# LOYOLA COLLEGE OF SOCIAL SCIENCES

# THIRUVANANTHAPURAM



## CRITERION 5- STUDENT SUPPORT AND PROGRESSION

## 5.1 STUDENT SUPPORT

5.1.3 Capacity building andskills enhancementinitiatives taken by the institution

Student IT Upgradation Programme (SITUP) Report 2020

# Index

Loyola College of Social Sciences
**NATIONAL SERVICE SCHEME -KL07-011**

**D A A K S H Y A**

**5 Day Skill training Program**

TO C
**T R A S H**

Inaugural Session on mat making by,
**Snehatheeram team**

15/07/2021
**Thursday**

3pm – 4pm

# DAY 2 - BASICS OF CANVA - POSTER MAKING

Date: 16<sup>th</sup> July 2021, Resource Person: Ms. Brijith maria Thomas, (Department of Disaster Management)

**Programme Objectives:**
- To create basic knowledge among the participants about Poster Making using Canva
- To encourage participants to design Posters by themselves

**Programme Activities**
- A series of webinars on various essential skills needed for students was conducted in the Zoom platform by the NSS team of Loyola College of Social Sciences.
- Ms. Delna John, DM Department welcomed everyone to the webinar.
- Mr. Brijith Maria Thomas effectively handled the session. She explained how to start an account in Canva. She explained about different designs and posters that we can design in canva. She explained all the tools in the Canva app and also explained how we can create effective & attractive posters. She made a poster during the training and showed it to audience by explaining each tool available in canva. Many students started account in canva and designed their own posters.
- At the end of the meeting Ms. Nayana Scaria, DM Department proposed vote of thanks.

**Programme Outcomes**
- The participants were able to get insights into tools of the Canva app.
- They were also able to understand the importance of simple and creative posters.

# DAY 3 - BASICS OF GOOGLE ONLINE TOOLS (DOCS, SHEETS & FORMS)

Date: 17<sup>th</sup> July 2021, Resource Person: Mr. Arun Anil, (Department of Disaster Management)

**Programme Objectives:**
- To create basic knowledge among the participants about Google Online Tools
- To introduce the participants to Google Docs, Sheets and Forms
- To encourage participants to use online tools for their works.

**Programme Activities**

- Ms. Anamika U P, Sociology Department welcomed everyone to the webinar.

- Mr. Arun Anil started with google docs, then he explained how to make a google form and so on. He effectively handled the session. He explained all the tools in the Google Online Tools.

- He made a google form and showed different aspects related to it like making it a multiple choice, short descriptive, making certain questions compulsory etc. He also explained how to copy the link of the form and how to share it.

- He also explained the advantages of the online tools over the offline tools.

- At the end of the meeting Ms. Aiysha Areeba, Psychology Department expressed vote of thanks.

**Programme Outcomes**

- The participants were able to get insights into Google online tools like Google Docs, Sheets & Forms.
- The participants were also able to familiarize themselves with a few useful apps and websites.

# DAY 4 - BASICS OF VIDEO EDITING USING INSHOT

Date: 18<sup>th</sup> July 2021, Resource Person: Mr. Alan Berchmans, (Department of Social Work)

**Programme Objectives**

- To create basic knowledge among the participants about Video editing using inshot
- To encourage participants to Make Creative videos by themselves

**Programme Activities**

- Ms. Heera Krisna, Social Work Department welcomed everyone to the webinar.
- Mr. Alan Berchmans effectively handled the session. He explained all the tools in the Inshot app and also explained how we can create videos.
- He also presented a sample video.
- He introduced a few useful applications and websites to the participants.
- At the end of the meeting Ms. Brijith Maria Thomas, DM Department expressed vote of thanks.

**Programme Outcomes**

- The participants were able to get insights into tools inshot app
- They were also able to understand the importance of simple and creative videos.
- The participants were also able to familiarise themselves with a few useful apps and websites.

# DAY 5 - BASICS OF POWER POINT

Date: 20th July 2021, Resource Person: Mr. Vishnu Shaji (Department of Personnel Management)

