

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 1st July 2016 to 30th June 2017

of

**Rajagiri College of Social Sciences (Autonomous),
Rajagiri P.O., Kalamassery, Kerala 683104**



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

**P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi,
Bangalore - 560 072 India**

Date: 06-11-2017

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution **Rajagiri College of Social Sciences
(Autonomous)**

1.2 Address Line 1 **Rajagiri P.O.**

Address Line 2 **Kalamassery**

City/Town **Kochi**

State **Kerala**

Pin Code **683104**

Institution e-mail address **admin@rajagiri.edu**

Contact Nos. **0484-2555564/2911321**

Name of the Head of the Institution: **Dr. Binoy Joseph (Principal)**

Tel. No. with STD Code: **91-484-2555564**

Mobile: **9446919144**

Name of the IQAC Co-ordinator: **Dr. Mary Venus Joseph**

Mobile: **09447134579**

IQAC e-mail address: **admin@rajagiri.edu**

1.3 NAAC Track ID (For ex. MHCOGN 18879) **KLCOGN15139**

1.4 NAAC Executive Committee No. & Date: **EC/63/RAR/26 dt. 23-3-2013**

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: **www.rajagiri.edu**

Web-link of the AQAR: **http://rcss.rajagiri.edu/site/static/page/iqac**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Five Star	NA	2000	5 Years
2	2 nd Cycle	A+	NA	2007	5 Years
3	3 rd Cycle	A	3.70	2013	7 years

1.7 Date of Establishment of IQAC :

15-09-2003

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 30/10/2014 (DD/MM/YYYY)
 ii. AQAR 31/10/2015 (DD/MM/YYYY)
 iii. AQAR 30/10/2016 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deeme Privat

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- **Computer Application**
- **Library and Informtion Science**
- **Social Work**
- **Psychology**

1.11 Name of the Affiliating University (*for the Colleges*)

**Mahatma Gandhi University,
Kottavam. Kerala**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="Yes"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="Yes"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="14"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="5"/>
2.3 No. of students	<input type="text" value="9"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="5"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="5"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="3"/>
2.8 No. of other External Experts	<input type="text" value="4"/>
2.9 Total No. of members	<input type="text" value="48"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

- All the schools have departmental meetings on all the working Tuesdays. Besides semester wise meetings are held for the non-teaching staff and parents. The elected students Council have monthly meeting of the Executive Body. In addition to the Quarterly Executive Committee meetings, the institution has a strong Alumni Association which meets annually.

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. Of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

INSTITUTIONAL ANNUAL PLANNING

The **Annual Academic Retreat, Bodhi 2016-17**, for the faculty members of Rajagiri College of Social Sciences and Rajagiri Business School was held from 25th to 29th April 2016. The orientation for the retreat was held on 25th April at Valley campus. Session 1 and 2 were led by Dr. Cyriac Thomas, Former Vice Chancellor M G University. Sessions 3 and 4 were given by Dr. N Jayasankaran, Adviser, NMIMS University, Bangalore. The four days programmes were held at Tea County, Munnar., the first two days for faculty members of Valley Campus and the last two days for faculty members of Hill Campus.

RESEARCH, CONSULTANCY & PUBLICATION

TECHNICAL AND FINANCIAL SUPPORT TO THE FACULTY MEMBERS

- Presentation in National and International Conferences
- Publication of Research Projects
- Faculty self development initiatives
- Midterm and end term evaluation by students
- Faculty Self evaluation
- Rajagiri immersive learning experience

Alumni Home Coming Day organised annually

- Thursday, 26th January 2017 at Rajagiri Valley Campus, Kakkanad

CONTINUOUS FEEDBACK OBTAINED FROM THE STAKEHOLDERS, STUDENTS, PARENTS AND EMPLOYERS

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action Decided during the academic Retreat – Bodhi 2016	Achievements at the end of the academic year (June,2017)
INSTITUTION LEVEL	
Achieving Potential for Excellence Institution Top Ranking at the National Level	Rajagiri college of Social Sciences (Autonomous) has been ranked 25th best in the country, 3rd best for Teaching, Learning & Resources and 12th for Outreach and Inclusivity in the National Institutional Ranking Framework (NIRF) by Ministry of HRD, Government of India
Institutional Policies for admission, faculty development, conduct of examinations etc	All the policies drafted and discussed during the faculty council meeting. Suggestions invited and the final policy in place. <ul style="list-style-type: none"> • Common Admission policy • Career Growth Plan for Teaching staff • Faculty Development Policy • Faculty Development Appraisal Policy • Recruitment, Selection & Induction Policy • Research and Publication Policy • Teacher Evaluation Policy • Examination Policy
Preparation of detailed Course Plan and learning outcomes for each course	On time completion of curricular activities Students are informed about the learning outcomes and course requirements in the beginning Teaching methodologies
Promotion ICT enabled teaching learning practices	At least one course per faculty in a semester delivered using Moodle At least one MOOC course completed by each student in an year
Inclusion of experiential learning methodology	Activity based/team assignments in any one course in each semester
Enhancing the social sensitivity of the students	Independent social sensitization camps were held in remote villages of Idukki and Palakkad districts during the month of August.
To introduce system for rewarding top performers by sending them for paper presentations and seminars	Advanced learners get opportunities for excel

Additional learning support for weaker students	Academically weaker students obtain additional support for learning
Exam calendar and academic calendar	Timely implementation of planned programmes
To encourage the eligible faculty for research guideship for Ph.D and M.Phil.	Eligible faculty has applied for guideship under M G University.
Encourage all faculty members for joint research projects with the faculty members of foreign universities having tie-up with Rajagiri.	Research programmes undertaken in collaboration with foreign universities
Familiarizing the vision and mission of the college	Induction week for the newly admitted students across the departments was organized with a thrust on the vision and mission of the college.
Enhancement of the employability of the graduating students	The departments had charted out a plan in this regard and were implemented during the academic year. - Turning point - Mpower - Organized NET Coaching
Industry Interaction: To get acquainted with technical institutes and industry to bridge the gap between industry and academic institutions	- An interactive session on “Expectation from IT professionals from the early years” was conducted by Dr. Benny Joseph, Chief Executive Officer, Jubilee Mission Hospital, Medical College & Research Institute on July 22nd 2016. - Organised an industry interaction program on 10 th Jan 2017 and resource person was Mr. Hirosh M. Hussian, CEO and Managing Director, Crease Technologies, Technopark, Trivandrum.
Significantly increase the diversity of student profile in terms of academic background and geographical spread.	Conducted “Unleashing Excellence” workshops and 'Walk with Scholar' programme within and outside the state Conducted workshops within and outside the state which helped to increases the diversity of student profile in terms of academic background and geographical spread.
Student Progression Increase in number of projects undertaken for industry with the collaboration of students Increase in number of students involved in the research & consultancy undertaken by the institute	- 74 students have done live projects with 10 companies (duration 4 days to 3 weeks, one project was with stipend) - Students were involved in the research & consultancy with faculty members - Learner centric methodologies have

Creation of a focused academic system which transforms an average student into an exceptional student Creation of more avenues for a better teacher-student-industry interaction	been adopted to give students hands on experience in the Learning Outcomes that are being measured - Industry Visits & Concurrent Field Work
Significantly increase the diversity of faculty through new hires and enhanced retention efforts.	Both Keralite and Non- Keralite faculty members with PhD were recruited
Increase the size and quality of faculty in strategically important academic areas by strengthening domain area expertise.	In order to enhance the teaching content across various subjects a number of faculty with PhD were recruited and thus bringing down the faculty students ratio.
Develop and implement policies to retain highly valued faculty	Faculty handbook was brought out containing details of all the aspects of faculty job, responsibilities, incentives, promotion policies etc
Devise and implement new mechanisms or policies for rewarding outstanding faculty and for continually assessing faculty performance as scholars and teachers.	Incentives have been offered. Continuous assessments were done in faculty performance as scholars and teachers.
Create and sustain a culture that supports teaching excellence in all academic units.	Faculty have undergone several faculty development programmes on teaching methodology over the year to train them in case study teaching and other learner centric methodologies
Provide a more unified and shared educational experience for Rajagiri graduates.	Adopted Learning Outcomes based on the vision and mission and programme objectives of each programmes.
Strengthen the educational impact of international opportunities and experiences for students	In order to benchmark the students at a global level the peregrine exam was introduced.
Create world class infrastructure befitting the delivery of most relevant and contemporary business management knowledge.	Aesthetic conditions are monitored regularly. SOPs for BYOD was circulated to students and faculty members.
Rubrics for assessment to be revised based on professional competence (CSWE – EPAS) and learning outcomes	Assessment in tune with learning outcomes and global standards
Proposed for the curriculum revision during the academic year 2018.	The department level preliminary discussion in this regard was held.
Individual attention for all students by the faculty members	Student mentoring integrated with weekly academic schedule
Special attention for Slow Learners	Remedial Classes were organized by the

	departments.
Skill enhancement programmes for the students	Each department planned and offered additional add-on programmes

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

(General Council and IQAC Committee)

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2			
PG	6	1	3	16
UG		2	4	17
PG Diploma	1			
Advanced Diploma	0			
Diploma	0			
Certificate	0			
Others (M.Phil in Social Work)	1			
Total	10	3	7	33
Interdisciplinary	2 (Psychopathology and Web Designing)			5
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

BSW & B.COM & BBA	-	CBCS
MSW, MCA & M.PHIL	-	ELECTIVE OPTION
BLISc & MLISc	-	CORE
MBA & MHRM	-	ELECTIVE OPTION

BSc Psy, MSc Psy - CBCS
 PGDCSW - ELECTIVE OPTION

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

- **Feedback from Stake holders: Parents**

Academic Performance Reports based on the Internal Assessment Tests are sent to the parents at the end of each semester. The parents are met individually in some cases to obtain their feedback. School of Social Work and School of Computer Applications convene at least one parental get-together of each of the batches, where their feed back is collected, and where they are informed about the progress of the programme and their respective wards.

- **Feedback from Stake holders: Alumni & Employers**

A structured feedback form is used to collect employer feedback by the placement cell. Besides this, the college hosts employer's meet to discuss the student performance with the employers. The Alumni meets are organized occasionally in every chapter and their feedback on the various academic programmes and the achievements of the college are exchanged and acted upon. The alumni meet of Rajagiri College of Social Sciences was held on January 26, 2017 at Rajagiri Valley campus, Kakkanad

- **Feedback from Stake holders: Community and Field work Organisations**

Annual Fieldwork Agency meet provides the opportunity for the institution to collect feedback from the Agency and Community representatives regarding the performance of the students and the institution.

- **Feedback from Stake holders: Industry**

For the management students feedback is received from the organizations they are placed for their projects, which would help in judging their performance, and also in various aspects of the programmes. Feedback is also received from industry in the course of all forms of institute-industry interaction undertaken by the college.

- **Student Feedback:**

The College takes a mid-term feedback from the students through a computerized structured feedback form. An open-house session at the end of the semester with all the faculty members of the department and the concerned batch is held to take a final review.

