

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL REPORT 2014 -15



**Rajagiri College of Social Sciences
Kalamassery**

TABLE OF CONTENTS

Sl. No.	Contents	Page Number
	Message from the IQAC Cell	
	IQAC Composition for the year 2014-15	
1.	Annual Academic Strategic Planning Exercise –BODHI - 2014	1
2.	Compilation of Institutional Reports	2
3.	Preparation of Student Handbooks & Guidelines	2
4.	Faculty Quality Enrichment Initiatives	2-6
	i.Faculty Development programmes	2
	ii.Faculty Achievements	4
	iii.Faculty on international exposures	5
	iv.Faculty presentation at International Conferences	6
5.	Student Quality Enrichment initiatives	6
6.	Student Community engagements	7
7.	Rajagiri Internationalization Initiatives	9
8.	Rajagiri Unique Practices	11
9.	Rajagiri Value Experiential Programmes	12
10.	Facilitating Communal Harmony through Celebrations / Programmes	15
11.	Environmental Sustainability Initiatives	17
12.	Rajagiri Collaborations	17
13.	Quality Research Promotional Initiatives	19
14.	Facilitating Publication of quality Journals	19
15.	Rajagiri Staff welfare Initiatives	19
16.	Alumni Engagement	20
17.	IQAC plan of Action vs Outcome -2014-15	21

ANNEXURES

I. Faculty Development Programme / Workshop / Seminar./professional development programme /conference etc - Attended:
II. Teachers undergoing Online/ face-to-face Faculty Development Programmes, Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.
III. Financial Assistance provided to Faculty Members to attend conferences/workshops
IV. Faculty Paper presentations
V. Financial Assistance provided to Faculty Members for subscribing Professional Body Membership fee

Message from the IQAC

Rajagiri College of Social Sciences has been granted autonomous status on 13/06/2014 fulfilling the recommendation of the Peer Team of the NAAC 3rd cycle of Assessment and Accreditation .

The Formal Announcement of the Autonomous Status of Rajagiri College of Social Sciences was made on 29th July 2014 at Rajagiri Valley campus Kakkanad. The Chief Guest of the ceremony was Shri. Oommen Chandy – Hon'ble Chief Minister of Kerala. Sri. K Babu, Hon'ble Minister of Fisheries, Ports & Excise and Sri. Ibrahim Kunju, Hon'ble Minister of Public Works were the Guests of Honour.

The year 2014-15 seemed to be a year of greater planning for the Autonomous system to be in Place .The statutory bodies to be finalized ,meetings of the Statutory bodies scheduled ,finalizing the curriculum to be followed subject to the approval of the MG University, the Examination office to be set up with the examination calendar and examinations in operations etc.

The activities of the IQAC was thus geared towards Documentation of the various programmes/activities leading to quality improvement; Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes; Development of Quality Culture in the institution; Preparation of the Annual Quality Assurance Report (AQAR) etc

Mary Venus Joseph, PhD

**Dean&Administrator&
Coordinator, IQAC**

Joseph I Injodey, PhD

Principal& Chair, IQAC



ATTAINMENT OF AUTONOMY STATUS

Formal Announcement of the Autonomous Status of Rajagiri College of Social Sciences was made on 29th July 2014 at Rajagiri Valley campus Kakkanad. The Chief Guest of the ceremony was Shri. Oommen Chandy – Hon'ble Chief Minister of Kerala. Sri. K Babu, Hon'ble Minister of Fisheries, Ports & Excise and Sri. Ibrahim Kunju, Hon'ble Minister of Public Works were the Guests of Honour.



IQAC COMPOSITION 2014-15

Rev. Dr. Antony Kariyil CMI	- Director & Chairperson
Dr. Joseph I.Injodey	- Principal
Dr. Mary Venus Joseph	- Dean & Administrator
Dr. Sr. Lizy P.j.	- HOD, Social Work
Dr. Baby M.D.	- HOD, BLISc
Dr. Bindhiya Abhilash	- HOD- Computer Science
Fr. Saju M.D.	- Asst. Professor, Social Work
Mr. I.V. Soman	- Coordinator, ETI for NSS
Mrs. Mary John	- Coordinator, MLTC
Dr. Celine Sunny	- Executive Director, Research Institute
Mr. Antoni M.P.	- Project Director, Rajagiri Outreach
Mr. Rodney Isaac	- Administrative Officer
Dr. Anish K.R.	- Asst. Professor, Social Work
Dr. Binoy Joseph	- Asst. PGP Chairperson
Dr. Joji Alex	- Asst. PGP Chairperson
Dr. Anilkumar K.	- Asst. PGP Chairperson
Dr. Rosemary Varghese	- Asst. PGP Chairperson

1. Annual Academic Strategic Planning Exercise – BODHI - 2014 (Boldly Defining Heights Iridescently) 22nd-24th April, 2014

The Annual Academic Retreat, Bodhi 2014, for the faculty members of Rajagiri College of Social Sciences and Rajagiri Business School, was held from 22nd to 24th, April, 2014. The Orientation Session was held on 22nd April 2014 at Valley campus and the resource persons were as follows----

Session 1- Prof.(Dr.) N.R Madhava Menon

Session 2- Rear Admiral Nirmala Kannan

Session 3- Vice Admiral. B Kannan

Session 4- Vice Admiral. B .Kannan

The Annual Academic Retreat, continued at the Water Scapes, Kumarakam from 23rd to 24th April 2014. The Principal, faculty members, Livelab and Research Centre heads and a few administrative staff representatives joined at Kumarakam, Water Scapes.. Dr. Joseph I Injodey Principal, welcomed the gathering and stated that this year's Academic Retreat will concentrate on preparations for autonomy. He also mentioned that the consistently high NAAC rankings were achieved because of the positivity in each faculty member, and he emphasized that everyone must be careful not to allow negativity to seep in. In the above context the Principal shared some ideas from the book *The Power of Positive Thinking* by Norman Vincent Peale. After the Principal's address, the members were divided into different groups for discussion on Autonomy. The topics for the discussion taken up by each group were Admission Policy, Faculty Development Policy, Faculty Performance Appraisal Policy, Examination Policy, Research and Publication Policy.

The next day, the rough draft of the reports in the discussion were presented by each group. It was decided that the final draft on these policies will be created after further discussions and meetings in both campuses.

The entire faculty was divided into groups comprising of members of each School to decide on a common policy that was acceptable for all programmes in preparation for autonomy. The pre and post lunch sessions were spent in finalizing the rough draft and preparing the power points for presentation the next day. The various groups discussed the following broad areas:

- Admission Policy
- Faculty Development Policy
- Recruitment, Selection & Induction Policy
- Career Growth Plan for Teaching Staff
- Faculty Performance Appraisal Policy
- Teacher Evaluation Policy
- Examination Policy
- Research and Publication Policy.

2. Compilation of the Institutional Reports

- Annual Quality Assurance Reports (AQARs) AQAR for the year 2013-14 was submitted on 30/10/2014 and also posted on the College website
- The College Annual report for the year 2014-15 was compiled and submitted to the College Management. The report was presented at Graduation Ceremony.
- IQAC Annual Report for the year 2013-2014 was prepared and presented at the IQAC meeting held in July, 2014 and posted on the Institutional Website.
- Rajagiri High Lights-The Quarterly News Bulletin was brought out in all the four quarters from July, 2014 to June, 2015.

3. Preparation of Student Handbooks & Guidelines

IQAC is been assigned the responsibility of bringing out the following handbooks annually

- Student Handbooks and Academic Calendar for the Calendar Year 2014-15 was printed and distributed to the students
- Student Guidelines Hand book were printed and distributed to all the students

4. Faculty Quality Enrichment Initiatives

Faculty Development Programmes/workshops/seminar/conferences:

- **TWO Days workshop on Excellence through Autonomy was organized on 10th & 11th, October, 2014;**

The statutory bodies of the Autonomy System like the Governing body, the Academic Council and the Board of Studies were finalized. The website was updated. It was decided to adopt the current university syllabus for all the courses. Prof Harish handled the session on Outcome based learning. He spoke on formulating a Vision and Mission and a Programme Objective for each programme based on the College's Vision and Mission. He enlightened the gathering on defining a Rajagirian from Deeksharabham to Samavarthanam. It was decided to redraft the Course Plan based on the Graduate attributes, Course Objectives and Program Outcomes. The Objective and the Outcomes are to be in line with the graduate attributes. A workshop for each department was organized to formulate the Vision, Mission, Graduate Attributes, Program Objective and sample Course plan with Course objective and outcomes listed. The examination policy document, drafted by Dr. Binoy Joseph and Prof. Abhilash Namboodiri was debated in the meeting and was corrected based on the audience feedback. All the Assistant Controllers of Examinations were requested to prepare the examination calendar to be sent to the Controller of Examinations by October 17, 2014. A Workshop on using Plagiarism Software by Prof. Veeva Mathew and Prof Abhilash Namboodiri was organised at the Computer labs in RSOM and RBS. The decision taken were

Internal Quality Assurance Cell (IQAC)

- a. The plagiarism allowed for a student assignment with the Web content is 25%. If it is above the limit, the faculty has to verify the document whether it is properly referred or not.
- b. The plagiarism allowed between the students assignments are 35%.
- c. In the First case, a resubmission is allowed for the student and in the second case, the marking will be based on the discretion of the faculty concerned.