**Programme Objectives**
- To create basic knowledge among the participants about PowerPoint
- To encourage participants to use PowerPoint Creatively and effectively for their works.
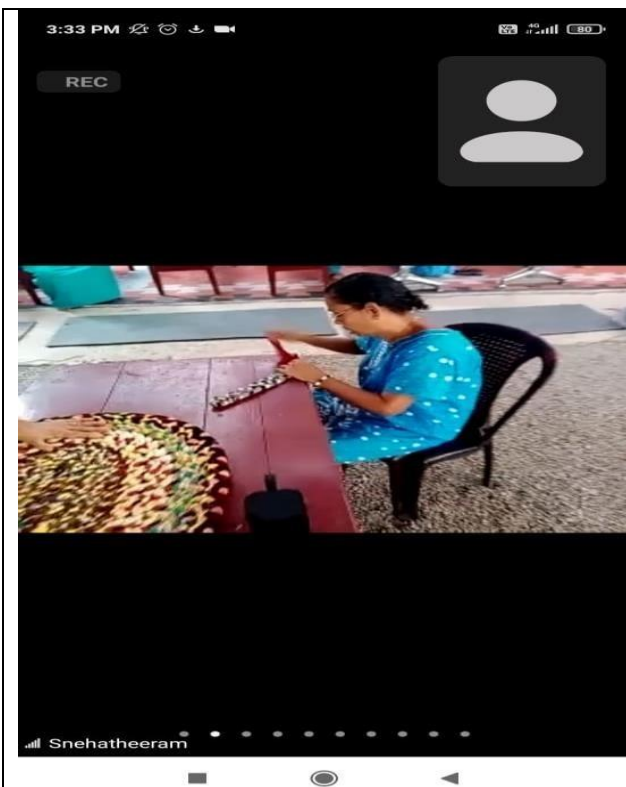
**Programme Activities**
- Ms. Rejitha, Social Work Department welcomed everyone to the webinar.
- Mr. Vishnu Shaji effectively handled the session. He explained all the tools in the MS PowerPoint and also explained how we can create effective & attractive power points. He explained different functions related powerpoint.
- At the end of the meeting Ms. Abhirami, DM Department expressed vote of thanks.
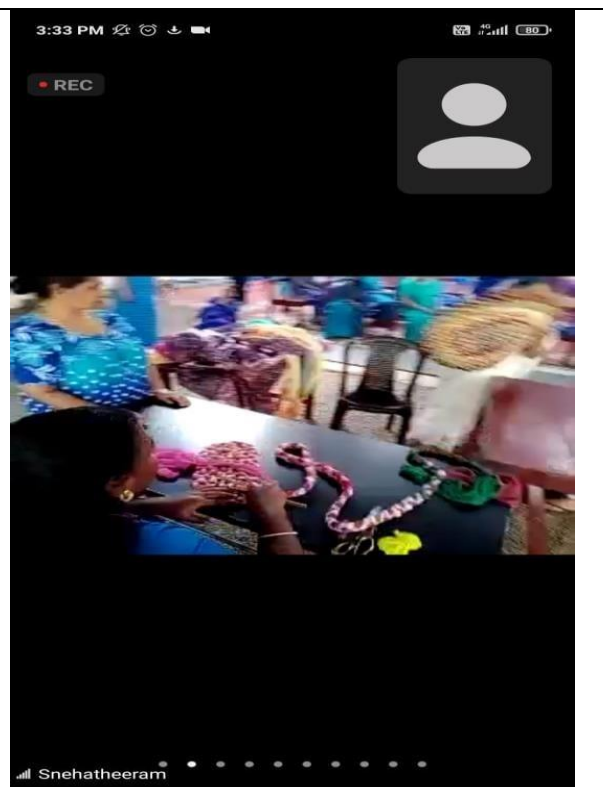
**Programme Outcomes**

- The participants were able to get insights into tools of MS PowerPoint.
- They were also able to understand the importance of simple and creative power points.

**Conclusion**

Five days training programme helped the student community to develop their skills in different areas. This was really helpful for students from rural areas and those who are new to online trainings.



Day 1- Training on preparation of mat from old clothes by a resident of Snehatheeram
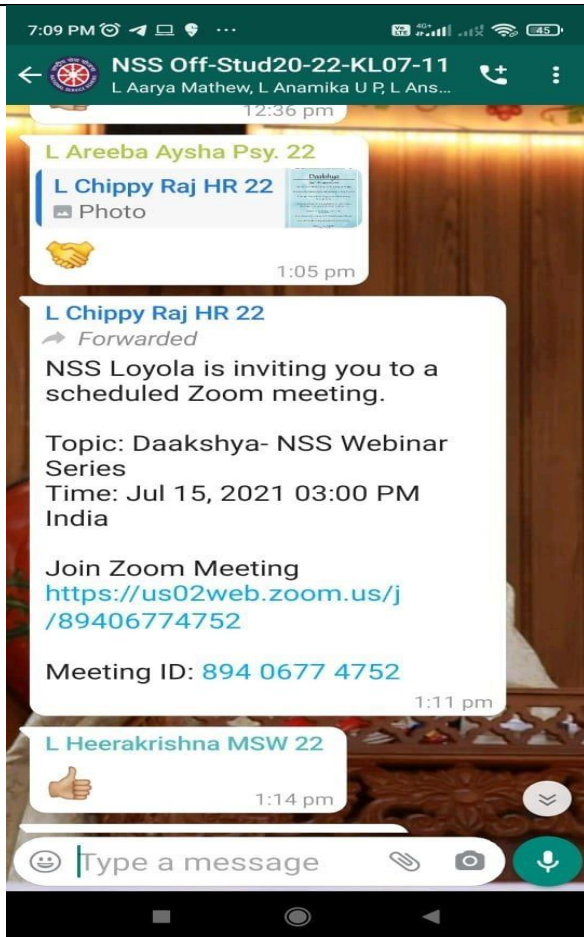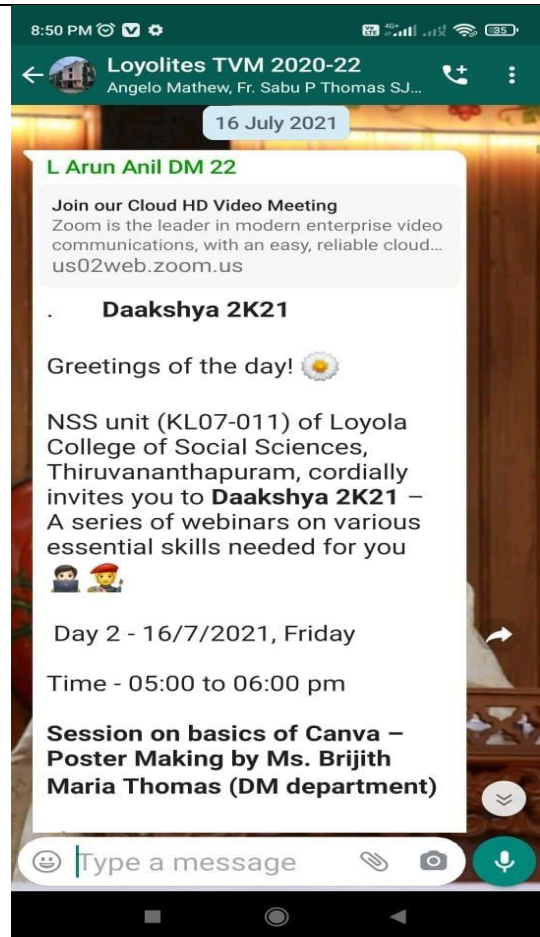
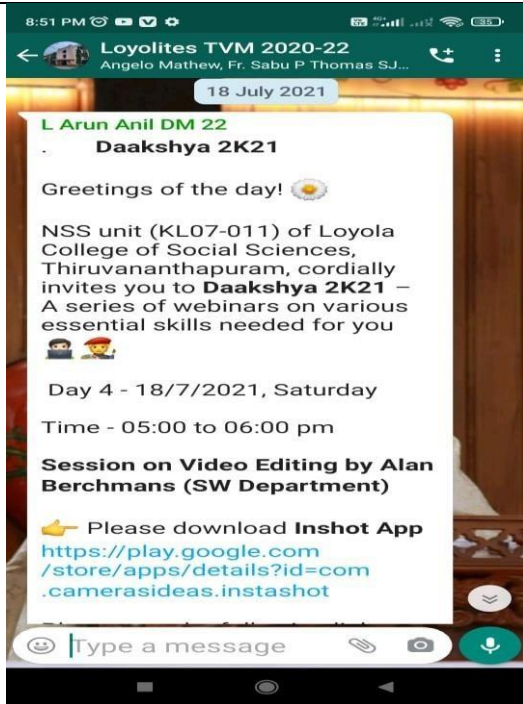General communications in students group

