



INTERNAL QUALITY ASSURANCE CELL (IQAC)

July- December, 2018

Minutes of IQAC meeting held on

Tuesday, 10th, July, 2018

4.30-5.30 Pm, Carmel Hall Agenda

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

1. Minutes of the previous meeting held on 10th April,2018 for the Quarter AprilJune,20-Sept,2018
2. Action taken upon the minutes of the previous meeting-
3. Fixing the dates for the meetings of the statutory Committees of the Autonomous Colleges
4. AQAR Submission for the year 2017-18 &
5. AISHE - uploading of the institution data through the website
6. NAAC 4th cycle A&A –Review of the preparation measures
7. Admission updates for the year 2018-19
8. Rajagiri Publications –Journals, Newsletters etc
9. Institutional Policy Formulation / review
10. Unique practices of the College
11. Faculty Quality related matters
12. Quality promotional Conferences/seminars organised by the
13. Departments
14. Research Projects undertaken
15. Student related matters
16. Infrastructure maintenance/ upgradation
17. Patency generated
18. Industry Interactions
19. MOUs / International Cooperation
20. Training / Capacity building programmes on campus
21. Academia- Community engagement-21. CSR initiatives in community engagement 22. Alumni engagement
23. Welfare measures proposed for the Teaching & Non-Teaching staff
24. Annual Gender sensitisation Action Plan for the year 2018-19
25. Presenting the revised edition of the Teaching Staff Handbook

Vote of thanks- Dr. Mary Venus Joseph, Coordinator, IQAC



Members present

1. Dr. Binoy Joseph, Principal RCSS & Chair, IQAC
2. Dr. Joseph Injodey, Ex. Director
3. Fr. Saju CMI, Asst. Director
4. Fr. Francis Manavalan, CMI
5. Fr. Shinto Joseph, CMI
6. Fr. Rintle Mathew, CMI
7. Mr. Vijesh, Fr. Moses Library
8. Tony, System Administrator
9. Antony Puliparambil, Accounts Manager
10. Johnson, Asst. Finance
11. Dr. Manoj Mathew, Controller, Examinations
12. Dr. Veeva Mathew, Admission Coordinator
13. Dr. Rose Mary, PGP, Chair, Management Studies
14. Dr. Sr. Lizy P.J. (Dean- Academics)
15. Dr. Anil Kumar, Head, MHRM
16. Dr. Joji Alex Head, MBA
17. Dr. Anish K.R. Head, Soc. wk (PG)
18. Dr. Nycil Romis Coordinator, Soc. Wk, (UG)
19. Dr. M.D. Baby Head, (Lib & Inf. Sc)
20. Dr. Bindhiya, Head, Comp. Sc
21. Dr. Thampy Varghese, Head, Commerce
22. Dr. Varghese K Varghese, Head, Psychology
23. Dr. Minimol (Faculty Research & Publications)
24. Dr. Celine Sunny (Research Institute)
25. Dr. Joseph M.K. (Student & faculty performance Appraisal)
26. Ms. Ann Baby (Green Campus & Gender Equity Cell Coordinator)
27. Jaya Vijayan (Faculty, Student Affairs)
28. Dr. Kiran Thampi, International Collaboration & Alumni Coordinator
29. Meena Kuruvilla, Community extension activities
30. Dr. Mary Venus Joseph, Dean Research & Coordinator, IQAC **Highlights of the meeting**



Dr. Binoy Joseph, Principal, RCSS welcomed the gathering . The Chair also announced that

