

RAJAGIRI COLLEGE OF SOCIAL SCIENCES
(AUTONOMOUS)

Minutes of the third meeting of the second Academic Council

ACADEMIC COUNCIL MEETING

Date: August 22nd 2019, Tuesday 2.30 pm

Venue: Board Room, RBS, Rajagiri Valley, Kakkanad

**Agenda for the third meeting of the second Academic Council at 2.30 pm on 22nd
August 2019, Thursday, at RBS Board Room, Kakkanad, Kochi.**

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 10th April 2019.
2. Action Taken Report
3. Reporting.
 - Approval of revised syllabi of MBA and MHRM
 - Introduction of revised syllabi of MSc Psychology with effect from 2019-20 academic year onwards
 - Exemption for deaf and dumb students
 - Admission of international students during 2019-20
 - Extension of provisional affiliation
 - Approval of research guides
 - UGC, ICSSR, AICTE Schemes
 - External Administrative and Academic Audit
4. Approval of the minutes of Boards of Studies held on 22-08-2019.
 - 4.1 Department of Social Work
 - 4.2 Department of Commerce – revised syllabus of BCom (Model II Vocational: Finance & Taxation)
 - 4.3 Department of Library & Information Science
5. Extension of Autonomy and re-accreditation of NAAC for the next phase.
6. Other items admitted by the Chair.

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

Minutes of the third meeting of the third Academic Council of Rajagiri College of Social Sciences (Autonomous) held at 2.30 pm on 22nd August 2019 (Thursday) at the Board Room of the Rajagiri Business School, Kakkanad, Kochi-682039

Members present

01.	Dr. Binoy Joseph	Chairman
02.	Dr. Joji Alex	Member
03.	Dr. Anish K R	Member
04.	Dr. Baby M D	Member
05.	Dr. Bindiya M. Varghese	Member
06.	Dr. Joseph K X	Member
07.	Dr. Veeva Mathew	Member
08.	Dr. Manoj Mathew	Member
09.	Sr. Dr. Lizy P J	Member
10.	Dr. Manoj Menon	Member
11.	Dr. Tomy Joseph	MGU Nominee
12.	Dr. K Poullose Jacob	Member
13.	Dr. Sam Thomas	Member
14.	Fr. (Dr.) Johnson X Palackappillil CMI	Member
15.	Fr. (Dr.) Saju M D	Member-Secretary

Special Invitees

01. Fr. (Dr.) Mathew Vattathara CMI
02. Dr. Joseph I Injodey

Leave of Absence

01	Dr. K. Sekar	Member
02	Prof. Jogy Alex	MGU Nominee
03	Sri P Harikrishnan	MGU Nominee

The meeting started with a silent prayer.

Welcome

The Director of the Rajagiri Institutions Fr. Dr. Mathew Vattathara CMI, extended a warm welcome to the members of the Academic Council.

After this, the agenda was taken up for discussion.

Items No. AC 3. 3/1: Confirmation of the minutes of the previous meeting held on 10th April 2019

The Chairman presented the minutes of the previous meeting held on 10th Apr 2019.

The Council resolved to approve the minutes of the previous meeting.

Item No. AC 3. 3/2: Action taken report.

a) Marginal increase of seats for UG & PG programmes during 2019-20.

As resolved in the last meeting, request was submitted to the MG University for granting marginal increase of seats. The University vide its Order No. 2000/AcBVII/2019/MGU dated 10th May 2019 granted the same and candidates were admitted to the respective programmes accordingly.

The Council took note of the action taken report of the previous meeting and approved.

Item No. AC 3. 3/3: Reporting.

The Chairman gave a briefing on various academic activities carried out since the last meeting.

a) Approval of the revised syllabi of MBA and MHRM programme with effect from 2019-20 onwards.

The revised syllabi of MBA and MHRM programme was submitted to the MG University for approval. Now, the MG University granted approval to the revised syllabi with effect from 2019-20 onwards vide University Order No.1684/AcBVII/1/2019 dated 27th May 2019 and No.1975/AcBVII/1/2019 dated 24-06-2019 respectively.

b) Introduction of revised syllabus of M.Sc. Psychology with effect from 2019-20 onwards.