Feedback Follow Up

Feed back from various stakeholders are consolidated and discussed in the College-level meetings. In the light of these findings, additions are introduced in the existing courses. New courses are suggested and model syllabi are developed in the form of core courses or electives. These are presented to the concerned bodies (e.g., BOS). Each faculty member is briefed about

the feedback on his/her teaching methodology and overall performance as indicated by the student and peer evaluation so as to enable self-improvement.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

BLISC	Updated the regulations of BLISc (under Processing)
MBA	Syllabus revised Board of Studies meets every six months and evaluates the semester wise results. The syllabus is changed every three years. New papers are added or deleted based on the emerging Business environment.

1.5 Any new Department/Centre introduced during the year. If yes, give details. **Yes**

- Psychological Testing Centre/Lab
- Institute of Inclusive Innovation

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal)
87	73	10	3	1

2.2 No. of permanent faculty with Ph.D.

32

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6									

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest 43 Visiting Temporary

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	11	15
Presented papers	4	8	12
Resource Persons	16	4	32
Total	25	23	59

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Preparation of detailed course schedule incorporating graduate attributes and learning outcome of the respective courses, in advance to the commencement of the semester, which is given to the students. Discussions based on graduate attributes and learning outcomes are held during the class hours.
2. Competency based field immersed learning and evaluation is a new added teaching learning process.
3. In addition to the assignments based on contents of the syllabus students are encouraged to complete atleast one or two MOOC courses.
4. ICT enabled assignments are added to the existing teaching learning process through video presentations, poster designing, etc.
5. Competency assessment of students to identify skill in Accountancy and English. (B.COM)
 - Theatre in classrooms
 - Symposiums wherein Senior Students imparts knowledge to Juniors
 - Poster presentations

Community outreach programmes

Know your neighbourhood programme – as an induction to the social work training.

Social sensitisation programme

Community neighbourhood clubs formation.

Community campaigns in association with local self governments and other agencies – medical camps, eye camps, awareness programmes, sensitisation programmes on drug usage, elderly camps, children educational camp.

Video Classes - Classes are supplemented with videos on specific topics

Activity based teaching

Course plans were modified to reflect the move towards *competence based approach*.

The Rajagiri Immersive Learning Experience is a pedagogical innovation. Along with academics, students are exposed to programmes and activities which prepare them to manage and lead in challenging environments.

The MBA/ MHRM programmes have implemented Learning Outcome (LO) based evaluation which is linked with the internal assessment marks which is a part of the total marks. The institute adopts the ACBSP standards.

There are 6 core competencies (Graduate Attributes- GA) which every management student should attain when he/she completes the respective programmes (MBA or MHRM), which is derived from the Vision of School of Management- RCSS. Based on the graduate attributes each programme (MBA/MHRM) has its separate vision, mission, programme learning outcomes (PLO) and domain learning outcomes (DLO).

Each subject taught semester-wise (in either MBA or MHRM) has to have three learning objectives/outcomes (LO). Two of the Learning outcomes are compulsorily taken from the PLO and the remaining one learning outcome is specific to each domain (functional area) (DLO) which every subject is identified to earlier.

The specific learning outcome subject wise (both PLO and DLO) are measured on one specific tool chosen from an umbrella of different tools identified in advance for each programme. The detailed course

outline given to the students before the start of the semester explains how each PLO/DLO is measured (tool and rubrics are specified).

At the end of the course, for each subject taught under MBA/MHRM programme, there is a measured score on the learning outcomes which is added to the internal written examinations marks, making the total internal assessment marks.

Assessment Development Centre (ADC)

- The objective of ADC is to benchmark students on the level of GA at the beginning of the course. Senior HR personnel from across India come to campus for this assessment exercise. Each student is assessed through a basket of exercises that measure the student in each GA.

International Benchmarking

- Students take an international business test (Peregrine) which benchmarks them against their counterparts globally. This test has been approved by ACBSP the international accreditation agency for Business Schools.

Institutional Analytics

The Office of Institutional Analysis continuously analyses the data from students and stakeholders to bring in required changes on the basis of the analysis results.

Incubation Cell:

Rajagiri incubation centre aims to create an ecosystem for promoting entrepreneurship among Rajagiri students and provides a platform for emerging start-ups from campus. With the aim of inculcating entrepreneurial skills in the minds of students and young innovators, the Incubation Cell was created. The Cell offers opportunity to budding entrepreneurs to interact with successful entrepreneurs from various segments. Rajagiri organizes training programs, seminars, and initiative for starting enterprises and actively participates in initiatives like Boot Camp, Incubation Centre, Entrepreneurship Summits and association with Start Up village, TiE, CII etc. RBS has strong tie up with Technopark TBI under Govt. of Kerala for startup in the field of IT and with Kerala State Industry Development Corporation (KSIDC) for non-IT start-ups.

Group Learning Centre:

The Group Learning centre facilitates teamwork and group activity. They are used for group presentations and training.

Foreign Language Training:

Rajagiri, offers students the opportunity to master foreign languages. Currently foreign language courses are being offered in Italian, French and Korean by foreign instructors. This equips students for the semester-abroad programmes in European and Korean Universities.

Industrial Interaction:

Corporate heads from MNCs regularly interact with the students and enlighten them on the tried and tested avenues of modern business. Enriching industry interaction sessions with professionals give students insights into the tried and tested avenues of business. The students are also active participants in the interaction programmes conducted by National Institute of Personnel Management (NIPM), Society for Human Resource Management (SHRM) and Kerala Management Association (KMA).

Communication Training:

An intensive communication programme that progresses from language training to oral communication training in presentation skills, group discussion and interviews has been implemented across the semesters.

Recognizing the important role played by communication in today's business environment, the facility of a Communication Laboratory has been set up that extends special courses in the areas of Organizational Behaviour, Business Communication, individual and group behaviour sessions, presentation skills and interview training.

Rajagiri-Kalypso Outbound Training Programme:

The Rajagiri-Kalypso Outbound Training Programme (OBT) is designed to bring out management skills like planning, organizing, decision making, communication, team building and adaptability in the students. The harshness of the natural environment inculcates hardiness and discipline among students

2.7 Total No. of actual teaching days during this academic year

230

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- New exam cell started functioning
- Open book exam for M.Phil
- Internal exams based on objective type multiple choice questions
- Barcoding is under progress.
- Upload of answer scheme before camp valuation
- Online examination using Moodle Software is conducted by individual member of faculty.
- Additional and Chief valuation
- Online Multiple Choice Questions
- Photo copy of answer scripts permitted on request
- Coded and sealed papers are used for examinations for internal as well as end semester examinations

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study 30 /Faculty 3 /Curriculum Development workshop 6

2.10 Average percentage of attendance of students

98 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	118	-	61.86%	1.69%	-	63.55%
MHRM	35	2.86%	68.57%	-	-	71.43%
MSW	58	3.45%	82.76%	6.90%	-	93.10%
PGDCSW	6	-	83.33%	-	-	83.33%
BSW	36	16.7%	61.1%	13.9%	-	91.7%
MCA	44	15.91%	68.18%	-	-	84.09%
BLISc.	20	10%	60%	5%	-	75%
MLISc.	14	7.14%	71.43%	-	-	78.57%
M.Phil.	8	-	50%	-	-	50%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

<p>Contribution</p> <ul style="list-style-type: none"> • Weekly Department council where faculty members review and present quality related journal articles • Course Plan compulsory – Preparation and distribution to students • Student attendance – monitoring through Fedena software • Deputing faculty for enrichment programmes inside and outside the State /country • Continuous assessment – scheduling • Results of the students- analysis • Add-on courses /value added programmes • Paid research leave for research related activities. • Paid conference/seminar/workshop leave to be granted based on management discretion. • Support for the challenged • Extra curricular activities • Award based on overall performance • Institutional library access and information resources to support research, teaching and learning. • Individual computers for all faculty members. • Paid research leave for research related activities. • Paid conference/seminar/workshop leave to be granted based on management discretion. • Add on programmes for career development which include scholarship, degree/diploma's etc. • Semester Toppers are recognised by cash awards. <p>Monitor:</p> <ul style="list-style-type: none"> • The parameters that faculty member has set down as evaluation criteria in the respective course plan of each subject is cross checked to ensure that the criteria have been carried out • Submission of written assignments are through formal channels to ensure timely submission. • A class review is carried out at faculty and student level twice during a semester to ensure that the teaching learning process is maintaining the prescribed quality. A discrepancy note is sent to faculty by the Principal if anything is found amiss.
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Evaluation:

Faculty Evaluation:

The college management committee evaluates teaching and research performance of the teachers. Teacher's performance is evaluated at the end of each semester, by getting periodic appraisals done with the help of computerized Performance Appraisal Format where the feedback is collected from the students by the Principal.

In addition, an annual self-appraisal is done using prescribed format. Peer evaluation is also introduced so as to get an objective feedback on the various aspects of faculty functioning in the institution. The faculty member undergoing special training has to present their learning in the school level faculty council meetings.

Research contributions of the faculty are evaluated and necessary incentives and support are provided.

All the programmes conducted by the college are evaluated twice a semester by the students. A structured format is used to assess the performance of teachers which give the individual teacher an idea on his/her strength and weakness. The guest faculty members are also included in this evaluation.

Student Evaluation

Students are evaluated at two levels. A consolidated marklist comprising of internal marks and external exams decide their promotion to the next level. Beside this the marks attained on Graduate attributes from internal assessment as well as external assessments come into their mentoring file. All other individual contributions, certification courses undertaken etc all are recorded in the mentor file. Institutional analysis of GA scores are also done to decide the improvements required at institution level.

Yoga:

Yoga is an integral part of Rajagiri life for keeping the students mentally and physically fit. All the students are given intensive training in yoga and meditation. At the end of the training, certificate is issued to the students.

Vanavasam:

The 3-day camp is organized as part of the curriculum and is as its name suggests an experience of living in the forest. An exercise in meditation and self-realization, Vanavasam seeks to help students to get in touch with their inner self.

Social Sensitization Camp:

It has grown out of the institute's commitment to social causes. It is meant to enable students to creatively address social issues involved in social work and management.

Pre-Placement Training:

Pre-placement training is imparted by internal and external trainers to equip the students to face interviews during the placement process. The students who require special attention and grooming for placements are given training for a week.

Facilitates Student professional Meets -*Inflora, Splendore, Psyesta, Catalysis*'

Inter collegiate student fests / programmes/ competitions are conducted by the students of various departments on a grand scale with a maximum participation of students from colleges across India.

Enrichment Programs:

College adheres strictly to an academic schedule that creates a strong knowledge base in the necessary disciplines. Keeping this in mind, the students are given training through the week in skill that they develop through activities or through instruction.

