



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)
• Name of the Head of the institution	Dr. P.S. Sreejith
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9447812820
• Alternate phone No.	04842660999
• Mobile No. (Principal)	9447812820
• Registered e-mail ID (Principal)	office@rajagiritech.edu.in
• Address	Rajagiri School of Engineering & Technology, Rajagiri Valley, Kakkanad, Kochi 682039, Kerala, India
• City/Town	Ernakulam
• State/UT	Kerala
• Pin Code	682039
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	18/09/2020
• Type of Institution	Co-education

• Location	Urban				
• Financial Status	Self-financing				
• Name of the IQAC Co-ordinator/Director	Ms. Liza Annie George				
• Phone No.	9020072720				
• Mobile No:	9020072720				
• IQAC e-mail ID	iqac.rset@rajagiritech.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.rajagiritech.ac.in/Home/naac/AQAR_report2019-20.pdf				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rajagiritech.ac.in/Home/exam/btech_AcademicCalendar.aspx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.79	2009	31/12/2009	30/12/2014
Cycle 2	A	3.03	2017	22/02/2017	31/12/2025
6.Date of Establishment of IQAC			07/10/2008		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
PI - Dr. PreethaK G CoPI - Dr. Saritha S	Research Grant	Naval Research Board	30/06/2021	3378032	

Dr.Rinku Jacob, Dr. Ramkumar P.B(Co PI)	Core Research Grant	DST- SERB	31/01/2021	505450
Vishnu Sankar	Center for Advanced Technologies in Disaster Management (CATDM)	CUSAT	03/10/2020	49230
Dr. Ajith Kumar. A (Founder and Mentor), Tony Chacko (Co-founder)	Idea grant	KSUM (Kerala Start-UP Mission)	08/02/2021	200000
John Paul CD (Student Founder), Dr. Ajith Kumar. A (Founder and Mentor)	Idea grant	KSUM (Kerala Start-UP Mission)	08/02/2021	200000
Dr. Ajith Kumar. A (Founder and Mentor)	Idea grant	KSUM (Kerala Start-UP Mission)	08/02/2021	200000
Dr. Manoj G Tharian	Financial Assistance to Student Project	APJAKTU - CERD - Engineering Colleges	01/06/2021	37000
Mr. Vineeth Krishna P	Financial Assistance to Student Project	APJAKTU - CERD - Engineering Colleges	01/06/2021	30000

8. Provide details regarding the composition of the IQAC:

<ul style="list-style-type: none"> • Upload the latest notification regarding the composition of the IQAC by the HEI 	View File
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9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Organized AICTE sponsored Six Days National Level Short -Term Training Programme on "Outcome Based Education for Technical Institutions"	
Conducted Faculty Orientation Programme for newly joined faculty members of RSET	
Prepared Semester Plan, Academic Calendar, Activity Calendar for Course and ensured adherence to the plan	
Conducted Academic Audits for all semesters	
Conducted mid semester and end semester feedback on course delivery	
12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:	

Plan of Action	Achievements/Outcomes
<p>Initiatives to organise flagship events for the institution</p>	<p>AICTE Sponsored 6-Day National Level Short Term Training Programme on Outcome Based Education for Technical Institutions (Phase 1-Key components) The Department of Mechanical Engineering of RSET in association with IQAC organized an AICTE sponsored 6-Day National Level Short Term Training Programme on "Outcome Based Education (OBE) for Technical Institutions" from 14th to 20th October 2020, with an objective of understanding OBE and its key components. This phase 1 STTP had various sessions delivered by eminent speakers from RSET as well as other reputed national level institutions. AICTE Sponsored 6-Day National Level Short Term Training Programme On Outcome Based Education For Technical Institutions (Phase 2-Outcome Based Education and Autonomy) The phase 2 of the AICTE sponsored 6-Day National Level Short Term Training Programme on "Outcome Based Education (OBE) for Technical Institutions- Outcome Based Education and Autonomy" was conducted by the Department of Mechanical Engineering of RSET in association with IQAC from 16th to 21st November 2020. Sessions on the objectives of formulation of course outcomes, CO-PO mapping, curriculum design, course design etc. were delivered by various distinguished educationists. AICTE Sponsored 6-Day National</p>

	<p>Level Short Term Training Programme On Outcome Based Education For Technical Institutions (Phase 3-Outcome Based Education And Accreditation) The phase 3 of the AICTE sponsored 6-Day National Level Short Term Training Programme on "Outcome Based Education (OBE) for Technical Institutions- Outcome Based Education and Accreditation" was conducted by the Department of Mechanical Engineering of RSET in association with IQAC from 10th to 16th December 2020. The sessions aimed at the philosophy of OBE, role of IQAC, modern tool usage for implementing OBE and accreditation procedures. Sessions on NIRF ranking, student mentoring etc. were also conducted.</p>
<p>Quality improvement programmes for Students</p>	<p>A week long Student Induction Programme (SIP) for the first year B.Tech students (2020 admissions) was conducted from 23rd to 30th November 2020. The SIP is conducted every year to help the new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of RSET, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.</p>
<p>Streamlining Academic Activities</p>	<p>IQAC prepares and circulates academic calendars detailing the timeline of the various academic activities to be carried out during each semester including</p>

	<p>the deadlines for class/advisory committee meetings, assignments, internal mark updating in RSMS and faculty feedbacks. IQAC also readies and disseminates semester plans stipulating the start and end dates of a semester, the period to complete the various modules in each course and the tentative dates of the internal examinations. The following academic calendars and semester plans were prepared and circulated: S1 semester plan and academic calendar for B. Tech. in November 2020 and for M. Tech. in February 2021 S8 and S6 B. Tech semester plans and academic calendars in March 2021 S4 B. Tech. semester plan and academic calendar in April 2021 S2 M tech and S2 B. Tech. semester plan and academic calendar in May 2021</p>
<p>IQAC Activity Calendar</p>	<p>A series of regular activities are conducted every semester at RSET. Activity Calendar for various segments like Course, Administration, Exam, Documentation and Audit will support the conduct of activities in a scheduled manner. The first version of the activity calendars for Course and Exam were completed.</p>
<p>Development of Class Index for Performance Assessment</p>	<p>Introduced the class index system which can be taken as a parameter to improve the academic performance of the class/batch by organising activities catering to both slow and fast learners</p>
<p>CIS Preparatory Workshop to promote Outcome Based Education</p>	<p>A CIS preparation Workshop with peer group discussions was</p>

system	conducted on 20th March 2021. The aim of the workshop was to prepare a new CIS by taking inputs from the previous course in-charges, along with feedback on the course and their CO-PO-PSO attainment values.
Revision of Feedback Forms	The classes for students during the academic year 2020-21 were mostly by online methods. The faculty feedback form was revised for both KTU and Autonomous batches with questions including the conduct of online classes.
Preparation of NBA for Civil department	The Civil Engineering department is preparing for their first NBA visit. It was decided to to conduct a few internal mock audits to support their preparedness. The team comprising of the NBA coordinator, IQAC members and other senior faculty members of the institute were formed and the first mock audit was conducted on 24th March 2021. A second mock audit is planned for September 2021.
Streamlining M.Tech. Programmes	The M. Tech. programmes at RSET were streamlined with Academic Calendar, Semester plan for the conduct of the programme in a semester. A Course Information Sheet (CIS) for every course under different programmes was developed showing the details of the Course Objectives, Modules, Reference/Textbooks, Course Outcomes, Web links for Materials, Gaps in the syllabus and mapping with Programme Outcomes.

<p>Format Revision for Course and Lab Files</p>	<p>During this academic year, IQAC decided to have common guidelines/format for general files. IQAC has also revised the contents of Course and Lab files. Further, plans were also put in place for developing formats for Comprehensive Viva and Global Elective Courses.</p>
<p>Academic Internal Audits</p>	<p>The Audits for the current year was limited to the department level, due to the prevalent pandemic situation. A committee consisting of members of IQAC and KTU coordinators were constituted for scrutinizing the audited files in the departments. The audits also promoted soft copies for information. A directory structure format for maintaining the softcopies of course files was created for every department. The schedule for Academic Audits was based on the KTU Calendar. The first course file audit in the departments was conducted on 15th, 16th and 19th Oct 2020. It was followed by a scrutiny of course files by IQAC members and UG coordinators on 26th Nov 2020. The Second Course File audit in the Departments was completed on 24th Feb 2021 followed by scrutiny of Course and General Files in the department on 29th, 30th and 31st March 2021.</p>
<p>Inputs for streamlining the activities organised at RSET</p>	<p>A detailed study of the AQAR was conducted and areas for improvement at the Department and College levels were classified as critical and weak. Few of the programs that were</p>

identified to be conducted at the department level included new certificate courses (beyond curriculum), value added courses for imparting transferable and life skills, special programmes for both slow and advanced learners, collaborative activities for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work, extension activities in the neighbourhood sensitising students to social issues for their holistic development etc. HoDs were requested to coordinate these programs at the department level. Few of the programs that were identified to be conducted at the college level included new courses/programmes, investment in developing facilities, training teachers and clerical/project staff, professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff, schemes to promote of gender equity, initiatives to provide an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities etc.

Conducted Faculty Orientation Programme for newly joined faculty members of RSET

Organized a 3 days Faculty Orientation Programme for the faculty members (joined after August 2017) from September 14-16, 2020. Twenty five faculty members participated in this orientation programme.