A draft Admission Brochure was presented by Prof. Neetha Eapen. The Faculty Council was asked to choose from 3 logos displayed. Prof. Harish handled a session on Assessment Rubrics. It was decided to standardize each assessment component for the Continuous Assessment evaluation.

- MDP on Business Excellence through Effective HR for cghearth was held on August 19, 2014 at RBS GLC. There were 12 participants and the faculty coordinator was Dr. Manoj Mathew.
- In connection with pre-placement training Train the trainer workshop was held for the faculty members by Mr. R Krishnan, faculty Member Time Coaching Centre on July 01, 2014.



- Internal Quality Assurance Cell held an FDP on “Effective Academic Presentations” for the faculty of RCSS & RCBS was held on September 23, 2014 at RSOM. The resource persons were Dr. Rosemary Varghese, Dr. Mathew Joseph and Prof. Angela Susan Mathew.



- FDP on Assessment & Development Centre - The programme was held on March 2, 2015. The resource person was Prof. Vijayan Pankajakshan, Dean-Human Resources: Principal Consultant-ELS: & Quiz Anchor-Business & HR, Wellingkar B School, New Delhi
- FDP on “Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) based on Act 2013” was held on August 5, 2014 at KRL Auditorium. The resource person was Prof. H. A. C Poppen. Faculty members of RCSS & RCBS attended the programme.
- National Seminar on Managing Innovation in New Generation Libraries :- Kerala Library Association in association with Rajagiri College of Social Sciences organized a National level seminar on Managing Innovation in New Generation Libraries on 16-17 December 2014 at the Rajagiri Campus, Kalamassery, Kochi. Dr. K Paulose Jacob (Pro-Vice-Chancellor, Cochin University of Science and Technology)



inaugurated the national seminar.

- FDP on various aspects of a college being autonomous was conducted on 8th July 2014.
- Fdp on business communication was conducted on 10th October 2014.
- FDP on excel training was conducted on 9th December 2014.
- Training on prowess was conducted on 30th December 2014.
- FDP on operations management- inventory management was conducted on 25th September 2015.
- FDP on computer application and business – cybercrime was conducted on 29th September 2015.
- FDP on classroom teaching on sales and distribution management was conducted on 7th October 2014.
- FDP on classroom training on operations research – network analysis was conducted on 14th October 2014.
- FDP on classroom teaching on human resource management was conducted on 4th November 2014.
- A three day orientation and awareness programme on varshakala arogya charyakal was conducted 27th july 2014.
- Awarness programme on dental check up for nonteaching staff was conducted on 5th march 2015.
- Orientation Session on Prevention, Prohibition and Redressal of Sexual Harassment of non-teaching staff in Higher Educational Institutions was conducted on 9th MAY 2015.

Faculty Achievements

- Dr. Anilkumar K had been in the KITCO Board’s interview panel for selection of professionals in the top and middle management cadre on 25.06.2014
- Dr. Anilkumar K (2014) participated in the interview board as Subject Expert at TP unit of the Kerala Minerals and Metals ltd held on 22.09.2014
- Dr. Roshna Varghese has successfully completed the IESE online offering of Corporate Finance Essentials
- Dr. Minimol M.C (2014) Peer reviewing of the manuscript “A research based on the Chinese Distribution System: Social justice, merit principle preference and stress in a low socioeconomic group” in the journal ‘British Journal of Education, Society & Behavioral Science’ on 06.06.14
- Dr. Minimol M.C (2014) Peer reviewing of the manuscript “The role of Informal credit on Agriculture: An Assessment of Small scale maize farmer’s utilization of credit in Jema- A Local Government area of Kaduna State, Nigeria.” In the journal ‘American Journal of Experimental Agriculture’ on 25.06.14
- Dr. Minimol M.C (2014) Peer reviewing of the manuscript “Mergers and Acquisitions in India” in the journal ‘British Journal of Economics, Management & Trade’ on 21.06.14
- Dr. Minimol M.C (2014) Peer reviewing of the manuscript “Dynamic Effects of Capital flow Shocks upon Stock Market Development in Nigeria” in the journal ‘British Journal of Economics, management & Trade’ on 01.08.14
- Dr. Minimol M.C (2014) Peer reviewing of the manuscript “Corporate Fraud Tendencies verses IPOs initial returns Volatility” in the journal ‘British journal of Economics, management & trade’ on 02.08.14
- Dr. Minimol M.C (2014) Peer reviewing of the manuscript “Determinants of stock

Internal Quality Assurance Cell (IQAC)

market Development in Nigeria: A Cointegration Approach” in the journal ‘Advances in Research’ on 07.08.14

- Prof. Harish B (2014) book review entitled “Four-Cornered Leadership: A Framework for Making Decisions” is accepted for publication in TSM Business Review. Vol 2, Issue 2, December 2014.

Faculty Development Programme/Workshop/Seminar/professional development programme/conference etc. - Attended: **ANNEXURE I**

Financial Assistance provided to Faculty Members to attend conference /workshop (**ANNEXURE II**)

FACULTY PAPER PRESENTATIONS (ANNEXURE-III)

Financial Assistance provided to Faculty Members for subscribing Professional Body Membership fee during 2014-15: (**ANNEXURE IV**)

Faculty on International Exposure

- Prof. Saju M.D. and Prof. Ms. Susan Mathew were on an official trip to USA from 25th May to 10th July, 2014. The team had meetings with delegates at Western Washington, Columbus University, Western Michigan University, Nazareth University and University of Maryland, USA
- Dr. Lizy P.J, Head, Dept. of Social Work . was a resource person in the 5th Summer University Programme in Social Work - 'Vulnerability, Empowerment and Social Work', organised by the School of Social Work & Health Sciences, University of Applied Sciences and Arts, Lausanne, Western Switzerland from June 30th to 11th July 2014. In the programme, Dr. Lizy presented a paper titled "Problems of Rural Elderly Women in Kerala and the Need for Social Work Intervention". Ms. Lakshmi Soman, Ms. Diya Elizabeth and Mr. Josin John, MSW Senior students also attended the programme.
- Dr. Binoy Joseph, Prof. Jaedong Kang & Prof. Pramod U Korula visited South Korea from 28th July to 10th Aug 2014 in collaboration with Korean universities. They visited Dongguk University, Seoul, Sookmyung Women's University, Seoul, Youngnam University, Kyungsan, Youngsan University, Kyungsung University, Pukyung National University, Pusan to sign MOUs with six Universities .
- Dr. Manoj Mathew visited Italy, Switzerland, Belgium, France & Germany in connection with faculty exchange and collaboration from November 11 to November 28, 2014.
- Dr. Manoj Mathew has given a lecture at International Staff Week 2014 at Vives university, Belgium on November 21, 2014.
- Dr. Manoj Mathew, Prof. Pramod U Korula & Mr. Honray Gonsalvez visited Italy, Switzerland, Belgium, France & Germany in connection with faculty exchange and collaboration from 11th November to 28th November 2014. They took part in the International Staff Week-2014 at Vives University, Belgium and delivered lectures.
- Prof. Abhilash G Nambudiri visited Denmark, Germany, France, Belgium & Spain from January 18 to February 04, 2015 and he presented a paper at Denmark.
- Dr. Giji George, Faculty member visited Vives University College, Belgium from 6th February to 5th March 2015 as part of Faculty International exchange Programme

Faculty Presentations at International Conferences

- Prof. Shirley Rita Luiz (2014) presented a paper titled “Child Abuse in India” in the International Social Sciences Conference, organized by VIVES University College, Belgium on April 04, 2014.
- Dr. Smitha Siji presented a paper titled “Linking Customer Loyalty to Customer Satisfaction and Store Image” in the 14th Eurasia Business and Economics Society (EBES) Conference on October 25, 2014 at Barcelona, Spain.
- Dr. Minimol M. C. presented a paper on “Overconfidence, Risk tolerance and Investment Strategy Adoption of Capital Market Investors” in the meeting of World Finance & Banking Symposium held at Singapore, on December 12 & 13, 2014.
- Prof. Siby Jose presented a paper on “Movies in the MBA classroom: Impact study of an Experiment” at the 14th International conference on ‘Knowledge, Culture and Change in Organizations’, SAID business school, UK on August 4, 2014.

