INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 4)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF
RAJAGIRI COLLEGE OF SOCIAL SCIENCES

Kalamassery
Kerala
683104

(Draft)

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	RAJAGIRI COLLEGE OF SOCIAL SCIENCES Kalamassery Kerala 683104
2.Year of Establishment	1980
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	7
Departments/Centres:	7
Programmes/Course offered:	14
Permanent Faculty Members:	76
Permanent Support Staff:	49
Students:	1390
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Autonomous Institution with 2f and 12B 2. Affordable education is provided by Missionary Management 3. Distinguished and Qualified Alumni
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 04-03-2021 To : 05-03-2021
6.Composition of Peer Team which undertook the on site visit:	

	Name	Designation & Organisation Name
Chairperson	DR. SURESH VARMA PENUMATHSA	Vice Chancellor,Adikavi Nannaya University
Member Co-ordinator:	DR. CHINNATHAMBI DEVENDIRAN	Professor,MIZORAM UNIVERSITY
Member:	DR. H NANJE GOWDA	FormerPrincipal,MYSORE UNIVERSITY
NAAC Co - ordinator:	DR. VINITA SAHU	

Section II:CRITERION WISE ANALYSIS
Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)	
1.1	Curriculum Design and Development
1.1.1 QlM	**Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.**
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QlM	**Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**
1.4	Feedback System

Qualitative analysis of Criterion 1
Rajagiri College of Social Sciences (RCSS), Kalamassery, Kochi is established in 1980 and affiliated to Mahatma Gandhi University (MGU), Kottayam. It is a minority Christian Institution governed and managed by Carmelites of Mary Immaculate (CMI). The College strictly adheres to the University/Autonomous CBCS regulations and offers 7 UG Programs, 6 PG Programs in addition to 1 Diploma and 2 Ph D Programs. The college offering Ph D Program in 2 Departments Social work and Personnel Management. The IQAC monitors the curriculum planning and infrastructure in the college through well documented procedure. The College also offers program to inculcate value orientation, gender sensitivity, environment consciousness and social responsiveness among the students.As a part of the curriculum enrichment, the college has collaboration with reputed institutions/Universities within the country and outside the country. The college conducts Additional Skill Acquisition Program (ASAP) that offers communication and life skill courses to the students with practical components such as internship/ field projects/ field visit.All the departments have Board of Studies and members in the University ensuring the research competence.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QlM	**The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners**
2.3	Teaching- Learning Process
2.3.1 QlM	**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**
2.3.2 QlM	**Teachers use ICT enabled tools including online resources for effective teaching and learning process.**
2.3.4 QlM	**Preparation and adherence of Academic Calendar and Teaching plans by the institution**
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.3 QlM	**IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution**
2.6	Student Performance and Learning Outcomes
2.6.1 QlM	**Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**
2.6.2 QlM	**Attainment of programme outcomes and course outcomes are evaluated by the institution.**
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2
The effective teaching learning environment is a key point for achieving the excellence by any Higher Education Institutions (HEIs).The Rajagiri College of Social Sciences (Autonomous) aims to strive towards excellence by creating effective teaching and learning environment.The faculties are inclusive in their teaching methods as they take a note on the abilities of the learners in terms of their individual learning capacities and diversified socio-economic background.They adopt different strategies for motivating the slow learners and advanced learners.To enhance the learning experience, student's centric methods such as industrial visits, inter collegiate competition, institutional visits, group discussions, debates and quiz, elocution and problem-solving methods and live labs have been adopted by the college. Industrial visits and field trips are the core of the many professional courses.The pass percentage of the student is quite encouraging and in almost every subject the students are on the merit list.The faculty of the college extensively used Google Class Room and MOODLE platform to deliver the course content in an effective way.The system of Continuous Internal Evaluation (CIE) and the end Semester Examination for monitoring and Evaluating class room learning is also built into the teaching and learning process of the college.The Academic ERP FEDENA automated system is setup to ensure the transparency of the admission, examination, the attendance and evaluation system.For the benefit of the students the college has also evolved a mechanism for a redressal of examination grievance.

In alll the programs offered in the college there is a clearly stated its Program Outcomes (POs) Program Specific Outcome (PSOs) and Course Outcomes (COs) as part of OBE.The college is claiming to produce learners who are achieving professional competence and at the same time able to perceive and access human values to meet a contemporary global challenge.POs, PSOs and COs are well displayed on the college website.The college has well established students feedback system to survey the student satisfaction. |

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in Criterion3)	
3.1	Promotion of Research and Facilities
3.1.1 QlM	**The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented**
3.2	Resource Mobilization for Research
3.3	Innovation Ecosystem
3.3.1 QlM	**Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.**
3.4	Research Publications and Awards
3.5	Consultancy
3.6	Extension Activities
3.6.1 QlM	**Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years**
3.7	Collaboration