- Rajagiri Center for Business Studies was ranked 17th under the best overall B-School in the country and 12th Best private B-school in the country by Times of India
- Rajagiri School of Social Work is placed 3rd at national level in the Best Social Work College Survey by India Today.
- Rajagiri College of Social Sciences received the Best Performing Project Implementing Agency Award (DDU GKY) consecutively for two years now
- Rotract club of Rajagiri College of Social Sciences has received various awards such as Best Active Club in the district, Best Community Project and Best Secretary award for Suparna M for the year 2017- 2018
- RAJAGIRI outREACH has been empanelled by the District Collectors in three districts such as Palakkad, Thrissur and Kottayam as SIA unit for conducting the SIA studies.5 studies have been sanctioned to RAJAGIRI outreach to conduct the SIA study of the land Acquisition
- RAJAGIRI outREACH has been authorised by UNICEF for the Monitoring of the post flood services and the interventions implemented by the NGO's and the academic institution that has been funded by UNICEF in Alappuzha, Pathnamthitta, Kottayam and Wayanad districts.
- RAJAGIRI outREACH has been empanelled as the '*Haritha Sahaya Stapanam*'(An Agency for undertaking complete solid waste management activities in Local Self Governments) in Kerala by State Haritha Kerala Mission, Govt of Kerala.
- ENCON club of Rajagiri College of Social Sciences received the best ENCON club award for the year 2018 by BPCL- Cochin for the exemplary initiatives on energy conservation, flood-related activities and environmental protection. The award constituted of a certificate, trophy and a cash award of INR 5000.

Agenda item No.1.Minutes of the previous meeting held on 10th April,2018 for the Quarter April-June,20-Sept,2018

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

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

The IQAC Coordinator presented the Action taken report for the period Apr-June,2019 based on the decisions taken during the previous meeting

Agenda Item No.3. Fixing the dates for Convening the meetings of the statutory Committees of the Autonomous Colleges

Following are the tentative dates for the Statutory committees suggested by the IQAC committee Members and finalised in consultation with the members



	Time	Date	Venue
Board of Studies	11.00 AM	17 th /19 th ,Nov,2018	Kakkanad campus
Academic Council	11.00 AM	24 th ,Nov,2018	RBS Board Room, Kakkanad, Kochi
Governing Council	11.00 AM	30 th ,Nov,2018	RBS Board Room, Kakkanad, Kochi

Agenda item No.4.AQAR Submission for the year 2017-18

The IQAC Chairman, Dr .Binoy Joseph informed the IQAC Coordinator & members to look into data requirements for AQAR Submission for the year 2017-18. IQAC Coordinator Dr. Mary Venus Joseph informed that the templates regarding data requirements are already sent to all the departments. The deadline for AQAR submission to NAAC was unanimously set as latest by the First week of November, 2018.

Agenda item No.5. AISHE - uploading of the institution data through the website

Dr.Binoy Joseph informed the Committee that the college would upload data on MHRD website for All India Survey on Higher Education (AISHE) within two weeks.

Agenda item No.6. NAAC 4th cycle A&A preparation measures

The new format of NAAC –Quantitative and Qualitative data templates for autonomous colleges was discussed. It was decided to enter the data from the all the departments in the template as shared by NAAC and review to be conducted based on the same

- i. Rajagiri institutional website –Dr.Bindiya was asked to look into the website revamping .Dr.Bindiya announced the updation of the website and how the Grouping of Menu items are based on the existing data/accreditations of rcss.rajagiri.edu as well as referring to various other similar academic institution websites. She is to convene a meeting in this regard.
- ii. Administrative & Academic internal and external Audits :It was agreed to conduct the internal academic & Administrative Audit by December,2018. The Audit team would be selected from both the campuses. The IQAC Coordinator to look into these job allocations.
- iii. Staff Performance appraisals : Dr.Joseph M.K. was asked to brief the committee on the existing faculty performance appraisal system. It was also suggested whether a system could be devised to have the performance appraisal of the Administrative staff. Dr.Manoj Mathew to work on the Appraisal formats
- iv. Stakeholder’s feedback :As per the NAAC SSR requirement IQAC Coordinator framed feed back formats for the different stakeholders (students, parents, teachers, Alumni and employers) and all the Heads of the Academic departments were addressed to decide on the modality of administering, consolidating the feedbacks and to place the Action Taken Report in the autonomous statutory committee meetings and get it minuted. Dr.Nycil Romis was asked to assist the heads to consolidate the reports and to place it in the respective BOS meeting.
- v. Student Handbooks & Guidelines :The IQAC Cell was given the responsibility to prepare the student Handbook and guidelines for the academic year 2018-19



vi. Outcome based Learning - implementation by all the departments

All the departments were instructed to prepare the Programme objectives of their respective courses. Dr. Mary Joseph asked all the HODs to comment on current status of setting the POs of each department.

