



INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC meeting for the period January-June,2019

Thursday, 17th, January,2019 4.00 PM

Carmel Hall

Minutes of the Meeting

Agenda

Welcome –Dr.Binoy Joseph, Principal, RCSS & Chair, IQAC

1. Minutes of the previous meeting held on 10th, July, 2018 for the period JulyDecember,2018
2. Action taken upon the minutes of the previous meeting- 3. AISHE - uploading of the institution data through the website
4. Dates for convening the meetings of the statutory Committees of the Autonomous Colleges
5. Strategic planning (BODHI) for the Year 2019-20
6. Institutional Rankings
7. Teaching- learning and evaluation
8. Unique practices of the College
9. Relooking into Institutional policies
 - 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
10. Faculty achievements
11. Quality related Conferences/seminars organised by the Departments
12. Faculty Quality Improvement Initiatives/ Faculty Development Programmes
13. Promotion of research Culture on campus
14. New Initiatives on campus



15. Code of conduct handbook for teachers and Non teaching staff
16. Student Support and achievement
17. Academia –Community Engagement
18. Welfare measures for the Teaching & Non teaching staff
19. NAAC 4th cycle A&A preparation measures
20. 2Institutional Website Updation,
21. Library Management
22. Alumni Engagement
23. Green Clean Campus
24. Gender Equity and sensitisation

Highlights of the meeting

Welcome and Introduction

Dr. Binoy Joseph, Principal, RCSS & IQAC Chair, welcomed the gathering.

Discussion and decisions

Agenda item No.1 .Minutes of the previous meeting held on Tuesday, 10th, July, 2018 for the period July-December,2018

The minutes of the previous meeting held on **Tuesday, 10th, July, 2018** was read out by the IQAC Coordinator, and confirmed.

Agenda item No .2.Action taken upon the minutes of the previous meeting-

The IQAC Coordinator presented the Action taken report based on the decisions taken during the previous meeting

Agenda item No 3.AISHE - uploading of the institution data through the website

It was informed by the Principal that IQAC is uploading institution data through the website **aishe.gov.in** which started in December 2018.The last date is 28th Feb 2019. The extension of approval by AICTE/UGC/University and scholarship approval of students are linked to the AISHE conducted by MHRD, Govt of India.

Agenda item No .4.Dates for convening the meetings of the statutory Committees of the Autonomous Colleges

The dates for the meetings of the following statutory committees were discussed and scheduled as follows

	Time	Date	Venue
Board of Studies	11.00 AM	06 April,2019	Kakkanad campus



Academic Council	11.00 AM	10 th ,April.2019	RBS Board Room, Kakkanad, Kochi-39
Finance Committee	12.00 Noon	26 April 2019	RBS Board Room, Kakkanad, Kochi-39

The IQAC Coordinator also reminded the following items to be included as part of the Agenda of the meetings

- Action taken report of the Institution based on the Stakeholder feedback report on it as minuted by the Governing Council, Academic Council, Board of management
- Minutes of the Governing Council/ Board of Management/Academic Council related to research promotion policy and its adoption, consultation policy and the annual e-governance Report.

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

The Annual Academic Retreat 2019 was tentatively scheduled for the 4th week of April, 2019.

Agenda item No 6.Institutional Rankings

The IQAC Chair announced that Rajagiri Center for Business Studies was ranked 17th under the best overall B-Schools in the country and 12th Best private B-school in the country by Times of India.

International Rankings- EPAS accreditation and the process –Dr. Binoy Joseph and Dr.Neetha J. Eappen, to visit Shanghai to attend the European Foundation for Management Development (EFMD) Quality service Seminar from January 21 – 25 , 2019. The Seminar to be held on January 23,2019 at China Europe International Business School on EPAS accreditation and the process. They would interact with few key people of EFMD, (EQUIS), (EPAS), and board members of AACSB during their visit.

