Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	RAJAGIRI COLLEGE OF SOCIAL SCIENCES
Name of the head of the Institution	Dr. 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	Semi-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.	**9446330788**
Registered Email	**lizypj@rajagiri.edu**
Alternate Email	**bindiya@rajagiri.edu**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://rajagiri.edu/iqac-aqar-reports**

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**https://rajagiri.edu/academic/academic-calender**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	**Period To**
3	**A**	**3.7**	**2013**	**23-Mar-2013**	**22-Mar-2020**
2	**A+**	**0**	**2007**	**31-Mar-2007**	**22-Mar-2013**
1	**Five Star**	**0**	**2000**	**17-Apr-2000**	**30-Mar-2007**

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**
FDP on Blended learning approach for teaching learning.	**03-Jun-2020 8**	**70**

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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 1703**	**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)

Assessment of the competency level of students leading to create a Development Action Plan (DAP) for every students which was used a guiding document for development activities of students through Assessment and Development Centre (ADC). • The Annual Academic Strategic Planning RetreatBODHI 2020 conducted for evaluating the previous activities and for planning the future activities. The PO, PSO, Rubrics, AOL procedures were discussed and finalised during the BODHI. As the focus of the academic year was Blended approach for teaching learning, a series of faculty development programmes were organised. • Studying in India Programme contributed a lot of opportunity for the faculty as well as students to enhance their global educational views and avenues. • As part of global competency enhancement International Summer University in Social Work (ISUSW) was organised in collaboration with 8 member Consortium of International Summer University in Social Work. • Rajagiri International Summer School was conducted in the theme Social Entrepreneurship with hands on work experience on Sustainable Social Business Development Plans.

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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

Students should be encouraged to participate in events and conferences organized by humanities and Social sciences disciplines of leading Higher Education Institutions. Reaching out the target group through Counselling /career guidance programs Seat reservation in management seats for North Indians/ North East (30 of management Seat) Scholarship for north Indians (50)	Conducted workshops within and outside the state which helped to increase the diversity of student profile in terms of academic background and geographical spread. 69 students participated in various social work conferences and presented papers in them. Hosted First International Summer University in Social Work in India International Student Exchange (incoming) 36 International Student Exchange (outgoing) 29 International Faculty Exchange (incoming) 19 International Faculty Exchange (outgoing) – 7 3 students from CD Specialization were awarded Cognizant Foundation.

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	30-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	30-Aug-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	30-May-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Institution has well management information system. The enterprise aid making plans of the Rajagiri College of Social Sciences gives of diverse privileges to its stakeholders. The stakeholders get admission to various applicable data and functions to be performed at their level thru ERP. Each

of the stakeholder has a unique username and password thru which they want to log within the ERP. Administration Distinct alternatives within the college ERP allows in management of all the programmes and courses for every semester and also manage the various types of users of the college ERP. Attendance register helps in attendance control. Time table management allows in growing or editing time table and swapping of the classes. Student feedback about the course and the faculty feedback also are taken and used as a review mechanism 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 has an option to add batch specific events and for the entire college. Student Admission and Support The college ERP takes care of the whole admission procedure for all the programmes. The student applies through the college ERP, the privilege person scrutinizes the application, schedule components like group discussion, interview and issue hall ticket for the entrance exam. The weightage for components can be set inside the ERP and the final rank list can be generated. The candidates can track the 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. Examination All assessments related to courses like internal evaluation and semester examination are managed via ERP. The privileged user can configure up to a few levels of evaluations viz 1st assessment, second evaluation, 3rd assessment and input their corresponding scores. The various components used to assess the students like assignments, taskbased assessment, and presentations etc. can be dynamically configured in the ERP as per the scheme and syllabus approved by the board of studies. The system gives each student unique identification number and prints the hall ticket for each exam. The system configures the internal and the end semester exam and

produces the result. Finance and Accounts One of the center activities of the ERP system is the control of finance. The competent authority for finance management can control the distinct fees payment by the students through creating the fees structure, view online transactions, immediate payments and the charges due, manage refunds and generate the transactions reports. The option also lets in the approval and revert of the pay lip of the staff. Miscellaneous heads for profits and expenses also may be created. The ERP is likewise used to manage various tally imported economic records to produce diverse 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
MBA	MBA	Business Administration	22

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development du
Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code
MSW	Social Work	03/06/2019	Social Science Foundations for Social Work

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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
MSW	Social Science Foundations for Social Work	06/

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implem
College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of C Course System
BBA	Business Administration	03/06/2019

BCom	Finance and Taxation	03/06/2019
BLibISc	Library and Information science	03/06/2019
BSc	Psychology	03/06/2019
BSW	Social Work	03/06/2019
MBA	Business Administration	03/06/2019
MCA	Computer Application	03/06/2019
MLibISc	Library and Information Science	03/06/2019
MSc	Psychology	03/06/2019
MSW	Social Work	03/06/2019

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
Communicative English	16/07/2019	54

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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 P Internships
MSW	Social Work	113

View File

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Ye
Teachers	Ye
Employers	Ye
Alumni	Ye
Parents	Ye

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

Feedback Obtained
Feedback has been an integral part of the pursuit of excellence of t college, in all facets of development. The feedback, both offline ar from the different stakeholders, was analysed quantitatively and qualitatively for taking appropriate action. Some of the feedback re from alumni were already implemented in the recent syllabus revisior general, the students across the programmes demonstrated appreciatic teaching learning process, student support, facilities available anc practical opportunities provided to them. The alumni feedback were n the skills, knowledge and values they gained during their tenure in