Dr. Anish K.R (Social Work) informed that the POs for social work department has been prepared but not included in syllabus, as the new syllabus is not yet printed.

Dr. Bindiya (MCA) said that the MCA department has set everything according to NBA Washington Accord.

Neethu Mohanan from Library Science informed that the department has prepared the programme objectives for BLISc and MLISc courses but not printed.

Dr. Lijo Joy , Psychology department said that they have prepared the programme objectives and programme specific objectives, but not done the mapping.

Dr. K.X. Joseph , Head of Commerce Department informed that the programme objectives have been prepared for the commerce department, but not separated for BBA and B.Com.

It was decided to conduct series of faculty development workshops for the faculty members on outcome based learning and Assessment of learning during the quarter.

Dr.Rose Mary mentioned that the Assessment and Development Centre on Valley campus conducted activities for students during June-July, 2018. This is an assessment procedure at the commencement of an academic year for the incoming batch of students through a structured process of consistent, rigorous evaluation of their competency profile. Each student undergoes multiple interventions conducted by leading HR professionals from across the country to give students valuable feedback on their skill set based on learning outcomes of RCSS.

vi. Institutional reports generation / Document preparations :The routine preparation of the College Annual report, Annual strategic Planning (BODHI) Report and the quarterly news bulletin (Rajagiri Highlights) all are underway.

B. Prof. Harish was invited to present the draft strategic Plan document of the College for the period 2018-32.

7. Admission updates for the year 2018-19

Dr.Veeva Mathew gave a brief of the Admission Status for all the academic programmes for the year 2018-19

8. Rajagiri Publications –Professional Journals

Dr.Minimol talked about the Rajagiri Management Journal issue brought out in June,2018 and the forth coming December, 2018 issue.

Dr.Joseph M.K. mentioned about the Rajagiri Journal of Social Development -June,2018 and the forth coming December, 2018 issue.



9. Institutional Policy Formulation / review

Dr. Binoy Joseph mentioned that Rajagiri College of Social Sciences management expects its faculty members to engage in high quality research and publish research papers in indexed and highly rated journals. A research policy has been formulated to include all research and related policies. This research policy gives guidelines on types of good quality journals, conferences, the support extended for doing research and the incentive scheme for publishing. The purpose of this policy is to motivate the faculty members of the college to do good quality research and help the college to meet the standards specified by the accrediting agencies. The Research and Publication Policy was brought out in 2014 and also the Faculty research promotion policy introduced for providing seed money to faculty members to undertake quality research. Dr. Minimol M.C from RCBS will orient the faculty members on Research and publication policy of the College .

10. Unique practices of the College

The IQAC Coordinator invited the respective programme Faculty coordinators to announce the Unique practices of the College to be organised during the period (July-December,2018).

- **INFLORE -18 Launch**-The theme launch of INFLORE-18, the Annual Management Fest, was scheduled for September 2018.
Faculty coordinators of Inflore Prof. Saji George and Dr. Susan Mathew. The launch to be followed by cultural programmes and musical night by the Rajagiri band.
- A one-hour musical concert of Korean traditional songs to be performed by “NaMu Music Group” at Valley Campus on September 12, 2018.
- As part of a Clean and Green Ernakulam District Campaign '*Suchithwa bodhanayajnam Vijnanayathra- 2018*' to be started on September 25, 2018, in collaboration with Mithradham renewable Energy Centre, Sahrudaya services and charities and other participating industries in the renewable Energy Sector, Water Treatment Sector, Waste Management sector and RAJAGIRI out REACH of Rajagiri College of Social Sciences, Kalamassery.

11. Faculty quality related matters i. New appointments

Ms. Sakha Sivasankaran joined as faculty member in the Department of Social Work.

ii. 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.

Prof. Manoj Menon to be awarded PhD on the topic “Perceived Organisational Support-Implications for Organizational attachment in Information Technology Sector” by School of Management Studies, CUSAT, December 15, 2018

The Principal urged all the Heads to pursue all the faculty members to participate in conferences, present papers, undertake funded research projects, publish in highly rated journals. Also the Management is planning to offer international exposure to faculty members to various departments.

