

NAAC report of Rajagiri College of Social Sciences

Rajagiri College of Social Sciences, Kalamassery

Section I : Preface

Rajagiri College of Social Sciences was started in 1955 as a department of social work at the Sacred Heart College, Thevara, Kerala. In 1980, the Rajagiri College of Social Sciences was started as an independent institution, affiliated to the University of Kerala. When the Mahatma Gandhi University, Kottayam was established, it was affiliated to this University. The College has received 2(f) and 12 B from the University Grants Commission from the year 1988.

Rajagiri College is a minority institution owned and managed by the 'Carmelites of Mary Immaculate (CMI) fathers, a Catholic religious group. The vision of the College is 'to become a centre par excellence of learning, unique in experience, value based approach, and pioneering in efforts for enriching and fulfilling life'. The mission of the College is 'to facilitate comprehensive and integrated development of individuals to effectively function as social beings imbued with righteousness and courage of conviction'.

The College is functioning from two campuses: The Hill Campus and the Valley Campus. The Hill Campus of the College is located on a 21-acre campus, in a semi-urban area. There are 650 students who have been enrolled for the various programmes. There are 271 boys and 377 girls. A majority of the students are from the State of Kerala. However, the College has been making efforts to bring in heterogeneity, by attracting students from the other parts of India, in the last few years. The College offers two Graduate Degree Programmes in BSW and BLiSc, four Post-Graduate degrees namely, Social Work, Business Management, Human Resource Management and Computer Application. It also offers Ph.D. in Social Work and Management Studies. In addition, the College offers a Diploma Programme in Social Work, Post-Graduate Diploma Programme in Administration of Human Services and a number of Certificate Programmes and three distant learning programmes.

The College was assessed and accredited with a five-star status by the National Assessment and Accreditation Council (NAAC) in the year 2000.

The College volunteered to get reaccredited by the National Assessment and Accreditation Council (NAAC) and submitted its self study report. A peer team was constituted by NAAC to visit the College, validate the self-study report and make a reassessment. The peer team consisting of Dr. N. Jayasankaran, Director General Bharathidhasan Institute of Management as Chairperson, Dr. Joseph Xavier, Former Principal, Loyola College, Chennai as Member Coordinator and Prof. G.S. Bidarakoppa, Former Professor, Karnataka University, Dharward as Member visited the College on 23rd and 24th of March, 2007. Mr. B.S. Ponmudiraj, Assistant Advisor, NAAC, was coordinating the visit from the NAAC side.

The peer team carefully perused and analyzed the self-study report and the relevant documents submitted by the College. During the institutional visit, the team had extensive interaction with



the Principal, the members of the management board, faculty members of the various departments, students, non-teaching staff, representatives of the local community, the advisory council, parents, alumni and the government representatives. The team visited the facilities of both the campuses like the library, computer centers, canteen, play grounds and the live-labs. Based on the visit and the interaction, the peer team presents its assessment of the College in this report. It also mentions the features that deserve commendation and the areas of concern.

Section II : Criteria-wise analysis

Criterion I : Curricular Aspects

The College is basically a Post-Graduate and research institution. It offers four Post-Graduate and two Research Programmes. In addition, it offers two Undergraduate Programmes, one Post-Graduate Diploma and a number of Certificate Courses.

The College is affiliated to the Mahatma Gandhi University and governed by the rules of the University in respect of its academic programme and curriculum. The College feels that there is a gap between the curriculum offered by the University and the ground realities of Kerala. Keeping this in view, the College has consistently introduced a number of optional courses. These are offered over and above the regular curriculum. These optional courses are made mandatory. These courses are innovative in nature.

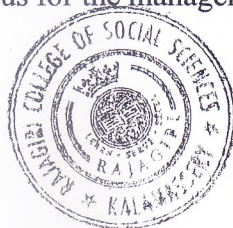
The College makes efforts to bring in new contents into the curriculum through the additional courses and experiments with new methods of teaching. In updating the content, the College takes into account the feedback received from the field staff and the staff of live-laboratories. The feedback of the students is also taken seriously which is done twice a year. The management supports the review and improvement of the teaching-learning process.