college. Their feedback also suggested more industry relevant additi
the existing curriculum. The alumni also appreciated the value added
they received as well as the increasing collaborative programmes of
college involving them. The summary of the feedback on curriculum in
Appreciation for the current teaching methodologies, coverage of the
curriculum, library and lab facilities, field/placement/extracurricu
opportunities, value added courses and placement assistance provided
students enrolled in all the programmes • Students also appreciated
feedback system and its responsiveness in catering to their needs •
students and alumni suggested having practical experiences within th
classroom that focus on skills • Employers suggested developing more
leadership skills and training in more latest trends and technologie
positive mindset among the students • Teachers were generally apprec
the shift towards outcome based education. They suggested developing
appropriate tools for assessing the student outcomes, reducing the c
overload and strengthening the existing syllabus. The feedback on cu
was summarised programme wise and discussed at each department level
actions were recommended, which will be followed up in the further c
revisions and BoS meetings. Based on the feedback from each departme
has been decided to strengthen the baseline assessment of the
skills/competencies of the students, add more skill based contents i
courses and to strengthen the assessment of programme outcomes mappe
the different courses using more robust rubrics. The Assessment of I
(AoL) team of the college will hand hold the teachers in effectively
assessing the outcomes along their courses. The assessment of learni
process will be evaluated at the department level at regular interva
was also decided to have more training for teachers in administering
studies and simulations in the class. The stakeholder feedback on th
functioning of the institution, student life, alumni performance wer
consolidated by IQAC and discussed in the General Faculty Council of
college resulting in appropriate actions, the action taken report of
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
MSW	Social Work	50	324

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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	t
2019	763	647	42	28	

2.3 - Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management System... 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	Numberof smart classrooms	E-t tec
73	73	5	42	26	

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 word...

Mentoring system is a student centric practice followed in the College. At the beginning of th... student is allotted to a faculty member for personal and professional guidance. Each mentor m... 20 mentees under their guidance. However, whenever a student needs to meet any faculty mer... free to do so. Initially the students are given a format to find out their strength and areas to b... Based on the score the teachers schedule the programme. Mentors meet their mentees twice a... mentees share their academic needs and difficulties with their mentors. It is to support and... students to manage their own learning in order that they may maximise their potential, develo... and improve their performance. This system provides an opportunity for identifying the varie... /personal /financial needs and the difficulties faced by the students. The needy students are h... guidance and suggestions. Students who are in need of psychological counselling are addres... counsellor in the counselling centre of the College. Mentor maintains the record of the mentee... of the study programme, the mentor along with the mentee will have an evaluation of the... programme which is a true guidance to the mentee for his/her future career developn...

Number of students enrolled in the institution	Number of fulltime teachers	Mentor :
1410	73	1

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. o
79	73	6	Nill	

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships... 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, f... received from Gover... recognized bod...
2019	BINDIYA M VARGHESE	Assistant Professor	Mary Glowerey Sch... University of Me... Australia

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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 declaratio... during the year

Programme	Programme	Semester/	Last date of the last	Date of declaration c

Name	Code	year	semester-end/ year-end examination	semester-end/ ye examinatio
BBA	BBA	First Sem 2019-20	26/10/2019	19/11/201

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total num in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination
Nill	600

2.6 – Student Performance and Learning Outcomes

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

https://rajagiri.edu/academic/assurance-of-learning

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
BBA	BBA	Bachelor of Business Administration	36	30

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2.7 – Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLSed1vImwKBu2UC6S3rB qpuOLC8wRjY7LKX0iAD5bfiAtiA/viewform?usp=sf_link

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	The amount of seed money	Year of receiving grant	Dur
Mr. Vishnu N S	50000	2019	

View File

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research durir

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award

| International | Dr. Saju M. D. | Mary Glowary Research Scholarship | 01/04/2019 | |
| International | Dr.Bindiya M Varghese | Mary Glowary Research Scholarship | 01/04/2019 | |

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3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount receive year
Major Projects	730	ICSSR-IMPRESS	8	3.

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

10

3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	
Ethics in Governance	Master of Business Administration	0

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award
Awards for innovative idea of Young inovators programme (YIP)	N M Krishnakumar	Kerala Development and innovation strategic council(K-DISC) planning and economic affairs department	23/12/20
Best Teacher Award	Riya Mary	CII (Yi)	12/08/20

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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	Co
1	Gyan Prayag	Rajagiri College of Social Sciences	Ravix Media	Digital Marketing	1

View File

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's A
Computer Science	2
Master of Business Administration	1
Master of Human Resource Management	1
Social Work	1

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

Type	Department	Number of Publication	Average Impact Fact
International	MBA	21	1.89

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

Department	Number of Publication
Social Work	43

View File

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	D
Multi utilitarian Copra Detacher	Published	201841047649 A	0

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutio affiliatio as mentio in the publicati
Wellbeing and burnout in medical students in India a large scale survey	Dr.Sanju George	International Review of Psychiatry	2019	4	Rajagi Colleg of Soci Scienc

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of scienc

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding

					self citation
The establishment and short-term evaluation of a specialist and confidential service for doctors with mental health difficulties in India	Dr.Sanju George	ASIAN JOURNAL OF PSYCHIATRY	2019	5	1

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	St
Attended/Seminars/Workshops	41	68	1

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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/Sponsorir Agency
Dr.Manoj Menon	Leadership Education and Development Programme(LEAD) (Advance - 40 of Rs.8,50,000/-)	Carborundum Universal Ltd

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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 generate (amount rupees)
Dr. Manoj Mathew	ODYSSEY-The Retirement planning programme on 17.02.2020 and 24.02.2020(Two Sessions)	Federal Bank Limited	70000

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3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of participate activ
Fort Kochi Cleaning Mission	NSS ENCON	2	10

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

Name of the activity	Award/Recognition	Awarding Bod
Second among the cleanast Higher Educational Institution in the country in the Category Residential College -UGC	Swachh Campus Ranking 2019 of Higher Educational Institutions	Ministry Human Resource Developmer

3.6.3 – Students participating in extension activities with Government Organisations, Non-Gover
Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. durin

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Numbe partici a
UBA	LSGs of Keezhmadu, Edathala, Vengola, Vazhakkulum and Chottanikkara	Household Survey	8	

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange duri

Nature of activity	Participant	Source of financial supp
Student Exchange (Study In India —SII)	6	Govt.Funded

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sl
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 Tt
Internship	Internship Training	Caspar Technologies Pvt.,Ltd, 7 th Floor, Chakolas,Heights, Chittethukara, Kakkanad (P.O), Cochin,	01/11/2019	31/01/202

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, in
corporate houses etc. during the year

