

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 1st July 2014 to 30th June 2015

Of



Rajagiri College of Social Sciences (Autonomous),

Rajagiri P.O., Kalamassery, Kerala 683104

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi,

Bangalore - 560 072 India

Date: 30-10-2015

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year

2014-2015

I. Details of the Institution

1.1 Name of the Institution

Rajagiri College of Social Sciences

1.2 Address Line 1

Rajagiri P.O.

Address Line 2

Kalamaserry

City/Town

Ernakulam

State

Kerala

Pin Code

683104

Institution e-mail address

admin@rajagiri.edu

Contact Nos.

9-484-2555564/2911321

Name of the Head of the Institution:

Dr. Joseph I. Injodey till 31-03-2015

Dr. Binoy Joseph – from 1-04-2015

Tel. No. with STD Code:

91-484-2555564

Mobile:

9349262687 (Dr. Joseph I. Injodey)

9446919144 (Dr. Binoy Joseph)

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

OR

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/aqar-report/>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Five Star	NA	2000	5 Years
2	2 nd Cycle	A+	NA	2007	5 Years
3	3 rd Cycle	A	3.70	2013	5years
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

15.09.2003

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

- i. AQAR _____ 30/10/2014 _____ (DD/MM/YYYY)⁴
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☒ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

- ☐ Computer Application
☐ Library Science
☐ Social Work

1.11 Name of the Affiliating University (for the Colleges)

**Mahatma Gandhi University,
Kottayam, Kerala**

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

Autonomy by State/Central Govt. / University

Yes

University with Potential for Excellence

--

UGC-CPE

--

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

9

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

5

2.4 No. of Management representatives

1

2.5 No. of Alumni

6

2.6 No. of any other stakeholder and
community representatives

3

2.7 No. of Employers/ Industrialists

6

2.8 No. of other External Experts

3

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

SCHOOL OF SOCIAL WORK

International

1. **India –Srilanka Seminar on Networking and Partnership** on 27th of September, 2014.
2. **DYUTI 2015 - International Symposium on „Evidences in Global Mental Health’: Jan 7-9, 2015**

State

1. Role of Janamaithri Police in protecting the marginalized - the tribes - 26th and 27th September 2014
2. Six Orientation Courses for 192 Programme Officers from various Universities and Directorates in the state during October - December 2014.
3. UNCRC @25 - The District programme at Ernakulam on 14th November 2014
4. RYLA Career Guidance Camp - 21st to 23rd December 2014
5. Training programme on „Behavioural Skills” for its officers on 23rd October 2014
6. The innovative Women Empowerment programme on October 8th & 9th, 30th & 31st and November 26th respectively
7. One day training programme on „Motor Vehicle Act and Defensive Driving” for the Tanker Lorry drivers of Bharath Petroleum Corporation Ltd. (BPCL) on 14th October 2014

8. Career Guidance programme for the selected higher secondary students – aspiring for „Civil Service“ - 14th to 17th November 2014
9. A state level workshop on Design - 20th to 23rd December, 2014.
10. **World Social Work Day** observed on March 17, 2015 by conducting Human Dignity Walk which started from Marine Drive, Ernakulam and ended at Aashir Bhavan, Kacheripady. The programme was organized in collaboration with the Social Work colleges in Ernakulam district, Association of Schools of Social Work in Kerala (ASSK), Kerala Association of Professional Social Workers (KAPS)- Ernakulam Chapter, Indian Council of Social Welfare (ICSW), Kerala State Branch and various organizations in Ernakulam.
11. One day awareness camps for the women workers in the unorganized sector at seven different locations of Ernakulam district.
12. Two days workshop on „Role of Janamaithri Police in preventing crimes in tribal colonies“ for the Beat officers of Janamaithri Suraksha Project. The Workshop was organized by the Home Dept., Govt. of Kerala on February 20 and 21, 2015
13. Workshop on „Adolescent Counselling and Health Care“ on February 26 and 27, 2015
14. An „Introductory Training for New Souhruda Co-ordinators“ of 4 Districts at the Rajagiri College of Social Sciences, Kalamassery. The programme held on February 5 and 6, 2015
15. Orientation Course for the academic year 2014-15 by the Empanelled Training Institution for National Service Scheme was organized from January 15 to 21, 2015.
16. A state level orientation programme on Adoption and non-institutional care was held on January 15, 2015 at Rajagiri College of Social Sciences, Kalamassery
17. One day Training on CARINGS (Child Adoption Resource Information and Guidance system) was conducted on January 16, 2015
18. One day Personality Enhancement Training Programme for the officers of Federal Bank on May 4th 2015
19. Training programme on „Motor Vehicle Act and Defensive Driving“ for the crew of BPCL on 17th June 2015

Institutional

1. Dr. Vimla V. Nadkarni, President and Prof. Vishanthi Sewpaul, Vice President, International Association of Schools of Social Work (IASSW) visited Rajagiri College of Social Sciences, Kalamassery campus on 12th December 2014 and interacted with the faculty members and students of Social Work Department.
2. Elder's Day Celebration at Kothad Grama Panchayath on October 1, 2014

SCHOOL OF COMPUTER SCIENCE

National

1. **IT Euphoria 2015** - **national** level inter collegiate IT Fest conducted by CSTAR, Computer Students Association - January 22 and 23, 2015

Institutional

1. Turning Point, the six day enrichment program conducted for the students of the MCA department from 15th to 20th June 2014
2. Industry Interaction programme for the students of MCA by Mr. Sunil Balakrishnan, Head of Development Center Operations at UST Global.

SCHOOL OF LIBRARY & INFORMATION SCIENCE

National

1. National level seminar on **Managing Innovation in New Generation Libraries** – 16th & 17th Dec. 2014

SCHOOL OF MANAGEMENT

International

1. Indo-Korean Entrepreneurs Meet was conducted in connection with International Student Exchange Programme on 19th November 2014

National

1. Rajagiri National Business Quiz - 8th November 2014. Top ranked business schools and corporates from across India participated. The media partner CNN-IBN telecast the programme on 21st December 2014 at 5.30 pm.

Institutional

1. Session on „Being Successful- Why you have a tremendous Advantage - 13th November 2014
2. Workshop sessions on 'Qualitative Data Analysis' by Dr. B. Devi Prasad, Professor from Centre for Equity for Women, Children and Families, School of Social Work, Tata Institute of Social Sciences (TISS) – Mumbai was held on June 8th & 9th 2015.
3. The 3rd and 4th sessions of SHRM training was held on 22nd November and 6th December 2014 respectively.
4. Seminar on Women Entrepreneurship for the lady students was held in association with CII-IWN on August 12, 2014 in RBS Auditorium
5. Panel Discussion on Managing the VUCA World -October 24, 2014 at RBS Auditorium
6. The 1st session of SHRM training for all junior batches of Kakkanad valley campus was held on July 19, 2014 at RBS Auditorium.

7. Three day certificate programme in Hi-Impact Leadership Programme was held - 6, 7 & 8, February 2015
8. Session on “Entrepreneurship and Incubation” was held on February 10, 2015 at RBS Conference Hall. The resource person was Dr. K C Chandrashekharan Nair, Principal Consultant, KITCO.
9. A competency development programme and individual evaluation of each student was conducted in the month of March for all the junior batches of MBA, MHRM& PGDM. As part of the Assessment Centre an FDP was held on March 2, 2015
10. Management Development Programme on „Data Analysis for Decision Making“ during June 29-30, 2015.
11. Mr. K S Menon CEO of Silk Mark Organization had an interactive session with the all junior students on June 30, 2015

2.14. Significant Activities and contributions made by IQAC

FACULTY DEVELOPMENT PROGRAMMES ORGANISED BY IQAC

- FDP “Train the Trainer” Workshop - July 01, 2014
- FDP on “Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) based on Act 2013” - **Aug 5, 2014 by Prof. H.A.C. Poppen**
- MDP on Business Excellence through Effective HR for cghearth was held on August 19, 2014 at RBS GLC.
- FDP on “Effective Academic Presentations” for the faculty of RCSS & RCBS - **September 23, 2014**
- Dr. N. Jayasankaran – advisor NMIMS University on Excellence Through Autonomy – IQAC Initiative -4. Theme – Teaching – Learning on **2-1-2015** @ RBS conference hall.
- The **Annual Academic Retreat, Bodhi 2015-16**, for the faculty members of Rajagiri College of Social Sciences and Rajagiri Business School was held from 20th to 22nd April 2015. The orientation for the retreat was held on 20th April at Valley campus. Session 1 and 2 were led by Dr. Babu Paul IAS (Retd). Dr. Krishna Swamy, Dean, Humanities & Social Science, Christ University and Dr. Mallika Krishna Swamy, Christ University were the resource persons. The 2nd and 3rd day’s programmes were held at Tea County, Munnar.
- One day Faculty Training Programme on Meta-Analysis on June 2, 2015 at RSOM Conference Hall, Valley campus. The class was handled by Dr. A. T. Jotheeswaran (MSW, MSc & PhD from Kings College, London)..

