



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		RAJAGIRI COLLEGE OF SOCIAL SCIENCES
Name of the head of the Institution		Binoy Joseph
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0484-2911111
Mobile no.		9446919144
Registered Email		principal@rajagiri.edu
Alternate Email		binoyjoseph@rajagiri.edu
Address		Rajagiri P.O
City/Town		Kalamassery
State/UT		Kerala
Pincode		683104
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	13-Jun-2014
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Mary Venus Joseph
Phone no/Alternate Phone no.	04842911325
Mobile no.	9447134579
Registered Email	maryvenusrcss@gmail.com
Alternate Email	bindiya@rajagiri.edu

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://rajagiri.edu/igac-aqar-reports
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<https://rajagiri.edu/academic-calender/dept-of-social-work>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A	3.7	2013	23-Mar-2013	22-Mar-2020

6. Date of Establishment of IQAC

15-May-2003

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Workshop on	19-Nov-2018 230	30
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8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Rajagiri College of Social Sciences	CPE	UGC	2016 1825	12000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Pedagogical Innovations for Student Centric Learning and Evaluation to facilitate the holistic development of students by understanding the key Graduate Attributes/Competencies required by a professional and current proficiency in each of the competencies and to develop an Action Plan for students based on the competency gaps Rajagiri Centre for Sustainable Livelihoods (RCSL) Impart participatory training programmes for providing sustainable livelihood to marginalized Develop and patent innovative products, processes and technologies having contemporary social relevance Launch needbased Projects with the support of various funding agencies. Build Awareness within the community on skilling opportunities by mobilizing marginalised rural and urban youth Providing placements and ensuring career progression and retention

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action

Achivements/Outcomes

Increase the diversity of student profile in terms of academic background and geographical spread	Conducted workshops within and outside the state which helped to increase the diversity of student profile in terms of academic background and geographical spread.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-May-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Institution have well management information system. The Enterprise Resource Planning of the Rajagiri College of Social Sciences provides various privileges to its stakeholders. The stakeholder has got access to various relevant data and functions to be performed at their level through ERP. Each of the stakeholder will have a unique username and password through which they need to log in the ERP. Administration Different options in the college ERP helps in management of all the programmes and courses for each semester and also manage the users of the college ERP. Attendance register helps in attendance management. Time table management helps in creating or editing time table and swapping of the classes. Student feedback about the course and the faculty also taken and used as a review mechanism and to enhance the teaching learning process. The ERP produces reports which can be used to manage the student's activities, programmes and different courses. The ERP also have an option to add events batch specific and for the entire college. Student Admission and Support The college ERP takes care of</p>

the complete admission process for various programmes. The student applies through the college ERP, the privilege user can scrutinize the application, schedule various components like group discussion, interview and produce hall ticket for the entrance exam. The weightage for components can be set in the ERP and the final rank list produced. Examination All assessments related to any course like internal assessment and semester examination are completely managed by ERP. The privileged user can configure up to three levels of evaluations viz 1st evaluation, 2nd evaluation, 3rd evaluation and enter their corresponding scores. The various components used to assess the students via assignments, task based assessment, presentations also can be added by the user. The system gives each student unique identification number and prints the hall ticket. The system configures the internal and the end semester exam and produces the final result. Finance and Accounts One of the core activity of the ERP system is the management of finance. The competent authority for finance management can manage the different fee payment by the students by creating the fee structure, view online payments, instant payments and the fees due, manage refunds and generate the fee payment report. The option also allows the approval and revert of the pays lip of the staff. Miscellaneous heads for income and expense also can be created. The ERP is also used to manage various tally imported financial data to produce various MIS.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
MSW	MSW	Social Work	18/11/2018
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with	Programme	Date of Introduction	Course with Code	Date of Introduction
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Code	Specialization			
BLibISc	Library and Information Science	04/01/2018	Information Technology (Theory) (BLIS E01)	04/01/2018
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
System Administration	13/11/2018	39
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCA	Computer Applications	59
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback has been an integral part of the pursuit of excellence of the college, in all facets of development. The annual structured feedback (both online and offline) from all the stakeholders were taken exclusively on curriculum. Together with this, the exit evaluation of the students also took structured feedback on the college facilities, faculty student relationship, campus life, hostel life etc so as to get a comprehensive picture for making continuous improvements not only in the curricular transaction but also in the overall</p>

development of the institution. The regular meetings of the Student Council also serve as a meaningful platform for receiving student feedback from the different programmes and batches. In addition to these, a register is kept in the college reception to jot down their suggestions/feedback. The feedback was analysed quantitatively and qualitatively for taking appropriate action. The feedback on curriculum was summarised programme wise and discussed at each department level and actions were recommended, which will be followed up in the further curricula revisions and BoS meetings. In general, the students across programmes demonstrated appreciation for the teaching learning process, student support, facilities available and practical opportunities provided to them. The alumni feedback were mainly on the skills, knowledge and values they gained during their tenure in the college. The alumni also appreciated the increasing collaborative programmes of the college involving them, especially the charity activities during natural disasters, seminars etc. The summary of the feedback on curriculum include, • Appreciation for the current teaching methodologies, field/placement/extracurricular opportunities provided for the students enrolled in all the programmes • BCom/BBA students were very appreciative of the lab facilities and add on courses provided to them. • Both students and employers suggested for having specific courses that focus on skills to work in NGO settings, for the social work programmes • The teacher feedback also recommended inclusion of more skill related contents in the respective specialization courses for the PG programmes • Avoid overlapping of topics in some courses • The practical component of the curricula should be strengthened to facilitate more employment opportunities for the students • Both student and teacher feedback recommended including more contents related to entrepreneurship so as to strengthen development of entrepreneurship among students. • Feedback also recommended adding or modifying courses, realignment of modules, revisiting few programme outcomes. Based on the feedback from each department, it has also been decided to initiate a baseline assessment of the skills/competencies of the students, add more skill based contents in the courses and to strengthen the assessment of programme outcomes mapped with the different courses using more robust rubrics. This will be initiated in the upcoming syllabi revisions. The stakeholder feedback on the functioning of the institution, student life, alumni performance were consolidated by IQAC and discussed in the General Faculty Council of the college resulting in appropriate actions, the action taken report of which will be taken up in the upcoming meetings of the Council.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCA	Computer Applications	45	453	39