Organisation	Date of MoU	Purpose/Activities	

signed			stud p u
Association of Chartered Certified Accountants (ACCA, UK)	02/03/2020	Explore opportunities for collaboration to their mutual benefit provide access to ACCA Professional development and learning resources	

View File

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 d
150000000	154550980

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

View File

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	a
Autolib	Fully	Multiuser LAN 7.0	

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		To
Text Books	29168	6363332	330	319128	29498

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala C Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & ins (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of la content
Dr. Sr. Suni Rose	Ecological System Theory	R-WoW	10/01/2

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Avail Bandv (MBPS/
Existing	461	4	100	4	4	24	100	10
Added	124	2	200	1	1	6	8	20
Total	585	6	300	5	5	30	108	30

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

300 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 a facility
Rajagiri Web of Wisdom	https://www.rajagiri.edu/e-cont

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure i maintenance facilit
15000000	14285159	10000000	97857

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

RCSS is committed to provide excellent infrastructure for academic,
and sports facilities to students which will help in holistic develo
challenge before our organization was not only to augment new faci]
per the requirement of present scenario but to ensure optimum utili
the facilities for academic, extracurricular and cocurricular activi
procedures and strategies for optimum utilization of IT, Librar
infrastructure facility are well defined in the policy document
organization. The goal of Infrastructure committee is to plan and i
works regarding upgradation and maintenance of infrastructure requi
institute. Maintenance of the Campus Infrastructure • RCSS has cat
different specialization of work like electrical, civil and IT r
maintenance teams. The regular worksheet, timing and other responsi
are monitored by maintenance-supervisor. The planning of duties
maintenance checks is decided by maintenance supervisor in consulta
Engineer – (Infrastructure and Maintenance). • The daily housekeep
cleaning of entire college premises and building is outsourced to th
on a contract basis. • For meticulously maintenance of hygiene, cle
and infrastructure on the campus adequate number of housekeeping s
allocated so as to provide an enjoyable learning environment • Phys
academic support facilities are cleaned and maintained regularly by
assigned for each floor. • Annual Maintenance Contract (AMC) for el
equipment, electrical equipment and other facilities which are d
respective maintenance service providing firms. • Outsourced securit
the campus security is maintained by external agency named "vol
Maintenance of Academic Facility Classrooms • All classrooms are ena
ICT facilities, HOD office is responsible for smooth functionir

classrooms. In case of maintenance requirement there are two typ
maintenance alert: - real time maintenance requirement and time
maintenance requirement. Real time maintenance requirement is thos
directly affect the running of classes in classrooms this type of ma
is done at the real-time by concerned department. Time bound mainte
those maintenance requirements which can be considered for weekly ma
schedule. The periodic annual maintenance is also carried out dur
summer vacations and Christmas vacation, an assessment of classroom
and general facilities is evaluated. On the basis of evaluation, ma
works (if necessary) are carried out. Computer Facility • The incl
policy of the college is to support and facilitate all functions
College providing a Wi-Fi, Cybersecurity, Database management and
techniques along with a licensed software and updated highly refine
for better performance and flexibility. • The Lab assistants und
supervision of the System administrators maintain the efficiency
computers and related accessories in the faculty wings, labs, class
administrative areas. Proper inspection is done and verification o
takes place at the end of every year. Annual maintenance is done
external agencies regarding hardware and software installed in lab
Complex • The infrastructure committee in coordination with physical
director looks after various sports facilities both indoor and ou

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	
Financial Support from institution	Merit Scholarship	92	
Financial Support from Other Sources			
a) National	RUSA Fund	92	
b) International	00	Nill	

View File

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agen
Remedial Coaching	14/01/2020	46	C

View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offe
institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by career	Number of student who have passedi

2019	NET EXAM COACHING for MBA students	competitive examination 340	counseling activities Nill	the comp. exam 15

	View File

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

Total grievances received	Number of grievances redressed	Avg. number of days for grieva
Nill	Nill	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus	
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number student participa
Goldman Sachs	25	12	Rapid Response Team, Ernakulam District Mental Health Programme, Government of Kerala	20

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	Depratment graduated from	Name of institution joined	Name of admi
2019	1	BBA	Business Adminsitration	Loughborough University	M.Sc- E Relations Resource

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	33

View File

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

Activity	Level	Number of Partic
Euphoria- Psychology fest	PG	150

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
2019	Second Runner up	National	Nill	1	18114018

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 1. The College Students U Student council for undergraduate courses College Students Union • F parliamentary system of election as per the guidelines of the Ly Committee and M G University to form the Student Council • Acti participates in all endeavors of the College • Consists of a Chai Vice- Chairperson (Female), General Secretary, Magazine Editor, Two Union Councilors, Two Lady Representatives, Arts Club Secretary, Secretary and Class Representatives (elected from each class), men guided by two Staff Advisors in organizing festivals and conducting Sports competitions Class Representatives and Lady Representatives the responsible voice of the students in various matters of student • Organizes Various Cultural, Literary and sports activities und leadership of the Union Chairman team. Student Council (Undergraduat • Consists of two elected representatives from each class and 31 n members by the College management for the undergraduate courses • Cc the student representatives, the Executive Director, the Principal, the Departments of Undergraduate Courses, College management represe the Faculty in charge of Cultural activities and the Faculty in ch sports activities • Meets once in every month and twice or thrice requirements during the break timings of the college to discuss u events and programmes of the College and academic matters • Allow th members to come up with suggestions from their classmates for improv suggestion and grievances given during the meetings are recorde appropriate action is taken on the same • Suggests a media team to of the videography and photography of all the events in the campus A council members receive trainings on Organizing, Team-building and I Skills soon after the students' council is constituted. Stude Representations Student bodies in each department organize various every Tuesday afternoon based on the objectives of the respect associations. They also mould the students for inter collegiate com and also hosts inter collegiate fests and Intra collegiate competiti include: • SWARAJ (SOCIAL WORK STUDENTS ASSOCIATION OF RAJAGIRI) (Forum of Rajagiri Management Students – MBA and MHRM) • CSTAR (S Association of Rajagiri – MCA) • ACSR (Association of Commerce stu Rajagiri- BCOM/BBA) PSYSTAR (PSYCHOLOGY STUDENTS ASSOCIATION OF RAJ GYANDEEPTHI- (Library Science Students Association) Representati Academic Administrative bodies/ Committees of the institution The student representatives in various bodies including: • Internal Co Committee • Anti-ragging Committee • Students' Welfare Committee • Committee • Hostel committee There are student representatives in committees including: • Project Monitoring committee RUSA • IQAC co