5. Student Quality Enrichment Initiatives

- ‘Panel Discussion on Union Budget 2014-15’ was held on July 17, 2014 at RBS Conference Hall. The speakers were Ms. Mythili Bhusnurmath-Consulting Editor, Economic Times, New Delhi, Mr. Venugopal C. Govind FCA - Managing Partner, Varma & Varma and Dr. Mathew Joseph - Professor, RCBS. The faculty coordinator was Dr. Mathew Joseph.
- The 1st session of SHRM training for all junior batches of Kakkanad valley campus was held on July 19, 2014 at RBS Auditorium. The module was “Visioning & Goal Setting”. The 2nd session of SHRM training was held on August 23, 2014 and the module was “Understanding Employers Expectations from a Fresher”. The 3rd and 4th sessions of SHRM training was held on 22nd November and 6th December 2014 respectively. The module was “Cultural Change Situation” & “Basics of People Management”. The last session of SHRM training was held on January 17, 2015 and the module was ‘Personal Branding’.
- Seminar on Woman Entrepreneurship for the lady students was held in association with CII-IWN on August 8, 2014 in RBS Auditorium. The chief guest of the programme was Ms. Shereen Navas, Chairperson – IWN. The speakers were Ms. Chitra Krishnan, Managing Director, CK’s Treat, Ms. Meghana Bindhu madhav Director Bhīma Boutique, Ms. Minu Pauline, CEO Pappadavada, and Ms. Ann Joseph, Student Entrepreneur. The faculty Coordinator was Dr. Rosemary Varghese
- Three day certificate Hi-Impact Leadership Programme in Leadership and Management was held on February 6, 7 & 8, 2015 at RBS. The facilitator was Mr. Shiv Khera, an author, Educator, Business Consultant and the founder of Qualified Learning Systems, USA. 60 students participated in this programme.

- Session on “Entrepreneurship and Incubation” was held on February 10, 2015 at KRL auditorium. The resource person was Dr. K C Chandrashekhara Nair, Principal Consultant, KITCO.
- The Post induction session for all junior batch students was held on June 23, 2015 at RBS Auditorium. The guest speaker was Mr. Harsh Khemka, Director, IMS Guwahati. The topic for the discussion was ‘Preparing for Placements from Day 1 in B-school’.
- As part of Industry Interaction, Mr. K S Menon CEO of Silk Mark Organization had an interactive session with the all junior students on June 30, 2015. As part of their awareness programme, the Silk Board had also arranged an exhibition along with the interactive session at Chavara Hall.
- The Placement Cell of the Dept. of Computer Science in association with CSTAR organized an Industry Interaction programme for the students of MCA. The guest speaker for the day was Mr. Sunil Balakrishnan, Head of Development Center Operations at UST Global.
- Panel Discussion on Managing the VUCA (Volatile, Uncertain, Complex and Ambiguous) World was held in coordination with SHRM on October 24, 2014 at RBS Auditorium. This half-a-Day conference was aimed at preparing the future managers and leaders for the perils and potentials of VUCA world. The resource persons were Anish Philip - Sasken Communication Technologies, Vaishali Bhayani Shah - Business Head – South for the Society for Human Resource Management, Raj Raghavan-Director and Country Human Resources Leader, Amazon India, B. Venkataramana – President: Group HR, Landmark Group India, C. Mahalingam - Executive Coach and HR Advisor.
- Session on ‘Being Successful- Why you has a tremendous Advantage ‘ was held on 13th November 2014 at RBS Conference Hall in association with Kerala Management Association. The Resource person was Dr. Sandhya Shekhar, Former CEO & Founder, IIT Madras Research Park, Chennai. All junior MBA and MHRM students attended the session.

6. Student’s Community Engagement Initiatives

RAJAGIRI TRANSCEND –An initiative by the Management students

- A session on “Child Rights Laws relating to Children” was organized for the school going children living in the neighbourhood community on 14th June 2014 at RCBS. 23 children in the age group of 10 to 18 years participated in the programme.
- As part of the community outreach programme, RCBS students initiated week end classes for the neighbourhood children. Programmes on Communicative English, Basic Mathematics, Hindi and training on Public Speaking. The programme began on June 22nd Sunday and it will be continued throughout the year. Around 25 children from the neighbourhood are the beneficiaries of the programme.

- Rajagiri TRANSCEND, in association with CEVA (Cyriac Elias Voluntary Association) organized an Awareness Generation Campaign – Organ Donation Campaign Among Youth (OCA Y) - among Rajagiri Students to equip them with the knowledge of Organ Donation and its benefits to help others in need on 16th September 2014. Around 400 students participated in the programme. Poster exhibitions also were arranged. Resource persons from CEVA lead the sessions.
- On 14th October 2014, Rajagiri along with the Transcend Community celebrated the Thanksgiving Day – A Day organised to recognise the efforts of all the Non – Teaching Staff in Rajagiri Centre for Business Studies. Along with the students and faculty, 56 Non – teaching staff gathered in the Amphitheatre. ESPERANZA“ the official Newsletter of Rajagiri Transcend was published by the Principal along with the faculty during the Thanks giving day function .
- RAJAGIRI TRANSCEND organized a one day camp at Government Children’s Home (Girls),Kakkanad, on 30th November 2014, with an objective of cleaning the premises of the Children’s home and to offer psycho social support to the inmates of the Girl’s home. Around 50 students from RCBS were involved in the camp. There were around 65 inmates in the age group of 6 to 18 years in the home. Alongwith the inmates, RCBS students cleaned the premises of the Girls Home.
- Under the guidance of the Faculty-In-Charge, Dr. Manoj Mathew; the TRANSCEND community of senior students came together to discuss and plan the future plans for Rajagiri Transcend as an organization. A 5 year plan for Rajagiri Transcend, Improving the flagship events and the re-designing of routine work were the prime objectives of the meeting. The discussion saw participation of around 35+ core members from the senior batches.
- As a part of the CHAVARA YEAR CELEBRATIONS, RCBS initiated a new project for supporting HIV/AIDS infected children in Ernakulam District. The project was inaugurated on January 03, 2015.
- Ashadeepam is an initiative that consists of a series of interventions at schools wherein TRANSCEND plans to holistically develop the quality of the students in the long run. The interventions are focused on addressing factors affecting children like self-hygiene, clean environment, academic environment, social environment, etc. 110 students were participants of Ashadeepam-2015 held on January 11, 2015 and 30 students from RCBS were involved as mentors of the programme.
- Crayons ’15, the third annual get together of children from foster homes (Child Care Institutions) was held on January 25, 2015. Around 500 children in the age group of 5 to 18 years from 21 Child Care Institutions in Ernakulam and Alapuzha districts participated in the celebration. CRAYONS ’15 was inaugurated by Sri.Kochouseph Chittilappilly. Film Director Renjith Sankar and Cine Artist Ms.Srinta were chief guests of the fest
- Lanterns ’15, a one day mentoring camp for a group of under privileged children was held on March 07, 2015 at Chavara hall. The objective of the programme is to help the

children to recognize that they have the power to be what they wish to be and comprehend the attributes and qualities required to become a positive personality which will ultimately lead to their holistic development. 100 children who are being sponsored by RCBS were the participants.

