Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 1st July 2015 to 30th June 2016

Of

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

Submitted to

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: 30-09-2016

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:**
  (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)

> **EC/63/RAR/26 dt. 23-3-2013**

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	1st Cycle	**Five Star**	NA	**2000**	**5 Years**
2	2nd Cycle	**A+**	NA	**2007**	**5 Years**
3	3rd Cycle	**A**	3.70	**2013**	**5 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 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR _____**30/10/2014**_____ (DD/MM/YYYY)
  ii. AQAR_____**31/10/2015** _____ (DD/MM/YYYY)

1.9 Institutional Status

   University   State ☑   Central ☐   Deemed ☐   Private ☐

   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**

1.11 Name of the Affiliating University *(for the Colleges)*   **Mahatma Gandhi University, Kottayam. Kerala**

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

Autonomy by State/Central Govt. / University   **Yes**

University with Potential for Excellence   -   UGC-CPE   **Yes**

DST Star Scheme   --   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

UGC-Innovative PG programmes   --   Any other (*Specify*)   -

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   **4**

2.2 No. of Administrative/Technical staff   **5**

2.3 No. of students   **6**

2.4 No. of Management representatives   **3**

2.5 No. of Alumni   **1**

2. 6 No. of any other stakeholder and
        community representatives   **6**

2.7 No. of Employers/ Industrialists   **3**

2.8 No. of other External Experts   **4**

2.9 Total No. of members   **32**

2.10 No. of IQAC meetings held   **6**

2.11 No. of meetings with various stakeholders: No. **196**   Faculty **180 ***

Non-Teaching Staff **2**   Students **7**   Alumni **4**   Others **3**

- All the schools have departmental meetings on All the working Tuesdays

2.12 Has IQAC received any funding from UGC during the year?   Yes   No
        If yes, mention the amount   **3,00,000.00**   ✓

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **37** International **3** National **10** State **4** Institution Level **20**

(ii) Themes

	Curriculum	Teaching-learning	Research component	Student support & progression	Best practises
SCHOOL OF SOCIAL WORK					
National				CATALYSIS'16 - National Social Work Students Meet on 26th and 27th November 2016	DYUTI 2016- National Conference on Corporate Social Responsibility and Children during January 2016
State level	**MSW Curriculum Revision 2016 Workshop** was organized by the PG Board of Studies (Social Work) under M G University at Rajagiri College of Social Sciences (Autonomous), Kalamassery. The workshop objectives and the University Guidelines for PG Syllabus revision for the year 2016 was presented by Dr. Sr.Lizy P.J, Chairperson, PG BOS.		**One day workshop on Research Methodology and Writing Research Proposals was organized on Saturday**, 31st October 2015 for faculty members of Social Work Department of Rajagiri College, Research Scholars of Rajagiri Doctoral Centre, M.Phil and PGDCSW students.\n\n The Resource person was **Mr. Albert Kuruvila, Lecturer, Social Work Programme, The University of Waikato, New Zealand.**		**A Symposium on 'Our Rights Our Freedoms Always- Mapping Inroads for the Actualisation of Human Rights Ideals'** was jointly organized Centre for Human Rights, NUALS on December 10, 2015. Dr B.Kalam Pasha ,Judge, Special Court-C.B delivered a lecture on "The Convention of the Elimination of all forms of Discrimination against women (CEDAW\n\nAs part of **World Elderly Abuse Prohibition day**, an awareness session on 15th June 2016. The programme was jointed organized with Kerala Social Welfare Mission

					(Vayomithram). Commemoration of 60 years of Social work Education & Practice - Rajagiri college of Social Sciences completed 60 years of its existence and six decades of social work education in Kerala State. Former Principals, Former Professors and few people who have made exclusive contributions to the growth of our Institution for the past six decades was honoured. Seventh Fr. Jose Alex Award for Excellence in Social Work 2015 presented to Rev. Fr. Michael Vettikkat CMI, Kottayam Social Service Society
Institution al				Workshop on "Social Entrepreneurship" for BSW 3rd year students on 3rd June 2016 by Mr. Mr.Boniface, Mr.Balu James and Mr.Johns Augustine (MAGICS) Workshop on "Social Entrepreneurship" Mr. Gopi Shankar, Deputy Manager, Kerala Finance Cooperation. S on 10th June 2016 Session on USIEF by Ms Suranjana Das (Public Relations and	

				Alumni Manager, USIEF, New Delhi), and Ms Lalitha Nagesvari (Programme Manager, USIEF, Chennai) on 17th June 2016	
				Workshop on "Social Entrepreneurship" by Mr.Sandith Thandasherry (CEO, Navgathy Marine Design and Construction Pvt.Ltd) on 17th June 2016	
				Session on "Cyber Security" by Dr. Mini Ullanat, System Administration, CUSAT on17th June 2016	
SCHOOL OF COMPUTER SCIENCE					
International				**International Conference On Knowledge Engineering – Theory and Practices -** on the 24th and 25th of July 2015 at Rajagiri Business School (Kakkanad). Dr. Ajithkumar Nair, M.D (Anderson Cancer Institute, Texas) and Dr. Thara Ravindran(Singapore) were the key note speakers for the event.	
Institutional				**M-POWER' a 4 day workshop** aimed at bringing-out skilled and talented professionals out to the stage, was held from June 8-11, 2016. The programme conducted and coordinated by Mr.	

				Krishnakumar and Mrs. Mini Krishnakumar, was a platform for developing students to be beacons for the youth at ascertain what is right for them and grow into morally upright, responsive human and responsible citizens of the world.	
SCHOOL OF LIBRARY & INFORMATION SCIENCE					
National					**National Librarians Day** was celebrated by School of Library and Information Sciences. Famous Poetess Aryambika S V (Kendra Sahitya Academy Award Winner), inaugurated the function on 12 August 2015.
State				MLISc students participated in the **seminar** at "Moring Star College, Angamaly **on "Use of Digital Library for Academic 'Excellence' and moving towards "Total E-resource Management" & Inauguration of Digital Library Software** – Techfocuz on June 2016.	Live project conducted by the school of Library and Information Science at Saraswathy Mandir Public School, Elamakkara (Setting up of New Library) on June 2016.
SCHOOL OF COMMERCE					
State				**SPLENDORE 2 K 16** - Intercollegiate Graduation fest was organized on 15th and 16th January 2016	

Institutional					**Commerce Fest 2 K 16 -** Association of Commerce Students of Rajagiri (ACSR) organized the Valedictory function of 'Commerce Fest' on 1st May 2016. The toppers of the Semester Examinations as well the young achievers of the year were recognized during the Fest. With the intention of quality enhancement, a **work shop on 'Attitude change'** was conducted on 1st and 2nd by Prof.Vijay Menon, faculty, IIM and Alumni of RCSS **Career Awareness week'** was conducted from 3rd to 6th August, 2015 at Alex Hall, RCSS, Kalamassery. The programme included series of talks, orientation classes, Demonstration and quiz contests. Financial Reporting system, Certified Management Accounting, Tally Accounting Practices etc. were the important areas of orientation **A talk on 'Social Enabling'** was conducted On January 25th by Social Activist and Motivator Smt. Nisha Jose. The resource person shared her experience of the resource person in	**Induction** programme 'SPARK-Life skills and leadership development programme' was organised from 22nd to 27th June 2015 for the first B.Com students .the programme was held at Rajagiri Kalamassery Campus and 100 students participated in the programme covering topics like self confidence, communication skills, career skills, stress management ,leadership skills etc.

				'Gifting a Smile to the Cancer Patients' by gifting them the 'Wigs made of Natural Hair'.	

