



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **Action Taken Report based on the decisions taken in the IQAC meeting (for the period January-June, 2019) held on Thursday, 17<sup>th</sup>, January, 2019 in the Carmel Hall**

Agenda item No 5. Strategic planning (BODHI) for the Year 2019-20

Annual Academic Retreat was fixed for five days starting from Thursday, 25<sup>th</sup>, April for both the campuses at the conference Hall, Rajagiri Business School, Kakanad.

26<sup>th</sup> & 27<sup>th</sup>, April, 2019-Pre-BODHI department wise planning in respective campuses

29<sup>th</sup> & 30<sup>th</sup>, April –Kalamasserry campus faculty meet at Tea County, Munnar

1<sup>st</sup> & 2<sup>nd</sup>, May, 2019- Kakkanad campus faculty meet at Tea County, Munnar

Following Strategic Plan based on 5 pillars is proposed for BODHI, 2019

1. Admission Pillar
2. Academic systems & Process Pillar
3. Student Outcome Pillar
4. Faculty Excellence Pillar
5. Infrastructure Pillar

As per the UGC [INSTITUTIONS DEEMED TO BE UNIVERSITIES] REGULATIONS, 2019 dated 20th February, 2019, Rajagiri college has complied with the norms of having the following functional Cells .....

- a) Anti Ragging Cell
- b) Anti discrimination Cell
- c) Gender Sensitization Cell
- d) Grievance Redressal Cell
- e) Internal Complaints Committee for prevention of Sexual Harassment
- f) Barrier Free access to persons with disabilities to all its facilities



## Agenda item No 9. Relooking into Institutional policies

Following policies were drafted

- Resource mobilization and deployment policy
- Policy regarding Service rules, recruitment and promotion, appraisal
  - Policy on Consultancy including revenue sharing between the institution and the individual

## Agenda item No 13. Promotion of research Culture on campus

The Minor Research Projects under the Faculty Research Programme of RCSS ( one year duration & Rs.50,000/) have been approved and sanctioned to the following Faculty members

Sl.No	Name of the Faculty Member	Department represented	Area of Research	Sanction period
1	Dr.Minimol M.C	Management Studies	Determinants of Social Entrepreneurship among micro Entrepreneurs in kerala	1 <sup>st</sup> April, 2019
2	Sabeen Govind P.V	Computer Science	Hiding Clinical Information in Medical Images	1 <sup>st</sup> April,2019

ICSSR have considered the following research Projects submitted by Rajagirir Faculty Members under the Research Programme / Projects scheme" -Impress ( Impactful Policy Research in Social Science)

Sl.No	Name of the Faculty Member	Department represented	Area of Research	Sanction period	Sanctioned Amount
1	Dr.Bindiya M Varghese	Computer Science	Integrating social and health care for improved management of chronic physical and psychological health conditions in India: testing a technology	1 <sup>st</sup> ,May,2019	15,00,000
2	Dr.Ramesh B	Commerce	Skill development programme for interdependent micro-Entrepreneurial Clusters	1 <sup>st</sup> ,May,2019	20,00,000



## Agenda item No 19. NAAC 4<sup>th</sup> cycle A&A preparation measures

The Internal Academic and Administrative Audit was conducted on the Kakkanad campus during January,2019.The External Audit was conducted during June,2019. Two NAAC A&A Preparatory workshops were organised during February and March,2019 The Resource Persons were:

1. Prof.N.Jayasankaran , Former Vice Chancellor, Kanchi University and Advisor, NMIMS & VIT
2. Dr.Meena Chintamaneni, Registrar, NMIMS University, Mumbai
3. Sri.Nilesh Mohite ,CAO, SVKM Mumbai
4. Mr. Syed Mujahid ,Senior Analyst iCare DVV

Separate orientation for Teaching & Non Teaching staff Orientation Sessions on NAAC 4<sup>th</sup> cycle Preparation was held on Saturday, 16<sup>th</sup>, March, 2019.

Champions and co-champions for various criteria's were selected as follows:

Criteria	Champion	Co-champion
I	Dr. Nycil Romis	Ms. Neethu Mohanan
II	Mr. Sabeen Govind	Ms. Ani Jyotsna
III	Dr. Padmanabhan	Mr. Anil John
IV	Mr. Deepak Babu	Mr. Vijesh P.V.
V	Ms. Jaya Vijayan	Dr. Kiran Thampi
VI	Mr. Shiju Thomas M. Y.	Dr. Ayana Johny
VII	Ms. Ann Baby	Ms. Anila Titus

- The second workshop on *Institutional Challenges on NAAC's RAF (Revised Accreditation Framework)- DVV perspective* is scheduled to be conducted on March 17 , 2019 for selected teaching and nonteaching staff members, who are directly involved in the NAAC SSR preparation. Dr. N. Jayasankaran Former Vice Chancellor, Kanchi University and Advisor, NMiMS & VIT and Mr. Syed Mujahid, Director at Indian Centre for Academic Rankings & Excellence are the resource persons for the day. There after it was decided that the NAAC templates to be worked in detail criterion wise.
- An external Academic and Administrative Audit is proposed before,June,2019.
- IQAC also proposes establishment of a Steering Committee for the preparation of the Self Study Report (SSR) of the College.



