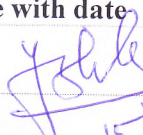

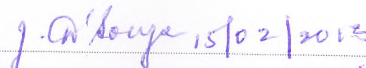
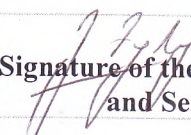


## Profile of the College

<b>Profile of the College</b>	
Name of the College	Rajagiri College of Social Sciences
	Place : Kalamassery, Kochi State: Kerala
Date of visit	13 <sup>th</sup> February to 15 <sup>th</sup> February, 2013.
Affiliating University	Mahatma Gandhi University, Kottayam
Status of the College	Affiliated : <input checked="" type="checkbox"/> Constituent: <input type="checkbox"/> Autonomous: <input type="checkbox"/>
Financial Category	Grant-in-aid <input checked="" type="checkbox"/> Government funded <input type="checkbox"/> Self-financing <input checked="" type="checkbox"/>
Type of College	Men <input type="checkbox"/> Women <input type="checkbox"/> Co-education <input checked="" type="checkbox"/>
No. of Departments	Arts: 1 (Social work) Science: 2 (Computer & Library Science) Commerce: Nil
	Any other: 2 (Management – MBA & MHRM) Total: 05
No. of Programmes	UG:2 PG:4 M. Phil: N.A.
	Ph.D: 2 Any other: 1 Total: 9
Year of Establishment	30.08.1980
UGC recognition	Under 2 (f) and 12 B: 10.09.1988
Location of the College	Urban <input checked="" type="checkbox"/> Semi-urban <input type="checkbox"/> Rural <input type="checkbox"/> Tribal <input type="checkbox"/>
Area of the campus (in acres)	28.56 Acres
No. of Teachers	Men Women Total
Permanent :	28 21 49
Temporary:	13 02 15
Total no. of Teachers Ph. D:	09 08 17
Total no. of Teachers M. Phil. :	04 05 09
Total no. of Teachers P. G. :	28 21 49
No. of Non-teaching staff :	Men Women Total
Technical Staff :	10 2 12
Administrative Staff :	23 19 42
No. of Students:	
UG:	37 78 115
PG:	221 286 507
M. Phil:	NIL NIL NIL
Ph.D:	28 09 37
Any other: Post Graduate Diploma in Administration of Human Services (PGDAHS)	2 1 3

Name	Signature with date	
1. Chairperson: Prof. Utham B Bhoile	 15/2/2013	
2. Member Co-ordinator: Prof. H. J. Jani	 15/2/2013	
3. Member: Dr. Jacinta D'Souza	 15/2/2013	
4. NAAC Officer:		



  
Signature of the Principal  
and Seal 15/2/13

PEER TEAM REPORT ON  
**Institutional Assessment and Re-Accreditation of**  
 RAJAGIRI COLLEGE OF SOCIAL SCIENCES,  
 KOCHI - 683 104, KERALA

**SECTION I: GENERAL**

	INFORMATION
1.1 Name & Address of the institution:	<b>RAJAGIRI COLLEGE OF SOCIAL SCIENCES, KALAMASSERRY, KOCHI - 683 104, KERALA.</b>
1.2 Year of Establishment:	1980 (30 <sup>th</sup> August 1980)
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties / Schools	Arts: 1 (Social Work) Science: 2 (Computer Science & Library and Information Science) Management : 2 ( MBA & MHRM)
• Departments / Centres	1. Social Work 2. Computer Science 3. Library and Information Science 4. Business Administration 5. Human Resource Management
• Programmes / Courses offered	Bachelor and Master of Social Work, Bachelor of Library and Information Science, Master of Computer Applications, Master of Business Administration, Master of Human Resource Management, Postgraduate Diploma in Administration of Human Service, Ph. D. in Social Work and Management.
• Permanent Faculty Members	Permanent: 49, Temporary: 15
• Permanent Support Staff	Non-teaching: 42 Technical: 12
• Students	UG: 115 PG: 507 Ph. D.: 37 <b>Total: 659</b>
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> <li>• Institution is known at the national level for its academic excellence.</li> <li>• With its excellent infrastructure, it has created ambience conducive for academic pursuit.</li> <li>• Institution is a vibrant centre for socially relevant activities.</li> </ul>
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as annexure):	February 13-15, 2013 A detailed visit schedule is enclosed.
1.6 Composition of the peer Team which undertook the on-site visit:	
Chairperson	Prof. Uttam B. Bhoite
Members	Prof. H. J. Jani - Member Co-ordinator Dr. Jacinta D'Souza - Member