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2018	743	580	25	40	11
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2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
76	72	5	42	26	5
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

1. Semester I beginning (session 1): Description of proposed activities for the session • Getting to know each other • Identify areas (one or two areas) where support is required, nature of support required etc Agree on tasks/goals for the semester, document it in the space provided in Google docs. Pre-requirements: Filling of Preliminary Form in Google docs 2. Mid-semester meeting (session 2): • Review of agreed targets review of CAE1, adjustment with the college, hostel, classmates, faculty, subjects etc. • Identifying strengths and setting challenging but manageable tasks according to their strengths (can be linked to club activities, extracurricular activities or new initiatives • Exam/study skills/personal support Pre-requirements: Filling of Strengths Form in Google docs (checklist provided to the students) 3. Semester II beginning (session 3): • Review of agreed targets related to strengths review of mentee performance in the previous semester, adjustment with the college, hostel, classmates, faculty, subjects etc. • Identifying new strengths and setting challenging but manageable tasks according to their strengths (can be linked to club activities, extracurricular activities or new initiatives) • study skills/personal support 4Mid semester meeting (session 4): • Identifying weaknesses (everybody has weaknesses but here weakness means anything that is a considerable barrier to their personal/professional development) and setting targets (incorporate their strengths in the process) for overcoming the same • Exam/study skills/personal support Pre-requirements: Filling of Weaknesses Form in Google docs (checklist provided to the students) 5. Semester III beginning (session 5): • Review of agreed targets review of mentee performance in the previous semester review of the mentoring process in the first year • Students should have a shortlist of three programmes and universities they're interested in or three areas they would like to work (if they are taking a break) setting agreed small tasks/goals for the semester (based on the same), spell out how the mentor will support it • Study skills/personal support Pre-requirements: Filling of Aspirations Form in Google docs (presentation on careers/higher education opportunities to students) 6. Mid-semester meeting (session 6): • Review of agreed targets review of CAE1 • Exam/study skills/personal support 7. Semester IV beginning (session 7): • Review of agreed targets review of mentee performance in the previous semester • Study skills/personal support 8. Mid-semester meeting (session 8): • Review of agreed targets review of CAE1 • Exam/study skills/personal support 9. Semester V beginning (session 9): • Review of agreed targets review of mentee performance in the previous semester, review of mentoring process in the second year • Listing out detailed procedures in preparing for PG/job, setting small tasks for the semester • Study skills/personal support Pre-requirements: Students check the respective websites and come with a tentative list 10. Mid-semester meeting (session 10): • Review of agreed targets review of CAE1 • Exam/study skills/personal support 11. Semester VI beginning (session 11): • Review of agreed targets review of mentee performance in the previous semester • Study skills/personal support 12. Mid-semester meeting (session 12): • Review of agreed targets review of CAE1 • Exam/study skills/personal support Batch Review of mentoring process at the end of the programme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1323	76	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

76	69	7	7	6
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Riya Mary	Assistant Professor	Best faculty coordinator for young indian kochi chapter- confideration of Indian industry
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	BBA	First Sem 2018-19	26/10/2018	10/11/2018
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	1290	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://rajagiri.edu/academic-syllabus/msw>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCOM M1CA	BCom	Model-I (Computer Applications)	36	26	72
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes

Name of the teacher getting seed money

Dr. P Balakrishnan Menon

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
International	Mr. N. K. Nikhil	DAAD- Fellowship WFI Ingolstat- Germany	12/06/2019	German Academic Exchange Service or DAAD Fellowship

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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1080	Non - government	2277000	2277000

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

4

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Chat with an Alumnus of Rajagiri, my Story!	Department of Business Administration and Personal Management	07/09/2018

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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Director	Vinayak Sudan	Government	08/04/2018	Student

Ayurveda
College
,Trippunithura

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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Innovation and Entrepreneurship Development Centres	Le-Cocon	Kerala Startup mission and Kerala state industrial development corporation	RLabZ	Offers web and mobile solutions and services	19/03/2018

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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Social Work	6
Management	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Business Administration	15	0

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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Social Work	9

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
00	Filed	00	01/12/2019

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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Talent Management and	Menon, M.	Human Resource Development	2019	1	Rajagiri College of Social	1

Employee Retention: An Integrative Research Framework		Review			Sciences1	
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Direct and indirect effect of brand experience on true brand loyalty: role of involvement	Mathew, Veeva	ASIA PACIFIC JOURNAL OF MARKETING AND LOGISTICS	2018	2	7	Rajagiri College of Social Sciences
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	19	6	12
Presented papers	6	6	1	0
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Dr. Joseph I Injodey	Personnel Management	Management consulting and management services	66.35
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Dr. Binoy Joseph	PCMM Training Programme, Training Development Interventions Coaching	Cochin Shipyard Ltd	150000	45

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Financial-Aid Of 34000/- Was Provided To Miss Mariam Family	Young Indian(YUVA)	1	10
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Suraksha Migrant Project-Extension Activities.	Best Project Award for Extension Activities	Kerala State AIDS Control Society (KSACS),Govt. of Kerala	120
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Community Development	Young Indian(YUVA)	Financial-Aid Of 34000/- Was Provided To Miss Mariam Family	1	10
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research	Dr. Binoy Joseph	as part of agreement	365
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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Research	Research Col laboration	Public Works Department, Government of Kerala	26/07/2018	26/07/2019	1
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Alma Mater Europaea ,Sloveniaversity <td>13/05/2019</td> <td>Research, Faculty and Student Exchange</td> <td>25</td>	13/05/2019	Research, Faculty and Student Exchange	25
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
800	784.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Autolib Multiuser Version with LAN 7.0,, developed with JAVA, Open Source and MS technologies	Fully	Web Based Software - Advanced Edition	2000