- The parameters that faculty member has set down as evaluation criteria in the respective course plan of each subject is cross checked with the consolidated mark sheet submitted by the faculty to the examination office.
- A quality check is also done to see whether all assessment criteria have been assessed in a suitable manner.
- The Quality Assurance Cell also ensures that the midterm and end term examination papers and assignments have been assessed and given back to the students before the consolidated mark list is submitted.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses (UGC)	2
UGC – Faculty Improvement Programme	0
HRD programmes	7
Orientation programmes	0
Faculty exchange programme (International & National)	17
Staff training conducted by the university	3
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	5
Others : Faculty Development Programme	20

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	60	--	--	--
Technical Staff	26	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

TRAINING PROGRAMMES/WORKSHOPS FOR FACULTY MEMBERS

- Writing for publication-Workshop for faculty members on 20-06-2016
- Hands-on-training for using the EBSCO database of journals held on 20th January,2017 for faculty members
- Two day National workshop on Research Report writing-School of Library and Information Science in association with KLA Ernakulam Region jointly organized a Two Day Training cum Workshop on Research Report writing on 17&18 February, 2017. The workshop was handled by Dr. K.Mohanakumar, Former Prof. & Head, Department of Atmospheric Radar Research, CUSAT.
- Basic Statistical workshop

RESEARCH COMMITTEE MEETING OF THE CENTRE FOR DOCTORAL RESEARCH was held on Thursday, 2nd February, 2017 at 10.00 a.m. The members Present were Dr. Binoy Joseph, Principal, RCSS-Chairman, Dr. Joseph I. Injodey, Executive Director, RCSS, Dr. Fr. Varghese K. Varghese, Dean RCBSR & Guide (Soc.wk), Dr. Celine Sunny, Ex.Director, Research Institute & Guide (Soc.wk), Dr. Fr. Saju M.D, Social work, Dr. Sam Thomas, School of Management, CUSAT-External member, Dr. Mary Venus C.J., Dean – Research-Convener.

Following decisions were taken-

Advanced Doctoral scholars can prepare a teaching/Training module in their field of research in discussion with the Guide and HOD and deliver the same as a 1credit Certificate course (15 hour) .The Student Evaluation can be taken and a certificate of appreciation can be awarded to the scholar by the Doctoral Centre/ Department of Social work.

Full time scholars to present before the research Committee/Expert at the end of the third year after their Registration

An Institutional level Research Ethics Committee (CREC) to be formed to review of all proposals for research which involve human participants and materials derived from human participants .The College Research Ethics Committee (CREC) is responsible for reviewing applications from staff and research Scholars from RCSS. The REC to meet twice a year to review applications. The applicants may be asked to complete a form and to provide participant information sheets and consent form, in addition to details of the research proposal. The Ethics Committee clearance to be made essential when a research proposal is to submitted by a research scholar or a faculty member.

Rajagiri Research E-news letter-

Academic Retreat-18th April, 2017. Dr.Fr.Saju CMI, Educational Counsellor, SH Province & Asst.Professor, Department of Social Work Rajagiri College of Social Sciences (Autonomous) released the first issue of the Rajagiri Research NEWS-biannual e-news letter.

BI- ANNUAL REVIEW MEETING OF THE CENTER FOR DOCTORAL RESEARCH, RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS) was held on 3rd February, 2017 at Alex Hall from 9.30 a.m to 4.30 p.m.14 Doctoral scholars in social work presented their half yearly progress and six doctoral guides and professors were present

FELICITATION OF OUR DOCTORAL DEGREE HOLDERS IN SAMAVARTANAM,2017

Following Doctoral degree holders from our centre were felicitated during the graduation ceremony of the College on Saturday,27th, May,2017 at 3 pm at Kakkanad campus.

1.Dr. Febi Varghese, Managing Director, Kerala State Industrial Enterprises Ltd.Govt.of Kerala. awarded PhD in Management in 2014 on the topic “Management of Public Sector Undertaking in the Plantation Sector in Kerala: A Study with special reference to the Plantation Corporation of Kerala Ltd” under the guideship of Dr.Mukunda Das.

2. Dr. Mohan B, Asso.Prof, Operations, School of Business, SCMS awarded PhD in Management in 2015 on the topic “Energy careers for energy security of India – Investigation for an optimum mix” under the guideship of Dr. Dr. K.S. Chandrasekhar

3. Dr. Satheesh Kumar E.P , Deputy chief of HR, Air-India Express Division, awarded PhD in Management in 2016 on the topic “Human Resource Functions for better organisational health” under the guideship of Dr. K.S. Chandrasekhar.

4. Dr. Sreedhanya H.Thekkedath, awarded PhD in Social Work in 2016 on the topic “A study on the abuse and neglect of Elderly women living in families and old age of Kerala” under the guideship of Dr. Mary Venus Joseph.

Publication (Faculty) Policy has been developed and implemented.

Initiative is taken to undertake sponsored research projects with a view to promote scientific knowledge in the fields of Social and Management Sciences and to contribute to the formula of social policies.

PROFESSIONAL JOURNALS PUBLISHED BY THE COLLEGE

UGC approved two National level professional journals – *Rajagiri Journal of Social Development* and *Rajagiri Management Journal* . It has been continuously being published without any default.

LIVE PROJECTS & CONSULTANCY

Rajagiri takes up consultancy work for a wide range of companies from different industry verticals. Rajagiri helps transform the clients’ business practices using proven methodologies to ensure organization capabilities are enhanced. We strive to help our clients realize business value through process and leadership transformation. Faculty members from various functional areas work with clients to optimize their performance and help them achieve their objectives.

RAJAGIRI TALENT ADVISORY SERVICES (rTAS)

The People Consulting entity, rTAS is a collaborate endeavour between the Rajagiri College and Research Institute Rajagiri. The Research Institute creates opportunities for the growth and development of local entrepreneurs through its innovation hub, conducts management research and undertakes innovative

consulting and training projects in various sectors and streams of management. rTAS provides end-to-end solutions dedicated to solving complex people and associated organizational issues.

CSR ADVISORY AND FACILITATION SERVICES

Corporate Social Responsibility is an emerging area across the country ever since the rule is being amended in the Companies Act 2013. Various Live Labs hosted by Rajagiri College of Social Sciences have been contributing substantially in the NGO movements of the state from late 80s and completed various projects in education, woman empowerment, social research, integrated child development, to mention a few . The rich experience and synergy of professionals and academia have resulted in delivering various sustainable projects in association with World Bank, Government of India, Government of Kerala, Public Sector Units and the private sector organizations. Recognising the outstanding achievements in the area of CSR, National CSR Hub has partnered with the college since February 2015 in turn to associate with corporates to position the society, environment and economy at world standard. The CSR consulting team provides end to end services for the clients to achieve its objective of Social Responsibility.

MANAGEMENT DEVELOPMENT PROGRAMMES

Rajagiri MDP Centre has been conducting a series of Management Development Programmes catering to different organizations across industry domains. It has also delivered customized Management Development Programmes and skill-focused workshops with the aim of enhancing organizational effectiveness. The Centre has a team of professionals who are passionate about training and conducting Management Development Programmes using unique methodologies to help the participants to improve their productivity in their sphere of operation

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	--	-
Outlay in Rs. Lakhs	13,00,000	653,550.00	--	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	1	--	--
Outlay in Rs. Lakhs	285000.00	6,80000.00	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	3	0
→ Rajagiri Journal of Social Development			
→ Rajagiri Journal of Management			
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings	1	2	
<i>Rajagiri Research NEWS</i>		2	
Books published by Faculty members			2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	2016-2017	<ul style="list-style-type: none"> • Mapping of Child Care Institutions in Kerala • Kerala Commission for Protection of Child Rights • UGC-UKEIRI • ICMHSR 	22353550	22353550
Minor Projects	2016-2017	<ul style="list-style-type: none"> • UGC • Kerala Commission for Protection of Child Rights • Kerala State Higher Education Council Research Project 	965,000	965,000
Interdisciplinary Projects	2016-2017	<ul style="list-style-type: none"> • Ministry of Women and Child Development, Govt. of India • Indian Council of Social Science Research (ICSSR) 	2314180.00	2314180.00
Industry sponsored	2016-2017	E & Y	114000	114000
Projects sponsored by the University/ College			0	0
Students research projects <i>(other than compulsory by the University)</i>			0	0
Any other(Specify)			0	0
Total			2,57,46,730	2,57,46,730

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	4	6	1	3
Sponsoring agencies	University of York, UK		College Management	M.G University	Fulbright

3.12 No. of faculty served as experts, chairpersons or resource persons: 27

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.16 No. of patents received this year: NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:

Total	International	National	State	University	District	College
	1	1	1	7	1	

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

- Guides
 - students registered

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: NA

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="3"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC: NA

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value=""/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="8"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="26"/>	Any other	<input type="text" value="34"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- As part of World Elderly Abuse Prohibition day, an awareness session was conducted at Palarivattom Rajeswari Hall on 15th June 2016. The programme was jointly organized by Rajagiri College of Social Sciences and Kerala Social Welfare Mission (Vayomithram). In this connection, the MSW students performed Street Play and Flash Mob, which was inaugurated by The District Collector Shri. Rajamanikkam.
- Nature Club, Rajagiri College of Social Sciences, initiated Environment Day Celebrations on Saturday, 4th June, 2016, to create awareness in the students about the importance of protecting the Environment. Activities for the Year 2016-17 were inaugurated by Mr. Geo Jose (State Convener, National Alliance of People's Movement).
- "Poothumbikal" Anganwadi Children's Fest was coordinated by B.Com and BLISc students, which was organized by MLTC at Children's park, Ernakulam on 16th April 2016. Around 105 children from various Anganwadis of ICDS projects in Ernakulam District participated in the event.



- Interactive session with Vijayarajamallika on Transgender issues on 30th June 2016 for the social work students. Vijayarajamallika shared her experience of being a transgender. She also talked about the problems faced by her and other people of her community. As a social worker, she encouraged us to stand up for this cause. She also cleared all the misconceptions about the transgenders that the common people have
- Various Student Clubs(Encon, Youth Red Cross and Rotaract) in collaborated Rajagiri Staff Welfare Association along participated in Fruit Tree Sapling Plantation initiated by Rajagiri S.H.Province, near the Rajagiri Main Entrance on 4th July 2016 from 2.pm -4 pm .Rev.Fr.Joy Ooreth CMI, Superior S.H.Province inaugurated the programme by planting a sapling. Various fruit trees like Rambutan, Manguestin, Duriyan, Chikku etc. were planted.



- Seminar on Child Abuse organised by State Level Consultations on Children in Difficult Circumstances in coordination with CPK + and Academy of Gandhian Studies on 25th July 2016 was inaugurated by Dr Sr Lizy PJ, Programme Coordinator, Department of Social Work. Academy of Gandhian Studies is an NGO found in 1986 by freedom fighters and gandhians. The NGO work for children and disaster mitigation.

- **Social Sensitisation camps**

Social Sensitisation camp for MBA and MHRM students was held from August 31 to September 5 at Attapadi, Palakkad.



