Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 1st July 2017 to 30th June 2018

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: 12/11/2018

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**	**7 years**

1.7 Date of Establishment of IQAC :   **15-09-2003**

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

    i.   AQAR 2013-2014   **17/10/2014**
   ii.   AQAR 2014-2015   **31/10/2015**
  iii.   AQAR 2015-2016   **30/10/2016**
  iv.   AQAR 2016-2017   **06/11/2017**

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**
> **Psychology**

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

Mahatma Gandhi University, Kottavam. Kerala

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

Autonomy by State/Central Govt. / University | 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 | **14**

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

2.3 No. of students | **9**

2.4 No. of Management representatives | **3**

2.5 No. of Alumni | **5**

2. 6 No. of any other stakeholder and community representatives | **5**

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

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

2.9 Total No. of members | **48**

2.10 No. of IQAC meetings held | **4**

2.11 No. of meetings with various stakeholders: No. **306**   Faculty **161**

Non-Teaching Staff **1**   Students **4**   Alumni **12**   Others **128**

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

Other meetings include meeting with Parents, Industry, Community and placement agencies, IQAC and External experts in BOS, Academic Council and Governing Body.

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☐

If yes, mention the amount Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **19** International **4** National **3** State **2** Institution Level **10**

(ii) Themes

- Assurance of Learning – The Assessment Process
- Analysis and Review of NIRF Ranking
- Mastering the Techniques of Teaching to enhance Teaching and Learning
- Stakeholder Analysis
- Assessment Plan Review
- Reimaging Social Work Education in the Outcome Based learning
- Ethical Hacking
- Usage of Anti Plagarism
- Neuropsychological testing and Psychology Experiment Building Language (PEBL)
- Building Networks and Frameworks for Global Social Work
- Street Play and Psychodrama
- Learning Curve Simulation
- Transforming Institutions
- 'Write & Cite for Research'
- Teaching with Simulations
- 'Teaching through Card Games'

2.14 Significant Activities and contributions made by IQAC

Institutional Annual Planning-BODHI 2018-(The annual review and planning retreat for the faculty members was held from 18th to 22nd April 2017.The Academic planning for the Valley campus was held on Wednesday, 19th and Thursday 20th April 2017 at Tea County, Munnar. Strategic Plan for the academic year 2017-2018 was discussed. Group discussions were on various contents like Admission & Selection, Academic System, Faculty Excellence, Student Outcomes and Infrastructure .The Academic planning for the Hill campus was held on Friday, 21st and Saturday 22nd April 2017. Strategic Plan for the academic year 2017-2018 for each schools was discussed.)

Curriculum designing comprising of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs), the substantive outlines of courses
assessment of student performance and thereby attainment of PSOs and COs. Assisting the faculty members in uploading the POs, PSOs, COs on Institutional website

Facilitating Structured Admission System

Monitoring regular feedback from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5)

Parents, for design and review of the curriculum

Quality enhancement in research, publications and consultancy by the faculty members-
- Adopting research and publication policy
- Policy on consultancy including revenue sharing between the institution and the individual

Induction training for the new faculty members.

Facilitating more MoUs with institutions of national, international importance, other universities, industries, corporate Houses

Efforts towards an Energy Conservation campus, Green initiatives and waste management.

Monitoring the Capability enhancement and development schemes for the students.

Timely redressal of student grievances including sexual harassment and ragging cases.

Implementation of partial e-governance in Administration , Finance and Accounts , Student Admission and Support , Examination etc

Faculty members identified and provided with financial support to attend conferences / workshops and towards membership fee of professional bodies.

Professional development programs organized for the Faculty members.

Regular meeting of Internal Quality Assurance Cell (IQAC).

Preparation of the Annual Quality Assurance Report (AQAR) and disseminating the information with all the departments and assisting them in Documentation.

Quarterly News bulletin of the College-'*Rajagiri Highlights'* brought out continuously without any break for the past ten years

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 April,2017)	Achievements at the end of the academic year (June, 2018)
Admission & Selection Increase the diversity of student profile in terms of academic background and geographical spread	Conducted workshops within and outside the state which helped to increase the diversity of student profile in terms of academic background and geographical spread. Significantly increase the diversity of student profile in terms of academic background and geographical spread Conducted "Unleashing Excellence" workshops and 'Walk with Scholar' programme within and outside the state
Academic System Creation of a focused academic system which transforms an average student into an exceptional student	Preparation of detailed Course Plan and learning outcomes for each course On time completion of curricular activities SOPs for BYOD was circulated to students and faculty members. Students are informed about the learning outcomes and course requirements in the beginning Teaching methodologies Promotion ICT enabled teaching learning practices Strengthen the educational impact of international opportunities and experiences for students in order to benchmark the students at a global level the peregrine exam was introduced. Rubrics for assessment to be revised based on professional competence (CSWE – EPAS) and learning outcomes Assessment in tune with learning outcomes and global standards Learner centric methodologies have been adopted to give students hands on experience in the Learning Outcomes that are being measured

Institutional Policies for admission, faculty development, conduct of examinations etc	All the policies drafted and discussed during the faculty council meeting.
Institution Top Ranking at the National Level	National Institutional Ranking Framework (NIRF) 2018, MHRD, places RCSS 43rd in the country in the 'Colleges' category.
	The School of computer science was given "Platinum" Grading by AICTE-CII Survey of Industry - Linked Technical Institutes (2017)
	OUTLOOK-'Drshti' professional college social work survey 2018 placed RCSS social work Department 10th position in the country.
	India Today-MDRA Best social work colleges Ranking 2018 places RCSS social work department 3rd position in the country.
	Young Indian Award for best college and best programme
Provide a more unified and shared educational experience for Rajagiri graduates	Timely implementation of planned programmes
	Rubrics for assessment to be revised based on professional competence (CSWE – EPAS) and learning outcomes Assessment in tune with learning outcomes and global standards
	The department level preliminary discussion in this regard was held.
	Learner centric methodologies have been adopted to give students hands on experience in the Learning Outcomes that are being measured
Proposed for the curriculum revision during the academic year 2018.	The department level preliminary discussion in this regard was held.
Faculty Excellence	
To encourage the eligible faculty for research guideship for Ph.D and M.Phil.	Three social work faculty has been granted guideship under M G University.
Encourage all faculty members for joint research projects with the faculty members of foreign universities having tie-up with Rajagiri	Research programmes undertaken in collaboration with foreign universities
	Both Keralite and Non- Keralite faculty members with PhD were recruited

Significantly increase the diversity of faculty through new hires and enhanced retention efforts	In order to enhance the teaching content across various subjects a number of faculty with PhD were recruited and thus bringing down the faculty students ratio.
Increase the size and quality of faculty in strategically important academic areas by strengthening domain area expertise.	Faculty handbook to be brought out containing details of all the aspects of faculty job, responsibilities, incentives, promotion policies etc
Develop and implement policies to retain highly valued faculty	Faculty have undergone several faculty development programmes on teaching methodology over the year to train them in case study teaching and other learner centric methodologies
Create and sustain a culture that supports teaching excellence in all academic units	Organised series of Faculty development workshops
Devise and implement new mechanisms or policies for rewarding outstanding faculty and for continually assessing faculty performance as scholars and teachers	Incentives have been offered. Continuous assessments were done in faculty performance as scholars and teachers.
Student Outcomes	
Familiarizing the students on the vision and mission of the college	Induction week for the newly admitted students across the departments was organized with a thrust on the vision and mission of the college.
	Skill enhancement programmes for the students
	Each department planned and offered additional add-on programmes
Enhancing the social sensitivity of the students	Independent social sensitization camps were held in remote villages of Idukki and Palakkad districts during the month of August.
Introduce system for rewarding top performers	To introduce system for rewarding top performers by sending them for paper presentations and seminars Advanced learners get opportunities for excel
Additional learning support for weaker students	Awards and honours for top performers in each course across the programmes -
	Additional learning support for weaker students
	Academically weaker students obtain additional support for learning

Enhancement of the employability of the graduating students	The departments had charted out a plan in this regard and were implemented during the academic year. Ex. Turning point , Mpower,,NET Coaching etc
Industry Interaction: Creation of more avenues for a better teacher-student-industry interaction	Industry Interaction: To get acquainted with technical institutes and industry to bridge the gap between industry and academic institutions
Students involved in the research & consultancy with faculty members	Increase in number of projects undertaken for industry with the collaboration of students
	Increase in number of students involved in the research & consultancy undertaken by the institute
Facilitate Student professional Meets	All the departments organised students Meets - *Inflore, Splendore, Psyesta, Catalysis', Euphoria , Edlight*
	Inter collegiate student fests / programmes/ competitions are conducted by the students of various departments on a grand scale with a maximum participation of students from colleges across India.
Infrastructure Create world class infrastructure befitting the delivery of most relevant and contemporary business management knowledge. .	Inauguration of the new Fr. Moses Library on 8th December 2017 Aesthetic conditions are monitored regularly

* 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)

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Part – B

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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**			
M.Phil in Social Work	**1**		**1**	
PG	**6**		**4**	**14**
UG	**7**		**7**	**38**
PG Diploma	**1**			
Advanced Diploma	**0**			
Diploma	**0**			
Certificate	**0**			
Others				
Total	**17**		**12**	**52**

Interdisciplinary				3
Innovative				

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

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

 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**18**
Trimester	**--**
Annual	**--**

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

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

- **Feedback from Stake holders: Parents**

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

- **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

  Feedback from various stakeholders are consolidated and discussed in the College-level meetings. In the light of these findings, additions are introduced in the existing courses. New courses are suggested and model syllabi are developed in the form of core courses or electives. These are presented to the concerned bodies (e.g., BOS). Each faculty member is briefed about the feedback on his/her teaching methodology and overall performance as indicated by the student and peer evaluation so as to enable self-improvement.