13. Was the AQAR placed before the statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name of the statutory body</td> <td>Date of meeting(s)</td> </tr> <tr> <td>Governing Body</td> <td>18/10/2021</td> </tr> </table>		Name of the statutory body	Date of meeting(s)	Governing Body	18/10/2021
Name of the statutory body	Date of meeting(s)				
Governing Body	18/10/2021				
14. Was the institutional data submitted to AISHE ?	Yes				
<ul style="list-style-type: none"> Year 					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>26/03/2022</td> <td>26/03/2022</td> </tr> </table>		Year	Date of Submission	26/03/2022	26/03/2022
Year	Date of Submission				
26/03/2022	26/03/2022				

Extended Profile

1. Programme

1.1 **13**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1 **3149**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **793**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

833

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

467

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

189

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1	13
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1	3149
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	793
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	833
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1	467
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	189
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	189
Number of sanctioned posts for the year:	
4. Institution	
4.1	372
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	70
Total number of Classrooms and Seminar halls	
4.3	1062
Total number of computers on campus for academic purposes	
4.4	2793.41586
Total expenditure, excluding salary, during the year (INR in Lakhs):	
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Design and Development	
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.	
Rajagiri School of Engineering & Technology (RSET) - Autonomous, is a premier educational institution that offers quality education in engineering and research. RSET takes special care to empower students in their engineering domain to meet the local, national, regional and global needs. RSET adopts an Outcome based Education system by achieving Programme Educational Objectives (PEOs) and Programme Outcomes(POs) for the different domains of courses	

offered under its umbrella. Program Sepcific Outcomes (PSOs) helps to focus on employability, entrepreneurship, and skill development for the students in their choice of study.

The curriculum relevance to local and regional needs is highly reflected in the institution, due to its close proximity to the industrial belt of Kerala, the Infopark, and the proposed Smart City, the factors which help in providing the students with exposure to the practical aspects of their profession. The curriculum relevance to the global needs is reflected in fundamental as well as advanced level courses. The internships and application/research projects undertaken by the students connect to industry and their domain of learning in a global level.

RSET has been accorded Autonomous status from 2020 onwards.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	Nil

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

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	No File Uploaded
Any additional information	No File Uploaded

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

5

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

NIL

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

13

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

The institution holds a great importance on professional ethics,

gender, human values, and environmental and sustainability issues since they are intertwined with its vision and mission. Professional Ethics and sustainability are the two important factors which is part of Programme Outcomes defined for all programmes of study. Henceforth, they are related to relevant course outcomes for all the courses under study. It is ensured that the mandatory project work undertaken by the students ensures professional ethics in their design, development and report writing tasks. Courses related to Sustainability Engineering are mandatory ones in the curriculum. The extension activities organized and conducted by different clubs also ensure to instill social responsibility and human values in the students.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

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

3

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

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

88

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

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

1460

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

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

E. None of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	Nil
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

E. Feedback not collected

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

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

851

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

235

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Every year the Institute provides an opportunity for top students from each branch to visit international universities like SOJO University, Japan, with full financial assistance as a part of student exchange programme. It gives an opportunity for our students to share ideas related to both technological and social matters with foreign students. Rajagiri has MOU's with various industries and professional societies which offer job oriented courses which give correlation regarding what is learning and what is happening in the industry. Bright students are encouraged to take NPTEL and similar MOOC courses. Fablab training for interested students. Bright students have the opportunity to visit and learn about the HPC centre in college. Add-on courses are provided at the beginning of semesters for bright students. Honours/ cash awards/ perfect attendance awards, awards for the best students in each department. Mathematics award for student having the highest mark in Engineering Mathematics. Institution offers cash awards for GATE toppers. To nurture entrepreneurs, we have an active IEDC club which conducts training sessions and various activities. Bright students are encouraged to conduct workshops and training programmes for their colleagues and there by entertaining peer group learning. Workshops and Training programmes conducted by the department to bridge the gap between the syllabus and latest technologies and tools. Rajagiri allows students to do internship in reputed companies. Bright students who perform exceptionally well can take extra books from library

than the number of book allotted. They can take printout/photostats free of cost to some extent from the college photostat shop. College has well-equipped library and digital library providing access to various journals. Well-equipped labs with modern equipment for research purpose which are in addition to that mentioned in the syllabus. Career Guidance classes, motivational talks, aptitude test training, quizzes, placement oriented classes are organised. Industrial training and Industrial visits organised. Project exhibition of the best student projects. Other facilities provided for self-development are Dept. Library, Common Computing Facility.

Based on the results in first internal examination remedial classes are planned for weak students. It is planned for those students who failed in any internal examination and those who are interested to attend the classes. Classes will be taken based on the requirement from students or assignments are given to these students. The evaluation is done at the end of class or questions will be asked during the submission of assignments.

One hour allotted per week is allotted for Mentoring. Students are grouped under mentors. For the above average students guidance will be given based on the competitive examinations, latest trends, their areas of interest, extracurricular and curricular activities, regarding the scope of higher studies in India and abroad, details of various online and job oriented courses etc. For those students who are interested to do projects in the department as well as interdepartmental projects, necessary support will be given by the mentor. Weaker students are provided learning assistance from faculty members in preparation of supplementary examination.

Institution regularly offers bridge courses for students to build programming concepts and electronic fundamentals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/12/2020	3149	189

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

Based on the curriculum, tutorial classes are allotted for various subjects. Three faculty members, including the subject teacher will be handling the tutorial sessions. Students will be divided into groups and faculty members are assigned to each group. Based on the performance in class tests individual attention is given to students. Problem solving, subject discussions, presentations, group study are conducted during this hour.

Rajagiri encourages collaborative learning. One hour per week is allotted for remedial/mentoring classes. Students are divided into groups of 4 to 5 each. They are given the task of identifying the latest technologies and do presentations, question answering section, debate, group discussions based on that. Group wise combined study is also conducted during this hour for weak students.

Industrial visits and internship facilities are provided for students to understand the cutting edge technologies being used by the industry. Students are encouraged to take socially relevant and industry live projects as their final semester project work.

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

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

The College provides continuous and consistent ICT-based learning environment. All Classrooms are equipped with ICT-enabled high

quality projector and Wi-Fi environment. RSET uses Google Classrooms as an online educational platform that provides custom learning environments for students. Conduct of quizzes and assignments are done online in an interesting and engaging manner using Google Classrooms. Course outlines/schedules are prepared in RSMS, the college management information system (MIS). DSpace, a digital repository, is used by teachers and students to share resources/question papers. All Computer labs, are well-equipped with ICT facilities, thus helping teachers and students to avail online content within the college. Teachers also use NPTEL platform for enhancing their knowledge. RSMS, the college MIS is used for attendance management and as examination/assignments marks interface. Language lab provides language tutorials for students who voluntarily opt for Remedial English classes. The exercises give the students exposure to a variety of listening and speaking drills, helping them to overcome language deficiencies, and improve their command over the language.

RSET has a software application for the administration, documentation, tracking, reporting and delivery of courses called GYAN. Students and faculty members can collaborate via computer, via mobile device or a virtual classroom to enjoy learning at home or wherever they are. RSET also have an Intranet Service; Rajagiri Information Centre, which is accessible only from campus intranet. It hosts Rajagiri Institutional Repository, Digital Library, Video Library, Online Journal Access links and Library OPAC.

All the department prepared video lectures for most of the subjects and published online in RSET youtube channel.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://gyan.rajagiritech.ac.in/
Upload any additional information	View File

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

2.3.3.1 - Number of mentors

157

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

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

The institution prepares the semester plan and academic calendar for every semester in advance. The coverage of academic plan covers the list of examination dates, vacation dates, festivals, etc. Semester plan provides the total effective working days available in a given semester. Then the timetable committee prepare the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendar monitors the effective delivery of the program with academic and business inputs.

The concerned faculty members prepare course plan for their respective subject. These hours are distributed among class room teaching, case studies, workshops and lab session as per the subject requirements. These plans are made in advance and serves as guide for conducting sessions. HODs check the progress of each course and ensures timely and effective completion of course in the specified time frame with perfect blend of practical and theoretical inputs.

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

2.4 - Teacher Profile and Quality

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

189

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

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

49

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

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

1576

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

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

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

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

REXA is the software developed by Rajagiri School of Engineering & Technology for the purpose of handling examination related tasks. This software is exclusively developed and used for conducting the examinations from 2020 batch students onwards (Both B.Tech and M.Tech). The examination related tasks include question bank uploading, question paper generation, question paper scrutiny, final question paper generation, answer paper valuation, tabulation, final result etc. The REXA software is linked with another software developed by inhouse called RSMS (Rajagiri Student Management System) for getting the students details for course registration, exam registration and internal mark entry. The software can be viewed by both faculty and students. The Controller of Examinations along with two Deputy Controllers are given the master permissions for the total access. The faculty members are given access to enter the questions to form the question bank, perform question paper scrutiny to check the correctness and quality and carry out online valuation. The students can register through the portal for the examinations after receiving the notification and can pay the fees also online. The final results of end semester examinations to students are also displayed through the REXA portal.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://faculty.rajagiritech.ac.in/login

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on Website, Course handouts, Class rooms, Laboratories, Library and communicated to teachers and students. While addressing the students, the HODs, faculty members, class teachers, mentors create awareness on POs, PSOs and COs.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	Nil

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

Programme outcome (PO) / Programme Specific Outcome (PSO) assessment is done by giving 80% weightage to direct assessment and 20% weightage to indirect assessment. Direct assessment is based on Course Outcome (CO) attainment. Indirect assessment is done through program exit survey.