The primary thrust of the curriculum, is to make sure that the students maximize their knowledge and skills in their chosen field of professional training and at the same time internalize basic values that help towards harmonious interactive human relations. This is done through classroom teaching, intensive field placement, discussions, seminars, and involvement in the neighborhood communities.

The curriculum is designed, taking into account professional and applied training in areas of contemporary relevance and recommendations of the UGC/AICTE. The curriculum also reflects the global trends. The curriculum, developed by the College for MSW, MBA, MHRM, BSW, BLiSc and PGDAHS are followed in the University affiliated Colleges.

In the last five years, the College has introduced one Post Graduate and two Undergraduate degree courses. They are MCA, BSW, and BLiSC. It has restructured and renamed two courses. DSS has been renamed as PGDAHS and M.A. Personnel Management and Industrial Relations as Master of Human Resource Management. Some new certificate courses like Geriatric Social Work, Disaster Management and Social Work in Education are also been introduced. The College has initiated new Live-Labs. Computer skills are incorporated in all the courses.

The College has started a new campus for the management programmes in the Valley Campus



in Kakkand. The College has international collaboration for three degree courses. The College also conducts University approved programmes for working individuals in NGOs and those who are interested in working at the grass root level. All the programmes other than MSW and one section of MBA are self-financing programmes.

Though the parent University does not have credit system, the College has introduced credit system for the sake of international students and students who may go to other countries to pursue their higher studies. Separate certificates are given by the College for these students.

Criterion II : Teaching - Learning and Evaluation

The College has 242 teaching days and 304 working days. The examination days are 24. For the admission of students, the College follows the University level/National level entrance test, group discussion and interview for all the Post-Graduate degree programmes. The institute provides bridge courses to the educationally disadvantaged before the start of the academic programme. The institute adopts peer tutoring, mentor guidance, remedial and tutorial classes for facilitation of the slow learners.

The institute plans and organizes teaching, learning and evaluation as an integrated one. Along with class room teaching, the College offers learning experiences in the form of social sensitization, rural camps, field practicum, and professional skill training by experts, seminars, role plays and dissertations. Thirty-five per cent of teaching is done through lecture method. Media like OHP and LCD Projectors are used in teaching. Tutorials are held for difficult subjects. The students have counselors/mentors for academic and personal counseling.

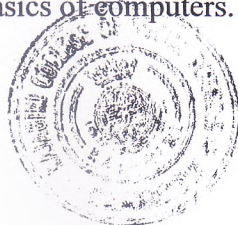
Continuous assessment is done by the course teacher. Internal assessments are done through tests, assignments, surprise tests and class participation.

The faculty members keep pace with the recent developments through updating by undergoing training for refresher courses and exposure programmes. The students are encouraged to attend seminars and regional workshops organized by other institutions.

The Central Library is used both by the Faculty and students. There is a 'Book Bank'. About 15 faculty members and 150 students use the library at an average everyday. The Hill Campus has 23516 books and the Valley Campus has 8025 books, in addition to 41 audios and 285 CDs.

Twenty-one per cent (12 out of 57 faculty members) have Ph.D. Five per cent (3 out of 57 faculty members) have M.Phil. and 33 per cent have passed UGC/ NET/ SLET. The management encourages and financially supports the faculty members to take part in national/international conferences, to present papers. The faculty members are given study leave to complete their Ph.D./M.Phil. There are 28 guest faculties in the College. The teacher - student ration is 1 : 11.

Four members of the faculty have been recognized by other institutions for their excellent academic work. Twenty five (44%) faculty members have served as resource persons in the past 5 years. Twenty nine (50%) members of the faculty have presented papers. All the faculty members have been trained in the basics of computers.



Teachers' performance is evaluated at the end of each semester by the students. An annual self-appraisal is done by the staff. Peer evaluation is also done. The feedback is used to improve the quality of teaching and determine the training needs of the faculty.