Youth Red Cross

- The handing over ceremony of the relief fund to the Youth Red Cross officials for Kashmir Flood Victims, collected by BSW I semester students was held on Wednesday, 26th November 2014.
- The YRC Unit of RCSS Kalamassery Campus bagged The Best Youth Red Cross Unit in the State of Kerala for the year 2014. The Award was received from Shri V. S. Sivakumar, Hon'ble Minister for Health, Family welfare and Devaswom by Dr. Giji George, Programme Officer YRC Rajagiri and the YRC Cadets of RCSS. The Award was handed over on the occasion of The International Red Cross Day Celebrations ,at Red Cross Bhavan, Thiruvananthapuram on May 8th 2015.
- The YRC Unit also received three more awards at the District Level-The YRC Unit of our college was selected as the Best YRC in the District, Andrew J.S.was selected as The Best YRC Cadet (Andrew was serving as the President of the YRC for the year 2014).The Best YRC Programme Officer award was given to Dr.Giji George, Asst.Professor, Dept. of Social Work, RCSS, Kalamassery. The District level awards were given by Hon'ble Justice Shri.C.T.Ravikumar, on the occasion of the World Red Cross Day Celebrations at Conference Hall, General Hospital on 8th May 2015
- Department of Library and Information Science, Rajagiri College of Social Sciences undertook a two weeks Project of the renovation of the Kedmangalam Pappukuty memorial library at North Paravur

7. Rajagiri Internaionalization Initiatives

Overseas students on internship in Rajagiri Campus

- Ms. Susan Joyner, Ms. Catherine Mae David, Ms. Petra Victoria Ize-Ovia and Ms. Chauntia Alease, interns from University of Maryland, Baltimore, USA is doing their internship with Rajagiri College of Social Sciences, Kalamassery, Kerala from June to November 2015
- Ms. Melanie James, Master of Social work student, Yeshiva University, New York, is undergoing internship in the field of Social Work at Rajagiri Hill campus
- Mr. Julian Paul Leon Knappe, Volunteer from Germany, is with Rajagiri College of Social Sciences, Kalamassery, Kerala for one year volunteer-ship program from August 2014 to August 2015

International Exposure to Rajagiri Students

- Ms. Sharon Ann Sabu, Ms. Athira Kishore , Ms. Blessy Grace Antony and Mr. Tony James Bachelor of Social Work student of Rajagiri College of Social Sciences, Kalamassery along with Dr. Giji George, Faculty member visited Vives University College, Belgium from 6th February to 5th March 2015.

International Collaborations

- Dr. Binoy Joseph, Prof. Jaedong Kang and Prof. Pramod U. Korula visited South Korea from 28th July to 10th August 2014 in collaboration with Korean universities. They visited Dongguk University Seoul, Sookmyung Women's University Seoul, Youngnam University Kyungsan, Youngsan University, Kyungsung University and Pukyung National University Pusan.
- Indo-Korean Entrepreneurs Meet was conducted in connection with International Student Exchange Programme on 19th November 2014. In the introductory meeting chaired by Mr. P. Premchand, President-Kerala Management Association, Professor Shimdeok Noh from Youngsan University and Principal Dr. Joseph Injodey spoke. Later a one-to-one meeting was arranged for the 31 Korean entrepreneurs with Indian entrepreneurs and business personnel. The faculty coordinator was Prof. Jaedong Kang.

International Conference Series (DYUTI) organized by the Department of Social work

- Dyuti 2015 - International Symposium on evidence in Global Mental Health was held at Rajagiri Valley Campus, Kakkanad from 7th to 9th January 2015. Sri. T.P. Sreenivasan , Vice-Chairman and Executive Head, Kerala State Higher Education Council was the Chief Guest for the inaugural ceremony. International delegates from various countries such as USA, Australia, UK, Belgium, and national social work practitioners participated in the symposium.

MOU Signing with Different Universities (On January 08, 2015 during the DYUTI Conference)

1. Mary Land University, USA
2. Nazareth College, Rochester, USA
3. Stevenson University, USA
4. Vives University, Belgium
5. Western Michigan University, USA
6. Yoshung University.
7. Charles Sturt University, Australia

Dialogue with Indian Council for Cultural Relations (ICCR) for admission of foreign students.

The Principal, Dr. Joseph I Injodey along with Prof. Alex Joseph went Delhi on Wednesday, February 11, 2015 to initiate the dialogue with ICCR for admission of foreign students. ICCR delegation visited Rajagiri on March 7, 2015 to finalize the plan of action to send foreign students to Rajagiri for post graduate studies. Indian Council for Cultural Relations – ICCR Inspection was held on March 07, 2015 at RBS Executive Director's room.

8. Rajagiri Unique Practices

Inflore -2014:

Rajagiri Centre for Business Studies conducted the two day INFLORE management fest on 6th and 7th November 2014. Chief Guest for the Valedictory ceremony held on 7th November was Ms. R. Nishanthini IPS, Dy. Commissioner of Police (L&O, Traffic), Kochi. 1441 students from 104 colleges participated.



Rajagiri National Business Quiz (RNBQ) 2014:

Mr. K.G. Girish Babu-Chief Executive Officer, Techno park was the Chief Guest at the valedictory function and Mr. Rohit Nair of Quiz Works was the quiz master of the very popular Rajagiri National Business Quiz held on 8th November 2014. Top ranked business schools and corporates from across India participated. The media partner CNN-IBN telecast the programme on 21st December 2014 at 5.30 pm.



Deeksharambam

Deekasharambham, the initiation ceremony for MSW, MCA, MLISC, BSW, BLISC and PGDAHS was held at Kalamassery campus on 25th August 2014. Dr. D. Babu Paul, Former Additional Chief Secretary and Ombudsman, Government of Kerala was the chief guest



Samavartanam 2014

Samavarthanam, the graduation ceremony for MBA, MHRM, MSW, BLISc, BSW, MCA and PGDAHS students of Rajagiri College of Social Sciences, was held on Saturday 27th April 2014 at the Rajagiri Valley campus. The Chief Guest of the ceremony was Her Excellency Mrs. Sheila Dikshit-Hon'ble Governor of Kerala. Fr. Antony Kariyil CMI (Director, Rajagiri Group of Educational Institutions) welcomed the gathering and Dr. Joseph I. Injodey (Principal) presided the function.



Felicitation Day

The day commemorated the relentless efforts of excellence of Rajagiri students from Deeksharambam to farewell. The Principal and faculty coordinators recognized the heroes who made all celebrations and events in Rajagiri colourful and successful by their efforts. On February 03, 2014 general coordinators and other committee heads were presented mementoes and certificates by the Principal for their meritorious efforts



9. Rajagiri Institutional Value Experiential Learning Initiatives

Social Sensitisation Camps

Hill campus - Margadarshan 2014 – NSS Social Sensitisation camp was conducted at Edadu near Moolamattom from 27 August to 4th September 2014 for MSW, MCA, MLISC, BSW, BLISC and PGDAHS students. The Camp focused on Construction of road and house visits



Valley campus - The Social Sensitization Camp for the academic year 2014-15 for the MBA, MHRM, PGDM and RISER students was held from August 27th to September 2nd, 2014 at Adimali Grama Panchayat of Idukki district. Students from the first year batches numbering to 333 attended the camp. 10 faculty members accompanied the students. One of the main tasks of the camp was to provide drinking water facilities to the rural tribes as part of the Jalanidhi project which is funded by the World Bank



The junior students of MBA & MHRM went for the Vanavasam programme in the month of February 2015. The venue was Sacred Heart College, Shembaganur, Kodikkanal. Faculty members involved in the programme were Dr. K. G. Jose, Arun George, Dr. Smitha Siji, Susan Mathew and Sumesh Ramankutty.

The senior batches of MBA & MHRM (2013-15 batch) went for the three day Kalypso programme in October, 2014. The Kalypso Camp was at the beautiful location of Suryanelli, near Munnar at an altitude of more than 5000 feet and/which overlooks the Aanaerangal Dam on one side and the Western Ghats hill ranges on the other side.

Significant Day celebrations

- On 26th June, 2014 “Anti-Drug Day campaign” was organized in the campus by the students. Poster preparation, paintings etc were held in the campus. Rajagiri Kalamassery was marked as Tobacco Free Campus. No smoking signages have been put up within the campus. The TRANSCEND team organized activities in the campus to raise awareness among the students. A street play signifying the ill effects of drug use was performed by the junior batch students.
- Elder’s Day Celebration at Kothad Grama Panchayath on October 1, 2014 was inaugurated by M.G. Rajamanikyam IAS, District Collector, Ernakulam. The programme consisted of various cultural programmes of senior citizens and games and the winners of different events were honoured with gifts and awards. The event was supported by staff of RAJAGIRI outREACH and student social workers of Rajagiri College of Social Sciences. A total number of 527 elders participated in the occasion held at various centers.
- The 68th Independence Day celebration started with flag hoisting by Fr. Francis Manavalan with the Rajagirians and 27 students from the Rajagiri neighbourhood. The function commenced at KRL auditorium with lighting of the lamp by Prof. Shirley Rita Luiz and Shri K K Shaju, two Transcend members and one of the 27 neighbourhood students.
- World Social Work Day was observed by the Department of Social work on Tuesday, March 17, 2015 by conducting Human Dignity Walk which started from Marine Drive, Ernakulam and ended at Aashir Bhavan, Kacheripady. The programme was organized

Internal Quality Assurance Cell (IQAC)

in collaboration with the Social Work colleges in Ernakulam district, Association of Schools of Social Work in Kerala (ASSK), Kerala Association of Professional Social Workers (KAPS)- Ernakulam Chapter, Indian Council of Social Welfare (ICSW), Kerala State Branch and various organizations in Ernakulam