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15377	7467343	298	174984	15675	7642327
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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Dr. PADMANABHAN N.S	DESIGN THINKING	Rajagiri Web of Wisdom	15/05/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	265	5	100	5	6	19	81	100	0
Added	30	2	0	2	1	15	19	0	0
Total	295	7	100	7	7	34	100	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media centre	https://rajagiri.edu/e-contents
Audio visual centre,	https://rajagiri.edu/e-contents
Lecture Capturing System(LCS)	https://rajagiri.edu/e-contents
Mixing equipments and softwares for editing	https://rajagiri.edu/e-contents

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500	482	70	66

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

RCSS has constituted an Infrastructure Committee which works to upgrade and maintain infrastructure requirements of the institute. Various Policy documents (<https://rajagiri.edu/about-policy-documents>) clearly lay out the procedures and strategies for maintaining and utilization of IT, Library and other Infrastructure facilities. Infrastructure and Maintenance committee The Infrastructure and Maintenance committee headed by the Principal oversees the maintenance of the buildings, classrooms, sports complexes and laboratories. Major activities includes assessing infrastructure facilities and plan for upgrading the facilities every year. The Committee guides the Finance department to prepare the budget for every academic year incorporating the needs. Meets with the Faculty Council which evaluates and suggests the required changes/additions in the infrastructural facilities. Maintenance of the Campus Infrastructure The Maintenance-Supervisors are accountable to the Engineer-(Infrastructure and Maintenance) and functions as the coordinator who

efficiently organizes the workforce, maintaining duty files containing details about individual floor - wise responsibilities, timings, leaves etc. The Maintenance-Supervisor conducts periodic checks to ensure the efficiency/working condition of the infrastructure. Separate electrical and technical maintenance team is responsible for maintaining technical requirements of infrastructure facilities. The housekeeping and the cleaning of all the college buildings are assigned to third party agencies on a contract basis. Annual Maintenance Contract (AMC) for electronic equipment, electrical equipment and other facilities which are done by respective maintenance service providing firms. Maintenance of Academic Facility Classrooms The HOD office is assigned with the responsibility of smooth functioning of classrooms. As all the classrooms are fixed with ICT facilities if there are any technical problems can be registered in the complaint register. In case of a high priority issue, a person is assigned in computer lab to take care of these problems on real time basis which will not disturb the classes. In case of other general maintenance problem can be raised in complaint register which will be rectified within 24 hrs. IT Facility The inclusive IT policy of the college is to support and facilitate all functions of the College providing a Wi-Fi, Cybersecurity, Database management and recovery techniques along with a licensed software and updated highly refined servers for better performance and flexibility. The Lab assistants under the supervision of the System administrators maintain the efficiency of the computers and related accessories in the faculty wings, labs, classrooms and administrative areas. Annual maintenance is done through external agencies regarding hardware and software installed in lab. Sports Complex Periodic reporting on requirements of repairs/maintenance of all sorts can be submitted by students/faculty in the maintenance request-register maintained at the reception of each building. The Maintenance-Supervisor and team are involved in the maintenance of infrastructure facilities on regular basis. Library The library warden and team look after the maintenance of the libraries. Annual stock of books, shelves, computers, and other belongings in the library is monitored and maintained in the library stock register. Library committee is working for maintaining the optimal functioning and improvement of facilities provided by library to different stakeholders. The regular upgrade of journals, e-books, books, databases and other facilities are undertaken

<https://rajagiri.edu/about-policy-documents>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit Scholarship	177	262000
Financial Support from Other Sources			
a) National	Cognizant Foundation Scholarshsip	1	60000
b) International	Endeavour Grant- University of South Australia, Adelaide	3	750000

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development-Kalypso	28/01/2019	34	Department of Commerce, RCSS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CAT Training for Bcom students	20	0	0	0

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
17	17	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ABAD Fisheries	2	1	ABAD Fisheries	0	0

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	13	BLibISc	Library and information science	Rajagiri College of Social Sciences (Autonomous)	MLibISc

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	25

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Arts Day-Culturals	Institution	383
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	First-Girls Kata	Internatio nal	0	1	IS-18002	Reyma P Reji
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has two student bodies namely i. Student council for undergraduate courses ii. The College Students Union. i. Student Council (Undergraduate Courses) The College has a Student Council consisting of two elected representatives from each class and 31 nominated members by the College management for the undergraduate courses. The council consists of the student representatives, the Executive Director, the Principal, Heads of the Departments of Undergraduate Courses, College management representatives, the Faculty in charge of Cultural activities and the Faculty in charge of sports activities. The council meets once in every month and twice or thrice based on the requirement during the break timings of the college. Upcoming events and programmes of the College and academic matters are discussed in the meetings. The council members come up with suggestions from their classmates for improvement. The suggestion and grievances given during the meetings are recorded and appropriate action is taken on the same. A media team is constituted as suggested by the Student Council which takes care of the videography and photography of all the events in the campus. All student council members receive trainings on Organizing, Team-building and Leadership Skills soon after the students' council is constituted. ii. College Students Union The College has a very active College Union. The College follows the parliamentary system of election as per the guidelines of the Lyngdoh Committee and M G University to form the Student Council. Student Council or the College Union actively participates in all endeavors of the College. The College Union consists of a Chairperson, Vice- Chairperson (Female), General Secretary, Magazine Editor, Two University Union Councilors, Two Lady Representatives, Arts Club Secretary, Sports Secretary and Class Representatives (elected from each class), mentored and guided by two Staff Advisors in organizing festivals and conducting Arts and Sports competitions. The College union organizes Various Cultural, Literary and sports activities under the leadership of the Union Chairman team. Class Representatives and Lady Representatives serve as the responsible voice of the students in various matters of student interest. Student Representations Following are the student bodies in each department who organizes various events on every Tuesday afternoon based on the objectives of the respective associations. They also mould the students for inter collegiate competitions. The association also hosts inter collegiate fests and Intra collegiate competitions - • SWARAJ (SOCIAL WORK STUDENTS ASSOCIATION OF RAJAGIRI) • FORMS (Forum of Rajagiri Management Students - MBA and MHRM) •

