



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone No. of the Principal	04842911515
• Alternate phone No.	04842911111
• Mobile No. (Principal)	9446919144
• Registered e-mail ID (Principal)	binoyjoseph@rajagiri.edu
• Address	RAJAGIRI P.O
• City/Town	KALAMASSERY
• State/UT	KERALA
• Pin Code	683104
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	13/06/2014
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Dr.Saju M D				
• Phone No.	9895346190				
• Mobile No:	9846281188				
• IQAC e-mail ID	iqac@rajagiri.edu				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://rajagiri.edu/iqac-aqar-reports				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://rajagiri.edu/academic/academic-calender				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A++	3.83	2021	16/03/2021	15/03/2028
Cycle 3	A	3.7	2013	23/03/2013	22/03/2020
Cycle 2	A+	0	2007	31/03/2007	22/03/2013
Cycle 1	Five Star	0	2000	17/04/2000	30/03/2007
6.Date of Establishment of IQAC			15/05/2003		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
RAJAGIRI COLLEGE OF SOCIAL SCIENCES	CPE	UGC	01/04/2016	12000000	
8.Provide details regarding the composition of the IQAC:					

<ul style="list-style-type: none"> • Upload the latest notification regarding the composition of the IQAC by the HEI 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.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 Retreat-BODHI 2021 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.	
12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:	

Plan of Action	Achievements/Outcomes
<p>NGO -connect at national level NGO's for visibility for social work programmes.</p>	<p>The NGO Connect initiated through MoUs has resulted in career placement of students. (national partnership)</p>
<p>Effective MOU's with international agencies/institutions</p>	<p>New MoUs have been signed with the University of Johannesburg and University of Alabama.</p>
<p>Organise joint online webinars with the partnering universities/collaborations</p>	<p>Social work students participated in the International Summer University In Social Work 2020, International Conference hosted by Chinese University of Hongkong and Rajagiri International Virtual Summer School 2020-21 hosted online in association with Coventry University, UK.</p>
<p>Creation of a focused academic system which transforms an average student into an exceptional student</p>	<p>Preparation of detailed Course Plan and learning outcomes for each course • On time completion of curricular activities • Students are informed about the learning outcomes and course requirements in the beginning • Promotion ICT enabled teaching learning practices • Strengthen the educational impact of international opportunities and experiences for students in order to benchmark the students at a global level the peregrine exam was introduced. • Rubrics for assessment to be revised based on professional competence (CSWE - EPAS) and learning outcomes Assessment in tune with learning outcomes and global standards • Learner centric methodologies have been adopted to give students hands on experience in the Learning</p>

	Outcomes that are being measured
<p>Became Top Ranking Institution at the National Level</p>	<p>College has been ranked 28th best in the country in the National Institutional Ranking Framework (NIRF) 2020 rankings - College Category. • Rajagiri College is ranked seventh in the country and first in the State in India's Top Ranked Private Autonomous Colleges by the Education World India higher Education Rankings 2020 -21 • Ranked 2nd Best Social Work College in India by the India Today Ranking 2020 • Rajagiri College of Social Sciences (Autonomous) in association with Rajagiri outREACH had participated in AICTE - Utkrisht Sansthan Viswakarma Award - 2020 ("India Fights Corona") and was awarded Certificate of Excellence on 17.09.2020 winning Third Rank for its significant contributions in Category 1 - Awareness programme Conducted for nearby locality against the spread of COVID-19 across India. • Rajagiri has been awarded the Education Excellence Award 2020 for consistent performance in BBA Education. Source: GHRDC BBA Colleges Survey 2020 • OUTLOOK- India's top Professional Colleges ranking 2020 • MSW - Ranked Second Best in India and First in Kerala • BBA - Ranked 20th Best in India and First in Kerala • BCom - Ranked 40th Best in India and 3rd in Kerala • The Department of Computer Science is consecutively awarded Platinum for the Fourth time in AICTE CII Survey 2020</p>

Every faculty should publish one article in Scopus, Web of Science shall be initiated.	81 Scopus Indexed • 40 web of science
Devise and implement new mechanisms or policies for rewarding outstanding faculty and for continually assessing faculty performance as scholars and teachers	Incentives have been offered. Continuous assessments were done in faculty performance as scholars and teachers.
Familiarizing the students on the vision and mission of the college	Induction week for the newly admitted students across the departments was organized with a thrust on the vision and mission of the college. • Skill enhancement programmes for the students • Each department planned and offered additional add-on programmes
13. Was the AQAR placed before the statutory body?	Yes
• Name of the statutory body	
Name of the statutory body	Date of meeting(s)
IQAC	06/10/2021
14. Was the institutional data submitted to AISHE ?	Yes
• Year	
Year	Date of Submission
01/06/2020	28/02/2022

Extended Profile

1. Programme

1.1

14

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 1505

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 553

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 1493

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 490

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 81

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	14
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	1505
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	553
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	1493
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	490
File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	81
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	72
Number of sanctioned posts for the year:	
4.Institution	
4.1	141
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	52
Total number of Classrooms and Seminar halls	
4.3	473
Total number of computers on campus for academic purposes	
4.4	1789
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Relevance to the local developmental needs

- Rajagiri Immersive learning paradigm of curriculum, emphasizing experiential learning in relation to local realities.
- COVID responsive field engagement and local internships.
- 117 student projects on individual, societal and industrial

impacts of COVID 19.

Relevance to the national/regional developmental needs

- Curriculum of all UG programmes based on the UGC-LOCF Framework.
- MCA and MBA curricula based on the AICTE and NBA standards.
- Regional/national level student internships in reputed organizations.

Relevance to the global developmental needs

- Functional MoUs with Association of Chartered Certified Accountants (ACCA) and Chartered Institute of Management Accountants (CIMA), UK exempting 9 out of 14 ACCA courses and 9 out of 16 CIMA courses for the B.Com. and BBA students respectively
- MSW curriculum based on the international social work competencies framework of Council on Social Work Education (CSWE), USA.
- Additional choice based MOOC course on emerging developmental needs in each disciplinary area for all students.