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

Social work	Revised the syllabus for the MSW programme
	Course plans were developed for each course based on the Graduate Attributes and Programme Objectives
Commerce	MG university syllabus was followed by the department and the university revised the syllabus for the year.
	Course plans were developed by the faculty members. They are vetted by the Head of the department and was effectively implemented for the teaching, learning and evaluation of academic programs

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

International Centre for Consortium Research in Social Care (ICRS)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal)
91	**69**	**11**	**9**	**1**

2.2 No. of permanent faculty with Ph.D. **35**

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
2	-	-	-	2	-	-	-		

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest **2**   Visiting 12   Temporary 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	**19**	**44**	**35**
Presented papers	**9**	**14**	**1**
Resource Persons	**3**	**7**	**21**
Total	**31**	**65**	**57**

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

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

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

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

Each subject taught semester-wise (in either MBA or MHRM) has to have three learning

objectives/outcomes (LO). Two of the Learning outcomes are compulsorily taken from the PLO and the remaining one learning outcome is specific to each domain (functional area) (DLO) which every subject is identified to earlier.

The specific learning outcome subject wise (both PLO and DLO) are measured on one specific tool chosen from an umbrella of different tools identified in advance for each programme. The detailed course outline given to the students before the start of the semester explains how each PLO/DLO is measured (tool and rubrics are specified).

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

Assessment Development Centre (ADC)

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

International Benchmarking

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

Institutional Analytics

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

Incubation Cell:

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

Group Learning Centre:

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

Foreign Language Training:

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

Industrial Interaction:

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

Communication Training:

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

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

Rajagiri-Kalypso Outbound Training Programme:

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

MOOC courses
In addition to the assignments based on contents of the syllabus students are encouraged to complete at least one or two MOOC courses.

ICT enabled assignments are added to the existing teaching learning process through video presentations, poster designing, etc.

Competency assessment of students to identify skill in Accountancy and English. (B.COM)
Theatre in classrooms

Community outreach programmes
Know your neighbourhood programme – as an induction to the social work Programme to get familiarised with the local resources in their own Panchayat.

Social sensitisation camp experience for all the new comers

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

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 three-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.

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.

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

| 230 |

As per the academic calendar 2017-2018

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

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

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development

as member of Board of Study 24 /Faculty 7 /Curriculum Development workshop 27

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 %	First Class %	Second Class %	Third Class %	Pass %
BLISc.	20	-	95	-	-	95
BSW	38	39.47	52.63	-	-	92.11
B.Com Model-I (CA)	48	47.92	35.42	4.17	-	87.5
B.Com Model-II (FT)	49	67.35	26.53	-	-	93.88
M.Phil.	10	-	60	-	-	60
MBA	116	2.59	78.45	0.86	-	81.9
MCA	40	22.5	57.5	-	-	80
MHRM	33	-	84.85	-	-	84.85
MLISc.	17	-	100	-	-	100
MSW	48	2.08	93.75	-	-	95.83
PGDCSW	16	6.25	68.75	-	-	68.75

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

- Course Plan made compulsory – vetting by the IQAC – Preparation and distribution to students
- Student attendance – monitoring through *Fedena* software
- Continuous assessment – scheduling
- Based on the analysis of the results of the students remedial programme suggested
- Faculty development programes facilitated
- Support for the challenged students
- Institutional library access and information resources to support research, teaching and learning.
- Individual computers for all faculty members.
- A class review is carried out at faculty and student level twice during a semester to ensure that the teaching learning process is maintaining the prescribed quality. A discrepancy note is sent to faculty by the Principal if anything is found amiss.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses (**UGC**)	2
UGC – Faculty Improvement Programme	-
HRD programmes	8
Orientation programmes	1
Faculty exchange programme (International & National)	4
Staff training conducted by the university	2
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	21
Others : Faculty Development Programme	87

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	**75**	--	--	--
Technical Staff	**12**	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

Organising Training Programmes/Workshops For Faculty Members and research scholars namely

- Workshop on "Usage of Anti Plagiarism Softwares in Research – 19th January 2018
- Research Report Writing – November 2017

Conducting Bi Annual Research Committee Meetings of The Centre For Doctoral Research

1. 10th July,2017
2. 22nd January,2018

Formation of an Institutional level Research Ethics Committee (CREC) to review of all proposals for research which involve human participants and materials derived from human participants .The College Research Ethics Committee (CREC) is responsible for reviewing applications from the Faculty members and research Scholars from RCSS. The REC to meet twice a year to review applications.

Launching of Rajagiri Research NEWS-A biannual E News bulletin of the Centre for Doctoral Research managed by the Research Scholars and the Research Guides. The first issue was launched during January, 2017

Faculty Publication Policy has been developed and implemented.

Assisting the continuous publishing and securing UGC approval for the two Professional Journals Published by the College
   i.   *Rajagiri Journal of Social Development* and
   ii.   *Rajagiri Management Journal.*

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 formulation of social policies.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	--	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		**4**	--	--
Outlay in Rs. Lakhs		**780000.00**	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	32	10	5
Non-Peer Review Journals	1	1	
e-Journals	1		1
Conference proceedings		17	1
Books published by Faculty members	1		1

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
UKEIRI- Integrating Social And Health Care For Improved Management Of Health Conditions In India:	2017-2020	YORK University, UK and Melbourne University, Australia.	17153550.00	16753550.00

International Social Work Paradigm				
UGC – DAAD PPP	2018-19	Catholic University of Eichstatt-Ingolstadt, Bavaria, Germany	1500000.00	0
Australia-India Council Project-	2017-18	Queensland University of Technology, Brisbane, Australia	4400000.00	0
Minor Projects (4 Nos)	2016-2018	UGC	780000.00	780000.00
Interdisciplinary Projects			0	0
Industry sponsored			0	0
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			**23833550.00**	**17533550.00**

3.7 No. of books published   i) With ISBN No. [ ]   Chapters in Edited Book [1]

ii) Without ISBN No. [2]

3.8 No. of University Departments receiving funds from ----------------**NA**

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

DP [-]   DBT Scheme/funds [   ]

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

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

3.10 Revenue generated through consultancy   [Rs. 1083511.00]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**2**	**5**	**2**	**0**	**5**
Sponsoring agencies	Trinity western University, Canada Shenzen University, China	UGC ICSSR	Harvard Business Publishing		College Management

3.12 No. of faculty served as experts, chairpersons or resource persons: 35

3.13 No. of collaborations   22   International   21   National   1   Any other   [   ]

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**   From Management of University/College   -

Total   **13.35**

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
-	-	-	-	-	-	-

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   **3**

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

JRF   7   SRF   -   Project Fellows   -   Any other   2

3.21 No. of students Participated in NSS events:

University level   100   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 [ ] 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 [-] College forum [28]

NCC [-] NSS [ ] Any other [84]

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

 Responsibility

Students initiated charity collection and distribution

Red Cross family of Rajagiri College of Social Sciences - Autonomous celebrated the "joy of giving" week from July 30th - 5th August 2017. As a part of it, students collected a total of 80 parcels of lunch and distributed the parcels to the needy. Further, a large amount of usable cloths (both new and old) were collected to be donated to ADORA, an agency working in Sulthan Bathery

On 24 December 2017 Yuva members of B.Com Model II B batch collected 1250 books and other stationery items from the college for the purpose of distributing the same to children at Vattavada, Idukki.

Care for the Elders

Inauguration of *'Age Friendly College' programme* was organized by BSW Department in association with MAGIC, an NGO at the campus. The programme was aimed at enhancing new age technical skills among the elderly people

Rehabilitation of the Okhi Cyclone affected

NHM Kerala organised a two day 'District Coordinators training' in collaboration with Rajagiri on 15 and 16 December 2017.

Senior MSW students in collaboration with Trivandrum Social Service Society offered Psycho social intervention at the Okhi Cyclone affected areas at Trivandrum from 14 - 16 December 2017. The students were divided into 45 groups who visited different homes which had missing, rescued and deceased family members. The Group gave religious and psychological intervention to the family members

Visit to Welfare Institutions

BLISc and MLISc students with faculty members visited Infant Jesus Convent Orphanage, Ochanthuruth, Vypin. A library was setup for them, uniform and other educational equipments were distributed.

B.Sc. and M.Sc. Students visited a Rehabilitation Centre for blind children at Aluva on 18 November 2017. They donated food and money to the centre.

Senior management students visited families in the neighbouring community in Chittettukara and invited the children to *"Shikshagraha"*. A small gift consisting of books and pen was given to every kid.

The Faculty members and students of RCBSR visited the Deivadan Centre, Malayatoor on 1 April, 2017. The Deivadan Centre institutionalise elders who were abandoned by their families for various reasons

Second year (semester IV) MCA students visited government. V.J.B.S school Udhayamperoor, as part of social sensitisation program. Program coordinators, Headmistress of the school, and other important dignitaries were present. The task was to make the land fit to cultivate vegetables, so that they can donate the yield to the Mid Day Meal program of the school. Ms. Ann Baby and Mr. Sreejith, faculty members coordinated the programme.(18 November 2017)

43 Young Indian from B.Com Model –II A Batch, first year visited Karunalayam , Thrikkakara (old age home) accompanied by Mr.Shibu George, Mr. N. K. Nikhil and Mr.Varghese Joy, faculty members on 12 December 2017. Students helped in construction of small retention wall which was destroyed during the last rainy season.