CSTAR (Students Association of Rajagiri - MCA) • ACSR (Association of Commerce students of Rajagiri- BCOM/BBA) • PSYSTAR (PSYCHOLOGY STUDENTS ASSOCIATION OF RAJAGIRI) • GYANDEEPTHI- (Library Science Students Association) Representations in Academic Administrative bodies/ Committees of the institution There are student representatives in various bodies like: • Internal Complaints Committee • Anti-ragging Committee • Students' Welfare Committee • Library Committee • Hostel Committee There are student representatives in various committees' like: • Project Monitoring Committee RUSA • IQAC Committee • Alumni Executive Committee • Placement Committee • Swatch Campus Committee • Student Grievance Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

494

5.4.3 – Alumni contribution during the year (in Rupees) :

505000

5.4.4 – Meetings/activities organized by Alumni Association :

14

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

A. Response to Kerala Flood • Rajagiri College of Social Sciences (Autonomous) was involved in the flood relief work at various levels right from the beginning. The strategy was to concentrate on regions in and around Ernakulam district and extend beyond wherever necessary, with the intention of rebuilding the lives of people and communities. • Human resources /manpower including Teaching and Non-teaching staff, students, parents and alumni were effectively coordinated and deployed in different points to engage in rescue and relief operations. • A core committee was formed for the coordination of the relief camp activities in the campus under the leadership of the Director of the college, Executive Director and Principal. Fr. Shinto CMI was the chief coordinator of the Rajagiri Relief Camp. • A group of volunteers, including staff, students and alumni of Rajagiri College of Social Sciences, Rajagiri Business School managed the camp. • The international Students from University of Maryland, USA (11 students who are in academic exchange programme with RCSS), SABS Sisters from the Adoration Provincialate and other people from the neighbouring community were also actively involved with the relief activities. 289 volunteers served the camp. • To ensure better facilitation of the relief camps, the volunteers were divided into committees and entrusted with the responsibilities, right from the registration of the flood-affected campers to the medical care provided in the relief camp. B. Introduction of integrated programme in B.Com • Autonomy empowers RCSS to determine and prescribe its own courses of study and syllabi, restructure and redesign the courses to suit specific needs of students. • The department of Commerce was strengthened to conduct a feasibility study and develop a new syllabus Integrating ACCA with the existing B.Com and CIMA with BBA syllabus. • The committee placed the feasibility report based on feedback from various stakeholders before the

Administrative Council suggesting the integration of ACCA into the existing syllabus. • On the approval of the suggestion the department was strengthened to develop the new integrated course and signing of MoU. • The Administrative committee under the chairmanship of Executive Director looked into the development of the infrastructure facilities and recruitment of staff. Other facilities like library and lab was developed. • The finance committee under the chairmanship of Asst. Director looked into raising the finance for the academic and infrastructure facilities. • The newly developed syllabus was kept before the Board of Studies. The Academic council and governing council for approval and submitted to the affiliating university for approval. • From year, 2018 the B.com programme was integrated with ACCA and the new syllabus was offered. The courses include language and communication, article writing, yoga and the list of add on courses. • Introducing innovative methods of learning like case studies, simulations, board games. • Each course plan designed in a way that it would measure the programme specific outcome and programme learning outcome.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	MOODLE test, case study, quiz, seminar, group discussion, panel discussion, field visit and written assignment form part of the internal assessment. End semester examination registration, fee payment and hall ticket generation are done using FEDENA, the College ERP. Students can apply for examination only through one channel, the College ERP. As attendance is marked using the ERP, those students with less than 75 attendance in papers concerned in a semester are blocked from examination registration. IT-integration in examination includes question paper generation from question bank, marks entry, e-hall tickets, online publication of results through indigenously developed software. The semester results are usually released in 15 days.
Admission of Students	Admissions are based on merit and we follow the same reservation policy given by the parent university. The average demand ratio in admission is 12. Student diversity includes other states and countries during last five years is 10. Assessment of the learning levels of freshly admitted students is an integral part of the post-admission process of the College. Though admissions are based on merit, the college carries out separate assessment

to understand the larger spectrum of their learning levels. The students are given a pre-assessment orientation to explain the need for assessment and its impact on their growth at Rajagiri

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The planning and development option in the ERP helps the staff and the authority to manage and plan their activities. The workload calculation helps in planning for the optimum workload for each staff. The timetable management helps the faculty to pre plan their classes and work out the assignment schedule for the students. The faculty can also view the daily or overall attendance report of the students and notify them about the same. The leave management option helps the staff to manage the leave. The privilege users can plan their daily work using the digital planning calendar</p>
<p>Administration</p>	<p>Different options in the college ERP helps in management of all the programmes and courses for each semester and manage the users of the college ERP. Attendance register helps in attendance management. Timetable management helps in creating or editing timetable and swapping of the classes. Student feedback about the course and the faculty taken and used as a review mechanism and to enhance the teaching learning process. The ERP produces reports, which can be used to manage the student's activities, programmes and different courses. The ERP also have an option to add events batch specific and for the entire college.</p>
<p>Finance and Accounts</p>	<p>One of the core activity of the ERP system is the management of finance. The competent authority for finance management can manage the different fee payment by the students by creating the fee structure, view online payments, instant payments and the fees due, manage refunds and generate the fee payment report. The option also allows the approval and revert of the pays lip of the staff. Miscellaneous heads for income and expense also can be created. The ERP is also used to manage various tally imported financial data to produce various MIS.</p>