- The First International day of Yoga was observed world over on June 21, 2015. In the Valley Campus also the day observed. Ms. Chetana, the yoga instructor, led the training for the students.
- World Aids Day-Suraksha Projects (April 2014- March 2015)

Suraksha project, sanctioned by Kerala State AIDS Control Society (KSACS) working for Migrant labourers comes under the purview of Community Health. The project is functioning at Ernakulam and Perumbavoor. The ultimate aim of the project is to reduce HIV /AIDS prevalence in Kerala targeting migrants in and around Ernakulam District. Along with HIV /AIDS prevention program, health camp, health education, exhibitions, film shows etc. were conducted to reduce the problems in health, sanitation and hygiene



Induction Programme

MSW junior Batches had one-week Induction programme from 1st to 5th October 2014. The programme included interaction with Faculty members and practitioners, orientation for Social Work, Group Dynamics, Vision/Mission of CMI & Rajagiri and campus visits



Human Dignity Walk

ICSW Kerala State Branch was one of the organizers of the "Human Dignity Walk" a programme conducted as a part of World Social Work Day in Ernakulam, Kerala. It was jointly organised by the different Schools of Social Work, practitioners and the academicians in Kerala. ICSW Kerala State Branch was also a part of the programme. The programme included a Walkathon from Ernakulam Marine Drive to



Ashir Bhavan, Kacherippady, a Street Play at Marine Drive and later the concluding ceremony at Ashir Bhavan. The programme was organised on March 17th, 2015. Mrs. Mary Venus Joseph (National and State Executive Member), Fr. Prasant Palakkappillil (National Associate Secretary and State Executive Member), and Mr. Jacob Thumpayil (State Treasurer) took part in the program.

10. Facilitating Communal Harmony Through Celebrations / Programmes

Student Fests /programmes

- Rajagiri Centre for Business Studies in association with SPIC MACAY conducted GOTIPUA Dance and Qawwali concert on 11th and 20th November 2014 at RBS Auditorium
- Rajagiri Centre for Business Studies conducted the two day INFLORE management fest on 6th and 7th November 2014. Chief Guest for the Valedictory ceremony held on 7th November was Ms. R.Nishanthini IPS, Dy. Commissioner of Police (L&O, Traffic), Kochi. 1441 students from 104 colleges participated "Age of Survival" the theme of Inflore was launched in a function held in the Amphitheater on 9th October 2014 with Sri. Srinath Bhasi (Cine-Actor) as the chief guest. A Social Awareness Initiative by Rajagiri Centre for Business Studies to spread the message of "Sustainability" was held at Marine Drive, Ernakulam on October 18, 2014. The Chief Guest was Hibi Eden (MLA) and the Special Guest was Sri. Vinayan (Film Director).
- IT Euphoria 2k15 is a national level inter collegiate IT Fest conducted by CSTAR, Computer Students Association of Rajagiri College of Social Sciences. IT EUPHORIA 2k15 progressed through two days and was conducted on January 22 and 23, 2015. The event was inaugurated by Mr. Sudheer Mohan, Director- Advanced Technologies and Solutions, Wipro Technologies. 63 colleges attended the fest and 444 students

Internal Quality Assurance Cell (IQAC)

were a part of this mega event. It included technical and non technical events such as Coding, Paper Presentation, IT Quiz, Web Designing, Hacking, Best gang, Live Gaming, Photography, Videography and Dance.

- Talent Hunt – TANDAV 2014 was held by the RCBS students on July 22, 2014. The programme was inaugurated by the Principal, Dr. Joseph I. Injodey. It was a great opportunity for the students to explore their talents. It also helped the students to interact with each other. Class wise cultural performance by juniors and seniors were also there. This was followed by DJ night.

Most of the religious and cultural festivals were celebrated with pomp and gaiety in the campus.

Onam

Celebration was on September 04, 2014. The day was marked with activities and competitions. Class wise 'Pookalam' Competition was held and a grand Onam sadya was arranged for the students, teaching and non-teaching members of the valley campus thereafter. Afternoon programmes included Malayali Manga, Maaran contests, Thiruvathira and Onapattu. Uriyadi & Tug of War were also conducted.



Christmas

Christmas was solemnized on December 18, 2014 with the carols and nativity skits. This was followed by a High- tea which was sponsored by the management.



Diwali

The festival of lights, Diwali, was celebrated at Chavara Hall on October 20, 2014 by lighting divas followed by cultural programmes, competitions and dinner.

Valentine's Day

The students celebrated Valentine's Day at the amphitheater on February 14, 2015. The evening had some filled games, songs and dance performance by the students.

Ifthar Party

The occasion of Id-ul-Fitar was observed on August 1, 2014 by a get together of the faculty and Muslim students. neighbourhood children of Rajagiri Valley. This was followed by a theme based poster painting competition.

Fresher's Day

The fresher's day was held on July 8, 2014 from 3:30pm – 6:00 pm at the Chavara Hall. It was a platform for all the junior students to exhibit their talents. The junior students were welcomed and they were divided into groups. Each group was asked to perform different forms of dances, shows etc.

11. Environment Sustainability Initiatives

- Rajagiri OutREACH hosted the 10th Organic Fair on April 10 to 13, 2015, at Town Hall Ernakulam, along with Organic Charitable Trust, Kerala, and S.H. College Thevara. The fair was inaugurated by Prof. K. V. Thomas M. P and Fr. Prasant, CMI, Principal, S. H. College presided over the function. Mr. Hibi Eden, MLA, Mr. M. M. Abbas, General Convenor for Organic Charitable Trust, Kerala and Mr. M. P. Antoni, Project Director felicitated the event.
- As part of Environment Day on 5th June 2015, "Lubica" fruit tree was planted on Rajagiri Campus by Dr. Mary Venus Joseph, Dean & Administrator. Fruit Tree saplings were distributed to all the staff members. On 6th June 2015, around 60 trees were planted by the students within the campus.

12. Rajagiri Collaborations

- Kerala Library Association in association with Rajagiri College of Social Sciences, organised a National level seminar on Managing Innovation in New Generation Libraries on 16th and 7th December 2014 at the Rajagiri Campus, Kalamassery, Kochi. Dr. K Paulose Jacob (Pro-Vice- Chancellor, Cochin University of Science and Technology) inaugurated the national seminar
- After successful completion of the preparation of Annual Programme Implementation Plan (APIP) for ICDS, the Department of Social Justice, Government of Kerala , have entrusted Rajagiri for preparing the APIP of ICDS for the coming year too.
- UNICEF, Chennai has entrusted the study "Review on the functioning of CWC's in the State of Kerala" to RAJAGIRI outREACH. As a part of the triangulation on the information received, a State Level Consultation was organized to present the 'Draft Report on Review of Child Welfare committees in Kerala' dated 16th July, 2014 at Mascot Hotel, Thiruvananthapuram..
- Representatives from Kinder for Kinder, a project of Keli, Switzerland visited the Buds School at Kumbalangi on 9th of August, 2014. The programme was co-ordinated by Rajagiri outreach and the Chief Guest of the programme was Prof. K. V. Thomas MP. The Presidential Address was made by Mr. Dominic Presentation MLA. On this occasion Kinder for Kinder representatives distributed school materials for BUDS

school and a cheque for Nine Lakhs Ten Thousand rupees was handed over to Mr. M. P. Antoni Project Director of Rajagiri outREACH.