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

□ OTHER ACTIVITIES

- Facilitating faculty presentation in national and international conferences
- Bringing out a research publication policy supporting faculty research projects
- Voluntary self development initiatives for faculty members
- Mid-term and end term student evaluation of faculty members
- Self evaluation of staff
- Organising alumni home coming day
- Documenting feedback from the employers
- Organising Rajagiri immersive learning experience

2.15. Plan of Action by IQAC/Outcome

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

Plan of Action Decided during the academic Retreat - Bodhi 2014(April,2014)	Achievements (2014-15)
INSTITUTION LEVEL	
Common Admission policy in place	All the policies drafted and discussed during the faculty council meeting. Suggestions invited and the final policy in place.
Career Growth Plan for Teaching staff	
Faculty Development Policy	
Faculty Development Appraisal Policy	
Recruitment, Selection & Induction Policy	
Research and Publication Policy	
Teacher Evaluation Policy	
Examination Policy	

SCHOOL OF SOCIAL WORK	
Increase the number of non-Keralite students	Out of State Students from Manipur, Andhra Pradesh, Delhi, Lakshadweep, Chennai registered for MSW and BSW programme
Tie-up with reputed agencies and government departments for joint programs	<p>Increased association with:</p> <ul style="list-style-type: none"> • The Directorate of Social Justice, Government of Kerala. • Grama Panchayats • CEVA • UNICEF • Kinder for Kinder- project of Keli, Switzerland • Federal Bank • Kerala Police Academy, Thrissur • Home Department, Govt. Of Kerala • World Bank • International Association of Schools of Social Work • Rotary Club • Bharat Petroleum Corporation Ltd. • Roads & Bridges, Gov. Of Kerala • Kochi Binnale Foundation • National School of Design, Ahmadabad • International Council for Social Welfare • central Adoption Resource Agencies • Apollo tyres • Women's Division, Kerala State Council for Science, Technology and Environment • Directorate of Higher Secondary Education, Govt. Of Kerala • Association of Schools of Social Work in Kerala • Kerala Association of Professional Social Workers

	<ul style="list-style-type: none"> • Kerala State Higher Education Council • Annual Programme Implementation Plan (APIP) 2014-2015 of ICDS projects in Kerala
PGDAHS course to be redesigned in tune with the demand for Social Science experts/professionals	PGDAHS Course was restructured as Post Graduate Diploma in Clinical Social Work (PGDCSW), approved by the Mahatma Gandhi University and the programme was launched during the academic year 2014-15
BSW Programme curriculum revision	After a span of 10 years, the BSW curriculum was revised
Develop more alumni relationships	Alumni from within the country and outside were invited to address the students.
Continued departmental membership in international professional associations	Renewed the department membership in the International Association for Schools of Social Work (IASSW)
Rank within Top 5 Social work schools in India	Applied for the "OUTLOOK" National social work ranking.
Mass online open course (MOOC)	Faculty encouraged the students to register for reputed online open courses
5 year integrated MSW programme with two specialisations <ul style="list-style-type: none"> • Clinical orientation • Development orientation 	The proposal was discussed during the BOS meetings
M.Phil in social work to be introduced	The M.Phil in social work was launched
SCHOOL OF COMPUTER SCIENCE	
Two year MCA programme	Proposal submitted to the M.G. University
5 year integrated MCA	Presented in BOS meeting
Certificate and Training Courses <ul style="list-style-type: none"> • System Administration • Designing • Internet Programming • NET (C#, VB, NET & ASP.NET) • ANDROID 	System administration given as Add on course in Semester III. ANDROID in Semester V

SCHOOL OF MANAGEMENT	
NBA Preparation	<ul style="list-style-type: none"> • Framed the vision and mission of Management programme derived from the vision of Rajagiri Group of Institution. • Introduced Graduate Attributes, focus in course plan • Introduced PEO • Introduced Core Values • Assessment Development Centre has introduced for evaluating the students on Graduate Attributes • Introduced Rubrics • Individual Development Plan (IDP) • Assessment of summer internship changed to Graduate Attributes Assessment
Diversity among students intake and faculty	<ul style="list-style-type: none"> • Faculty exchange • Student Exchange • Proposal prepared for a MDP for Business Managers from Japan • Indo-Korean Entrepreneurs Meet was held • MOU Signing with 7 foreign Universities • International paper presentations • Admission drives in several part of India
Research and Publication policy implementation	<ul style="list-style-type: none"> • implemented
SCHOOL OF LIBRARY & INFORMATION SCIENCE	
Restructure B.L.I.Sc course by adding more ICT oriented papers & practical training	Presented in BOS meeting and approved
Start Masters program and Research facility in college	MLISc programme launched

Start consultancy unit in the college for digital library management	Not yet
Start a digital repository of ETD in the college (Electronic Thesis & Dissertations) with open source software	Launched

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

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐
 Management ☒ Syndicate ☐ Any other body ☐

(It was presented at the General body Meeting of the Society of Rajagiri College of Social Sciences on 5TH June 2015)

Provide the details of the action taken:

- **Various admission and Staff Policies formulated and implemented**
- **International Accreditation Initiative planned to be implemented during the academic year 2015-2016**

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2			
PG	4	1	2	24
UG	2		2	7
PG Diploma	2			
Advanced Diploma	0			
Diploma	0			
Certificate	0			
Others	0			
Total	10			
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	8
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 Test are sent to the parents at the end of each semester. The parents are met individually in some cases to obtain their feedback.

- **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 in every chapter and their feedback on the various academic programmes and the achievements of the college are exchanged and acted upon. The alumni meet of Rajagiri College of Social Sciences was held on January 26, 2015 at Rajagiri Valley campus.

**Please provide an analysis of the feedback in the Annexure*

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

Revision of Social Work programmes (MSW, BSW and PGDAHS) undertaken

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal)
51	41	9	--	1

2.2 No. of permanent faculty with Ph.D.

18

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
--	--	--	1	--	--	--	1	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	--	10	--
Presented papers	14	5	--
Resource Persons	1	2	--

- Prof. Arun George (2014) participated in the National Workshop on e-Content Development for Enhancing Pedagogical skills organized by CEDBEC, Christ University, Bangalore on 9 – 11 Sept, 2014 (**National**)
- Dr. Binoy Joseph (2015) was a resource person for the National Seminar on “Corporate Social Responsibility: A Threshold in Social Work” on February 19, 2015 at St. Thomas College, Thrissur. (**National**)
- Prof. Deepak Babu (2014) participated in the National Workshop on “Instructional Design, Multimedia and e-Resources in Higher Education” organized by Centre for Educational Beyond Curriculum (CEDBEC), Christ university, Bangalore, from 29th Sep to 01st Oct 2014 (**National**)
- Prof. Imran Ahmed Khan (2014) participated in the National Workshop on “Instructional Design, Multimedia and e-Resources in Higher Education” organized by Centre for Educational Beyond Curriculum (CEDBEC), Christ university, Bangalore, from 29th Sep to 01st Oct 201. (**National**)
- Prof. Imran Ahmed Khan (2015) presented a paper “A Study on Mental Health and Self-Efficacy of Adolescents in Tura, Meghalaya” in DYUTI 2015 held from 7th to 9th January 2015 at Rajagiri valley campus, Kakkanad. (**National**)
- Dr. Manoj Mathew (2014) given a lecture at the International Staff Week 2014 at Vives university, Belgium on Nov 21, 2014 (**International**)
- Dr. Minimol M C (2014) presented a paper “Overconfidence, Risk tolerance and Investment Strategy Adoption of Capital Market Investors” in the 2014 meetings of World Finance & Banking Symposium – Singapore, on Dec 12 & 13, 2014. (**International**)
- Dr. Rosemary Varghese (2014) attended the conference „ National Summit on Quality in Education“ on 16 – 17 Sept 2014 at Christ University, Bangalore (**National**)
- Dr. Rosemary Varghese (2014) engaged two sessions on “Communication for Pastoral Leadership” in the workshop conducted by Syro-Malabar Synodal Commission for Clergy at Mount Saint Thomas, Ernakulum on July 09, 2014. (**National**)
- Dr. Roshna Varghese (2014) participated in the UGC Sponsored special Summer School conducted by the UGC-academic staff college, Trivandrum from 30-07-2014 to 19-08-2014. (**National**)

- Prof. Siby Jose (2014) presented a paper “Movies in the MBA classroom: Impact study of an Experiment” at the 14th international conference on „Knowledge, Culture and Change in Organizations”, SAID business school, UK on August 4, 2014(**International**)
- Prof. Simon Jacob C. (2014) participated in the „Special Winter School” conducted by UGC Academic Staff College from 27.11.14 to 17.12.14. (**National**)
- Prof. Manoj Menon (2014) presented a paper “Movies in the MBA classroom: Impact study of an Experiment” at the 14th international conference on „Knowledge, Culture and Change in Organizations”, SAID business school, UK on August 4, 2014 (**International**)
- Dr. Smitha Siji (2014) presented a paper titled “Linking Customer Loyalty to Customer Satisfaction and Store Image” in the 14th Eurasia Business and Economics Society (EBES) Conference on Oct 25, 2014 at Barcelona, Spain (**International**)
- Prof. Susan Mathew (2014) presented a paper “The impact of Sociolinguistics in Transliterated Advertisements” in the International Conference – cum- workshop, jointly organized by Sree Narayana College of Education, Mahe and English Language Teachers” Interaction Forum on December 26 – 28, 2014. (**International**)
- Dr. Anilkumar K (2014) participated in the interview board as Subject Expert at TP unit of the Kerala Minerals and Metals Ltd held on 22.09.2014 (**National**)
- Prof. Saji George (2015) participated in the Spicmacay National Conference at IIST, Trivandrum on February 6, 7 & 8, 2015. (**National**)
- Prof. Saji George (2015) participated in the KMA annual Convention at Cochin on January 14 & 15, 2015 (**National**)
- Dr. Binoy Joseph (2014) presented a paper titled 'A Critical Review on the Evolution, Antecedents and Outcomes of Employee Engagement' in the international conference on Innovative Practices in Business and Information Technology' held at Adarsh Institute of Management and Information Technology on 15-16 Dec 2014 (**International**)
- Dr. Binoy Joseph (2014) presented a paper titled 'Psychological Climate and its Relationship with Employee Engagement: A Study on Employees in Travel Organisations in Karnataka' in the international conference on 'Futuristic Innovations and Challenges to Diversity Management, Emerging Technologies and Sustainability for Inclusive Industrial Growth' ICFIDM - 2014 at Jyoti Nivas College, Bangalore Oct 30-31, 2014(**International**)
- Dr. Imran Khan (2015) presented a paper "Pressures and Mental Health of College Students" in ICSSR New Delhi, National Seminar on Issues of Mental Health Education organised by North-Eastern Hill University, Shillong, February 26-27, 2015 (**National**)
- Dr. Imran Khan (2015) presented a paper "A Review on the relevance of Life Skills Education for College Students" in the 2 day International Conference on Quality of Higher Education in Indian and Global Context organised by North-Eastern Hill University, Shillong March 18-19, 2015 (**International**)