Participants …
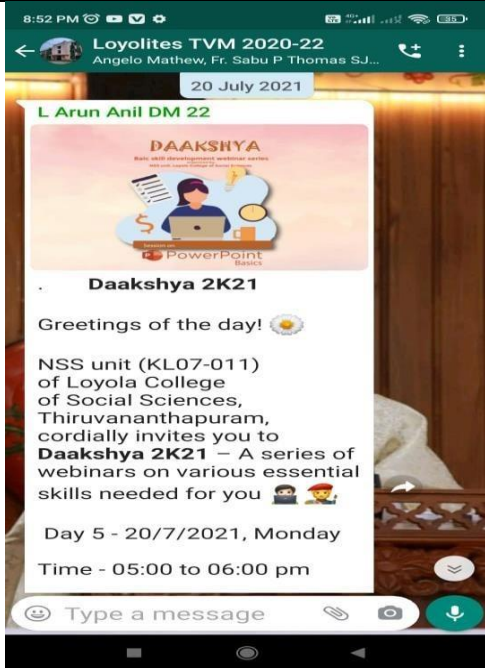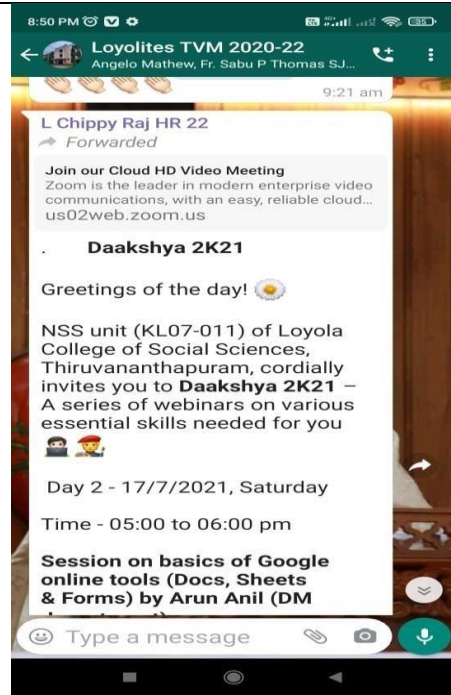