- A state level workshop was organized on 26th and 27th September 2014, at the Kerala Police Academy, Thrissur, for the Beat officers working in the various tribal settlements of Kerala as part of the study on the 'Role of Janamaithri Police in the Protection of Tribal Communities in Kerala, undertaken by the Research Institute in association with the Home Department, Government of Kerala. Dr. B. Sandhya IPS, ADGPD inaugurated the workshop. Dr. Celine Sunny and Smt. Nishanthini IPS, Deputy Commissioner of Police, Kochi moderated the panel discussions held thereon.
- The Federal Bank Ltd. in association with the Research Institute has launched an innovative venture – Women Empowerment Training Programmes - for its women employees. Dr. B. Sandhya IPS, inaugurated the pilot programme held on 30th – 31st July 2014 at Federal Bank Towers, Kochi. Shri. Shyam Srinivasan, the Managing Director & CEO of Federal Bank Ltd., had a fruitful interaction with the participants during the programme. 5 trainings were organized and 150 women officers participated in these programmes.
- The World Bank team visited at the work sites of the Jalanidhi Project at Vannappuram Grama Panchayat, Idukki district on 18th August 2014. The Bank team selected the project as one of the best projects in the district and appreciated the Supporting Organization-the Research Institute, and its team member for the commendable progress it has achieved.
- Rajagiri College of Social Sciences has signed the MoU with State Rural Livelihood Mission (SRLM) for implementing Deena Dayal Upadhyaya Grameen Kaushalya Yojana (DDU GKY) project (supported by the Ministry of Rural Development - MoRD). Four courses recognized by the Government of India is offered by Rajagiri under this scheme with a course duration of 3 months.
- The Research Institute, in association with the Directorate of Higher Secondary Education, Govt. of Kerala organized an 'Introductory Training for New Souhruda Co-ordinators' of 4 Districts at the Rajagiri College of Social Sciences, Kalamassery. The programme held on February 5 and 6, 2015, was inaugurated by Shri. Aseef Reju, Convener, Adolescent Counseling and Health Care Programme, Govt. of Kerala.
- The Federal Bank Ltd. in association with the Research Institute had organized a one day Personality Enhancement Training Programme for its officers on May 4th 2015 at Federal Towers, Marine Drive, Ernakulam. Shri. Thampy Kurian, GM, HR, inaugurated the programme wherein Shri. Kabeer B Haroon handled the sessions on Inter-personal Relationship, Communication Skills, Motivation and Maintenance of Work Life Balance & Work Pressure. 40 participants benefited from the programme.
- RAJAGIRI outREACH in association with Rotary Club of Kalamassery and Residents Associations and Kudumbasree units of selected wards has organized various programmes at Rotary Karmakendra Hall, Kalamassery on June 13, 2015 from 2 PM to 7 PM. Free Medical Check-up on Breast Cancer was conducted in association with Rajagiri Hospital at Chunagamvely.

Internal Quality Assurance Cell (IQAC)

- The Research Institute, in association with the BPCL has organized a training programme on 'Motor Vehicle Act and Defensive Driving' for the crew of BPCL on 17th June 2015. The programme was inaugurated by Shri.K.Kumaran, Senior Manager, Operations, BPCL wherein Shri. Mohan. M, Sub Inspector, City Traffic, Thripunithura led the sessions

13. Quality Research Promotion Initiatives

Bi- annual Meeting of the Doctoral scholars and Guides was held on 2nd August 2014 - 8 management scholars and 7 social work scholars attended the meeting

Research Promotional Initiatives

- Centre for Research RCBS (CFR) conducted a one day Faculty Training Programme on Meta-Analysis on June 2, 2015 at RSOM Conference Hall, Valley campus. The class was handled by Dr. A. T. Jotheeswaran (MSW, MSc & PhD from Kings College, London). The Faculty Coordinator was Prof. Veeva Mathew.
- Three-day national workshop on "Research Methodology and Statistical Analysis" organised by Rajagiri School of Management under the sponsorship of University Grants Commission (UGC) was held at valley campus on 4th, 5th and 6th of June 2015. The faculty coordinator was Prof. Veeva Mathew. Resource Persons were Dr. Sebastian Rupert Mampilly, Dr. T M Jacob and Dr. Sam Thomas. Over 61 people participated in the programme.
- Workshop sessions on 'Qualitative Data Analysis' by Dr. B. Devi Prasad, Professor from Centre for Equity for Women, Children and Families, School of Social Work, Tata Institute of Social Sciences (TISS) – Mumbai was held on June 8th & 9th 2015. The Faculty Coordinator was Prof. Veeva Mathew.
- Research Institute Rajagiri (RIR), the research wing of Rajagiri College of Social Sciences (Autonomous) held a Management Development Programme on 'Data Analysis for Decision Making' during June 29-30, 2015. The participants were the selected 14 resources of E&Y, a world renowned consulting firm. The faculty coordinator was Prof. Veeva Mathew.

14. Facilitating Publication Of Quarterly Journals

The following journals were published during 2014-15

- **Rajagiri Journal of Social Development (ISSN 0973-3086)** -Vol 6 No 1 (2014), Vol 6 No 2 (2014), Vol 7 No 1 (2015), Vol 7 No 2 (2015)
- **Rajagiri Management Journal (ISSN 0972-9968)**- Vol 8 No 1 (2014), Vol 8 No 2 (2014), Vol 9 No 1 (2015), Vol 9 No 2 (2015)

15.Rajagiri Staff Welfare Initiatives (Teaching & Non teaching staff)

- Rajagiri Staff Welfare Association organized a Football shoot out competition (Razuca 2014) for all the staff of Kalamassery campus on 7/7/2014 at the college basket ball ground.
- Rajagiri Staff Welfare Association organized a Karkkidaka kanji-sadya Distribution programme and Class on “Rainy Season Precautionary measures during the monsoon” on 22-24th July 2014 at the Facility centre Hall, Hill campus
- The Rajagiri Staff Welfare Association celebrated Onam on Tuesday ,26th August 2014,in which Dr. Fr.Jose Cletus Plackal, Provincial delivered onam message. Competitions such as pookkalam, Onam song, onam fashion show, onakkali, onam surprise dance event, Malayali Maran and Malayali manga were organised along with Outdoor games like Uriyadi,musical chair,spoon race ,Tug of war etc.
- In connection with the Onam Celebration, Rajagiri staff Welfare Association distributed 21 onakkkit for deserving staff from both the campuses on 5th September 2014. The kit included 21 provisional items with 9.3 kg weight. Dr.Mary Venus Joseph, Dean and Administrator inaugurated the programme
- In connection with the Onam Celebrations, Rajagiri Staff Welfare Association arranged the distribution of Home appliances to the staff members through Soft Loan facility. Around 20 items of Home Appliances products were selected from the leading brand companies and were supplied as per company price (special Institutional discount Price) to the staff members. Dr. Mary Venus Joseph, Dean and Administrator inaugurated the distribution. Around 45 staff members benefited from this.
- Education Aid for seven children of the staff members was distributed during June 2015.
- An Orientation on Clean Campus for the Non-teaching and Canteen of Rajagiri was organized on Saturday, 9th August, 2014. The Corporation Health Officer, Mrs. T.K. Beena, in her keynote address, tried to impress upon the participants the need to maintain a clean campus. A healthy mind can be possible only in a healthy environment. Campus cleanliness ought to be the outcome of the concerted effort of the staff – teaching, non-teaching, canteen, staff employed for the specific purpose and the students. She opined that though the Keralite is very conscious of cleanliness in his homestead, he is rather negligent of it regarding public property and public places. This attitude must change.

16 .Rajagiri Alumni Engagement

Oyster Day, the home coming day of the Alumni was celebrated on January 26, 2015 at Rajagiri Valley Campus.



Illustrious alumni Invited on campus to address our students

- Mr. Robin Mathew, Group lead TCS and alumnus of the second (2002-2005) batch MCA on February 3, 2015
- Noble Job, alumnus of 2004-07 addressed the students on March 27, 2015

17. Plan Of Action By IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action Decided during the academic Retreat - Bodhi 2014(April, 2014)	Achievements (2014-15)
INSTITUTION LEVEL	
Common Admission policy in place	All the policies drafted and discussed during the faculty council meeting. Suggestions invited and the final policy in place.
Career Growth Plan for Teaching staff	
Faculty Development Policy	
Faculty Development Appraisal Policy	
Recruitment, Selection & Induction Policy	
Research and Publication Policy	
Teacher Evaluation Policy	
Examination Policy	
SCHOOL OF SOCIAL WORK	
Increase the number of non-Keralite students	<ul style="list-style-type: none"> • Out of State Students from Manipur, Andhra Pradesh, Delhi, Lakshadweep, Chennai registered for MSW and BSW programme
Tie-up with reputed agencies and government departments for joint programs	Increased association with: <ul style="list-style-type: none"> • The Directorate of Social Justice, Government of Kerala. • Grama Panchayats • CEVA • UNICEF

	<ul style="list-style-type: none"> • Kinder for Kinder- project of Keli, Switzerland • Federal Bank • Kerala Police Academy, Thrissur • Home Department, Govt. Of Kerala • World Bank • International Association of Schools of Social Work • Rotary Club • Bharat Petroleum Corporation Ltd. • Roads & Bridges, Gov. Of Kerala • Kochi Binnale Foundation • National School of Design, Ahmadabad • International Council for Social Welfare • central Adoption Resource Agencies • Apollo tyres • Women’s Division, Kerala State Council for Science, Technology and Environment • Directorate of Higher Secondary Education, Govt. Of Kerala • Association of Schools of Social Work in Kerala • Kerala Association of Professional Social Workers • Kerala State Higher Education Council • Annual Programme Implementation Plan (APIP) 2014-2015 of ICDS projects in Kerala
<p>PGDAHS course to be redesigned in tune with the demand for Social Science experts/professionals</p>	<p>PGDAHS Course was restructured as Post Graduate Diploma in Clinical Social Work (PGDCSW)., approved by the Mahatma Gandhi University and the programme was launched during the academic year 2014-15</p>
<p>BSW Programme curriculum revision</p>	<p>After a span of 10 years, the BSW curriculum was revised</p>
<p>Develop more alumni relationships</p>	<p>Alumni from within the country and outside were invited to address the students.</p>
<p>Continued departmental membership in international professional associations</p>	<p>Renewed the department membership in the International Association for Schools of Social Work (IASSW)</p>
<p>Rank within Top 5 Social work schools in India</p>	<p>Applied for the “OUTLOOK” National social work ranking.</p>