Reflection in the POs-PSOs-COs

- PO-PSO-CO Framework of all programmes based on Knowledge, Skills/Competencies and Socially responsible and Ethical behaviour
- PO-PSO-CO framework of the MBA and MHRM programmes aligned with Accreditation Council for Business Schools and Programs (ACBSP), USA standards
- Adoption of NBA's PO-PSO framework for the MCA programme

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C1_1_1

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

3

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

454

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

67

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

14

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Professional Ethics

- Development of socially responsible and ethical behaviour in the PO-PSO-CO framework of all the programmes
- 65 curriculum courses deal with professional ethics
- Mandatory plagiarism report in student dissertations/assignments

Gender

- 64 percent female students and 52 percent females in administrative positions, in line with the UN SDG 5 Gender Equality.
- 37 curriculum courses deal with gender issues/empowerment
- Active Gender Equity Cell and Gender Justice Forum in college
- Presence of a transgender employee and discussions on transgender issues in student forums

Human Values

- 32 curriculum courses deal with universal human values
- Regular student sensitization extension activities related to human values
- 243 students volunteered at tele counselling support for COVID patients by District Mental Health Department and Kochi Corporation
- Programmes of Student clubs, Youth Red Cross, NSS, ENCON and Rotaract including flood relief activities in the district

Environment and Sustainability

- 31 curriculum courses deal with environmental issues,

including core courses for all UG; MBA, MHRM and MSW programmes

- Sustainable Environment Education Campuses with Solar Photo-Voltaic system, rainwater harvesting, zero waste promotion, waste management, wastewater treatment etc.
- SDG Wellness Park of recycled materials at Campus
- Rajagiri SDG Agenda 2030 workshop Series for students
- Swach and Green initiatives of ENCON Club and NSS

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

23

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1241

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1118

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://rajagiri.edu/igac-quality-initiatives
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://rajagiri.edu/igac-quality-initiatives
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

674

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

133

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Assessment Process

Assessment of the learning levels of admitted students is an integral part of the post-admission process of the College. Though based on merit, the college carries out separate assessment based on the guidelines in Gardner's Multiple Intelligence assisted by the Department of Psychology. The categorization of students is based on the qualifying marks for UG Programmes and scores of the entrance test for the PG programmes and accordingly specific programmes are designed:

Advanced learners

- Skill development courses and software based learning
- Incentives and awards for achievements
- Advanced learning corridors like Student Exchange programmes with International Universities
- Encouraged to take up research projects and publish dissertations
- IELTS training (provided on-demand)
- Value-added courses such as Accredited CA Foundation Course
- Advanced coaching classes to crack competitive exams
- Encouraging students to take up MOOC courses

Slow Learners

- Remedial programmes
- Tutoring system
- Peer learning groups
- Specialized coaching classes
- Mentoring sessions with regular progression updates to parents

Level playing field (common for Advanced and Slow Learners)

- Specifically designed Earn-while-Learn to tap student application skills
- Career-guidance, Language proficiency sessions and rigorous training on language standardization, accent neutralization and LSRW skills.
- Imparting employable skills through Interview training, Personality development and grooming sessions and Career counselling.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C2_2_1

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2020	1505	81

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Academic autonomy of the college has helped teachers in designing curricula focusing on student-centric methods for experiential and

participative learning. Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences. Students get to know the pulse of the society, its needs and challenges through:

- Summer placements
- Industry visits and industry-academia conclaves
- Educational field visits to the corporates
- Internships for professional experience
- Hands-on training in skill-based courses
- E-learning and simulation programmes
- Fests, role plays, and histrionics

Experiential learning experience is made possible through reflection, critical analysis, and synthesis dimension. It is assessed through field internship reports, post visit discussions and student presentations.

In participative learning, the process and outcomes are owned by the team of students and the teacher. It provides an opportunity to gain professional values, knowledge, and skills through:

- Group discussions and peer learning circles
- Webinars and video conferences
- Research oriented workshops, laboratory exercises
- Inter-disciplinary projects
- Encouragement to enroll for MOOC Courses

Problem-solving is the ability to identify and solve problems by applying appropriate skills systematically administered through -

- Case-study method
- Soft skill development programmes
- Experts' talks
- Learning through games
- 'Do-it-yourself' techniques
- Participation in various government and non-governmental projects
- Project-based learning through RLabZ

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C2_3_1

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The College is fully equipped with cutting-edge ICT tools to enhance the quality of teaching- learning process. Majority of the classrooms are equipped with Interactive Intelligent Panels.

- ICT-enabled projector, laptop, Wi-Fi and smart boards.
- Use of Learning Mangement System like MOODLE (Modular Object-Oriented Dynamic Learning Environment), an online educational platform provides:
 - Creation of forums for continuous assessment and appraisement
 - Preparation of course outlines
 - Conduct of quizzes and assignments
 - Share knowledge ideas
 - ICT-based simulations purchased from Harvard University, Cesim etc.
 - Helps to enact real life situations
 - Develops practical and realistic approach,
 - Objective evaluation and assessment
 - Achieve PO/PSO
 - Digital library
 - Makes online content available
 - DSpace, a digital repository, to share notes and references
 - Access to subscription-based journals
 - Provides remote access to the worldwide educational data.
 - Continuous ICT-based learning environment
 - Generous financial support to take up MOOC courses
 - Computer labs with audio-video facilities
 - Encourage to use Smart Applications like Padlet, Mentimeter, Plickers, H5P, uReply etc.
- Fedena, the College ERP
- Attendance-management and examination marks entry
- Interface for assignments
- Platform for feedback and peer reviews

- Language Lab
- It enhances language learning through software for LSRW skills with 50 student consoles and one teacher console
- Helps to pursue competitive exams and language tests

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://iqac.rajagiri.edu/AOAR/2021/OLM/C2_3_2
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

81

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Annual Academic Calendar is finalized in a participative manner with presentation by Departments and consolidation at BODHI, the academic planning retreat of the College held in

April/May.