SCHOOL OF MANAGEMENT

International					**Rajagiri International Youth Fest**" was held from 15th to 17th October, 2015 at Rajagiri Valley. International students from around 20 countries attended the fest. Korean Day - **Excellence Lecture** on "Indo-Korean business association" by Korean consul general Kyungsoo Kim organized in the month of October 2015.
National				**Inflore 2015** was held on 15th and 16th October 2015 at Rajagiri Centre for Business Studies. Dr. Baju George, CEO of Smart City was the Chief Guest for the Valedictory Function **Rajagiri National Business Quiz (RNBQ) 2015** was held on October 17, 2015. Mr. Mitesh Agarwal was the quiz master. Shri. V. P. Joy I.A.S. (Joint Secretary, Union Cabinet. . The winners of the mega quizzing event were - Corporate: TCS; Student: Osmania	

				Medical College. One day **National workshop on National Institutional Ranking Framework** was held at Rajagiri Centre for Business Studies on November 28, 2015. Dr. Roshna Varghese, Prof. Harish.B, Mr. Kishore Jaleel, Mr. Aby John and Mrs. Dhanya Vinayan from RCBS participated in the programme **National Conference on 'Insights in Marketing: Rethink, Reinvent & Reskill'** was held on February 6, 2016. The Chief Guest for the event was the Honourable Director and Country HR leader of Amazon India Mr. Raj Raghavan. National Seminar on "**Internationalization of Indian Higher Education**" on 5th May 2016. The Director General of ICCR Mr. C. Rajasekhar, IFS, was the resource person.	
Institutional				**Seminar & Panel Discussion on 'Labour Code on Industrial Relations Bill 2015'** was held on July 11, 2015. Prof. H.A.C Poppen was the resource person. The panel consisted of Adv. Bhargavan Pillai (State President, BMS), Adv. K. P Haridas(State General	

| | | | | Secretary –INTUC), Adv. Krishnamoorthy CITU and Mr. Jose Varkey Vithayathil (Head – HR – Reliance Energy).

Samvaad - A Youth Empowerment Programme organized in the month of August 2015.

Panel Discussion on the topic ' **Emerging People Challenges & Opportunities in New India'** organized in association with NHRDN in the month of January 2016.

Panel Discussion on **Innovation Driven Entrepreneurship** organized in the month of March 2016 | |

2.14 Significant Activities and contributions made by IQAC

- The **Annual Academic Retreat, Bodhi 2015-16**, for the faculty members of Rajagiri College of Social Sciences and Rajagiri Business School was held from 20th to 22nd April 2015. The orientation for the retreat was held on 20th April at Valley campus. Session 1 and 2 were led by Dr. Babu Paul IAS (Retd). Dr. Krishna Swamy, Dean, Humanities & Social Science, Christ University and Dr. Mallika Krishna Swamy, Christ University were the resource persons. The 2nd and 3rd day's programmes were held at Tea County, Munnar.

Faculty Development Programmes

- **One day Faculty Training Programme on Meta-Analysis** was held on June 2, 2015 at RSOM Conference Hall, Valley campus. The class was handled by Dr. A. T. Jotheeswaran (MSW, MSc & PhD from Kings College, London)

- **Training class on GAIN PF** conducted by Directorate of Collegiate Education, Thiruvananthapuram on 16.07.2015

- **MDP on 'Finance for Non-Finance Managers'** was organized by the Finance Domain from August 18 to 19, 2015. The sessions were taken by Mr. C.A George Korah of M/s Korah and Korah, Chartered Accountants

- **MDP on 'Technology Leadership and Strategy'** was organised on September 26, 2015 by The Systems Department of RCBS. The MDP is targeted at IT executives and middle-level managers

who aspire for a progression in the technology leadership path.

- **MDP on "Competency Mapping**" for the delegates of Cochin Shipyard Ltd organized in the month of September 2015.

- Rajagiri Centre for Business Studies and NIPM Kerala Chapter presented a special lecture session on '**Creating a Culture of Innovation: Lessons from Google'** by Mr. GopiKallayil, Chief Evangelist for Brand Marketing, Google on December 31, 2015 at the campus.

- A faculty development programme on the topic "**Bloom's Taxonomy**" was organised for the entire faculty members of Rajagiri Centre for Business Studies on Tuesday January 5, 2016. The resource person was Prof. Satinder K. Dhiman, Ph.D, Ed. D. Associate Dean, MBA Director and Chair, Professor of Management, School of Business, Woodbury University, USA.

- **MDP on 'Behavioral Events Interviewing Skills'** for CGH Earth Group conducted in the month of March 2016.

- Faculty Development Programme on **'Innovative Approaches in Management Teaching'** by IIM -K faculty members from April 28th to 30th , 2016.

- Rajagiri in Pursuit of Excellence Lecture 2016 on "**Nation & Nationalism**" held on 29th June 2016

Research, consultancy & Publication

1. **Three-day national workshop on "Research Methodology and Statistical Analysis**" organised by Rajagiri School of Management under the sponsorship of University Grants Commission (UGC) was held at valley campus on 4th, 5th and 6th of June 2015.

2. **Workshop sessions on 'Qualitative Data Analysis'** by Dr. B. Devi Prasad, Professor from Centre for Equity for Women, Children and Families, School of Social Work, Tata Institute of Social Sciences (TISS) – Mumbai was held on June 8th & 9th 2015.

3. **MDP on 'Data Analysis for Decision Making'** was held on June 29-30, 2015, organised by Research Institute Rajagiri (RIR), the research wing of Rajagiri College of Social Sciences (Autonomous) held

4 .A Faculty Development Programme on **Research Methodology and** SPSS was organised for the entire faculty members of Rajagiri College of Social Sciences on 11th April to 13th April, 2016. The resource person was Mr.Veeva Mathew, Assistant Professor, Rajagiri Business School, Kakkanad.

❋ **SUPPORT THE FACULTY MEMBERS IN**

- Presentation in National and International Conferences

- Publication of Research Projects

- Voluntary self development initiatives

- Mid term and end term evaluation by students

- Faculty Self evaluation

- Rajagiri immersive learning experience

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* 2015	Achievements
INSTITUTION LEVEL	
Achieving Potential for Excellence Institution Top Ranking at the National Level	Declared as "College with Potential for Excellence" by UGC. RCSS was currently ranked 36th and Rajagiri Business School ranked 37th among the Management institutions in India by National Institutional Ranking Framework (NIRF) of Ministry of Human Resource Development. Rajagiri Centre for Business Studies' MBA programmes have been provisionally accredited by the National Board of Accreditation (NBA) for two years w.e.f. 1-7-2015. Rajagiri college of Social Sciences was ranked 10th in the Survey conducted by Outlook magazine for the Top 10 Social Work Colleges in India.
Annual Strategic planning for the Student clubs: • Rajagiri Youth Cross • Rotaract Club • NSS Student Unit	The Best Youth Red Cross Unit in the State of Kerala. • Received Presidential Citation of Rotary International in 2015 • Received 4 prestigious Rotary District awards for highly active club, international services, best project (Wealth out of Waste –WOW) and Navaratna award for outstanding President in 2015. • Best NSS Unit and Programme Officer in M. G. University in 2016
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. • 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
SCHOOL OF SOCIAL WORK	
Online promotion of the various academic programmes	• Website modified with multi media content and modern design • Online application • Online entrance test • Admission process through on time
Attract best and deserving students from across India	Out of state Students (Manipur, Andhra Pradesh, Delhi, Lakshadweep, Chennai) registered for MSW and BSW programme
Attracting International candidates	• DYUTI international conference • Website updation • New Tie ups with Australian Catholic University, Nazareth College of Rochester – USA
Tie-up with reputed agencies and government departments for joint programs	Increased association with: • Association of Schools of Social Work in Kerala • The Directorate of Social Justice, Government of Kerala. • Grama Panchayats • Rotary club • CEVA • UNICEF • Federal Bank • Home Department, Govt. Of Kerala • World Bank • International Association of Schools of Social Work • Bharat Petroleum Corporation Ltd. • Roads & Bridges, Gov. Of Kerala • Kochi Binnale Foundation • International Council for Social Welfare • Women's Division, Kerala State Council for Science, Technology and Environment • Directorate of Higher Secondary Education, Govt. Of Kerala • Kerala Association of Professional Social Workers • Kerala State Higher Education Council