The MG University has introduced a revised curriculum for M.Sc. Psychology programme effective from 2019-20 academic year onwards. In tune with the revision, we adopted the revised syllabus in our College from 2019-20 academic year onwards. The Council approved the adoption of the revised syllabus with effect from 2019-20 academic year.

c) Exemption for deaf & dumb students from studying additional language of UG programmes in autonomous colleges.

The MG University vide its Order No.2265/EI 38/2019/MGU dated 27-05-2019 granted permission to allow exemption for deaf & dumb students from studying additional language in *autonomous colleges* and marks shall be calculated proportionately to the college average of the additional language taken by such candidates.

d) Admissions of international students during 2019-20.

The MG University granted permission to admit international students through the selection process of the University. The first batch of students was given admission to various programmes. Another request with the list of International Students has been submitted to the MG University for permission and reply is awaited.

e) Extension of provisional affiliation for 2019-20.

As per the request made by the College, the MG University granted extension of provisional affiliation to 12 unaided programmes during the academic year 2019-20 vide University Order No. 2852/AcBV/2019/MGU dated 24-06-2019.

f) Approval of Research Guides.

In order to strengthen the research activities of the College, the applications submitted to the MG University for approval of supervising teachers has been granted by the University from 2019-20 onwards. Accordingly, Dr. Joji Alex N. Dr. Rakesh Krishnan and Dr. Veeva Mathew of Business Administration, Fr. Dr. Saju CMI and Sr. Dr. Suni Rose IP of Social Work have been granted guideship in their area of discipline, enhancing the total strength to 8, in addition to the retired teachers.

g) UGC Scheme for mentoring NAAC accreditation aspirant institutions.

The UGC, New Delhi has selected Rajagiri College of Social Sciences as a potential mentor institution for up-grading non-accredited institutions to promote quality assurance in higher education. We have already submitted the names of 10 non-accredited institutions to the UGC.

Now, 5 non-accredited colleges under 'Paramarsh' scheme has been selected for quality enhancement. They are:

- Bharat Mata College of Commerce & Arts, Choondy
- Naipunya School of Management, Cherthala
- Christ College, Kattappana
- Fr. Porukara CMI College of Advanced Studies, Champakulam
- Rajagiri Viswajyothi College of Arts & Applied Sciences, Vengoor, Ernakulam.

h) Scheme for trans-disciplinary Research for India's Developing Economy (STRIDE).

‘STRIDE’ envisages creation of trans-disciplinary researchers among graduate, post-graduate, doctoral and post-doctoral student population in higher educational institutions. The scheme ‘STRIDE’ has been introduced by the UGC to conduct systematic study of local specific economic problems.

This Scheme has been designed under three components and registration for the same under category I has been made in August 2019, which focused on colleges and Universities for a period of three years. The category I will endeavour to identify the motivated young talents with research and innovation aptitudes in Universities and colleges. The scheme will provide research capacity building opportunities in diverse disciplines by mentoring, nurturing and supporting young talents.

i) MHRD – ICSSR – Project proposals under IMPRESS Scheme 2018-19 – Approval.

In addition to the earlier approval granted to two project proposals, the Steering Committee of the ICSSR, New Delhi has conveyed the approval of another set of project proposals submitted by the following Faculties:

- 1) Dr. Binoy Joseph
- 2) Fr. Dr. Joseph M K
- 3) Dr. Anish K R &
- 4) Dr. Rajeev P

It is expected that the grant-in-aid for the implementation of the scheme will be reached soon.

j) AICTE – AQIS Scheme 2018-19.

The AICTE has introduced a short term training programme (STTP) to conduct faculty training with financial assistance. This will enable the faculty members in the field of technical education to introspect and learn techniques that can prepare students for active and successful participation in a knowledge society.