<p>Student Admission and Support</p>	<p>The college ERP takes care of the complete admission process for various programmes. The student applies through the college ERP, the privilege user can scrutinize the application, schedule various components like group discussion, interview and produce hall ticket for the entrance exam. The weightage for components can be set in the ERP and the final rank list produced. The applicants can track the application status in the ERP. The system sends SMS and mail for each activity happens in the admission system to update the details to the applicants.</p>
<p>Examination</p>	<p>All assessments related to any course like internal assessment and semester examination are completely managed by ERP. The privileged user can configure up to three levels of evaluations viz 1st evaluation, 2nd evaluation, 3rd evaluation and enter their corresponding scores. The various components used to assess the students via assignments, task based assessment, and the user can add presentations. The system gives each student unique identification number and prints the hall ticket. The system configures the internal and the end semester exam and produces the result.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	MR. GEORGE JOSEPH	Workshop - National workshop on Data Analysis using PYTHON - Christ University	0	4000
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2018	FDP on Curriculum Design And Development		13/08/2018	13/08/2018	15	0
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course - Summer School on Deep Learning	1	20/05/2019	24/05/2019	5
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
76	76	60	60

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
5	5	5

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is conducted twice a year. The internal auditors are K J Anto Co., Chartered Accountants. The College has a strong internal audit system. Queries raised by the auditors during the course of the audit are clarified by the management. The Management requests clarifications from the respective teams/departments regarding the comments in the internal audit report. Internal discussions are made based on the clarifications received. Appropriate corrective measures, wherever required, are taken and necessary follow up is done to ensure adherence to the same. This audit gives the early warnings whether the management policies and guidelines are given are properly implemented. The external auditor conducts the audit after the close of the financial year. The External auditors are P V Chacko Co., Chartered Accountants. The auditor examines the books and records, income and expenditure statement and balance sheet and the internal audit statement. No audit objections have been raised by the external auditors so far. Government audit- the college also carried out various government audits like AG's audit, DCE audit. Audit Objections and ratification - The objections are rectified by the finance department and a report with explanation is submitted to the management. The report sent to the auditor for approval.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
Cognizant foundation	60000	Scholarship to MSW students
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr.N. Jayasankaran Natesa Ayyar,Advisor NMIMS University-Narsee Monjee ,Bengaluru, Karnataka, Meena Chintamani,Associate Dean at School of Pharmacy Technology Management, NMIMS University Dr. B. S. Madhukar Adviser National Assessment Accreditation Council, Bengaluru	Yes	IQAC
Administrative	Yes	Dr.N. Jayasankaran Natesa Ayyar,Advisor NMIMS University-Narsee Monjee ,Bengaluru, Karnataka, Meena Chintamani,Associate Dean at School of Pharmacy Technology Management, NMIMS University Dr. B. S. Madhukar Adviser National Assessment Accreditation Council, Bengaluru	Yes	IQAC

Accreditation
Council,
Bengaluru

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Open House- where the feedback from parents are taken about the course and the infrastructure facilities 2. Flood Relief Activities – Parents were involved with Rajagiri College of Social Sciences in the flood relief activities during 2018. 3. Invited talks – Parents from different sectors are invited for talk and interaction for different courses.

6.5.3 – Development programmes for support staff (at least three)

1. Advanced Excel training on 03-11-2018 2. Workshop on Institutional Challenges on NAAC's RAF on 13-04-2019 3. User Awareness programmes on J-GATE at RCSS on 21-06-2019

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. RUSA funding 2. Installation of Solar Panel 3. Green Audit 4. Energy audit

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	National Workshop on "E Publishing Using OJS"	19/11/2018	19/11/2018	20/11/2018	30
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
SKILL Development for women in Panchayats	03/06/2018	30/12/2018	66	0
State Level ToT for Micro Entrepreneurship Coordinators of Kudumbashree Mission, Kerala	14/03/2019	23/03/2019	73	0

Training on "Day Care and Pre School Management" for women in the neighbourhood	06/03/2018	06/03/2018	73	0
INTERNATIONAL WOMENS DAY CELEBRATION , 2019	08/03/2019	08/03/2019	62	0
International Women's Day celebration for the women entrepreneur beneficiaries	09/03/2019	09/03/2019	46	0
Awareness Generation Workshop for Women in Kerala on Water, Sanitation and Hygiene	25/04/2018	26/04/2018	70	0
Training on Agriculture Farming by the Kerala Agricultural University Students for the Vijayee Bhava Women Beneficiaries at Njarackal Grama Panchayath	09/11/2018	09/11/2018	37	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
100

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	29
Provision for lift	Yes	29
Ramp/Rails	Yes	6
Braille Software/facilities	Yes	0
Rest Rooms	Yes	23
Scribes for examination	Yes	0
Special skill development for differently abled	Yes	23

students		
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	55	29	31/07/2018	1	"Snehasparsham - a small touch to brighten ones world"	Flood affected families of coastal areas	17
View File							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
HUMAN VALUE DEVELOPMENT	05/07/2018	<ul style="list-style-type: none"> To aim of this course is guide our youth to identify right human values and inculcate in them a personal identity and growth. To inculcate the values of national integration and equality and brotherhood among all citizens and to help a person grow into a complete human being. To create awareness, conviction commitment to values for improving the quality of life through education, and for advancing social and human well-being. <p>OBJECTIVES OF THE COURSE:</p> <ul style="list-style-type: none"> To comprehend the concept of Unity in Diversity. To inculcate the values of religious harmony and national integration. To familiarize the role of Indian Constitution in molding human values. To explore into one's own identity and to have a better insight of self-

worth. • To cultivate the habit of positive thinking stress and enrich life skills. • To build and nurture interpersonal relationship. • To create awareness of dangers of internet and social media. • To understand about gender and its various implications. • To remove gender bias and prejudice. • To appreciate and experience the sanctity of family relationships.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Onam with a Difference	11/08/2018	11/08/2018	11
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Installation of Solar Power Plant Providing bicycles for Staff and Students
 Refusing the use of plastic in campus Adoption of zero waste plan Maintenance of a bio diversity register in campus Adopting strategies for reducing the carbon emission in campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-1 : Pedagogical Innovations for Student-Centric Learning and Evaluation Objectives of the Practice