	• Annual Programme Implementation Plan (APIP) 2015-2016 of ICDS projects in Kerala (At the request of the Govt.of Kerala)
Faculty Development	Presentations in weekly faculty meetings on every Tuesdays (Across all the schools) Resource persons and consultants for various colleges and NGOs Financial support for participating in International seminars Faculty research projects Faculty Development programmes One faculty member obtained Doctorate from IGNOU Publication Policy
Encourage eligible faculty to take up Research Guideship for Ph.D and M.Phil	Two Faculty members applied for Ph.D Guideship
Take up more UGC major and minor Research projects	Minor and major research projects being undertaken by faculty members
More international exchange programme both for teachers and students	Exchange programme with • Nazareth College of Rochester, Newyork • Waikato University, New Zealand • Youngsan University Korea • Lille University, France
Curriculum revision	The BSW curriculum was revised M.Phil in social work
Develop more alumni relationships	Alumni from within the country and outside were invited to address the students. Overseas alumni meets organised in different countries
Continued departmental membership in international professional associations	Renewed the department membership in the International Association for Schools of Social Work
Mass online open course (MOOC)	Faculty encouraged the students to register for reputed online open courses as part of ... and assignments.
5 year integrated MSW programme with two specialisations • Clinical orientation	The proposal was discussed during the BOS meetings . Taking into consideration of the present social work education scenario, it has

• Development orientation	been decided to start the proposed programme in the course of time.

SCHOOL OF COMPUTER SCIENCE

Admission and Selection: Promotion of Course in feeder colleges	Facebook , TV and FM advertisements. Online Promotion Admission based on Govt Entrance Examination
Academic System: curriculum Revise based on Feedback- BOS	A study was presented based on the result analysis of Autonomous batch at the BOS Meeting
Faculty – Research promotion Acquire Minor/Major Projects from National Funding agencies Promotion of research Organize an International conference	5 international publications by faculty. 2 faculty applied for minor research projects Department financially supports faculty to participate and publish in conference. International Conference on Knowledge Engineering theory and practices July 2015. Higher studies Shiju Thomas, Completed M.Tech Computer Science with Specialization in Embedded System from Cochin University of Science and Technology
2 Industry interaction per year 2 alumni interaction per year	1. Mr. Sunil balakrishnan, Head, Centre operations, UST Global, June 30, 2015 Tuesday 2. Mini Ulanatt, System manager, CUSAT, November 24, 2015 3. Deepthi Tharakan, Orientation programme July 2015. 4. Thomas Emmanuel, ORACLE, December 2015 5. Praveen CV, Manager, Punjab National bank, January 12, 2016
Specialization track orientation process for autonomous batch	2 day Orientation Classes on Specialization tracks – April 2016
Social Activity Day	Social Connect Programme for Semester III Udayamperoor Grama Panchayath Janakeeyasoothranam 2013-2015 Malekkad Drinking Water Project - Survey Conducted By Mca(2014-2017) On 4th Aug 2015

SCHOOL OF MANAGEMENT

Support faculty with state-of-the-art technology, delivery systems and supporting resources	• Career growth plan for teaching staff • Faculty development policy • Teacher Evaluation policy

Establish career orientation process and assessments	• Increase the number of non-keralite students • Industry Visits & Concurrent Field Work
All the policies drafted and discussed during the faculty council meeting. Suggestions invited and the final policy in place.	• Examination policy • Admission policy • Recruitment, selection & Induction policy

School of Library & Information Science

• To take up faculty development programmes
  – Delnet – National Level Workshop on November –Topic: Data mining from e resources with special references from databases in social science/ management.
  – Proposal is under preparation to start M Phil and Ph.D.
  – Proposed to start a UGC NET coaching in Library and Information Science
	100% placement with assistance and guidance from the department.

• Integrated M.L.I.Sc Course(2 Year Programme-4 Semesters):
  • This will be commenced on 2017 with new revised syllabus, with the consent from the University.
  • After successfully completing the second semester exam, students will get the BLISc Certificate.
	MLISc (2014-15) Batch Students Sruthi M and Roshni Raghavan Qualified UGC NET.

Lateral Entry to M.L.I.Sc Course: • Those who have passed B.L.I.Sc can join for the third semester of M.L.I.Sc Integrated Course.	BLISc and MLISc Rank holders (2014-15 batch) received mementos from *Kerala library association(KLA)*

• Value added Course proposed:
  • Certificate Course in Software Asset Management
    • **3 Months Full time**
    • **6 Months Part Time**	

SCHOOL OF COMMERCE

Online promotion	• Website modified with multimedia content and modern design • Online application for admission

	• Research article presentations in weekly faculty meetings on every Tuesday.
Faculty development	• Faculty development programme on research and SPSS.

* 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

Provide the details of the action taken:

- **International Accreditation Initiative have been implemented during the academic year 2015-2016**

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	**5**		**3**	
UG	**2**	**2** (BCom-Model 1 & 2)	**4**	
PG Diploma	**2**			
Advanced Diploma	**0**			
Diploma	**0**			
Certificate	**0**			❊ **Tally** ❊ **Street theatre** ❊ **TA** ❊ **Yoga** ❊ **Communicative English** ❊ **Library Software Management** ❊ **Soft Skill** ❊ **Bridge Programme**

Others	**0**	**1** **(M.Phil in social work)**		
Total	**11**	**3**	7	9

Interdisciplinary	❆ PGDCSW ❆ Web designing ❆ Social Entre-preneurship Club			
Innovative	1 (Entrepreneurship) LEDMAC			

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

        BSW & B.COM   -   CBCSS
        MSW, MCA & M.PHIL   -   ELECTIVE OPTION
        BLISC & MLISC   -   CORE
        MBA & MHRM   -   ELECTIVE OPTION

    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**10**
Trimester	**--**
Annual	**--**

1.3 Feedback from stakeholders* Alumni ☑   Parents ☑   Employer ☑   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, 2016 at Rajagiri Hill campus.

- **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.

*Please provide an analysis of the feedback in the Annexure

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

MSW	Syllabus revised
BSW	Syllabus revised
PGDCSW	Syllabus prepared
M.Phil in Social Work	Syllabus prepared
B.Com	Syllabus prepared
MBA/MHRM	Syllabus was modified in the year 2015. Minor revision was introduced for certain papers in MBA.
MHRM	concurrent field work was introduced from 2015 admissions

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

New course
School of Social Work
- **M.Phil in Social Work Course .**

School of Commerce

- B. Com Model 1-Computer and B. Com Model 2 Finance and Taxation.

School of Computer Science

Two pools of 4 specialization tracks are incorporated in the syllabi, in which 2 subjects from pool 1 will be offered in semester 4 and two subjects from pool 2 will be offered in semester 5. The course is designed to make a graduate, expert in any of the following specialization tracks 1: Knowledge Engineering 2: Programming Series 3: Advanced Software Engineering 4: Information Security

Restructured
- PGDAHS (Post Graduate Diploma in Administration of Human Services) restructured as Post Graduate Diploma in Counselling and Social Work Practice (PGDCSW).

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal)
77	67	9	2	1

2.2 No. of permanent faculty with Ph.D.

23

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
--	4	--	1	--	--	--	1	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest | 9 | Visiting | 8 | Temporary | 4 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	6	29	7
Presented papers	18	11	3
Resource Persons	2	2	3

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

Annual Academic Planning - Various schools to come together and evaluate the previous year's activities, revise and finalize their planning strategies with regard to policies, activities and calendar for the new academic year.

Deeksharambam- the solemn course initiation for the students and their parents in the beginning of the course at Rajagiri.