Direct Assessment Tools and Process:

Direct assessment tools are used for the direct assessment of POs and PSOs. Initially, the attainment of each course outcome is determined using internal as well as external (university exam) assessment. The attainment of each PO corresponding to a particular course is determined from the attainment values obtained for each course outcome related to that PO and the CO-PO mapping values. Similarly, the values of PSO attainment are also determined.

Indirect Assessment Tools and Process:

Indirect assessment is done through program exit survey. An exit survey is conducted for students who have graduated out of the department for that year. The questionnaire consists of 15 questions which is relevant for assessing each PO and PSO. The

first 12 questions correspond to the 12 POs and the remaining 3 questions are for PSOs. Each question is having 5 options, namely, strongly agree, agree, disagree and strongly disagree which is given marks 5, 4, 3, 2 and 1 respectively.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/ACADEMICS/OUTCOME%20BASED%20EDUCATION%20SYSTEM/2020-21/CO-PO-PSO%20ATTAINMENT/

2.6.3 - Pass Percentage of students

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

659

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/ADMINISTRATION/FEEDBACK%20SYSTEM/2020-2021/STUDENT%20EXIT%20FEEDBACK/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

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

RSET has several initiatives being pursued on the research front. Individual departments have Research Groups based on specific areas of study and expertise of the faculty. Faculty members are encouraged to acquire state of the art in their chosen area through need based training programmes offered by competent institutions. This is passed on to the students through Projects currently relevant while fulfilling the curricular requirements. A Research Advisory Committee (RAC) is in place which offers timely guidance and support to faculty members in pursuance of their research as well as in formulating application-oriented research proposals for external funding. Broad policies to augment institutional research are drawn out by the RAC. The implementation part is looked after by the Research Promotion Committee which provides first hand support on a case by case basis. Young researchers have found the overall system encouraging and helpful in accomplishing their goal.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/RESEARCH/RESEARCH%20PROMOTION%20SCHEMES/2020-21/
Any additional information	View File

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

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

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

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

5

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

45.99712

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

8

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/RESEARCH/FUNDED%20PROJECTS/
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

18

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

3

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/RESEARCH/FUNDED%20PROJECTS/2020-21/
Any additional information	View File

3.3 - Innovation Ecosystem

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

Institution has created an ecosystem for innovations and creation and transfer of knowledge RajagiriResearch Centre. Rajagiri

Research Centre was established in 2003 with the aim of promoting research in the fields of Engineering and Science in the institution. Dr.K. Babu Joseph, (former Vice Chancellor of the Cochin University of Science and Technology and the first Principal of RSET), headed the Research Centre as Dean during the period 2003-2009 and a Research Committee with senior Professors as members was constituted. Research areas such as Topology, Fuzzy Mathematics, Image Compression, etc were identified and certain research activities were initiated on the basis of professional research interests and a few research papers were published.

In the year 2007-08, a new research approach was adopted carefully integrating the undergraduate academic programs with the research interests of the faculty. Accordingly a new entity, Rajagiri Research and Consultancy Center (RRCC) was founded. RRCC conceives RSET as a community of research groups, the entire faculty and students being part of them. Currently there exist RRCC inner-disciplinary and trans-disciplinary research groups engaged in research in diverse engineering areas. Major efforts are implemented by way of student projects and consultancy to industry. Currently Dr. (Fr.) Varghese Panthalookaran is the coordinator of RRCC.

Rajagiri has become accepted Place of Research under APJ Abdul Kalam Technological University and Ph.D programmes under KTU are being offered in Mathematics, Electronics & Communication Engineering , Computer Science, Mechanical Engineering, Information Technology and Electrical Engineering.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rajagiritech.ac.in/Home/IQAC/index.asp?strPathOnly=DSR/RESEARCH/COMMITTEES%20TO%20PROMOTE%20RESEARCH/

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

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

3.4 - Research Publications and Awards

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

A. All of the above

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

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

3.4.2.1 - Number of PhD students registered during the year

42

File Description	Documents
URL to the research page on HEI website	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/FACULTY/FACULTY%20WITH%20GUIDESHIP/2020-2021/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

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

78

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

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

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/RESEARCH/PUBLICATIONS/2020-21/

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**3.4.5.1 - Total number of Citations in Scopus during the year**

437

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

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

156

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

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

2.91722

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

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

Nil

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

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

NSS has always stood up to its strong spirit of serving people keeping in mind the policy of "Not Me But You". The belief that we must live for others, is being realized through the selfless service of the NSS volunteers who get into timely action for the upliftment of the needy people of their respective localities. NSS units of the RSET has always given the volunteers, a platform to serve the society and bring happiness and smiles on many faces, which has sown the seeds of social commitment in many students who are otherwise kept aloof from the real challenges and torments faced by the masses in the society as a whole. NSS by its range of community service initiatives has triggered a change in the personality and attitude of the volunteers. So it is not simply an association; it's a platform to achieve the overall abilities of every individual enrolled in the scheme.

The 100 number team of committed NSS Volunteers Every year 50 volunteers are enrolled from semester three so a total of 50 from second year and 50 from third year makes 100 volunteers NSS Technical cell of Directorate of Technical Education and KTU from 2019-2020 enrollment onwards the NSS works under both the DTE and APJ abdul kalam technological university NSS Cell,so third years belong to DTE and second year belong to KTU ,subsequent years we have KTU NSS cell alone for affiliated engineering colleges.

The service rendered by NSS are varied in nature: Health, Education, Legal Aid,Community and Physical services.Regular Activities and Special Camping Programmes are the highlights of NSS activities of the college.

Mass programme for Socio Economic Survey, Child line Biennale, Nature Study tour,General orientation and Special orientation ,programmes,Agriculture and Organic farming are such activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rajagiritech.ac.in/Home/IQAC/index.asp?strPathOnly=DSR/STUDENT/STUDENT%20ACTIVITIES/2020-2021/EXTRA%20CURRICULAR%20ACTIVITIES/National%20Service%20Scheme/

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

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**73**

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

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**4198**

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

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work****11**

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

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

6

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

RSET has a well maintained lush green and well-developed high-tech campus of 40 acres. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision and strategic objectives.

The infrastructure facilities and learning resources are categorized as under: Teaching and Learning Resources include resources and infrastructure required for library, laboratories, computer labs, class rooms, events, meetings and conference Support facilities include hostels, non-resident student centers, canteens, auditorium, seminar halls, conference halls, Board room, committee rooms, agricultural farms, biodiversity park, Fitness centers, sports facilities (indoor & outdoor)

Utilities include Safe drinking water, Restrooms, Prayer rooms and power generators. Classes are scheduled for optimal utilization of the available physical infrastructure.

Adequate equipment's available in the laboratories is not redundantly duplicated and availability is ensured by judicious time-sharing. RSET continuously strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment.

STEAG CENTRE FOR SMART CITY TECHNOLOGIES (CSCT)

As part of Rajagiri School of Engineering and Technology's efforts to foster greater collaboration between Academia and Industry, the Steag Centre for Smart City Technologies has been set up within the campus. The Centre is a joint initiative of Rajagiri and Steag Energy Services (India) which is one of the leading providers of services in the power generation and transmission sector.

SUNYA LABS

Sunya labs was established in 2017 at Rajagiri School of Engineering & Technology. At Sunya labs, we provide 3 main facilities - High Performance Computing Laboratory (HPC Lab), Cloud Computing Lab and Fab Lab. The HPC system at RSET has a computing power of upto 6.1 TFLOPS, catering to the ever-increasing demands of high performance computing for scientific and engineering research at the college. RSET Sunya Fab Lab has 3D printer, Laser Engraver, Vinyl Cutter, Sand Blaster and an Electronic Work Station. Sunya Labs has set up a Cloud computing research cluster using OpenStack cloud middleware.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rajagiritech.ac.in/Home/igac/index.asp?strPathOnly=DSR/INFRASTRUCTURE/PHYSICAL%20FACILITIES/TEACHING%20LEARNING%20ACTIVITIES/

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

Physical Education and Sports is an integral part of Rajagirian's total educational programme. The Physical Education faculty of RSET is committed to providing students with a worthwhile and enjoyable learning environment while providing the necessary knowledge and tools to adhere to a lifetime of activity and better health. RSET has been maintaining a high standard in almost all games. We offer systematic training and coaching for various games in the evening throughout the year. Leading institution teams are invited to RSET for playing practice matches. In order to give a competitive experience and exposure, RSET teams participate in all

the APJAKTU inter-collegiate tournaments and inter-collegiate tournaments in the country.

SL.NO

NAME OF THE AREA

Qty. & Plinth Area

1

Basketball courts with permanent floodlight facility

2 (2050 sq.m)

2

Football Field

1 (5850 sq.m)

3

Cricket Ground

1 (9000 sq.m)

4

Volleyball Courts with Floodlight Facility

2 (400 sq.m)

5

Throw ball Court

2 (850 sq.m)

6

Tennis Court (clay courts)

1 (200 sq.m)

7

a) Fitness Centre Gents

1 (900 sq.m)

b) Fitness Centre Ladies

1 (500 sq.m)

8

Playground Consist of 200 metres Athletic Track, Long Jump Pit, Shot-put, Discuss Throw Pits and Javelin Throw Sector.