SOCIAL WORK

- Sr. Lizy P.J. (2015), Psychological Problems of the Parents of Children with Hearing Impairment, International Conference on “Evidence in Global Mental Health, January 2015 (**International**)
- George, Giji (2015). An Inquiry Into The Psycho Social Problems Of Institutionalised Unwed Mothers, International Conference on Evidence in Global Mental Health, Rajagiri College, Kochi, January 2015 (**International**)
- Anil John (2014), A Comparative Study On Knowledge and Stigma About Electroconvulsive Therapy Of Caregivers Of Mentally Ill Patients And Community, International Conference on Mental Health, DePaul Institute of Science and Technology, Angamaly, December 2014 (**International**)
- Thomas, Nycil Romis (2014). Family Strength Predictors of Adolescent Life Satisfaction: A study done in Kerala, International Conference on Mental Health, DePaul Institute of Science and Technology, Angamaly, December 2014 (**International**)
- Thomas, Nycil Romis (2015). Outcomes of Strength Based Social Work Intervention in Families with Adolescents: A Qualitative Inquiry, International Conference on Evidence in Global Mental Health, Rajagiri College, Kochi, January 2015 (**International**)
- M.D. Saju (2014), '*Field work opportunities in areas of Child issues*' In a UGC sponsored National Workshop on „Recent Trends in Professional Social Work- Service, Training and Research“ , School of Social Work, Roshni Nilaya, Mangalore, 25th and 26th September, 2014 (**National**)
- Shiju Thomas 'Cloud Computing Mobile Tool for Morphological Image Processing' in the proceedings of NSMT 2014 (UGC Sponsored National Seminar on Mobile Technology) at Sacred Heart College Thevara, Kochi, Kerala, India. (**National**)

SCHOOL OF COMPUTER SCIENCE

1. Dr. Bindiya M. Varghese (2014) participated in a three day seminar on "Preparation For Autonomy" at Christ University, Bangalore from 12th March 2014 to 14th March 2014.
2. Dr. Bindiya M. Varghese (2014) participated in 2 day UGC sponsored National Conference on Information and Communication Technologies, organized by BPC College, Piravom, March 4-5 2014.
3. Ms. Vimina E.R. (2014) participated in Workshop on Open GL” organized by Federal institute of Science and Technology, Angamaly on 24 January 2014.
4. Ms. Jaya Vijayan (2014) participated in a three day seminar on "Preparation For Autonomy" at Christ University, Bangalore from 12th March 2014 to 14th March 2014.
5. Ms. Jaya Vijayan (2014) participated in "UGC Sponsored one day National Seminar on Mobile Technology: Android & Its Future" organized by S.H. College Thevara on 22nd January,2014.

- Ms. Sunu Mary Abraham (2014) participated in the Fourth International Conference on "Advances in Computing and Communications" held at Rajagiri School of Engineering and Technology, Kochi ,Kerala during August 27-29,2014.
- Ms. Sunu Mary Abraham (2014) participated in Fourth International Conference on "Advances in Computing and Communications" held at Rajagiri School of Engineering and Technology, Kochi ,Kerala during August 27-29,2014.
- Mr. Shiju Thomas M.Y (2014) participated in two days workshop on "Next Generation Computing in Embedded and IoT", held from 06 - 07 February 2015, conducted by IIITM-K (Indian Institute of Information Technology and Management - Kerala), Thiruvananthapuram.
- Mr. Shiju Thomas M.Y (2014) participated in two days workshop on "Image sensing, Medical Imaging and satellite image processing", held from 20-21st March 2015, conducted by IIITM-K (Indian Institute of Information Technology and Management - Kerala), Thiruvananthapuram.
- Mr. Renjith P.R. (2014) participated in two week ISTE Workshop on Computer Programming conducted by IIT Bombay (National Mission on Education through ICT, MHRD, Govt. of India) at remote center SNGCE from 16th June to 21st June 2014
- MS. Ann Baby Presented a paper titled "A Security Based Technology Acceptance Model In E-Learning Technologies: The Role Of Security, Privacy And trust" , at the DRDO sponsored 2nd IEEE International Conference on Innovations in Information, Embedded and Communication Systems, organised by Karpagam College of Engineering, Coimbatore on 19th and 29th of March, 2015.

SCHOOL OF LIBRARY & INFORMATION SCIENCE

- Dr. Baby M.D -National Seminar on 'Managing Innovation in new generation libraries' jointly organized by KLA & Rajagiri College of Social Sciences, Dec 16-17, 2014
- Scaria Varghese -National Seminar on 'Managing Innovation in new generation libraries' jointly organized by KLA & Rajagiri College of Social Sciences, Dec 16-17, 2014
- Neethu Mohanan - National Conference on Academic Library Management: Challenges, Opportunities & Trends Organized by Malayalam University, Tirur on 9-10, March 2015.
- Neethu Mohanan -National Workshop on 'Innovation: Curriculum, Teaching and Instruction for Teachers of Professional and Technical Institutions' Organized by CEDBEC, Christ University on March 4-6, 2015.
- Neethu Mohanan -National Seminar on 'Managing Innovation in new generation libraries' jointly organized by KLA & Rajagiri College of Social Sciences, Dec 16-17, 2014

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

Faculty Development programme by internal faculty members were conducted on:-

- Classroom communication training: Commenced on Nov 29, 2014.
- EXCEL training : Started on Dec 9, 2014
- MAT Lab training: on Dec 30, 2014
- Prowess Training: on Dec 30, 2014

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

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

Conceptual Learning:

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

Experiment Engagement:

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

Executive Modelling:

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

Corporate Competency:

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

Incubation Cell:

Rajagiri incubation centre aims to create an ecosystem for promoting entrepreneurship among Rajagiri students and provides a platform for emerging start-ups from campus.

Group Learning Centre:

The Group Learning centre facilitates teamwork and group activity.

Foreign Language Training:

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

Industrial Interaction:

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

Business Awareness Test [BAT]:

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

Communication Training:

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

Interactive Session on “Entrepreneurship and Incubation”:

Session on “Entrepreneurship and Incubation” was held on February 10, 2015 at KRL auditorium. The resource person was Dr. K C Chandrashekharan Nair, Principal Consultant, KITCO.

Rajagiri-Kalypso Outbound Training Programme:

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

A mentoring (Individual Development Programme) for all the first year students.

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

180

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

- A new Konica color printer purchased for mark sheet printing.
- Implementation of „*Fedena*” software and Barcoding under progress.
- Using „*Pariman*” question bank Software.
- Online examination using Moodle Software is usually conducted by individual Faculty members.
- Double valuation
- Online Multiple Choice Questions
- Regular pre-placement tests are conducted in the area of aptitude training

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

44

25

44

as member of Board of Study/Faculty/Curriculum Development workshop

2.10. Average percentage of attendance of students

93.4%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	115	--	55	--	--	47.82
MHRM	39	--	30	--	--	76.92
MSW	29		15	14	29	100%
PGDAHS	3			3	3	100%
BSW	33					100%
MCA	44	9	28	7		100%
BLISc.	21			19		95%

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

Contribution:

- Award based on overall performance
- Institutional library access and information resources to support research, teaching and learning.
- Individual laptop(s) for all faculty members.
- Paid research leave for research related activities.
- Paid conference/seminar/workshop leave to be granted based on management discretion.
- Add on programmes for career development which include scholarship, degree/diploma“s etc..
- ☐ 2 class reviews (dyadic from students and faculty) to check course completion
- ☐ Faculty Development Programmes on teaching methods
- ☐ Opportunities to present papers in international conference conducted abroad on the basis of research and publication policy

Social Sensitization Camp:

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

Pre-Placement Training:

An intense training in aptitude, group discussion and interview skills is given over a period of semester by both internal and external personnel.

RNBQ- Rajagiri National Business Quiz :

Rajagiri National Business Quiz (RNBQ) is a unique and premium initiative of the School of Management department

Enrichment Programs through the week:

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

Student Success Centre

Through Student Success Centre the School of Management provides several courses to the students such Bridge course, remedial coaching, language class, excel training, Tutorials etc

Monitor:

- The parameters that faculty member has set down as evaluation criteria in the respective course plan of each subject has to be cross checked with the consolidated mark sheet submitted by the faculty to the examination office.
- A check is also done to see whether all criteria have been assessed in a suitable manner.
- The quality assurance cell also ensures that the midterm and end term examination papers and assignments have been assessed and given back to the students before the consolidated mark list is submitted.
- Course plan generation, vetting to check whether it covers the entire syllabus.
- Two class reviews from faculty and students to check the timely completion of course. Administering of assignment, projects etc as given in the course plan.

Evaluation:

Faculty Evaluation:

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

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

The research contributions of the faculty are evaluated and necessary incentives and support are provided on the basis of research and publication policy.

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

The classroom teaching is evaluated through class review and any discrepancy noted is immediately informed to concern faculty by the head of the institution.

All the evaluations are put together at the end of the year and presented to the director / head of the institution who issues the final appraisal

Students Assessment

Besides the regular exams and other evaluations, students are been assessed by six Graduate Attributes. They are:-

1. Conceptually Clarity
2. Ability to analyse and solve business problems
3. Social sensitivity and integrity
4. Communication Skills
5. Ability to work independently and in teams
6. Decision making Skills

These are assessed by external and internal assessors. Students draw up their individual development plans.