Preparation of Academic calendar

- An expert committee collects details of various department level activities which includes association activity, workshops, conferences, alumni activities, placements, PTA etc.
- This committee also consults the Examination office on the schedule of examinations.
- The Academic Calendar is allocated to various activities like the Arts and Sports fests, signature events of departments, cultural events without disrupting regular

academic hours.

- Once finalized, the Academic calendar applies to all activities.

Teaching Plan

- Teaching plans for the academic year is drawn up by individual faculty member and forwarded to batch tutors which is consolidated and submitted to the HOD for review.
- The consolidated report and mapping is presented at the department faculty council.

Adherence to Teaching and Academic plan

- The course plans are evaluated on semester basis for mapping PO and PSO.
- The feedback is collected from students and a report is forwarded to the Principal who suggests corrective measures, wherever necessary, to ensure qualitative teaching-learning process.
- The adherence to the academic calendar is monitored using the college ERP- Fedena.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

81

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

60

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

691

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

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

13.5

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

161

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Examination Cell has implemented various reforms and innovations under the guidance of the Controller of Examinations as follows:

IT integration reforms

- Examination registration, fee payment and hall ticket generation are done using FEDENA, the College ERP.
- 'PARIMAN' from 2014 and later an advanced software REx was introduced in June 2018 to randomly generate question papers. The questions are generally set at different levels incorporating Bloom's taxonomy solicited from a panel of external experts.
- Inorder to provide mark sheets with highest level of security it is printed with security features like micro text, pantograph, UV, hologram, students photographs etc. RCSS launched an online Certificate Verification System www.rajagiri.directverify.in to facilitate verification of students' certificates.

Improvements Observed in the Examination System

- False /Dummy numbers are used in answer booklets; this ensures the transparency in valuation of answer scripts of the Semester Examination. The CIA marks are updated online after each Continuous Assessment Examination with other components like attendance and assignments.
- Biometric systems are installed at the doors of the strong room of the exam cell, along with cutting edge computer/software systems, surveillance cameras in exam halls etc to avoid malpractices.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C2_5_3

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all Programmes are stated and displayed on RCSS website and communicated to all stakeholders.

RCSS's Outcome-Based-Education (OBE) uses an Assurance of Learning (AOL) system.

PLGs and PLOs are driven by RCSS's mission and created by AOL team with

focus on key competences.

STEP 1: ALIGNMENT OF CURRICULA WITH ADOPTED GOALS

Curriculum maps, used to align PLGs and PLOs to the curricula, charts the LOs across courses and co-curricular activities.

STEP 2: BENCHMARKS

Determine the performance standard for a PLO and internal performance benchmark set to determine student performance

STEP 3: IDENTIFICATION OF ASSESSMENT METHODS AND MEASURES

Direct Measures

Given greater emphasis by AOL system and require students to demonstrate their knowledge and skills.

Indirect measures

Assessments that measure opinions about students' own knowledge, skills, learning experiences, and employers' opinions.

STEP 4: ATTAINMENT REPORT GENERATION AND CONTINUOUS IMPROVEMENT

The faculty taking the course maps to a PLO and will send the report in the prescribed format to the assessment committee. Focus on insights from assessment data to improve the Programme and assessment report including the proposed action plan has to be presented in the Faculty Council.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/OLM/C2_6_1_prgoutcome

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Attainment of POs, PSOs and COs are measured through methods, grouped as direct and indirect measures.

Direct Measures

- Course Embedded Assessment
- Embedded Questions (EQ) in Examinations process
- Rubric based measures Process

Indirect Measures

Assessments that measure opinions or thoughts about students' or graduates' own knowledge, skills, attitudes, learning experiences or employers' opinions.

Supplements direct measures of learning by providing information about how and why learning is occurring

Closing the Loop based on attainment report

The focus is gathering insights from assessment data to improve the programme and incorporate required changes.

The process will be followed as shown in figure:

At the end of every academic year, programme level assessment has

to be presented in the Faculty Council.

Actions can be taken with regard to:

1. Changes in curriculum
2. Changes in assessment instrument
3. Student training or support
4. Faculty development programmes
5. Changes in Pedagogy

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/OLM/C2_6_2

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

516

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://iqac.rajagiri.edu/AQAR/2021/QNM/C2_6_3

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://forms.gle/jXfbMJcomvXWjiuL9>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research is indispensable to the growth of any academic institution. Required infrastructure available on the campus for undertaking research includes,

1. Research Navigation Centre
2. Confab for Collaborative Research Activities
3. Automated libraries (Wi-Fi, prominent databases like EBSCO Information Services, SAGE, Scopus and Elsevier)
4. The Psychology and Bio-tech labs

RCSS is a recognized Centre for Doctoral Research (1988) under Mahatma Gandhi University for Social Work, Sociology and Allied Social Sciences and Management Studies.

Research Institute of RCSS (1972), undertakes Government and Non - Government funded research projects. The faculty members have research projects funded by UGC, ICSSR and the like.

The International Centre for Consortium Research in Social Care Disciplines (ICRS) (2017) by RCSS aims at collaborative researches in the health sector. ICRS has signed MoUs of research collaboration with the University of Melbourne, University of York and Catholic Health Association of India (CHAI).

Rajagiri Management Journal and Rajagiri Journal of Social Development are the two reputed journals of RCSS.

RCSS has a research promotion policy for faculty members to undertake socially impactful researches. Under the seed money scheme, the financial aid set for major research projects is ? 5,00,000 and 50,000 for minor research project.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://rajagiri.edu/about-policy-documents
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

2.23

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

6

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research	
3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)	
42.68	
File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File
3.2.2 - Number of teachers having research projects during the year	
9	
File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/QNM/C3_2_2
List of research projects during the year	View File
3.2.3 - Number of teachers recognised as research guides	
15	
File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File
3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year	
4	

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://icssr.org/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Rajagiri College of Social Sciences (RCSS) constantly aims at cultivating innovation and entrepreneurship attitude in the minds of students by supplying resources for the development of an enterprise and fueling them with the wisdom to face the corporate business world.