Agenda Item No.7.Teaching- learning and evaluation

NPTEL has been offering self-study courses across engineering, humanities and science streams for more than a decade. These are available at: <http://nptel.ac.in>. From March 2014 NPTEL has been offering online certification for its courses, the highlight being the certification exam through which the student gets an opportunity to earn a certificate



from the IITs! These are available at: <https://onlinecourses.nptel.ac.in> To take this initiative forward and to encourage more students across colleges to participate in this initiative, SWAYAM-NPTEL chapters are set up in colleges (with the approval of the management) which will be under the headship of a faculty member of the college, who would be the Single Point of Contact (SPOC). Dr. Bindhya, Head, Department of Computer Science announced that the College have successfully established NPTEL-Local chapter for both RCSS and RBS. Officially now we become the members of NPTEL with college IDs 2535 & 2526 respectively with Dr. Bindhya & Vijesh .Librarian, Kakkanad Campus as the SPOCs of the campuses since January, 2019 onwards. IQAC Coordinator suggested that an orientation to this effect be given or displayed on the notice Board for the convenience of the students & faculty members.

Agenda item No 8. Unique practices of the College

The IQAC Coordinator invited the Faculty Programme Coordinators to announce the Unique practices of the College to be organised during the next six months.

Fr. Francis Manavalan detailed on the Rajagiri Business League 2019 (RBL), a basketball championship exclusive to corporates and Business Schools of India to be organized at Rajagiri Centre for Business Studies, Kakkanad, from January 16th to 19th, 2019..

- RIDLE-2019 (Rajagiri Inter-Department Literary Endeavour), a literary extravaganza for the RCSS Hill Campus, to be organised by the Department of Languages on 17 January 2019.
- The Department of Languages also to launch an annual Play series as a Faculty Professional Competence Empowerment Strategy. This year the play *"The Refund"*, a hilarious one-act play, Scripted by Fritz Karinthy along side the annual academic Exercise.
- Dr. Rose Mary Varghese announced the *Rajagiri - In Pursuit of Excellence Lecture 2019*- a special lecture on "Environmental Protection" to be organised on February 8, 2019. The key note speaker would be His Excellency Kummanam Rajasekharan, Honorable Governor of Mizoram.
- The Samavartanam (**Graduation**) ceremony for the MBA, MHRM, MSW, MCA, MLISc, M.Sc psychology, BSW, B.Com, BBA, BLISc, B.Sc Psychology, M.Phil and PGDCSW students to be held during the last week of May 25, 2019.

Agenda item No 9. Relooking into Institutional policies

IQAC Coordinator was authorised to identify faculty member to review the following existing Policies .

- 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 10. Faculty achievements

The Chair, IQAC announced that Dr. Anil Kumar K, Vice Chairman, NIPM Kerala Chapter has been awarded the Dewang Mehta National Education Leadership - Best Professor of Human Resource Management - Award for the year 2018 - '19 by the Dewang Mehta Foundation. The award has been given for his scholastic achievement and for making significant contribution to the profession of HR by way of teaching, training, research, consulting and above all, involvement par excellence, in motivating the younger generation to take up the profession of HR. The award is to be presented to him at a function held on 15th March 2019 at the Vivanta by Taj Malabar, Cochin.

Agenda item No 11. Quality related Conferences/seminars organised by the Departments The Heads of the various departments announced the following programmes organised by the respective departments

- General Management Area of RCBS to conduct a one day national conference on “New Paradigms of Management - 2019” on January 29, 2019 which would be attended by academicians, research scholars, students and representatives of working professionals from industry.. Prof. Abhilash G Nambudiri and Prof. Alex P Joseph would be the conference coordinators.