Step by step procedures:-

Data Point 1:-

Assessment and Development Center

- A large scale assessment procedure takes place in the beginning of the programme through the assessment and development center.
- A group of senior HR personnel across India comes to Rajagiri for this exercise.
- Each student is assessed by at least two assessors on the basis of a basket of exercises.
- A data sheet is drawn up for each student giving a quantitative score for each Graduate Attributes along with qualitative comments.
- The data sheet along with its analysis goes into the mentor file.

Data Point 2:-

- Data on Graduate Attributes is taken from the performance of students in the academic subjects.
- The analysis of the data on each subject with respect to Graduate Attributes is filed in the Mentor file.

Data Point 3:-

- Students going for Summer Internship for two months are assessed by the corporate guide on Graduate Attributes.

Data Point 4:-

Social Sensitization camp, Vanavasam, and Kalypso is three other data points for the assessment of Graduate Attributes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	3
HRD programmes	
Orientation programmes	1
Faculty exchange programme	4
Staff training conducted by the university	
Staff training conducted by other institutions	1

Summer / Winter schools, Workshops, etc.	2
Others : Faculty Development Programme	2

- Dr. Roshna Varghese, participated in the UGC-Sponsored Special Summer School conducted by the UGC-Academic Staff College, University of Kerala, Kariavattom, Trivandrum from **30.07.2014 to 19.08.2014**.
- Saji George has participated in the Faculty Development Programme in Management from **June 9 to September 27, 2014** at the IIM, Ahmadabad
- Arun George, participated in the National Workshop on Innovations in Curriculum, Teaching, and Instruction for Teachers of Professional and Technical Institutions **4-6 March 2015 conducted by** Christ University, Bangalore.
- Simon Jacob C. Has participated in the special Winter School conducted by the UGC-Academic Staff College from **27.11.2014 to 17.12.2014**.
- Saji George has attended 143rd orientation programme in IT oriented for University/College teachers conducted by the Human Resource Development Centre, University of Kerala **from 22.04.2015 to 19.05.2015**
- Dr. Anish K.R. has attended UGC-sponsored special winter school conducted by the UGC-academic staff college, Trivandrum from **28.11.2014 to 18.12.2014**.

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	42	--	--	--
Technical Staff	11	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- To promote Research Climate in the Institution, a **Research Committee** has been constituted. This committee convenes for discussing research activities undertaken by the college. The research scholars engaged in their doctoral programmes also are benefited from the meetings convened by this committee as there are opportunities for presentation, evaluation and feedback provided by this committee.
- **The Research Centre headed by Mentor Research** and equipped with research assistant and computing environment facilities access to funding and external grants to support research activities thereby enabling faculty to seamlessly execute their research studies.
- Initiative is taken to undertake sponsored research projects with a view to promote scientific knowledge in the fields of Social and Management Sciences and to contribute to the formula of social policies.
- Research-led social initiatives at the grass-root level at institute of inclusive innovation.
- Familiarization Workshop on Qualitative Research Approach conducted: Date: **8th & 9th June 2015**
- Centre for Research Rajagiri (CFR) conducted a one day Faculty Training Programme on Meta Analysis on **2nd June, 2015** at Kakkanad campus. The class handled by Dr A T Jotheeswaran (MSW, MSc & PhD from Kings College, London).

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	--	--	--
Outlay in Rs. Lakhs	8.496	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	7	--	--
Outlay in Rs. Lakhs	--	4.3	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	9	--
Non-Peer Review Journals	1	8	--
e-Journals	--	--	--
Conference proceedings	--	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	2014-2015	<ul style="list-style-type: none"> UGC, Kerala Commission for Protection of Child Rights 	1734000.00	1734000.00
Minor Projects	2014-2015	<ul style="list-style-type: none"> UGC ICDS Monitoring & Supervision Scheme through NIPCCD Kerala Commission for Protection of Child Rights Kerala State Higher Education Council Research Project 	696500.00	696500.00
Interdisciplinary Projects				
Industry sponsored	2014-2016	E & Y	1,14,000	1,14,000
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			2544500.00	2544500.00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy ☒ CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy 29,97,165.00

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1			3
Sponsoring agencies		UGC			College

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

3.13 No. of collaborations 21 International 21 National -- Any other --

3.14 No. of linkages created during this year 13

Rajagiri College of Social Sciences, Kalamassery has signed the MOU with Kudumbashree for implementing Skill and Placement programme for Rural Youth

The state level inauguration of Deena Dayal Upadhyaya Grameen Kaushalya Yojana, the Skill Training and Placement programme of the Ministry of Rural Development (MoRD), was inaugurated by Shri Oommen Chandi, Hon^{ble} Chief Minister of Kerala, at Thiruvananthapuram on **26th February 2015**. During the function, Rev.Dr.Antony Kariyil CMI, Director and Dr.Joseph I Injodey, Principal, Rajagiri College of Social Sciences, received the Project Sanction Order and MOU from Dr. M K Muneer, Hon^{ble} Minister for Panchayat and Social Justice, Government of Kerala.

The first phase of the project Rajagiri aims to train 1200 rural youths in the age group of 18 to 35 years. The successful candidates will be given Government of India recognized certificates and monthly wage employment.

3.15 Total budget for research for current year in lakhs :

From funding agency 5686500 m Management of University/College 800000

Total 6486500

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

10

and students registered under them

44

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

1

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

JRF

10

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

21

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

--

NCC

--

NSS

2

Any other

15

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

Lanterns-2015:

- Lanterns “15, a one day mentoring camp for a group of under privileged children was held on **March 07, 2015** at Chavara Hall. The objective of the programme is to help the children to recognize that they have the power to be what they wish to be and comprehend the attributes and qualities required to become a positive personality which will ultimately lead to their holistic development. 100 children who are being sponsored by RCBS were the participants.

World Social Work Day

- World Social Work Day was observed by the Department of Social work on Tuesday, **March 17, 2015** by conducting Human Dignity Walk which started from Marine Drive, Ernakulam and ended at Aashir Bhavan, Kacheripady. The programme was organized in collaboration with the Social Work colleges in Ernakulam district, Association of Schools of Social Work in Kerala (ASSK), Kerala Association of Professional Social Workers (KAPS)- Ernakulam Chapter, Indian Council of Social Welfare (ICSW), Kerala State Branch and various organizations in Ernakulam.

Suchitwa Bodhana Yajnam –Pada Yatra Conducted by RAJAGIRI outreach

- *Suchitwa Bodhana Yajnam –Pada Yatra* was held in association with Mithra dham and Sahrudaya Services and Charities dated from January 1 -15, 2015. This was in co-operation of Suchitwa Mission and various Local Self Governments in support of Noel. The 15 days Padayatra commenced from Aluva to Kakkanad had a reach of 20 educational institutions and Grama Panchayaths, Municipalities and Kochi Corporation. The Padayatra aimed at creating awareness among the people to protect nature through waste management.

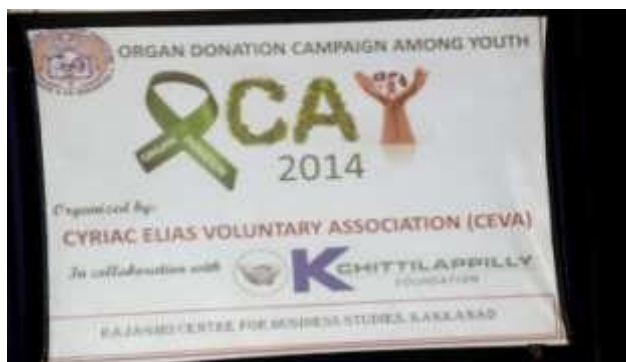
Social Sensitisation Camp

- *Margadarshan 2014* – NSS Social Sensitisation camp was conducted at Edadu near Moolamattom from **27th August to 4th September 2014** for MSW, MCA, MLISC, BSW, BLISC and PGDAHS students. The Camp focused on Construction of Road and house visits.
- The Social Sensitization Camp for the academic year 2014-15 for the MBA & MHRM students was held from August **27th to September 2nd, 2014** at Adimali Grama Panchayat of Idukki district. Students from the first year batches numbering 333 attended the camp. 10 faculty members accompanied the students. One of the main tasks of the camp was to provide drinking water facilities to the rural tribes as part of the Jananidhi project which is funded by the World Bank



Students actively participating in the camp

- **Rajagiri TRANSCEND**, in association with CEVA(Cyriac Elias Voluntary Association) organized an Awareness Generation Campaign – **Organ Donation Campaign Among Youth (OCAY)** on **16th September 2014** among Rajagiri Students to equip them with the knowledge of Organ Donation and its benefits to help others in need. Around 400 students participated in the programme. Poster exhibitions also were arranged. Resource persons from CEVA lead the sessions.



Karkkidaka Kanji Distribution Programme and Class on “Rainy Season Precautionary measures during the monsoon”

Rajagiri Staff Welfare Association organized a Karkkidaka kanji-sadya distribution programme and Class on **“Rainy Season Precautionary measures during the monsoon”** on **22 to 24th July 2014** at the Facility centre Hall, Hill campus.



Chavara Education Sponsorship Project:

As a part of the Chavara year celebrations, Rajagiri initiated a new project for supporting HIV/AIDS infected children in Ernakulam District. The project was inaugurated on **January 03, 2015**. Rev.Dr.Antony Kariyil CMI, Director, Rajagiri Institutions, distributed the scholarships to 25 children. Beneficiary children and their family members were present on the occasion.