Innovation and Entrepreneurship Development Centre (IEDC) - The IEDC and IPR Cell was established at RCSS on February 2015 supported by Kerala Startup Mission (KSUM), and Kerala State Industrial Development Corporation (KSIDC).

The Plan Competition - "The Plan" is a business plan competition organized by IEDC annually in which the students who are interested in entrepreneurship are encouraged to present their business plans. The winners are provided with cash prizes and incubation support.

Incubation Centres - Understanding the need of the hour and the role of incubation centres in the nation building, RCSS has established two state-of-the-art incubation centres. To date, seventeen startups have been incubated and have proved successful.

Pappilon - In order to enhance opportunity for creation and transfer of knowledge the institute leverages the services of alumni who are first and second-generation Entrepreneurs through an annual Summit "Pappilon". The students are allowed to have an interaction with these entrepreneurs in order to gain insights from the industry.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C3_3_1

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

24

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

3

File Description	Documents
URL to the research page on HEI website	https://rajagiri.edu/research
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

159

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

74

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QNM/C3_4_4

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

107

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**3.4.6.1 - h-index of Scopus during the year****8**

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy**3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)****99.41**

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year**21.58**

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Rajagiri College of Social Sciences has relentlessly strived towards to live its mission statement of transforming students into social beings who are socially committed, professionally competent and contributing towards the development of the country. RCSS, an institute of repute for social work education, the institution follows a multipronged approach to develop a sense of empathy, social agility and ensures holistic development of its students.

"Rural Sensitisation Camp", exposes students to a plethora of socially relevant issues of the underprivileged in a rural community and emboldens them to address the issue and serve the needy. The camp turns to be an eye-opener for the students which motivates them to voluntarily serve the society.

"Rajagiri Immersive Learning Experience", the signature learning pedagogy of Rajagiri, entices the students to join any of the community service arms of the institute i.e. Rajagiri Transcend, Rajagiri outREACH, and NSS, YRC, ENCON, Rotaract and the like.

In addition, Rajagiri College houses the following listed Live Labs inside the campus to reach out to the community in various aspects.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C3_6_1

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

16

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

134

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1247

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

122

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

72

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

RCSS has built the best facilities on campus to facilitate the teaching-learning process. The management is tireless in its pursuit of quality, as seen by the state-of-the-art infrastructure given for students' overall development. The physical facility comprises of Well-maintained with lush green layout with space of 8.64 acres and a total built-up area for teaching and learning facility of 70155 sq. metres, which is above the prescribed norms by various statutory bodies.

The purpose of the 45 well-designed and large classrooms, as well as the 7 seminar halls with ICT equipment, is to facilitate innovative teaching and learning among students. There are eight computing facilities and 4 labs spread over two campuses with an average seating capacity of 50 students. 7 auditoriums, 5 conference rooms, 3 boardrooms, and 3 recreational rooms for

students and faculty to support teamwork, group activity, training, and workshop sessions. There are 36 Interactive Panel Boards in all. There are 49 LCD projectors, 7 LED TVs, a Media Lab, and e-content development facilities. To facilitate high-speed network connectivity and high computing system, 3 server rooms, 19 high-end servers, 755 computing systems, 62 Wi-Fi access points and a 300 Mbps Internet lease line are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C4_1_1

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Sports and Games

To facilitate overall development of students both in academic and extra-curricular college offers ample facilities like

- 5 gymnasiums separate for boys and girls with an area of 3000 Sq. Mt.
- 2 football ground and athletics ground with an area of 5850 Sq. Mt.
- 2 cricket net practicing court and cricket ground with area of 9000 Sq. Mt.
- Lawn tennis court and 3 volleyball court comprises with area of 1200 Sq. Mt.
- 7 basketball courts and 4 badminton court encompass an area of 3690 Sq. Mt.
- The total area of sports facilities is around 52801 Sq. Mt. and a usage rate of 411 students per day.
- Jyothis Hall, Darshana Open Theatre and Amphitheatre - Dedicated venue for daily yoga sessions for the students.

Cultural activities

- Rajagiri has 8 capacious halls used for various cultural events where audio visual aids, lighting and other facilities are provided for conducting different programs.
- State-of-the-art, fully air-conditioned auditoriums like Golden Aureole, Alex hall and Carmel Hall where the events

are conducted Nodal centre for SPICMACAY.

- Rajagiri Sports and Cultural centre and KE chavara auditorium was established in year 2014 with a seating capacity of 3000 Venue for Student Initiation Ceremonies.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/OLM/C4_1_2

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

52

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

1789

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

RCSS has two full-fledged libraries - Fr. Moses Library in the Hill Campus and RSOM Library in the Valley Campus with an

integrated library management system, the RCSS library is entirely automated (ILMS). Wi-Fi and a fully computerised facility are available, making it easier for students to get around.

AutoLib library software automates the entire process. The library's access and egress are controlled by a Flap Barrier Access Gate system. Over 49214 books (40898 titles), 3646 bound volumes, 1636 rare book collections, 1187 CD/DVDs, 192 journals and magazines, and 14 newspapers are housed in the library.

Name of the ILMS Software - Autolib Multiuser Version with LAN 7.0, developed with JAVA, Open Source and MS technologies

Nature of Automation - Fully Automated Version - Web Based Software - Advanced Edition.

Year of Automation - 2000 - till date

SCOPUS, Nlist-Inflibnet, Delnet, EBSCO Psychology and Behavioral Science Collections, EBSCO CINAHL Plus, JGATE, IBID, E-books from Pearson management collections, Sage and EPW E- Journals, and other online databases are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C4_2_1

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals

during the year (INR in lakhs)**31.87**

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**4.2.4.1 - Number of teachers and students using the library per day during the year****700**

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

RCSS offers advanced IT infrastructure, including computers, servers, software, and internet access.

Rajagiri IT Policy

- Establishes Institution-wide plans and responsibilities for safeguarding the Confidentiality, Integrity, and Availability of information assets that the College accesses, creates, manages, and/or controls.
- Designed to establish standards and procedures for several issues such as the use of IT facilities, copyright and infringements, IT infrastructure upgrades, cyber-security, and budgeting policies.
- Provides blueprint for the purchasing decision taken regarding IT related equipment.
- Provides instruction and procedure for equipment usage,

internet usage, software usage and email usage policy.