Alumni committee • Placement committee • Swatch campus Committee •
Grievance Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

8000

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

18816

5.4.4 – Meetings/activities organized by Alumni Association :

4

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
(maximum 500 words)

Internationalisation requires an integration of an international d
into the institution's activities and its environment. 'Internation
has been a catch word for RCSS since inception and 2019 marked as
year of official collaborations which started in 1998 with fi
International agreement signed with an International Partner Univ
Currently RCSS is having official MOUs with 60 International Unive
across the globe. Establishing vibrant academic tie-ups with le
universities all over the world have not only served to give stud
international exposure, but also facilitated in sharing resources f
and student training, curriculum development, research, and consul
International Summer University in Social Work (ISUSW) on the topic
Care and Wellbeing of Vulnerable Populations" was hosted by Rajagir
of Social Sciences (Autonomous) from July 2nd to July 12th 2019
Professors and 30 students from the consortium of eight universi
Chinese University of Hong Kong (Hong Kong), University of Applied
and Arts (Western Switzerland), Western Sydney University (Australi
University of Jerusalem (Israel), University of British Columbia (
and University of California (USA) participated in the ISUSW 2019.
conducted an International Summer School program from July 15th to
2019 titled as "Social Entrepreneurship-A multidisciplinary journey
in rich Indian Heritage and culture". It covered theoretical and pr
depth experiences from the perspectives of public, private and vo
sectors. 10 students from Vives University, Belgium University of I
USA participated in the summer school. Dr. Philip Laird (Vice Pr
Trinity Western University), Dr Balan Rathakrishnan (Associate Pr
Faculty of Psychology and Education, University Malaysia Sabah),
Joachim Thomas (University of Eichtatt-Ingolstatt, Germany) were so
professors during the period 2019-20 and offered certificate prog
seminar lectures, research sessions. 8 Fulltime Students from di
countries joined at Rajagiri through Study In India (SII) prog
(Coordinated by the Govt of India) in 2019-20 academic year from
Syria, Kenya, and Afganistan. During the period 2019-20, 26 student

programme, RCSS went to various universities such as University of
(USA), Kadambari College (Nepal), Universty Sains Malaysia (Mala
University of South Australia (Australia) for their practicum inte
Introduction of Value Added Programme on Business Analytics with
Programme The Department of Commerce has introduced a value added
on Business Analytics with B.Com Model I Computer Applications fr
academic year onwards. The expert opinion received from various sta
was the key motivation for the Department to introduce this progra
with B.Com programme. Alumni members of the department who were do
Master's programme have strongly recommended to introduce such pr
along with the UG programmes. Few employers also expressed their ir
offer promising employment packages to students who had done Bu
Analytics. The Board of Studies has approved this programme. Henc
considering these positive trends in the academic and industrial en
the Department has introduced this programme as value added progra
B.Com Model I Computer Applications from 2019 admission onwar

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
each):

Strategy Type	Details
Human Resource Management	Career advancement policy for teaching and non-t staff were established and implemented. A proper manage individual performance of both categories of are put in place. For no-teaching staff, a Goal se Annual Performance Appraisal policy is introduced teaching staff, annual Academic Performance Indica measured and accordingly career advancement proc initiated. Compensation and benefits management teaching and non-teaching categories are established staff members are adequately motivated to function i performance oriented work environment. Faculty an recruitment Hiring of teaching staff are made in a with the policies laid down by the UGC and State Gc from time to time. Special efforts are made to presence of faculty members from the rest of India. number of adjunct, visiting and guest faculty are ir the teaching and learning process to ensure stude exposed to a right mix of theory and practice. emphasis is given to ensure Faculty members from int universities are engaging students through delivery courses wherever possible. Wherever the above practi feasible, enrichment sessions of two to five hours are also encouraged. Faculty members belongs tc financing category are also provided with salary as 6th pay commission scale.
Admission of Students	Admissions at Rajagiri College of Social Sciences (A revolves around the core objective of the CMI pri "Education at all Levels". The core objective of priests coupled with Rajagiri's motto – "Relentlessl

	Excellence", defines the admission objectives at F College of Social Sciences (Autonomous). The admi department at RCSS works throughout the academic identifying and admitting students to the various programs that the college offers. Academic merit, e in arts and sports are not the only criteria tha considered for admissions. Differently abled, so backward and economically weak students are give opportunities to fulfil their academic ambitions at admission applications are usually open by the mc December, for all the UG/PG programs. The college applications only through the online mode. The stuc fill the application by visiting the website www.raj by paying a nominal application fee. Options are pr the application form for the students to choose preferred program, caste, sports/arts achievement, disability (if any) etc. Offer letters are sent students based on the different rank lists prepared General Merit, caste, sports/arts achievement, ph disability etc. The college has always provided oppc for the Scheduled Caste/Scheduled Tribe students by a certain number of seats exclusively for them. Fee are provided to the SC/ST students according to University guidelines. If the seats remain unfille students are given additional opportunity to apply program, after application closure deadline, th newspaper/media notifications. Seats are reserve physically challenged/disabled students according guidelines laid out by MG University, Kottayam. Fa like sloped entrance, restroom for physically challe are provided to accommodate the students challeng disabilities. The college emphasises on its student exposed to different cultures and traditions. Consic same, scholarships are provided to the international who are admitted either through the Study in India p directly by the Office of International affairs. F participated in various International Educational f will continue to do so.
Industry Interaction / Collaboration	The industry collaboration has further strengthene year 2019-20 and the membership with professional bc as KMA, NIPM, CII and IACC have renewed. Students ar have participated in varied sessions conducted by SF and aforesaid oragnisations. Various departments h conducted industry interface sessions and conferenc industry stalwarts, functional experts and alumni as persons and participants. RCSS has also initiated co having experts from industry engaging selected modul core or elective papers. During the period, RCS collaborated with corporates for its rehabilita initiatives aftermath of Flood and Covid-19
Curriculum Development	Benchmarking of the existing curricula of undergr programmes with the national standards of Learning based Curriculum Framework (LOCF) and MSW syllabus globally recognized Educational Policy and Accred