As part of the Christmas celebrations, Rajagiri 'Transcend' reached out to Home of Faith, a charitable trust in Kochi to celebrate Christmas with Carol & Santa on 15th December 2017.

Rajagiri Transcend has joined hands with Rajagiri OutREACH for carrying out the sponsorship and support to 25 children affected by HIV and visited the children's houses on June 19th, 2018.

70 students from both seniors and juniors participated in the community visit on 20th June 2018. Student were divided into 5 groups and joined the field by 5.30 pm. The main objective of the visit was to invite the children from neighbouring areas for the "Shikshagrah" programme which will be starting from 24th June 2018.

Students visited the Children's Home located in Kakkanad, "Home of Faith" on June 22nd, 2018. The visit aimed at introducing the junior batches to this organization which has a long association with Rajagiri. The 2-hour visit enabled the students to interact with the inmates and get a feeling of their conditions along with appreciating the effort of the workers for running the place.

Organising Programmes for the Communities

Souhrudam Camp -2017--A three day vacation camp was organized at 40 centers involving 4252 children aged between 5-15 years based on the topic *Immini Ballya Njan* during April/May months of 2017. The camp was conducted in association with Corporates, Residents Associations, Municipalities, Grama Panchayaths, Clubs and Kudumbashree.

Pink campaign is a campaign is intended to spread awareness regarding child abuse among the public, those who pledge to prevent or report child abuse are marked pink on their nails. The campaign was launched during the district level

As part of Child Rights week observation, CHILDLINE Kochi had organized Balavakasha Santhesha rally in association with SPC Nodal office and student cadets from St. Albert's School on 18 November 2017. Rally started from St. Albert's School towards Kerala High Court and back to St. Albert's school around 3 kms distance in spreading awareness among public through child rights visibility poster. There were 55 student participants

As part of the field work practicum of BSW programme, 1st year students organized an Anganwadi fest on February 17, 2018 in Kalamassery Municipality. Competitions like action song, coloring, fancy dress and group dance were conducted for Anganwadi children. Around 120 children participated in the programme

The Psychology Students Association of Rajagiri College of Social Sciences; Psy STAR, had conducted a hair donation program for cancer patients on February 17, 2018. The junior chamber international (JCI) helped to conduct the event. Several college students, research scholars and school children were also involved in this programme.

With the support of officials from Indian Oil-Adani Gas Pvt. Ltd. an awareness camp for students about the benefits and safety features of natural gas was conducted on 14th July 2017.

The inter foster home cultural fest CRAYONS '18 was held on 13 January 2018 which provided children a platform for showcasing their talents and developing their inner potential through a diverse variety of cultural programs. 500 children from 25 foster homes (Child Care Institutions) of Ernakulam District took part in the programme

Celebration of significant Days

Antidrugs day was celebrated on June 26 2017. The day started with faculty members and students writing messages against drugs on a white canvas. The morning break was electrified by the students' performances at RCBS ground floor.

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

As a part of International Elders Day, RAJAGIRI outreach conducted programmes for the elders at 11 centers. In connection with elder's day observation, a senior citizens get together was held on 7 October, 2017 at Rajagiri College of Social Sciences. 231 senior citizens from various communities attended the programme.

Students from 1st year B.Sc. Psychology observed world Cancer day on February 5, 2018 and performed a street play on Cancer awareness.

As part of Women's Day celebration in association with MOM Hospital- on 8 March 2018. The girl students were given an awareness talk on health, safety and hygiene.

Social Sensitization Camps

The Social Sensitization Camp for the Academic year 2017-18 for the MBA, MHRM, students was held from August 24th to 29th at Attapadi, Palakkad. Students from the first year batches numbering 354 attended the camp.12 faculty members accompanied the students. The main tasks were Road Construction (Adi Kandiyoor, Attappadi), Attappadi Hospital -digging pits for rain water harvesting and waste, House Construction for villagers , Carrying bricks and laying water pipeline for Adivasi Rural villages, Cleaning roadside from Manarkhad to Attapadi , Adivasi *Uru* visits and surveys and Social Awareness Programs in Schools and for the community. There were opportunities for Cultural Exchange through variety entertainment programs.

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	26.33 acres (Hill campus) 74.41 Acres (Valley campus)	-	--	--
Class rooms	45	-	--	--
Laboratories (Computer lab)	7	-	--	--
Seminar Halls	10	-	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	-	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	-	-	--
Others	--	-	--	--

4.2 Computerization of administration and library

Fr. Moses Library is named after Rev. Fr. (Dr.) Abraham Moses CMI, first principal of the Rajagiri College of Social Sciences. The College library was established in the year 1981 with a view to preserve and disseminate knowledge to the academic communities. The library has a large collections of books, national-international journals, magazines, and periodicals, professional studies, PhD Thesis, Dissertations, Project Reports, Annual Reports, Conference Proceedings, and News Documentations etc. Also well equipped with online database like, NLIST-INFLIBNET, DELNET, EBSCO, J-Gate, J-Store, InfoTrac Management Collection, (IMC) ACM, Sage Online, QUESTIA, Pearson e-books collections, etc. Library also have a good digital repository system, D-Space.

User Awareness Programs on different database like EBSCO, J-gate, N-List, various National and International Conference, Seminars and workshop on Research publication, Plagiarism, Web page design, Open Source Software like KOHA etc. are organised by the Library.

Library has a floor area of 17000 Sq.ft spread over in 4 floors from 5th to 8th floor of Carmel Block and well equipped with dedicated lift, fully air-conditioned reading and reference halls and other amenities. The total seating capacity is more than 300 the main attraction of the library is the Tower of wisdom at the entrance lobby.

College is well connected with Wi-fi and the library is fully automated with **AutoLib** library software. Online web OPAC system is used for the searching of library resources. A very power full Flap Barrier Access Gate system is used for the entry and exit to the library. An informal fully air-conditioned Discussion hall 'CONFAB' is provided in Periodical section and a fully computerized Information Navigation center is functioning in the Research section.

Library Document Statistics

Items	No
Total Books	30200
Bound Volumes	800
Journals	97
Magazines	35
PhD Thesis	40
MPhil Thesis	10
MSW Dissertations	777
BSW dissertations	323
MCA projects	327
PGDAHS project reports	116
News papers	14

Online Resources

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.

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.

DELNET: InfoTrac Management Collection of e-journal package of Gale Cengage (IMC)

Infotrac Management Collection is a best selected list of journals covering all streams of management. This innovative online resource allows users to search articles by title, subject, publication and other field. Total 852 E journals InfoTrac Management Collection (IMC) is a carefully selected list of journals covering all streams of management. This innovative full-text online resource allows users to search articles instantly by title, subject, publication, country or other fields eliminating random searching through back-files.

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.

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.

EBSCO: Business Source Complete

Business Source Complete, This is the world's definitive scholarly business database, providing the   leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition to the searchable cited references provided for more than 1,200 journals, Business Source Complete contains detailed author profiles for the 25,000 most-cited authors in the database. Journal ranking studies reveal that Business Source Complete is the overwhelmingly superior database for full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more

EBSCO: Regional Business News

This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States. Title List More Information

EBSCO-Psychology and Behavioral Sciences Collection

This database provides access to more than 530 full-text journals, including *Canadian Journal of Psychiatry, European Archives of Psychiatry & Clinical Neuroscience, European Child & Adolescent Psychiatry, European Journal of Neuroscience, International Journal of Behavioral Medicine, International Journal of Psychiatry in Clinical Practice, International Review of Psychiatry, Journal of Clinical & Experimental Neuropsychology, Journal of Mental Health, Social Psychiatry & Psychiatric Epidemiology* and many more. *Psychology & Behavioral Sciences Collection* also provides particularly strong coverage in child & adolescent psychology and various areas of counselling.

EBSCO: CINAHL Plus with Full Text
CINAHL® Plus with Full Text is a robust collection of full text for nursing & allied health journals, providing full text for more than 760 journals indexed in CINAHL®. Of those, 451 are not found with full text in any version of Academic Search™, Health Source® or Nursing & Allied Health Collection™. This authoritative file contains full text for many of the most used journals in the CINAHL index, with no embargo. With full-text coverage dating back to 1937, CINAHL® Plus with Full Text is a core research tool for all areas of nursing and allied health literature.

CINAHL® Plus with Full Text also provides indexing for more than 5,000 journals from the fields of nursing and allied health. The database contains more than 4 million records dating back to 1937. Offering complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association, *CINAHL® plus with Full Text* covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines. In addition, this database offers access to health care books, nursing dissertations, selected conference proceedings, standards of practice, educational software, audio visuals and book chapters. Searchable cited references for more than 1,420 journals are also included.

J-Gate: Social Science and Humanities

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.

Sage Online Journals

Library has subscribed 12 Social works and 21 management's related journals and its hard copies and online version are available. Its online full text also available

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.

D-Space 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. It include Thesis, Dissertations, in House Publications, New Arrivals, Previous Question papers etc.

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 Weekly at the free of cost to the world.

Fr.Moses Library RCSS Knowledge Centre Blog:

http://rcsslibrary.blogspot.com/

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.

Information Navigation Centre

The Library has an **Information Navigation Centre** by which students can access CDs /DVDs in a wide range of subject topics, Documentaries, General Knowledge etc. This innovative concept of our library offers a special area for users to navigate our online databases and e-resources. It is equipped with the state of the art computers with internet access. Events like library orientation, demonstration of databases and e-resources can be conducted here. It seating capacity is 50 and 25 computer systems.