Qualitative analysis of Criterion 3
The RCSS is a recognised Research Centre under MGU for Social Work, Sociology and Allied Sciences and Management Studies. The College has a well defined research policy which is implemented..A good number of the Research papers have been published by the faculty members in UGC approved journals.The college is actively engaged in helping the marginalised communities by conducting various awareness programmes/camps to make sure that the lower strata of the society get the proper care.The college has also engaged regular services under its extension activities through various Clubs, Cells along with NSS units. Popular Government welfare programs such as Women Empowerment, Child care projects and Rural Sanitization program and schemes have been implemented in the institution. The college also provided Seed Money, for under taking research programmes and the college has got number of consultancy activities in collaboration with reputed institutions and Government agencies. The college has 2 incubation centres (Lecocon and Gyan Prayag).   However, for undertaking more comprehensive research the college can introduce research fellowship and create a Corpus Fund for increasing research activities. 69 PhDs are awarded during the last five years seems encouraging. However, the college needs to focus on some collaboration for the faculty and the student exchange, internship, research and training.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in Criterion4)		
4.1	Physical Facilities	
4.1.1 QlM	**The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**	
4.1.2 QlM	**The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)**	
4.2	Library as a Learning Resource	
4.2.1 QlM	**Library is automated using Integrated Library Management System (ILMS)**	
4.3	IT Infrastructure	
4.3.1 QlM	*Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities*	
4.4	Maintenance of Campus Infrastructure	
4.4.2 QlM	**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**	

Qualitative analysis of Criterion 4
The college has got two campuses namely Hill Campus, and Valley Campus consisting of 8.64 acres and 82.3 acres of land respectively with a built-up area of 35, 844 sq.mts and it has adequate infrastructure for teaching and learning. Out of 42 spacious class rooms, 26 ICT enabled, equipped with 49 LCD projectors and TV /Smart Boards.All class rooms have Wifi/LAN internet facilities to make effective teaching learning process.Total 583 computers with 6 Computer Labs, 1 Commerce Lab, Audio Visual Hall, Digital theatre, 4 Auditoriums, 5 Conference Halls, 3 Board Rooms, 2 Girls Hostels, 2 Boys Hostels, 2 Cafeteria, and Yoga Centre, 2 incubations and Banking facilities within the campus make the office and academic functioning and conducive.The students of the college have access to the available facilities for sports & games, playground and 4 Gymnasium.The institution has rich cultural activities having local popularity and followed 'Ek Bharat Shresht Bharat' initiative of the Government of India. The college has fully automated library with 48,043 Books, subscribed e-journals, e-books, e-ShodhSindhu, and Shodhganga and the entire library is digitalised.The college has various committees for looking after the physical academic and support facilities and all available infrastructure is maintained by AMC using funds from Government and Management.The institution updates its IT facilities periodically.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QlM	**Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**
5.4	Alumni Engagement
5.4.1 QlM	**The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.**

Qualitative analysis of Criterion 5
The college has elected Student Union in accordance with the provisions of the University.There is enough representation of students belonging to all classes.Student representatives are involved in conducting of various events and coordinate the activities of clubs and forums.The union also publishes college magazine annually to showcase the creativity of the students.The student's involvement and engagement in academic and extra-curricular activities is evident.The Alumni is registered and contributed generously over the last five years.The Association has instituted many scholarships/freeship and endowments during the assessment period.The services of the Alumni Association is used in strengthening placement and other developmental activities.A good number of students qualify in competitive examinations like NET/JRF.The college has got quite good number of outstanding performers in sports/cultural activities at University/State/National/International level.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QlM	**The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution**
6.1.2 QlM	**The effective leadership is reflected in various institutional practices such as decentralization and participative management.**
6.2	Strategy Development and Deployment
6.2.1 QlM	**The institutional Strategic / Perspective plan is effectively deployed**
6.2.2 QlM	**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**
6.3	Faculty Empowerment Strategies
6.3.1 QlM	**The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression**
6.4	Financial Management and Resource Mobilization
6.4.1 QlM	**Institution conducts internal and external financial audits regularly**
6.4.3 QlM	**Institutional strategies for mobilisation of funds and the optimal utilisation of resources**
6.5	Internal Quality Assurance System
6.5.1 QlM	**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)** **Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**
6.5.2 QlM	**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities** **(For first cycle - Incremental improvements made for the preceding five years with regard to quality** **For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)**

Qualitative analysis of Criterion 6

The college governance is intune with vision and mission of the college.The organisational structure of the college consists of Manager and Provincial, Director, Management Representatives, Associate Director, Principal, Vice Principal, IQAC and Academicians.A decentralised approach is practised by the Managing Board where Faculty members and students are involved in most of the academic and extracurricular activities.The college has provided autonomy for implementation and deployment of the policies by decentralising governance and organisational operation at various stages to ensure participatory management.The Management has provided all possible good infrastructure facilities and authorised the Principal to take all the academic decisions.Various committees such IQAC, Steering Committee, Research