**Day 2- Poster designed as part of Canva training**



**Communication – 15th July 2021**
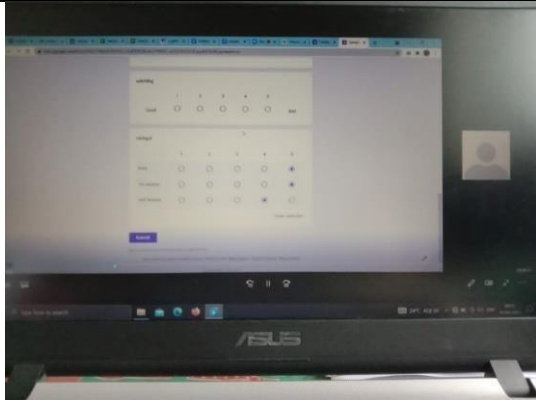


**Day 2- Communication on Canva Training**

Day 3 – Video Editing




Day 4- Power Point


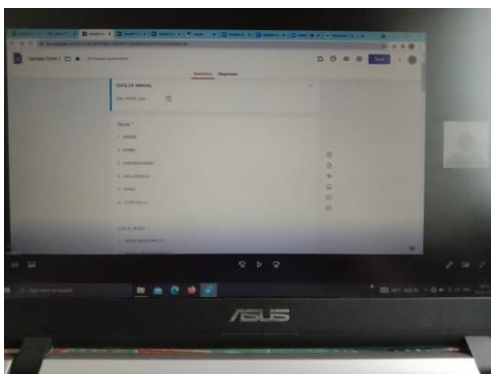Day 5- goole docs, forms etc
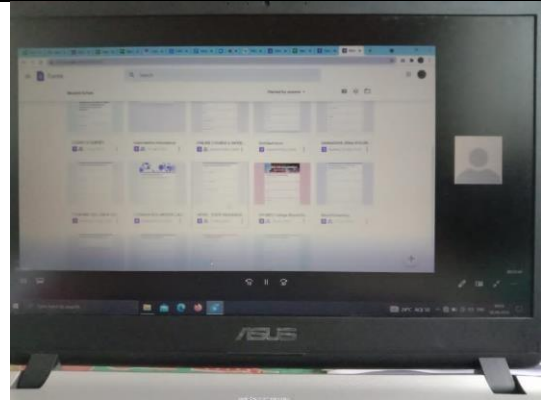
Day 5- google docs training
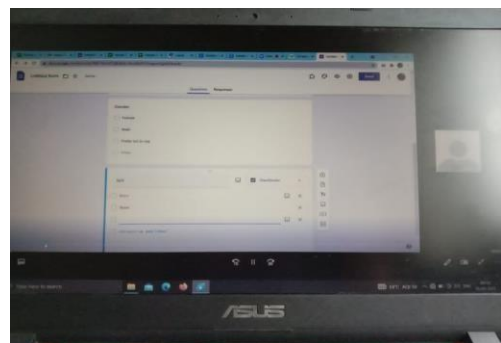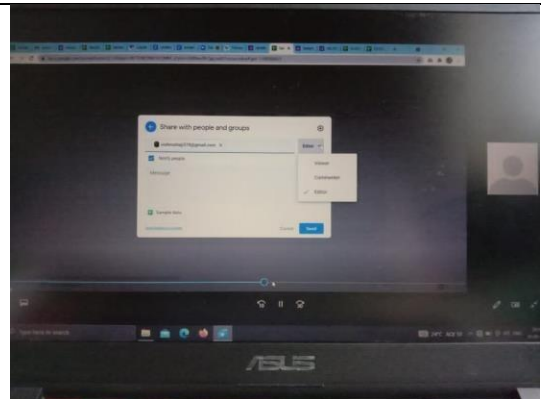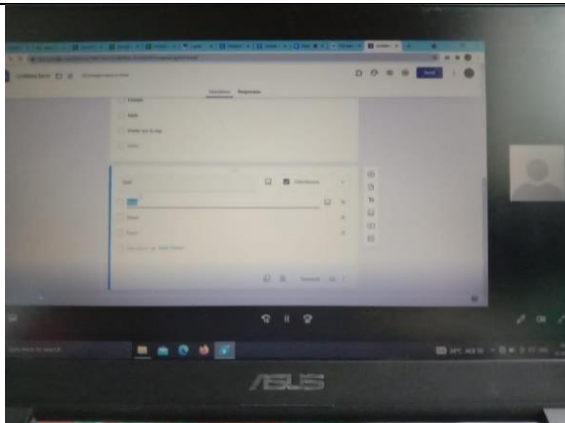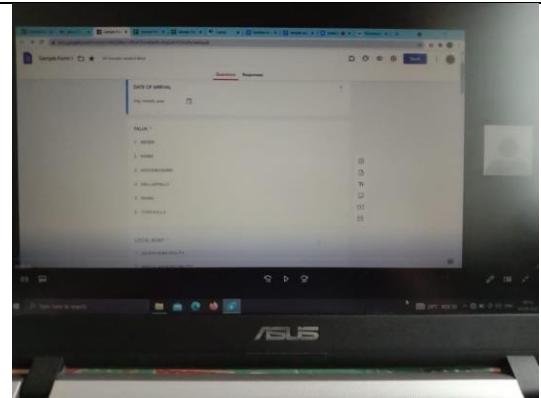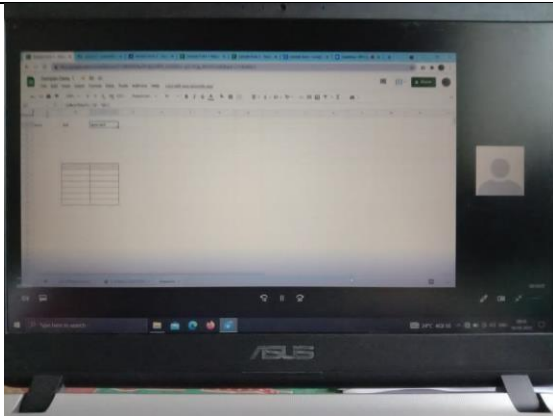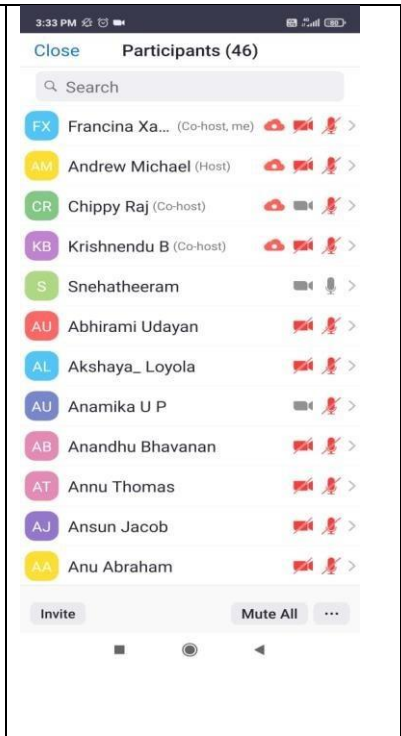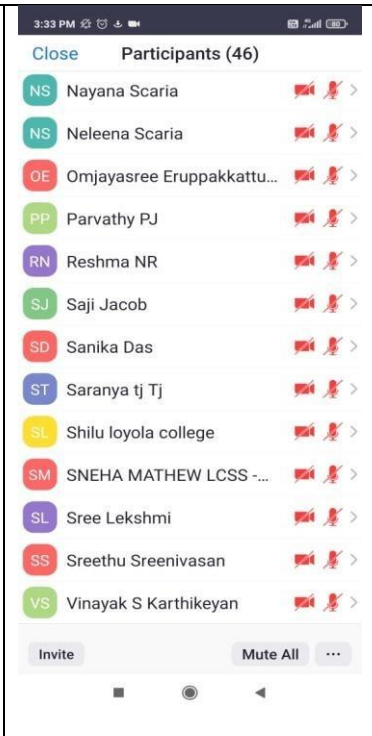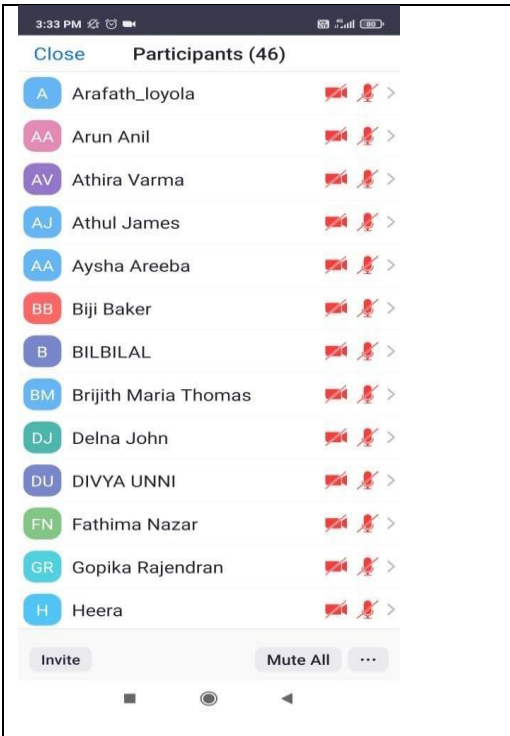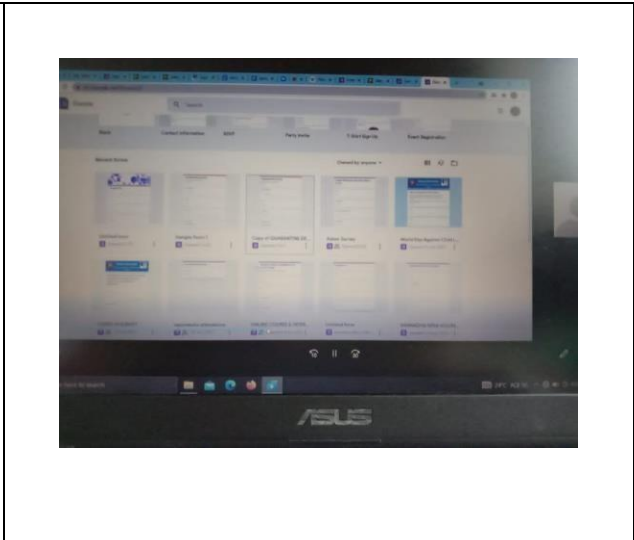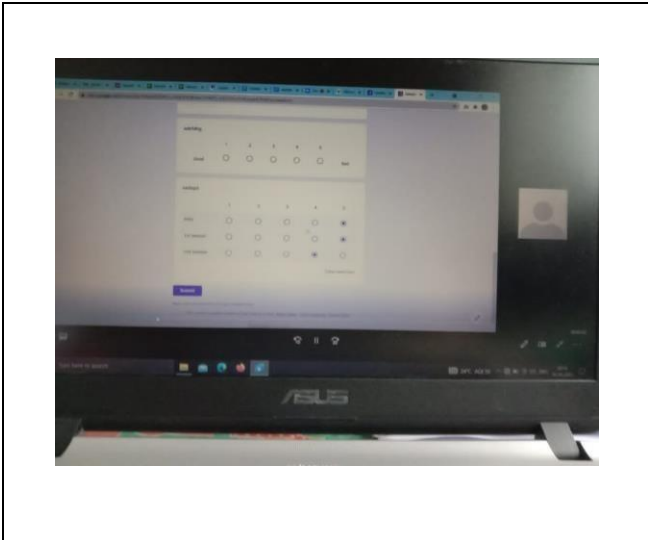
**Dr. Francina P. X**