1 (5850 sq.m)

9

a) Department Room

1 (500 sq.m)

b) Sports Store

1 (100 sq.m)

10

a) Indoor Badminton Courts

2 (1000 sq.m)

b) Table Tennis Area

2 (200 sq.m)

Facilities for Sports & Games

SL.NO

NAME OF THE AREA

Qty. & Plinth Area

1

Basketball courts with permanent floodlight facility

2 (2050 sq.m)

2

Football Field

1 (5850 sq.m)

3

Cricket Ground

1 (9000 sq.m)

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b) Sports Store

1 (100 sq.m)

10

a) Indoor Badminton Courts

2 (1000 sq.m)

b) Table Tennis Area

2 (200 sq.m)

Cafeteria

RSET has a spacious multi-cuisine cafeteria. In addition, coffee & tea counters are provided on different floors in the main building, and in the K.E. block.

Medical Centre

A medical centre with a full-time nurse and bed facility is functional on the campus.

Bank

The South Indian Bank has a branch adjacent to the campus, with a 24-hour ATM facility.

Post Office

The college post office, officially the Rajagiri Valley Post Office (pin code 682 039) has a Speed Post and Electronic Fund

Transfer facility.**Honesty Shop**

The Honesty Shop functioning on the first floor, next to the Coffee Counter, has essential stationery items, which the students may purchase by depositing the listed price in the money box.

Guest Rooms

There are guest rooms of international standards for guest coming for short lectures/seminars/conferences etc.

Auditorium

The latest addition to the infrastructure facilities of RSET is the newly constructed multi -purpose auditorium. The Aesthetically appointed facility has a capacity to seat 2500 people. This facility is ideal for big events like International conferences, staging performing arts, musical concerts etc.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://www.rajagiritech.ac.in/Home/igac/index.asp?strPathOnly=DSR/INFRASTRUCTURE/PHYSICAL%20FACILITIES/EXTRA%20AND%20CO-CURRICULAR%20ACTIVITIES/Playfields/

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

70

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

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

477.25776

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Alethea, the library is a computerized information system, which has all facilities for information storage and retrieval. It follows the open access library system. It has a total area of 937sq.m. and a seating capacity of 201. The library functions from 8.00 a.m. to 8.30 p.m. on all days, except state public holidays other than Sundays. Apart from this central facility, each department has separate department libraries. Reprographic facility is available in the library premises.

Digital Library Facilities

E - Alethea: RSET Digital library includes 1. Links to various sites of academic interest, 2. Public domain materials like Conference Papers, Electronic Theses and dissertations, Technical Reports, FAQ's and electronic books.

Institutional Repository: Includes 1. Faculty collections: papers/articles/invited lectures. 2. Previous University Question Papers 3. RSET Internal Examination Question Papers. 4. Proceedings of the conferences organized by RSET 5. Student project reports and seminar reports

Video Library: (Streaming video archive) Video lectures procured from NPTEL and C - DEEP IIT Bombay.

E-Journal Packages:

1. Elsevier Science Direct

2. IET Digital Library
3. ASCE - Civil Engineering
4. ASME - Mechanical Engineering
5. Taylor & Francis The American Mathematical Monthly

E-Book Package:

- Mc-Graw Hill Accessengineering Library

Digital Database:

- DELNET

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/INFRASTRUCTURE/ACADEMIC%20SUPPORT%20FACILITIES/LIBRARY%20-%20ALETHEA/

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

A. Any 4 or more of the above

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

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

23.47016

File Description	Documents
Audited statements of accounts	View File
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

4

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

4.3 - IT Infrastructure

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

The computing resources at Rajagiri School of Engineering & Technology (Autonomous) Kochi is intended to support the educational, instructional, research, and administrative activities of the college and the use of these resources is a privilege that is extended to members of the RSET community. The IT policy of the college is formulated to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus and provide guidelines on acceptable and unacceptable use of IT resources of the college. This policy establishes strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the College. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. In addition, this policy supports effective organizational security and protects users and IT resources from, but not limited to cyber criminals, bullying, misuse of accounts and assets as well as the spread of malicious software.

Software Management Unit has been given the responsibility of running the intranet and Internet services of the college. Software Management Unit is running the Firewall security, Proxy, DHCP, DNS, email, web, and application servers and manage the network of the college. Software Management Unit has been taking appropriate steps by installing firewalls, access controls and installing virus checking and content filtering software at the gateway. However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users. As IT users are aware, all the educational institutions worldwide have IT policies implemented in their respective institutions. Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires. Hence, policies and guidelines form the foundation of the Institution's security programme. Effective policies are a sign of due diligence, often necessary in the event of an IT audit or litigation. Policies also serve as blueprints that help the institution implement security measures. Thus, the college concluded that IT Policy that works as guidelines for using the college's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities should be formulated. Hence, this document proposes a set of policies and guidelines that would be relevant in the context of Rajagiri School of Engineering & Technology (Autonomous), Kochi. While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3280	1062

File Description	Documents
Upload any additional information	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. 750 Mbps
File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded
4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	C. Any two of the above
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)	
2316.10810	
File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.	

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Classroom management

Classroom being the most primary and important work space. It is followed keeping in mind the modern teaching learning environment.

The classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching. CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis, Annual Maintenance Contract (AMC) of all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management. This also includes the asset management that forms the core in the working of the college.

Laboratory

1. Locations of laboratory safety showers, eyewash stations, and fire extinguishers help to assure protective measures to minimize the causalities.
2. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

Library

For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

1. Acquisition/ Processing Section
2. Circulation Section
3. Serial Section
4. Reference Section

5. ICT and Digital Section

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and the staff. Generally, the norms conform to the institutional policies and the policies of the parent body. Yearly statistics for utilization of library resources helps in collection development policy of the library.

Sports

Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. Coaches for events where there is good student representation, are appointed with the permission of the Management and the Principal. The celebration of the International Yoga Day has become a regular affair and many students and staff participate in the same.

Computers

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes. An external housekeeping service looks after cleanliness on the campus. Website is maintained and updated. Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rajagiritech.ac.in/Home/igac/index.asp?strPathOnly=DSR/INFRASTRUCTURE/Annual%20Maintenance%20Contracts/

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year	
345	
File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File
5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year	
203	
File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File
5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	A. All of the above
File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	View File
5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year	

344

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

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

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

514

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

5.2.2 - Number of outgoing students progressing to higher education

36

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

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

6

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution**1. PURPOSE**

The purpose of the student council acts as an interface between the students and the management. Student Council acts as the

interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering. The student council also undertakes the responsibility of bringing out the annual college magazine.

2. CONSTITUTION OF THE EXECUTIVE COMMITTEE OF STUDENT COUNCIL

The student council shall consist of:

1. Chairman or Chairperson - 1 No
2. Vice Chairman or Vice Chairperson - 1 No
3. General Secretary - 1 No
4. Councilor -University Union General Council - 2 No's
5. Magazine Editor - 1 No
6. Sports Secretary - 1 No
7. Arts Club Secretary - 1 No
8. UG course student representative - 4 No's
9. Female student representative - 2 No's
10. P G course student representative - 2 No's

3. MANAGEMENT REPRESENTATIVE, FACULTY COORDINATOR & MEMBERS

One senior faculty as coordinator of the students' council, primarily acts as the advisor of the student members in the student council, a management representative and one faculty from each department as the member of the student council.

4. PROCEDURE

All the student office bearers are the nominated posts. This nomination is purely based on the merit of their leadership activities exhibited during the previous years. The class representatives are nominated by students of the class & approved by the class teacher in consultation with the class mentors. The elected class representatives nominated and elected the student council members of the year . Appropriate gender balance in the Council shall be given priority. Student council members are elected for the duration of one academic year.

4.1 Eligibility

- All the bonafide students on the rolls of the institution are eligible to be nominated.
- Candidate should not have any academic arrears in the year of nomination.
- The candidate shall not have been subjected to any disciplinary action by the Institute authorities.

5. THE ROLE OF STUDENT COUNCIL

The fundamental role of student council is the facilitator of sharing information between management and the students.

The set of objectives for the council shall be:

- To promote an environment conducive to educational, social and personal development.
- To support the management, administrative officials and faculty in the development of

the Institution by means of sharing the opinion/suggestion/feedback of the council .

- To represent the views of the students on matters of general concern.
- However, in no case/situation Student Council shall not and cannot influence/force/alter the decision making procedure of the administrative officials /management.

5.1Key Functions

The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students in an academic year.

The key functions are:

- Work closely with the administrative officials, teachers and students

- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution.

6. OFFICE BEARERS AND RESPONSIBILITIES

Chairman or Chairperson: The chairperson is responsible for presiding over meetings of the council. The chairperson, with the vice chairperson & secretary, prepares the agenda for each meeting on the advice of the faculty members in the council. The chairperson may also be designated to represent the council at meetings with administrative officials /management.

Vice Chairman or Vice Chairperson: The vice chairperson with the chairperson, prepares the agenda for each meeting. The vice chairperson then circulates it to all the members of the council at the start of the meeting. In the absence of chairperson, the vice chairperson presides the council meeting.

General Secretary: The general secretary, with the chairperson, prepares the agenda for each meeting. In the absence of chairperson and vice chairperson, the secretary presides the council meeting.

Councilor -University Union General Council: (2 No's) :There shall be two councilors one from under graduate and one from Post Graduate course. The Councilor elected by the students will represent the students of the college in the University union.

Magazine Editor: No student of final year or a particular course shall be eligible for election as the editor. The editor shall be responsible for the publication of the college magazine. There shall be an editorial board to help the editor to discharge the duties.

The editorial board consists of:

- 1) The Principal
- 2) Editor (Convenor)

- 3) Chairman of the college council
- 4) General Secretary of the college council.
- 5) Four (Year wise representation) student members nominated by the executive committee.
- 6) Two staff members nominated by the Principal.

Sports Secretary: The Sports Secretary share the information about the sporting events of the institution to the students. He/She work with Physical education faculty, in the planning and development of the sports events of the institution.