The institute does an academic audit of all the departments every year. In the last 5 years, 3 faculty members have secured Ph.D. 17 major and 28 minor projects have been done by 18 faculty members. 28 faculty members have undertaken 127 training and consultancy projects. 91 papers have been published by the faculty and they have attended 276 seminars/conferences/workshops. There has been extensive use of electronic media for teaching and the focus has been on student-centered learning.

Several evaluation methods are used. For internal assessment, research projects, viva voce, and field practicum are used. Semester examinations are conducted by the university. Internal evaluation has been standardized and streamlined. Peer evaluation is tried as an experiment. The internal assessment is fully transparent. Students can represent their grievances regarding evaluation to the Grievance Cell.

Criterion III : Research, Consultancy and Extension

Research is undertaken by the students, faculty members, Ph.D. Scholars, practitioners and the Research Institute of the College. The Research Institute has a budget of Rs.18,00,000/-. Twenty five members of the staff are involved in research. 5 members of the staff are recognized as research guides by the University. There are 3 major and 3 minor projects going on at present.

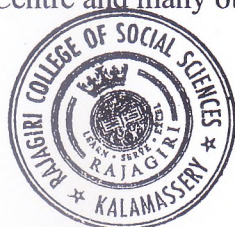
The College gets funds from international and national agencies for projects. The College has undertaken 57 funded projects so far. 37 research scholars have registered for Ph.D. and in the last 5 years, 12 students have been awarded Ph.D. from the Centre for Doctoral Research.

A few members of the faculty have undertaken collaborative research with universities abroad and research institutes in India.

The faculty members have published 6 books and have contributed 6 chapters in national and international books. 57 papers have been published in national and international journals. The College is publishing two biannual professional journals: Rajagiri Journal of Management and Rajagiri Journal of Social Development.

The College offers consultancy services and training to NGOs working at the grass root level, Government functionaries and other corporate. The total finance generated out of consultancy was about Rs. 4.7 lakhs.

The College has introduced the live-labs concept, linking theory and practice. Rajagiri Outreach Service Society helps to make the communities self-sustainable, through participation of people. Other agencies promoted by the College are: Community Aid and Sponsorship Project, Rajagiri Family Counseling Centre, Rajagiri Free Legal Aid Cell, National Service Scheme Training and Orientation Centre and many others. Though the College is located in a



semi-urban area, it extends its Community services to the rural areas.

All the past graduate students are members of the N.S.S. They work as volunteers in different projects. Special emphasis is given to the empowerment of women and children.

Criterion IV : Infrastructure and Learning Resources

The College functions from two separate campuses - the Hill Campus, Kalamassery and the Valley Campus, Kakkanad. The College has adequate number of class rooms, administrative area and faculty rooms. It has separate hostels for girls and for boys. It has 3 well equipped computer labs. The Generators ensure uninterrupted power supply. The play grounds provide opportunities to play football, shuttle, volley ball and other outdoor games. There is a multi gymnasium available to the students in the Valley campus. The College has a master plan for the development of the campus.

There are adequate number of L.C.D. projectors, OHPs and Televisions. It has 24 hour free broadband connectivity in the Valley Campus and from 6 a.m. to 10 p.m. at the Hill Campus. In the Valley campus, all the class rooms are fitted with L.C.D. and Computers.

For Co-curricular activities, the students join the various committees like Forum of Rajagiri Management Students, Transcend, E.T. Club and Social Work Students' Forum. The ladies have separate common rooms.

There is full-time staff to attend to the maintenance of the campus and equipments. The students and staff are motivated to use the facilities like Computers and Library. During the holidays, these facilities are used by the sponsored children, adoptive families and community workers. Play grounds are open to the neighboring community.