## Agenda item No.20. Institutional Website Updation,

Dr.Bindiya announced the updation of the institutional website and how the Grouping of Menu items are based on the existing data/accreditations of [rcss.rajagiri.edu](http://rcss.rajagiri.edu) as well as referring to various other similar academic institution websites. She is to convene a meeting in this regard. She mentioned that the current set of Menu links are consolidated into Main Links and Short links. The Main Menu are as follows :

- About Us
- Admissions
- Academics
- Examinations
- Research
- Extensions
- Amenities
- Campus Life

## Agenda item No.22. Alumni Engagement initiatives

Rajagiri College of Social Sciences with the objective of honouring its alumni and extend all possible support to nurture the entrepreneurial spirit organized "Papillon- 19' a summit of Rajagiri Alumni who are first and second generation Entrepreneur on February 28, 2019 at Rajagiri Business School, Kakkanad. The foremost impact of the summit anticipated that a Rajagiri Alumni network of Entrepreneurs could be formed for the first time in the history of Rajagiri.

## Agenda item No. 23. Green Clean Campus

- I. A meeting of the Rajagiri Swatchh Campus Committee was held on 28<sup>th</sup>, March, 2019 at 3.30 pm at the Carmel Hall. 17 members representing teaching, administrative, accounts, electrical, house keeping etc participated. The Agenda was the
  - Presentation of the *SOP Manual on Swatch Campuses* ( prepared by Mahatma Gandhi National Council of Rural Education (MGNCRE) for the Higher Education Department in the Ministry of Human Resource Development, Government of India
  - iAnnual report ( 2018-19) on the following practices on the Hill Campus Sanitation & Hygiene practices, waste Management, -Water conservation, energy Conservation, Campus greenery etc
  - iPresentation of the expenditure incurred for the year 2018-19
- II. As part of the student survey on the 'Environmental Hygiene and Waste Management Course,' 20 student volunteers from the BSW Department, conducted a survey, observations and interviewing on the management of wastes within the college



campus. A compressive report was prepared and submitted to the College Management.

III. Guidelines for Integrating Environment & sustainability into the academic stream was prepared and presented .It contains guidelines at the Institutional and Department level .

**Agenda item No. 24. Gender Equity & Sensitisation**

The International WOMENS DAY was celebrated on 8.3.2019 for the all the staff members on campus. The students could not attend since the day coincided with the scheduled examination days.

**Agenda Item No.25. Date for the Graduation ceremony and the Chief Guest**

The Graduation ceremony ( *Samavartanam*) is suggested to be held on *Saturday,25th,May,2019*.The *Principal announced that* Dr. Febi Varghese ,Managing Director - The Kerala Minerals & Metals Ltd. Would be approached to be the Chief Guest of the occasion. The programme will start at 02.15 pm on 25th May



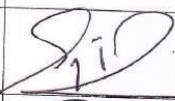
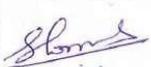
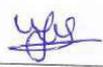
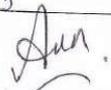
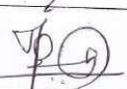
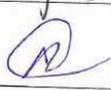
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
Rajagiri College of Social Sciences (Autonomous)

**IQAC Meeting**

17th January 2019, Thursday

Time: 4.00pm

Venue: CARMEL HALL

Sl.No.	Name	Designation & Department	Signature
1	Dr. Bejoy Thomas	Professor, RSOT	
2	Rajastee R	HR, ICS Ltd.	
3	on Joji Alex. n	HOD, MBA	
4	Dr. Nycil Romis Thoro	Coordinata (BSU), SW	
5	Shiju Thomas mY	CS	
6	Joseph m. k	onsw	
7	Vijesh P.V	library	
8	P.P Anthony	Account	
9	Jenson k.V	<del>Account</del> Account	
10	Ann BABY	Asst. Prof. MCA	
11	Bishoy M Varghese	Head, Comp. Suen	
12	Rosemary Varghese	Dean, Academics	
13	Manoj Menon	HOD, MHRM	



Sl.No.	Name	Designation & Department	Signature
14	Anish K.R.	HeD, Social work	
15	Kiran Thampi	social work	
16	Rodney Isaacs	Admin.	
17	Dr. Celvin Semy	Head, Research	
18	Meena Kumilla	Project Director Rajagiri out REACH	
19	DR. LIZY. P. J.	Dean, Academics Dept. of Social Work.	
20	Fr. Shinto Joseph	Dept. of Social work	
21	Fr. Rintle Mathew	Dept of Commerce	
22	Fr. Francis	RCBS	
23	Jaya VJAYAN	MCA	
24	Dr. BINOY JOSEPH	PRINCIPAL	
25	Dr JOSEPH INSODEY	Ex Director	
26	Fr Mathew Uthakara	Director	
27	Dr. Fa. Sajid. M. D	ASST-Director & ASST-Professor	
28	Jaya Jacob Alexander	CEO, Geojit Foundation	
29	DR. MARY VENUS JOSEPH	Co-ordinator, IQAC	

CO-ORDINATOR  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)  
KALAMASSERY



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