Arts Club Secretary:The Arts club secretary share the information about the arts and cultural events of the institution to the students. They work with faculty coordinator in charge, in the planning and development of the arts and cultural events of the institution.

U G student representative: (4 No's -one from each year):The role of the U G student representative is to act as the fundamental unit/resource of the information/input from the students of his/her course to the council. This representatives should disseminate the decisions and information shared by the council regarding the development activities to the UG students.

P G student representatives: (2 No's - One from each year):The role of the P G student representative is to act as the fundamental unit/resource of the information/input from the students of his/her course to the council. This representatives should disseminate the decisions and information shared by the council regarding the development activities to the PG students

Female/Lady representatives: (2 No's) :The role of the lady representative is to address the issues and concerns of the female students of the institution.

The tenure of the student members in the student council is one year, whereas the faculty members are subjected to change on the reasons of resignation/termination/ or any decision taken by the principal in the best interest of the student council of the institution.

7. STUDENT COUNCIL MEETINGS

The Student Council shall meet at least twice in a year (once in even semester and once in odd semester). It is mandatory for the faculty co-coordinator to attend meetings of the Council. The support and suggestions of the faculty members will be very useful in grooming up the leadership skills of the student members in the council.

7.1 Guidelines for the meeting

The Student Council meeting shall be intimated at least two days in advance to the members of the council. The Student council meeting cannot be convened if the faculty coordinator, chairperson, vice chairperson and general secretary are absent. The Minutes of the meeting shall be recorded and should be made available with the Faculty coordinator of the Council after getting signature from the chairperson. Copies of the minutes of the meeting to be handed over to the general secretary of the next student council at the end of the term.

7.2 Sample Format of Minutes of Meetings

The minutes of the meetings should clearly reflect the Agenda Points. The format of the Minutes of the Meeting shall comprise the following items :

1. Date, Time and Venue
2. List of the Members Present
3. Details of any Specific Invitees from Administration /Management
4. Agenda Items and Outcomes/Resolutions of the Discussion
5. Next meeting details (If discussed in a specific context)

8. REPORTING AND DISSOLUTION

The Student Council members are liable to share the reports/minutes of the meeting at any time to the Principal /Vice Principal .The Dissolution of the complete Student Council (or any one student/faculty member) shall be taken place at any time (on special situations leading to such act) without prior notice by the Principal, otherwise a notice of one week shall be given seeking explanation to show the cause/explanation for not to dissolve the council. The final decision of dissolution always rests with the Principal of the Institution

Due to lock down in the pandemic situation and unavailability of students in the campus, the activities are nil.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

0

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	No File Uploaded
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

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

Each department has an alumni representative and co-ordinator. They are contributing significantly to the development of the institution through handfull of activities and other support services.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission of our institution is stated as follows

Vision: To evolve into a premier technological and research institution, moulding eminent professionals with creative minds, innovative ideas and sound practical skill, and to shape a future where technology works for the enrichment of mankind.

Mission: To impart state-of-the-art knowledge to individuals in various technological disciplines and to inculcate in them a high degree of social consciousness and human values, thereby enabling them to face the challenges of life with courage and conviction.

RSET(Autonomous)has a broad objective of being an active agent of change by responding to the needs and challenges of the times. This is achieved basically through the process of education, training and research. RSET materializes it's vision by effectively carrying out the mission by constituting various academic as well as administrative bodies. These bodies are formed

by ensuring participation from various stake holders including academicians, industry experts, researchers, parents, alumni, faculty and students.

A few committees constituted for streamlining the activities of RSET are : Governing body, Academic Council, IQAC, Ethics committee, Finance committee, Exam Cell and Student council.

Governing body is constituted to fulfill the objectives of RSET as an autonomous institution. The overall strategic development is oversighted by the governing body by ensuring mission of the college in academic and administrative activities and recommends institute scholarships, fellowships, prizes etc. Academic council approves new programmes of study leading to degrees which are approved by Board of Studies. IQAC initiates, plans and supervises quality assurance and quality enhancement activities of the college. Parent teachers association gives constant support in academic and non-academic activities by ensuring maximum benefit from the teaching- learning process for the all round development of the student. Ethics committee is constituted to define and monitor code of ethics for institution, students, faculty, and researchers. A team comprising of Principal, HoD's and Assistant HoD's take up the responsibility of ensuring proper conduct of academic and non-academic activities of the college.

Finance committee is responsible for preparing budget estimates for various grants received and income received from fees to undertake the scheme of autonomy as well as furnish the audited statement of all the financial activities of RSET. Examination cell headed by the controller of examinations is constituted to conduct internal and end semester examinations, conduct valuation and publishes result on time with the help of automated software REXA. The Student Council acts as an interface between the students and the management and provides opportunities for the students to develop their social and cultural life, and focuses on the overall development of the individual.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

Rajagiri School of Engineering & Technology (RSET) - Autonomous, Kakkanad, Kochi, is a premier educational institution offering excellence in engineering education and research.

RSET (Autonomous) is an endeavour of the Sacred Heart Province of the Carmelites of Mary Immaculate (CMI) - the first-ever indigenous religious congregation for men in the Syrian Catholic tradition of Christianity in India. Heirs to the profound vision of St. Kuriakose Elias Chavara, one of the founding fathers of the congregation, the CMIs' have zealously worked towards providing value-based quality education to society at large, irrespective of religious differences, down the centuries.

Heads of Departments conduct regular department meetings during which the requirements of the Departments such as Equipment, Laboratory materials, Books, Journals and others are discussed and brought out as requests with appropriate budget estimate. This is presented to the the Head of the Institution who in turn takes it to the Management for further action.

A meeting of the Heads of Departments is convened by the management, to ascertain the Annual Operation Plan (AOP), either in the beginning or at the end of the academic year meet for allotting budgetary provisions as per the requisitions from the departments. Thus, the college decentralizes the authority and provides operational autonomy to the committees. The HODs have been delegated the financial power to the tune of Rs. 25000/- for taking care of emergency situations and for consumables.

The decentralization and paarticipative management is reflected in the following institutional practices:

- Composition of all autonomous bodies with of faculty members and henceforth the decisions of the committees are of participative kind.
- Involvement of teachers in all student related clubs and activities.
- Regular monitoring of academic activities by the head of the departments
- Quality assurance and monitoring of the entire institution by IQAC
- Advisory boards and assessment committee in all departments to ensure attainment of COs, POs and PSOs

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

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

Academic retreats are organised every year to articulate the strategic plan. A detailed evaluation of the previous year activities are conducted and short term and long term goals are formulated for the progress of the institution. The implementation of the strategic plan is monitored by the Principal and the autonomous bodies. A sample case study which is implemented successfully is detailed below.

Case Study:

The major challenge to address in autonomy status was to streamline the assessment process of students and to ensure the smooth conduct of examinations. RSET has materialized this goal by designing and developing an inhouse examination software REXA. REXA is the software developed by the software division of Rajagiri School of Engineering & Technology for the purpose of handling examination related activities. This software is exclusively developed and used for conducting the examinations from the 2020 autonomous batch onwards for both B. Tech. and M. Tech. students. The examination related tasks include question bank uploading, generation of sample question papers, scrutiny of question papers and final question paper generation. It also supports answer paper valuation, tabulation, final result etc.

The REXA software is linked with software developed in-house Rajagiri Student Management System, [RSMS] for getting the student details for course registration, exam registration and internal mark entry.

The software can be viewed by both faculty and students. The Controller of Examinations and Deputy Controllers are given the master permission for the total access. The faculty members are

given access to enter the questions to set up the question bank, perform question paper scrutiny, to scrutinize the correctness and to ensure quality in the question paper and carry out online valuation.

The students can register through the portal for the examinations after receiving the notification and can also pay the fees, online. The final results of the students, of the end semester examinations are also displayed through the REXA portal.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://faculty.rajagiritech.ac.in/login
Upload any additional information	View File

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

Rajagiri School of Engineering & Technology (RSET Autonomous) is an endeavour of the Sacred Heart Province of the Carmelites of Mary Immaculate (CMI) – the first-ever indigenous religious congregation for men in the Syrian Catholic tradition of Christianity in India. Heirs to the profound vision of St. Kuriakose Elias Chavara, one of the founding fathers of the congregation, the CMIs' have zealously worked towards providing value-based quality education to society at large, irrespective of religious differences, down the centuries.

RSET- Autonomous, Kakkanad, Kochi, is a premier education offering excellence in engineering institution education and research. The University Grants Commission has granted autonomous status to RSET from 2020 onwards. The parent university of RSET (Autonomous) is A. P. J. Abdul Kalam Technological University, Trivandrum, Kerala. RSET is approved by the All India Council for Technical Education, New Delhi.

Fr. Benny Nalkara, CMI, Provincial of the CMI Sacred Heart Province is the Manager of the institution. The Governing Body of the institution is a board comprising of 20 members including Manager, Director, Principal, Management representatives, Senior

faculty members, Industrialist, Educationist and Nominees from University, UGC and State Government. Fr. Dr. Jose Kuriedath, CMI, former Principal of Sacred Heart College, Thevara, is the Director of RSET.

College council supports the Director, with the overall functioning of the institution. The council includes Principal and five Senior faculty members of the institution, chaired by the Director. The Finance Committee with Principal, a Senior teacher and a nominee from Governing body and University, act as an advisory body to the Director, to consider budget estimates and auditing. Fr. Dr. Joel George Pullolil, an associate Prof. in Mechanical Engineering Department, is the Assistant Director of the institution. He also heads the overall maintenance and construction activities of the institution.