Computing facility and Wi-Fi

- Sets standards for the usage of internet facilities by different stakeholders and standards against the misuse of internet browsing facility. Guides a well-defined procedure for regular assessment and replacement of computing system.

Cyber-security

- The PF-sense and Sophos Firewall is installed in year 2020-21 which is upgraded from Cyberoam 300iNG.
- Group Policy mechanism is implemented to provide centralized management for configuration of operating systems, managing applications and users through active directory environment.
- To restrict the misuse of internet browsing a cap of 20GB download per month on each user is applicable. This restriction can be increased through raising a request in IT department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C4_3_1

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1505	473

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QNM/C4_3_4
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

277

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

RCSS is committed for maintaining the existing facilities to its optimal utilization levels.

Infrastructure and Maintenance committee is headed by the Principal oversees the maintenance of the all-academic and sports facilities. Major activities include assessing infrastructure facilities and plan for upgrading the facilities every year. The

Committee guides the finance department to prepare the budget for incorporating the needs.

Maintenance of Academic Facility

Classrooms: -HOD is primarily responsible for smooth functioning of department, in case of a high priority issue, a person is assigned in computer lab to take care of these problems on real time basis. In case of general maintenance problem can be raised in complaint register which will be rectified within 24 hrs.

Sports Complex: -

The Physical Education Director with the help of the maintenance committee looks after the various courts and sports complexes in the campus. 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.

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C4_4_2

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

152

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

1505

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://rajagiri.edu/student-support/capability-development-skills
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

231

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	A. All of the above
---	----------------------------

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

260

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

175	
File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

14

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

11

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Yes

The college has two student bodies namely

- 1. Student council for undergraduate courses**

2. The College Students Union.

1. Student Council (Undergraduate Courses)

The College has a Student Council consisting of two elected representatives from each class and 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 Dean Student affairs and the Faculty in charge of sports activities.

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.

1. College Students Union

The College has a very active College Students Union. The College follows the parliamentary system of election as per the guidelines of the Lyngdoh Committee and M G University to form the College Union.

Student Associations

Following are the student bodies in each department who organizes various events on every Tuesday afternoon based on the objectives of the respective associations

- SWARAJ
- FORMS
- CSTAR
- ACSR
- PSYSTAR
- GYANDEEPTHI-
- STATISTICA

Representations in Academic & Administrative bodies/

There are student representatives in various bodies and committees

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C5_3_2

5.3.3 - Number of sports and cultural events / competitions organised by the institution

102

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

OYSTER (Organization of Yester Year Students of Rajagiri College of Social Sciences) is the alumni community of Rajagiri. OYSTER has international chapters and National chapters. Rajagiri Alma connect (<https://rajagiri.almaconnect.com>) is the alumni site which promotes networking among the Rajagiri alumni. January 26 is celebrated as "Homecoming Day" every year, where alumni gather in the college. In 2021, this was organised Department wise and in online platform. Alumni members contribute in instituting Best outgoing student award, Prof K A Balakrishnan Memorial award, late Shri Manu Kurien award etc. Financial contributions are also given for events conducted by various departments. Contributions to social outreach and extension activities coordinated by Rajagiri Transcend (social arm of Rajagiri) is also provided by alumni. Alumni members also contribute in non-financial ways as all the Departments in the College have Alumni members as members of the Boards of Studies. Alumni members support during conferences, seminars, intra & inter collegiate fests organized by the various departments. Regular interactive sessions with alumni are arranged in all the departments in the form of induction programmes, technical inputs, syllabus feedback session, career orientations

etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/OLM/C5_4_1

5.4.2 - Alumni's financial contribution during the year

B. 10 Lakhs - 15 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Rajagiri Group of Institutions was born out of the educational vision of St. Kuriakose Elias Chavara, the founder of CMI Congregation. The CMI vision for education places emphasis on the development of humane individuals, proficient, competitive and at the same time sensitive to the world around. RCSS's Vision and Mission statement which clearly reflects the CMI vision was formulated in the year 1999. During the BODHI 2021- the strategic planning exercise, the Vision and Mission were re-visited to meet the global standards. A committee was constituted for the reframing exercise with representation from all departments. The system of governance is executed through well-defined systems and structures starting from Board of Management, Administrative council, and various statutory bodies. The teaching and non-teaching members maintain the axiomatic spirit of Rajagiri- Relentlessly towards Excellence. Faculty members from different departments are part of the decision-making bodies and involve in developing and implementing various policies. College's general staff council meet every month to consider relevant matters, department meetings are held every Tuesday afternoon for discussing academic matters and issues which are further discussed with the management for necessary action. RCSS has developed short and broad, overarching goals at par with its Vision and Mission to reach excellence.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C6_1_1

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

RCSS response to Covid 19 pandemic: The management of RCSS decided as an institute with high social commitment it has to hold hands with the community in its fight against the Covid 19 pandemic. The staff and students were made into different groups and were assigned task. Staff were made the leaders of the different task groups. They along with the team identifies the different issues and worked on the solutions which could be provided. The action plan was kept before the administrative council and approval and financial assistance were sought. Alumini and different stake holders were involved. The initiatives which were undertaken were.

- Conducting awareness campaign for nearby locality
- Counselling and tele-support
- Manufacturing of mask and personal protection suit
- Maintenance of public assets
- Support for online teaching for teachers and students of the locality
- Hostels were provided to authorities as First line treatment centres
- Assistance to migrant workers
- Financial assistance.
- Worked closely with the authority to implement their operations
- Undertook surveys and implemented rehabilitation projects.