Mass online open course (MOOC)	Faculty encouraged the students to register for reputed online open courses
5 years integrated MSW programme with two specialisations <ul style="list-style-type: none"> Clinical orientation Development orientation 	The proposal was discussed during the BOS meetings
M.Phil in social work to be introduced	The M.Phil in social work was launched
SCHOOL OF COMPUTER SCIENCE	
Two year MCA programme	Proposal submitted to the M.G. University
5 year integrated MCA	Presented in BOS meeting
Certificate and Training Courses <ul style="list-style-type: none"> System Administration Designing Internet Programming NET (C#, VB, NET & ASP.NET) ANDROID 	System administration given as Add on course in Semester III. ANDROID in Semester V
SCHOOL OF LIBRARY & INFORMATION SCIENCE	
Restructure B.L.I.Sc course by adding more ICT oriented papers & practical training	Presented in BOS meeting and approved
Start Master's program and Research facility in college	MLISc programme launched
consultancy unit in the college for library management	Not yet
Start a digital repository of ETD in the college (Electronic Thesis & Dissertations) with open source software	Launched
SCHOOL OF MANAGEMENT	
NBA Preparation	<ul style="list-style-type: none"> Framed the vision and mission of Management programme derived from the vision of Rajagiri Group of Institution. Introduced Graduate Attributes, focus in course plan Introduced PEO Introduced Core Values Assessment Development Centre has introduced for evaluating the students on Graduate Attributes Introduced Rubrics Individual Development Plan (IDP) Assessment of summer internship changed to Graduate Attributes Assessment
Diversity among students intake and faculty	<ul style="list-style-type: none"> Faculty exchange Student Exchange Proposal prepared for a MDP for

	Business Managers from Japan <ul style="list-style-type: none"> • Indo-Korean Entrepreneurs Meet was held • MOU Signing with 7 foreign Universities • International paper presentations • Admission drives in several part of India
Research and Publication policy implementation	<ul style="list-style-type: none"> • implemented

ANNEXURE I

Faculty Development Programme/Workshop/Seminar/professional development programme/conference etc. - Attended:

- Prof. Saji George (2014) participated in the FDP in management at IIM, Ahmedabad, from June 09 to September 27, 2014.
- Dr. Anil Kumar K, Dr. Bejoy John Thomas, Dr. Binoy Joseph, Dr. Deepak Babu, Dr. Manoj Mathew, Dr. Rosemary Varghese and Mr. Shelly Jose attended One-day workshop on Bloom's Taxonomy organised by Rajagiri College of Social Sciences from 05-01-2015 to 05-01-2015.
- Prof. M. Rakesh Krishnan (2014) UGC Sponsored Refresher Course in Human Rights (Multidisciplinary) conducted by the UGC-academic staff college from 22-05-2014 to 11-06-2014.
- Dr. Roshna Varghese (2014) participated in the UGC Sponsored Special Summer School conducted by the UGC-academic staff college, Trivandrum from 30-07-2014 to 19-08- 2014.
- Ms. Neethu Mohanan and Shiju Thomas M.Y attended National Workshop on 'Innovations in Curriculum, Teaching and Instruction for Teachers of Professional and Technical Institutions' Organized by CEDBEC, Christ University from 04-3-2015 to 06-3-2015
- Prof. Deepak Babu (2014) participated in the National Workshop on “Instructional Design, Multimedia and e-Resources in Higher Education” organized by CEDBEC, Christ university, Bangalore, from 29thSeptember to 01stOctober 2014.
- Prof. Imran Ahmed Khan (2014) participated in the National Workshop on “Instructional Design, Multimedia and e-Resources in Higher Education” organized by CEDBEC, Christ university, Bangalore, from 29thSeptember to 01stOctober 2014.
- Prof. Simon Jacob (2014) participated in the ‘Special Winter School’ conducted by UGC Academic Staff College, 27.11.14 to 17.12.14.
- Prof. Neenet Baby (2014) attended one-day seminar on “Successful Autonomous Colleges in India” on 6th June 2014 at Sacred Heart College, Thevara, Kochi.
- Prof. Saji George (2014) given 2 days training programme for DonBosco teachers at Rajkot from 06 June 2014 to 07 June 2014

Internal Quality Assurance Cell (IQAC)

- Dr. Rosemary Varghese (2014) engaged two sessions on “Communication for Pastoral Leadership” in the workshop conducted by Syro-Malabar Synodal Commission for Clergy at Mount Saint Thomas, Ernakulum on July 09, 2014
- Dr. Anilkumar K (2014) given a lecture on the topic ‘Human Resource Management’ at Kerala Public Service Commission Training, Kochi on November 11, 2014.
- Dr. Binoy Joseph (2015) was a resource person for the National Seminar on “Corporate Social Responsibility: A Threshold in Social Work” on February 19, 2015 at St. Thomas College, Thrissur.
- Dr. Anish K.R. has attended UGC-sponsored special winter school conducted by the UGC- academic staff college, Trivandrum from 28.11.2014 to 18.12.2014
- Dr. MD Baby participated a workshop on E-content, recording of Classes for e pg pathshala project by UGC at Delhi
- Mr. Simon Jacob attended UGC-sponsored special winter school conducted by the UGC-academic staff college, Trivandrum from 27-11-2014 to 17-12-2014.
- Ms. Prema S Thomas and Ms. Sunu Mary Abraham participated in Fourth International Conference on Advances in Computing and Communications (ICACC-2014) from 27-08-2014 to 29-08-2014.
- Dr. Joseph M.K participated in National Level Training Workshop on Contemporary Research Methodologies and Techniques at Christ University from 15-05-2015 to 16-05-2015.
- Dr. Gigi George participated in VIVES University College Faculty Exchange Program
- Dr. Nycil Romis and Fr. Saju M.D attended DYUTI '15, International Symposium on 'Evidence in Global Mental Health' at RCSS from 07-01-2015 to 09-01-2015.
- Mr. Rajeev S.P attended International Conference on Community Empowerment, Coping, Resilience and Hope from 14-12-2014 to 16-12-2014.
- Dr. Anish K.R attended UGC-sponsored special winter school conducted by the UGC-academic staff college, Trivandrum from 28-11-2014 to 18-12-2014.
- Mr. Harish B participated in an Introduction to Marketing - Online Course Authorized by University of Pennsylvania from 05-11-2014 to 14-01-2015
- Ms. Susan Mathew attended Three Day International Conference-cum-Workshop organised by Sree Narayana College of Education, Mahe and English Language Teachers' Interaction Forum (ELTIF) from 26-12-2014 to 28-12-2014.
- Dr. Minimol M.C Completed a short term course on Forensic Accounting and Fraud Examination from West Virginia University through Coursera from 12-01-2015 to 12-01-2015.
- Ms. Smitha Siji participated in 14th Eurasia Business and Economics Society (EBES) Conference held in Barcelona, Spain from 23-10-2014 to 25-10-2014.
- Dr. MD Baby participated as a panelist in the seminar “Knowledge creation, extraction, discovery and delivery” conducted by Informatics, INDIA.

Internal Quality Assurance Cell (IQAC)

- Ms. Neethu Mohanan Participated a National Conference on Academic Library Management: Challenges, Opportunities & Trends Organized by Malayalam University, Tirur on 9-10, March 2015.
- Ms. Neethu Mohanan Participated a National Workshop on 'Innovation: Curriculum, Teaching and Instruction for Teachers of Professional and Technical Institutions' Organized by CEDBEC, Christ University on March 4-6, 2015.

ANNEXURE II

Teachers undergoing Online/ face-to-face Faculty Development Programmes, Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.