**Programme Officer - NSS**

**Dept. of Social Work, LCSS**

# ICT  TRAINING

## DEPARTMENT OF DISASTER MANAGEMENT

**Date: 24-11-2021**

**Topic: Georeferencing using Q-GIS software**

Department of Disaster Management organized a half-day session on ICT (Information Communication Technology) and introduced the Q-GIS software and its practical applications. Dr. Joice. K. Joseph, Faculty, Department of Disaster Management conducted the session. The programme started at 9.00 AM. Dr. Joice explained the concept of GIS (Geographic Information System), types of geodata – vector and raster, freeware and commercial software for geospatial analysis. The importance of geo-reference was illustrated through introducing Q-GIS.

A geographic information system (GIS) is a system that creates, manages, analyzes, and maps all types of data. GIS connects data to a map as various spatial layers. Major types of data used in GIS can be administrative, socio- economic, environmental, hydrography etc. The history of GIS starts with Dr. John Snow who made a pioneering effort in spatially correlating contaminated water sources and Cholera casualties in 1854. . The other luminary in this field was Roger Tomlinson- often known as the father of GIS technologies- who developed the first computerized GIS that reduced workload from several years to several weeks.

The major components of GIS include hardware, software, skilled people, data, method and network. Among the freeware of GIS, Q-GIS is the most popular one. Among the commercial software ArcGIS is the most popular one. Other commercial software includes MapInfo Pro, Geo Media Professional etc. QGIS is a free and open-source cross-platform desktop geographic information system (GIS) application that supports viewing, editing, and analysis of geospatial data. Gary Sherman began the development of Quantum GIS in early 2002, and it became an incubator project of the Open-Source Geospatial Foundation in 2007.

As a part of the training programme, MSWDM students were divided into four groups and were asked to install QGIS software in their laptops. The various tools and interfaces of the QGIS software were explained. Each team was provided with a sample toposheet of

1:50000 scale for georeferencing. Georeferencing means that the internal coordinate system of a map or aerial photo image can be related to a geographic coordinate system. A geographic coordinate system is a coordinate system associated with positions on Earth (geographic position), so that that image can be used for further analysis.