Dr Sreejith P.S. formerly the Dean of the Faculty of Engineering, CUSAT and an alumnus of IIT Madras, is the Principal of RSET. Principal of the institution is supported by Academic Council, Vice-principal, Deans, HoDs, Controller of examination and IQAC.

The Academic Council is responsible for the proper maintenance of Instruction, Education, Training, Research and Examinations of RSET. It is a board comprising of 22 members including Principal, Senior faculty members, HoDs, University nominees, Academicians and experts from other institutes. Fr. Dr. Jaison Paul Mulerikkal, a Professor of Computer Science at RSET is the Vice-Principal of the institute. He is also coordinator for the international affairs of the institution. Academic and Research activities of the institution is monitored by the UG, PG and Research Deans with a team of coordinators. Nine departments of RSET are headed by eminent academicians, well supported by a team of Faculty and Technical staff.

Dr. Vinod Kumar P. B. is the controller of examinations, supported Deputy controllers, Assistant controllers and a team of Technical and Administrative staff. The Controller of Examinations prepares the examination calendar for every academic year/ semester, well in advance, and publish the same in the College website.

The Internal Quality Assurance Cell, IQAC is fully operational under the following segments; Course, Examination, Administration, Research, Audits, Co/extracurricular activities and Documentation. Office, Finance, Library and Hostel are also under the direct purview of the Principal.

RSET has well defined policies and procedures for administrative setup appointment and services

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.rajagiritech.ac.in/Home/aboutus/Organogram.asp
Upload any additional information	View File
Paste link for additional Information	Nil

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

RSET has effective welfare measures for both teaching and non teaching staff.

- RSET implemented a Staff welfare fund to assist staff members in their financial crisis. The financial aid will be made available in the form of welfare fund loan, with a nominal rate of interest under diminishing method
- RSET also offers gratuity for all its staff members having more than five years of experience on its scale.
- Rajagiri Valley Credit union, a forum formed by the RSET staff offers General Loan, Hospitalization Loan, Group Medical Insurance for family of each member, Subsidised Medical Check-up for family of each member, Blood Donation

Camps, Medical Check-Up camps (General, Eye, Teeth, etc.), Staff Recreation Activities, Family Get Together, Staff Get Together, Staff Trips etc.

- Induction programmes are regularly conducted by RSET in view of orienting the newly joining faculty members. Programmes are organised in the institutional level as well as in department level for improving the quality of faculty intake. Immense opportunities are given to faculty members along with financial aid for participating in various career advancement programmes in various other reputed organisations.
- Self-appraisal system existing in RSET monitors and assess the academic performance of faculty members and awards stage promotions and increments based on their competence. RSET provides a research friendly environment for all the budding researchers by setting up research promotion schemes and policies which help them to carry out their research work along with their teaching career. RSET also encourages faculty members to acquire Ph.D degree by granting sufficient study leaves and supporting the faculty members for availing lightly loaded options as mentioned in the staff policy.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

2

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

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

20

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

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

129

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The institution follows a systematic procedure by following a two tire audit.

- Internal Audit
- Statutory audit (External Audit)

Internal audit is conducted twice a year. They give early warning so that corrective measures are taken on time.

External audits are conducted in accordance with the auditing standards generally accepted in India. These atandards require that we plan and perform audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. Theaudit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

The external auditor conducts the audit after the closure of the financial year. The auditor examines the books and records to form his opinion whether the Institute keeps proper books of account, he examines the Balance sheets. Separate external auditors are appointed for internal and statutory audits. An audit undertaken by the province is a management tool conducted by the in-house representatives.

Major areas covered by the audit are : 1) Income: 2) Payments: 3) Verification of assets and liabilities, and 4) Statutory payments are made on time and required returns are filed on time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rajagiritech.ac.in/Home/audit.d.asp

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

The institution maintains a favourable back up financial support for all the statutory and required activities to be conducted in the institution in an academic year. The budget requirements are handled by the Finance Committee comprising of the Principal, a Senior teacher and a nominee from Governing body and University. This committee is the advisory body to the Director, to sanction the budget estimates.

The major income for the institution is derived from student fees. The institution also receives income from various research funding

organisations to carry out innovative research.

Resource mobilization procedures in the institute :

- Head of the departments have been allotted regularly replenished amount which can be utilized for emergency requirements for the department.
- For all the chartered programmes organised under department/ institution is approved by the Principal/Director as and when it is required.
- Before the beginning of a financial year every department proposes an annual budget for the expected expenses in the areas of lab/ course activities, research, infrastructure, library, training and travel, software licences, maintenance etc. which will be sanctioned following approval.
- Various technical activities are conducted through sponsorship from industry/ financial organisations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

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

1. IQAC Activity Calendars

A series of regular activities are conducted every semester at RSET. Activity Calendar for various segments like Course, Administration, Exam, Documentation and Audit will support the conduct of activities in a scheduled manner. The first version of the activity calendars for Course and Exam were completed.

2. Development of Class Index

IQAC has initiated a process to assess the performance of each class and batch by introducing the class index system. Each Index is a number which evaluates the semester wise progress of a class, batch, student. The class index can be taken as a parameter to

improve the academic performance of the class/batch by organising activities catering to both slow and fast learners. The programmes organised include training and placement programmes, higher education, and entrepreneurial, mentoring and remedial activities. This will support quality intake of students and increase in placement.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1. Faculty Orientation Programme for newly joined faculty members of RSET

IQAC Organized a 3 days Faculty Orientation Programme for the faculty members (joined after August 2017) from September 14-16, 2020. Twenty-five faculty members participated in this orientation programme. The different session included in the orientation programme includes, Preparing for a lecture, Effective use of Online Tools, Introduction to Autonomy and Staff Policy, To become a perfect teacher, Outcome based Education, CMI Education Policy and Rajagiri Culture, Research & Funded Projects, Resourceful teachers for stressed out students, Tips for handling adolescent problems, Tips for handling adolescent problems

2. Academic Audits

IQAC is responsible for undertaking periodical academic audits. The following activities were carried as part of streamlining the audit process:

- Format Revision for Course and Lab Files

During this academic year, IQAC decided to have common guidelines/format for general files. IQAC has also revised the contents of Course and Lab files. Further, plans were also put in place for developing formats for Comprehensive Viva and Global Elective Courses.

- The Internal Audits

The Audits for the current year was limited to the department level, due to the prevalent pandemic situation. A committee consisting of members of IQAC and KTU coordinators were constituted for scrutinizing the audited files in the departments. The audits also promoted soft copies for information. A directory structure format for maintaining the softcopies of course files was created for every department.

The schedule for Academic Audits was based on the KTU Calendar. The first course file audit in the departments was conducted on 15th, 16th and 19th Oct 2020. It was followed by a scrutiny of course files by IQAC members and UG coordinators on 26th Nov 2020. The Second Course File audit in the Departments was completed on 24th Feb 2021 followed by scrutiny of Course and General Files in the department on 29th, 30th and 31st March 2021.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.rajagiritech.ac.in/Home/Magazine/Magazine.asp
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

RSET believes in equal opportunities for women in curricular and extra-curricular activities. This belief is reflected in the various aspects of the day to day working of the institution.

The pro-women approach of RSET is reflected in the constitution of the administration since five out of the nine Heads of the Departments are women. While electing the members of the student council, which is a primary representative body of the students, it is made sure that women have equal opportunity to all the positions in addition to ensuring that two seats are exclusively reserved for female student representatives. In almost all the batches, in all the programs offered in RSET, 50% or more of the students are female. In constituting most of the clubs for the co and extra-curricular activities for students, it is ensured that there is equal representation of female faculty coordinators.

In pursuance of guidelines issued by the Supreme Court, UGC and as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (ICC) was formed in RSET to prevent sexual harassment of women at workplace. In addition to ICC, RSET has a gender equity cell that is responsible for preventing gender discrimination and sexual harassment, by promoting gender amity amongst all college students and employees. It is also responsible for creating an appropriate environment in the institution where students and teachers perform their functions without any gender prejudice. RSET also has exclusive women's teams for basketball, badminton, chess, table tennis, tennis, handball, volleyball, kabaddi, netball and athletics which have won many accolades for the institution.

Facilities for women

RSET gives utmost importance to the safety and security of women on campus. All the corridors, classrooms and labs are under CCTV surveillance. There are security personnel deployed at all entrances and visitors' registers are maintained to track the entry and exit of visitors from outside the campus. All the students and staff are strictly instructed to their ID cards at all times.

There is a students' welfare office functioning in RSET which ensures the psychological well being of the students as well as the students' grievances. This office renders timely help to those in need, irrespective of the nature of their issues- academic, personal, interpersonal or familial. After a detailed evaluation of the student seeking help, befitting interventions in the form of counselling, psychotherapy, family therapy and behavioural interventions are provided depending on the nature of the problem.

A separate restroom is provided for women in the medical centre facility on campus. Every floor of every building on the campus has separate washrooms for women. RSET has a full time female physical education instructor. There is a separate fitness centre for ladies. Female students are allotted separate time slots for using the gym facilities in addition to a female instructor. Exclusive common rooms for girls are also available on campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.rajagiritech.ac.in/Home/igac/index.asp?strPathOnly=DSR/RSET%20HIGHLIGHTS/RSET%20%20VALUE%20ENRICHMENT%20ACTIVITIES/2020-21/GENDER%20EQUITY%20CELL/

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

B. Any 3 of the above

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

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

Solid Waste Management

RSET has a waste segregation unit in the campus where the solid waste including plastic, paper and glass are collected and

segregated. The collected paper and plastic are then pressed into cubes using a hydraulic press and are then disposed of. The glass is powdered using a glass crushing machine and then powdered glass is then reused in concrete and plastering.