*[Handwritten signature]*  
 15/3/2013

**SECTION II: CRITERION- WISE ANALYSIS**

<b>2.1 CURRICULAR ASPECTS:</b>	
2.1.1 Curricular Design & Development:	<ul style="list-style-type: none"> <li>• Institution's clearly stated mission is well translated into action programmes.</li> <li>• As an affiliated institution, it has to adopt courses and syllabi prescribed by the university.</li> <li>• Adequately integrated ICT component in different academic programmes.</li> </ul>
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> <li>• Besides 2 graduate programmes, the institution offers 4 postgraduate programmes.</li> <li>• Institution is university recognised Ph.D. Research centre.</li> <li>• Choice based credit and semester system is adopted for B. S. W.</li> <li>• Various value adding add-on courses are launched.</li> </ul>
2.1.3 Feedback on Curriculum:	<ul style="list-style-type: none"> <li>• Elaborate and effective mechanism to obtain student feedback.</li> <li>• Suggestions made by other stake holders are paid necessary attention to.</li> </ul>
2.1.4 Curriculum Update:	<ul style="list-style-type: none"> <li>• Curriculum update takes at university level which the institution follows. Noteworthy participation of faculty in curriculum designing and modification.</li> </ul>
2.1.5 Best Practices in Curricular aspects (If any)	<ul style="list-style-type: none"> <li>• Institution is selected by Fulbright scholars and Overseas students as place of work.</li> <li>• The faculty include additional relevant topics besides those prescribed, in their teaching programmes.</li> <li>• Bridge courses, Placement Training and Grooming Sessions are organised.</li> </ul>

<b>2.2 TEACHING LEARNING AND EVALUATION:</b>	
2.2.1 Admission Process and Student Profile:	<ul style="list-style-type: none"> <li>• Merit based admission process.</li> <li>• Adequately inclusive admissions representing different sections.</li> <li>• Student catchment area is confined mainly to the Kerala State.</li> </ul>
2.2.2 Catering to the Diverse Needs:	<ul style="list-style-type: none"> <li>• Well designed procedure of identifying merited students at the entry point.</li> <li>• Tutorial and remedial classes for weak students are conducted.</li> <li>• Institution follows Mentoring System.</li> </ul>

2.2.3 Teaching – Learning Process:	<ul style="list-style-type: none"> <li>• Teaching is done as per unit wise pre-determined teaching programmes.</li> <li>• Ample use of ICT in teaching and learning (All class rooms are ICT supported).</li> <li>• Adequate emphasis on field work for M.H.R.M, M.S.W and B. S.W students.</li> <li>• Interactive teaching sessions for the M B A class.</li> <li>• Additional lectures of experts are arranged for management students.</li> </ul>
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> <li>• All the sanctioned faculty positions are filled in with 49 permanently appointed teachers.</li> <li>• Faculty members in general are well motivated and academically active.</li> <li>• Laudable record of faculty participation in conferences, seminars etc.</li> <li>• Number of Ph.D. holding faculty is 17 and 37 more have registered.</li> </ul>
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> <li>• Academic performance of students is monitored through Continuous Assessment mechanism.</li> <li>• Strict vigilance during examination through Close TV surveillance.</li> </ul>
2.2.6 Best Practices in Teaching- Learning and Evaluation(If any):	<ul style="list-style-type: none"> <li>• All the teachers are provided with personal computers.</li> <li>• Emphasis on experiential learning.</li> <li>• Advanced learners are involved in research work.</li> <li>• Teaching – Learning are linked up with Live Labs.</li> </ul>