The AICTE has granted approval to conduct faculty training programme with a financial assistance of 4.25 lakhs. Thus the training programme should be conducted within two months.

k) AICTE – Travel Grant 2018-19.

The AICTE has also approved a travel grant worth Rs.1.25 lakhs to Dr. Minimol M C, Department of Business Administration for attending an International Conference in Malaysia.

l) Selection under AICTE – UKIERI Leadership Development Programme – Academic Year 2019-20.

Dr. Minimol M C and Dr. Susan Mathew have been selected for technical Leadership Development Programme for the Academic Year 2019-20 and the aforementioned faculty members attended the first workshop from 6th to 9th August 2019 at New Delhi.

m) Visit of external Academic, Administrative audit as per NAAC guidelines.

The external academic, administrative audit team as per the guidelines of NAAC has made their visit to the College (28-30 June 2019) for the evaluation of the quality and relevance of the activities conducted by the College under the scheme approved by the NAAC.

As per their observation, certain areas of activities need to be improvised. Steps have been taken to rectify the deficiencies pointed out by the audit team.

The Academic Council approved the introduction of new syllabus of M.Sc. Psychology programme prepared by the MG University. The Council also noted the other details presented before the Council and appreciated the dedicated team work of the College.

Item No. AC 3. 3/4: Approval of minutes of various Board of Studies (BOS) meeting held on 22-08-2019.

The Chairman of the Academic Council invited the Chairpersons of the respective BOS to present the minutes of the meeting held on the forenoon of 22-08-2019:

- a) BOS Commerce
- b) BOS Library & Information Science
- c) BOS Social Work

Item No. AC 3. 3/4 (1): Minutes of the meeting of BOS (Commerce) held on 22-08-2019

Dr. Joseph K X, Chairperson of the BOS of Commerce presented the major recommendations proposed by the meeting of the BOS of Commerce. They are:

i) Request for additional batch of B.Com.

The demand for Accounting related professionals are on an increase and the demand ratio of this program has consistently grown during the previous years. It is, therefore, proposed to request Mahatma Gandhi University to sanction one more batch of B.Com Model-1 Finance & Taxation from the academic year 2020-21.

ii) Change in Syllabus

To change the content of syllabus of B. Com Model-1-Finance & Taxation- to the extent of 3.14% along with the re-arrangement of papers in between various semesters. Also proposed certain changes in the content of the syllabus of B.Com Model-II (Voc. Finance & Taxation) along with the re-arrangement of courses in between various semesters.

iii Change in the admission criteria.

The ongoing admission criteria for B.Com Model-2 Finance & Taxation in Rajagiri College of Social sciences makes the students from Commerce stream alone eligible to apply for the program. The meeting of BOS proposed to modify this admission criteria and make in parity with that of B.Com admissions in the MG University to facilitate the entry open to the +2 students from all streams, effective from 2020-21 admissions.

iv) **Panel of Examiners**

The panel of external examiners for the End Semester Examinations for the academic year 2019-20 is attached as Annexure-I.

The Academic Council considered the recommendations made by the meetings of various BOS and resolved to approve the same.

Item No. AC 3. 3/4 (II): Minutes of the meeting of BOS (Social Work) held on 22-08-2019

Dr. K R Anish, Chairperson of the BOS of Social Work presented the major items of the minutes of the meeting held on 22-08-2019.

- i) The current approved syllabus of MSW programme of the College has 80 credits, while the MG University has 90 credits for MSW programme. Considering the mismatch, the Board recommended to request the MG University to enhance the credit of MSW (PGCSS) 2019 syllabus at par with the syllabus of the MG University (2019).
- ii) The Board suggested to have a thorough rework on the syllabus of PGDCSW programme from the next academic year (2021 admissions).

The Academic Council considered the matter in detail and resolved to approve the same.

Item No. AC 3. 3/4 (III): Minutes of the meeting of BOS (Library & Information Science) held on 22-08-2019.

The Chairperson of the BOS of Library & Information Science, Dr. M D Baby presented the major recommendations proposed by the meeting of the BOS.