A one day National Conference would be organized by the Marketing Area of RCBS with the theme “*Marketing in the 21st century: Contributing towards a better world*” on 2nd February, 2019.. Dr. Smitha Siji and Dr. Chandan Parsad would be the conference Coordinators

- Dr. Anish K.R.Head ,Social work Department and Principal Investigator UGC-DAAD Project to organize a conference on Health Social Work on 12 to 16 February 2019 as part of the project. Around 70 practitioners and academicians from the field of Medical Social Work from different parts of India along with international delegates are expected to attended the workshop.
- A two day workshop on the topic “Teaching with Simulation” to be conducted by Rajagiri Business School on February 15th and 16th 2019, to facilitate a deeper understanding of Simulations as a tool among Business School faculty so that they could fine tune their approach to using simulations (SIMs) within their courses.
- Invited Talk on Intellectual Property Rights (IPR) to be organized by School of Computer Science, Rajagiri College of social sciences (Autonomous) during April,2019.



Agenda item No 12. Faculty Quality Improvement Initiatives/ Faculty Development Programmes

- According to the UGC F.No. 10-1 12015(TE) Pt. File dated 12th March,2019, one of the mandates set by the University Grants Commission is the development and implementation of a high quality Faculty Induction Programme (FIP) for newly recruited faculty in higher educational institutions to improve their teaching and management skills, adjust to the culture of higher educational institutions and to understand their professional responsibilities better. A proposal was placed to organise a Faculty Induction Programme by the IQAC during the first week of April,2019 for the newly recruited faculty members around 25 in number. The IQAC Chair mentioned that a FDP-*Art of Edification Innovative Practices for Effective Teaching* to be organised for the newly inducted faculty members in the first week of April,2019.
- Dr. Thampy Varghese, Head, Commerce mentioned that a Refresher Course in Accounting to be organised by the Department of Commerce during April,2019 on Hill Campus covering 5 Modules.The resource person would be Prof.P.T.C.Titus.

The IQAC chair announced the following FDPs to be organised

- FDP on Social and Web Analytics and Advanced Business Analytics in the Systems area to be offered by Rajagiri Centre for Business Studies with content support by KPMG on February 2 and March 2, 2019.
- The IQAC Chair referred the UGC D.O.No.F 1-8/2017 (SWAYAM Board) dated 6th March,2019 of the list of 58 PG MOOC courses being offered in January Semester 2019. He announce that the college has been registered as the SWAYAM – NPTEL Local Chapter both in Kalamassery and Kakkanad campus with the Coordinators as BINDHYA M VARGHESE and VIJESH P.V.respectively.
- Dr. Celine Sunny was nominated to complete the Certificate course on 'Rethinking partnerships' at the Coady International Training Institute, St.Francis Xavier University, Canada

Agenda item No 13.Promotion of research Culture on campus

- Dr.Mary Venus , Dean Research announced that the Course work for 2018 Admission Doctoral Scholars to commence on 1st,January,2019.
- Dr.Mary Venus ,Dean Research also announced that the Center for Doctoral Research to organise the bi-annual Review meet of the Doctoral Scholars to be organised during January,2019.Prof.Sebastin Rupert Mampilly, Associate Professor, CUSAT would the External Expert.
- The Marketing Area of RCBS to organize a workshop on Qualitative Research on 1st of February, 2019.



- Fr. Moses Library and School of Library and Information Sciences, RCSS to conduct User Awareness programmes on J-GATE and EBSCO databases.
- Rajagiri College of Social Sciences (Autonomous) to adopt the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 .
- Dr.Nycil Coordinator, BSW Programme, mentioned that as part of promotion of research culture among students, structured orientations on research for the final year BSW students were scheduled in the academic calendar itself. During the fifth semester, along with the beginning of their research, an hour per week is dedicated to the student presentation of review of scientific research articles related to their research area.
- Dr.Minimol briefed about the Funding Policy which provides guidelines for faculty members who wish to undertake Minor Research Projects.The research projects executed by faculty members of Rajagiri College of Social Sciences, in various domain areas in management such as finance and economics, marketing, human resource management, operations management, business analytics, general management, and other academic disciplines such as social work, computer sciences, library science, commerce and psychology are expected to add significant value to the existing body of knowledge, thereby contributing to the society at large.
- The IQAC Chair also made a reference on the ICSSR Research Programme/Project. March,2019- "ICSSR invites applications from Indian Social Scientists/Research Organisations for research Proposals under its Research Programme / Projects scheme" -Impress (Impactful Policy Research in Social Science)
- IQAC Coordinator mentioned that the Doctoral Centre in Management Studies has been recommissioned with the approval of Dr.Joji Alex ,Associate Professor and Dr.Rakesh Krishnan M, Assistant Professor ,Department of Business Administration as Research Guides in Management Studies at Rajagiri College of Social sciences, Kalamassery.(MG University order No. UO No 719/AVI/1/RCR/2312/2018/ACADEMIC dated 14-02- 2019)
- The IQAC Coordinator announced that as per the UGC CARE Reference list of Quality Journals UGC No.F.1-1/2018 (Journal-CARE) dated JANUARY,14, 2019 Rajagiri Journal of Social Development has secured Group B POSITION (out of the 4 groups) ie Journals qualified after analysis as per the protocol from the existing UGC list scoring more than 6/10