### 2.3 RESEARCH, CONSULTANCY AND EXTENSION:

2.3.1 Promotion of Research:	<ul style="list-style-type: none"> <li>• Institution puts premium on research and encourages involvement of faculty and students in research.</li> <li>• Research activities are promoted with assistance and facilities.</li> <li>• 19 scholars have obtained Ph.D. degrees from the Institution which is a recognised Ph.D. research centre.</li> </ul>
2.3.2 Research and Publication Output:	<ul style="list-style-type: none"> <li>• Track record of publications of faculty is commendable. They together have published 214 articles in reputed journals during last 5 years.</li> <li>• 17 teachers are recognised Ph.D. guides.</li> <li>• In all, 20 research projects have been completed.</li> </ul>

2.3.3 Consultancy:	<ul style="list-style-type: none"> <li>• Quite a few faculty members are involved in consultancy works in terms of organising training, programmes and strategic consultancy for industries.</li> <li>• Clients include NGOs, Government Departments, and Industries etc. in India and abroad.</li> <li>• Consultancy revenue is shared on a ratio of 60:40 basis.</li> <li>• Consultancy revenue generated during last 5 years is Rs.65,43,325/-</li> </ul>
2.3.4 Extension Activities:	<ul style="list-style-type: none"> <li>• Institution has extensive outreach programmes.</li> <li>• Institution has (1) Family Counselling Centre (2) Middle Level Training Centre (3) Legal Aid Centre under its umbrella.</li> <li>• It operates a scheme of providing free drugs to needy patients.</li> </ul>
2.3.5 Collaborations:	<ul style="list-style-type: none"> <li>• Institution has entered into collaboration with 16 overseas institutions for research and faculty and student exchange.</li> <li>• It has also got collaborative arrangements with numerous Govt. Departments and NGOs.</li> </ul>
2.3.6 Best Practices in Research, Consultancy & Extension:	<ul style="list-style-type: none"> <li>• Extension activities of individual faculty members, students and institution itself are greatly applauded.</li> <li>• Students are involved in research activities.</li> </ul>

#### **2.4 INFRASTRUCTURE AND LEARNING RESOURCES:**

2.4.1 Physical Facilities for Learning:	<ul style="list-style-type: none"> <li>• Institution has well developed infrastructure in two campuses, adequate enough to meet its present and future needs.</li> <li>• All the class rooms and labs are ICT enabled.</li> <li>• Rooms with Wi-Fi facilities are provided to the faculty and common rooms for students.</li> <li>• Good sports facilities including Gymnasiums in both the campuses.</li> </ul>
2.4.2 Maintenance of Infrastructure:	<ul style="list-style-type: none"> <li>• Both the campus are kept clean and well maintained.</li> <li>• There has been continuous expansion of infrastructure during last 5 years.</li> <li>• All student service units are in place.</li> </ul>
2.4.3 Library as a Learning Resources:	<ul style="list-style-type: none"> <li>• The Library is well maintained and entirely computerised, continuously being updated.</li> <li>• It has 42247 books on its stack and subscribes to 183 journals.</li> <li>• Internet facilities are available free to students and faculty members.</li> </ul>

2.4.4 ICT as Learning Resource:	<ul style="list-style-type: none"> <li>• The institution is ICT savvy.</li> <li>• Library and laboratories have several useful softwares.</li> <li>• Teaching is largely ICT enabled.</li> <li>• Students have access to thousands of books and journals through e-library.</li> </ul>
2.4.5 Other Facilities:	<ul style="list-style-type: none"> <li>• Well maintained guest house.</li> <li>• Well equipped hostels for boys and girls.</li> <li>• Various service units such as Canteen, Vehicle shed etc.</li> <li>• Well developed facilities for indoor and outdoor games.</li> <li>• Rich computer labs.</li> <li>• Auditoria equipped with modern equipments.</li> </ul>
2.4.6 Best Practices in infrastructure and Learning Resources (if any):	<ul style="list-style-type: none"> <li>• Rain harvesting system.</li> <li>• Library and computer centres work for 355 days in a year.</li> </ul>