The Library has Open Access System. It is open 355 days of the year from 6 AM to 11 PM at the Valley Campus and from 8 AM to 7 PM at the Hill Campus. The Library Search is computerized. It has CD-Rom Work Station with over 300 CDs, Photocopying facility and documentation services. Fr. Moses Library has 155 journals and the management Library has 54 journals and 23 periodicals. The Library has on-line databases with thousands of journals, EBSCO, Questia, J Gate and Emerald. The Library has an advisory Committee. A total of Rs.32,50,623/- has been spent in the last five years on books and journals.

The College has 3 Computer labs, two at the Hill Campus and one at Valley Campus. Faculty members are provided with laptops/computers with internet connectivity. There are totally 307 computers. The management students are provided with personal laptops. The computers are net worked. The labs are open for 15 hours a day. The hostel has 24 hours connectivity.

The College has hostel facilities for boys and girls both in the Hill Campus and Valley Campus. 62 per cent of the students are in the hostels. There is a Health Centre. A part-time Doctor and a Nursing Assistant visit the Campus regularly. Medical insurance is available to all the teaching and non-teaching staff. There are 2 canteens that offer food at affordable cost. The hostel mess is run on the dividing system.



The College has placement cell for each of the schools to coordinate the placement. Pre-placement training is given to the students. The College maintains a database of jobs, employers and opportunities. The College has a Sports Room. There is a workshop for electrical, carpentry and mechanical works.

The College has a master plan for the development of the campus. In the last 5 years, a new Valley Campus was established in a 7 acre campus at a cost of nearly 8 crores. The College has added 13, 000 sq.m. of built-up area. The hostel capacity has been increased from 130 to 493. The Library has been computerized. The money spent on library books has increased from 2.5 lakhs to 15.2 lakhs. The computer facilities have been improved 10-fold and the internet facilities has been increased.

Criterion V : Student Support and Progression

The drop out rate in this College is very negligible. More than 90 per cent of the MSW students, 84 per cent of the MBA students, 69 per cent of the students of MCA and 60 per cent of the MHRM students were placed in the last two years. 27 students have qualified in TOFEL and 3 students have cleared NET in the last academic year. The College is officially the Centre for G-MAT in Kerala. The College calendar and hand book are printed every year. Financial aid is arranged for deserving students. The overseas students have the facility of the single window system through the International Office. SC/ST students are given counseling, remedial classes and special training in English. The College has an effective mentoring programme. There is an Entrepreneurship Development club in the College with the support of Kerala Entrepreneurial Industrial Development. OYSTER, is the Alumni Association. It is active.

There are separate grievance redressal committees for both the campuses for students. The students have frequent open-house where the grievances of the students are addressed. Facilities for students who are proficient in sports are provided. There is yoga classes conducted on a regular basis for all the students. A number of student support programmes are conducted through clubs like nature club, energy club, vanavasam and social sensitization programme.

Criterion VI : Organization and Management

The College is registered under Travancore-Cochin Literary, Scientific Charitable Registration Act XII of 1955. The College is governed by the Board of Management which is the Provincial Council of the CMI. The Director is appointed by this council. The Advisory Council is formed according to the University norms. The Administrative Council of the College is formed to manage the effective running of the College. The General Staff Council consists of all the staff members. The College has 18 committees to take care of the various functions of the College.

The College follows a well-prepared academic calendar. The College has a perspective plan and it is arrived at through a series of Workshops. In the last three years, the administrative committee has taken 267 decisions, both major and minor. The staff is recruited as per the rules of the University, AICTE and Government. As a policy the College recruits 75 per cent of the faculty from outside institutions. The College has student evaluation, self-appraisal and peer-evaluation for the staff.



The institute has conducted different training programmes like Computer training for upgrading the skills of the non-teaching staff. They are also encouraged to continue their studies using the distant study mode.

The unit cost of education is 47,697/-. The tuition fees are revised according to University and Government notifications. The College does not receive donations for admissions. The fees collected are adequate to meet the day to day expenses. The institution has internal and external audits as per law.