This was the combined effort of the management, staff, students and other stake holders. RCSS was awarded with UTKRISHT SANSTHAN VISHWAKARMA AWARD (USVA) 2020, INDIA FIGHTS CORONA for its efforts and the social commitment.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C6_1_2

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College practices participative management, which enables development of directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects to improve the overall quality of the College. Short-term goals are set at department level during Bodhi. These goals are guided by the five pillar goals: Admissions & Selection, Academic system, Faculty excellence, Student outcome and Infrastructure. When NEP was implemented the college reframed its strategic plan and a fifteen year SPD - 2020-2035 was developed. The main goal is:

Degree Granting Institution

[2025]

University

[2028]

Institution of Eminence

[2035]

The immediate priority of RCSS will be to cater to the regulatory requirements that will enable the college to apply for Degree Granting Institution status. The exercise started by constituting a Committee to identify the existing gaps according to the UGC guidelines 2019. As part of the recommendations of the committee it was decided to start a new department and course: M.Sc. Statistics. The proposal was approved in Administrative council and was kept in the Academic Council the application was kept and

the government order and the University affiliation were issued on 5th November 2020 to start the programme. The programme commenced in the academic year 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://iqac.rajagiri.edu/AOAR/2021/OLM/C6_2_1
Upload any additional information	View File

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

RCSS has developed a well-structured organizational structure over the years for the smooth and efficient functioning of the College.

- Board of Management, the apex body of the institution with Provincial Manager as the Head.
- Administrative Council comprise the Director, the Management Representatives, Assistant Director, the Executive Director and the Principal.
- The Principal is the head of the institution and responsible for administrative, academic and financial activities
- The college also has in place all the statutory bodies, The Governing Council as the Apex statutory decision-making body headed by The Chairman. The Academic council, Governs the academic functioning of the College Meets periodically and looks into the curriculum design and approvals kept by the Board of Studies of different departments
- The Finance department is responsible for raising and properly utilizing the financial resources.
- IQAC looks into establishing and maintaining the quality of the institute.
- The college has an outreach wing with counselling and training centres to help the faculty and the student community to reach out to the community
- The holistic development of the students is possible through the presence of various clubs and associations.
- The international office initiates international collaborative ventures.
- The College office comprises the administrative and support staff

File Description	Documents
Paste link to Organogram on the institution webpage	https://rajagiri.edu/about-organogram
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AOAR/2021/OLM/C6_2_2

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

RCSS over these years has undertaken a plethora of welfare, development and training initiatives. College have a registered body - Rajagiri Staff Welfare Association.

The welfare activities include:

- Educational assistance for deserving children of staff
- Scholarship for merit for children of staff
- Admission Preference given to children of the staff
- Medical insurance provided to members based on terms and conditions of the welfare society
- Annual medical camp for staff
- Maternity Leave
- Staff Loan -for a minimal interest from the welfare society

- Financial assistance for house building, renovation and purchase of home appliances
- Festival Kits
- Bonus given to the members of the welfare association
- Subsidized canteen facilities
- Provident fund facility for all the staff
- ESI facility for those who fall under the prescribed salary limits
- Gratuity Policy applicable for all the staff members
- International Exchange programmes
- Annual staff picnic
- Birthday celebrations and Celebration of festivals and National days
- Academic amenities like full fledged computer lab, free wi-fi, library resource with online databases
- In-campus Banking and ATM facility
- Gymnasium
- Day-care facility for staff children
- Avenues for career development/ progression-Clear policy for the career progression of the Teaching staff and Non-Teaching staff
- Training and development programmes for staff to develop professional competency

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C6_3_1

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

35

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

16

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

60

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization**6.4.1 - Institution conducts internal and external financial audits regularly**

Rajagiri College of Social Sciences believes in creating and maintaining sound financial and accounting system for safeguarding the interest of stakeholders, by inculcating efficient mechanism to administer the financial system. The finance committee convenes meeting on need base/at periodic intervals to discuss and deliberate on the finance management. The accounts relating to previous year are carefully scrutinized prior to the preparation of financial budget for the next financial year. The Institution uses the latest version of Tally ERP for the accounting purpose and the accounts are subjected to a three-tier audit mechanism as:

Internal audit conducted twice a year. This audit gives the early warnings whether the management policies and guidelines given are properly implemented.

External audit is conducted after the close of the financial year. The auditor examines the books and records, income and expenditure statement and balance sheet and the internal audit statement. Separate auditors are kept for internal and external audit.

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AOAR/2021/OLM/C6_4_1

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

113.69

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The institute has a very solid mechanism to forecast the financial requirements through the annual budgets, the diversity of the funding base through the resource mobilization policy and ensure the effective and efficient use of the funds raised.

The institution funds its endeavours through a combination of

Earned income - The main source for the earned income of the institution is from the fees including hostel fee

Funds Raised- The main sources of funds are funds received as sponsorship for various student initiatives, the consultancy, FDP, MDP, workshops and seminars, Alumni contribution, donations from individuals and philanthropist.

Government funds - being an aided college the institution gets funds from the Centre and the State Governments. The aided staff salary is met by the state government. The funds include UGC fund for college with Potential of Excellence, the funds are mainly for infrastructure development, research and library, UGC autonomous grant, AICTE fund for research, KSIDC fund for incubation centre development, ICSSR fund for research, the institution have been sanctioned the RUSA fund. Project funding from RUSA, DDUGKY, NULM and Kudumbashree and CPE

Other funds - corpus funds received for infrastructure development. Funds received by The Live labs, Loans raised from banks for infrastructure development.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C6_4_3

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Rajagiri Data Scholarship- 'R care scholarship'

During the COVID-19 lockdown, when complete teaching-learning was shifted to the online mode as an initiative by IQAC the college decided to provide support to the students with Data Scholarship. This was initiated to have an uninterrupted internet facility to facilitate the teaching-learning process in online mode. The college decided to provide Rs.1000/- data scholarship for every student with a data plan of 3GD/day for 84 days' cost Rs. 999/.

ROLE-Rajagiri Online Learning for Excellence.