The camp for the MSW, BSW, BLISc, MLISc and MCA courses was conducted at Kalvary Mount, Idukki District from 1 to 7 September 2016. The main activity was a two kms road construction at Kalvary Mount in association with Vana Smarakshana Samithi



- Rajagiri School of Social Work observed the World Car Free Day at Panampilly Nagar, Kochi on 25th September 2016 from 2.00 to 4.00 p.m., in collaboration with Corporation of Kochi, KMRL and ESAF. Various awareness programmes including flash mobs, street plays etc were organised related to the event.



- Rajagiri in collaboration with IMA observed “No Horn Day” on 1 December 2016. The event got off to a start with a flash mob by students of Rajagiri College of Social Sciences. “Horn Not Ok Please” stickers were handed over to the regional transport officer Sanjay Tiwari. These stickers were pasted newly registered vehicles as well as the vehicles coming for transfer at RTO office



- A Cancer Awareness Programme (CAP@ Campus) was organized by Sargakshetra in Collaboration with Rajagiri College of Social Sciences on 15th December 2016



- 18th February, 2017, Six Yi Members from RCSS, participated in the ‘Students @ Business’ event hosted by YUVA Kochi, which was held at Abad Nucleus mall, Maradu. The theme for the event was “Wealth out of Waste”. Rajagiri students organized games out of waste materials such as plastic bottles, paper glasses, cards etc. Yi Rajagiri secured the 2nd position, making a profit of RS.1200.



- A Book Exhibition and sale was organised jointly by RCBS Libraries and Cosmo Books on June 19-24, 2017 at RSOM Library Hall in connection with National Reading week celebration. The Book Exhibition included Literature, Indian Fiction, Foreign Fiction, Non Fiction, and Classics & Malayalam Books. Many of the students, faculty members and other staff of RCBS participated and helped in book selection for the Library.



- Social Work Students' Association of Rajagiri (SWARAJ) observed World Environment day on 5th June 2017. The program was inaugurated by Ms. Jessy Peter, Chairperson of Kalamassery municipality. As part of the program students of Rajagiri college cleaned the public place near HMT railcross and students along with auto drivers planted tree saplings.



- The International Yoga Day was observed on 21st June 2017 by the Psychology Department of Rajagiri College of Social Sciences in the Golden Aureole hall. Noble Chacko, Assistant Professor of RCBSR welcomed the gathering. The Executive Director Dr Joseph I Injodey delivered the presidential address. The psychology students demonstrated few Yoga asanas under the guidance of Yogacharya Mrs. Chethana.



- As part of International Day Against drugs and Illicit Trafficking, RCBSR (Department of Psychology) conducted a poster making and poster presentation competition on 30th June, 2017.

The major accomplishments other than regular activities are

* Added 8 social clubs and other new clubs (8 numbers). National fest participation

- Azadi week celebration
 - Letters to Jawans
 - Slogan contest
 - Flash mob at Obron Mall
 - Walkathon to InfoPark
- Food Fest & Payasamela
- Short film & Photography Contest
- Sports week – Sports events for both boys and girls
- SPIC MACAY- Mohana Veena Performance by Pandit Viswa Mohan Bhatt
- Anti-tobacco campaign in association with Lakeshore Hospital
- Blood donation camp in association with IMA
- Friend in need programme in association with Jesus Youth
- Short film on World AIDS Day
- 'Be the VJ' (Video Jockeys)- Surya TV
- 'Minute to win it' in association with Mazhavil Manorama.
- Participation in a competition to determine the coolest gang in college in association with Radio Mirchi
- Kochi's favourite college campus competition in association with Forward Media (P) Ltd
- 'Anandam' Movie team in campus with celebrities like Vineeth Sreenivasan, Sachin Warriar etc.
- Korean Musical Performance (traditional and jazz) in Association with InKo Centre, Chennai

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28.56 Acres	--	--	--
Class rooms	17	--	--	--
Laboratories (Computer lab)	3	1	--	--
Seminar Halls	6	1	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	9	11	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--		Management Fund	3407402
Others	--	1	--	--

4.2 Computerization of administration and library

The libraries are well stocked with books, national-international journals, magazines, periodicals, PhD Thesis, Dissertations, Project Reports, Annual Reports, Conference Proceedings, News Documentations and other online database on Social work, business, management, Computer Science, Library & Information Science and other allied subjects. Both libraries are automated and provide user-focused services to collect, store, retrieve and disseminate information.

Our Libraries are using **Auto Lib – Integrated Library Management Web based Software** – Advanced Edition with Mobile Apps and SMS Modules and **KOHA** open source software is using for book bank circulation.

- Library subscribes several online databases & e-journals Packages like; INFLIBNET NLIST, DELNET, Delnet-Proquest, EBSCO, JSTOR, IBID, J Gate, Questia, ACM Digital Library, British Council Library, SAGE online Journals etc. These data base packages subscribed directly which provides us thousands of full text peer reviewed journals and e-books.
- The Library is functioning round the year, except for 10 prescribed holidays.

UGC INFLIBNET-NLIST

"National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the UGC-INFONET Digital Library Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi provides for (i) cross-subscription to e-resources subscribed by the two Consortia, i.e. subscription to INDEST-AICTE resources for universities and UGCINFONET resources for technical institutions; and (ii) access to selected e-resources to colleges.

QUESTIA

Questia is the first online library that provides 24 hours access to the world's largest online collection of books and journal articles in Humanities and social sciences, plus magazine and newspaper articles. You can search each and every word of all the books and journal articles in the collection. You can read every title cover to cover.

DELNET

We have institutional membership in the DELNET. Delnet provides invaluable access to more than 70 lakh records of books, journal articles etc. The Inter Library Loan and Document Delivery Services are one of the most popular services provided by DELNET.

EBSCO-Business Source Premier

Business Source Premier is the industry's most used business research database, providing full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. Business Source Premier is superior to the competition in full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. This database is updated daily on EBSCO host.

EBSCO-Psychology and Behavioral Sciences Collection

This database provides access to more than 530 full-text journals, including Canadian Journal of Psychiatry, European Archives of Psychiatry & Clinical Neuroscience, European Child & Adolescent Psychiatry, European Journal of Neuroscience, International Journal of Behavioral Medicine, International Journal of Psychiatry in Clinical Practice, International Review of Psychiatry, Journal of Clinical & Experimental Neuropsychology, Journal of Mental Health, Social Psychiatry & Psychiatric Epidemiology and many more.

EBSCO-Library, Information Science & Technology Abstracts

Library, Information Science & Technology Abstracts (LISTA) indexes more than 560 core journals, nearly 50 priority journals, and 125 selective journals; plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloguing, bibliometrics, online information retrieval, information management and more.

J-Gate

J-Gate is an electronic gateway to global e-journal literature. Launched in 2001 by Informatics India Limited, J-Gate provides seamless access to millions of journal articles available online offered by 13,357 Publishers. It presently has a massive database of journal literature, indexed from 45,912 e-journals with links to full text at publisher sites. J-Gate also plans to support online subscription to journals, electronic document delivery, archiving and other related services.

DELNET –Proquest Management Collection

ProQuest DELNET Management Collection provides full-text, scholarly journals and dissertations in support of the study of management theory, practical applications, policy, functions, and strategy. ProQuest DELNET Management Collection is a current database updated daily with new content.

INDIA BUSINESS INSIGHT (IBID)

India Business Insight is the first and only comprehensive desk-research tool to Indian business and industry information. INDIA BUSINESS INSIGHT, a product of Informatics (India) Limited was launched in the early 90's to provide well indexed Indian content to global databases. INDIA BUSINESS INSIGHT knowledge base is captured from more than 318 sources which encompasses daily newspapers, magazines and accesses information disseminated through Government sources.

British Council Online Library

- 120,000 academic e-books
- 4,000+ international newspapers and magazines
- 65 contemporary UK magazines
- 5,000 award-winning independent movies
- 7,000 academic e-journals
- 350,000 English literature titles (poetry, prose, drama and literary critiques)
- 40,000 online learning modules (videos and presentations)
- 16,000 digital graphic novels and comic books
- 1,000+ audio books

ACM Digital Library

The ACM Digital Library is a research, discovery and networking platform containing the **Full-Text Collection** of all ACM publications, including journals, conference proceedings, technical magazines, newsletters and books. The ACM Digital Library is published by the Association for Computing Machinery, New York, USA.

CMIE Prowess IQ:

Prowess for Interactive Querying, is a powerful internet-based application for querying CMIE's database on performances of listed and unlisted companies. It is simple and easy to use.

DSpace DIGITAL REPOSITORY

A Digital Repository is a web- based database of scholarly material. It could be cumulative and perpetual (a collection of records). It is open to all and inter operable in a decentralised manner. The Institutional Repositories collects stores and disseminates digital resources and long term preserves these digital materials.

Library Website (<http://libraryrcss.weebly.com>, <http://rson.weebly.com>)

The library website is created for information seekers who are in the campus and the global as well. It gives detailed information about the Library and the services offered to the users. The main concept of this website is providing more online services under the one roof such as E-Books, E-Journals, and Online Databases etc. This website is provided by Weebly at the free of cost to the world.

Fr.Moses Library(RCSS Knowledge Centre) Blog

RCSS Knowledge Centre Blog which provides access to the full text of more than 70 open access journals in Social Sciences, Economics, Computer Science, Library and Information Science, and various other Career enhancement disciplines. It also provides access to the unique list of Rajagiri's subscribed journals, New Arrivals, Library Rules and Regulations, and Library Virtual Tour etc. The important links such as Open Access E Resources, competitive examination, Higher Education and Career Resources portals can be retrieved. The important events of the college and Library also can be viewed from this blog. Anybody from anywhere in the world can access this blog and retrieve information.

Multimedia Centre

The Library has a multimedia centre by which students can access CDs /DVDs in a wide range of subject topics, documentaries, general knowledge, film, music etc.

Documentation Centre

Documentation Centre of the Library serves as the source for current information on all branches of knowledge by proper classification and filing of relevant material available in newspapers and magazines. A new documentation centre on Non-profit and Development Organization is also fast developing.

Photocopying

There is a facility for photocopying of library documents, which are not lent outside the library.

ICT enabled services:

- Fully automated with Auto Lib Integrated Library Management software-Web based Software-Advanced Edition with Mobile Apps and SMS Modules
- OPAC (Online Public Access Catalogue)
- Bar-Code technology for circulation of documents
- On-line Database search facility
- E-Gate Register
- Multimedia search Centre
- Digital Repository (DSpace)
- Wifi Connectivity with 12 mbps speed
- Scanning Service
- Journal Content Service
- Conference alert service
- New arrival alert service
- Online Article Request
- Technical Consultancy Service
- Library Web2.0 Tools (Website,Blog, Social Networks etc)

Institutional Membership:

- National Digital Library
 - NPTEL
 - NLIST-Inflibnet
 - OPEN INDEX INITIATIVE
-
- All the books are bar-coded to help the circulation process.
 - Members are issued bar coded identity cards.
 - Books are issued and returned with the help of scanner after identification of ID card.
 - The list of new titles is circulated among all departments through e-mail.
 - Students Library usage is recorded through e-gate Register.
 - All administration departments of the institution are fully automated; using current office suite programs.