The application of GIS in Social Work and Disaster Management was discussed. Using GIS and associated technologies professionals can develop various hazard zonation maps, vulnerability analysis, mapping of social conditions/spatial distributions, social planning, emergency planning, improving the delivery of social services, and ultimately for better policymaking. The session ended by noon.
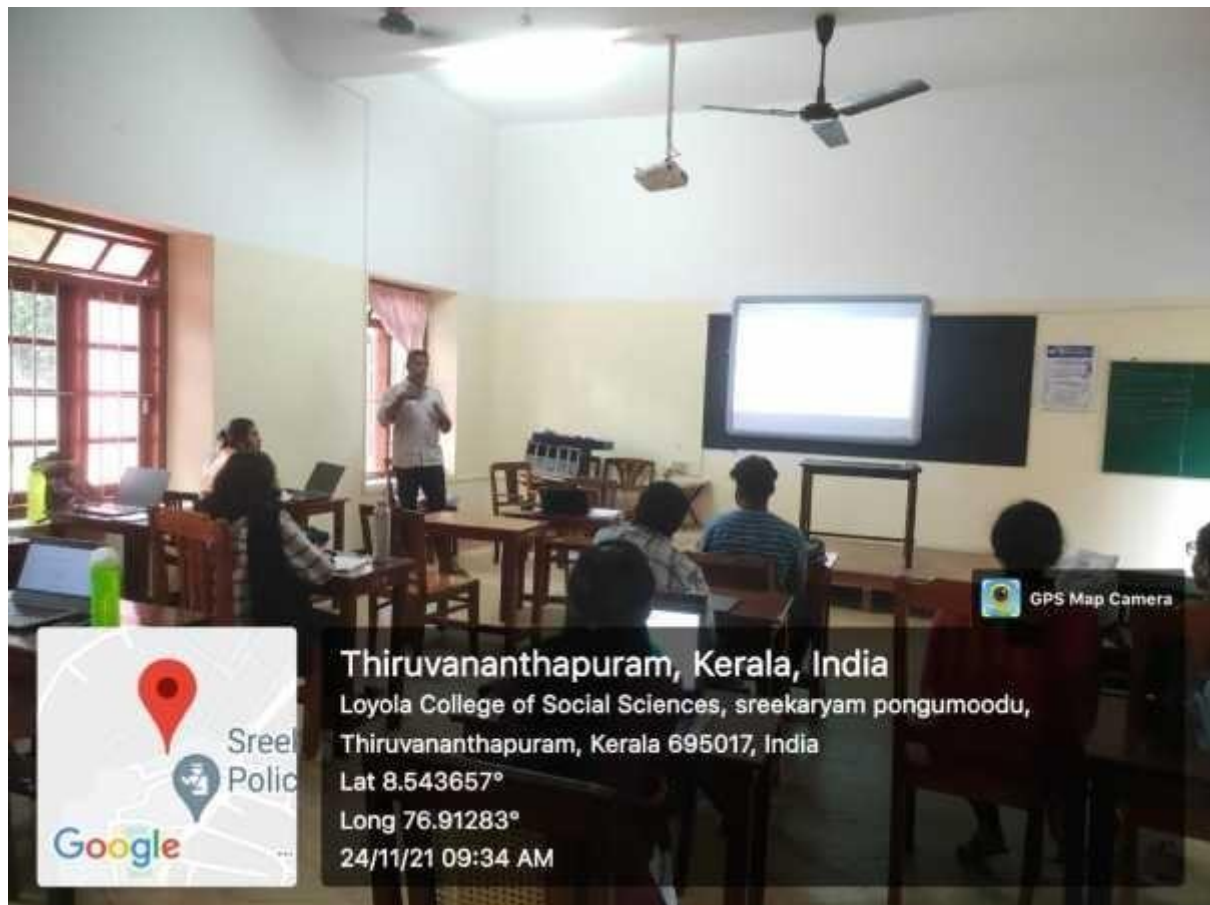


| List of participants | |
| --- | --- |
| **No** | **Name** |
| 1 | Abhirami S |

| | |
|---|---|
| 2 | Akshara Sobhanan |
| 3 | Aparna R |
| 4 | Arun Anil |
| 5 | Ashin P J |
| 6 | Bilbilal P Shaji |
| 7 | Brijith Maria Thomas |
| 8 | Delna John |
| 9 | Ebin Thomas Babu |
| 10 | Fathima N |
| 11 | Gopika Rajendran |
| 12 | Hima S H |
| 13 | Jilsha A B |
| 14 | Nayana Scaria |
| 15 | Neleena Scaria |
| 16 | Nithya Nibu |
| 17 | Roshen John Netto |
| 18 | Sam Santhosh Mathew |
| 19 | Sneha Mathew |

# Department of Counselling Psychology

## Loyola College of Social Sciences

## ICT based Use & Training Report

The department facilitates ICT based teaching and training. Students are given enormous opportunities to use ICT enabled tools to learn and interact for academic and experiential purposes. At the beginning of each course students are given orientation to learn and use ICT enabled infrastructure of the college. Initially the students are given departmental level training in using Moodle – Modular object oriented Learning environment (26/03/2021). Students are trained to use it for classroomlearning, assignment submission, seminar presentation, attending internal tests etc.. Student performance is graded and feedback is given.

Students are given training in using SPSS prior to their data collection and analysis. Excel training is provided by the college for the students. Students also engage in peer teaching mechanisms to learn to use various social media applications for academic use. Online teaching platforms make use of Zoom, and Gmeet, as primary source and the links for each class are updated in moodle. Mentimeter, Kohut, quizzz, edmodo are the recently used online sources for academic transactions. All students are familiarized with Microsoft Word and powerpoint creations. Various video and audio editing tools are also used by students and faculty – Filmora etc.

The department has a psychology lab that makes use of software to measure reaction time, span of attention, inhibition of memory and tools for the development of various psychological tests. The lab has 6 computer systems with networking for administering psychological tests even from remote locations. The classrooms are supplied with projector facilities. The department is now focussing more on the use of novel ICT based technologies including – a provision for cognitive lab.