The College has a well-defined Internal Quality Assurance Cell. There is a Welfare Scheme for the staff which provides loans for purchase of vehicles, purchase/construction of house. They can avail of loans up to Rs.40, 000/- at 6 per cent interest. There is no formal grievance redressal procedure for the staff. They usually approach the Principal personally.

Criterion VII : Healthy Practices

The College has adopted a number of healthy practices. The management takes efforts to instill a sense of belongingness in all faculty and staff as the stakeholders in running the institution. The goals and objectives of the institution are fulfilled through introduction of Information and Communication Technology in administrative processes and teaching and learning. Internal quality check is done through 360 degree feed back system. Faculty work load documentation, annual Academic Planning Exercise and several other means are used to evaluate the effectiveness of the teaching learning process.

The quality of the academic programme is ensured by academic planning, faculty evaluation, course feed back, student guidance, mentoring programme, allocation of batch coordinator and through open house.

Research culture is inculcated in the campus by including research as a core component in curriculum in all the courses. The students are helped to link research and practice. There are several extension programmes and they promote social care and environment management.

De-centralization is achieved through proportionate participation of all stakeholders. E-governance is encouraged through computerization of administration and financial management. Annual Academic Planning exercise is an important component of the academic activity.

Value education is insisted upon. Self-discipline is emphasized. Students are encouraged to spend time in introspection according to their religious tradition. Care for Life and Nature are emphasized. Social sensitivity is promoted through field experience. The College has a Certificate Course on 'Human Rights and Values in Education'.

Social responsibility and citizenship are promoted through Orientation programmes in keeping with the mission of the College. Rajagiri CASP was initiated in 1982 to help poor children through sponsorship. Energy saving solar devices are set up with government support. Childline Kochi is promoted by the College.



The institution involves all the stake holders in planning for the institution. The add-on courses have been started to bridge the gap between the prescribed syllabus and the ground realities. The College has initiated industry-institute interaction at various levels.

The College has MOU with three foreign Universities and conducts training programmes. It encourages faculty and student exchange.

Section III : Overall Analysis

Rajagiri College of Social Sciences is a Catholic minority College managed by the Carmalites of Mary Immaculate Fathers and affiliated to Mahatma Gandhi University, Kottayam. This College is fortunate to have a top management which has a very comprehensive vision for education and the vision and mission of this College have drawn inspiration from the vision of the founding Fathers of CMIs.

This College was given a Five Star status by NAAC during the year 2000. Based on the recommendations of the Peer Team's accreditation report this College has stepped up its efforts to improve all aspects of the functioning in the right direction. The College has added a new campus. The campus area and built up area has increased nearly four fold; faculty, student and staff strength has increased three fold; number of courses and the number of books have doubled and the number of computers have increased ten times, the library spending increased nearly five times. The research projects completed by the College during these six years was more than what the College had done in the fifteen years before the last assessment. The number of publications and training and consultancy services have also increased four fold since the last assessment in 2000. The number of Faculty Development Programmes attended by the faculty have also increased four fold. The growth of this College during the last six years has been phenomenal and impressive. The Peer Team would like to place on record its warm appreciation of the management, Principal, faculty, staff and students for making this possible. This only goes to show that this institution has tremendous untapped potential to grow as a globally well known academic institution.

The Pear Team commends the institution for the following aspects

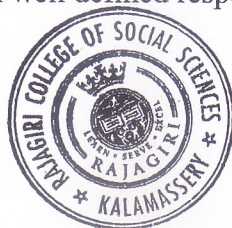
A serene atmosphere in the Hill and Valley campuses and the multi-storeyed buildings, spacious class rooms, library, computer centres and the auditorium.

A team of dedicated teachers working under the guidance of a dynamic Principal.

A Management that cares for quality in teaching-learning process, selection of competent faculty and provision of necessary infrastructure facilities.

For making available many modern equipments like OHP, LCD Projector, Internet, CD ROMs, cassettes in both the campuses and Wi-Fi system in the Valley Campus and putting them at the disposal of the faculty and students.

Participative management with well defined responsibilities to look after the academic and



disciplinary matters.