- To facilitate holistic development of students by understanding the key Graduate Attributes/Competencies required by a professional and current proficiency in each of the competencies
- To develop an Action Plan for students based on the competency gaps

The Context As an initial exercise in the Post- Autonomy Phase, the School of Management initiated a plethora of developmental activities aiming at the all-round student development. To implement it, the institution decided to start an Assessment and Development Centre (ADC) for students studying so that the competencies of students are professionally evaluated and documented. Today, ADC is one of the most important exercises done by all the departments in Rajagiri. Based on the assessment, the professional team of assessors will also create a Development Action Plan (DAP) for every student which is the guiding document for the development activities of students during their years at Rajagiri. The Practice The Pedagogical Innovations involves:

- Pre assessment of students at the start of the programme
- Initial Assessment and Developmental Action Plan for students
- Articulation of graduate attributes for all programmes by stakeholders
- Continuous monitoring and assessment of students
- Measuring attainment level of students

The Assessment Process The Graduate Attributes/Competencies are assessed by trained and seasoned professionals titled "Assessors" with the help of psychometric tools/instruments to rate students on a 6-point scale. The ratings and comments are normalized on competencies provided by assessors and a Comprehensive-Assessment-Sheet (CAS) is prepared after completion of the instruments. Based

on CAS, a Principal Assessor provides feedback to students on his/her current proficiency in various competencies. The digitally stored CAS and DAP are made available to students and faculty mentors. Programme-Learning-Goals (PLGs) and Programme-LearningObjectives (PLOs) of the various programmes driven by the mission of the College are created by a team of faculty in Assurance of Learning (AOL) Committee which is reviewed regularly. Student learning methods are commonly grouped into direct and indirect measures. AOL system places a greater emphasis on direct measures of learning. Indirect measures are used to augment direct measurement. Indirect measures include faculty level assessment, NGO-letter appreciation and end beneficiary evaluation. Students are given regular remedial-classes, individual-mentoring and counselling-sessions to simplify the learning-process. Faculty-in-charge of the assessment event/faculty taking the course mapped to a PLO sends reports to the AC. Time line and sequence of the process is as below: Evidence of success Direct Assessment Measures are: ? Embedded questions: 80 of all students should score more than 40 of marks. ? Rubrics: 80 of all students should fall in "Meets Expectations" or "Exceed Expectations". If, three criteria rubric (oral communication and written communication), the score required for below/meets/exceed expectations category are: • 1-3 score : Below Expectations • 4 -6 score : Meets Expectations • 7-9 score : Exceeds Expectations (3, 2 and 1 points for Above, Meets and below expectations respectively) Indirect Assessment measures the opinions about students own knowledge/skills/ attitudes/learning experiences/perceptions of services received or employers opinions. Indirect assessment measures supplement direct measures of learning by providing information about how and why learning occurs. E.g.: student-surveys (entry/exit), focus-groups, alumni/employer surveys. Post-Assessment CAS and DAP is sent to the student and Faculty Mentor. Faculty mentors will take over the Development Centre from "Assessors" and will execute the action plan suggested by them. Regular meetings are scheduled by faculty mentor with their student-mentees for guiding and supervising the process. It is expected that all students will reach competency levels of 5 after their graduation from Rajagiri. Problems Encountered and Resources Required

Problems Encountered

1. Lack of understanding on procedure and tools of assessment used, for newly joined faculty.
2. Lack of consistency among teachers taking same subject across different batches, which could be due to lack of standardization.
3. Logistics - handling 18-20 assessors and almost 60 students by ensuring proper interaction
4. Proper utilization of resources - maximum utilization of resource persons in the limited time and ensuring participation from students
5. Documentation - storing and compiling of huge amount of data created

Resources Required

1. Training and workshop need to be provided to faculty members regarding different procedure and tools related to assessment of students.
2. Common course plan, assignment and tools need to be utilized to reduce the variability in assessment

BEST PRACTICE 2- Rajagiri Centre for Sustainable Livelihoods (RCSL) Objectives of the Practice

RCSL objectives are to: Impart participatory training programmes for providing sustainable livelihood to marginalized Develop and patent innovative products, processes and technologies having contemporary social relevance Launch need-based Projects with support of various funding agencies. Build Awareness within community on skilling opportunities by mobilizing marginalised rural and urban youth Providing placements and ensuring career progression and retention

The Context

The existing volatile and unpredictable work environment encouraged Rajagiri to address sustainable livelihood issues. Conscientisation of people on gender justice, women empowerment and other weaker sections of society through various awareness programmes was considered necessary. Individual attention given through RCSL helps students and community to focus on careers with long-term employment. The Practice RCSL develops technologies and processes and transfers them to needy persons for making sustainable livelihood through