1	DR. ANISH K. R.	Orientation Programme - UGC-sponsored special winter school conducted by the UGC-academic staff college, Trivandrum
2	DR. GIJI GEORGE	FDP - VIVES University College Faculty Exchange Program
3	DR. LIZY P. J.	FDP - Faculty Exchange Program, Nazareth College
4	DR. MINIMOL M. C.	Online Course - Completed a short term course on Forensic Accounting and Fraud Examination from West Virginia University through Coursera
5	DR. RAKESH KRISHNA N	Refresher Course - UGC Sponsored Refresher Course in Human Rights (Multidisciplinary) conducted by the UGC-HRDC, University of Kerala, Trivandrum
6	DR. ROSHNA VARGHES E	Orientation Programme - UGC Sponsored special Summer School conducted by the UGC-academic staff college, Trivandrum
7	DR. SUNIROS E I. P.	Orientation Programme - UGC Sponsored Refresher Course in Human Rights (Multidisciplinary) conducted by the UGC-HRDC, University of Kerala, Trivandrum
8	MR. HARISH B	Online Course - An Introduction to Marketing - Online Course Authorized by University of Pennsylvania
9	MR. SAJI GEORGE	Orientation Programme - 143rd orientation programme in IT oriented for University/College teachers conducted by Human Resource Development Centre, University of Kerala
10	MR. SIMON JACOB C.	Refresher Course - UGC-sponsored special winter school conducted by the UGC-academic staff college, Trivandrum

ANNEXURE III

Financial Assistance provided to Faculty Members to attend conference/workshop and during 2014-15:

Sl. No.	Name of the Teacher	Title of Conference/Workshops	Amount
1	Dr. Anish K. R.	Workshop - Workshop on "Feeling Good and Doing Well" - NIMHANS Bangalore	4000
2	Mr. Deepak Babu	Workshop - National Workshop on instructional design, multimedia and e-resources in higher education - Christ university	4000
3	Dr. Fr. Joseph M. K.	Workshop - National Level Training workshop on Contemporary Research Methodologies and Techniques - Christ University	4000
4	Dr. Anilkumar K.	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
5	Dr. Bejoy John Thomas	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
6	Dr. Binoy Joseph	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
7	Dr. Giji George	Conference - International Conference on Social Work Practice in Mental Health	2500
8	Dr. Imran Ahmed Khan	Workshop - National Workshop on Instructional Design Multimedia and e-Resources in Higher Education - Christ University	4000
9	Dr. Manoj Mathew	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
10	Dr. Rosemary Varghese	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
11	Dr. Roshna Varghese	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
12	Dr. Shelly Jose	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
13	Dr. Rakesh Krishnan M	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
14	Mr. Deepak Babu	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
15	Mr. Kiran Thampi	Workshop - National Workshop on Instructional Design Multimedia and e-Resources in Higher Education - Christ University	4000
16	Mr. Rajeev S. P.	Conference - International Conference on Community Empowerment, coping, resilience and hope Hyderabad	6000
17	Mr. Saji George	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000

Internal Quality Assurance Cell (IQAC)

18	Mr. Shiju Thomas M. Y.	Workshop - Two day workshops on Next generation computing in Embedded and IoT - IITMK Trivandrum	3500
19	Mr. Shiju Thomas M. Y.	Workshop - National Workshop on Innovations in Curriculum, Teaching and Instruction for Teachers of Professional and Technical Institutions - Christ University	5000
20	Mr. Shiju Thomas M. Y.	Workshop - Workshop on Image sensing, medical imaging and satellite imaging - IITMK Trivandrum	3500
21	Mr. Veeva Mathew	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
22	Mr. Harish B.	Workshop - Workshop on Bloom's Taxonomy - RCSS	1000
23	Ms. Archana Unnikrishnan	Workshop - Workshop on managing literature for scholarly writing - SB College	1000
24	Ms. Neethu Mohan	Workshop - National Workshop on Innovations in Curriculum, Teaching and Instruction for Teachers of Professional and Technical Institutions - Christ University	3500
25	Ms. Neethu Mohan	Conference - National Conference on Academic Library Management - Malayalam University	1500
26	Ms. Prema S. Thomas	Conference - Fourth International Conference on Advances in Computing and Communications RSET Kakkannad	2500
27	Ms. Sunu Mary Abraham	Conference - Fourth International Conference on Advances in Computing and Communications RSET Kakkannad	2500
28	Ms. Susan Mathew	Conference - International Conference cum Workshop - English Language Teachers Interaction Forum - Sree Narayana College of Education, Mahe	3000
29	Ms. Smitha Siji	Conference - 14th EBBS Conference Barcelona	180000
30	Dr. Anish K. R.	Workshop - National Workshop on Instructional Design Multimedia and e-Resources in Higher Education - Christ University	3500

Paper presentations

- Dr. Sr. Lizy P.J (2014) presented a paper “Problems of Rural Elderly Women in Kerala and the Need for Social Work Intervention” in 5th Summer University Programme in
- Social Work - 'Vulnerability, Empowerment and Social Work', organised by the School of Social Work & Health Sciences, University of Applied Sciences and Arts, Lausanne, Western Switzerland from 3rd to 10th July 2014
- Dr. Sr. Lizy P.J (2015) presented a paper “Psychological Problems of the Parents of Children with Hearing Impairment” in DYUTI 2015, International Symposium on Global Mental Health conducted by Rajagiri College of Social Sciences (Autonomous), Cochin
- Fr. Saju M.D (2015) presented a paper “School mental health; a social work paradigm” in Dyuti 15 International Symposium of Global Mental Health
- Prof. Nycil Romis Thomas (2015) presented a paper “Outcomes of Strength Based Social Work Intervention in Families with Adolescents: A Qualitative Inquiry” in International Conference on Evidence in Global Mental Health organized by Rajagiri College
- Prof. Nycil Romis Thomas (2014) presented a paper “Family Strength Predictors of Adolescent Life Satisfaction: A Strength Based Study Done in Kerala” in International Conference on Mental Health organized by DePaul Institute of Science and Technology, Angamaly
- Dr. Giji George (2015) presented a paper “An inquiry into the Psycho Social Problems of Institutionalised Unwed Mothers” in International Symposium on Evidences in Global Mental Health organized by RCSS, Kalamassery and York University, U.K.
- Dr. Giji George (2014) presented a paper “Subjective wellbeing of Unwed Mothers Effectiveness of Social Work Intervention” in International Conference on Mental Health jointly organized by Depaul College, Angamaly and James Cook University, Australia
- Prof. Imran Ahmed Khan (2015) presented a paper “A Study on Mental Health and Self- Efficacy of Adolescents in Tura, Meghalaya” in DYUTI 2015 held from 7th to 9th January 2015 at Rajagiri valley campus, Kakkanad.
- Dr. Minimol M C (2014) presented a paper “Overconfidence, Risk tolerance and Investment Strategy Adoption of Capital Market Investors” in the 2014 meetings of World Finance & Banking Symposium – Singapore, on December 12 & 13, 2014.
- Prof. Siby Jose (2014) presented a paper “Movies in the MBA classroom: Impact study of an Experiment” at the 14th international conference on ‘Knowledge, Culture and Change in Organizations’, SAID business school, UK on August 4, 2014.
- Dr. Smitha Siji (2014) presented a paper titled “Linking Customer Loyalty to Customer Satisfaction and Store Image” in the 14th Eurasia Business and Economics Society (EBES) Conference on October 25, 2014 at Barcelona, Spain.
- Prof. Susan Mathew (2014) presented a paper “Khaya Yehi hai Right Choice – The Influence of Sociolinguistics and transliteration in Advertisements” in the National Seminar on new trends in English Literature and Language on April 30, 2014 at Noorul Islam University, Kumaracoil.

Internal Quality Assurance Cell (IQAC)

- Prof. Susan Mathew (2014) presented a paper “The Influence of Sociolinguistics in Transliterated Advertisements” in the International Conference – cum-workshop, jointly organized by Sree Narayana College of Education, Mahe and English Language Teachers’ Interaction Forum on December 26 – 28, 2014.
- Dr. Binoy Joseph (2014) presented a paper titled 'A critical Review on the Evolution, Antecedents and Outcomes of Employee Engagement' in the international conference on Innovative Practices in Business and Information Technology' held at Adarsh Institute of Management and Information Technology on 15-16 December 2014.
- Dr. Binoy Joseph (2014) presented a paper titled 'Psychological Climate and its Relationship with Employee Engagement: A Study on Employees in Travel Organisations in Karnataka' in the international conference on 'Futuristic Innovations and Challenges to Diversity Management, Emerging Technologies and Sustainability for Inclusive Industrial Growth' ICFIDM - 2014 at Jyoti Nivas College, Bangalore October 30-31, 2014

ANNEXURE V

Financial Assistance provided to Faculty Members for subscribing Professional Body Membership fee:

Sl. No.	Name of the Teacher	Title of Professional Body Membership	Amount
1	DR. ANISH K. R.	Life Member of Kerala Association of Professional Social Workers	1000