He also mentioned on the FDP on “Business Analytics” in the Systems area to be offered by Rajagiri Centre for Business Studies with content support by KPMG on September 17th, 2018.

12. Quality promotional Conferences/seminars organised by the Departments

Following were the conferences /seminars proposed to be organised during July- December,2018

- Rajagiri Business School to host an International Conference in association with Academy of Practical Business Administration (APBA), East and Central Asia Economic and Business Association (ECAEBA) and Korean Association of Computer and Accounting (KAOCA) on 20th of July, 2018
- Rajagiri School of Social Work to host the Annual Symposium of the consortium of Building Networks for Global Social on Valuing Diversity in Global Social Work: Practice with People on the Move.
- The Social work department to start a series of pedagogical workshops to enhance teaching -learning.
 - Dr. Anish K. R – Moodle
 - Dr. Joseph M K & Dr. Suni Rose – Participatory Learning
 - Dr. Saju M. D – Scoping Review
- Department of Computer Science is to organise
 - i. A Two-Day National Hands-on Workshop on Angular 6- 23rd and 24th November 2018.
 - ii. A National Seminar on "Disaster Risk Mitigation: Technology Recipes For Kerala" is proposed to be happen on 30th Nov 2018 with Kerala State Disaster Management Authority. Ms. Ann Baby will convene both the workshops
 - iii. Two days National Workshop on E-publishing in the month of November,2018
- Department of Psychology (RCBSR) is to organise
 - i. International Conference on Community Psychology
 - ii. workshop on Qualitative Research methodology



13. Research Projects on campus

- Department of Education Research (DER), NCERT has recommended the research project proposal titled 'A Concept Map Recommendation System for Student Learning and Evaluation', for an approved budget of Rs.164,850/- submitted by Ms Sunu Mary Abraham, Assistant Professor, Department of Computer Science.
- The study on adopted children and parents to commence on August 4, 2018.
- Two Social Impact Assessment Study – Public Hearing to be held in Malappuram and Ernakulam Districts
- Four research proposals to be sent to various funding agencies such as BIRAC (Competition), DAP of Australian Consulate, Marico Innovation Foundation (Competition) and NABARD.
- Dr. B. Ramesh and Mr. Krishnakumar N.M. has participated in 'Innovators Meet' held at Central Plantation Crops Research Institute, Kasaragod with 5 innovative products.

14. Student related matters

Student Achievements

- Rotract club of Rajagiri College of Social Sciences has received The Best Active Club in the District and Award for the Best Community Project. The Best Secretary Award was bagged by Suparna M (III BSW).
- Mr. Jibin Alex 1 MSW student participated in the Indian Youth Delegation to China by the Ministry of Youth Affairs and Sports, Government of India; Jibin bagged this opportunity winning the Best NSS Volunteer State Award for 2016 – 2017.
- Anjana V S, Greeshma Valson (MLISc students) Qualified UGC NET.
- BLISc 75 % and MLISc 95 % students placed in various institutions.
- Mr. Vinayak suthan received Best Director award from minister Kadakampally Surendran in KALOPSIA, a state level short movie competition
- Four BSW students presented research papers in national and international conferences held at Manipal, Deemed to be university, Central university of Kerala and DIST Angamaly respectively.
- 22 students of II year MSW have on international field placement to USA, Australia, Slovakia, Malaysia, Jerusalem, Belgium and Nepal

Student Engagements: The Various Heads and Student Faculty advisor announced the various student initiatives to be held on campus during the period, July- December, 2018.

Student Placements : Three students of MCA got placed in Infosys. Five students got placed in CTS. Four students got placed in TCS. The placement drive by Ignito , Infopark took place on the Hill campus.

Dr. Anish, Head, Social work mentioned that 22 social work Students are on overseas internship programme as follows

1. UMSSWB (University of Maryland, School of Social Work, Baltimore) USA
2. Nazareth College, NY, USA
3. Australia University of South Australia (Uni SA)
4. Catholic University of Ruzumberok
5. Hebrew University of Jerusalem, Israel
6. University Sains Malaysia (USM), Penang



7. Sree Ramakrishna Ashram, Nepal
8. Nepal ,Kadambari Memorial College
9. Belgium Vives University, Belgium
10. France Lille University, France

Kiran Thampi mentioned that presently 11 students from University of Maryland, USA and 1 student from Philander Smith College, USA are doing field placement in Rajagiri School of Social Work

The following Significant Day Celebrations are to be held on campus during the period of reporting.