Ashadeepam:

Ashadeepam is an initiative that consists of a series of interventions at schools wherein Transcend plans to holistically develop the quality of the students in the long run. The interventions are focused on addressing factors affecting children like self-hygiene, clean environment, academic environment, social environment, etc. 110 students were participants of Ashadeepam-2015 held on **January 11, 2015** and 30 students from Rajagiri were involved as mentors of the programme.

CRAYONS-2015:

CRAYONS “15, the third annual get together of children from foster homes (Child Care Institutions) was held on **January 25, 2015**. Around 500 children in the age group of 5 to 18 years from 21 Child Care Institutions in Ernakulam and Alappuzha districts participated

in the celebration. CRAYONS'15 was inaugurated by Sri.Kochouseph Chittilappilly. Film Director Renjith Sankar and Cine Artist Ms.Srinta were chief guests of the fest.

Kinder For Kinder Sponsorship

Representatives from Kinder for Kinder, a project of Keli, Switzerland visited the Buds School at Kumbalangi **on 9th of August, 2014**. The programme was co-ordinated by RAJAGIRI outreach and the Chief Guest of the programme was Prof. K. V. Thomas MP. The Presidential Address was made by Mr. Dominic Presentation MLA. Kinder representatives distributed school materials for BUDS school and a cheque for Nine Lakhs Ten Thousand rupees was handed over to Project Director of RAJAGIRI outREACH.

Independence Day Celebration For Migrants

Perumbavoor Migrant Suraksha Project celebrated Independence Day on **15th of August 2014** and the Project Staff conducted Film shows and distributed Flags and sweets to the migrant labourers. On this special occasion, migrants were given opportunity to perform cultural programmes and about 150 Migrants took part in the celebration.

Onam Souhrudam

Onam Souhrudam 2014" a one day gathering of all sponsored children belonging to 17 centers of Sahrudaya Services and Charities and RAJAGIRI outREACH was inaugurated by Rev. Fr. Joy Ureth CMI Secretary for Evangelization and pastoral ministry on **12th September 2014** at RAJAGIRI High School Auditorium.

One Day Camp for Balasabha

BSW 2nd year students (Sr. Babitha AT & Snitha.K.R) conducted a one day camp with held on **14th February 2015** for Balasabha children, linked with NSS Unit 59 and Aluva Kudumbashree. The camp was started at 10.00 am with the inaugural ceremony.

Rajagiri introduced the concept of „live labs“ to link the theory and practice of Social Work. Live Labs serve as a vital link between the institution and the community. The students of the department of social work are closely associated with the different projects of the „Live Labs“ as part of their curriculum

Elder's Day

Elder's day celebration at Kothad Gram Panchayath was inaugurated by M.G. Rajamanikyam IAS, District Collector, Ernakulam on **October 01, 2014**.The programme was consisted of various cultural programmes of senior citizens.

Pakalveedu Anniversary Celebration at Kothad

Kadamakudy Pakalveedu (a Day Care Centre for Elderly) has celebrated their 10th anniversary on **August 24, 2014**; the programme was organized by Kadamakudy Grama Panchayath and Rajagiri outREACH.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28.56 Acres	--	--	--
Class rooms	6	--	--	--
Laboratories (Computer lab)	1	--	--	--
Seminar Halls	1	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	9	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	Fee Collection	11,37,400.00
Others	--	--	--	--

4.2 Computerization of administration and library

- The libraries are well stocked with books, national-international magazines, journals, periodicals, research papers and online database on business, management and other allied subjects. Both libraries are fully computerized and provide user-focused services to collect, store, retrieve and disseminate information.
- Library subscribes several databases & e-journals like; INFLIBNET NLIST, DELNET, Delnet-Proquest, EBSCO, JSTOR, IBID, J Gate, Questia etc. These data base packages subscribed directly which provides us thousands of full text peer reviewed journals and books. The Library is functioning round the year, except for 10 prescribed holidays.

UGC INFLIBNET-NLIST

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

QUESTIA

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

DELNET

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

DSpace DIGITAL REPOSITORY

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

Multimedia Centre

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

Documentation Centre

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

Photocopying

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

ICT enabled services:

- Fully automated with Auto Lib software with Multi-user LAN version 6.0
- OPAC (Online Public Access Catalogue)
- Bar-Code technology for circulation of documents
- On-line Database search facility
- E- Gate Register
- Multi-media search Centre
- Digital Repository (Dspace)
- Wi-fi Connectivity with 6 mbps speed
- Journal Content Service
- Conference alert service
- New arrival alert service
- All the books are bar-coded to help the circulation process.
- Members are issued bar coded identity cards.
- Books are issued and returned with the help of scanner after identification of ID card.
- Book exhibitions are organized in campus from where the students/teaching and non-teaching

staff can purchase or order books.

- The list of new titles is circulated among all departments through e-mail.
- All administration departments of the institution are fully computerized; using current office suite programs.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39709		336		40045	--
Reference Books	5175		68		5243	--
e-Books	--		--		--	--
Journals	180		3		183	610883.00
e-Journals	166	104915.00	44		210	104915.00
Digital Database	8		--		8	960006.00
CD & Video	1003		8		1011	--
Others (specify)	--		--		--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	305	194	55 mbps (leased line)	2	2	23	69	27
Added	12	--		--	--	--	--	--
Total	317	--		--	--	--	--	--

Hard ware up-gradation:

- 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 up-gradation (Networking, e-Governance etc.)

- Training was given to teaching and non-teaching staff on the software „Fedena“.
- The teachers and students were given training on the software “MOODLE” and all assignments and objective type tests are done using MOODLE.
- All the students are given training compulsorily on MS office, Tally, SPSS and Windows.
- Training on R-programming and Microsoft office Excel provided to teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	837398.00
ii) Campus Infrastructure and facilities	1125404.00
iii) Equipments	686632.00
iv) Others	1823552.00
Total :	4472986.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

SHRM Training Programme:

- Rajagiri became the Centre for Excellence of SHRM (Society for Human Resource Management), the world's largest professional Human Resource Association. This is the only such Centre in Kerala for training the students. 41 HR practitioners and consultants from different corporate and 11 soft skill trainers took classes.
- SHRM and Rajagiri have entered into a strategic tie-up for training the students through Work Force Readiness (WFR), Human Resource Business Professional (HRBP), and Professional in Human Resource (PHR) readiness programme.
- The last session of SHRM training was held on **January 17, 2015** and the module was „Personal Branding“.
- The 1st session of SHRM training on “Visioning & Goal Setting” for all junior batches of Kakkanad valley campus was held on **July 19, 2014** at RBS Auditorium. The 2nd session of SHRM training on “Understanding Employers Expectations from a Fresher” was held on **August 23, 2014**.



Summer Internship:

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

5.2 Efforts made by the institution for tracking the progression

- Open house conducted by all departments after each semester.
- Keeping records and monitoring activities
- The tracking of the progression is carried out regularly and consistently.
- Annual reviews conducted.
- Mentoring procedures tracks the progress of the students

Mentorship

- Data analysis of each student will be recorded in the mentor file.
- All faculty members act as mentors and each faculty has eight students from each batch respectively as mentees.
- At each data point, a mentor meeting is scheduled where the students view their strong and weak Graduate Attributes and write out their individual development plans.
- At each meeting, on the basis of the new data set, they present their modified development plan.
- In order to improve Graduate Attributes, the college runs a set of value added programmes. For example: SEM, SPSS, Excel, English communication programme etc.
- Students make use of these programmes according to their own strengths and weaknesses in Graduate Attributes

5.3 (a) Total Number of students

1701

(b) No. of students outside the state

17

(c) No. of international students

--

Men	No	%
	702	41.27

Women

No	%
999	58.73

Last Year (2013-2015)								This Year (2014-2015)						
Course	General	SC	ST	OBC	Physically Challenged	Total	Course	General	SC	ST	OBC	OEC	Physically Challenged	Total
MBA	77	13	2	21	0	113	MBA	71	12	1	34	0	1	118
MHRM	25	5	2	5	0	37	MHRM	22	6	0	6	1	0	35
MSW	36	5	2	10	0	53	MSW	45	3	2	2	1	0	53
PGDAHS	3	0	0	0	0	3	PGDAHS	3	0	0	0	0	0	3
BSW	34	2	0	8	0	44	BSW	29	0	1	7	0	0	37
MCA	35	2	0	8	0	45	MCA	38	0	0	6	0	0	44
BLISc.	22	1	0	4	0	27	BLISc.	9	1	1	2	0	0	13

Demand ratio

Dropout %

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

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

10

SET/SLET

GATE

AT

IAS/IPS etc

State PSC

UPSC

hers

5.6 Details of student counselling and career guidance

The college has implemented the Mahatma Gandhi University „programme of counselling for girl students“. Two female staffs were sent for special training in this regard. This service is extended to others as well, when required. Besides this, the college has been extending counselling services by the Family Counselling Centre functioning on the Hill campus by making the counsellor available for a few hours for the students. The student guidance programme addresses minor issues of students and so there is a mechanism of early intervention at the faculty level itself.

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

No. of students benefitted

5.7 Details of campus placement (MBA, MHRM, MCA)

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
82	123	104	8

5.8 Details of gender sensitization programmes

- Gender sensitivity course is a part of course curriculum. Every year certificate programme on gender sensitivity is given to social work students.
- There is a women cell actively working in the college as part of Equal Opportunity Cell. It organizes a one hour programme exclusively held for girls on first Wednesday.
- Female applicants are more for all courses.
- Efforts are taken to meet balance among both male and female candidates during admission to courses.
- Deliberate attempt is taken to achieve gender balance in selecting students for sending to foreign universities as part of international overseas academic exposure and collaboration.
- International Women's day was observed on 8th March, 2015.
- Seminar on woman entrepreneurship was conducted.