1. AGRA S KUMAR
2. AJINA T
3. ALEENA ANDREWS
4. AMMU CHRISTOPHER
5. ANAKA RAJENDRAN
6. ANCHU A S
7. ANGITHA KRISHNA
8. ANJU S M
9. ANU ABRAHAM
10. ASNA SUBHAKUMAR
11. AVANI V S
12. AYSHA AREEBA
13. BIJI BAKER G
14. D S POOJA
15. FAYIZA FYZEE
16. JITHILA WILSON
17. NISHA S
18. OMJAYASREE ERUPPAKKATTU
19. SANIKA DAS A K
20. SREELAKSHMI P S
21. VAISHNAVI S
22. VARSHA B M

# ICT Training for Students

The M.A. Sociology second year students (20-22 Batch) were given ICT training which are necessary for doing their assignments, Seminar, Research & Data Collection and finally writing their thesis.

The training was given during the teaching hours as daily tips and no separate time or day was allocated specifically for it. The below were the topics covered and all the students from the batch benefited from it.

**Utilities in MS Office (Basic functions and formats in Word)**

      a) Line & Paragraph spacing

      b) Sort

      c) Text styles and clear formatting

      **d) Insert options**

      **e) Layout options**

      **f) References options**

          a) Table of Contents

          b) End note and footnote

          c) Citation and references

          d) Tables and figures

      **g) Review options**

          a) Comment

          b) Track change

      h) Grammarly

**Data Collection & Review Tool**

      a) Google Forms
      b) Mendeley
      c) DocTool

Thiruvananthapuram, Kerala, India
Loyola College, Sreekariyam - Aakkulam Rd, Bapuji Nagar, Pongumoodu,
Thiruvananthapuram, Kerala 695017, India
Lat N 8° 32' 36.294"
Long E 76° 54' 45.36"
06/10/21 02:01 PM



Thiruvananthapuram, Kerala, India
Loyola College, Sreekariyam - Aakkulam Rd, Bapuji Nagar, Pongumoodu,
Thiruvananthapuram, Kerala 695017, India
Lat N 8° 32' 36.294"
Long E 76° 54' 45.36"
06/10/21 02:02 PM

Thiruvananthapuram, Kerala, India
Loyola College, Sreekariyam - Aakkulam Rd, Bapuji Nagar, Pongumoodu, Thiruvananthapuram, Kerala
695017, India
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Long E 76° 54' 45.36"
12/10/21 02:06 PM



Thiruvananthapuram, Kerala, India
Loyola College, Sreekariyam - Aakkulam Rd, Bapuji Nagar, Pongumoodu, Thiruvananthapuram, Kerala
695017, India
Lat N 8° 32' 36.294"
Long E 76° 54' 45.36"
12/10/21 02:04 PM

Thiruvananthapuram, Kerala, India
Loyola College, Sreekariyam - Aakkulam Rd, Bapuji Nagar, Pongumoodu, Thiruvananthapuram, Kerala 695017, India
Lat N 8° 32' 36.294"
Long E 76° 54' 45.36"
12/10/21 02:05 PM

1.   ABHIRAMIKRISHNAN.S

2.   AMAL DEV O B

3.   ANAMIKA U P

4.   ANANDHU B S

5.   ANGEL  RAJ

6.   ANJALI G P

7.   ANJITHA M C

8.   ARDRA  ANIL

9.   ARUN S B

10.  BHAGYA S KUMAR

11.  DIJA.M

12.  DIVYA UNNI

13.  DRISYA P LAL

14.  FEVI WILLIAM F

15.  GOURI LEKSHMI P S

16.  JANCY JOHNS S

17.  JINO P JOHN

18.  JINU CHANDRAJ R

19.  KAVYA B S

20.  KRISHNENDU B

21.  MARIAM JACOB

22.  RESHMA N R

23.  SALMAN

24.  SARANYA T J

25.  SREE SIDDHARTH M S

26.  SREELEKSHMI M V

27.  SREETHU  SREENIVASAN

28.  UNNIMAYA L K

**STUDENT RESOURCE PERSON PROGRAMME**
**2020**

Loyola asses each student as valuable human resources. Learning is best valued when it is shared. LAMPS have created a talent platform, where each student gets the opportunity to share his/her knowledge and skill expertise in various domains which can be linked to yielding competent management professionals. The program focuses on holistic development of our students in all quotients by learning beyond the curriculum.

**STUDENT ICT Training – Program I**

Course instructor: Ms. Agnes Riya Joseph

Topic: "SMART Googling"

Date: 19-Dec-2020

Main purpose of the session was to help the participants to get the most appropriate content from Google through smart surfing. Different techniques were discussed during the session.

Inorder to get the most appropriate content we need to use

1. different keywords like Pdf, xlxs, docetc.
2. The word filetype: should be used before using the above-mentioned keywords.
3. Double codes ("") should be used in the beginning and at last but before the word filetype:.
4. While searching we should not use connecting words like in,the, was etc.

Example: Battle feildroyale game players and their decision making skills in their workplace

We should search for the result in the following way.

"battlefield royale gamers decision making work place";filetype:pdf.

**STUDENT ICT Training – Program**

**II** Course instructor: Ms. Sahla

Quathoon Topic: Session on Advance

Excel

Date: 21-28 Jan 2021

**Session summary**

The session intended to give students an overall idea on different functions and techniques which could enable them to easily work with Microsoft Excel.