<b>2.5 STUDENT SUPPORT AND PROGRESSION:</b>	
2.5.1 Student Progression:	<ul style="list-style-type: none"> <li>• Well maintained record of student progression.</li> <li>• Negligible drop-out rate.</li> <li>• More than 80% students opt for jobs.</li> <li>• Good placement record.</li> </ul>
2.5.2 Student Support:	<ul style="list-style-type: none"> <li>• Well maintained placement cell.</li> <li>• Various employability enhancement programmes are undertaken.</li> <li>• Students have full access to ICT including internet.</li> <li>• Fee concessions to deserving students.</li> </ul>
2.5.3 Student Activities:	<ul style="list-style-type: none"> <li>• Well established active Alumni Association.</li> <li>• Student union carries out various activities.</li> <li>• Extracurricular activities are regularly organised.</li> </ul>
2.5.4 Best Practices in Student Support and Progression (If any):	<ul style="list-style-type: none"> <li>• Commendable success in university examinations.</li> <li>• Emphasis on all sided personality development of students through extra-curricular activities.</li> <li>• Several value added courses are launched.</li> </ul>

<b>2.6 GOVERNANCE AND LEADERSHIP:</b>	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> <li>• Well articulated Vision and Mission which is well translated in action programmes.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Positive, forward looking management.</li> <li>• Management includes eminent persons from different fields.</li> </ul>
2.6.2 Organizational Arrangements:	<ul style="list-style-type: none"> <li>• Principal enjoys a good deal of academic administrative and financial autonomy.</li> <li>• Well designed distribution of functions and responsibilities among faculty members.</li> <li>• Participatory administration through various functional committees.</li> </ul>
2.6.3 Strategy Development and Deployment:	<ul style="list-style-type: none"> <li>• Appreciable academic expansion in terms of launching new academic programmes.</li> <li>• Has developed a satellite campus to overcome the problem of space scarcity.</li> <li>• Continuously updated infrastructure including libraries and labs.</li> <li>• Ample funds are made available for academic activities.</li> </ul>
2.6.4 Human Resource Management:	<ul style="list-style-type: none"> <li>• Well motivated faculty with high group morale.</li> <li>• Ample opportunities are provided to the faculty for academic self development.</li> <li>• Merit based selection of faculty.</li> <li>• Frequently organised faculty and staff training programmes.</li> </ul>
2.6.5 Financial Management and Resource Mobilization:	<ul style="list-style-type: none"> <li>• Appreciable record of getting research and development funding from various funding agencies.</li> <li>• Good collection of consultancy charges.</li> <li>• Accounts are well maintained and regularly audited.</li> </ul>
2.6.6 Best Practices in Governance and Leadership(if any):	<ul style="list-style-type: none"> <li>• Commendable self help work done by Staff Welfare Organization.</li> <li>• Administration through functionally active committees.</li> <li>• Least intervention of the Management in day to day activities.</li> <li>• Incentives and encouragement to faculty for academic self development.</li> </ul>

<b>2.7 INNOVATIVE PRACTICES:</b>	
2.7.1 Internal Quality Assurance System (IQAS):	<ul style="list-style-type: none"> <li>• An active IQAC.</li> <li>• Faculty is encouraged and assisted to undertake research and to participate in academic events.</li> <li>• Unique practice of collective evaluation of previous year's academic activities and future planning 'Bodhi'.</li> </ul>