An impressive record of cultural activities and community services by the students.

For giving importance to cleanliness, punctuality, self-discipline and eco-friendly campus.

The very cordial atmosphere that prevails among the teachers, students and staff.

Helping in the development of personality of the students who are committed to their care on all the five important dimensions: intellectual, physical, emotional, aesthetic and spiritual.

Offering add-on courses to enhance the knowledge and skill of the students and planning several activities to develop the skills of the students, shape their attitudes and inculcate the right human values, in addition to the curriculum prescribed by the University.

For focusing on and carrying out experiential learning activities.

For organizing social sensitization programmes for the students of all the streams activities like camps, visits, campaigns, disaster and emergency responses.

For creating an atmosphere of openness, transparency and professionalism in all the processes of the institution.

Conducting Annual Academic Retreat of the faculty (Bodhi), where they review their own performance during the previous academic year and for planning meticulously the academic work of the subsequent year.

Publication of two professional journals (a) Rajagiri Management Journal and (b) Rajagiri Journal of Social Development

Growth and excellence are not events. The moment one reaches a given target in the process of growth and excellences, new challenges emerge due to the changing situations and events. In this background, while appreciating the good work this College has been able to do for the last 52 years, and looking at their ability to grow at such a fast pace during the last 6 years, the Peer Team would like to suggest the following recommendations

This institution has achieved so much, working under very severe constraints of the rigid University system as an affiliating College. In the last NAAC Peer Team visit, the Committee has strongly recommended that this College has the potential to be 'Autonomous' and even become a 'Deemed to be University'. The Management of this institution is desirous of getting the autonomous status and the faculty members are in favour of it so that they will be able to serve the student community and the society with a lot more of vigour and efficiency. But unfortunately all the efforts of the management have failed. While assessing this institution after six years, the Peer Team feels this institution deserves not just an autonomous status but also has the capacity to become an institution with potential for excellence and ultimately become a Deemed to be University. This successful model of imparting quality and value based



education coupled with social sensitization must be replicated in other parts of the country also. Keeping this in mind we, the Peer Team, recommends that the top management along with all the stake holders create a five year strategic perspective plan to make this laudable objective a reality. This plan must be comprehensive to accommodate the kind of hurdles that are likely to crop up and the ways and means of handling those issues with alternate back up plans. When once all the stake holders know where they are now and where they want to be, the direction for the institution will become clear. Then a road map and a series of action plans will have to be developed. A chart as to who will do what in a time bound manner may be developed.

Soft skills developed in the MBA, MCA and MSW Programmes should include not only good communication skills but also excellent inter personal skills, bold decision making skills and negotiating skills. Lot more of stress may be given to the MBA students to develop business games that will simulate the real life situation like stock exchange game and foreign exchange game.

In the long run the management may consider the possibility of opening up a Law School with specialization in industrial law, as they have business management and personnel management and industrial relations programmes.

Branding of Rajagiri may be done in such a way that they are able to attract talents from across the country.

The College may think of upgrading the certificate courses in environment and disaster management into specializations.

It is commendable that the College is thinking of making the hill campus exclusively for the use of the School of Social Work and Social Development. They may think in terms of introducing a few more Post-Graduate courses on Human Rights and Social Sciences.

The College has started a B.S.W. course, the first one in Kerala. It can think of an integrated five year course with multi level entry.

The Peer Team places on record its appreciation of the institution for the co-operation, support and hospitality extended to the team and congratulates the Board of Management, the Director of the institution, Principal of the College, faculty, staff, students, parents, alumni and the local community for the sincere efforts they have taken for developing this institution. The Peer Team would like to commend the unique blend of academic excellence with human values and social development the institution has been able to achieve. The Peer Team has no hesitation in strongly recommending to the authorities concerned to grant total autonomy, a status for this institution as a College with potential for excellence and ultimately a Deemed to be University. We wish this College resounding success in all its academic endeavours.

Dr. N. Jayasankaran
Chairperson

Fr. V. Joseph Xavier