**Topics Covered**

- Selection (Whole sheet and Multipleselection)
- Naming Sheets
- Adding colour to whole sheet
- Merge cells
- Wrap text
- Auto sum
- Freeze
- Paste transpose
- Sort & filter
- Fill series
- Conditional formatting
- Colour scales
- Mean & Median
- Ranking
- Functions : And, Or, Not, If, If And, If Or, IFS, Sum if
- Vlookup

List of Participants

| 1. Agnes Riya Joseph |
| --- |
| 2. Ajay Sankar K U |
| 3. Akhila J |
| 4. Aleena Mathew |
| 5. Anoop Sunil |
| 6. Ansu Jacob |
| 7. Anu Anna Kurian |
| 8. Arunima Mdhusudhanan |
| 9. Bibin N C |
| 10. Fathima Anzar |
| 11. Greeshma Johnson |
| 12. Harikrishnan G |
| 13. Nibitha A |
| 14. Rays Mol K R |
| 15. Rizwana Sheikh A |
| 16. S Shreyas Viswadev |
| 17. Sahla Quathoon |
| 18. Shabna Fathima |
| 19. Soumya M V |
| 20. Sufina Siyad |

-

| IT Workshop Orientation for MSW Sem-2 | |
|---|---|
| **Objectives**:<br>   1.  Preparing the student for IT needs<br>   2.  Provide skills<br>        a.  Canva<br>        b.  Google-forms | |
| **Date** : 2 June 2021 | **Time**: 3.00-6.00 pm |
| meet.google.com/vtw-mscd-spz | |
| Resource Person: **Krishnendu B.S** | |

The batch of 2020-21_while in their Semester 2, were given an introduction to basic poster making with Canva and use of Google forms. This training was given as we saw a shift and compulsion to hostingmoreonlineeventsandtheinformationneeded to be circulatedcreatively & professionally. The department was also planning to host webinars as part of their field engagement.

Krishnendu started the session with introducing Canva in PC and as a mobile application. Canva was introduced as a graphic designing tool that is very easy to use & helps in creating amazing designs quickly.It is flexible and provides option on designs and templates for stakeholders:

- Teacher
- Student
- Personal
- Small Business
- Large Company
- Non-profit orCharity

The facilitator elaborated on different tools & its functions along with making a poster on share-screen. The students did make use of the question-answer section as they actually tried using the application and had first-hand doubts.

The same approached was taken in introducing Google forms as well. oogle Forms was introduced as a survey administration software included as part of the free, web-based Google Docs Editors suite offered by Google. The service also includes Google Docs, Google Sheets, Google Slides, Google Drawings, Google Sites, and Google Keep. The facilitator created a form on share-screen whileexplaining different tools & options to create formsfollowed by the question-answersession. The students were permitted to engage in creating posters and google-forms online and doubts were clarified. The meeting ended at 5.45pm.

**Sonny Jose Ph.D.**
2 June 2021

1. AARYA MATHEW
2. ALAN BERCHMANS
3. ALBY P J
4. ALIYATH SUMAYYA K Y
5. ANGEL MARIYA DOMINIC
6. ANN ROSE MATHEW
7. ANNU THOMAS
8. ANU BIJU
9. APARNA RAJ A
10. ATHIRA VARMA S
11. BIBIN Y. THOMAS
12. DEVIKA PRASAD
13. GOURI S NATH
14. HEERAKRISHNA R
15. HIMA ROY
16. JEENA S RAJ
17. JINCY BABY
18. JISNA J S
19. JOSEY JAMES
20. JOSHNI JOSE
21. JUMY GEORGE
22. K ANAKHA SOMAN
23. LIBIN VARGHESE
24. REJITHA RAVI
25. ROSEMARY PAUL
26. SREE LEKSHMI J. S
27. SREEHARI A K
28. VINAYAK S KARTHIKEYAN

# LIBRARY ORIENTATION

Loyola Knowledge Resource Centre (Library) initiates its clientele to its varied resources and services through orientation sessions, including hands-on training and a guided library tour. During each academic year, the librarian orients the freshers to the resources (print and electronic) and the services provided by the library.

The orientation usually starts with an introduction to the open-access nature of the organization of its collection, followed by a brief introduction to the Dewy Decimal Classification (DDC) Scheme, using which the books are classified and arranged. The shelf labelling and different collections (general, reference, Mathew Zachariah Collection, Joseph Chandy Collection, Dissertations, and PhD Theses) are introduced. Printed journals and general periodicals constitute another major resource in the print category. The alphabetical arrangement of the journals and magazines in the pigeonhole periodical display rack and general periodical display shelf is explained next.

The library provides twenty one computers in the reading area, networked with a server dedicated to students. The network password for using these computers is shared with them to help them to enter into the Local Area Network (LAN).

The library's CD ROM database collection (Census data, Spoken English, Bibliographic Databases, Journal CDs, and CDs of dissertations etc.) and its organization is explained. The library also provides remote and in-house access to electronic journals, electronic books, databases, and the digital library (a repository created using the open source software, Dspace). The prominent source of electronic resources (online journals, e-books, and databases) is NLIST of INFLIBNET. Librarian adds all the students as members of NLIST and helps them activate NLIST membership using the activation link and OTP. The library also has a subscription to e-journals and e-books. The user names and passwords are also given to them during orientation session. The steps for signing in, searching and downloading relevant items are explained to encourage them to use these authentic resources effectively. The access to online electronic theses of Indian Universities through Shodhganga is presented to them and makes them aware of downloading required information from this

collection. National Digital Library and other open access resources such as Directory of Open Access Journals (DOAJ) are also introduced. Students can access the leased line internet connectivity both in the wired and wi-fi modes. All the students are given a username and password for accessing the Internet through the gateway, Netspot.

The users are introduced to the digital library and make them members of this repository. The students are also introduced to various services such as issue, return, reprographic service, Online Public Access Catalogue (OPAC) search service, current awareness service, career and employment information service, and reference service. They are given focused training to use the library catalogue using multiple access points both through intranet and Internet.

Following the modified Browne system, the library follows a hybrid system for issuing and returning, incorporating barcode technology and borrowers' cards. Users are given orientation to these systems and the barcoded borrower's tickets.

The physical footfalls of the library are marked using a bio-metric punching system. During the orientation session, the thumb impression of each student is recorded in the bio-metric punching machine and gives them the training to punch during check-in and check-out.

The orientation session concludes by making them aware of general library rules such as the use of property counter, overdue charges, importance of quiet ambience in the library, and finally take them around to show the different sections of the library.

| Date | No of Participants |
|------|--------------------|
| January 18-22, 2021 | 121 |
| July 24-26, 2019 | 88 |

# From The Archives