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	<ul style="list-style-type: none"> <li>Well activated comprehensive feedback mechanism.</li> </ul>
2.7.2 Inclusive Practices:	<ul style="list-style-type: none"> <li>Good representation of different sections in student community.</li> <li>Visible representation of ladies in faculty.</li> <li>Emphasis on respect for all religions and secular practices.</li> </ul>
2.7.3 Stakeholder Relationships:	<ul style="list-style-type: none"> <li>Very well nurtured multiple level relationships with local community.</li> <li>Consultative services to the Government and non government organisations.</li> <li>Active and supportive alumni association.</li> <li>Active concern for the community welfare.</li> </ul>
2.7.4 Best Practices	<ul style="list-style-type: none"> <li>Well developed scheme of distribution of free drugs to needy patients.</li> <li>Live Labs - providing for active community participation in Institution's academic activities.</li> </ul>

**SECTION III: OVERALL ANALYSIS**

	<b>Observations</b>
<b>3.1 Institutional strength:</b>	<ul style="list-style-type: none"> <li>Commendable track record of academic achievements and expansion.</li> <li>Well developed infra structure.</li> <li>Well motivated and committed faculty.</li> <li>Positive-development oriented management.</li> <li>Very promising M.B.A programme.</li> <li>Good public image.</li> <li>The institution publishes two journals acclaimed by the academic community.</li> </ul>
<b>3.2 Institutional weaknesses:</b>	<ul style="list-style-type: none"> <li>Student catchment area confined mainly to Kerala State.</li> <li>Need to bring in faculty from other states.</li> </ul>
<b>3.3 Institutional challenges:</b>	<ul style="list-style-type: none"> <li>Launching of additional specialisations at M. S. W. Course level.</li> <li>To attract students from other parts of India.</li> <li>To enrol faculty from across the border of the State.</li> </ul>
<b>3.4 Institutional Opportunities:</b>	<ul style="list-style-type: none"> <li>To be one of the topmost schools of Social Work and Management.</li> <li>To launch additional academic programmes.</li> <li>To offer more specialisation at the M. B. A. Level.</li> </ul>

**SECTION IV: RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION**

- Need to make further endeavours to create all India brand name.
- Efforts may be made to recruit the faculty from other states also.
- May start a centre for giving training the students for the State and All India Level competitive examinations.



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4. May start a Law College.
5. Try again for the status of an autonomous college.


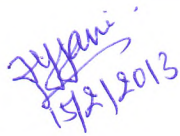
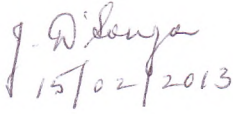
I agree with the Observations of the Peer Team as mentioned in this report.

Seal of the Institution



Signature of the Head of the Institution  
Principal 15/2/2013  
**Rajagiri College of Social Sciences**  
Kochi, Kerala

**PEER TEAM**

Name and Designation		Signature with date
<b>Prof. Uttam B. Bhoite</b> Former Vice-Chancellor (YCMOU and Bharati Vidyapeeth), Executive Director, Bharati Vidyapeeth Lal Bahadur Shastri Marg, <b>Pune - 411 030.</b> Maharashtra.	Chairman	 15/2/2013
<b>Prof. H. J. Jani</b> Professor and Director, MBA Programme, Sardar Patel University, <b>Vallabh Vidyanagar - 388 120.</b> Gujarat	Member Co-ordinator	 15/2/2013
<b>Dr. Jacinta D'Souza</b> Former Principal, School of Social Work, P. B. No. 521, Roshni Nilaya, <b>Mangalore - 575 002.</b> Karnataka	Member	 15/02/2013
<b>Dr. Sujata P. Shanbhag</b> Assistant Adviser, NAAC <b>Bangalore - 560 072.</b> Karnataka	NAAC Officer	