- i) To start a two year PG programme – M.Lib.I.Sc - from 2020-21 onwards and evaluated the new syllabus of the programme.
- ii) To follow the revised scheme of PG programmes introduced by the MG University (2019).
- iii) To introduce value-added / add-on course – E-resources and on database and information literary for research.
- iv) To conduct a National Workshop in November 2019.

After discussion, the Academic Council resolved to approve the minutes.

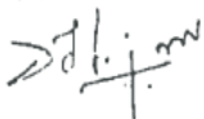
Item No. AC 3. 3/5: Extension of Autonomy and re-accreditation of NAAC for the next phase.

In order to submit the proposal for extension of autonomous status, which expires in June 2020, and re-accreditation of the NAAC, which expires on 22-03-2020, the details as given below need to be scrutinized:

- 1) Stakeholder feedback analysis and action taken
 - 2) Approval of Syllabus revisions with mention to Elective/CBCS/Specialization streams
 - 3) Percentage of new courses in each programme
 - 4) Annual E-Governance report approved by the Governing Council.
 - 5) Specific mention on Graduate Attributes Assessment and Attainment.
 - 6) Extension of approval of College policy documents:
 - a) IT Policy
 - b) Research and Incentives Policy
 - c) Consultancy Policy
 - d) Teaching & Non-teaching Handbook
 - e) Student Handbook
 - f) Promotion of Research Projects Policy
 - g) Library Policy
 - h) Student Welfare Policy
 - i) Energy/Green Audit reports approval
 - j) E-governance Policy
- (Details attached)

The Chairman detailed the policies which were being practiced and periodically reviewed for the last few years. He also requested the members to keep contributing valuable suggestions on the matters especially for enriching the College activities. It could also help the College to choose the right direction and let the people know how well the College is rendering various services to the society.

The meeting came to an end by 4.00 pm with a few words of thanks by the Chairman.



Fr. (Dr.) Saju M D CMI
Member Secretary



Binoy Joseph Ph.D
Chairman/Principal

Annexure-I

Panel of B.Com , B B A Examiners for 2019-20			
1	Dr. Mercy Varghese	9446687945	St.Xaviers college for Women , Aluva
2	Prof. Augustine Jude.	9447044728	St.Pauls College, Kalamassery
3	Dr. Raji Mohan,	9447594813	St.Xaviers college for Women , Aluva
4	Prof. Jacob P J	7021994707	St.Pauls College, Kalamassery
5	Prof. Eugene George	9847035367	Maharajas College, Ernakulam
6	Prof. Joeson Fernandez	9447714848	Aquinas College, Edakochi
7	Prof. Fiffy Joseph	7456404705	Aquinas College, Edakochi
7	Prof. Priya Renjini	9567660695	S.H.College, Thevara
8	Dr. Elsamma Joeph	9400176021	St, Teresas College, Ernakulam
9	Dr. Sajoy P.B	9895164350	S.H.College, Thevara
10	Prof. Ninu Rose.	9895405221	St.Xaviers college for Women , Aluva
11	Dr. Peter K.T	9447870762	S.H.College, Thevara
12	Dr. George T U	9447608974	St.Xaviers college, Vaikom
13	Prof. Shiju Thomas M.Y	9847716480	St.Pauls College, Kalamassery
14	Prof. Jency Treasa	9446291328	St, Teresas College, Ernakulam
15	Prof. Jiny Justin	9400334653	St, Teresas College, Ernakulam
16	Dr. Angel Gonsalves	9895945487	St, Teresas College, Ernakulam
17	Prof. Maya P.	8089123689	St, Teresas College, Ernakulam
18	Dr. Ann Thomas	8943646982	St, Teresas College, Ernakulam
19	Prof. Sruthy Melbin	8848929245	St, Teresas College, Ernakulam
20	Dr. Joseph P George	9895566221	S.H.College, Thevara
21	Dr. Anupama	9446273146	The Cochin College