	Standards (EPAS) framework of social work compet Programme Outcomes, Programme Specific Outcomes, Outcomes and rubrics for assessment were revisit strengthening the outcome-based curriculum Skill-bas and entrepreneurial orientation were built into curriculum, further augmented by the development Prayag, the incubation centre for hand-holding th becoming entrepreneurs
Teaching and Learning	Rajagiri assesses the learning levels of the studen admission and organises special programs for advance and slow learners. Bridge course which is institutio conducted for all the students. Remedial program conducted for slow learners. Advanced learners were to participate, present and publish research papers national and international conferences, peer reviewe and undertake certifications. Student centric method experiential learning, participative learning and solving methodologies were used for enhancing le experiences. Attainment of program outcomes, program outcomes and course outcomes were evaluated by the i and corrective measures were taken.
Examination and Evaluation	AY 2019-20 brought the most unprecedented challenge Examinations department in the form of Covid 19 national lockdown and subsequent restrictions for c examination and evaluation. RCSS conducted ESE in 1 across India to ensure students are not risking the by travelling interstate or inter district under unc and tension thereby risking their performance in exa RCSS conducted remote proctored examinations and va enabled assessment methods for continuous internal e of all UG and PG programmes after providing adequate sessions to students. This ensured confidentiali transparency in the process without compromising the students.
Research and Development	Faculty members were inspired to carry out their res leading to the award of PhD Degree during the year. and extended financial support to faculty members t their research papers in international, national a level conferences. To ensure student participati research, more than 20 student dissertations were into research papers and were presented at various c or published in scopus /web of science or UGC Car journals. Monetary incentives were grated to fa publications in high ranking journals. 10 Minor r projects were sanctioned to faculty members with a promote research collaboration. Subscribed database Elsevier, Taylor Francis, J-Gate, Ebsco, CMIE Prowes database orientations were conducted accordingly. members were also encouraged to attend research met workshops.
Library, ICT and Physical Infrastructure	Rajagiri College of social sciences believes in th relentlessly towards excellence so infrastructure important role in achieving this goal in improving

/ Instrumentation	learning process and holistic development of studen is a three stage method applied for achieving con quality improvement- Planning for infrastructure re for future, Augmentation of academic and physi infrastructure, Maintenance of existing infrastr facility. Planning for future requirements is ba assessment and recommendation done by the infrast committee this helps us to prepare for the future c in academic and physical infrastructure and better u of resources is achieved. Our organization is cont trying to expand the resources and facilities ba requirements from different stakeholders in terms o facility, IT infrastructure development and phy infrastructure augmentation. Maintenance of exi infrastructure is very critical to optimum utiliza facilities by different stakeholders. We are trying new process and technology both in IT and library infrastructure maintenance policy for attainment breakdown.

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

E-governace area	Details
Student Admission and Support	The college ERP takes care of the whole admission pro all the programmes. The student applies through the ERP, the privilege person scrutinizes the applica schedules components like group discussion, interv issues hall ticket for the entrance exam. The weigh components can be set inside the ERP and the final r can be generated. The candidates can track the statu ERP. The system sends SMS and mail for each activity the admission system to update the details to the ap
Administration	Specific alternatives within the college ERP facili control of all of the programmes and courses in every and controls the users of the college ERP. Attendance facilitates in attendance management. Timetable contr in developing or modifying timetable and swapping sessions. Student feedback about the courses and the are taken and used as a review mechanism to enhan teaching learning process. The ERP produces reports, be used to manage the student's activities, program courses of different programmes. The ERP also has an add batch specific events and for the entire col
Finance and Accounts	One of the center activities of the ERP system is th of finance. The competent authority for finance man controls the distinct fees payment by means of the through creating the fees structure, view online tran immediate payments and the charges due, manage refu generate the transaction reports. The option also le approval and revert of the pay lip of the staff. Misc heads for profits and expenses also may be created. T likewise used to manage various tally imported econom to produce diverse MIS.
Planning and	The planning and improvement choice within the ERP h

Development	team of workers and the authority to control and pl activities. The workload calculation enables in plan the proper allocation and productive development o personnel. The timetable management helps the facult plan their classes and exercise sessions for studer faculty also can view the everyday or universal att record of the students and notify them about the sa leave management alternative enables the workforce t the leave. The privilege users can plan their every using the digital planning calendar
Examination	All assessments related to any course like internal e and semester examination are completely managed via privileged user can configure up to a few levels of e viz 1st assessment, second evaluation, 3rd assessment their corresponding scores. The various components assess the students like assignments, task-based ass and presentations etc. can be dynamically configured as per the scheme and syllabus approved by the bo studies. The system gives each student unique identi number and prints the hall ticket for each exam. Th configures the internal and the end semester exam and the result.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards
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 f which membership fee is provid
2019	Dr.Saju M D	NPS Workshop 2019	Network of Professional Social Workers, India

View File

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participant (Teaching staff)
2020	FDP on Blended learning approach for teaching learning.	00	03/06/2020	10/06/2020	70
2020	00	Training programme for non teaching staff on Financial investments and	18/05/2020	18/05/2020	Nill

	savings for the future			

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Progr 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 dat
Managing Online Classes and Co-creating Moocs	4	20/04/2020	06/05/2

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Ful
73	73	60	

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Stude
73	60	141

6.4 – Financial Management and Resource Mobilization

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

Three main financial audit is conducted: Internal, External (Statu Government audit. Internal audit is conducted once a year, its ma: mechanism to ascertain whether the management policies and guidel accounting are properly implemented. Results in an internal audit submitted by the auditor. The Management requests clarifications respective teams/departments regarding the comments in the intern report. Internal discussions are made based on the clarifications Appropriate corrective measures, wherever required, are taken and follow up is done to ensure adherence to the same. Statutory Au conducted after the close of the financial year. Books of accounts to formulate a fair opinion whether the Institute keeps proper b account. Balance Sheet examined to get a true and fair view of the affairs of the College and the income and expenditure account to v excess of income over expenditure or vice versa as the case may be. external auditors are appointed for internal and external audits. G aided funds are also subjected to government audit, i.e. the AG's DE's audit Government auditors express their opinion on the cond maintenance of books of accounts and records and a true view of the affairs of the Government funded Projects. The audit objections are by the accounts department and a report with explanation is submitt Finance Committee. The Action Taken Report is also sent to the aud further ratification, if any, and for final approval.