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.

Facility and Reprographic Unit
There is a facility for photocopying, scanning and printing of library documents, which are not lent outside the library. Here also provide reading newspapers and viewing live news on T V. Facility centre also provides stationery items.

General Services:

- Book Lending Service
- User Orientation Service
- Inter Library Loan
- Magazines and News Papers
- Reference Service
- R & D Services
- SDI Services
- Current Awareness Service
- Dyuti Desk
- Facility Centre
- Reprography Service
- Binding and Lamination Service
- Technical Consultancy Service
- Professional Studies
- Property Counter
- Lift Service
- CONFAB – Informal Discussion Hall
- Information Navigation Services

ICT Enabled Services:

- Web Enabled Auto Lib Integrated Library Management software-Web based Software-Advanced Edition with Mobile Apps and SMS Modules , Email Alert
- Access Gate – (E- Gate Register)
- Web OPAC (Online Public Access Catalogue)
- Bar-Code technology for Circulation of documents
- On-line Database search facility
- Information Navigation Center
- Digital Repository (DSpace)
- Wi-fi Connectivity with 100 Mbps speed
- Journal Content Service
- Conference Alert service
- In The Press Today – Daily News Service
- New arrival Alert service
- Online Article Request
- Library Web2.0 Tools (Website, Library Blog, Social Networks etc)
- Professional Trainings

Institutional Membership:
- INFLIBNET N-List
- DELNET
- ACM
- National Digital Library
- NPTEL
- OPEN INDEX INITIATIVE
- British Council

LIBRARY COLLECTION DETAILS

Kalamassery campus

	No.	Value	No.	Value	No.	Value
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24089		1176	880066	25265	
Reference Books	3524		1411	421500	4935	
e-Books	-	-	24	121069	24	129069
Journals	127	117461	5	11185	132	128646
Digital Database e-Journals	6 20000-21000	2491102	2 4000-4500	461270	8 25000	2952372
CD & Video	458		22		480	
Others (specify)	D Space Digital Repository	HP Scanjet 8270	Ricoh Copier	Fr.Moses Library Blog		

RSOM LIBRARY – Kakkanad Campus

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15097	7198543	280	370014	15377	7467343
Reference Books	1783	2445338	23	-	1806	2475338
e-Books	-	-	-	-	-	-
Journals	49	421467	3	-	52	444383
e-Journals	34	135000	8	29000	42	164000
Digital Database	8	1610777	4	812484	12	2423261
CD & Video	731	350000	19	9500	750	359500
Others (specify) Bound Volumes	1028	-	-	-	-	-
HP Scan Jet 8300	1	36000	-	-	-	36000
Barcode and Spine Label Printer			1	15000	-	15000
DSpace Repository, Library Website, Library Blog, FB Page & Open Journal System(OJS)						

RSOM Library quenches the information thirst of RSOM academia and other user community through multifarious services. RSOM Library acquires, process, preserve and disseminates information. The Library supports the teaching, learning and research activities of the RSOM community with high-quality international business and management information resources. The collections in RSOM Library comprise literature pertaining predominantly to business, management and allied disciplines. Library resources include books, scholarly journals, periodicals, online resources, back volumes of journals, CDs/DVDs, theses, dissertations, project reports, previous years' question papers, RSOM DSpace Digital Repository etc

Library Document Statistics

Items	No
Total Books	16850
Bound Volumes	13172
Journals	48
Magazines	19
Project reports	720
News papers	12
CD/DVD	750
Back Volumes	1022
Article Entries	1100
Online Databases	10
Online Journals	27

4. **Technology up gradation (overall)**

Kalamassery campus

	Total Computers in Computer labs	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	230	4	100 mbps (leased line)			16	39	48
Added	1	--		--	--	6	42	40
Total	231	4		--	--	22	81	88

Kakkanad campus

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart ments	Othe rs
Existing	263	138	60mbps	122	122	12	65	48
Added	5	NIL	NIL	NIL	NIL	1	1	3
Total	268	138	60mbps	122	122	13	66	51

- Moodle software upgraded

- Replaced 10 old computers in the lab with new Lenova i5 computer with Windows 8 OS and MS office 2013.

- Purchased one server for Active Domain Controller.

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

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

- Prowess IQ Training Session

- Conducted Excel Training for Students.

- Training on the usage of Plagarism software checker was done for the students

4.6 Amount spent on maintenance in lakhs :

i) ICT | 3.45 |

ii) Campus Infrastructure and facilities | 295.59 |

iii) Equipments | 3.02 |

iv) Others | |

Total : | **302.06** |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Induction Programme

A day long orientation for the new comers to internalize the mission and the goals of the Institution. Besides a week long Induction Programme is conducted by each Department, which exposes students to the various facets of the respective programme of study , various programmes conducted outside the campus, Internship for students in various organisations , Field practicum for students in various international universities etc,.

Pre-Management Programme

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

° Basics in Quantitative Methods

° Basics in Accounting and Financial Management

° Principles of Management

° Business Communication

Non-Academic Orientation

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

5.2 Efforts made by the institution for tracking the progression

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

Mentoring

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

Assessment & Development Centre (ADC)

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

5.3(a) Total Number of students

UG	PG	Ph. D.	M.Phil	P.G Diploma
619	573	34	10	16

(b) No. of students outside the state   17

(c) No. of international students on internship /semester abroad programme   54

Demand ratio   Dropout %

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

Every school organises programmes for preparing their students for competitive Examinations

CAT Competitive exam coaching offered by TIME Pvt. Ltd. In Rajagiri college for 2017-2020 B.com and BBA batch.

Coaching is provided to 5th and 6th semester BSW Students for Civil Services examinations and for PG entrance examinations by an Expert Panel

School of Behavioral Sciences had conducted a Workshop for NET coaching

The College is planning to purchase an online Software to prepare the final year students of the college for the Paper I of the Civil Services Examinations

No. of students beneficiaries   425

5.5 No. of students qualified in these examinations

NET   15   SET/SLET   -   GATE   -   CAT   -

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

5.6 Details of student counselling and career guidance

Student Counselling

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

Career Guidance-Each school plans the career placement programme at the beginning of the academic year
1. **Intensive Placement Focused Program(GHRDC) -**Communication training held for the weak students by a team from Global Human Resource Development Centre GHRDC
2. **Pre-Placement Trainings**

The pre-placement training programmes were designed for the students to help them with campus placements/ summer internships at the college. This is imparted by internal and external trainers to equip the students to face interviews during the placement process. The students who require special attention and grooming for placements are given training. Students were prepared on a range of activities including

professional resume writing, facing interviews and group discussions as well as displaying the right attitude during campus placement sessions. These sessions gave high emphasis on both technical and non-technical parts of the recruitment procedure as well as verbal and non-verbal skills required to be successfully placed in the best organizations

3.   Individual Development Programme

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

4.Support for Start Ups

5. Career support service is provided to the students through internal faculty and external practitioners.

6.UGC NET coaching sessions were done

No. of students benefitted | 630 |

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
113	390	267	73

5.8 Details of gender sensitization programmes

- 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.
- As part of the IQAC, an Orientation on Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions was organized on women's Day. The session was handled by Dr. Mary Venus Joseph, Chairperson of the Internal Complaints Committee of Rajagiri College. A presentation was made on the University Grants Commission Regulations, 2015 (Prevention, prohibition and redressal of sexual harassment of women employees and students in Higher Educational Institutions).She made it clear that the regulations covers men, women & transgender. There were a total of 39 participants.

5.9 Students Activities

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

State/ University level ☐ 21 National level ☐ 11 International level ☐ 16

No. of students participated in cultural events

State/ University level ☐ **73** National level ☐ 38 International level ☐ 8

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

State/ University level ☐ 6 National level ☐ 8 International level ☐ 0

Cultural: State/ University level ☐ **20** National level ☐ 3 International level ☐ --

5.10 Scholarships and Financial Support

	Number of students	**Amount**
Financial support from institution	**32**	**2205431.00**
Financial support from government	**52**	**2136641.00**
Financial support from other sources	-	-
Number of students who received International/ National recognitions (International Scholarship)	-	**693000.00**

5.11 Student organised / initiatives

Fairs : State/ University level ☐ 4 National level ☐ 1 International level ☐ -

Exhibition: State/ University level ☐ 4 National level ☐ -- International level ☐ 3

5.12 No. of social initiatives undertaken by the students - ☐ 19

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

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. Separate committees are formed for redressal of student grievances, sexual harassment and ragging

Sl.no	Student Grievances	Redressal of the grievances
1	No common place to celebrate their birthdays	*Amigo* (An ethic architectural Students Recreation Centre) was constructed on the top of a 20000 litre Rain water harvesting tank
2	No space for combined study & Discussions	A Group Learning Centre (GLC) was set up in the ground floor of the Carmel block
3	Disposal of sanitary Napkins	Proper facility for the disposal of sanitary napkins in all the toilets was ensured.
4	Sanitary Napkin dispenser –not working in the ladies sick room (Fourth floor)	Working condition
5	Non availability of proper and timely medical assistance on campus	A full time Nurse was appointed
6	No water purifier in the students dining hall.	Installed a water purifier with latest options including hot water.
7	No Gymnasium for the female students.	Ladies Gymnasium started with a lady trainer appointed
8	Gymnasium for the male students wanted the gym to be redone	Renovated with updated facilities

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 have a management Information System

Various software's are used for Program Development in the processing, storage, and dissemination of information.