4.3 Library services:

Kalamassery campus

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23911		178		24089	
Reference Books	3489		35		3524	
e-Books	-	-	-	-	-	-
Journals	122		5		127	
e-Journals	174					
Digital Database	3		1		4	
CD & Video	458					
Others (specify)	Dspace Digital Repository	HP Scanjet 8270	Ricoh Copier	Fr.Moses Library Blog		

Kakkanad campus

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14617		244		14861	
Reference Books	1738		45		1783	
e-Books	-		-		-	
Journals	54		0		0	
e-Journals	34		-		-	
Digital Database	8		1		9	
CD & Video	731		12		743	
Others (specify)	1					
	HPScanjet 8300					

4. Technology up gradation (overall)

Kalamassery campus

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	170	2	100 mbps (leased line)			14	31	48
Added	60	1		--	--	2	8	--
Total	230	3		--	--	16	39	48

Kakkanad campus

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	254	138	55mbps	122	122	10	60	46
Added	9	0	5mbps	0	0	2	5	2
Total	263	138	60mbps	122	122	12	65	48

- Moodle software upgraded
- Replaced 10 old computers in the lab with new Lenova i5 computer with Windows 8 OS and MS office 2013.
- Purchased one server for Active Domain Controller.

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The teachers and students were given training on the software “MOODLE” and all assignments and objective type tests are done using MOODLE.
- All the students are given training compulsorily on MS office, Tally, SPSS and Windows.
- Training on R-programming and Microsoft office Excel provided to teaching staff.
- Excel Training for both Teachers and Students was done separately.
- Training on the usage of Plagarism software checker was done for the students
- Training on the usage of Fedena ERP was also done for the students in the beginning of their course

4.6 Amount spent on maintenance in lakhs :

i) ICT	41556.00
ii) Campus Infrastructure and facilities	53042169.00
iii) Equipments	8842184.00
iv) Others	9842030.00
Total :	24029939.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A day long orientation for the new comers to internalize the mission and the goals of the Institution
- An Induction Programme conducted by each Department, which exposes students to the various facets of the respective programme of study
- Short courses or training in communication skills, public speaking, debates, holding meetings, etiquette, interview skills etc
- Student Guidance Programme (Mentoring)
- Bridge Programme
- Remedial Programmes
- Informing and deputing students for various programmes conducted outside the campus.
- Internship for students in various organisations
- Field practicum for students in various international universities

Pre-Management Programme

Students joining a post graduate programme in management studies come from a wide range of academic disciplines. In order to set a level playing field it is important to bring all students to a particular standard with respect to the foundation courses of a Master's programme in Management. Pre- test and post- test are arranged for the students in this course. The courses offered for the Pre-Management Programme are as follows:

- ° Basics in Quantitative Methods
- ° Basics in Accounting and Financial Management
- ° Principles of Management
- ° Business Communication

Non-Academic Orientation

In addition to the academic orientation in the core areas of management, the students are also provided sessions in other areas that will be of critical value in their 2-year education. The orientation include classes on the use of campus ERP **Fedena**, Plagiarism software, books and e-resources in the Library and the Learning Outcomes for each programme.

Tutorial

Tutorials are additionally provided to students who require help and support in enhancing their preparedness with subjects such as Quantitative Techniques and Financial Accounting. These tutorials aid them in understanding the concepts thereby increasing their productivity and effectiveness in the classroom. The failures in the Post PMP test go into tutorials in major subjects like QT, AC. This support is given for 2 to 3 months till the students can cope with the subjects.

5.2 Efforts made by the institution for tracking the progression

- The tracking of the progression is carried out regularly and consistently.
- Open house is conducted by all departments after each semester.
- Keeping records and monitoring activities of the students
- Annual reviews conducted.
- Internal examination marks distributed to the students with personal feedback
- Informing parents regarding the progress of students
- Weekly conference and discussion on the performance in Field Work

Mentoring

All assessments of Graduate Attributes and Tools are tabulated for each student by the Analysis Team and this information is sent to the mentor incharge of students. Individual students write their own Individual Development Programme depending on strong and weak Graduate Attributes. Other analysis reports on overall performance in each Graduate Attribute / Tool is presented at IQAC for remedial programmes. Mentoring creates a basic mark level to ensure students participate in the programmes and certification offered and finally an attached sheet of the final marklist is given which contains all achievements. Individual files are kept for tracking the progression on GA improvement through different programmes and certification.

Assessment & Development Centre (ADC)

The Assessment and Development Centre facilitates the holistic development of students by providing a clear understanding of each Services, a globally recognized leader in online educational services, to globally benchmark student performance against specific aggregate pools and determine the value-added by the institution based upon the student's academic experience using an Inbound /Outbound Exam assessment construct (programmatic pre / post - test) to determine initial knowledge levels and assess retained student knowledge. This enables the institution to establish the extent to which assurance of learning goals are being achieved

5.3(a) Total Number of students

UG	PG	Ph. D.	M.Phil	P.G Diploma
401	545	15	10	7

(b) No. of students outside the state

22

(c) No. of international students on internship /semester abroad programme

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Rajagiri College of Social Sciences had been granted financial assistance by University Grants Commission during March 2008 pertaining to coaching classes for SC/ST and Minorities vide order no. CC-129/2007-08/KLMG054/(UGC-SWRO) dated 29-03-2008. Coaching has been provided to students for NET, Remedial coaching and Entry in Services

No. of students beneficiaries

55

5.5 No. of students qualified in these examinations

NET	<input type="text" value="12"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text" value="30"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Student Counselling

The college has been extending counselling services by the Rajagiri Family Counselling Centre functioning on the Hill campus by making the counselor available for the students. The student guidance programme addresses minor issues of students and so there is a mechanism of early intervention at the faculty level itself.

All faculty members participate in academic and personal counselling. The College has an effective Mentoring Programme called Student Guidance Programme (SGP). Each faculty is assigned a group of students for mentoring throughout their studentship. Separate files are maintained for students and continuous follow up is done effectively. Severe cases related to family problems are referred to professional counselors available in the Rajagiri Family Counselling Centre (FCC).

Career Guidance-Each school plans the career placement programme at the beginning of the academic year

1. **Intensive Placement Focused Program(GHRDC)** -Communication training held for the weak students by a team from Global Human Resource Development Centre GHRDC

2. Pre-Placement Trainings

The pre-placement training programmes were designed for the students to help them with campus placements/ summer internships at the college. This is imparted by internal and external trainers to equip the students to face interviews during the placement process. The students who require special attention and grooming for placements are given training. Students were prepared on a range of activities including professional resume writing, facing interviews and group discussions as well as displaying the right attitude during campus placement sessions. These sessions gave high emphasis on both technical and non-technical parts of the recruitment procedure as well as verbal and non-verbal skills required to be successfully placed in the best organizations

3. Individual Development Programme

All assessments of Graduate Attributes and Tools are tabulated for each student by the Analysis Team and this information is sent to the mentor in charge of students. Individual students write their own Individual Development Programme depending on strong and weak Graduate Attributes. Other analysis reports on overall performance in each Graduate Attribute / Tool is presented at IQAC for remedial programmes. Mentoring creates a basic mark level to ensure students participate in the programmes and certification offered and finally an attached sheet of the final marklist is given which contains all achievements. Individual files are kept for tracking the progression on GA improvement through different programmes and certification.

4. Entrepreneurship training

The training was provided by focused interactive sessions with entrepreneurs:

- ✓ Mr.Joel – Rain Makers
- ✓ Mr.Asif Basheer – Chillar
- ✓ Mr.James Joseph – Jackfruit 365

- ✓ Mr.Sasi – Head Innovation, Kancor
 - ✓ 8 students have attended TieCon mentoring session
5. Career support service is provided to the students through internal faculty and external practitioners.
 6. UGC NET coaching sessions were done

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
142	172	136	87

5.8 Details of gender sensitization programmes

- Female applicants are more for all courses.
- Efforts are taken to meet balance among both male and female candidates during admission to courses.
- Deliberate attempt is taken to achieve gender balance in selecting students for sending to foreign universities as part of international overseas academic exposure and collaboration.
- Women’s day was observed on 8th March, 2017.
- Seminar on woman entrepreneurship was conducted.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

College Level

5.9.2 No. of medals /awards won by students in Sports, Games and other events Sports:

State/ University level National level International level

Cultural: State/ University level National level International level
 College Level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	24	3488860
Financial support from government	60	5198832
Financial support from other sources	3	75000
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students -

5.13 Major grievances of students (if any) redressed: NIL

Grievance Redressal Cell

There are separate grievance redressal committees for both the campuses. They are constituted including heads of the various departments, the Principal, Management representative, and representatives of the faculty members, with the presence of at least two female members ensured.

All student grievances are to be addressed to the Principal in writing and may be personally handed over to him/her. Meetings of the student grievance redressal committee will be convened from time to time to discuss and sort out grievances received from students.

Besides, there is a regular open-house with every batch at the end of the semester in which all common student grievances are aired and addressed. Student grievances regarding the evaluation process is addressed by the Internal Examination Controller.

The College has an active student body that manages and participates in all the activities of the College. The College has not received a single written grievance in the last five years. This is because of the regular feedback process where student issues are considered and redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To become a centre par excellence of learning, unique in experience, value based in approach, and pioneering in efforts for enriching and fulfilling life.

Mission:

To facilitate comprehensive and integrated development of individuals to be imbued with righteousness and courage of conviction, so as to effectively function as social beings.

6.2 Does the Institution has a management Information System

Yes. The Institution has developed an effective Management Information System.

- Efficient, skilful, and capable clerks are recruited and motivated to understand and recognize the information needs of the various stakeholders of the College, system users during the analysis and designing of systems. The Management makes available experts in management and computer field for the purpose.
- There is a smooth communication system from the Director down to the faculty members All the important announcements by the college management is brought to the attention of all the faculty members through written circulars and it is acknowledged/counter signed by the faculty members.
- Besides, the following forums are used by the Management for dissemination of information
 - i. The annual academic Planning Retreat-*Bodhi*
 - ii. IQAC meetings
 - iii. Monthly General Faculty Council
 - iv. Weekly Departmental meetings
- **Various softwares** are used for Program Development in the processing, storage, and dissemination of information.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The development of an effective curriculum guide of Rajagiri is a multi-step, ongoing and cyclical process. The process progresses from evaluating the existing program, to designing an improved program, to implementing a new program and back to evaluating the revised program.
- Over the years each of the departments as a result of continuous review of the syllabus, incorporation of additional inputs, necessity for coverage of new topic etc. have developed the curriculum as a modular one. Every year the syllabus is subject to revision with a minimum 10% to a maximum of 25% for each of the subject. A major revision of the subject will be done every three years with respect to subject as well as contents after thorough evaluation of the curriculum

to meet the demands of the industry in consultation with the academic council.