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

Name of the non government funding agencies	Funds/ Grnats received in	

/individuals	Rs.	
Sud-chemie india pvt.ltd	1000000	Bi

View File

6.4.3 – Total corpus fund generated

2500000

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	A
Academic	No	Nill	Yes	
Administrative	No	Nill	Yes	

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 c the infrastructure facilities 2. Covid-19 Pandemic activity – Pare involved with Rajagiri College of Social Sciences in the relief ac during 2019-20. 3. Invited talks – Parents from different sectors a for talk and interaction for different courses.

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

1.Training programme for non teaching staff on Financial investme savings for the future 2. Skill Development Program for Non-Teachin Microsoft Office 3. Seminar on Challenges and Opportunities in the Internationalization 4. Seminar on Trends in Internationalization Education Institutions

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

1.Green Audit 2. Energy Audit 3. Environment Audit 4. RUSA fur

6.5.5 – Internal Quality Assurance System Details

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

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	p
2019	Governing Council	31/12/2019	31/12/2019	31/12/2019	

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilies

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

Title of the programme	Period from	Period To
Mushroom Cultivation to 200 members for 1 day	18/01/2020	18/01/2020
National Seminar On "Emerging Issues Of Women At Workplace" Entrusted To Rajagiri Outreach By National Commission For Women	21/01/2020	21/01/2020
Programme On Dowry Prohibition / Prohibition Of Domestic Violence	30/11/2019	30/11/2019
K P Paul Foundation Women Entrepreneurship Project "Creating Entrepreneurs" – 10th Phase Inauguration	29/07/2019	29/07/2019
12th Phase - Distribution At Nadathara Panchayat On March 2020	13/03/2020	13/03/2020
Field Visit And Case Study Report Preparation – K.P. Paul Women Entrepreneurship Project	09/07/2019	09/07/2020
Housekeeping Training for 23 Health University staff of Thrissur District for 6 days.	15/10/2019	21/10/2019
GST Training was given to 35 members for 3 days.	11/09/2019	13/09/2019
Day care & Pre School Management Training to 18 members for 7 days Batch 1	08/09/2019	15/09/2019
Day care & Pre School Management Training to 35 members for 7 days Batch 1	10/12/2019	17/12/2019
TOT Training on Day Care & Housemaid - State level to 31 members for 3 days Batch 1	14/12/2019	17/12/2019
TOT Training on Day Care & Housemaid-State level to 31 members for 3 days Batch 1	05/01/2020	08/01/2020
Flood Rehabilitation Livelihood Project For Women	29/08/2019	30/08/2019
Vimanayathra Organized For Senior Citizens Of Kothad Pakalveedu - A Flight Trip From Kochi To Kannur	10/02/2020	10/02/2020
Women's Day Celebration- "The Challenges Faced By Women In The Present Scenario"	04/03/2020	04/03/2020
Rotary District & Metropolis – Medical Camp For Women	11/11/2019	12/11/2019
Self Defence Class For The Members Of Kudumbashree	25/08/2019	25/08/2019

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

Percentage of power requirement of the University met by the renewable energy s...
100

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Nur bene

Physical facilities	Yes	
Provision for lift	Yes	
Ramp/Rails	Yes	
Braille Software/facilities	Yes	
Rest Rooms	Yes	
Scribes for examination	Yes	
Special skill development for differently abled students	Yes	
Any other similar facility	Yes	

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
2019	15	8	21/01/2020	1	a Seminar on Women and Employment – Gender based harassment at the Work Place (Emerging issues of women at work place), with the support of National Commission for Women	00

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Handbook for Students	09/08/2019	The Code of Conduct for students is detailed in t handbook. As Rajagiri enters the era of new chall the vision of "Relentlessly towards Excellence" the objective for holistic development as state College mission and vision is guided by the Cor Faith in God, Moral Uprightness, Love of Fellow Social Responsibility and Pursuit of Excellence. its vision and mission, the college initiated th to probe is deeper into its treasure house of knowledge and experience, and is offering a cour students on Human Value Development.

Code of Conduct Handbook for Teachers	10/09/2019	Keeping in mind that every teacher shall, at al maintain integrity, be devoted to duty and also and impartial in their official dealings. Rajagi: the Faculty Code of Conduct handbook on an annu: The handbook is updated based on the inputs from stakeholders during the strategic planning exe: BODHI. It mentions about dealings of faculty w management, with other members of staff, student: members of the public
Code of Conduct Handbook for Non – Teaching Faculty	10/09/2019	Code of Conduct Handbook for Non - Teaching Fac part of the regulations of the Institution a: applicable and binding on all members of non- staff of the Institution. The handbook is vetted during the annual strategic planning of Rajagir: editions are added into the existing handbook, signed by the Director and Manager of RCSS. It about dealings of non- teaching faculty wit! management, with other members of teaching an teaching staff, students and with members of th

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of part
Flood Relief	08/08/2019	15/08/2019	150