Fedena (https://fedena.rajagiri.edu)

- Academic
  - Programme Management
  - Semester Management
  - Course Management
  - Timetable Management
  - Attendance
- Admissions
  - Registration
  - Scheduling – selection and admission
  - Rank list generation
- Examinations
  - Registration
  - Hall ticket generation
  - Publishing the internal and external results
- Feedback
  - Course wise feed back
    - Mid term
    - End term
  - General feedback – Programme wise
  - Summer program feedback
- Events Creation
- HR Management
- Finance Management
- Email Sending facility

ReX: Question Bank Management Software
- Pattern Management
- Question bank module
- Question paper generation Module
- Question Bank Vetting module

Grievance redressal Portal: (http://www.edugrievance.com/rcssgrievance.rajagiri/)
- Any kind of grievance can be submitted through this portal.

Moodle: Open Source Learning Management System
- Course Creation and Management
- Course assessments
- Grading

Other administrative programmes
- Email circulated to all HODs
- SMS sending facility

Workplace – office networking forum (https://rajagiri.facebook.com/)

Campus Connect (http://connect.rajagiri.edu/)

- Staff / Faculty Contact online database
- Provides the intercom number and email address of any staff.
- Also provides the facility for list all and search by department

Alumni: Alma Connect - Alumni (OYSTER-THE ORGANIZATION OF YESTER YEAR STUDENTS OF RAJAGIRI COLLEGE OF SOCIAL SCIENCES) (https://rajagiri.almaconnect.com/)

Library:
- **AutoLib**
  - Library Software used
  - OPAC
- Alerts -In the press today,
- **Dspace** - This online institutional repository is built to save, share, and search Rajagiri's digital research
  - Conference, Seminars, Proceedings
  - UGC Major / Minor Research Reports
  - Students Dissertation
  - Official Documents
  - Journal articles of Rajagiri Faculties
  - Previous Years University Question Papers
  - New arrivals
  - Doctoral Thesis

Rajagiri Journals (OJS) (http://journals.rajagiri.edu/index.php/)
  - PKP Software and e-Publishing platform - Web platform using OJS (Open Journal System) for our journals

  Accounts – tally
- Accounts Management software

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 is a multi-step, ongoing and cyclical process. The process progresses from evaluating the existing program, to designing an improved program, to implementing a new program and back to evaluating the revised program. Over the years each of the departments (as a result of continuous review of the syllabus, incorporation of additional inputs, necessity for coverage of new topic etc.) have developed the curriculum as a modular one.

- Every year the syllabus is subject to revision with a minimum 10% to a maximum of 25% for each of the subject. A major revision of the subject will be done every three years with respect to subject as well as contents after thorough evaluation of the curriculum to meet the demands of the industry in consultation with the academic council.
- All Faculty members are actively involved in the syllabus revision of all the courses initiated by the respective departments. New Courses are added or deleted based on the emerging environment.

The syllabus revision of MBA and MHRM, MSW is bound by the UGC guidelines and the Act of Kerala State Legislature adopted by M G University. Accordingly, The Academic Council, the Board of Studies and the Governing council are responsible for approval of syllabus.

Following is the process followed for syllabus updation:

- HOD assigns the responsibility to revise the subjects to faculty in various subject groups.

- Each domain, namely, Marketing, Finance, HR, Operations and Systems, sit together and scrutinize the proposed syllabus revision. The draft may be revised many times.

- The draft syllabus is then sent to the members of Board of Studies. Board of Studies meets every six months and evaluates the semester wise results. Board of studies is represented by professors from national institutes.

- A meeting of the Board of Studies is convened to approve the syllabus revision.

- Syllabus approved by the Board of Studies is sent to the Academic Council for approval.

- The syllabus approved by the Academic Council is to be further approved by the Governing Council.

6.3.2 Teaching and Learning

- The College has an effective and systematic planning process to organize the teaching-learning and evaluation schedules. The college has **three documents** prepared every year to fulfil this need viz. Bodhi-Academic Planning Report, Annual Calendar, and course plan for each course taught.
- The adoption of **Learning Outcomes** based on the vision and mission and programme objectives of each programmes. Learning Outcomes are measured in the basis of assignments, Group Projects and other assessment tools that make up the evaluation criteria of each subjects. The Learning Outcomes are mapped to each course and are measured on the basis of Rubrics. Learner centric methodologies have been adopted to give students hands on experience in the Learning Outcomes that are being measured.
  Certificate programs and value added programs are offered to students to enhance their Program Learning Outcomes.

- Faculty undergo several faculty development programmes on teaching methodology over the year to train them in case study teaching and other learner centric methodologies.

- In order to benchmark the students at a global level the peregrine exam is introduced in three levels. Inbound, midpoint and outbound for juniors, seniors and super seniors respectively.

- 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.

- Course plans are vetted by the Domain Faculty.

  Bloomberg case studies made available for the students and faculty for global exposure.

- All classrooms have network connectivity and are equipped with the latest audio-visual aids to facilitate presentation.

- Institution has LMS like Moodle and ERP like FEDENA for communicating, creating, disseminating, storing and managing information.

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.

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

- Exam Cell office and Controller of examination office

- Fedena ERP software with fully automated exam management -All the back end process related to preparation of Tabulation Register (TR) and printing of mark lists were stream lined through this software during the academic year 2017-2018. 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.

- Moodle based CAE/ Midterm , up to the choice of faculty

- 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.

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.
- Pre valuation board meeting and Internal pass board for standardization of evaluation process.
- An additional software named 'Rex', developed in-house, is running parallel to the 'Pariman' to ensure seamless generation and printing of question papers.
- RCSS website is updated with all copies of Examination Calendar, Notifications and Results.

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

Faculty Improvement Policy is framed to facilitate Faculty members to register, to complete the doctoral work and to submit the thesis.

There is a Research Committee that actively monitors the research and publication work of faculty members.

Status report is collected from faculty members from time to time and this helps in keeping them in the track of research.

Attractive incentives are offered to faculty members for publishing in top rated journals.

The institution funds the participation of faculty members in national and international conferences.

The details of faculty publications, participation in international conferences is published in the college website also.

Center for Doctoral Research conducts Bi-annual Review 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.
- Besides the biannual meetings monthly meetings are held to monitor the progress
  Regular Workshops/. training programmes for the researchers
  Regular workshops/training programmes on research methodology, literature review and article publication is organised
  i.   Workshop on Basic and Advanced Statistical Skills

     Workshop organised on "Usage of Anti Plagiarism Software in Research" organised by the School of Library and Information Science.

- Publishing Research NEWS (Bi-Annual E-News Letter)
- Felicitation of our Doctoral degree holders during the Graduation Ceremony - *Samavartanam,*

RAJAGIRI outREACH is empanelled as State Level Social Impact Assessment Unit
by Revenue Department, Government of Kerala as per The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library

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.

One library server installed. One printer for administration office.

ICT

- 15 nos. latest configured Workstations purchased for labs

- Purchased one server for Active Domain Controller.
- Purchased Intel Xeon E-3-122002 Server.
- Up-gradation of Internet Bandwidth from 55 mbps to 60 mbps.

- Plagiarism checker Software for students and faculty

Infrastructure

New on-campus accommodation building for women and sport area for students

Vehicle parking spaces improved and modernised.

- All classrooms(valley campus) upgraded and fully air conditioned and improved cabling for laptop charging facilities

- All class rooms are equipped with Computer & LCD projector. It is Wi-Fi enabled campus with 24 hours internet access to students.
- Incubation Center for startups.
- 2 new Conference halls –Seating (110 *2).
- RSOM building renovated with new elevation, management hosting areas and large capacity lifts
- CSR consulting Room launched.
- Exam Cell office and Controller of examination office International Guest House inaugurated for Overseas Visitors
- Gents hostel gym inaugurated (~600sq.ft)

- High capacity lifts installed:, RSOM lift capacity - 10 nos.(2017)
- Installation of Polycom Video Conferencing Device
- SOPs for BYOD to be circulated to students and faculty members.
- Completed and inaugurated Bella vista (external discussion room)
- Installed a Theatre grade projector in KRL auditorium for Cinema Club and other functions
- Chavara community hall projectors and display screen installed
- 1 video camera and 1 professional DSLR camera purchased and provided for student and faculty
- Amphitheatre renovated recommended by Student FORMS
- Horse riding academy with professional trainer launched for students and outsiders
- Student bike bay and faculty car park constructed and operationalised- 33024 sq. ft.

- Student car on-campus parking via registration only.

- 100 % complaint resolution as of 7-3-2018 Via Complaint registers made available in RSOM

- All classrooms are made available with presentation remotes. (2017)

- Clean desk policy enacted in all classrooms(2017)

- Remote login enabled

- Girls hostel new building: 107 new rooms (11 floors)- 39711.04 sq ft (2017)

- Speed limit and helmet requirements enforced on campus. (2017)

  Newly available built up area to facilitate newly launched courses and MDPs/FDPs.

6.3.6   Human Resource Management

- Faculty handbook is to be brought out containing details of all the aspects of faculty job, responsibilities, incentives, promotion policies etc.

- Fitment policy for non-teaching staff is to be brought out which clearly identifies the career growth path of each staff member in the college.

- Opportunities given to the faculty and non-teaching staff to participate in exchange programmes for teaching and non-teaching assignments.

- Encourage faculty to be part of government/NGO consultancy

- The staff who are eligible for promotion are notified, applications are invited and processed in a timely manner.

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.

- In order to enhance the teaching content across various subjects a number of faculty with PhD were recruited and thus bringing down the faculty students ratio.

- The recruitment of faculty is purely based on competence.