- All Faculty members are actively involved in the syllabus revision of all the courses initiated by the respective departments.
- Organize professional grade in-service courses, training programmes, seminars, conferences and symposia for personnel working in the field of Social Work/Welfare and Management.
- The following activities and *Add on /value added* programmes find the place in the regular programme schedule.
 - ❖ Yoga
 - ❖ Compulsory basic computer awareness
 - ❖ Laboratory experience (Marketing, Psycho metric, language, audio visual etc.)
 - ❖ Experience with Live labs (Various departments functioning in the campus)
 - ❖ Institution visits
 - ❖ Industry visits
 - ❖ Foreign Language Training
 - ❖ Industry centric curriculum with interdisciplinary approach for holistic skill development.
 - ❖ Special focus on consulting skills.
 - ❖ Mentoring programmes
 - ❖ Regular Industry interface and Visits
 - ❖ Summer Internship Programme
- Clear guidelines are given to the students regarding the objectives, requirements and parameters for evaluation of the field education programme.
 - Board of Studies meets every six months and evaluates the semester wise results.
 - Board of studies is represented by professors from national institutes.
 - The syllabus is changed every three years.
 - New papers are added or deleted based on the emerging Business environment.
 - Each course is evaluated on a basket of 6 graduate attributes
 - Delinking of attendance marks to the grading system. But stipulating 75% of minimum attendance.
 - Curricular activities complemented with extra-curricular activities like pre-management programme, remedial programme, experiential learning programmes like Vanavasam, Kalypso, Students Mentoring programme etc.

6.3.2 Teaching and Learning

- The College has an effective and systematic planning process to organize the teaching-learning and evaluation schedules.
- The college has three documents prepared every year to fulfil this need viz. Bodhi-Academic Planning Report, Annual Calendar, and course plan for each course taught.
- The adoption of Learning Outcomes based on the vision and mission and programme objectives of each programmes.
- Learning Outcomes are measured in the basis of assignments, Group Projects and other

assessment tools that make up the evaluation criteria of each subjects.

- The Learning Outcomes are mapped to each course and are measured on the basis of Rubrics.
- Learner centric methodologies have been adopted to give students hands on experience in the Learning Outcomes that are being measured.
- Faculty have undergone several faculty development programmes on teaching methodology over the year to train them in case study teaching and other learner centric methodologies.
- In order to benchmark the students at a global level the peregrine exam was introduced in three levels. Inbound, midpoint and outbound for Juniors, seniors and super seniors respectively.
- Bloomberg case studies were made available for the students and faculty for global exposure.
- Draft academic plan for the succeeding year prepared and discussed within the individual departments before the annual vacation with due consideration of the feedbacks taken from the students. After necessary modification, the same is presented in the Bodhi Meeting for the finalization.
- College promotes computer-assisted learning and project-based teaching-learning. Discussions, seminars, project works, quiz based learning, case study, role play, activity assignments, business games etc are frequently used by teachers.
- Besides the traditional lecture method, the teaching methodology involves interactive sessions using slides and power point presentations and Moodle.

Student Development Programme

Short courses or training in communication skills, public speaking, debates, holding meetings, etiquette, interview skills etc. form an integral part of this programme.

Bridge Programme:

This programme offered to students immediately after admission provides for course that is prerequisites for the programme. A test for screening the proficiency of the students with credits that are incorporated with the curriculum shall select students who require undergoing such prerequisites. They shall be conducted before the commencement of the regular programme.

Faculty feedback Report

Performance Appraisal Criteria

- Class Review
- Midterm evaluation by students
- End term evaluation by students
- Self appraisal by faculty
- Overall assessment by the Management.

Class Review:

All faculty members are sent a form where they have to indicate

- The title of topic completed (as recorded in course plan)
- Number of hours taken.
- Mode, Nature & Marks for individual assignment
- Criteria, Assessment and Marks for class participation.

Mid & End term Student Evaluation

A formal evaluation process based on ten parameters, where faculty members are rated on a scale of 1 to 6. Qualitative comments are encouraged.

Self-Evaluation & Report

The faculty members are given a self-evaluation form that contains the same parameters of the students evaluation form. Output in research / consultancy / training / administrative roles are also recorded with proof. Every year all faculty members are supposed to submit to the Principal

Faculty Performance Report

A report showing the analysis of the current year of teaching along with the qualitative comments and other report showing the performance of the faculty over two years are also generated.

Internal Faculty Development Programme

On the basis of their performance, the Internal Quality Assurance Cell (IQAC) of the college has created a system of internal Faculty Development Programme wherein the best rated faculty conduct workshop in classroom teaching and demonstration, for those faculty who need improvement as well as the new faculty who have joined with less experience. These FDP are of 20 –30 hours duration depending on the number of trainees. The trainees are also required to take demonstration classes on the basis of the workshop input.

Academic support for Freshers

The practice of asking freshers to initially attend some classes on their subject –area which are taken by tenured faculty before they begin their classes.

6.3.3 Examination and Evaluation

The Examination Committee renders all help to the authority in charge of all examinations or evaluation processes in the college, to ensure the timely and fair conduct of examinations and announcement of results. It shall prescribe the methodology for evaluations to be followed and shall coordinate the activities of all persons involved in the examination process conforming to the principles of confidentiality.

A senior Professor has been appointed as the Controller of Examinations assisted by Assistant Controller of Examinations representing the different Schools.

- Moodle based CAE/ Midterm , up to the choice of faculty.
- Exam Cell office and Controller of examination office inaugurated
- Fedena ERP software with fully automated exam management released
- All the examinations were conducted through this software during the academic year 2016-2017. All precautions were taken to conduct the examinations keeping the confidentiality and due observance of rules.
- Examination Calendar prepared for all the Schools / departments.
- The examinations are held as per the timetable released by the Controller of Examinations (CE) in each semester and held simultaneously for all odd and even semesters.
- Valued answer scripts distributed in the class within 10 working days after the conduct of the respective course examinations, and corrections, if any, are to be addressed.
- In order to improve the quality, transparency and accountability in conducting examinations, the following criterion has been adopted.
- The internal evaluation method fixed on the basis of the participant's lab performance which includes lab record, timely completion of programmes, class tests and continuous assessment examination. The external evaluation is based on programme coding, output, fair record and viva voce of the participant.
- Comprehensive Viva Voce shall be conducted along with the End Semester Examination of the final semester of the programme. The Viva Voce covers questions from all the courses in the programme.

Evaluation Reforms:

- The internal evaluation has been streamlined and standardized by specifying the norms and methods of evaluation. The same are included in the student handbook.
- External experts have been included for the valuation of courses, in assessing the performance of the students in projects and final Lab examinations.
- Preparation of Question Bank
- Self rating by the students also is promoted especially for the field practicum evaluation.
- The evaluation report sent to the parents on a regular basis.
- Internal pass board for moderation and standardization.

Transparency of the Evaluation Process

The evaluation process is made transparent through the following means:

- The process is clearly laid-down in the student hand book
- The whole process is monitored and facilitated by the Office of the Controller of Examinations.
- The dates of the exams are announced well in advance.
- Individual faculty member gives the corrected answer scripts/assignment/projects etc. to the students.
- The grievances are addressed through the procedures laid down.
- To ensure objectivity, external evaluators are invited for the valuation of papers, assessment of the projects and the field practicum.
- Provisions for photocopying of answer scripts

6.3.4 Research and Development

- Bi annual meetings held for Doctoral scholars (social work and management) independently to review the progress of the Research scholars to make necessary suggestions for the development of the research quality.
- Two Bi- annual Meetings of the Doctoral scholars was held in both the campuses on
 - * 10th July 2016
 - * 3rd February 2017
- Besides the biannual meetings monthly meetings are held to monitor the progress.
- Regular workshops/training programmes on research methodology, literature review and article publication is organised
- Workshop on Online Resource utilisation.

6.3.9 Library, ICT and physical infrastructure / instrumentation

The Library Committee monitors the functioning of the library and its working hours, library usage, library resources and design, implement and ensure that library services provided to the students are hassle-free, user-friendly and of a high quality. Procurement, classification and identification of library resources are also to be coordinated by this committee.

- All class rooms are equipped with Computer & LCD projector. It is Wi-Fi enabled campus with 24 hours internet access to students.
- Department of Library and Information Science, Rajagiri College of Social Sciences undertook a two weeks Project of the renovation of the Kedamangalam Pappukuty memorial library at North Paravur.
- Replaced 10 old computers in the lab with new Lenova i5 computer with Windows 8 OS and MS office 2013.
- Purchased one server for Active Domain Controller.
- Purchased Intel Xeon E-3-122002 Server.
- Purchased online database “PROQUEST”
- Old chairs at the library were removed and replaced with new *one* as part of renovation.
- 3 old computers were removed from the library and replaced with Lenovo think-vision.
- Old chairs at the computer lab were removed and replaced with Hydraulic Chairs.
- Old projectors replaced with new projectors.
- Web OPAC (Online Public Access Catalogue) activated
- Autolib Software -Mobile App, Transaction SMS, Automatic Email Due Alert Implemented
- Library Face Book page and Blog Started
- Online Article Request –Referral service
- Dspace –Digital Repository upgraded and modified
- Institutional Membership – National Digital Library,NPTEL,Open Index Initiative
- Database Training Session –Ebsco and Prowess
- Up-gradation of Internet Bandwidth from 55 mbps to 60 mbps.
- Installation of Polycom Video Conferencing Device
- Incubation center for startups.
- 2 new Conference halls –Seating (110 *2).
- RSOM building renovated with new elevation, management hosting areas and large capacity lifts

- CSR consulting Room launched.
- SOPs for BYOD to be circulated to students and faculty members.
- Completed and inaugurated Bella vista (external discussion room)
- Installed a Theatre grade projector in KRL auditorium for Cinema Club and other functions
- Chavara community hall projectors and display screen installed
- Fedena ERP software with fully automated admissions and exam management released
- Exam Cell office and Controller of examination office inaugurated
- International Guest House inaugurated for Foreigners
- Gents hostel gym inaugurated (~600sq.ft)
- 1 video camera and 1 professional DSLR camera purchased and provided for student and faculty
- Amphitheatre renovated recommended by Student FORMS
- Horse riding academy with professional trainer launched for students and outsiders
- All classrooms upgraded and fully air conditioned and improved cabling for laptop charging facilities
- 15 nos. latest configured Workstations purchased for labs
- Plagiarism checker Software for students and faculty

6.3.9 Human Resource Management

- Faculty handbook was brought out containing details of all the aspects of faculty job, responsibilities, incentives, promotion policies etc.
- Fitment policy for non-teaching staff was brought out which clearly identifies the career growth path of each staff member in the college.
- Number of opportunities were given to the faculty and non-teaching staff to go for exchange programmes for teaching and non-teaching assignments.
- Encourage faculty to be part of government/NGO consultancy

6.3.7 Faculty and Staff recruitment

- All recruitments of teaching staff are made by the Governing body/State Government in accordance with the policies laid down by the UGC and State Government from time to time.
- In order to enhance the teaching content across various subjects a number of faculty with PhD were recruited and thus bringing down the faculty students ratio.
- The recruitment of faculty is purely based on competence.
- For the Self-Financing Scheme, advertisement is given in the newspapers inviting applications for the faculty positions. The shortlisted faculty are asked to present a topic in front of the faculty council where in their performance will be assessed on a seven point scale. As per feedback received from the faculty, a final interview is conducted. Selection is based on merit, experience and teaching competence.
- The college has appointed faculty members with a judicious mixture of industry exposure and academic experience.