There is also a leaf crusher machine on the campus. All the dried leaves from the trees are collected and then powdered using this machine. This powdered leaf waste is then reused as organic fertiliser for the various plants and trees on campus.

There is also a composting unit on campus, where the dried leaves collected from around the campus is mixed with cow dung, and the compost obtained is then used as organic fertiliser.

Liquid Waste Management

There are two Sewage Treatment Plants (STPs) functioning on campus. There is a 240kl unit available on the college campus and a 160kl unit in Sanjoe hostel. The sewage from campus and hostel are treated in these STPs and the treated water which is expelled from these STPs are then used for gardening.

E-waste management

E-waste from the campus including computers, printers, air conditioning units and other electrical and electronic equipment is recycled through a government recognized e-waste recyclers.

Waste recycling system

The powdered glass from the glass crushing machine present in the waste segregation unit is recycled and reused by mixing with cement and used in plastering and concrete.

The leaf waste from the campus is crushed using a leaf crusher and the crushed leaves are then recycled as organic fertiliser for the vegetation on campus.

The leaf waste is also fed to the composting unit and the compost produced is recycled as organic fertiliser for the trees and plants on campus.

The treated water which is expelled from the STPs on campus is recycled as water for gardening on campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	C. Any 2 of the above
File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy undertaken by the institution	

<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5.Beyond the campus environmental promotional activities 	<p>C. Any 2 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 689 539 757">File Description</th> <th data-bbox="539 689 1445 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 539 898">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 757 1445 898" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 898 539 1003">Certification by the auditing agency</td> <td data-bbox="539 898 1445 1003" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1003 539 1108">Certificates of the awards received</td> <td data-bbox="539 1003 1445 1108" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1108 539 1176">Any other relevant information</td> <td data-bbox="539 1108 1445 1176" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	View File	Any other relevant information	View File	
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Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	View File										
Any other relevant information	View File										
<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</p>	<p>B. Any 3 of the above</p>										

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	View File

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

Sl. No.

Name of the Programme/Activity

Duration

Number of Participating Students

Description of the Programme

1

DISASTER MANAGEMENT WEBINAR

15-Aug-20

1

COMMUNITY ACTIVITY

2

ENERGY CELL AUDITING TRAINING PROGRAMME

21st August 2020

4

COMMUNITY

3

ENGINEERS DAY WEBINAR

15th September 2020

2

COMMUNITY ACTIVITY

4

NSS BLOOD AND EYE DONATION WEBINAR

1st October 2020

80

ORIENTATION PROGRAMME

5

SARVODAYA ONLINE PRESENTATION COMPETITION

19 th September 2020

3

COMMUNITY ACTIVITY

6

WEBINAR ON OZONE DAY

16th September 2020

2

COMMUNITY ACTIVITY

7

ONNICHORONAM, a Digital Pookkalam Designing contest

8th September 2020

12

COMMUNITY ACTIVITY

8

ORIENTATION WEBINAR

14th August 2020

100

ORIENTATION PROGRAMME

9

TEACHERS DAY CELEBRATION

5th September 2020

60

CAMPUS ACTIVITY

10

INDEPENDENCE DAY

15th August 2020

70

COMMUNITY ACTIVITY

11

DONATION TO OLD AGE HOMES

23-Aug-20

5

COMMUNITY ACTIVITY

12

BREAST CANCER AWARENESS PROGRAMME

3rd October 2020

6

COMMUNITY ACTIVITY

13

AVENUES OF NSS

24thSeptember 2020

7

COMMUNITY ACTIVITY

14

ICHOR RUN 4 LIFE 2020

5th October 2020

30

COMMUNITY ACTIVITY

15

HOURS OF SERVICE

26th September 2020

20

COMMUNITY ACTIVITY

16

FILM REVIEW COMPETITION

15th August 2020

1

COMMUNITY ACTIVITY

17

GANDHI JAYANTHI CELEBRATION

2nd October 2020

100

COMMUNITY ACTIVITY

18

SANITIZER DISTRIBUTION

20th September 2020

2

COMMUNITY ACTIVITY

19

THRAYA-"SWACHATHA"

24th October 2020

80

COMMUNITY ACTIVITY

20

THRAYA-"ADUKALATHOTTAM "

25thOctober 2020

80

COMMUNITY ACTIVITY

21

THRAYA-"KHEL KA SAMAY"

26th October 2020

80

COMMUNITY ACTIVITY

22

STUDY MATERIALS DISTRIBUTION FOR RAJAGIRI OUTEACH SPONSORED STUDENTS

26th October 2020

8

CAMPUS ACTIVITY

23

STATE LEVEL QUIZ COMPETITION CONDUCTED BY ST.XAVIER'S COLLEGE FOR WOMEN,ALUVA

30th October 2020

1

COMMUNITY ACTIVITY

24

NATIONAL UNITY DAY

31st October 2020

100

ORIENTATION PROGRAMME

25

WORLD ENERGY DAY CELEBRATION & INAUGURATION OF ENERGY CELL

22 nd October 2020

4

COMMUNITY ACTIVITY

26

WEBINAR ON EARLY CANCER DETECTION

7th November 2020

5

COMMUNITY ACTIVITY

27

FOOD PACKET DISTRIBUTION

9-Nov-20

4

COMMUNITY ACTIVITY

28

QUICK QUIZ 2020

14 th November 2020

200

COMMUNITY ACTIVITY

29

CHILDREN'S DAY 2020

14 th November 2020

70

COMMUNITY ACTIVITY

30

SANNADHASENA ORIENTATION PROGRAMME

21st November 2020

90

ORIENTATION PROGRAMME

31

STUDENT INDUCTION PROGRAMME 2020

30th November 2020

900

CAMPUS ACTIVITY

32

CONSTITUTION DAY 2020

26th November 2020

100

CAMPUS ACTIVITY

33

ONLINE KUDUKKA INAUGURATION

7th December 2020

100

CAMPUS ACTIVITY

34

WEBINAR ON IMPORTANCE OF DRUG AWARENESS

18th October 2020

15

COMMUNITY ACTIVITY

35

WEBINAR ON STROKE

29th October 2020

2

COMMUNITY ACTIVITY

36

SANNADHASENA ORIENTATION PROGRAMME

28th November 2020

1

ORIENTATION PROGRAMME

37

HOME ENERGY AUDITING

17th December 2020

100

CAMPUS ACTIVITY

38

WEBINAR ON CYBER THREATS IN ONLINE EDUCATION

8th November 2020

15

COMMUNITY ACTIVITY

39

VISION CLEAN

28th December, 2020

100

COMMUNITY ACTIVITY

40

WEBINAR ON CANCER PREVENTION AND HEALTHY LIFESTYLE

30th December 2020

120

COMMUNITY ACTIVITY

41

UYARE

3rd December 2020

2

ORIENTATION PROGRAMME

42

GO RAJAGIRI

17th January 2021

270

CAMPUS ACTIVITY

43

DHEEKSHA 2020-2021

25th December 2020

1

COMMUNITY ACTIVITY

44

SURVEY FOR SARGAKSHETRA CHARITABLE TRUST

12th January 2021

20

COMMUNITY ACTIVITY

45

STATEWIDE POSTER DESIGN COMPETITION

14th November 2020

2

COMMUNITY ACTIVITY

46

ELECTORAL LITERACY QUIZ COMPETITION

14th March 2021

1

COMMUNITY ACTIVITY

47

NOELLE FIESTA

27th December 2020

2

COMMUNITY ACTIVITY

48

WeCAN CONTEST

15th November 2020

1

CAMPUS ACTIVITY

49

CREATIGO DIGITAL POSTER COMPETITION

27th January 2021

1

COMMUNITY ACTIVITY

50

WEBINAR ON MALAYALAM LANGUAGE AND IMPORTANCE

1st November 2020

1

COMMUNITY ACTIVITY

51

MADHURAM MALAYALAM

28th October 2020

1

COMMUNITY ACTIVITY

52

CONCETTO

25th October 2020

1

COMMUNITY ACTIVITY

53

TRAINING PROGRAMME

15th March 2021

85

ORIENTATION PROGRAMME

54

MATHEMATICA

23rd December 2020

1

COMMUNITY ACTIVITY

55

GREEN KOCHI MISSION

13th March 2021

5

COMMUNITY ACTIVITY

56

PRETTY MINDS, CHASING DREAMS WEINAR

29th November 2020

2

COMMUNITY ACTIVITY

57

TAVEL FOOTPRINTS

27th September 2020

1

COMMUNITY ACTIVITY

58

MAKING OF PAPER PENS AND PAPER BAGS

3rd January 2021

60

COMMUNITY ACTIVITY

59

NATIONAL SCIENCE DAY 2021

28th March 2021

80

COMMUNITY ACTIVITY

60

KARUTHAL 2021

28th March, 2021

71

COMMUNITY ACTIVITY

61

THANAL

28th March, 2021

40

COMMUNITY ACTIVITY

62

AZADI KA AMRUT MAHOTSAV

30th March, 2021

15

COMMUNITY ACTIVITY

63

WEBCASTING DUTY- LEGISLATIVE ASSEMBLY ELECTION 2021

6th April, 2021

2

COMMUNITY ACTIVITY

64

MSME SURVEY

12th April, 2021

1

COMMUNITY ACTIVITY

65

LEADERSHIP TRAINING MEETING

21st April, 2021

50

ORIENTATION PROGRAMME

66

WEBINAR ON TELEMEDICINE

29th April, 2021

45

ORIENTATION PROGRAMME

67

25 WEEKS OF QUICK QUIZ

2nd May, 2021

200

CAMPUS ACTIVITY

68

INTERNATIONAL NURSES DAY

12th May, 2021

100

COMMUNITY ACTIVITY

69

HELLO WEEKEND

13th May 2021

4

COMMUNITY ACTIVITY

70

VEHICLE CARE DURING LOCKDOWN

17th May, 2021

100

COMMUNITY ACTIVITY

71

LIVE QUIZ 2021

23rd May, 2021

200

COMMUNITY ACTIVITY

72

FLOW: FOR LOVE OF WATER

23rd May 2021

150

CAMPUS ACTIVITY

73

STATE LEVEL ONLINE QUIZ ON KERALA ASSEMBLY ELECTION 2021

14th June 2021

3

COMMUNITY ACTIVITY

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

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The mission of RSET is to impart state-of-the-art knowledge to individuals in various technological disciplines and to inculcate in them a high degree of social consciousness and human values, thereby enabling them to face the challenges of life with courage and conviction.

