institution.

Performance Appraisal	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.2-3-Performance-Appraisal.pdf
HRD Planning Minutes	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.3.3-1-FDP-Planning-by-IQAC-and-Academic-Council.pdf

4.11. Feedback and Action taking

Feedback and Action Taken Mechanisms: Loyola always had a very robust feedback mechanism. However, often, action taken mechanism was irregular. IQAC analysed feedback and presented feedback before Academic Council, which would sanction actions and follow up on the feedback. A report was maintained for follow up on actions taken.

Feedback and Action-taking	https://loyolacollegekerala.edu.in/iqac/feedback/

4.12. Auditing and Augmenting Administrative processes.

IQAC spearheaded the Administrative audit process along with an external auditor. IQAC continues to recommend and take-action based on the Administrative audit. IQAC also encouraged the use of Moodle and E-governance in administration.

Administrative Audit	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.2-4-Administrative-Audit-Report.pdf

5. QUALITY AWARENESS AND COLLABORATIONS

5.1. IQAC Awareness Programmes

IQAC conducts an annual awareness programme on the 7 Criteria during the **Induction programme**, which is organized every year, to familiar new students and staff on IQAC. Besides these, IQAC also conducts **SSR Manual Awareness sessions**. In the last 5 years, IQAC conducted **181 meetings**. Each of these meetings provide direction and skills to teachers to assist in the quality enhancement process. IQAC also conducts **student charter meetings** during which student leaders are inducted into the IQAC quality enhancement process.

IQAC Awareness Reports	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.3-9-IQAC-Awareness-Report.pdf

5.2. IQAC Collaborative Initiatives

In addition to all the collaborations that IQAC promotes under the other extension, research and student support, IQAC forges collaborations in areas specifically related to quality. The following are our collaborative quality initiatives:

1	IQAC Online Symposium IQAC Online Symposium on NAAC Accreditation Process (in collaboration with **4 NAAC A++ Institutions and Kerala and Kerala State Higher Education Council- June 2021)**	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.3-1-IQAC-Online-Sympoisum.pdf
2	**OBE Resource Sharing** with Department of Sociology, Kerala University (Aug 2020)	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.3-2-IQAC-Kerala-University-Report.pdf
3	**Autonomy Assessment** in collaboration with St. Teresa's College, Loyola College, Chennai and	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.3-3-Autonomy-Self-Evaluation.pdf

	St. Xavier's College, Thumba	
4	Walk with Scholars **Loyola- Other College Interfaces (10 Colleges)** Best practice sharing with other college teachers and students	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.3-4-Walk-with-Scholars.pdf
5	**Golden Jubilee Series- 6 Lectures** organized (Open to Local Community, Practitioners, Loyola School and Loyola Alumni)	http://loyolacollegekerala.edu.in/iqac/wp-content/uploads/2022/02/6.5.3-5-Golden-Jubilee-Memorial-Lectures.docx

6. ACHIEVEMENTS, CHALLENGES AND WAY FORWARD

Loyola IQAC has becoming instrumental in laying firm foundations for the institution to make the quantum leap as visualized in our Strategic Plan and the NEP. During the current assessment period, in addition to augmenting our existing best practices (Curricular enrichment, Feedback, Student Support, Extension, Research and Collaborations, Sustainability), we have been able to institutionalize many other quality practices- systematic action-taking mechanism, OBE, Innovation, Integrated Stakeholder Management (ISM), Institutional review and Performance Appraisal. There is still a long way to go before we can achieve our dream of becoming a world-class institution.

The nation has high expectations from higher education institutions. We are endeavouring to keep up and pushing to expand quantitatively, without compromising qualitatively. We are hoping that autonomy will be granted to us soon and that autonomy will open doors towards further development. Meanwhile, Loyola IQAC, true to the Jesuit legacy of *Magis*, continues to strive hard to raise our standards and set benchmarks in the field of education.