- The non-teaching staffs are also appointed as per the need. Once the need for staff recruitment is assessed, a job profile is prepared. The candidates are identified and recruited through both personal contacts and through standard procedures of advertisements and interviews.

6.3.8 Industry Interaction / Collaboration

- Linkages with live labs
- Agency supervisors periodic meeting and their evaluation
- Tie up with Kudumbashree for Field work
- Enriching industry interaction sessions with professionals, give students insight into the tried and tested avenues of business. The students are also active participants in the interaction programmes conducted by National Institute of Personal Management (NIPM), Society for Human Resource management (SHRM) and Kerala management Association (KMA).
- Enriching industry interaction sessions with professionals gave students insights into the tried and tested avenues of business. The students were also active participants in the interaction programmes conducted by National Institute of Personnel Management (NIPM), Society for Human Resource Management (SHRM) and Kerala Management Association (KMA). This year 88 eminent personalities visited the college as part of Industry Interaction
- International office has developed the students exchange programme with a number of universities in the US, UK, Europe and Asia. Number of students were sent to these places as part of students exchange Programme.
- Maintaining contact with our alumni group with people working in diversified area and inviting them to share their experience
- Using the placement database which is having the contacts of various HR professionals and inviting them for a interaction
- Association with bodies like NIPM, KMA etc.
- Top level managers are invited for interaction through Assessment and development Centre
- Inviting top level managers for academic activities like Viva, Internship review, Specialisation orientation

6.3.9 Admission of Students

- Rajagiri College of Social Sciences follows a merit based admissions policy.
- The basic objective of admission process is to identify meritorious candidates for admission under each category of admission which is strictly abiding by the rules and regulations of the State Government/UGC/AICTE from time to time.
- Conducted “Unleashing Excellence” workshops in UG colleges inside Kerala
- Conducted “Unleashing Excellence” workshops in affluent UG colleges outside Kerala
- Conducted “Walk With Scholar” to inside Kerala.
- Created a new college ad in connection with admission.
- Fedena ERP software with fully automated admissions management released

Admission Committee

- Faculty in-charge of admission from the various departments appointed by the Principal.
- Heads of the Departments
- Office Superintendent

Functions:

- Preparation of prospectus with all the details of various programmes offered by the College.
- Admission notification: To maintain national character in admission, an advertisement is published in leading national dailies as well as in all Malayalam and most-read English dailies.
- Conduct of admission selection procedures (Entrance test, Group Discussion and Interview)
- Rank list publication
- Intimation to the selected/eligible candidates
- Admitting candidates to various programmes

Types of Admission notifications:

1. Website
2. Newspaper
3. SMS alert
4. TIME Magazine
5. AIMA Bulletin
6. Shiksha.com
7. Admission notification posters displayed in all colleges affiliated to all universities in Kerala.
8. Rajagiri Facebook page and other social media channel

A multi-stage selection procedure is followed for admission.

Group Discussion and interview is conducted in North and North Eastern parts of India. We use for propagating admission notification/ schedule.

Mode of Communications with applicants:

1. Speed Post
 2. Electronic mail
 3. Over telephone
 4. SMS
- Common online application forms for all programmes.

6.4 Welfare schemes for

Teaching	2	Staff Welfare Fund Rajagiri Staff Welfare Association
Non teaching	2	Staff Welfare Fund Rajagiri Staff Welfare Association
Students	1	Student Welfare Fund

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Inter school
Administrative			Yes	College management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the Autonomous College for Examination Reforms?

- Examination manual is prepared with the necessary details
- The QBank software 'Pariman' has been in use in the Hill Campus as well as the Valley Campus since July 2014.
- Since its implementation in July, all the examinations (Internal and end semester examinations) were conducted through this software during the academic year 2014-2015. All precautions were taken to conduct the examinations keeping the confidentiality and due observance of rules.
- Examination Calendar prepared for all the schools / departments.
- The institution monitors the progress of the students through a process of Continuous Internal Assessment which is done through Tests, Assignments, Seminars, Case Studies, Presentations, Class Participations and Attendance.
- The internal marks are announced to the students and published on the college notice board as well as posted on the college website before the external examinations.
- The institution has the practise of communicating to the parents regarding the evaluation outcome. Individual student report is also prepared and these reports are posted to the parents.
- The college has installed closed circuit TV surveillance in the examination hall for effective monitoring of the internal and external examinations.
- Transparency and accountability is practiced in terms of answer sheet evaluation.
- Timely publication of results

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

College was granted Autonomy during 2014.

6.11 Activities and support from the Alumni Association - OYSTER

- OYSTER(Alumni Association) Home Coming Day 2017 was conducted at Rajagiri Valley Campus, Kakkanad on **26th January 2017** at 10.00 am.
- Interactions with the students are arranged for experience sharing and to discuss on the new developments in the field.
- Medical assistance to alumnus.
- One day workshop on “Employment Laws in the IT Sector: Myth & Reality”, conducted
- Strategically placed Alumni serve as the members of the Board of Studies.
- Participation in UGC expert committee visit for granting the Autonomous status,
- Institution of meritorious awards for students of various schools.
- Alumni provides funds for the organisation of DYUTI conferences
- Job placement of students

6.12 Activities and support from the Parent – Teacher Association

- The college has an **active parent’s forum which meets thrice in a year** to support the management with various suggestions and feedback.
- Following are records of Parents Meet held during 2016-2017
 - ❖ MCA II semester – 21st January 2017
 - ❖ BLISc/MLISc- 19th December 2016
 - ❖ B.com III sem – 20th August 2016
 - ❖ B.Com I sem – 3rd December 2016
 - ❖ BBA I sem – 3rd December 2016
 - ❖ BSW I sem - 28th January 2017
 - ❖ BSW III sem – 27th January 2017
 - ❖ BSW V sem – 27th January 2017
 - ❖ MSW II Sem – 8th March 2017

6.13 Development programmes for support staff

Rajagiri Staff Welfare Association takes care of the development of the support staff. They are sent for training in their relevant area. Induction programmes are given in their respective departments

- “Almeida” Mughal Food Fest and Mehendi Competition for students- 12 July 2016
- *Karkkidaka kanji* distribution for staff members and students – 3 , 4 and 5 August 2016
- Session on “Rainy Diseases and Precautions” on 3 August 2016 led by Dr. Jithesh K. A (Junior Administrative Medical Officer, District Medical Office, Ernakulam)
- The Onam Celebration of Rajagiri Staff was held on 9th September 2016 with various games and competitions
- Life style Disease Detection Medical camp on 3rd May 2016 jointly organized by Kerala Social Security Mission , Malabar Gold & Diamond and Rajagiri college
- Environment day observed organizing a “Chakkyar koothu” in the courtyard on 17th June 2016. Artist Velayudhan from Thrissur was the Chakkiyar
- Rajagiri Staff Welfare Association (RSWA) in association with MAGICS NGO conducted a Free Mobile Medical Checkup Camp exclusively for RCBS Staff on 21st October 2016 .
- In Association with Indian Dental Association, a dental check up was conducted for all staff members and students at Kalamassery campus on 23rd February 2017
- An Indo Belgium food fest was organized on 1st March 2017, involving Staff members of Rajagiri College and the Belgium interns

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The natural splendour of the environment has been carefully preserved to allow for academic development in communion with nature. The lush green ambience and the landscaped gardens provide an idyllic environment for students to engage in management studies, academics and learning.
- The eco centre operating since 2006 is unique because of its wide range of herbal medicines and herbal cosmetics. Beside promotion of herbal products, **Boomika** is also engaged in promotion of organic products and products of self help groups through Bio shop, cultivation of mushroom and herbal jasmine, herbal garden and horticulture nursery and promotion of household waste management through vermin composting and promotion of kitchen garden through the supply of vegetables seeds.
- Aditya Solar Shop has been functioning since 1999 under the Sponsorship of Ministry of Non-Conventional Energy, Govt. Of India and has been successful in achieving physical targets.
- The college has maintained Rock garden and herbal garden with medicinal plants.
- The college has planted rare species of trees and plants which are found in forests.
- College has installed rainwater harvesting system. College is also a recognized centre for the construction of water harvesting and waste management units by various government departments/schemes.
- All programmes organized by the College and its various units or organized at the College campus have to strictly adhere by the ‘NO PLASTIC’ rule in the programmes. The Nature clubs (TREE, ENCON) and Environment Monitoring Committee take active part in implementing college environment policy.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

Students' self assessment of their own Personality Type

Using PEBL software all the students are encouraged to make use of the psychology lab facility to make a self assessment of their own personality Type which is followed by faculty - student mentoring programme.

MOOC Courses

The students are encouraged to register for MOOC courses as part of the regular programmes.

IT enabled teaching learning adopted by the faculty members to compete in the global economy by being part of a skilled workforce and facilitate social mobility by:

- Enhancing learning experiences and providing new sets of skills,
- Reaching more students with Massive Open Online Courses (MOOCs), like the coursera, and edx .
- Online/ cloud based academic management systems,
- Employing the flipped classroom concept,
- Making use of handheld computers, tablet computers, audio players, projector devices etc.

Pre-Management Programme :- Students joining a post graduate programme in management studies come from a wide range of academic disciplines. In order to set a level playing field it is important to bring all students to a particular standard with respect to the foundation courses of a Master's programme in Management. The courses offered for the Pre-Management Programme are Basics in Quantitative Methods, Basics in Accounting and Financial Management, Principles of Management, Business Communication.

Orientation on the use of *Fedena* and *Plagiarism* software, Library were given during the period. Learning Outcome orientation was also given for the students.

Mentoring & Individual Development Plan for students:- Every faculty has a small group of mentees and through a well-planned mentoring system each student identifies and develops their own development plan during the programme.

Shikshagrah :-Half a day of every Sunday is spent to teach the children living in around the neighbourhood who cannot afford to go for regular tuitions. The TRANSCEND team spends the day with the children belonging to kinder garden and classes 1 to 12.

The students help them understand basic subjects like maths, English, Hindi, History, Social studies, Science etc. Various activities and games are also arranged to make the sessions interesting. Through shikshagrah around 40 students of different classes are gaining the benefit of tuition.

Introduction of LO Champions:- There was a champion from the faculty for each Learning Outcome.

The faculty organise an appropriate programme for the students that would enhance the understanding of particular Learning Outcome and strengthen the students competency in them.