Samavartanam - the course completion ceremony for the students and their parents on completion of their course at Rajagiri. Awards given to students who have come excellent in academic activities - exam, field work, dissertation, project

Community outreach programmes

Know your neighbourhood programme
Rural sensitisation programme

Involvement in various seminars/workshops conducted by other schools

Faculty as well as student research and publications

Regular- in -house faculty presentations in weekly meetings

Active student clubs and associations

Student development programmes

MCA - Innovative practices in teaching and learning

Flipped classrooms

Theatre in classrooms

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 Methodology 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.

The Graduate Attributes are separately assessed by the Assessment Development Centre (ADC) at the Programme entry level and exit level.

The subject wise scores between the internal (Faculty) and external evaluators (ADC)are compared for consistency/deviation/patterns.

Each student has to undertake an international aptitude test (Peregrine) to compare them to international benchmarks (entry and exit level).

This data helps to assimilate the progression of the student scientifically.

Remedial measures are also recommended based on the LO/GA trends.

Year over year changes across batches are also evaluated using the LO/GA trends.

Conceptual Learning:

Through case discussions, lectures and seminars students are introduced to the concepts and theoretical framework of management and business. Students are also introduced into worlds of business through business update sessions and research projects.

Experiment Engagement:

The experiment engagement activities help students get immersed into the practical realm of management through various activities like Rural Sensitization camp, Vanavasam, field work, field projects and students learn from doing and experience.

Executive Modelling:

Rajagiri ensures that the students develop the winning abilities and skills to create a great impression at work and advance in their professional life.

Corporate Competency:

Students are made industry ready through continuous interaction with industry professionals.

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.

Group Learning Centre:

The Group Learning centre facilitates teamwork and group activity.

Foreign Language Training:

At Rajagiri, students also are given the opportunity to master foreign languages. Currently foreign language courses are being offered in Italian and French by a foreign instructor.

Industrial Interaction:

Corporate heads from MNCs regularly interact with the students and enlighten them on the tried and tested avenues of modern business.

Business Awareness Test [BAT]:

The tests conducted on a weekly basis, helps gauge how in tune the students are with the present business scenario. It helps keep them abreast of the latest in the corporate world.

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.

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   220

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

- Implementation of **Fedena software**
- **Barcoding** is under progress.
- Using **Pariman question bank Software**.
- **Online examination** using Moodle Software is conducted by individual member of faculty.
- **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 9 /Faculty 12 /Curriculum Development workshop 4

2.10 Average percentage of attendance of students   96 %

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	6.7	59.3			66
MHRM	36	8.3	52.7			61
MSW	53	22%	44 %	26 %	4 %	96%
PGDCSW	8	38%	37%	-	-	75%
BSW	37	52 %	24%	24%	-	100%
MCA	44	20%	64%	16%		100 %
BLISc.	26	-	80%	7%	-	88%
MLISc.	12	--	92%	8%	-	100%

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

Contribution:
- Annual Academic Planning and review
- Monthly General Council
- Weekly Department council
- 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
- Saksham – learn the tools from Microsoft to be more effective creators of ICT enabled learning experiences. The tools were Sway, OneNote, Office 365, Movies using PowerPoint, Office Mix, SharePoint, Yammer, Skype for business, Kodu Game Lab, etc.
- Continuous assessment – scheduling
- Results of the students- analysis
- Support for the challenged
- Add-on courses /value added programmes

- Extra curricular
- Student Wing of IQAC meets regularly and results evaluation done and corrective measures suggested .
- Award based on overall performance
- Institutional library access and information resources to support research, teaching and learning.
- Individual laptop(s) 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.

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.

Inflore:

Inflore is a two-day Management fest of the college conducted by the students on a grand scale with a maximum participation of students from colleges across India.

Enrichment Programs through the week:

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.

Monitor:
- The parameters that faculty member has set down as evaluation criteria in the respective course plan of each subject has to be cross checked with the consolidated mark sheet submitted by the faculty to the examination office.
- A check is also done to see whether all 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.

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 faulty member undergoing special training has to present their learning in the school level faculty council meetings.

On the basis of EPU (Equivalence Paper Units) the research contributions of the faculty are evaluated and necessary incentives and support are provided.

All the programmes conducted by the college are evaluated by the students. A structured format is used periodically 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

A competency development programme and individual evaluation of each student was conducted in the month of March for all the junior batches of MBA & MHRM

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses (**UGC**)	**3**
UGC – Faculty Improvement Programme	**2**
HRD programmes	19
Orientation programmes	**1**
Faculty exchange programme (International & National)	**10**
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	2
Others : Faculty Development Programme	**1**

- Dr. Anish K.R. has attended UGC-Refresher course on Human Rights conducted by the UGC-academic staff college, University of Kerala, Trivandrum from **6-5-2015 to 26-5-2015.**

- Dr. Sunirose I.P. has attended UGC-Refresher course on Human Rights conducted by the UGC-academic staff college, University of Kerala, Trivandrum from **6-5-2015 to 26-5-2015**

- Dr. Fr. Joseph M.K., has attended UGC-Refresher course on Women Studies conducted by the UGC-academic staff college, University of Kerala, Trivandrum from **01-10-2015 to 21-10-2015**

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	**39**	--	--	--
Technical Staff	**9**	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

To promote Research Climate in the Institution, a Research Committee has been constituted. This committee convenes for discussing research activities undertaken by the college. The research scholars engaged in their doctoral programmes also are benefited from the meetings convened by this committee as there are opportunities for presentation, evaluation and feedback provided by this committee.

- The Research Centre headed by Mentor Research and equipped with research assistant and computing environment facilities access to funding and external grants to support research activities thereby enabling faculty to seamlessly execute their research studies.
- Publication 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.
- **Two National level professional journals** – *Rajagiri Journal of Social Development* and *Rajagiri Management Journal*. It has been continuously being published without any default.
- Research-led social initiatives at the grass-root level at institute of inclusive innovation.

- Workshop/Training programmes are organised for faculty in the areas of
    → Research Methodology

    → Literature Review

    → Article Publication

- Faculty presentation of Article Review during weekly staff meetings
- Presentation of research scholars on the Progress of their research work

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	--	1
Outlay in Rs. Lakhs		6,99,600.00	--	8,49,600.00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	8	--	--
Outlay in Rs. Lakhs	130000	1000000	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals → Rajagiri Journal of Social Development → Rajagiri Journal of Management	2	2	0
Non-Peer Review Journals			
e-Journals			
Conference proceedings	1	1	

3.5 **Details on Impact factor of publications**:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐ 4

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	2015-2016	• Kerala Commission for Protection of Child Rights • UGC	1734000.00	1734000.00
Minor Projects	2015-2016	• ICDS Monitoring & Supervision Scheme through NIPCCD • UGC • Kerala Commission for Protection of Child Rights • Kerala State Higher Education Council Research Project	696500.00	696500.00
Interdisciplinary Projects	2015-2016	• Ministry of Women and Child Development, Govt. of India • Indian Council of Social Science Research (ICSSR)	2314180.00	2314180.00
Industry sponsored	2014-2016	E & Y	114000	114000
Projects sponsored by the University/ College			0	0
Students research projects *(other than compulsory by the University)*			0	0
Any other(Specify)			0	0
Total			2544500	2544500.00

3.7 No. of books published   i) With ISBN No. [ ] Chapters in Edited Books [3]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [v]

DPE [-]   DBT Scheme/funds [✓]

3.9 For colleges   Autonomy [✓]   CPE [-✓]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 **Revenue generated through consultancy** [**Rs.19,61,875.00**]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**2**	**4**	**2**	**-**	**9**
Sponsoring agencies	**College**	**UGC**	**KLA-Ernakulam** **NUALS**		**RCSS**

3.12 No. of faculty served as experts, chairpersons or resource persons [12]

3.13 No. of collaborations [20]   International [16]   National [4]   Any other [3]

3.14 No. of linkages created during this year [5]

3.15 Total budget for research for current year in lakhs :

From Funding agency [13,35,000.00]   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

9 - Guides
34 - students registered

3.19 No. of Ph.D. awarded by faculty from the Institution   5

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

JRF   8   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   5   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   3   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC: NA

University level   -   State level   -

National level   International level   -

3.25 No. of Extension activities organized

University forum   1   College forum   10

NCC   -   NSS   1   Any other   7

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

- **Dhwani 2015 – NSS Social Sensitisation Camp -** was conducted at Arakulam Grama Panchyat, Idukki District from 13th to 19th August 2015 for MSW, MCA, MLISC, and BLISC students. 145 students participated in the camp.