Cell, Staff Councils, Academic Review Committees have been constituted to look into the routine academic and financial administrative issues.Well-structured performance appraisal system is in place for faculty members, students' feedback, self-appraisal, work diary and academic audit are considered for appraisal for the teaching faculty. The IQAC undertakes initiatives to review the teaching learning process and learning outcome by promoting student centric methods like field visits, case studies, project based learning and interactive sessions.The IQAC is instrumental in promoting the digitalised learning process and its timely response to MHRD quality initiatives is noteworthy.The college conducts internal and external financial audit regularly.Gender Audit and Green Audit are another commendable steps taken by the institution to check the gender equality and green initiatives.The grant received from UGC, RUSA is being audited regularly by external Government Auditors.

	Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities	
7.1.1 QlM	**Measures initiated by the Institution for the promotion of gender equity during the last five years.**	
7.1.3 QlM	**Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)** • **Solid waste management** • **Liquid waste management** • **Biomedical waste management** • **E-waste management** • **Waste recycling system** • **Hazardous chemicals and radioactive waste management**	
7.1.8 QlM	**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**	
7.1.9 QlM	**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**	
7.1.11 QlM	**Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**	
7.2	Best Practices	
7.2.1 QlM	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	
7.3	Institutional Distinctiveness	
7.3.1 QlM	**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**	

Qualitative analysis of Criterion 7
The safety and security of the girl's students have been kept at the priority by the RCSS.The security system is ensured through 38 CCTV Surveillance, security guards and other internal committees such as Women Cell, Anti-Ragging Cell, Grievance Redressal Cell, and Anti-Harassment Cell.Each and every student including parents and teaching and non-teaching staff have been insured under Group Insurance Scheme (GIS).Its waste management system is well in place with proper segregation of the bio-degradable and non-biodegradable waste.Liquid Waste Management system is also in practice by the centralised system of liquid waste used for garden and washrooms.The college has also given due importance for e-waste management by handing it over to certified vendor for use and recycling.Water recharging units and wells have been constructed for rain water harvesting.As a result, water level has increased for utilisation in the entire campuses are powered by solar energy and also supply solar power to the State grid during lean consumption period. The college has taken up 'Swatch Bharat Abiyan (SBA)' in order to inculcate human values and a sense of pride in the minds of youths, the college conducts the celebration of birth and death anniversaries of great national leaders and national festivals.Transparency in Finance, academic and administration is maintained through decentralised practices. The best practices followed by the college is to extend helping hand to marginalised community as its social commitment and accountability. The college institutionalised these efforts under various programmes.The institutional distinctiveness is visible in providing affordable and quality education to the rural and

marginalised students of the region.However, the college needs to put in great efforts to truly achieve a tag of running up paperless office.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(**SWOC**)(**up to 500 words**)

Strength

Strengths:

- An attractive, Keen and Eco-Friendly Campus with Academic ambience
- Affordable Education
- Competent and Qualified Faculty
- Excellent reputation
- Legacy being one of the oldest and city centred Institution of the state
- Fully automated campus management system, the college has many luminous in the credits including Judges, Academics, Journalists, Civil Servant, Writers, Activists, Political Leaders and Social Workers

Weakness:

- Innovation and entrepreneurship

- Research Publications and patents

Opportunities:

- Scope of Research
- Consultancy
- To generate revenue to explore possibilities of employment through expertise alumni
- Scope for more UG and PG Programs
- Establishment of Industry interface
- Inter institutional challenges

Challenges

- Conservative ethnicity
- Employing and retaining high quality talent pool
- To sustain the competitive environment
- To provide more placement opportunities

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- To associate with strong alumni backup for making use of their expertise and placements

- National and International linkages with other institutions and industry through exchange programs and interships

- Short term and long term Strategic plans for sustainable growth of the institution

- Introduction of more UG and PG Programs and Skill development programmes under NSDF

- Ensuring more Academic autonomy and the college has great potential to become higher learning center and institution of Excellence

- Developing institution readiness for timely implementation of NEP 2020 and the College to initiate Doctroal Programmes in all Departments

- Adapting cutting edge pedagogies in Teaching and learning process

- Fostering community engagement linking CSR for human development

- To enhance skill development for employability

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. SURESH VARMA PENUMATHSA	Chairperson	
2	DR. CHINNATHAMBI DEVENDIRAN	Member Co-ordinator	
3	DR. H NANJE GOWDA	Member	
4	DR. VINITA SAHU	NAAC Co - ordinator	

Place

Date

Sl.No	Name		Signature with date
1	DR. SURESH VARMA PENUMATHSA	Chairperson	
2	DR. CHINNATHAMBI DEVENDIRAN	Member Co-ordinator	
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4	DR. VINITA SAHU	NAAC Co - ordinator	