**Place:** Kalamassery, Kochi  
Kerala - 683 104

**Date:** 15<sup>th</sup> February 2013

## NAAC PEER TEAM VISIT SCHEDULE

Wednesday, 13<sup>th</sup> February to Friday, 15<sup>th</sup> February 2013

### TUESDAY, 12<sup>TH</sup> FEBRUARY 2013

1900-2100 hrs - Team discussion-1 at the place of stay – Pre-visit meeting

### WEDNESDAY, 13<sup>TH</sup> FEBRUARY 2013 - KALAMASSERY (Hill Campus)

- 9.15 a.m. - Arrival at the campus and receiving at the college entrance
- 9.30 to 9.50 a.m. - Opening Meeting  
Rajagiri Anthem
- 10.00 to 10.30 a.m. - Meeting with the Principal, Director and Manager
- 10.30 to 11.30 a.m. - Interaction with the Department of Social Work
- Field Action Project – Free Drug Cell
  - Publication Division
  - Doctoral Programme in Social Work and allied disciplines
  - International Collaborations in Social Work
- 11.30 a.m. to 12.00 p.m. - Interaction with the Department of Computer Science
- 12.00 p.m. to 12.15 p.m. - Interaction with the Department of Library & Information Science
- 12.15 p.m. to 12.45 p.m. - Visit to the Fr. Moses Library
- 12.45 p.m. to 1.00 p.m. - Visit to the Computer Laboratory
- 1.00 p.m. - Luncheon Meeting
- Visit to the Exhibition- "*Rajagiri Response to the Social Realities*"
- 2.00 p.m. - Interaction with the students  
(Representatives of YRC, NSS, Students Clubs, College Union, Yoga Club, Students Professional Forums, Gender Cell, Hostel Committee etc.)
- 2.30 p.m. - Interaction with the Community Representatives
- 3.00 -3.15 p.m. - Interaction with Research Institute
- 3.15 p.m. - Interaction with the Live Labs
- Adoption Coordinating Agency
  - Empanelled Training Institution

*J. J. J.*  
JOSEPH INSODET

*Yshh*  
C. Han B. Bhoite

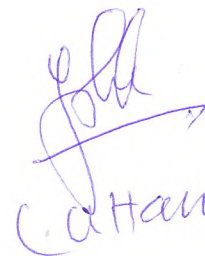


**THURSDAY, 14<sup>TH</sup> FEBRUARY 2013 – Kakkanad (Valley) Campus**

- 11.40 a.m. Arrival at the campus
- 12.00 to 12.30 p.m. Opening Meeting  
Welcome  
Introduction to NAAC peer team ,Student's presentation
- 12.30 to 01.00 p.m. Introduction to Management Programmes at Rajagiri Valley
- 1.00 to 2.00 p.m. Luncheon Meeting
- 2.00 to 2.30 p.m. Interaction with the Department of Business Administration
- 2.30 to 3.00 p.m. Interaction with the Department of Human Resource Management
- 3.00 to 3.30 p.m. Meeting with faculty council
- 3.30 to 4.00 p.m. Visit to the Exhibition- '*Life at Rajagiri*'  
FORMS
- 4.00 to 4.30 p.m. Visit to the Library/ Computer Lab
- 4.30 to 5.00 p.m. Interaction with Alumni/ Recruiters/Placement Committee
- 5.00 to 5.30 p.m. Campus Visit
- 5.30 to 6.00 p.m. Interaction with students - MBA/MHRM
- 6.00 to 6.30 p.m. Checking the documentary evidence
- 6.30 to 7.00 p.m. Discussion with Principal on the outstanding issues
- 8.00 to 9.00 p.m. Team discussion-3 at the place of stay and report writing (Draft)
- 9.00 to 10.00 p.m. Report writing and fine tuning of the report

**FRIDAY , 15<sup>TH</sup> FEBRUARY 2013- Kakkanad (Valley) campus**

- 8.30 to 9.00 a.m. Sharing the report with the Principal
- 9.00 to 10.00 a.m. Finalising the Report
- 10.00 to 11.00 a.m. Exit Meeting

  
C. Atam B. Bhoir