Social sensitisation programme - survey conducted by MCA(2014-2017) students at Malekkad Village, for '*Malekkad Kudivella Padhathi'* - The project was inaugurated on the 3rd August 2015 by the ex-MP Mr P.Rajeev. As part of the project the panchayat had installed a pond to give water connection to people who required it. A survey was conducted by the students with the questionnaires for about 275 houses and a report was submitted to the authorities.

Chennai Relief Work

MSW students visited Chennai for relief work from 9 to 16th December 2015. They worked with an agency named For You Child and helped in restoration of the street vendors. The team met people affected by the flood. Books and basic study materials were provided to the young children at balavaadis and support was given to them to recover from the trauma.

Medi Express

Department of Social Work in association with Indian Railways, Malayala Manorama and Rajagiri Hospital organised medical checkups for railway employees and passengers travelling in trains from Alappuzha, Kottayam and Thrissur on 14th November 2015 as part of World Diabetes Day 2015. The camps were also conducted in three railway stations namely Ernakulam Junction, Ernakulam town and Aluva.

The students also conducted a street play on the theme Life Style Diseases AND ITS Prevention. A Flash mob was also conducted to create awareness on Diabetes and need for a healthy life.

Karmostav

RAJAGIRI outREACH in association with Rotary Club of Kalamassery and Residents Associations and Kudumbasree units of selected wards has organized various programmes at Rotary Karmakendra Hall, Kalamassery on June 13, 2015 from 2 PM to 7 PM. Free Medical Check –up on Breast Cancer was conducted in association with Rajagiri Hospital at Chunagamvely

Walk with Canserve – a Cancer Awareness Programme supported by the Corporation of Kochi

As a part of Cancer Awareness Programme, to promote a healthy lifestyle, Rajagiri TRANSCEND, took part in the Walkathon at the Durbar Hall Ground, Kochi, on 6th September 2015 organized by Canserve Society, a charitable society run by Cancer Survivors and a group of volunteers, supporting cancer

patients. It was flagged off at 7 A.M from the Darbar Hall Ground, Kochi with over 500 people walking for the cause.67 students represented Rajagiri TRANSCEND in the event.

Onam Souhrudam

Onam Souhrudam was held for the Sponsorship students from different centers at Rajagiri School Auditorium. Rev. Fr. Varghese Kachapilly CMI (Director, Rajagiri Higher Secondary School and Rajagiri CMI Public School) inaugurated the function by lighting the lamp. Rev. Dr. Antony Kariyil (Director, Rajagiri College of Social Sciences, Kalamassery) delivered the Onam Message in the valedictory function. The Chief Guest of the function was Sri. A. M. Yousaf (Former MLA, Aluva and Ex Chairman, Kalamassery Municipality).

World Heart Day
World Heart Day was observed by conducting free medical check up in association with ASTER Medcity on September 29, 2015. The doctors of Cardiology Department examined 67 senior citizens from Kadamakudy Panchayat.

National Environment Awareness Campaign

An Awareness Campaign on 'Bio –Diversity and Deforestation' was held on September 25, 2015. Dr. Seetharaman, President, All Kerala River Protection Council inaugurated the event. The seminar, poster designing competition and Action programmes such as mango tree planting and sowing seeds were the major activities and 51 students from UP and High School participated in the event.

Vijnana Yathra

Suchitwa Bodhana Yajnam − Vijnana Yatra was held in association with Mithradham and Sahrudaya Services and Charities dated from September 29 –October 02, 2015., in co –operation with Suchitwa Mission and various Local Self Governments in support of Noel. The 4 days Padayatra commenced from Aluva to Kalamassery had a reach of 12 educational institutions and Grama Panchayaths, Municipalities and Kochi Corporation

Elder's Day

Elder's day celebration at Kothad Gram Panchayath was held on October 01, 2015.The programme was consisted of various cultural programmes of senior citizens.

Career Guidance Seminar

A half day Career Guidance Seminar was conducted for the plus two science batch students of the Government Higher Secondary School, South Ezhippuram on 3rd July 2015 in the school auditorium. Mr.Rashi Makkar, a well-known career trainer led the session. Plus two Science Batch students were the participants of the seminar

Library Orientation Training
The Blisc students attended three day training programme on LIBRARY ORIENTATION at St. Paul's College, Kalamassery from 23rd to 25th June 2016.

Live Project
The Blisc 2015-2016 batch students completed a Live project at Saraswathy Mandir Public School, Elamakkara. The period of the project was from April to June 2016.

Environment day celebrations

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).

A Collage competition was organized for the students of Rajagiri College as part of Environment Day 4th June 2016 in association with the Middle Level Training Institute for ICDS Supervisors.

M-POWER

'M-POWER' a 4 day workshop aimed at bringing-out skilled and talented professionals out to the stage, was held from June 8-11, 2016 at Alex Hall, RCSS, Kalamassery. The programme conducted and coordinated by Mr. Krishnakumar and Mrs. Mini Krishnakumar, was a platform for developing students to be beacons for the youth at ascertain what is right for them and grow into morally upright, responsive human and responsible citizens of the world.

World Elderly Abuse Prohibition day

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.

International Yoga Day

Rajagiri in association with Confederation of Indian Industries (CII) celebrated the International Yoga Day on 21st June 2016. Session was handled by Sri. Rajagopal Krishnan, Faculty Member at The Art of Living Foundation

Rajagiri Kalamassery campus has also observed this day on June 21, 2016 on the campus with the theme "*Yoga for Harmony and Peace*". Mrs Chetana, yoga practitioner handled a session on the role of Yoga in daily life. The BSW students demonstrated various yoga postures and explained the right way of doing *asanas*.

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	--	--	--
Seminar Halls	6	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	9	81	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	**18,19,563.00**	Fee Collection	
Others	--	--	--	--

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.

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.

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://rsom.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
- → Multi-media search Centre
- → Digital Repository (Dspace)

- → Wi-fi Connectivity with 12 mbps speed
- → Scanning Service
- → Journal Content Service
- → Conference alert service
- → New arrival alert service

- 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.

.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.	No.	Value	No.
Text Books	16137	357723	217	91596	16353	449319
Reference Books						
e-Books						
Journals	58	606353				
e-Journals	36	104865				
Digital Database	8	1092446				
CD & Video	553		10		563	
Others (specify)						

4. Technology up gradation (overall)

Kalamassery campus

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Othe rs
Existing	170	2	12 mbps (leased line)			14	28	38
Added	13	--		--	--	--	3	10
Total	183	2		--	--	14	31	48

Kakkanad campus

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	129	1	55 mbps (leased line)			43	21	
Added	2	-					2	
Total	131	1						

- 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.)**

- Training was given to teaching and non-teaching staff on the software 'Fedena'.
- 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.

4.6 Amount spent on maintenance in lakhs :

i) ICT   129960.00

ii) Campus Infrastructure and facilities   931719.00

iii) Equipments   130656.00

iv) Others   3181511.00

Total :   4373846.00

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

SHRM Training Programme:

- Rajagiri became the Centre for Excellence of SHRM (Society for Human Resource Management), the world's largest professional Human Resource Association. This is the only such Centre in Kerala for training the students.