- Rajagiri Centre for Skill Development (RCSL),
- Rajagiri Centre for

Developing Micro Entrepreneurship and Development (RCDMD) and • Rajagiri Career and Employability Hub(RCEH) for Auditing and Social Entrepreneurship • RCSD RCSD is the Project Implementing-Agency for Rural, Urban and other skill-related programmes. A platform that reaches out to rural/urban segments comprising of marginalized, uneducated/educated and unemployed factions, it strives to facilitate employment in various societal sectors by equipping people with valid certifications through project implementing agencies like: Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) offering short term courses on Hospitality-Housekeeping, Sales-Associates, Front-Office Management, Accounts Executive, Ayurveda-Spa Therapy, etc. o Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY- NULM) o Kudumbashree Projects (Eg: Multi-Skill Training for Transgenders) • RCDMD RCMD specializes in capacity Building, Mushroom cultivation, Tissue-culture, Plantbreeding, Probiotics, Integrated Farming, Empowering of Kudumbasrees and training to Day-Care Centres. • RCEH RCEH functions through the following wings. • MoUs for Professional Studies Rajagiri is the pioneer in Kerala offering accredited ACCA and CIMA program alongwith B.Com and BBA with highest ACCA and CIMA paper-exemption (nine papers). Apart from core professional programmes, the centre offers industry relevant certifications: Diploma in Banking and Finance Certifications by I-STAR, Desktop Publishing Digital Marketing Adobe Photoshop Certification in IFRS Competitive Entrance-Exam Training (CAT/MAT) Certification in Microsoft-Excel Certification in Financial Modelling Certificate Program in Business Analytics The Centre has signed MoUs with ACCA (UK), T.I.M.E institute, Active Edu Pvt Ltd., Grant Thornton India, IMS ProSchool and CIMA UK. Proposals for Certified Management Accountants (CMA), US and Chartered Financial Analyst, (CFA), US have been proposed. • Social Entrepreneurship Hub Students of Rajagiri have started their own social entrepreneurship service wings - MAGICS (NGO founded in 23rd May 2015 (Regno: IV 32/2015)), C-POSITIVE (Regno:2/1V/18), CANVAS, DARE, Vanchibhoomi etc, to name a few. Evidence of Success • Rajagiri Centre for Skill Development Awarded "Best Performing Project Implementing Agency" for DDU-GKY Project in Kerala, consecutively for the third year (2016-17, 2017-18 and 2018-19). Provided several training and skill-development programmes to Self- Help Groups on Mushroom Cultivation and Inter-dependent Micro-entrepreneurial Clusters (ICSSR Project) Mentor and Facilitator for Young Innovators Programme (K-DISC, Govt. of Kerala) for Promotion of Innovations among School and College students 2009 out of 2832 trainees were placed • Rajagiri Centre for Developing Micro Entrepreneurship and Development Developed Tender Coconut Punching Cum Cutting Machine and Multi-Utilitarian Copra Detacher, for which provisional patents have been received Developed innovative technologies like Polymerised Coconut Leaf Based Roofing and Flooring Tiles Developed Various Mushroom varieties like White Oyster Mushroom (Pleurotus spp.), Pink Oyster Mushroom (Pleurotus eous), Oyster Mushroom CO2 variety (Hypsizygyus ulmarius), White Oyster Mushroom (HUC variety), Oyster Mushroom (Pleurotus florida) and Milky Mushroom (Calocybe indica) for Commercial cultivation and Training. • Rajagiri Career and Employability Hub for Auditing and Social Entrepreneurship 37 students from B.Com enrolled for Diploma in Banking and Finance 104 B.Com students enrolled for Certifications by I-STAR Pvt. Ltd. 54 students enrolled for the Certification in IFRS 126 B.Com and BBA students given opportunity to attend Student's Career development program in association with T.I.M.E institute 96 B.Com students successfully completed Certification course in Microsoft Excel 96 students acheived Certification in Financial Modelling 35 students from BBA and 50 students from B.com enrolled for Certificate Program in Business Analytics Problems Encountered • Motivating participants to attend courses, and obtaining results are a hurdle. • As majority of the programme participants are common people, taking them into confidence to attend classes, and empowering them remains a challenge. • Several schedules in a year • Delay in patent processing Resources Required • Obtaining experts to handle sessions • Session

Co-ordinating • Funding from external agencies • Delay from local and government bodies

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://rajagiri.edu/igac/best-practices>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

"Rajagiri Immersive Learning (RIL)" - a unique experience towards "Enriching and Fulfilling LIFE" RCSS vision and missions evolve from "Chavarul" penned by founder, St. Kuriakose Elias Chavara. Advancing into the Golden Jubilee, RCSS is living the founder's dreams by its pioneering efforts for "enriching and fulfilling LIFE". This is achieved by "Rajagiri Immersive Learning", an inclusion of activities and engagements involving students, faculty, community and environment. The Distinctiveness RIL Methodology: Pedagogical innovation to develop Rajagirians into socially-responsible human-beings Programmes designed to mould value-based, socially-responsible, competent, industry-ready citizens Carefully drafted activities/events designed to create lasting change in student personality Transformation to industry-ready, socially sensitive and complete individuals RIL is based on four dimensions: Dimension 1 - Conceptual Learning, where students are introduced to concepts and theoretical framework through projects, case methods, lectures, debates etc. and thus, into real-world. Global outlook of curriculum-development initiatives with equivalence for social-work courses by CASW, NASW-CSWE, AASW and NZASW USA, enhancing global competence and employability of students Functional MoUs with professional organizations such as ACCA and CIMA (UK) making the B. Com and BBA students eligible for exemption of 9 out of 14 ACCA courses and 9 out of 16 CIMA courses respectively MBA curriculum in line with standards of Accreditation Council for Business Schools and Programs (ACBSP), USA, enhancing global relevance MCA specialisation-tracks - a pioneering initiative in the country Participation of students and faculty in international field placements, summer schools, cross-cultural research projects and conferences Proper career guidance with NET/GATE and MOOC courses for fast learners and remedial classes, tutoring system and peer-learning circles for slow learners Dimension 2- Experiential Engagement, where students experience practical life through innovative methodologies like Rural-Sensitization Camp, Vanavasam, Fieldworks, projects etc. For professional social-work practise, various live labs function in campus: Rajagiri outREACH, (Rajagiri Educational Alternatives and Community Health) specialising in Social-Impact Assessment Studies, Research and Consultancy/Need-Assessment Studies, Corporate Social Responsibility (CSR), Child-Centered Programmes, Youth-Development Programmes, Women Entrepreneurship Programmes, Programmes for Elderly, Environment Natural Resource Management, Community-Health Programmes, HIV/AIDS Project/ Suraksha Migrant Projects, Disaster Management Training Programmes and student internship for the past seven decades State Level Empanelled Training Institution (ETI) offering refresher and orientation programmes for NSS Officers of colleges in Kerala-Lakshadweep for past five decades State Level Headquarters of Indian Council of Social Welfare (ICSW) since 3rd October 1954 with its state office in Rajagiri with 14 District Branches CHILDLINE Nodal Centre in Ernakulam District, focusing on schools, Anganawadis and residential areas to identify and solve issues faced by children. Middle Level Training Centre (MLTC), the only training centre in Kerala imparting training to Supervisors of Integrated Child Development Scheme (ICDS) from Kerala, Pondicherry and Lakshadweep for past four decades Rajagiri Centre for Sustainable Livelihoods (RCSD) imparting professional skills and knowledge to