Agenda item No 14. New Initiatives on campus

- A Life Science Department and Bio Tech Lab as part of the Department of Commerce to be initiated on campus. Tissue culture, mushroom spawn making, blending of Probiotics are done in the Bio tech lab on experimental basis. Once the patent is obtained, the outcomes will be made available to the public. It was officially to be inaugurated in the month of February,2019.
- Dr.Varghese K Varghese,Dean, RCBSR announced the appointment of Dr Sanju George, a clinical psychiatrist in the Rajagiri Centre for Behavioural Sciences and Research wef 24th,January,2019. . He will be available to offer wide ranging psychiatric services to children, adults and the elderly. The clinic will function on campus in Chavara block, every day from Monday to Saturday, 11am to 5 pm. Appointments are by prior booking only.

Agenda item No 15. Code of conduct handbook for teachers and Non teaching staff

Dr.Manoj Mathew was given the responsibility in the meeting to relook at the Staff Handbook prepared during 2014 and include the guidelines for non teaching staff too.

Agenda item No 16.Student Support and achievement

Ms Jaya Vijayan, Faculty Advisor for student Affairs announced the following programmes

- A three day workshop to be conducted for students on the topic “Hi-Impact Leadership Program-Blue Print for Success” on January 22, to 24 ,2019.The workshop would be handled by Mr. Shiv Khera ,Indian author of self-help books and an activist
- Inauguration ceremony of Walk in With a Scholar, a State level Motivation Camp to be held on the campus on 8th February 2019
- The officials of the Passport Seva Kendra to visit our campus as part of the “Student Connect program” to conduct an awareness programme to help in filling the passport application and to schedule appointments on 23rd February 2019. Around 100 students would attend the programme.
- The Annual Athletic meet of Rajagiri College of Social Sciences to be held on 23rd February 2019.
- As per the Rajagiri Academic Excellence Awards policy which has been in effect from 2017-18 , Rajagiri Awards programme,2019 is to be conducted in March 2019. The UGC/NET qualified students and IELTS qualified students would be awarded cash prizes. The students who were Runners up for Smart Hackathon also would be honoured along with the batch toppers and subject toppers of all



- courses with cash prize and certificates. Around 150 students from different departments would receive the awards.
- The existing Student Handbook has to be re-examined to update the essential information and examine whether all the student related information are incorporated in the Handbook. IQAC Coordinator suggested to convene a meeting to finalise the contents for the Student Handbook to be given to the students at least during the month of June,2019.
- IQAC Coordinator proposed an uniform Student Mentoring Programme on the Hill campus is to be decided incorporating suggestions from all the Departments so as to commence student mentoring before the end of June,2019.

Agenda item No 17. Academia –Community Engagement –unique practices

The Coordinator ,IQAC introduced the following unique community Engagement initiatives that have been launched upon by the students on both the campuses.