- For the Self-Financing Scheme, advertisement is given in the newspapers inviting applications for the faculty positions. The shortlisted faculty are asked to present a topic in front of the faculty council where in their performance will be assessed on a seven point scale. As per feedback received from the faculty, a final interview is conducted. Selection is based on merit, experience and teaching competence.

- The college has appointed faculty members with a judicious mixture of industry exposure and academic experience.

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

  In order to enhance the teaching content across various subjects a number of faculty with PhD are recruited thus bringing down the faculty students ratio.

6.3.8 Industry Interaction / Collaboration

- 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).

- International office has developed the students exchange programme with a number of universities in the US, UK, Europe and Asia. Number of students are sent to these places as part of students exchange Programme.

- Maintaining contact with our alumni group with people working in diversified area and inviting them to share their experience

- Using the placement database which is having the contacts of various HR professionals and inviting them for a interaction

- Top level managers are invited for interaction through Assessment and development Centre

- Inviting top level managers for academic activities like Viva Voce , Internship review, Specialisation orientation

  Every week students interact with invited guest from the industry or industry practitioners.

6.3.9 Admission of Students

Rajagiri College of Social Sciences follows a merit based admissions policy.

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.
- Develop a communication plan to attract applicants, through electronic media, brochures, local newspapers/ magazines and or visiting undergrad colleges, for each target group
- Mode of Communications with applicants are through Speed Post, Electronic mail, over telephone, SMS Common online application forms for all programmes.
- 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

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.Admission notifications also through Institutional **w**ebsite, SMS alert, TIME Magazine, AIMA Bulletin,Shiksha.com, admission notification posters displayed in all colleges affiliated to all universities in Kerala & Rajagiri Facebook page and other social media channel.

- Ensure that each prospect receives timely and consistent follow-up via their preferred mode of contact.
- A multi-stage selection procedure is followed for admission.
- Developed strategy to get students with work experience.
- Buddy system introduced.
- Leveraged opportunities associated with membership in IFCU, Xavier Board to get students from outside Kerala.
- Ensure institutional website +ERP functions as a full reference for potential students.
- Budget allocation made for diversity scholarship

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   **Rs.28,11,59,303/-**

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	No		**No**	
Administrative	No		**No**	

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 Q Bank 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 are taken to conduct the examinations keeping the confidentiality and due observance of rules.

- Examination Calendar prepared for all the schools / departments.

- The institution monitors the progress of the students through a process of Continuous Internal Assessment which is done through Tests, Assignments, Seminars, Case Studies, Presentations, Class Participations and Attendance.

- The internal marks are announced to the students and published on the college notice board as well as posted on the college website before the external examinations.

- The institution has the practise of communicating to the parents regarding the evaluation outcome. Individual student report is also prepared and these reports are posted to the parents.

- The college has installed closed circuit TV surveillance in the examination hall for effective monitoring of the internal and external examinations.

- Transparency and accountability is practiced in terms of answer sheet evaluation.

- Timely publication of results

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

College was granted Autonomy during 2014.

MG University is involved in the approval of the revised syllabus of the various programmes of the college

MG University Representation in the following statutory bodies.

- Board Of Studies (Various disciplines) -1
- ACADEMIC Council-3
- Governing Council -1
- Finance Committee - Finance Officer ,MG University

6.11 Activities and support from the Alumni Association - OYSTER

The institution has a strong Alumni Network with chapters in Trivandrum, Chennai, Bangalore, and Delhi. Besides there are Overseas Alumni chapters in US, UK, Europe, Australia, New Zealand, Canada, Dubai,.

Alumni Gatherings during 2017-18

- Reunion of 2005-2007 MBA- A batch on July 8, 2017 at Valley Campus
- UAE chapter get-together on 4th August 2017 at Dubai
- Bangalore Chapter-Onam Fest September 18, 2017
- Team HR- MHRM (MA (PM & IR)) 1996-98 met at Holiday Inn, Kochi on November 18, 2017
- Chennai Alumni meet, November 19, 2017 at Himalaya Lawn, IIT Madras
- Alumni meet, 2012-14 MBA B batch on December 23, 2017 at Cherai.
- 'The Big Rajagirian Picnic' on February 16, 2018 at Dubai

Alumni Involvement:

- Alumni members being part of project evaluation team of students outside the state (Bengaluru Chapter were actively involved)

- Pre placement Training provided to the students by the team of alumni members (Where a team of Management Alumni trained MCA students in the previous batch)

- Alumni Involvement in Syllabus Revision. The various schools have Alumni as members of the respective Board of Studies. The board meets and takes decision on syllabus updating, new courses to be introduced and the teaching learning process.

- Awards instituted for Best Outgoing students.

- Interactions with the students are arranged for experience sharing and to discuss on the new developments in the field.

- Alumni contribute funds for the organisation of DYUTI conferences

- Job placement of students

- Contribute directly with the Assessment and Development Centre, Entrepreneurship club ,Specialization orientation, Pre-placement training

- Industry interaction, Industry visit, Live Project, Concurrent field work

- Final placement, and as panel members during the Viva Voce examinations.

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 Parents Meets were held during 2017-2018

  - ❖ MCA II semester – 20th January 2018
  - ❖ BLISc/MLISc - 5th February 2018
  - ❖ BSW I sem - 19th January 2018
  - ❖ BSW IV sem - 20th January 2018
  - ❖ BSW VI sem – 9th February 2018
  - ❖ MSW II Sem – 19th January 2018

1.13   Development programmes for support staff

Rajagiri Staff Welfare Association takes care of the development of the support staff. Following are the activities for the year 2017-18

- Medical Check-up for the staff members.
- Ayurveda Camp in association with Arya Vaidhyasala Kottackal and class for the staff and students on "*mazhakala rogangalum Ayurveda chikilsayum* on 8th August 2017
- The Onam Celebration on 30th August 2017 with various games and competitions
- Mobile Adhaar linking camp for BSNL, idea, Vodafone subscribers
- Free Eye & Dental Medical Camp on 4th November 2017
- Cancer Awareness programme in collaboration with Deepika Newspaper, Sargakshethra, Medimix, World Malayali Council and Cochin Cancer Society – 28th November 2017
- Rainy season ayurvedic *Karkkidaka kanji* distribution for staff members and students

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

- 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. New 2000 litres per hour R.O. water plant installed.

- All programmes organized by the College and its various units or organized at the College campus have to strictly adhere by the 'NO PLASTIC' rule in the programmes. The Nature clubs (TREE, ENCON) and Environment Monitoring Committee take active part in implementing college environment policy.

Criterion – VII

7. Innovations and Best Practices

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

1. The Student's Success Centre (SSC) looks after the non-academic and co-academic achievements of the students in their two year stay at Rajagiri. It provides co-academic support and value added programmes in order to enrich the academic input given through the regular programme. The following programmes come under it:

    i. Pre-Management Programme

This is a six-day programme aimed at strengthening certain academic areas in order to bring all students on a level playing field. The programme also includes orientation sessions in the following support areas

- FEDENA the online learning management system
- Library operational procedures
- Case Study method
- Assessment system

ii. Tutorials

Tutorials are scheduled for two hours every week by the respective teachers. This happens throughout the first semester/ trimester. Faculty members communicate the subject they will be teaching in advance to SSC.

2.Students' self-assessment of their Personality Type at the Psychology Lab

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

3. Individual Development Plan for each student developed through a structured Mentoring Programme.

4. Faculty Learning Outcome Champions: - The faculty organises appropriate programmes for the students that would enhance the understanding of particular Learning Outcome and strengthen the students competency in them.

5. MOOC Courses –All the faculty members and preferably all the students encouraged to register for MOOC courses as part of the regular programmers.

6.Increased social responsibility through student initiated projects-

i. Age friendly college, U3A- university of 3rd age – vocational training program, promotion of IT enabled features for elderly persons.

ii. '*Shikshagrah'* **:-**Half a day of every Sunday is spent to teach the children living in around the neighbourhood who cannot afford to go for regular tuitions.

7. **Rajagiri Research NEWS**-Bi-Annual E–News -The Centre for Doctoral Research Publishing Rajagiri Research NEWS-Bi-Annual E–Newsletter with the Doctoral scholars and Research Guides on the Editorial Board.

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 2017-18 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 .With the help of this strategic plan each School under Rajagiri College of Social Sciences developed School level strategic plans.

Some of the actions taken based on the Plan of Action :-

Pillar-1 Admissions & Selection

Plan of Action

To develop an effective and customized communication strategy for prospective students

To create a highly responsive Admissions practices

Develop targeted outreach plan to improve the diversity of the student community in management programs.

Action Taken Report

Developed a list of contact persons to help identify prospective candidates for management programmes.

Developed a communication plan to attract applicants, through electronic media, brochures, local newspapers/ magazines and or visiting undergrad colleges, for each target group.

Developed a timetable for marketing or communication activities.

Used social media to reach prospective students effectively.

Ensured institutional website +ERP functions as a full reference for potential students.

Ensured that each prospect receives timely and consistent follow-up via their preferred mode of contact.

Leveraged opportunities associated with membership in IFCU, Xavier Board to get student from outside Kerala.

Diversity scholarship budget allocation was done.

Developed strategy to get students with work experience.

Buddy system was introduced as a part of Student outcome.

Pillar-2 Academic System

Plan of Action

To ensure academic excellence through robust content and effective delivery

To ensure proper assessment and review process

To groom employable, confident graduates

Action Taken Report

Critically reviewed and revised the syllabus of MBA, MHRM to ensure that the course content is updated timely.