5.9 Students Activities

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

State/ University level

19

National level

--

International level

--

No. of students participated in cultural events

State/ University level

7

National level

--

International level

--

College Level

35

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

State/ University level

1

National level

--

International level

--

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	14	982833.00
Financial support from government	--	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students -

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

Grievance Redressal Cell

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

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

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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

Mission:

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

6.2 Does the Institution has a management Information System

Yes.

- There is a smooth communication system from the Director down to the faculty members
- All the important announcements by the college management is brought to the attention of all the faculty members through written circulars and it is acknowledged/counter signed by the faculty members
- All the departments conduct weekly faculty meeting on Tuesdays to evaluate the week as well as to plan for the coming week.
- Once a month all the departments meet together to discuss the progress for the preceding month.
- The annual academic planning - Bodhi at the end of the academic year, all the departments / schools meet together to disseminate the information on the progress made and plan for the future.
- ☐ Moodle- learning management system which helps to communicate all notices, assignments, notes, objective type exams from teachers to students. Also qualitative and quantitative assessments of assignments can also be tacked by the students.
- ☐ Attendance can be captured through campus dimension and can be viewed by students and faculty

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

6.3.1 Curriculum Development

- The development of an effective curriculum guide of Rajagiri is a multi-step, ongoing and cyclical process. The process progresses from evaluating the existing program, to designing an improved program, to implementing a new program and back to evaluating the revised program.
- Over the years each of the departments as a result of continuous review of the syllabus,

incorporation of additional inputs, necessity for coverage of new topic etc. have developed the curriculum as a modular one. Every year the syllabus will be subject to revision with a minimum 10% to a maximum of 25% for each of the subject. A major revision of the subject will be done every three years with respect to subject as well as contents after thorough evaluation of the curriculum to meet the demands of the industry in consultation with the academic council.

- Faculty members are actively involved in the syllabus revision of all the courses initiated by the respective departments.
- Organized and professional grade in-service courses, training programmes, seminars, conferences and symposia for personnel working in the field of Social Work/Welfare and Management.
- The following activities find the place in the regular class schedule.
 - ❖ Yoga
 - ❖ Compulsory basic computer awareness
 - ❖ Laboratory experience (Marketing, Psycho metric, language, audio visual etc.)
 - ❖ Experience with Live labs (Various departments functioning in the campus)
 - ❖ Institution visits
 - ❖ Industry visits
 - ❖ Foreign Language Training
 - ❖ Industry centric curriculum with interdisciplinary approach for holistic skill development.
 - ❖ Special focus on consulting skills.
 - ❖ Mentoring programmes
 - ❖ Regular Industry interface and Visits
 - ❖ Summer Internship Programme

6.3.2 Teaching and Learning

- The College has an effective and systematic planning process to organize the teaching-learning and evaluation schedules.
- The college has three documents prepared every year to fulfil this need viz. Bodhi-Academic Planning Report, Annual Calendar, and course plan for each course taught.
- Draft academic plan for the succeeding year prepared and discussed within the individual departments before the annual vacation with due consideration of the feedbacks taken from the students. After necessary modification, the same is presented in the Bodhi Meeting for the finalization.
- College promotes computer-assisted learning and project-based teaching-learning. Discussions, seminars, project works, quiz based learning, case study, role play, activity assignments, business games etc are frequently used by teachers.
- Besides the traditional lecture method, the teaching methodology involves interactive sessions using slides and power point presentations and Moodle.

- A day long orientation programme for the new comers to internalized the mission and the goals in order to acclimatize themselves to the unique culture of this institution and to give them an insight into their life in this institute. This orientation programme provides them with the importance of commonality in vision, purpose and value in spite of the diversities that exist in different programmes.
- Teaching learning procedure is monitored and assessed through the following steps :-
 1. Course plan
 2. Class review
 3. Appraisal by the head of the institution

Student Development Programme

A programme that contributes to the overall development of the students. This programme is often a forum for co-curricular activities that contribute to acquiring of generic skills of the students. Short courses or training in communication skills, public speaking, debates, holding meetings, etiquette, interview skills etc. form an integral part of this programme.

Bridge Programme:

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

Tutorial System:

All students who fail in this post bridge examination will fall into the tutorial class. Three hour class is scheduled once in a week other than class hours and the exercise will be based on what is covered in that particular week. Probably, the faculty who takes the regular class will be in charge of the tutorials so that he/she will be aware of the student's calibre. It is compulsory for all students who failed post bridge examination to attend the tutorials till the 1st mid-term examination. All students who were not able to pass these subjects in their 1st mid-term examination will have to come to the tutorial classes again and those students who have passed the exams can free themselves from it. This will go on till the end of the 1st semester

Faculty feedback Report

Performance Appraisal Criteria

- Class Review
- Midterm evaluation by students
- End term evaluation by students
- Self appraisal by faculty

- Overall assessment

Class Review:

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

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

Mid & End term Student Evaluation

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

Self-Evaluation & Report

Self-Evaluation

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

Faculty Performance Report

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

On the basis of their performance, the Internal Quality Assurance Cell (IQAC) of the college has created a system of internal Faculty Development Programme wherein the best rated faculty conduct workshop in classroom teaching and demonstration, for those faculty who need improvement as well as the new faculty who have joined with less experience. These FDP are of 20 –30 hours duration depending on the number of trainees. The trainees are also required to take demonstration classes on the basis of the workshop input. Another quality input is the practice of asking freshers to initially attend some classes on their subject -area which are taken by tenured faculty before they begin their classes.

6.3.3 Examination and Evaluation

The Examination Committee renders all help to the authority in charge of all examinations or evaluation processes in the college, to ensure the timely and fair conduct of examinations and announcement of

results. It shall prescribe the methodology for evaluations to be followed and shall coordinate the activities of all persons involved in the examination process conforming to the principles of confidentiality.

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

- The QBank software „Pariman“ has been in use in the Hill Campus as well as the Valley Campus since July 2014.
- Since its implementation in July, all the examinations were conducted through this software during the academic year 2014-2015. All precautions were taken to conduct the examinations keeping the confidentiality and due observance of rules.
- Examination Calendar prepared for all the schools / departments.
- The examinations will be held as per the timetable released by the Controller of Examinations (CoE) in each semester and will be held simultaneously for all odd and even semesters.
- Valued answer scripts will be distributed in the class within 10 working days after the conduct of the respective course examinations, and corrections, if any, are to be addressed.
- In order to improve the quality, transparency and accountability in conducting examinations, the following criterion has been adopted.
- The internal evaluation method fixed on the basis of the participant's lab performance which includes lab record, timely completion of programmes, class tests and continuous assessment examination. The external evaluation is based on programme coding, output, fair record and viva voce of the participant.
- Comprehensive Viva Voce shall be conducted along with the End Semester Examination of the final semester of the programme. The Viva Voce covers questions from all the courses in the programme.

Evaluation Reforms:

- The internal evaluation has been streamlined and standardized by specifying the norms and methods of evaluation. The same are included in the student handbook.
- External experts have been included in assessing the performance of the students in projects and final Lab examinations.
- Preparation of Question Bank
- Provisions of re-tests in the internal assessment.
- The evaluation report sends to the parents on a regular basis.

- Internal pass board for moderation and standardization.

Transparency of the Evaluation Process

The evaluation process is made transparent through the following means:

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

6.3.4 Research and Development

- During the period, sponsored research projects were undertaken with a view to promote scientific knowledge in the fields of Social and Management Sciences and to contribute to the formulation of social policies.
- Bi-Annual meeting of the Ph.D. scholars organizes every year to review the progress of the Research scholars to make necessary suggestions for the development of the research quality. A Bi- annual Meeting of the Doctoral scholars was held on **2nd August 2014 - 8** Management scholars and 7 Social Work scholars attended the meeting.



6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library Committee monitors the functioning of the library and its working hours, library usage, library resources and design, implement and ensure that library services provided to the students are hassle-free, user-friendly and of a high quality. Procurement, classification and identification of library resources are also to be coordinated by this committee.
- All class rooms are equipped with Computer & LCD projector. It is Wi-Fi enabled campus with 24 hours internet access to students.
- Department of Library and Information Science, Rajagiri College of Social Sciences undertook a

two weeks Project of the renovation of the Kadamangalam Pappukuty memorial library at North Paravur.

- Replaced 10 old computers in the lab with new Lenova i5 computer with Windows 8 OS and MS office 2013.
- Purchased one server for Active Domain Controller.
- Purchased Intel Xeon E-3-122002 Server.
- Purchased online database “PROQUEST”
- Old chairs at the library were removed and replaced with new *one* as part of renovation.
- 3 old computers were removed from the library and replaced with Lenovo think-vision.
- Old chairs at the computer lab were removed and replaced with Hydraulic Chairs.
- Old projectors replaced with new projectors.

6.3.6 Human Resource Management

- To encourage students towards, the value anchoredness of Human Resource Management to train and help them to learn experientially and to prepare them effectively for careers in the area of Human Resource Management and its allied fields.
- Consistently strive to maintain an environment wherein the students can freely develop their personal and professional skills, through informality, mutual trust, intimacy and industry.
- Arrange programmes and publish books, periodicals, papers and the like for the benefit of Human Resource Management.

6.3.7 Faculty and Staff recruitment

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

academic experience.

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

6.3.8 Industry Interaction / Collaboration

- Enriching industry interaction sessions with professionals, give students insight into the tried and tested avenues of business. The students are also active participants in the interaction programmes conducted by National Institute of Personal Management (NIPM), Society for Human Resource management (SHRM) and Kerala management Association (KMA).
- The Rajagiri-MDP Centre has been conducting a series of Management Development Programmes catering to different organizations across industry domains. It has also delivered Customized Management Development Programmes and skill-focused workshops with the aim of enhancing organizational effectiveness.
- Corporate heads from MNCs regularly interact with the students and enlighten them on the tried and tested avenues of modern business.