To overcome the barrier for teaching-learning during COVID Pandemic as an IQAC initiative college developed an indigenous learning platform for an Asynchronous Mode of Teaching and Learning. The platform is developed in such a way that it can be used in any of the gadgets including Personal computers, Laptop, Mobile, etc devices by the students in any programme offered by the college. In a week the faculty can upload course material and video of the topics. Objective-type quiz can be created for each week. The quiz is automatically attended by the student once the weekly contents are learned and depends on the score obtained he is moved to the next week. The major modules include User Management, Course management, Quiz Management, and Student Progress Management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C6_5_1

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The institution reviews the teaching-learning process by two methods:

Feedback from stake holders

The IQAC of the College collects regular feedback from students on curriculum, teaching methodology, opportunities of learning, faculty competencies in handling classes, facilities on the campus etc. This process is administered through Fedena, the College ERP. The Feedback is collected from students twice in a semester and the faculty can access the consolidated report through Fedena. IQAC sought innovative ideas from students, teachers, employers, alumni and the administrative and statutory bodies of the institution to evaluate the effectiveness of the teaching-learning environment

External Academic and Administrative Audit

The College conducted an external academic audit. The IQAC

Coordinator along with an External Expert during the external academic audit visited all the departments and examined the classrooms and all academic facilities to assess the teaching learning process.

Reforms

Based on the evaluation, this year IQAC emphasised on teaching learning in the virtual world. Training. FDP were organized for faculty to maximize the use of ICT. The classes have been equipped with Interactive Intellectual Panel-equipped with easy board software. Faculty members were encouraged to take up MOOC, SWAYAM and NPTEL platform. Workshops on teaching with Simulations, case studies and board games were given to faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C6_5_2

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://rajagiri.edu/iqac-annual-reports
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender sensitisation activities at Rajagiri are conducted both on online and offline mode .

- At campus level, sessions on dowry-prohibition, cyber awareness, domestic violence, unequal pay, self - defence and Medical-Awareness are conducted. Activism campaigns to extend solidarity to the UN SDG-16 to stop gender based violence by spreading awareness, providing education, conducting webinars, social media interactions etc. are organised regularly.
- At the transgender level, livelihood support, awareness classes, and meet-up forums are conducted regularly to help them to attain a decent livelihood. Rajagiri has appointed a transgender as administrative-staff in college-office.
- At community level, various extension activities like mushroom cultivation, tailoring, fashion designing and masonry are conducted for the women in the neighbourhood.
- Sensitisation activities in tribal-hamlets are conducted through funded women-empowerment programmes. Psychosocial support to the tribal women students studying in various colleges in Ernakulam district are provided.
- Several female faculty members serve as external-experts in Internal-Complains committees of public-sector undertakings.
- Facility of full-time-psychiatrists and counsellors are available. "Student Counselling Centre" aims at psycho-social well-being of students. "Clinic for Mental/Emotional Well-being" focusses on student/staff issues on Internet-addiction, Healthy-Use-of-Technology(HUT), Substance-use and Interpersonal-Relationship. 'Rajagiri Family Counselling Centre(FCC)' and 'Legal Aid Cell' helps to provide counselling, referral and rehabilitative services to women/children.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.rajagiri.edu/AQAR/2021/QLM/C7_1_1

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Rajagiri adapts to the Swachh Bharat Abhiyan, through its active participation in various waste management initiatives and by providing waste-management-initiatives and awareness to the society..

Solid-Waste from the campus is segregated at source.

- Biogas plants at hostels and central kitchens perform an efficient management of food-waste generated. Food waste is used to make vermi-compost.
- Major solid waste generated is segregated in colored bins. Plastic-bottles and paper-waste are sold to scrap-agencies for recycling. Plastic waste is shredded by a hydraulic machine.
- Glass-waste are powdered with specialized-powdering-machines.
- Sanitary napkins are burnt in incinerators available in the campuses.

Liquid-Waste is treated, recycled and reused with the help of Sewage Treatment Plants (STP) installed in both campuses.

Bio-Medical-Waste, Hazardous-chemicals and Radioactive-Waste: Not-

Applicable

E-waste are part of buy-back-schemes and is replaced with new hardware. Old computers and processors from the various labs/classrooms/office are sent to the hardware-lab of the college, where students learn hardware assembling.

- **Waste-Recycling System:** The mainroad in the Hill-Campus has been tarred with shredded plastic-waste. Silica powder is mixed with cement and used for construction purposes. Broken tile-pieces obtained during construction work have been used to design the floors of public spaces.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

A. Any 4 or All of the above

3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	
File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy undertaken by the institution	
7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and	A. Any 4 or all of the above

facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Several activities and programmes were organized in Rajagiri to celebrate the harmony of collective inclusiveness, both in the online and offline modes. Educational sponsorship programmes were organised by Rajagiri outREACH . Awareness camps were organised at several centres with association from Corporates, Residents Associations, Municipalities, Panchayats, Service-Clubs and Kudumbasree. Programmes were organised by Youth Red Cross and NSS wings of the college. Life--skill training sessions for the marginalised were organised. Special emphasis was given to experiential learning with social commitment through field action and extension activities experiencing rural realities. COVID-19 kits were distributed to needy people. Awareness programmes were conducted for migrant-labourers on Drug-Addiction. Symposiums and awareness sessions were conducted for the community on Geriatric care, social justice, women empowerment, at various locations.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations:

values, rights, duties and responsibilities of citizens:

Rajagiri organizes various online and offline events and programmes for inculcating in the students and staff constitutional obligations of values, rights, duties and responsibilities of the citizens.

- Regular training sessions on "Right to Education" for Anganwadi, kindergarten and primary-school teachers are organised.
- Workshops for students on various constitutional rights are conducted.
- "RAJASADAS (People's Forum)", a platform for critical evaluation on current social issues conducts regular open forums to discuss on relevant issues like atrocities against women and children.
- SWARAJ (Social Work Students Association of Rajagiri), which aims at building a pro-people attitude hosts various enriching and thought provoking programmes.
- CHILDLINE Awareness campaigns are organised to focus on issues faced by children, child abuse and precautions.
- Training for transgenders are done to facilitate their entry into the society mainstream.
- Child Rights Week is observed at various outreach centres.
- Various orientation and awareness programmes on topics such as Domestic Violence Act 2005, Child Right Laws relating to children, Women related Laws, FCC and Importance of Counselling are conducted.
- Sessions on "Child Rights and Laws relating to Children" are organized for the school going children living in the neighbourhood community.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor

A. All of the above

adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Rajagiri celebrates various festivals/days/events of national/international importance to promote the feeling of national integrity. However, in view of COVID-19, such events were organised both in online and offline modes.