View File

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

The institution, in its pursuit of excellence, has identified stro: the environment movement, and has a policy for promoting environmen living. Its hill campus is a dedicated 'Sustainable Environment E Campus'. Our commitment to preserve the planet earth, the home of l from our vision statement of 'enriching and fulfilling life'. We pr diversity. The campuses are being elevated to the level of botanica There are scientific efforts to document, preserve and enrich bio-c of the flora and fauna of the campuses. 1. The college has a 10 environment protection programme, which is to be borne in mind w: programme is being organized at the college. All programmes organiz college and its various units or organized at the college have to adhere by the 'No Plastic' rule in the programmes. 2. As practical we have adopted 'zero waste' plan through segregation at the sourc use of avoidable plastic (plastic disposables for parties, avoidabl wrappers), reducing plastic usage (limiting usage to reusable plast and reducing paper usage by making use of one side-used paper fo printouts, and depending more on electronic communication and pr recycling of plastic waste and organic waste. Waste management : introduced by the college have won accolades from various corners college is also a recognized centre for the construction of water h and waste management units by various government departments/schem work is undertaken by one of its LIVELABS- Rajagiri outREACH Servic 4. The nature clubs (TREE, ENCON) and Environment Monitoring Commi active part in implementing college environment policy. 5. Solar e the main source of non-conventional energy used by the college thr: connected system. This is done in association with Kerala State El

Board (KSEB). Excess electricity produced is fed back into the g
supplied when required. This completely supports us in eliminati
expense of electricity storage devices like batteries. The grid c
system has a capacity of 250 KW .

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practise 1 Reflective Responses to Teaching – Learning Peda
Innovations for Student-Centric Learning and Evaluation have always
area of prime focus at Rajagiri. It aims to facilitate the hol
development of students aligning with needs of industry/other stake
understand the key Graduate Attributes/Competencies required
professional and current proficiency in each of the competencies,
key Graduate Attributes/Competencies that need to be enhanced, with
of Assessor feedback and introspection and , to thus develop an Ac
for students based on the competency gaps. Rajagiri has established
ways to establish mutually beneficial communication by reflective
to students. When students contribute to the discussion in class d
question, taking the initiative to learn, a best way to respond is
To facilitate self-discovery and self-appropriated learning, teach
the initiative to respond without changing the topic to share th
information or perspective from a posture of mutual respect, wi
domination. These three reflective responses, when used in sequ
constitute a responding convention, a standard way to develop a pro
release the potentialities of the learner and promote mutually sig
sharing by both the teacher and the learner. Together with that, e
ways to support learner actions with well-timed, encouraging posit
initiated by the teacher. Student learning methods are commonly gro
direct and indirect measures. Assurance of learning (AOL) system
greater emphasis on direct measures of learning. Indirect measures
to augment direct measurement. Indirect measures include faculty
assessment, NGO-appreciation letter and end beneficiary evaluation.
are given regular remedial-classes, individual-mentoring and coun
sessions to simplify the learning-process. Due importance has been
examine critical issues in web-based distance education includi
changing role of faculty and students, instructional design for
education, outcomes assessment, and administrative support. Learne
methods which include Active learning, in which students solve pr
answer questions, formulate questions of their own, discuss, explai
or brainstorm during class, Cooperative learning, in which student
teams on problems and Inductive methods include inquiry-based learn
based instruction, problem-based learning, project-based learning,
learning, and just-in-time teaching are adopted in the various dep
The learning process is measured by direct and indirect measures.
Assessment Measures are: Embedded questions: 80 of all students
score more than 40 of marks. Rubrics: 80 of all students should
"Meets Expectations" or "Exceed Expectations". If, three criteria
(oral communication and written communication), the score requir
below/meets/exceed expectations category are: • 1-3 score : B
Expectations • 4 -6 score : Meets Expectations • 7-9 score : Ex
Expectations (3,2 and 1 points for Above, meets and below expect
respectively) Indirect Assessment measures are the opinions about
own knowledge/skills/ attitudes/learning experiences/perceptions of
received or employers opinions. Indirect assessment measures suppl

direct measures of learning by providing information about how a
learning occurs. Eg: student-surveys(entry/exit), focus-grou[
alumni/employer surveys. Best Practise 2 Transforming the rural a:
youth into an economically sustainable workforce. Rajagiri aims a
training and disseminating knowledge of the youth through various
under Rajagiri Centre for Sustainable Livelihoods(RCSD). RCSD aims
professional skills and knowledge , impart participatory training p
for providing sustainable livelihood to the marginalised, develop
patenting of innovative products, processes and technologies h;
contemporary social relevance, launching need-based Projects with ti
of various funding agencies, awareness building within the commu:
skilling opportunities by mobilizing the marginalised rural and urk
imparting knowledge, skills and attitude that enhance employabil:
personal growth, and providing placements and ensuring career progr¢
retention for the youth. It is materialised through: 1. The Impleme:
DDU-GKY involves multiple stakeholders such as state government
technical support agencies including the National Institute of
Development, Panchayati Raj (NIRD PR), and Project Implementing A
(PIAs). 2. The NULM (Deen dayal Antyodaya Yojana-National Urban Li:
Mission) project aims to reduce poverty and vulnerability of poc
households by enabling them to access gainfull self-employment and
wage opportunities, resulting in a marked and sustainable improve
their quality of live. This is achieved through the construction c
grassroot level institutions for those who are economically disadva:
The Rural Masonry project at DDU-GKY aims to ensure women get high¢
in employment, the Kudumbashree Mission of Kerala launched the Rura
program in co-ordination with the various Panchayats. The Goverr
planning fund is the source of funding. 4. Rajagiri conducted the
for the transgenders, an initiative of Kudumbasree mission to fac
their entry into the mainstream job market with the joint initia
police commissioner. A good number of transgenders attended the pr
later on they were absorbed in various jobs including Kochin Met
Services. 5. Rajagiri outREACH, (Rajagiri Educational Alternativ
Community Health) specialising in Social-Impact Assessment Studies,
and Consultancy/Need-Assessment Studies, Corporate Social Respons
(CSR), Child-Centered Programmes, Youth-Development Programmes,
Entrepreneurship Programmes, Programmes for Elderly, Environment
Resource Management, Community-Health Programmes, HIV/AIDS Project/
Migrant Projects, Disaster Management Training Programmes and St
Internship, for the past seven decades. 6. State Level Empanelled
Institution (ETI) for National Service Scheme, which has been of
refresher and orientation programmes for NSS Officers of colleges
and Lakshadweep, for the past five decades. 7. Rajagiri Centre for 1
Micro Entrepreneurship and Development which specializes in various
of Life Sciences having societal relevance such as Centre for ca
Building, Mushroom cultivation, Tissueculture, Plant-breeding, Prc
Integrated Farming, Empowering of Kudumbasrees and training to D;
Centres. 8. Rajagiri Career and Employability Hub for Auditing an
Entrepreneurship which has the vision of imparting industrial relev
and knowledge among students leading to better career/employab:
opportunities at Undergraduate and Postgraduate level. 9. Soc
Entrepreneurship Hub where several under graduate and post graduate
have started own social entrepreneurship service wings of MAGICS (N¢
in 23rd May 2015 registered under trust act (Regno: IV 32/2015)), C
(Regno:2/1V/18), CANVAS, DARE, Vanchibhoomi etc, to name a f€