Designed a Pre-Management course which will bridge the gap between students coming from diverse academic backgrounds for the management program.

Prepared an academic calendar ensuring proper scheduling of all academic and other co-curricular activities and exams.

Mid review and end review done as it was done every year.

Provided experiential learning opportunities to students through live projects, Industry Interface.

Add on certificate courses like MS-Excel, SPSS, SEM were conducted and mapped to mentoring.

Constituted a board comprising of faculty members to hand Pre-Management program and review the content each year.

Added new courses to the Pre-Management program based on the difficulty level of the subject or based on increased failure rates, and POM was dropped for the year 2017-18.

Course Plan template was modified to include the pedagogy to be used in each session. If Innovative teaching methodology is used it was to be included in the Course Plan.

Introduced a system to reward the top performers of each semester by sending them for paper presentation, seminar etc

Student grievance handling procedure was developed and made part of students handbook and formed a grievance handling committee and/or designated a batch coordinator for each batch.

Collected data regarding overall student performance in a semester.

Collected the list and details of Certificate programs to be offered by each department/domain. The details will include when in the semester it should be offered; whether it will be a continuous program, or will be held in regular intervals or part by part; how many hours will be required; and what should be the profile of participants.

Pillar-3 Faculty Excellence

Plan of Action

To attract bright faculty talent

To nurture existing talent by continuous improvement in productivity

Action Taken Report

Invited accomplished scholars for academic events or as visiting faculty.

Faculty members were given access to Bloomberg Businessweek. Faculty would draw examples from the latest Bloomberg BusinessWeek articles as a part of the course. Bloomberg articles were used as case lets in Classroom instruction and as reference material for class assignments.

As part of pedagogy diversification, many courses have multiple pedagogy.

One internal FDP conducted on simulation.

All faculty completed at least one MOOC.

Pillar-4 Student Outcome

Plan of Action

To create a cordial atmosphere for the students to kick-off entrepreneurial ventures, elicit desire for higher studies, improve quality of placements and to add values to the recruiting fraternity. (Professional Engagement)

To provide opportunities for the students to participate in societal improvement in a way that is mutually beneficial. (Social Engagement)

To create an enriching experience for students on campus (Campus Life Engagement)

To equip students to adapt to any situation in any part of the world (Self-engagement)

To create life at Rajagiri more engaging and enriching be facilitating learning beyond class room (Extra-curricular engagement).

Action Taken Report

Placed 'Internship' as a platform to be hired by prospective employer beyond the intended learning.

Conducted programmes to motivate and develop Entrepreneurship and Family Business among graduates.

Created more Live Projects opportunities for a better class-room learning.

Maintained and improved the quality and quantity of jobs created through campus placements.

Created more avenues for professional meetings, conferences/workshops/networking/Industry Visits; thus expands the visibility.

Ensured active and voluntary participation of students in the college CSR activities.

To improve attitude –confidence all clubs have started various competitions.

Facilitated programmes/activities where students can lead or share leadership with faculty.

Facilitated cultural and festival celebrations at Rajagiri.

Pillar-5 Infrastructure

Plan of Action

To create an enriching academic ambience where learning resources are leveraged optimally.

Implement an effective and efficient solution to access college information to ensure quality decision making and authoritative information management.

Develop infrastructure facilities to improve natural and acquired resources management.

Achieve efficiencies leveraging latest technologies to provide better service and cost optimization.

Action Taken Report

Facilitated faster internet connectivity on campus.

Improved and redesigned recreational space facilities on campus.

Improved facilities for female students, guests and clients on campus.

Two new halls to conduct MDP /FDP.

Leveraged existing ERP project to deliver better institute decision making. Rubrics incorporated with report generation enabled.

Improved water processing capacity.

Leveraged the existing water pathways for reduced water logging.

Improved sustainable practices on campus by developing and integrating a farm adjacent to campus.

To migrate to online cloud solutions, on campus ERP Fedena and RNBQ servers are fully cloud hosted.

Badminton court completed and operational for management students.

For students to enter the campus, helmet wearing policy was enacted and operational.

Added 18 rooms for stay to facilitate overnight stay for people coming from far distance in connection with FDP or MDP or workshop.

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

1. RLabZ - Experiential Learning opportunity for the students.

2. Continuous Improvement Cycle

7.4 Contribution to environmental awareness / protection

- Environment Day observed every year with many activities within and outside the campus.

- Rajagiri Out*REACH* an avid promoter of Organic food products and practices hosts along with Organic Charitable Trust, Kerala and S. H. College Thevara.

- Suchitwa Bodhana Yajnam Kalayathra is held in association with 'Mithradham Solar Energy Centre'.

- Clean Village Healthy Village - A drive for Solid Waste Management-The Research Institute and Kerala State Council for Science, Technology and Environment (KSCSTE) joined hands with

Kanjoor Grama Panchayat in its efforts for solid waste management.

- RAJAGIRI OUT *REACH* organized Urjakiran awareness programme along with flash mob with the active participation of representatives from various Local Self Governments on 10th March 2018. Energy conservation and awareness campaign programme was sponsored by Energy Management Centre, Govt. of Kerala and supported by Centre for Environment and Development, Thiruvananthapuram and ANERT. The program was organized at Chottanikkara, Mulanathuruthy, Njarackal Panchayat, Thiruvankulam and Perumbavoor, Eloor and Kalamassery Municipalities.

- Solar energy is the main source of non-conventional energy used by the college through grid-connected system. This is done in association with Kerala State Electricity Board (KSEB). Excess electricity produced is fed back into the grid and supplied when required. This partially supports us in eliminating the expense of electricity storage devices like batteries. The grid connected system has a capacity of 50 KW and the average consumption is 200 units per day.

- The college has a sewage treatment plant with a sewage inflow capacity of 35 cum per day. The waste water is treated and used for watering plants.

- The institute has a rainwater harvesting unit on the campus which holds and conserves 75,000 litres of water. The student's recreational centre is constructed artistically on this Unit as the foundation. The college also promotes the installation of rainwater harvesting units in its auxiliary institutions including boys/girls hostels.

- As part of Sustainable Environment Education Programme (SEEP), inside the campus, rainwater is tapped through rain water flow traps (*vazhi ozhukku thada*) and collected in groundwater reservoir which is utilized for multiple purposes.

- The college has a waste segregation unit. As part of this, separate waste bins for biodegradable and plastic are placed in all junctions inside the campus. Food waste is used to make vermin compost (organic fertilizer) as well as for pig farming. An approximate of 100 kg manure is generated out of waste every month.   Plastic and paper wastes are sold to agencies who recycle dry wastes for multiple purposes.

- The institution, in collaboration with Kerala Suchitwa Mission has facilitated supply and installation of 3000 bio-gas units in the State of Kerala.

- Every year, from 1st January to 15th January, *Suchitwa Bodhana Yajnam* is organized. Rajagiri College .*Pada Yatra is* organized as part of this initiative.

- Waste management awareness and campaigns are organized as part of social sensitization/rural camps through street plays, rallies and exhibitions.

- Flash mob organized to spread awareness on energy conservation at Chottanikkara, Mulamthuruthy, Perumbavoor, Eloor and Njarackal on 10th March 2018.

- The ENCON club led by the students (sponsored by BPCL) organised the following environment related programmes during 2017-18

- Environment Day celebrations
  - Awareness rally
  - Sapling distribution
- Tree planting at the Panchayat Office , Police station etc
- Class on Organic Farming

7.5 Whether environmental audit was conducted?   Yes ✓ **No** ☐

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

	Strengths	**Weakness**
	1. Management Commitment. 2. Legacy and Brand Value in Kerala. 3. Alumni Network. 4. Infrastructure. 5. Human Resources. 6. Foreign Collaboration. 7. Strong Outreach experience	1. Low visibility outside Kerala. 2. Funding source depended on fees. 3. Small Size. 4. Lack of diversity. 5. Lack of differentiation. 6. Lack of core-competency **7.** Low research focus
Opportunities 1. Growing Industry. 2. Demography advantage. 3. Emerging market for skill development. 4. Rise of entrepreneurship 5. Scope for Industry Linkages 6. Social entrepreneurship growth	**Opportunity-Strength Strategies** 1. Expand reach of RCSS. 2. Develop more skill development programs. 3. Consolidate strength in Kerala. 4. Aim for Deemed University status.	**Opportunity-Weakness Strategies** 1. Develop brand outside Kerala. 2. Generate more funding opportunity through networks. **3.** Develop consultancy as a funding resource.
Constraints 1. Competition for students– National and International 2. Competition for human resources– National and International 3. Over-regulation. 4. Change in attitude towards learning. 5. Technology Disruption like MOOC.	**Constraint-Strength Strategies** 1. Develop brand inside Kerala. 2. Build bridge with regulators. 3. Focus on outcome based learning to attract prospective students. 4. Strengthen placements to deliver more value. 5. Create environment for attracting and retaining human resources 6. Build technology capability for enhanced teaching and learning.	**Constraint-Weakness** **Strategies** 1. Consolidate position in Home state for sustainability. 2. Build brand as a differentiator. 3. Increase scale of courses and departments.

8. **PLANS OF INSTITUTION FOR NEXT YEAR (2018-2019)**

Compulsory Feedback from all the stakeholders across the various schools

A functional Mentoring Programme in place across the various schools

SCHOOL OF MANAGEMENT

Admissions

To increase diversity, diversity scholarship will be introduced where in students belonging to states outside Kerala will be given scholarships in terms of fee concession if they meet all the criteria of the conditions set for admission.