the marginalised RAJAGIRI TRANSCEND, the social arm of RCSS facilitating students to explore co-curricular involvement on campus and beyond. Dimension 3- Executive Modeling/Professional Competence where students are moulded into complete individuals by inculcation of key skills like communication, analytical skills etc. through various training programmes Innovation and Entrepreneurship Development Centre (IEDC) for instilling entrepreneurial skills Collaboration of society, faculty and students to undertake research programmes Regular Executive Grooming, Personality Development and Skill Development sessions 54 functional MoUs with partner universities to provide international internships, webinars in various disciplines for a multicultural learning environment Associations with various International /National/State departments/Corporate agencies with focus on gender equity promotion, Development and Implementation of Water Sanitation Projects, Enhancement of indigenous medicine, knowledge, art and culture of tribal population, Road Safety Advocacy Programmes and Science Popularization Programmes Enrichment Lectures on topics of societal relevance Dimension 4- Corporate Competency/Civic Society Engagement, where students are made ready for society through continuous interaction with industry professionals. Internships, summer projects, guided seminars, industrial visits, lectures, live projects, simulation, aptitude training and communication labs Functioning as CSR- implementing partner for several organisations Active consultant in framing Juvenile Justice Rules and Policies for the State Adoption Resource Agency - SARA, Kerala State co-ordinator for adoption activities in the State from 1990 till 2017 Research in domains of health and well-being, with collaboration/sponsorship with GoI/GoK/UKIERI/IMPRESS leading to policy formulation

Provide the weblink of the institution

<https://rajagiri.edu/igac/distinctiveness>

8.Future Plans of Actions for Next Academic Year

IQAC to coordinate the following Ranking and Accreditation exercises • AISHE 2019-20 • NAAC 4th Cycle AA • India Today' Best Social work Colleges Survey • NIRF Ranking • NBA • AICTE Annual Strategic Planning (Bodhi, 2019) to be organised for the Academic Departments A Two Day Annual strategic planning Retreat for the 'Live Labs' on Campus - To set up an office space exclusively for the Documentation purpose on the Hill campus with dedicated staff in place. The following exclusive practices of the College to continue • Tenth edition of Rajagiri National Business Quiz (Rajagiri NBQ) • Community Mental Health Services by the Department of Psychology IQAC initiatives in digitalizing the classrooms ? An online platform to be created for hosting online sessions handled by the faculty (8-10-minute video clips) ? Training to Faculty members on Online Teaching Quality promotional Conferences/seminars to be organised by the various academic Departments -Funded by RUSA 2.0(MHRD) ? HR Conference 'Future of Work' during February 2020. ? Seminar on New Educational Policy and its implications on Autonomous Colleges in India ? Three-day Workshop on 'Social Science Research Designs' as a Skill Development program (SDP) initiative by Department of Social Work, ? Five-day Certificate Course in 'Qualitative Research Methodology in Social Sciences' Other FDPS, National and International programmes proposed ? A Course Plan workshop ? One Day Workshop on 'Assurance of Learning (AOL)' ? Three day Certificate Courses 'In Advanced Counselling and Psychotherapy' ? Department of Psychology to organize an International Conference on 'Positive Psychology: The science of happiness' during January 2020. ? The International Summer University in Social Work (ISUSW) 2019 on Social Care and Well Being of the vulnerable populations to be hosted by the College during July. ? A Summer School program titled "Social Entrepreneurship-A multidisciplinary journey immersed in rich Indian Heritage and culture". As part of celebrating 20 years of Rajagiri Internationalization • A seminar on "Trends in Internationalization of Higher

Education Institutions" • A seminar on the topic "Challenges and opportunities in the context of Internationalization". The Research Committee of the College to Progress review the Minor Research Projects sanctioned during the First cycle, Review the MRP Proposals - Second cycle, Call for MRP Proposals - Third cycle and Progress review of Faculty Research and Publications IQAC in association with the Department of Library and Information Sciences, to organise the following Research promotional programmes ? Enhancing research quality: Role of Inflibnet Centre Library Network (INFLIBNET) Centre, ? One Week Short Term Training Programme On Business Research and Data Analysis using SPSS and Structural Equation Modelling (SEM) using AMOS -AICTE Sponsored ? Workshop on access to e-resources through J-gate. ? Workshop on EBSCO . CARE approved Rajagiri Management Journal and Rajagiri Journal of Social Development to publish December, 2019 June, 2020 issues Student Fests to be organised • Euphoria' 2K19, technical fest conducted by the Department of Computer Science • Splendore' 2019 (Under graduate fest) during September 2019. • Inflore'2019 - Two-day Management Fest during December 2019. Student Support and Progression ? Department of Languages to offer a 35-hour Certificate Course in Film Making. ? More Students to be trained to qualify UGC NET ? The Felicitation Day'2020 for the meritorious students ? An Annual Gender Sensitisation Plan to be framed for the year 2019 - 2020 ? International students to be enrolled in the regular academic programmes on both the campuses -BBA,BCOM, MHRM,MBA from countries like Kenya, Korea, Syria, Bangladesh