https://rajagiri.edu/iqac/best-practices

7.3 – Institutional Distinctiveness

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

Two-thronged Approach of "Rajagiri Immersive Learning Experience
Rajagiri Immersive Learning Expereience is a pedagogical innovat
Rajagiri which aims to develop the Rajagirians into a socially res
human being. It consists of a set of programmes designed to mould
based, socially-responsible, competent, industry-ready citizens
methodology consists of carefully drafted activities and events de
create a lasting change in the student's personality. The RILE is
four dimensions: Dimension 1 – Conceptual Learning, where studen
introduced to concepts and theoretical framework. The methodology
case methods, lectures, debates etc. Students are also introduced
world of social realities, new methods of through business update
and projects. Dimension 2- Experiential Engagement, where studen
immersed into practical realm of life through various innovat
methodologies like Rural Sensitization Camp, Vanavasam, Field works
etc. For exposure to professional social-work practise leading
experiential learning and commitment to the vision of enriching
fulfilling life, various live labs function in the campus namely
outREACH, (Rajagiri Educational Alternatives and Community Health)
Level Empanelled Training Institution (ETI) for National Service
State Level Headquarters of Indian Council of Social Welfare (I
CHILDLINE Nodal Centre in Ernakulam , Middle Level Training Centre
Rajagiri Centre for Sustainable Livelihoods(RCSD) and RAJAGIRI TRAN
Reach out and Nurture Social Commitments and Enable Newer Dimens
Dimension 3- Executive Modeling/Professional Competence, where stu
moulded into complete individuals. Key skills like communication, a
skills etc. are inculcated through various training programmes. Dim
Corporate Competency/Civic Society Engagement, where students are m
for society through a continuous interaction with industry profes
BODHI, the annual strategic planning exercise of RCSS continuously
the RILE and scales up the process periodically. The main object
Rajagiri Immersive Learning Experience is to provide a unique exp
towards Enriching and Fulfilling LIFE. The Two Perspectives of In
Learning are at the Institutional level and the Student level.
Institutional Level focus on to Strengthening Institutional Comp
through developing various institutional initiatives like Rajagiri
Transcend, Incubation Centre, Curriculum, Foreign Collaborations, d
people competencies, FDP, Training, with "Student" at the centre
initiatives. The second focus is on Demonstrating the competency a
by showcasing the competency of all stakeholders by doing what we t
is achieved through activities like Rajagiri Basar, NSS Training
Consultancy Division. Immersive Learning as Pedagogy at the Stude
includes a set of programs designed to create Value-based, Soc
responsible, Competent, Industry ready /employable Graduates. T
achieved through Holistic Development, Purposeful Learning and L
Doing. RILE helps Rajagirians to transform into socially sensitive
ready and complete individuals. It gives freedom to faculty to se

best pedagogy with respect to the subject without compromising on d
so that students are enabled to "Enriching and Fulfilling LIFE"
Continuous Development framework helps us to evaluate and strengt]
perspective and pedagogical dimensions by adopting the best practic
various domains and departments within and outside the institu

Provide the weblink of the institution
https://rajagiri.edu/iqac/distinctiveness

8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year 2020-21 The college ha
reaccredited with A grade by the NAAC in March 2013. We are about to
preparing the SSR for next cycle / level of accreditation and plan t
team visit. IQAC to coordinate the following Ranking and Accreditati
exercises • AISHE 2020-21 • NAAC 4th Cycle AA • India Today' Best So
Colleges Survey • NIRF Ranking • AICTE • Annual Strategic Planning (
2020) to be organised for the Academic Departments • A Two Day Annua
strategic planning Retreat (PRAGATI 2020)for the 'Live Labs' on Camp
employability programmes to make the students to adjust with the pre
of getting good employment records. Only the classroom teachings are
enough to continue their education for future development. We streng
placement cell of our institution by conducting placement Drive. • T
will conduct Administrative and Academic Audit (internal and externa
Students to be trained to qualify UGC NET • An Annual Gender Sensiti
Plan to be framed for the year 2020 – 2021 • International students
enrolled in the regular academic programmes on both the campuses -BB
MHRM,MBA from countries like Kenya, Korea, Syria, Bangladesh • The e
library facilities will be strengthened with more books and online j
We are planning to improve our academic infrastructure by revamping
enabled facilities in the campus. Better internet connectivity will
throughout the campus by up gradation of the existing facilities. Re
classes and invited talks for making digital achieves of lectures wi
initiated for the benefit of teachers and students in the campus and
• To increase the number of MoU's by each academic department for st
faculty exchange • The college has taken much care to protect the en
We intend to enter to more green initiatives. • The college will org
Orientation programmes, workshops, and seminars on quality related t
linked to the criteria envisaged by NAAC for teachers, non-teaching
students. • Diversion of academic flexibility in to more goal orient
as ICT teaching and learning from the bottom level. • The college wi
and compile feedback responses from students, parents and other stak
and appropriate actions will be taken. • The IQAC will complete and
AQAR with in the time frame stipulated by NAAC • The College will co
Complete Energy Audit • Promoting the research activity in the insti
procuring research project. • Research culture has to be raised in t
institution. Publication among faculty, especially standard publicat
standard journals has to be increased. • Preparation of lecture vide
faculty and uploading on college website for student's reference • T
more programmes for developing human values and professional ethics
students. • To increase the number of students undergoing industrial
training/internship.