- *Crayons* is an annual cultural event organized by Rajagiri Transcend, the college based NGO for the students and by the students. The 7th edition of CRAYONS is to take place on January 12th, 2019 at Rajagiri Valley campus. A team of 70 students (core committee members, coordinators and volunteers) totaling to around 400 children from 14 orphanages from the entire Ernakulam District would participate in the event.
 - *Minnaminnikoottam'*, the school fest is to be organised on 19th January 2019 in Eloor Municipality under the leadership of I MSW students.
 - *Anganwadi Fest'* is to be organised on 19th January 2019 in Ezhupunna gramapanchayat in collaboration with all the Anganwadis of ICDS project by MSW IInd years
- Kunjattakilikal'*, the Mega event to be organized on 8th February 2019 by BSW department in collaboration with all the Anganwadis of ICDS in Kalamassery Municipality as part of their field work practicum requirements.
- *Lanterns* is a program conducted for the children who are coming for Shikshagrah to exhibit their talents and this year it is to be conducted on 24th February 2019. Around 50 children to participate in different cultural as well as games set by the volunteers.

Agenda item No 18.Welfare measures for the Teaching & Non teaching staff

Rajagiri Staff Welfare Association to conduct a one day tour for Teaching & Non teaching staff during February 2019 . Rajagiri Staff welfare Association in consultation with the College Management have decided to Facilitate Mediclaim policies to all the members .



Agenda item No, 19. NAAC 4th cycle A&A preparation measures

IQAC to coordinate the following activities as a preparation for the NAAC 4th cycle A&A

- A. Internal academic and administrative audit to be conducted at the Kakkanad Campus during January, 2019. External Audit to be scheduled at the end of June, 2019.
- B. Series of NAAC A&A Preparatory workshops proposed to be organised on the Revised Accreditation Framework inviting External resource persons
- C. Logistics of SSR preparations

Agenda item No.20. Institutional Website Updation,

Dr. Bindiya is given the responsibility of the updation of the Institutional website.

Agenda item No. 21..Library Management

Dr. Baby M.D, Head, Department of library and Information Science suggested the Promotion of the use of e-resources and e-books among the faculty members and a brief orientation to be conducted during the monthly staff council. She also mentioned that the College under NLIST programme are entitled to get access to e- resources under e-ShodhSindhu and Shodhganga which is an Open Access Repository of full-text theses submitted to universities in India.

Agenda item No. 22. Alumni Engagement

Rajagiri College of Social Sciences with the objective of honouring its alumni and extend all possible support to nurture the entrepreneurial spirit to organize "Papillon- 19" a summit of Rajagiri Alumni who are first and second generation Entrepreneur during the month of February 2019 at Rajagiri Business School, Kakkanad.

Agenda item No. 23. Green Clean Campus initiatives

I.A meeting of the Rajagiri Swatchh Campus Committee is to be convened soon to discuss

on 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 .It was suggested that an Annual report (2018-19) on the following practices on the Hill Campus Sanitation & Hygiene practices, waste Management, -Water conservation, Energy Conservation, Campus



greenery etc be prepared with the Statement of expenditure incurred for the year 2018-19

II. Dr.Nycil Romis proposed that as part of the student survey on the 'Environmental Hygiene and Waste Management Course,' 20 student volunteers from the BSW Department, would conduct a survey on waste disposal and its management.

III. A Guideline is to be prepared for Integrating Environment & sustainability into the academic stream at the Institutional and Department level .The IQAC Coordinator is to facilitate the effort

IV. The World Water Day, 22nd March, was decided to be observed by the Swatch Campus Committee .

Agenda Item No.24.Gender Equity and sensitisation

As part of the Gender Equity Sensitisation Action Plan it was decided to celebrate the International Women's Day,2019 involving all the stakeholders on the campus.IQAC was assigned the responsibility. The Live labs also mentioned their share of programmes for the International Women's Day,2019 in the various communities.

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

The committee entrusted the Principal to finalize the date, venue and chief guest for the Samavarthanam, the graduation ceremony of 2019 Passing Out Batch.

The meeting came to an end with the IQAC Coordinator proposing the vote of thanks.


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