The B.Tech. curriculum is incorporated with mandatory non-credit courses such as Constitution of India, Professional Ethics and Life Skills which equip the students with the knowledge of constitution of India, the fundamental rights and duties of its citizens, develop life skills required in personal and professional life, develop an inclusive mindset and develop an understanding of professional ethics and human values.

The institution has an Ethics Committee Principal, PTA representative, College Council Secretary, Chairman of the Student

Council, Administrator of RSET, President/ Ward Member of Thrikkakara Grama Panchayath, Faculty Advisor of Student Council, NSS Programme Coordinator and Student Welfare Officer. The committee is responsible for

The institution celebrates days of national importance such as Independence Day, Republic Day, Gandhi Jayanthi and Constitution Day. Regional festivals like Onam are celebrated by all the students and faculty of the institution. Annual festival like Christmas is celebrated by all students across all religions in the institution.

Institution conducts a Student Induction Programme (SIP) annually for the newly joined students of the institution. Universal Human Values (UHV) is a major part of the SIP and various themes like justice, liberty, equality, fraternity, human dignity and the unity and integrity are chosen for discussion among mentors and students.

The institution also has an active NSS cell which carries out various social and community activities like blood and organ donation webinars, donation to old age homes, food packet distribution, sanitizer distribution, cleaning activities and other environmental activities.

To inculcate the value of honesty in students, institution has an "honesty shop" which is an 'unmanned' stationery shop selling all necessary stationery items (notebooks, graph sheets, pens, pen refills, pencils, erasers, pencil sharpeners, rulers, staplers etc.), which the students and staff may purchase by depositing the listed price in a box kept on the counter.

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

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

B. Any 3 of the above

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

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

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

Because of the surge of coronavirus, the institute was shut to the students for the major part of the year.

The following national and international days, events and festivals were celebrated in the institution during the yera 2020-21:

Sl. No.

Name of the commemorative day, event/festival

Date

1

Independence Day

August 15, 2020

2

National Sports Day

August 26, 2020

3

Teachers' Day

September 5, 2020

4

Engineer's Day

September 15, 2020

5

National voluntary blood donation day

October 1, 2020

6

Gandhi Jayanthi

October 2, 2020

7

National Unity Day

October 31, 2020

8

Children's Day

November 14, 2020

9

Constitution Day

November 26, 2020

10

Christmas

December 17, 2020

11

Martyr's Day

January 30, 2021

12

Women's Day

March 8, 2021

13

Arduino Day

March 28, 2021

14

National Science Day

March 28, 2021

15

Azadi Ka Amrut Utsav

March 30, 2021

16

International Nurses' Day

May 12, 2021

17

International Yoga Day

June 15-21, 2021

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice #1

1. Title of the Practice

Student Centric Learning and Evaluation

2. Objective of the Practice

To accelerate the holistic development of Rajagiri students by understanding the key competencies required by an engineering professional and build excellent proficiency for the students in their specific domain.

3. The Context

The institution focusses on Outcome Based Education. The key competencies of the engineering students are identified as the Graduate Attributes. To achieve the Graduate Attributes by students, there are two main contexts to be addressed upon. The contexts are from the faculty and student perspective. So the practice and its plan has to be facilitated on both sides.

4. The Practice

Each department in the institution takes up the responsibility of the awareness of Outcome Based Education to its faculty and students. The faculty members meticulously identifies the course outcome of each course handled by them, followed by which the mapping of each course outcome to program outcome/Graduate Attribute happens. This, in turn, will be communicated to the students by faculty member.

Assignments/Question Papers for examination are set in accordance with this mapping, giving appropriate weightage to each Bloom's Taxonomy level, corresponding to each course outcome. The Scrutiny Committee of each department ensures this process.

In case, any Graduate Attribute is not satisfied through regular academic work, the department puts in extra effort for achieving the same through short term courses, workshops, training programs and hands-on sessions.

5. Evidence of Success

The Program Outcome/Graduate Attribute of each course is evaluated using direct assessment technique and indirect assessment techniques. Rubrics are developed for the same. The Department Assessment Committee assess the attainment of Graduate Attributes and suggest corrective measures which will be taken up for action in the next semester/year. This guarantees improvement in the program outcomes.

6. Problems Encountered and Resources Required

Newly joined faculty has to be familiarized with the tools of assessment. Henceforth, orientation programmes for faculty on designing, mapping and attainment of POs, PSOs and COs are done regularly.

Best Practice #2

1. Title of the Practice

Participatory Planning and Thorough Implementation of Academic Matters

2. Objective of the Practice

To create a well-thought-out environment in the institution that promotes academic learning, and to provide ample space for all co-curricular activities of the students in order to boost their academic background

3. The Context

The institution believes in creating an environment that fosters academic learning. It is believed that this can be achieved only

by the participation of all concerned stakeholders' like students, teachers and management. Henceforth, a participatory planning is practiced in the institution for all academic matters. Various bodies/committees ensure the thorough implementation of the plan put forth.

4. The Practice

The academic planning starts with the "Academic Retreat" held annually in the college. The presentation and consolidation of the academic matters charted with programmes at department and institution level is an integral part of the retreat. The plan is officially formalized in the Academic Retreat. The IQAC comes up with the detailed Academic calendar that has in line dates for all programmes to be conducted by the College. The Calendar takes care of all academic related activities, co-curricular activities and professional activities. The IQAC also put forth committees and bodies which are responsible for all programmes in the Colleges.

The adherence to academic calendar is ensured by the Head of the Departments and Head of the Institution. The IQAC also ensures the same through regular audits. Corrective measures, wherever necessary, are discussed and intimated to the department and the individual member of the faculty, thus closing the feedback loops appropriately.

5. Evidence of Success

The success stories of our students in their academic results is a proof for the success of the participatory planning and thorough implementation mechanism. The placement statistics record of each student of Rajagiri adds to the evidence of success achieved by our students in their professional life.

6. Problems Encountered and Resources Required

Plans may be disrupted in the course of action due to unforeseen situations. However, the team always needs to be ready with an alternate action plan, in case of disruption.

File Description	Documents
Best practices in the Institutional website	https://www.rajagiritech.ac.in/Home/IOAC/index.asp?strPathOnly=DSR/RSET%20HIGHLIGHTS/RSET%20BEST%20PRACTICES/2020-21/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

During the year 2020-21, Kerala was suffering from a surge of coronavirus. The institution was shut to the students for the major part of the year. Despite that, the administration and staff of RSET rose to the occasion to ensure the continuance of engineering education of the highest quality for its students, which has always been its priority. As part of the efforts to guarantee this, the teaching-learning process, as well as the co-curricular and extracurricular activities, were shifted to the online platforms.

The following means were adopted to ensure the timely and efficient conduction of academic activities:

- Google Classrooms were formed for every batch of students for effective delivery of online lectures, learning material and on-time tracking of assignments
- Special timetables of shorter lecture durations with breaks of 10 minutes between subjects, were designed for online classes
- Online lectures were conducted using video conferencing tools like Google Meet, Zoom, Cisco Webex
- Online recorded lectures were uploded on the RSET YouTube channel to give easy and around the clock access to materials to students
- Voice recorded PPTs were provided to students
- Timely evaluations of the students' progress were conducted using multiple opensource quiz platforms
- Online sessions were conducted for laboratory courses. The hardware intensive experiments were explained and the photographs of the outputs were displayed. Software intensive experiments were conducted through video conferencing platforms.

To ensure the all-round development of the students, various co-curricular and extracurricular activities were also planned and conducted using online platforms. Various technical as well as non-technical seminars and talks for the students and staff, club events, cell events were also conducted using online means.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The following are the areas in which the institution plans to focus next year:

1. Preparation for NBA visits

The department of Civil Engineering is preparing for its first NBA visit in the year 2021-22. Mock audits are planned for equipping them for the same. The department of Mechanical Engineering is planning to submit the compliance report for the year 2021-22. All the other seven departments of the institution have received an accreditation extension of one year in July 2021 and are waiting for the revised SAR format for SAR submission in 21-22.

2. Given the coronavirus situation in the state, the institute plans to be equipped for a hybrid model of teaching suitable for online and offline modes.

3. Create flexible timetables for online and offline modes of teaching.

4. A new students' council has to be elected and activities have to be planned and conducted.

5. To promote better research culture and enhance the quality of publications through research promotion activities.