- SHRM and Rajagiri have entered into a strategic tie-up for training the students through Work Force Readiness (WFR), Human Resource Business Professional (HRBP), and Professional in Human Resource (PHR) readiness programme.

Summer Internship:

The Summer Internship is an intensive two-months training programme in corporate houses across India. Students get exposed to the fundamentals of business and get hands-on experience that supplements pedagogy.

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil	P.G Diploma
285	771	15	3	14

(b) No. of students outside the state   14

(c) No. of international students on internship /semester abroad programme   30

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   12

5.5 No. of students qualified in these examinations

NET   **8**   SET/SLET   ⬚   GATE   ⬚   CAT   30

IAS/IPS etc   ⬚   State PSC   ⬚   UPSC   ⬚   Others   ⬚

5.6 Details of student counselling and career guidance

The college has been extending counselling services by the Family Counselling Centre functioning on the Hill campus by making the counselor available for a few hours 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 were referred to professional counselors available in Family Counselling Centre (FCC) functioning inside the college.

Personality Development: Yoga, Grooming sessions, Skill Development Training Programmes etc.

Interview and Group Discussion during the admission process.

No. of students benefitted   38

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
99	305	153	18

5.8 Details of gender sensitization programmes

- Gender sensitivity course is a part of course curriculum. Every year certificate programme on gender sensitivity is given to social work students.
- There is a women cell actively working in the college as part of Equal Opportunity Cell. It organizes a one hour programme exclusively held for girls on first Wednesday.
- 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, 2016.
- 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 | 16 | 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 | 22 | National level | 71 | 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	**26**	**3338860**
Financial support from government	**55**	**3183732**
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level [10] National level [4] International level [   ]

Exhibition: State/ University level [--] National level [--] International level [--]

5.12   No. of social initiatives undertaken by the students - [8]

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/Vice-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/Vice 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 will be 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 and 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 A*dd 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.

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.
- 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.
- A day long orientation programme for the new comers to internalize the mission and the goals in order to acclimatize themselves to the unique culture of this institution and to give them an insight into their life in this institute. This orientation programme provides them with the importance of commonality in vision, purpose and value in spite of the diversities that exist in different programmes.
- Industry / field based learning is a core competence and pedagogy of the various trainings.
- Learning by doing method is promoted in all the programmes. The students are given opportunity to plan and organise their own programmes in relation to their course of study.
- Learning through the experiences of the eminent persons / alumni in the field
- Opportunities for internship in National and International agencies.

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.

- 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 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 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 on
    - ❋ 31st July 2015
    - ❋ 28th January 2016
- 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.

6.3.9   Human Resource Management

- To encourage students towards, the value anchoredness of Human Resource Management to train and help them to learn experientially and to prepare them effectively for careers in the area of Human Resource Management and its allied fields.

- Consistently strive to maintain an environment wherein the students can freely develop their personal and professional skills, through informality, mutual trust, intimacy and industry.

- Arrange programmes and publish books, periodicals, papers and the like for the benefit of Human Resource Management.

- Promote student initiated programmes

- 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/Sate Government in accordance with the policies laid down by the UGC and State Government from time to time.

- 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 assesses, 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).

- The 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.

- Corporate heads from MNCs regularly interact with the students and enlighten them on the tried and tested avenues of modern business.
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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.

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   12,86,85,630.00

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?

M.G. University has been fully supporting the college in the Autonomy granting process. Thus the college was granted Autonomy on 14th July 2014.

Nominating University Representatives for the Governing Council.

6.11 Activities and support from the Alumni Association - OYSTER

- OYSTER Day 2016 was conducted at Rajagiri Hill Campus, Kalamassery on Monday, **26th January 2016** 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 2015-2016

    ❖ MSW I semester   18-06-2015

    ❖ MCA III Semester   15-09-2015

    ❖ B.com I Semester   05-10-2015

    ❖ B.Com II Sem -Model I   29-01-2016

    ❖ B.Com II Sem – Model II   30-01-2016

    ❖ MSW II Semester   05-02-2016

    ❖ BSW I year   12-02-2016

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

1. Karkidaka Kanji distribution during July 2015
2. Eye camp in association with Roshan Eye Care, Tripunithura on 31st July 2015
3. Onam kit was distributed to deserving staff members
4. A session on Cancer Awareness was held on 8th December 2015 led by Dr. R. Padmakumar, Sunrise Hospital
5. The Christmas and New Year Celebrations 2015 of Rajagiri Staff Welfare Association was held on 17th December 2015 at Hill Campus
6. Awareness programme on Hair Donation for cancer patients was conducted jointly by Rajagiri Staff Welfare Association [RSWA] and Rajagiri Students Union on 25th January, 2016. The session was led by Ms. Nisha Jose, Social Enabler
7. Bone Density Check up led by Dr. Prathap Kumar, Head of Shoulder & Upper limb unit and Sports Injury Specialist from Sun Rise Hospital, Kakkanad was organized 5th February, 2016. .
8. Food Fair on 8th March 2016 as part of Women's Day Celebration.

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 ell 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 natural clubs (TREE, ENCON) and Environment Monitoring Committee take active part in implementing college environment policy.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- Framed a new policy on development of Research and Publication.
- Framed a new policy on conducting in internal and external examinations and valuations.
- Brought major changes in admission policy and it created a tremendous response from the applicants.
- Special attention to slow learners
- MSW Students encouraged to take part in Massive Online Open Courses (MOOC)
- Tuesday talent platform to enhance presentation skill of students
- *Splendore 2015*- The first UG intercollegiate programme of its kind

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 2015-16 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 . (*Enclosed as annexure*)

The **Action Taken Report** based on the Plan of Action

- Coordinated Admission policy and selection process

- Uniformity in the commencement of all the academic programmes

- Curriculum revisions of all programmes

- Conduct of examination and timely publication of results

- Quality enhancement strategies (identifying graduate attributes and incorporating into respective course outcomes

- Strategic plans decided upon as a bench mark for quality enhancement.

- Business –Agency exposure- interaction with entrepreneurs /eminent professionals

- Incorporation newer teaching methodology like Short film production, revision, etc

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

1. **Bodhi – Annual Academic Retreat –** Review and planning exercise is a regular annual event where all the faculty members and selected administrative staff get together for 3 days to take an audit of the previous academic year and plan for the coming academic year. The proceedings are documented and serve as a guide book for the year. This exercise has been happening for more than two decades

2. **Social Sensitisation camp –** all the students irrespective of the disciplines participate in social sensitization camp in a remote village to experience the reality of rural folk and team work.

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 hosted the 10th Organic Fair on April 10 to 13, 2015, at Town Hall Ernakulam, along with Organic Charitable Trust, Kerala, and S.H. College Thevara. Awards were given to Best Farmer and Best Broad casting station. Sahrudaya Services and Charities, KIDS, Bodhana, Coconut Development Board etc. were the other main partners who had co – operated with the fair and exhibition.

7.5 Whether environmental audit was conducted? Yes ✓ No ☐

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

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.

Major Awards & Accolades at a Glance:

- **Rajagiri College of Social Sciences (Autonomous) has been declared as College with Potential for Excellence by UGC**

- **RCSS was currently ranked 36th and Rajagiri Business School ranked 37th among the Management institutions in India by National Institutional Ranking Framework (NIRF) of Ministry of Human Resource Development.**

- **Highest Grading in all NAAC Accreditations: NAAC Accreditation 5 Star (2000), Reaccreditation A+ (2007), A Grade with CGPA – 3.70/4 (highest score obtained by a college in the state) (2013)**

- **Conferred with Autonomous Status during 2015**

- **The Best Youth Red Cross Unit in the State of Kerala**.