6.3.9 Admission of Students

- Rajagiri College of Social Sciences follows a merit based admissions policy.
- The basic objective of RCBS's admission process is to identify meritorious candidates for admission under each category of admission which is strictly abiding by the rules and regulations of the State Government/UGC/AICTE from time to time.

Admission Committee

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

Functions:

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

- Admitting candidates to various programmes

Types of Admission notifications:

1. Website
2. Newspaper
3. SMS alert
4. TIME Magazine
5. AIMA Bulletin
6. Shiksha.com

A multi-stage selection procedure is followed for admission.

Mode of Communications with applicants:

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

Group Discussion and interview shall be conducted in North and North Eastern parts of India.

Displays admission notification posters in all colleges affiliated to all universities in Kerala.

We use Rajagiri Facebook page and other social media channel for propagating admission notification/schedule.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	1

6.5 Total corpus fund generated

19,12,70,384.00

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

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

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

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

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

- The QBank software „Pariman“ has been in use in the Hill Campus as well as the Valley Campus since July 2014.
- Since its implementation in July, all the examinations were conducted through this software during the academic year 2014-2015. All precautions were taken to conduct the examinations keeping the confidentiality and due observance of rules.
- Examination Calendar prepared for all the schools / departments.
- The 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.

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

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

6.11 Activities and support from the Alumni Association - OYSTER

- ☐ OYSTER Day 2015 was conducted at Rajagiri Valley Campus, Kakkanad on Monday, **26th January 2015** at 10.00 am.
- ☐ Interactions with the students are arranged for experience sharing and to discuss on the new developments in the field.



- Medical assistance to alumnus by the association.
- One day workshop on “Employment Laws in the IT Sector: Myth & Reality”, conducted
- Many meaningfully placed Alumni serve as the members of the Board of Studies.
- Participation in UGC expert committee visit for granting the Autonomous status,
- OYSTER contribution for meritorious students in various schools.

6.12 Activities and support from the Parent – Teacher Association

- The college has an active parent’s forum which meets thrice in a year to support the management with various suggestions and feedback.
 - Following are records of few Parents Meet held
- | | |
|-------------------------|-------------------|
| ❖ BSW I Semester - 33 | |
| ❖ MSW I Semester – 35 | |
| ❖ MCA I Sem | 25-08-2014 |
| ❖ MCA VI sem | 18-10-2014 |
| ❖ BSW III semester – 25 | 23/1/2015 |
| ❖ BSW IV semester – 31 | 24/1/2015 |
| ❖ MCA I SEM | 9-02-2015 |
| ❖ MCA III Sem | 19 & 20 – 02-2015 |
| ❖ BSW I year - 23 | |
| ❖ MSW I semester - 33 | 20-03-2015 |
| ❖ MSW IV semester - 22 | 28-03-2015 |
| ❖ MSW I sem 25 | 18-06-2015 |
| ❖ B.com I Sem 77 | 05-10-2015 |

6.13 Development programmes for support staff

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

- Organized a Football shoot out competition (Razuca 2014) for all the staff of Kalamassery campus on 7/7/2014 at the college basket ball ground.
- Organized a Karkkidaka kanji-sadya Distribution programme and Class on ***“Rainy Season Precautionary measures during the monsoon”*** on 22-24th July 2014 at the Facility centre Hall, Hill campus
- Celebrated Onam on Tuesday ,26th August 2014,in which Dr. Fr.Jose Cletus Plackal, Provincial delivered onam message.
- In connection with the Onam Celebration, Rajagiri staff Welfare Association distributed 21 onamkkit for deserving staff from both the campuses on 5th September 2014. The kit included 21 provisional items with 9.3 kg weight.
- On 26th Sep 2014, in connection with the Onam Celebrations, Rajagiri Staff Welfare Association arranged the distribution of Home appliances to the staff members through Soft Loan facility. Around 20 items of Home Appliances products were selected from the leading brand companies and were supplied as per company price (special Institutional discount Price) to the staff members.
- The Christmas and New Year Celebrations 2014 initiated by Rajagiri Staff Welfare Association was held on 19th December 2014 at Hill Campus

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

- The natural splendour of the environment has been carefully preserved to allow for academic development in communion with nature. The lush green ambience and the landscaped gardens provide an idyllic environment for students to engage in management studies, academics and learning.
- The eco centre operating since 2006 is unique because of its wide range of herbal medicines and herbal cosmetics. Beside promotion of herbal products, **Boomika** is also engaged in promotion of organic products and products of self help groups through Bio shop, cultivation of mushroom and herbal jasmine, herbal garden and horticulture nursery and promotion of household waste management through vermin composting and promotion of kitchen garden through the supply of vegetables seeds.
- Aditya Solar Shop has been functioning since 1999 under the Sponsorship of Ministry of Non-Conventional Energy, Govt. Of India and has been successful in achieving physical targets.
- The college has maintained Rock garden and herbal garden with medicinal plants.
- The college has planted rare species of trees and plants which are found in forests.

- College has installed rainwater harvesting system. College is also a recognized centre for the construction of water harvesting and waste management units by various government departments/schemes.
- All programmes organized by the College and its various units or organized at the College campus have to strictly adhere by the „NO PLASTIC“ rule in the programmes. The natural clubs (TREE, ENCON) and Environment Monitoring Committee take active part in implementing college environment policy.

Accolade

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

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.

- Rajagiri further strengthened the concept of „live labs“ to link the theory and practise of Social work. Live Labs serve as a vital link between the institution and the community. The students of the department of social work are closely associated with the different projects of the „Live Labs“ as part of their curriculum
- Framed a new policy on development of Research and Publication.
- Framed a new policy on conducting in internal and external examinations and valuations.
- Brought major changes in admission policy and it created a tremendous response from the applicants.

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

The preparatory actions decided for the autonomy to be in place during the year 2014-2015 were accomplished

- Admission policy and selection process
- Uniformity in the commencement of all the academic programmes
- Curriculum revisions

- Examination conduct and timely publication of results
- Quality enhancement strategies (identifying graduate attributes and incorporating into respective course outcomes)
- Strategic plans decided upon as a bench mark for quality enhancement.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Title of the Practice -BODHI – ANNUAL ACADEMIC RETREAT –

2. Goal

- To take an audit of the previous academic year
- Based on the review plan for the next academic year
- Serve as a common platform for the faculty members from all the disciplines to meet and get to know about other departments

3. The Context

This involves lot of effort from all the faculty members in bringing together all the happenings of the previous academic year for academic audit..

All the activities are documented and serve as a resource material for the Institution

All the faculty members need to be actively involved in contribution

The major decisions taken during the Retreat have to be implemented and this necessitates concurrence from all the faculty members.

4. The Practice

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

This is usually held during April every Year and lasts for three days.

On the first day eminent academicians are invited to contribute for the annual planning exercise to follow.

The next two days are spent outside the campus preferably in a tourist resort. All the faculty members compulsorily attend the Retreat.

All the major decisions regarding the admissions, academic curriculum, examinations, faculty development etc are discussed, debated and consensus arrived. All the decisions are brought out as the Bodhi Report and it is strictly adhered to.

5.Evidence of Success

The evidence of success are the smooth implementation of all the decisions. Besides there is improvement in branding and ranking of the various departments. The academic results are matched with the previous years. Also there is an opportunity for interdepartmental comparisons and matching. This practice helps in our *pursuit towards excellence*.

6.Problems Encountered and Resources Required

This is an expensive practice because excellent Resource persons are indentified and their expenses have to be met with. Besides, stay in a tourist destination will also bring in more financial crunch for the institution.

The success of the practice lies in each of the faculty member accepting the concept in spirit and acting accordingly.

1.Title of the Practice- SOCIAL SENSITISATION CAMP FOR THE FRESHERS

2.Goal-

- To understand the realities of life away from Home
- To learn Team work
- To get familiar with all the freshers belonging to the different departments
- To learn to make adjustments and live with limited resources
- To understand the strengths in one's own self and others

3. The Context

This practice takes place when the admissions to all the programmes are completed in the beginning of the academic year. All the students irrespective of the disciplines participate in a weeklong camp in a remote village to experience the reality of rural folk and team work. This is a compulsory requirement from all the students.

4.The Practice

This camp has been taking place for more than three decades now. The students are given an intensive orientation on the philosophy of coming together. Various resource persons are selected to address them. Even the best campers of the previous year is also invited. All the students are involved in various committees/activities and they shift their activity in rotation. The faculty members also stay with them and boosts up their ego. There is evaluation of the day at the end of each day. There is cultural programme put up by the students and the community.

5.Evidence of Success

The evidence of success is reflected in the student's expressions/evaluation. Invariably all the

students find a marked change in their attitude toward themselves and others. The alumni give nostalgic memories of their camp experience. All the students irrespective of their discipline develop a social sensitivity and social commitment. The success is the outcome of the student's involvement in the planning process and at every phase. This is a totally student centred activity

6.Problems Encountered and Resources Required

Dedicated Faculty members need to be present with the students from the planning till the conclusion of the camp.

An effective orientation need to be given so that the students take in the spirit of the camp.

Facilities for accommodation and cooking are essential and it is usually available with schools.

Hence the camp can be arranged with the annual calendar of the supporting schools.

Community support is very essential when the camp is held within a panchayat and hence good rapport has to be established with the key panchayat officials.

Safety of the students have to be ensured.