- Independence Day, Republic Day and Gandhi Jayanthi is observed both in the college and in various community holdings.
- "NSS Day" was observed by commemorating the Swami Vivekananda's Birth Anniversary. Variety of programmes and competitions were organized by different departments and in the neighbourhood.
- "International Yoga Day" was celebrated yearly on June 21 with various events.
- In remembrance of Shri. P.N. Panicker, "Reading Day 2016" was formally celebrated on 21st June by the Department of Library and Information Science and Fr. Moses Library, Rajagiri College of Social Sciences.
- "World Environment Day" , "International Day against Drug Abuse", Armed Forces Day, Road Safety Week, National Librarians Day and National Library week, "World AIDS Day", "World Social Work Day", "Anti Child Labour Day", "Girl Child Day" and "World Social Justice Day" were celebrated with various programmes like awareness sessions and

competitions.

- "Elders/Senior Citizens Day" was celebrated by Rajagiri outREACH at various panchayats in association with KELSA (Kerala State Legal Services Authority, India)
- Cultural events and games are conducted during Onam, Christmas, Holi and Diwali.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

1. Title: Holistic development of students during Pandemic

2. Objectives

- Assess student competencies during Pandemic
- Socially sensitize students through online activities

3. The Context

Academic and co-curricular activities were shifted to online mode, with students not losing out regular-activities.

4. The Practice

Deeksharambam, regular-classes, student-fests, enrichment-lectures, club-activities and Samaavarthanam were conducted online. Data Scholarships were provided to all students to ensure data-connectivity. Student-competencies were assessed by customized online-tools.

5. Evidence of Success

Rajagiri e-marathon was conducted with Fit-India and Poshak-campaign (GoI) to help achieve physical and mental balance.

6. Problems Encountered/Resources Required

- Network-Connectivity
- Stakeholder-support

1. Title: Initiatives for community well-being through Psycho-social Support and Rajagiri Engagement and Care in Social-Health(REaCH)

2. Objectives

- Support mental-health initiatives in the community, and awareness-building
- Provide proactive-engagement, crisis intervention and supportive-therapy

3. The Context

"Telephonic-Befriending" through supportive therapy and assertive --engagement in communities, for the development of marginalized sections was introduced.

4. The Practice

Students and staff are assisting District Mental Health Programme, Kochi-Corporation and other agencies in providing counselling.

5. Evidence of Success

Recognition from:

- MGNCRE
- National Institute of Rural Development and Panchayats
- Kochi-Municipal Corporation
- District Mental-Health programme.

6. Problems Encountered/Resources Required

Inspiring people from society on the benefits of psycho-social support.

File Description	Documents
Best practices in the Institutional website	https://rajagiri.edu/igac/best-practices
Any other relevant information	https://igac.rajagiri.edu/AQAR/2021/QLM/C7_2

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

"Rajagiri Immersive Learning Experience"

Rajagiri has taken measures so that students adopt to the Rajagiri Immersive Learning Experience in the online mode too, catalyzed by four dimensions namely,

- **Dimension 1 - Conceptual Learning:** Concepts and theoretical frameworks are delivered through online classes involving case-methods, lectures, debates etc. Students are offered various certifications (ACCA, CIMA etc.), career guidance, NET/GATE and MOOC courses for the fast learners while slow learners are brought into the mainstream with remedial classes, tutoring system and peer-learning circles, in the online mode.
- **Dimension 2- Experiential Engagement:** Field works, projects etc. are provided to students in the online mode for exposure to professional social-work practice leading to experiential learning and commitment to the vision of an enriching and fulfilling life. Various live labs like Rajagiri outREACH, (Rajagiri Educational Alternatives and Community Health), State Level Empaneled Training Institution (ETI) for National Service Scheme, CHILDLINE Nodal Centre, Rajagiri Centre for Sustainable Livelihoods(RCSD) and RAJAGIRI TRANSCEND (To-Reach-out-and-Nurture-Social-Commitments-and-Enable-Newer-Dimensions) worked for the betterment of community in the online mode.
- **Dimension 3- Executive Modelling/Professional Competency:** Key skills like communication, analytical skills etc. are inculcated through online training
- **Dimension 4- Corporate Competency/Civic Society Engagement:** Students were ready for society through continuous online interaction with industry experts.

File Description	Documents
Appropriate link in the institutional website	https://rajagiri.edu/igac/distinctiveness
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Centre of focus for the AY 2022-23

In line with the National Education Policy 2020, Rajagiri aims to provide universal access to quality education, social justice and equality, scientific advancement, national integration, and cultural preservation.

Goal 1: Holistic and Multidisciplinary Education

Rajagiri will be focussing on combining subjects across fields.

Goal 2: Engaging Pedagogical approaches

Relevant-curriculum, engaging-pedagogy and continuous-assessment is required.

Goal 3: Open and Distance-Learning(ODL) Mode of Education

Faculty to design ODL courses to focus on open access to education.

Goal 4: Equity and Inclusion of Socio-Economically Disadvantaged Groups (SEDG)

The institution will continue on focussing on SEDG by making quality higher education opportunities available to all.

Goal 5: Reimagining Vocational-Education

Inclusion of Vocational Education in the various courses.

Goal 6: Engaging in Quality Academic-Research

Focus needs to be given for uplifting society with a special focus on UN-SDG.

Goal 7: Continuous Professional-Development (CPD) of faculty

Policies will be updated on CPD hours to be spent by each faculty annually.

Goal 8: Provisions for Gifted Students with Special Talents

The institution plans to identify and nurture special talents in students.

Goal 9: Focus on Sustainable-Development

To positively affect learner-achievement, professional-growth should be an ongoing, continuous learning-experience.