- A rating in CRISIL at National level and A** at state level (MBA) in 2013

- 9th Position at National Level in Outlook Magazine rating for Social Work Programmes in 2011

- First prize in class 'A' section Flower Garden in the 33rd Flower, Fruit and Vegetable show organized by The Ernakulam District Agri-Horticulture Society from **12th to 18th February 2015**, at Ernakulathappan Ground, Ernakulam.

The Goals
- To be an autonomous institution offering an educational experience that would ensure the best quality and most wanted skill sets to accelerate the growth of the country.
- To attain a Deemed-to-be University status that would enable it to become a global knowledge village.
- To consistently be one amongst the top twenty management education schools and top ten social work education schools in the country.
- To attain a brand equity that would be valued throughout the country as an educational institution offering contemporary, value added, technologically advanced programmes.
- To be an example to others in fulfilling its social responsibility through a variety of initiatives heralded by all its stakeholders.

The objectives
- To provide quality training at post graduate and graduate level in human management skills so as to grow professionals in the fields of Social, Industrial Development, Computer Science, Library

Science and Information Technology.

- To promote the development of knowledge by providing facilities for research leading to M.Phil and Ph.D. Degrees in Social Sciences and Management Studies.

8. **Plans of institution for next year**

Programmes planned for the year 2016-2017.

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 Balpanchayats 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 January 17-18, 2017. by the dept. of Computer Science

- Internship training for students at various IT enterprises

- Collaborative research work with Research scholar at CUSAT

- 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 Balpanchayats in selected panchayats of Ernakulam District-a project funded by UNICEF

- Take forward a project on *campaign against child labour*

SCHOOL OF LIBRARY & INFORMATION SCIENCE

- Integrated MLISc course (2 year programme – 4 semesters) - Multi entry

- Certificate course in Software Asset Management

- Starting of M.Phil course

- Certificate course in Mass Communication

- National Level Workshop and Alumni Meet

- To take up faculty development programmes

- Delnet – National Level Workshop in Data mining from e resources with special references from databases in social science/ managemnt.

- Proposal is under preparation for M Phil and Phd.

- Proposed to start a UGC NET coaching in Library and Information Science

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 2016-17

Plan 3:

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

SCHOOL OF MANAGEMENT

Admission :

* Develop a better online application form with integrated payment gateway.

* Should improve 5% more non-Keralites in each course.

* Implement an effective reschedule mechanism for admission selection and verification.

Students :

* Increase number of student clubs and streamline the activities of the club through faculty affiliated to the particular club.

* Aim for a wider range of colleges outside Kerala to participate in Inflore/Rajagiri NBQ

* Select Higher level management fests outside Kerala to increase the competitive level of students participating in these.

Academics:

* Class review to include review of teaching methods

* Teaching methodology FDPs must be given priority concentrating on case teaching and other technology based methodologies that are learner centric.

* Introduction of a Pre-Management Programme in Principles of Management, Finance, Quantitative techniques and Communication.

* Introduction of more foreign language courses to help students who are part of the growing number of transnational tie-ups.

* Develop graduate attributes through experiential learning and document its outcome through quantitative assessments

* Develop peer-based, national and global benchmarks in competencies for students

Research :

* Increase the inter-disciplinary research collaboration amongst faculty

* Encourage students to submit publishable dissertations and with some intervention by concerned faculty, convert them into publications.

* Build up a consultancy wing targeting CSR initiatives of the industry as well as other assignments which can be taken up by faculty.

Library :

* Conduct orientation programme for first year students to highlight library resources and services and to create awareness of library facilities.

* Improve database collection

* Increase the number and quality of journals

* Add more e resources (e-books, e-journals, e-databases)

Infrastructure:

- Expansion of in campus accommodation for women
- Expand built up area to facilitate newly launched courses
- Multi Ethnic Food court
- Building up guest rooms and MDP halls to facilitate MDPs
- Facilitating space for Incubation Cell and start ups

International relations:

- Office of international affairs to have academic collaborations with all major universities across the globe. Continents with less representation among the collaborating universities of Rajagiri will also be targeted.
- Dual degree programmes with partnering Universities.
- More scholarships will be sought for, to help the students to go abroad and have the international experience for a short stint at least.
- International internships will be given a fillip mainly through Internship student associations and also through the existing international partners.
- Combined short term and long term research with the faculty members from the international partnering universities.

OCR

- The initiative of corporate partnership programme have to be strengthened further to facilitate live projects and part time internship.
- One post lunch time slot in the timetable to carry out the projects and part time internship.
- Proposed to commence an exclusive office for Consulting and CSR activities to strengthen the academia- industry projects.
- To have a Career portal having articles on preparation of CV, participating in GD, campus interview tips etc. written by industry experts.
- Introduce "Open Houses" with individual batches on a monthly basis to strengthen the engagement between student community and OCR.
- Stipendiary internships to be targeted
- Internships outside Kerala and outside India to be targeted
- Average stipend and number of paid internships should be increased atleast by 20% for this year.
- Extensive alumni network of Rajagiri should be utilized for improving the quality and quantity of summer internships.

Dr. Mary Venus Joseph

Coordinator, IQAC

Dr. Binoy Joseph

Chairperson, IQAC

BEST PRACTISES

1. Title of the Practice : *Bodhi- The Annual Academic Retreat* –IQAC initiative

Goal :

Aim : An Annual conscious planned effort by all the Faculty to develop Rajagiri as a Centre par Excellence.

- To serve as an effective platform for the faculty members of the various disciplines to come together to gain and contribute towards institutional development.
- To identify further measures for Quality initiative, Quality sustenance and Quality enhancement.
- A meeting ground for Academic review and forecasting
- Familiarising with the performances of other schools under the management
- Identify any additional resources required for the forthcoming year
- To raise the institutional capabilities to higher levels ensuring continuous quality improvement.

The Context :

Over the past three cycles of NAAC Accreditation, the institution is constantly and consciously working on the quality related parameters. Rajagiri College is proud of its Committed Management.

All the faculty members are encouraged to be part of the process. The students are also involved in the bottom up Planning for setting goals for the year ahead

The Practice :

The Annual Academic retreat is a unique practise adopted by the college for the past two decades as an occasion for the various schools to revise and finalize their planning strategies with regard to policies, activities and calendar for the new academic year.

Organised by: IQAC

Period : April

Duration : 3 Days.

Participants: All the faculty members of the functioning schools

Total Number : Between 60-80 faculty members

Chaired by the College Principal & Executive Director

Schedule :

Day 1(9.00 am-5.00 pm) :Valley Campus

Director / Ex. Director speech followed by sessions handled by Invited Experts

Day 2 (6.00 am-7.30 pm) (Resort)

After an early breakfast, proceed to the prefixed outstation venue (a Resort)

General guidelines for planning the Strategic Planning exercise for the year is given to the common Forum Followed by school wise discussions.