7.4 Contribution to environmental awareness / protection

- Rajagiri, in its pursuit of excellence, has identified strongly with the environment movement, and has a policy of promoting environment friendly living. Our commitment to preserve the planet earth, the home life comes our vision statement of „enriching and fulfilling LIFE“. We promote bio-diversity.
- The campuses are being elevated to the level of botanical gardens.
- As practical measures, we have adopted a „zero waste“ plan through segregation at the source, refusing use of avoidable plastic (plastic disposables for parties, avoidable plastic wrappers), reducing plastic usage, reducing paper usage by making use of one side-used paper for draft print outs.
- Promoting recycling of plastic waste, and organic waste. Waste management models introduced by college have won accolades from various quarters.
- The college is also a recognized centre for the construction of water harvesting and waste management units by various government departments/schemes.
- The natural clubs (TREE, ENCON) and Environment Monitoring Committee take active part in implementing college environment policy.
- Rajagiri OutREACH hosted the 10th Organic Fair on April 10 to 13, 2015, at Town Hall Ernakulam, along with Organic Charitable Trust, Kerala, and S.H. College Thevara. Awards were given to Best Farmer and Best Broad casting station. Sahrudaya Services

and Charities, KIDS, Bodhana, Coconut Development Board etc. were the other main partners who had co-operated with the fair and exhibition.

- As part of Environment Day on 5th June 2015, “Lubica” fruit tree was planted on Rajagiri Campus by Dr. Mary Venus Joseph, Dean & Administrator. Fruit Tree saplings were distributed to all the staff members. On 6th June 2015, around 60 trees were planted by the students within the campus.

7.5 Whether environmental audit was conducted? Yes

☒

No

☐

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

The college stands for value based experiential learning with a social commitment through field action and extension activities. All the students irrespective of their disciplines participate in the social sensitisation camp conducted in the beginning of the course.

Major Awards & Accolades at a Glance:

- Highest Grading in all NAAC Accreditations: NAAC Accreditation 5 Star (2000), Reaccreditation A+ (2007), A Grade with CGPA – 3.70/4 (highest score obtained by a college in the state) (2013)
- A rating in CRISIL at National level and A** at state level (MBA) in 2013
- 9th Position at National Level in Outlook Magazine rating for Social Work Programmes in 2011
- Rotary Binani Zinc CSR Excellence Award 2013
- First prize in class „A“ section Flower Garden in the 33rd Flower, Fruit and Vegetable show organized by The Ernakulum District Agri-Horticulture Society from 12th to 18th February 2015, at Ernakulathappan Ground, Ernakulum.

The Goals

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

The objectives

- To provide quality training at post graduate and graduate level in human management skills so as to grow professionals in the fields of Social, Industrial Development, Computer Science, Library Science and Information Technology.
- To promote the development of knowledge by providing facilities for research leading to Ph.D. Degree in Social Sciences and Management Studies.

8. Plans of institution for next year

The Strategic Plan of 2015-16 was an important exercise which spelt out the long term goals of each departments and the detailed plan for the next one year which was the first step in attaining the objective of a five year plan. It was done on five common pillars namely

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

With the help of this strategic plan each School under Rajagiri College of Social Sciences developed school level strategic plans. (*Enclosed as annexure*)

Other programmes planned for the year 2015-2016.

School of Social Work

Rajagiri Centre for Mental Health Research and Practice to be set up.

Research consortium

National and International Social Work Students Meet to be organised alternatively every year.

School of Computer Science

International conference on Knowledge Engineering – Theory and Practices to be organised by the School of computer science in July 2015 with two keynote speakers from US and Singapore.

Lateral entry to MCA course – 2 year MCA for BCA / B.Sc computer science/ Computer applications

5 year Integrated MCA Course (Multi exit) - 3 year BCA, 4 Year PG Diploma, 5th year MCA

Possibility of starting a Doctoral programme in Computer Science

School of Library & Information Science

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

Certificate course in Software Asset Management

School of Management

Branding and Ranking improvement

Go in for National Business school Accreditation

Apply for International Accreditation

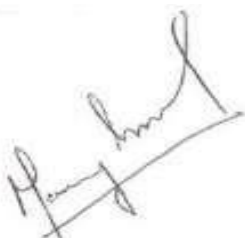
Continue with the In-Pursuit of Excellence Lecture series

Organise the Inflore-Management Fest and Rajagiri National Business Quiz

Strengthen Placement Statistics

International accreditation(ACBSP)

National Board of Accreditation (NBA)



Dr. Mary Venus Joseph
Coordinator, IQAC



Dr. Binoy Joseph
Chairperson, IQAC



Abbreviations:

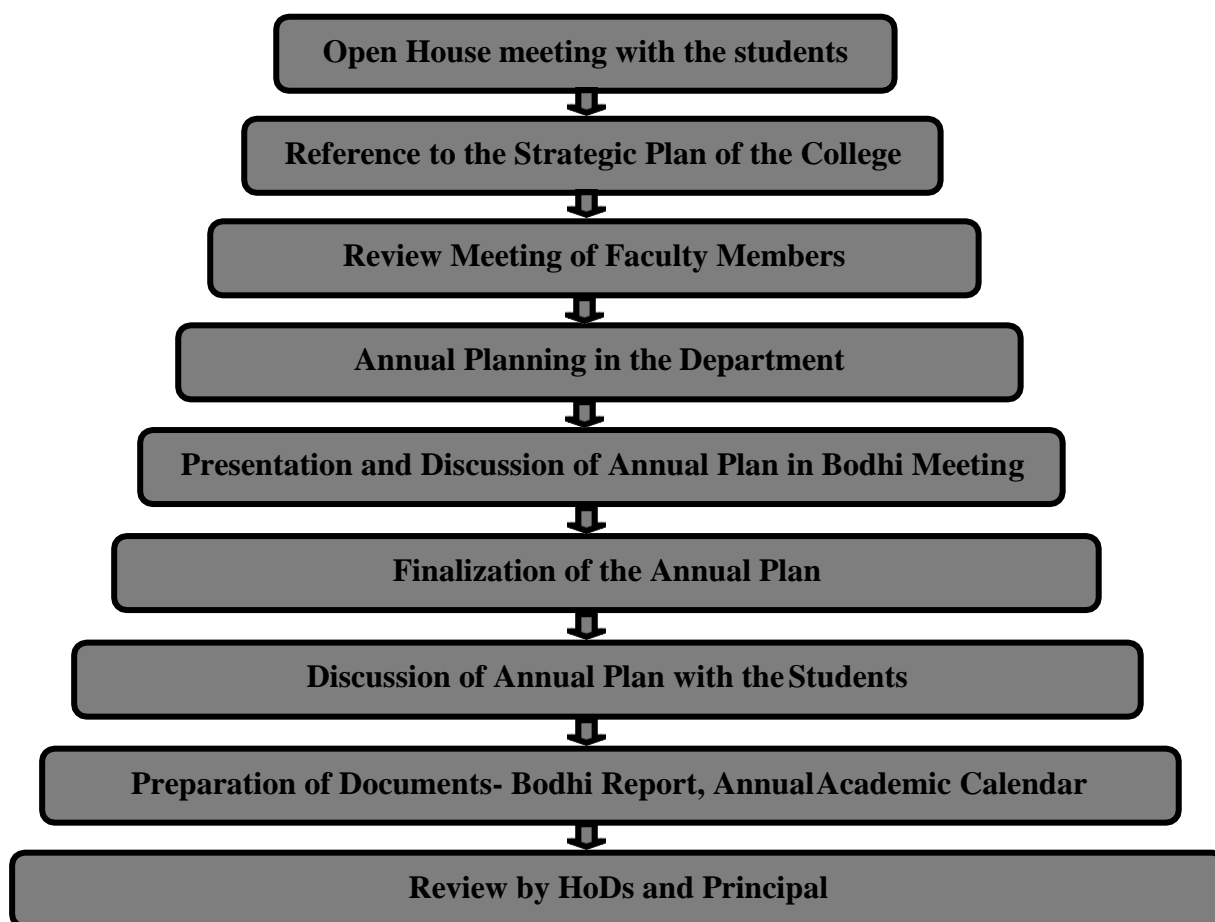
CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

BEST PRACTISES

Bodhi:

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

The progression of Annual Plan is reviews during the weekly meetings in each department and monthly General Staff Council. The heads of the departments and the Principal reviews the annual plan during the department level and college meeting respectively.



Student clubs enhance student outcomes. Weekly club activity conducted every Tuesday.

Regular General Staff Council Meetings:

The College conducts regular monthly faculty council meetings (every first Tuesday of the month in either of the two campuses) during which all the schools present a report of the progress of the faculty

and the students during that particular month. Live Lab Heads and Faculty members of both campuses come together for the General Council Meeting. Decisions of importance pertaining to issues common to all schools are taken during this occasion. A report of the month is also presented by each school at this meeting.

It is aimed at comprehensive and integral development of individuals, developing proactive and socially sensitive management professionals by imparting training in required technical, human and conceptual skills and providing training to the students to enable them to apply the best practices in management and social work.

Weekly Faculty Meeting

Weekly meeting of faculty council in each department which includes the presentation of research paper from a recent, indexed and peer reviewed, top ranked publication

Feedback from stakeholders

Feedback from stakeholders: Students

STUDENTS' 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 of the curriculum.

EMPLOYER FEEDBACK: A structured feedback form is used to collect employer feedback by the placement cell. Besides this, the college hosts employers' meet to discuss the student performance with the employers.

PARENTS' FEEDBACK: 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.

An annual programme is been conducted for the parents called „Janitva“ where students are encouraged to display their talents and faculty have an opportunities to discuss the students progression with their parents in School of Management

COMMUNITY & FIELDWORK ORGANIZATIONS: Annual Fieldwork Agency meet provides the opportunity for the institute to collect feedback from the Agency and Community representatives regarding the performance of the students and the institution.

Regular fieldworks are part of the MHRM students. A structured plan for the fieldwork and its final reports and presentation is in place. Faculty are in touch with the organization for students' feedback.

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.

ALUMNI: The alumni meets are organized in every chapter and their feedback on the various academic programmes and the achievements of the college are exchanged and acted upon.

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.