Some examples are

1. Use of Bloomberg Business Week Educational Package by Mr.Thothathri Raman, Advisor, International Accreditation
2. LO Social Sensitivity- an Awareness and Cessation Campaign on "Anti Tobacco and Tobacco Products" by few eminent doctors from Lakeshore Hospital.
3. Case Method in Management Education by Dr. Simon George, Dean Academics, TAPMI, Manipal
4. Enhancing Communication Skill through Social Media by Ms.Nabomita Mazumdar, Founder, Nabomita.com (Social Media Consultancy)
5. Decision Making by Dr.Ranjeet Nambudiri (IIM Indore)

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The Strategic Plan of 2016-17 was an important exercise which spelt out the long term goals of each departments and the detailed plan for the next one year which was the first step in attaining the objective of a five year plan. It was done on five common pillars namely

- Pillar-1 Admissions & Selection
- Pillar-2 Academic System
- Pillar-3 Faculty Excellence
- Pillar-4 Student Outcome
- Pillar-5 Infrastructure

With the help of this strategic plan each School under Rajagiri College of Social Sciences developed school level strategic plans . Some of the actions taken based on the Plan of Action :-

- * Moodle based CAE/Mid-term, up to the choice of faculty member.
- * FDP on alternate ways of evaluation.
- * SOPs for BYOD to be circulated to students and faculty members.
- * “Unleashing Excellence” workshops in affluent UG colleges outside Kerala during 16-17
- * National conference is planned and conducted
- * Conducted two certificate courses AMOS and Warp PLUS

Give two Best Practices of the institution *(Detailed report as per format in the NAAC Self-study Manual is attached herewith.*

1. Experiential Learning opportunity for the students

2.Multidisciplinary Faculty Manpower Sharing: Internal / External

7.4 Contribution to environmental awareness / protection

- Rajagiri, in its pursuit of excellence, has identified strongly with the environment movement, and has a policy of promoting environment friendly living. Our commitment to preserve the planet earth, the home life comes our vision statement of 'enriching and fulfilling LIFE'. We promote bio-diversity.
- The campuses are being elevated to the level of botanical gardens.
- As practical measures, we have adopted a 'zero waste' plan through segregation at the source, refusing use of avoidable plastic (plastic disposables for parties, avoidable plastic wrappers), reducing plastic usage, reducing paper usage by making use of one side-used paper for draft print outs.
 - Promoting recycling of plastic waste, and organic waste. Waste management models introduced by college have won accolades from various quarters.
 - The college is also a recognized centre for the construction of water harvesting and waste management units by various government departments/schemes.
 - The natural clubs (TREE, ENCON) and Environment Monitoring Committee take active part in implementing college environment policy.
 - Students participation in the Suchitwa Bodhana Yajnam (1st to 15th January 2016)
 - Observance of energy conservation week in collaboration with BPCL with various competitions.
 - Vegetable and Herbal garden promotion on the campus as well as in the neighbouring
 - Rajagiri OutREACH a promoter of organic food products and practices hosted the 13th Organic Fair on 7th-12th, April,2017, at Rajendra Maidanam,Ernakulam, along with Organic Charitable Trust, Kerala, and S.H. College Thevara.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- **NATIONAL BOARD OF ACCREDITATION (NBA)** : MBA programme is accredited by National Board of Accreditation for two years with effect from July 1, 2015.
- **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)**: Rajagiri College of Social Sciences which conducts the MBA and MHRM programs were re-accredited by NAAC with a high CGPA of 3.7 out of 4. (A Grade)
- **ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE)**: MBA programme at Rajagiri are accredited by All India Council for Technical Education.
- **ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS (ACBSP)**: The MBA, MHRM programs at Rajagiri are accredited by Accreditation Council for Business Schools and Programs.
- **UGC**: RCSS is recognized as a College with Potential for Excellence by University Grants Commission.

8. Plans of institution for next year

Programmes planned for the year 2017-2018.

SCHOOL OF SOCIAL WORK

- Strengthen the Department activities to be the Best school of social work in Kerala state and one among the top 5 schools of social work in India, fulfilling/(complying with) the Global standards of social work education (IFSW) & standards of accreditation of Social Work institutions by NAAC
- Competence Mapping and Development of Individualized Plan for each student at entry
- Continuous Employability Enhancement Programme (Modular)
- Enhanced Collaboration with International Universities
- Moodle based evaluation test (MCQ)
- Rubric based assessment of learning outcomes/graduate attributes
- Competence Mapping and Skill Enhancement initiatives
- Mentoring to be strengthened through use of appropriate tools
- Establishing
 - i. Centre for excellence in Mental health
 - ii. Centre for excellence in Community health/development
 - iii. Centre for excellence in Family health
 - iv. Rajagiri Center for Life Skills & Positive Living
- International Conference on “Healthy ageing and mental health” during January 2017
- International Social Work Students Meet to be organised alternatively every year.
- Impart social entrepreneurial skills to social work students
- Coordinate with Rajagiri outreach to initiate *Bal Panchayats* in selected panchayats of Ernakulam District-a project funded by UNICEF
- Take forward a project on *campaign against child labour*

SCHOOL OF COMPUTER SCIENCE

- A National Intercollegiate IT Fest scheduled to be organized on August 2017 by the dept. of Computer Science
- Internship training for students at various IT enterprises
- Domain workshop on
 - 1. Information Security
 - 2. Mobile computing

SCHOOL OF LIBRARY & INFORMATION SCIENCE

- To conduct a National Level Workshop / Seminar- Research Methodology, Software Training
- To Organize an Alumni Meet
- DELNET – National Level Workshop in Data mining from e resources with special references from databases in social science/ management.
- FDP- A Class for Finance and personnel Management in Libraries
- **Library Evaluation and collection development programmes** for faculties in all department
- To conduct a Training in Digital Library Softwares For Professionals

SCHOOL OF COMMERCE

Plan 1:

Various Add- on courses:

- MBA entrance coaching
- Diploma in Banking
- Accountancy and Spoken English

Plan 2:

- National seminar to be held in the year 2017-18

Plan 3:

- Commencement of BCom Model 1 Finance and Taxation and BBA courses.

SCHOOL OF MANAGEMENT

Admissions

- To develop an effective and customized **communication strategy** for prospective students
- To create a highly responsive **Admissions practices**
- Develop targeted outreach plan to improve the **diversity** of the student community in management programs.

Academic Systems

- To ensure academic excellence through robust content and effective delivery
- To ensure proper assessment and review process
- To groom employable, confident graduates

Student Outcome

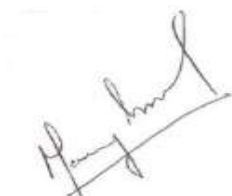
- To create a cordial atmosphere for the students to kick-off entrepreneurial ventures, elicit desire for higher studies, improve quality of placements and to add values to the recruiting fraternity (**Professional Engagement**)
- To provide opportunities for the students to participate in societal improvement in a way that is mutually beneficial. (**Social Engagement**)
- To create an enriching experience for students on campus (**Campus Life Engagement**)
- To equip students to adapt to any situation in any part of the world (**Self-engagement**)
- To create life at Rajagiri more engaging and enriching by facilitating learning beyond class room (**Extra-curricular engagement**)
- To strengthen the value of the Research in students through add-on programmes and certification programmes.

Faculty Excellence

- To attract bright faculty talent
- To nurture existing talent by continuous improvement in productivity

Infrastructure

- To create an enriching academic ambience where learning resources are leveraged optimally
- Implement an effective and efficient solution to access college information to ensure quality decision making and authoritative information management
- Develop infrastructure facilities to improve natural and acquired resources management
- Achieve efficiencies leveraging latest technologies to provide better service and cost optimization



Dr. Mary Venus Joseph
Coordinator, IQAC



Dr. Binoy Joseph
Chairperson, IQAC

BEST PRACTISES

1. Title of the Practice: Experiential Learning opportunity for the students

Objectives:

- To showcase the calibre and quality of the students in the related arena
- To experience the real world practice during the learning period
- To equip the students to move in to the industry/Community as a well informed practitioner

Context

The college stands for value based experiential learning with a social commitment through field action and extension activities. All the students irrespective of their disciplines participate in the social sensitisation camp conducted in the beginning of the course. The curriculum is often designed in a way where knowledge acquisition is done by classroom teaching. To promote learn by doing, experiential learning is accommodated as a culture of Rajagiri College of Social Sciences across departments. It gives the students to learn by

- Opportunity for creativity
- Opportunity for reflection
- Opportunity to self-learn.

Practice in various departments

Social Work Department	Students organize, participate in various community based activities involving, children, senior citizen, social causes etc. As part of the field work, the students take part in surveys, interventions
Computer science	Students take up software projects from various organizations.
Library and Information Sciences	Setting up of libraries by the students across institutions and communities Hands on training provided apart from the curriculum <ul style="list-style-type: none">• Short term training – to get acquainted to the systems• Long term training – to actually work in the real world environment
Commerce Department	Provide a platform in which a balance of professional excellence and social consciousness helps the young professionals in their career. YOUNG INDIANS (YI) , is started on campus which is an integral part of the Confederation of Indian Industry (CII).The student members organize many community based programmes.
Business Management	Take up trainings and surveys for the organizations of international, national repute.

Evidence of Success.

The college has bagged number of awards highlighting the excellence it has rendered in various activities.

1. YI unit of RCSS has won Kerala's second best Young Indian for the academic year 2016-2017.
2. The NSS Unit of the college also bagged the best Unit award from the M.G University.
3. A team of 6 MCA students participated in SMART INDIA HACKATHON 2017 held in Assam.

2. Title of the Practice: Multidisciplinary Faculty Manpower Sharing: Internal / External

Objectives:

- Faculty sharing the knowledge base via training, consultancies
- Multi-disciplinary Knowledge sharing

Context

A single disciplinary perspective often has limitations in that it is driven by the norms and framework of a particular discipline without consideration and incorporation of alternative views. In contrast, interdisciplinary education draws on multiple disciplines to acquire a deep and thorough understanding of complex issues and challenges students to synthesize what each of the disciplines offers before attempting to design efforts to resolve noted concerns. Multidisciplinary teaching helps instructors better utilize instructional time and look deeper into subjects through a content – specific frame. It is relevant to share ideas about their own discipline with enthusiastic colleagues with a common goal. It helps to bring in a unified sense among students and faculties.

Practice

Social Work Department	Offers trainings, interventions across globe. (more details)
Computer science	Faculty teaching across departments in Social Work, Psychology. Faculty train staff across the institution about the automation software, online learning tools etc Faculty serving as trainers across institutions.
Library and Information Sciences	Offers training in academic institutions / industrial organizations Consultancy to set up libraries
Business Management	Faculty serving as Well acknowledged Trainers

Evidence of Success.

1. The departments of Social Work and Computer Science have devised a syllabus for **Web designing for the social work students.**

Website design offers a complete package of affordable website design and development. From the initial process of taking inputs from clients, planning on the basis of such inputs to final implementation and testing – all are done using latest web site designing technique and skills. It is absolutely essential that Social workers need to operate through a website .

2. The departments of Psychology and Computer Science have imparted training on the **PEBL (Psychology Experiment Building Language)**. PEBL offers a simple programming language tailor-made for creating and conducting many standard experiments. It is a free psychology software for creating experiments which allows students to design own experiments or use ready-made ones.