Outing to a nearby spot

Day 3 (6.00am-2.00pm)

Presentation by the different schools

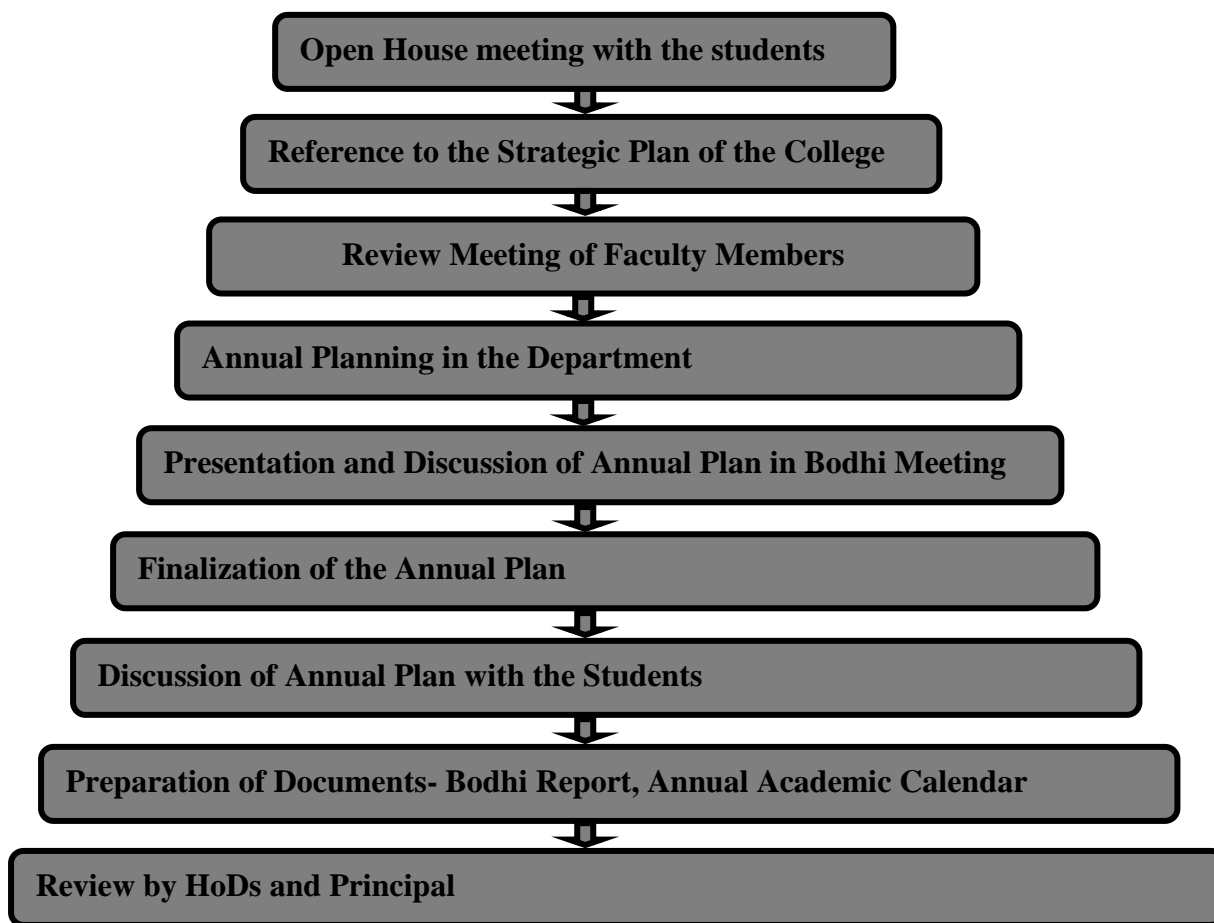Finalization of the Academic Calendar for the coming year

Departure back to the campus

Evidence of Success

- All the faculty members participate
- Departmental audit takes place.
- Common Institutional calendar is prepared for common events with the support of all the schools in one venue.
- School wise Academic calendars are planned and implemented accordingly.
- Quality related bench marks are decided and agreed upon for implementation.
- More research and publication are the quality outputs.

- The Annual Plan Document is referred by the different schools during the weekly Departmental meetings and monthly General Staff Council. The heads of the departments and the Principal reviews the annual plan during the department level and college meeting respectively.

Problems Encountered and Resources Required :

- No problems encountered.

- This requires advance and rigouros planning and the support of all the faculty members.

- This usually takes place during the month of April when the official vacation is announced.

- Involves a night stay. So young teachers who are nursing mothers find it difficult to attend

- Financially it is burdensome for the college Management.

Bodhi:

Open House meeting with the students

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Reference to the Strategic Plan of the College

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Review Meeting of Faculty Members

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Annual Planning in the Department

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Presentation and Discussion of Annual Plan in Bodhi Meeting

↓

Finalization of the Annual Plan

↓

Discussion of Annual Plan with the Students

↓

Preparation of Documents- Bodhi Report, Annual Academic Calendar

↓

Review by HoDs and Principal

II.Title of the Practice : Social Sensitization Programme

Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words) ?

Social Sensitization Programme has evolved as one of the most important activities of RCSS, as a symbolic expression of the organization's social commitment.   The general objective is to generate social sensitivity among all the students across the disciplines.

The specific objectives are to:

- provide occasions for experiential learning about rural people, rural life and rural areas.
- give a taste of physical /manual labor and hard life to the students
- learn through interaction with the local community
- promote interaction among the students
- promote interaction between the students and the staff
- provide a firsthand experience in participatory planning, coordination, and management of a programme (POSDCORB)
- provide opportunities to the students for creative expression of their potentialities -opportunities for developing creativity.
- acquire a method of reflective and analytical learning.

The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words) ?

A seven day social sensitization camp will be held in any of the rural areas selected which requires the effort of manpower for development activities. The camping programme for Rajagiri is conducted in two different locations (two campuses will do the actual camping programme in two locations) and in multiple work sites.

The Social sensitization Programme for the students goes through three phases:

- Pre-camp orientation, planning and preparation in groups
- The actual camp experience
- Post camp evaluation

Phases of Social sensitization programme	Duration	Contents	Challenges
Pre camp Training	50 hours	Orientation on objectives Group dynamics Guidelines and preparation for the camp Division into committees and groups Discussion and selection of theme Training on home visits Workshop on social awareness	Need to divide the participants into different groups and organizing committees Need to undertake a pre camp visit and select the camp area,organizing

		campaigns Training on work etiquettes Orientation on work schedule and community dynamics Training on financial management including budgeting for each organizing committees	committee,networking agencies Identify the social awareness campaigns after conducting FGDs with the community representatives and the officials
Actual camp experience	120 hours	Construction activities(water pits, houses, toilet pits, roads etc) Home visits with baseline survey(200-300) Socio cultural exchange Programmes everyday involving the community members Social awareness campaigns (Health, education, other relevant issues) Daily camp reflection and evaluation	Need to evaluate the progress of the work Need to evaluate individuals, groups and their progress Mobilize the community participation at all the activities
Post camp evaluation	10 hours	Final evaluation of the camp based on the objectives Post camp evaluation in different groups Final presentation of the working committees Preparation and submission of individual reports for the camp in given format	Help the individuals to reflect in different groups and organizing committees. Connect the reflections with the concerned diciplines

The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words) ?

- Entrepreneurial zeal by identifying rural communities and their needs
- Role of higher educational institutions for community engagement and effective contributions
- The importance of reflective learning and action
- Employability skills like communication skills and other soft skills developed
- Life skill training opportunities for the participates

Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

The social sensitization programme has been a successful endeavor. The quantitative as well as qualitative outputs show that the programme contributes much for the professional growth of the students as well as to the community.

a) The quantitative outcome of the latest social sensitization programme

- As the social sensitization programme has tried continuously in a adopted village by the organization, the model is found to be effective in community development also.
- Construction of 200 water pits
- Constructing a new road of 1.5 Kms along with Vana Smrakshana Smithi(VSS),Calvery Mount
- Cultural Programmes everyday involving the community members
- Homse visits(200) and the baseline survey conducted

b) The objective based evaluation of the camp suggests that the students were able to get excellent opportunities in the areas like

- Experiential learning
- Understanding and appreciating hard labour
- Community interaction
- Contribution to the society
- Adaptability to the extreme challenges
- Interaction among students
- Management training of planning, organizing, staffing, directing, coordinating, reporting and budgeting
- Understanding and avenues for developing individual potentials

Problems Encountered and Resources Required

Identify the problems encountered and resources required to implement the practice (in about 150 words).

Challenges	Resources
Mobilizing community participation	Need participatory methods like street plays, Participatory rural appraisal techniques, Focus group discussions etc to get an entry to the community and to understand their needs
Financial Inputs	Require financial investment for the basic amenities like food, contingency expenses, equipments etc
Motivating the participants	Need sufficient inputs for motivating the student participants. They require inputs which integrate their professional aspirations initially for the programme. So the precamp orientation is important to connect this together.