Academic Systems

To increase visibility of Rajagiri, faculty can create E-learning resources such that Rajagiri will be known outside Kerala and can get greater public perception about Rajagiri.

Budget allocation for integrated PR team and college visibility campaign.

To ensure enrolment of brighter students, students with CAT 70 percentile and above will be given scholarship.

To ensure academic excellence through robust content and effective delivery.

To ensure proper assessment and review process of learning outcome.

To groom employable, confident graduates.

Student Outcome

To develop targeted outreach plan to improve the diversity of the student community by broader coverage outside Kerala.

To create a cordial atmosphere for the students to kick-off entrepreneurial ventures, elicit desire for higher studies, improve quality of placements and to add values to the recruiting fraternity (Professional Engagement)

To provide opportunities for the students to participate in societal improvement in a way that is mutually beneficial. (Social Engagement)

To create an enriching experience for students on campus (Campus Life Engagement).

To equip students to adapt to any situation in any part of the world (Self-engagement).

To create life at Rajagiri more engaging and enriching be facilitating learning beyond class room (Extra-curricular engagement)

Faculty Excellence

To maintain and enhance efforts to recruit, nurture and retain diverse faculty members who are outstanding scholars and teachers.

To conduct FDP on research capacity building, workshop on how to publish on top rated journals.

To design MDP for institute industry interaction and to conduct faculty presentation on research finding.

Expanding the MDP network to include MDP for management of religious institution.

Infrastructure

To update website to attract and inform current and prospective students by including facility to translate (or translated pages) into three or four foreign languages (Italian /German/French etc).

To include 360 degree view photos of campus in College website.

Upgrading to 100 mbps connection.

SCHOOL OF SOCIAL WORK

Development of foundation and domain specific skill through systematically planned and supervised field work
Assessment of field work based on the internationally accepted EPAS competencies
Exit level assessment of student competencies based on pre-set parameters
Reflective writing exercise to be introduced based on socially relevant issues

Faculty Quality enhancement
Support faculty with state-of-the-art technology, delivery systems and supporting resources
    a. Workshops on different aspects of Pedagogy (Eg. Field Work Supervision, teaching)
    b. Targets and incentives for research projects and publications.
    c. Identify list of journals articles could be published
    d. Identify and utilize national and international funding opportunities for research
    e. Identify and pursue relevant courses from MOOC in interest areas

Review and Align faculty evaluation process and reward systems to clearly define faculty responsibilities for teaching, research, and service
    f. Provide international teaching learning experience for more faculty to enable them to be par with the International Standards.
    g. To encourage the eligible faculty for research Guideship for Ph.D. and M.Phil.
    h. All Faculty members to design a course in their respective area of expertise to share with the partnering universities for listing in their courses offered
    i. Faculty members with PhD to apply for postdoctoral fellowships within and outside the country

Develop and nurture expertise in specific areas of interest by the faculty to provide national and international consultancy

Encourage all faculty members for joint research projects with the faculty members of foreign universities having tie-up with Rajagiri. Conduct series of workshops based on the selected research interests.

Student Capability Enhancement

Professional Engagement –
  j. student's membership in National professional bodies like NAPSWI, KAPS, AKSSA, ICSW
  k. International placements for students
  l. Support students to initiate social entrepreneurship through training, technical and financial support

Campus Life Engagement
  m. Department level fest involving students from all the programmes, faculty members, practitioners and international students once in a semester
  n. Interest/talent based student groups guided by individual faculty members-Eg Street Theatre group, Social media communication, Visual communication, Debate group, Quiz group
  o. Cultural exchange programmes with international students-"Confluence-Fusion of Global cultures"

Self-engagement
  p. Extra language training-one foreign language/Hindi
  q. Advanced IT Skills
  r. Life skill training-TOT
  s. Annual Spiritual retreat for UG/PG
  t. First aid training

SCHOOL OF COMPUTER SCIENCE

- Revise the Syllabus for MCA from 2019 Admission onwards
- Submit the application for starting M.Sc Computer Science (Data Analytics) to parent University
- Increase the intake of MCA from 45 to 60- Submission of Application
- Internship training for students at various IT enterprises
- Domain workshops on
- Angular J S
- Any Other Societal prevalent domain
- Prepare for NBA accreditation

SCHOOL OF LIBRARY & INFORMATION SCIENCE

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

SCHOOL OF COMMERCE

Plan 1: Introduce Various Add- On Courses:

Bridge Course in Accounting & Finance for Non Commerce students joining for B.Com / BBA.

Courses on Computerised Accounting for B.Com / BBA students.

Diploma in Banking

Certificate Programs in Capital Market Operations

MBA entrance coaching

Plan 2:   National Seminar to be convened

Plan 3:   New B.Com / BBA Batches

B.Com Model III B.Com (Agri Business Management) course.

B.B.A (Logistics Management) course.

Plan 4:   Faculty Development Program

In - House Faculty Development Program for Commerce Faculty.

Plan 5:   Facility for Internship / Training:

Vocational Training Centre for Agriculture & Allied Activities like-

Sustainable Development.

Empowerment Programs

Horticulture Training

RAJAGIRI CENTER FOR BEHAVIOURAL SCIENCE AND RESEARCH

- Add on courses for B.Sc. Psychology and M.Sc. Psychology students
- Special training for students on Research methodology and encourage undertaking research
- Seminar on Community psychology and Clinical psychology
- Starting a Behavioral Clinic
- Starting a special clinic for Internet Addiction
- Conducting *Psyesta*, a National level fest for psychology under graduate students
- Conducting a national level scientific paper presentation competition for final year under graduate psychology students
- Conduct workshop on Qualitative Research Methodology for M.Sc. Psychology students
- Distinguished Lecture series (WEBINAR) for M.Sc. psychology students every month by well known psychologists around the globe.

Dr. Mary Venus Joseph
Coordinator, IQAC

Dr. Binoy Joseph
Chairperson, IQAC

BEST PRACTISE-1

1. **Title of the Practice -RLabZ - Experiential Learning opportunity for the students**.

2. 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)?

The Department of Computer Science initiated a software development firm to function as a concept live lab. This ongoing structure is called RLabZ meaning "Rajagiri Labs". The primary purpose to initiate the venture was to benefit the students to be a part of the real working environment and earn while they learn. This also facilitated the faculty to take up software consultancy projects.

Functions of RLabZ

1. Take up software projects of the Rajagiri College of Social Sciences, Kalamassery
2. Take up software projects from the outside the Institution
3. Monitor the effective functioning of Fedena Automation Software
4. Conduct Short term technical trainings

3. 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)?

Academics are driven by their conferences and technical journals and their need to publish.
From the academic side, Internship is merely a requirement that must be met as part of the curriculum. From the industry side, it is often a barely tolerated workplace disruption. Students swarm into the office, commanding the time of regular employees only to be quickly gone. Interns typically spend their time as document controllers and pick up little or no practical knowledge. To bridge this gap between academia and industry, the dept. of computer science conceptualized the live lab RLabZ. RLABZ encourages students to take up the real world projects while they graduate. Faculty support them with the knowledge base of the latest technology.

4. 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)?

Resources needed to establish a Concept software consultancy Lab
1. Office structure
2. Desktops and servers
3. Knowledgeable faculty
4. Trained students
5. Training in the industry demanding technologies

The curriculum was revised so as to include the industry demanding technologies and the students were given specialized training. A borrowed office space resolved the materialistic resource demands.

5. 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.)

RLabz Consultancy data was well reflected in CII AICTE survey and has earned us platinum grade in the Survey 2017. RLabz took up 12 Software projects worth a total of 5.65 Lakhs in the span of 7 months.

6. Problems Encountered and Resources Required (Please identify the problems encountered and resources required to implement the practice (in about 150 words).

Resources needed to establish a concept live lab was expensive as it need an established office structure with desktops and servers. This problem was resolved by borrowing a space in the start-up space in Le Coccon , a Rajagiri initiative to support entrepreneurs.

BEST PRACTICE-2

1. Title of the Practice : Continues Improvement Cycle

2. Objectives of the Practice

To get a perspective of various administrative function in order to implement a process of continuous improvement.)

3. 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)?

Till the implementation of this practice, the administrative function carried at each year were reported without reference to the results of the previous year. There were also no measurement of achievement in each of these administrative areas.

4. 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)?

In order to make this a continuous cycle of improvement, all administrative functions pertaining to college activities such as admission, examination, students activities , academic excellence , student non-academic programme, infrastructure and faculty progress etc were put under the charge of committees consisting of faculty and staff members. These committees would present their plan for the academic year in the beginning for approval from the faculty concerned. After the implementation of the plan, a report is submitted by each committees detailing the activities undertaken its comparative analysis of the outcomes with the previous year and the value addition that were implemented that year and suggestions on the scope for improvement for next year.

The only assurance of quality improvement is when practices and its results are documented and various measures of analysis are used to understand the requirements, the achievements and the way forward in academic related administration. This process gives a clear picture of the

progress from year to year. It also helps the management to access whether the objectives are being met and how much further they have to progress in order to meet the required benchmark.

The process requires a disciplined monitoring where in interim reports are also presented to see if progress is according to schedule. It requires the whole hearted support of the faculty and staff members in carrying out plans as well as documentary and analysing results correctly.

5. 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.

This practice has streamlined the working of the administrative departments and has attuned the committee members to the goal of continuous improvement and every committee has introduced an analytic team to analyse the future trends as well as the results of the activities taken up. This has greatly helped to give direction to the committees that is clearly in line with the mission and vision of the institution and with the objectives of the administrative process.