- World environment day.
- Reading Week
- Elder's day
- World Mental Health day
- National Dignity March

15. Infrastructure development -

Dr. Baby M.D, Head, Department of library and Information Science put forward the following proposals

- i. Setting up special computers for Visually Challenged and a separate cubicle shall be allocated for their use on request.
- ii. 'Earn While You Learn' Program implementation-Applications would be invited from deserving students from the current batch from the Dept of Library and Information Science for on the job training while completing their Post-Graduation.
- iii. Students Library Committee meeting would be conducted at regular intervals.
- iv. A visitors Register to be put up at the entry gate of the library to record visitor's entry (in the absence of College ID cards).
- v. Purchase of books recommended by the Heads as per the requirements in the library and the same shall be discussed with the Finance dept and implemented with immediate effect.
- vi. 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.

16. Patency generation

- Department of Life Sciences has applied for provisional patents for 2 innovations at the Indian Patent Office.
- Dr. B. Ramesh to undergo a training programme at Madurai on the 'Production of Medicinal Mushrooms'

17. Industry Interactions during the period :Dr.Anil kumar mentioned the various Industry interaction sessions arranged for the students



18.MOUs / International Collaboration

Dr. Joseph Injodey mentioned the following International collaborative efforts to be taken during the semester.

- A delegation from Rajagiri including Dr. Fr. Mathew Vattathara CMI, Director, Rajagiri Institutions; Dr. Binoy Joseph, Principal, Dr. Kiran Thampi, Faculty (Social Work) & Coordinator - Office of International Relations and Prof. Pramodh Korula, Asst Director - Office of Corporate Relations to visit Malaysian Universities like Binary University, Universiti Sains Malaysia and Universiti of Malaysia Sabah.
- Rajagiri Centre for Behavioural Science and Research to sign letter of intent with University of Malaysia Sabah

19. Training /Capacity Building Programmes : The Heads of Rajagiri outREACH, Research Institute, DDUGKY and CHILDLINE mentioned the various training programmes to be organised during the period.

20.Academia –Community Engagement : The Heads of Rajagiri outREACH, Research Institute, DDUGKY and CHILDLINE also mentioned the various community based programmes to be organised during the period with the involvement of students from various departments .

21.CSR initiatives in community engagements : Following are the CSR initiatives outlined during the period

- The project ‘ Kinarinekaam Puthujeevan’ is a joint effort by Rajagiri College of Social Sciences, RAJAGIRI outREACH, Cochin Shipyard and Malayala Manorama,
- RAJAGIRI outREACH with the support of NSS Volunteers of Rajagiri College of Social Sciences, Carborandum ltd and Rotary club Kochi and Kalammasery to jointly organize ‘International Elders Day on 6th October 2018
- AWARD FEST 2018 of sponsored children with the support of Carborandum Universal Limited (CUMI).
- Sponsorship of children under Geojith and CASP sponsorship Scheme
- The KMA Annual CSR Conclave-.Rajagiri TRANSCEND is the only educational institution invited to present the CSR activities of the college.

22. Alumni Engagement

Dr.Kiran Thampi ,Secretary,Alumni Association announced the following alumni achievements



- Nissan India has appointed **Ms. Suja Chandy (1997-1999 MBA batch)** as the Managing Director of the company's Digital India in Trivandrum.
- **Mr. Johnson Mathew 1987-89 MA (PM & IR) batch** –Vice President at Popular Vehicles has been elected to the National Institute of Personnel Management (NIPM) as an Executive member of its National Council for the period 2018-2020. He has also been awarded the prestigious 'Manager of the Year' by Kerala Management Association for the year 2018. Johnson is an alumnus of.
- **Mr. Lal John VP (1973 MSW batch)**, Personnel and Administration at Malayala Manorama has been promoted to the post of Chief General Manager (P & A). He has also been elected as the Chairman of NIPM Kerala for the year 2018-20.
- **Mr. Vinod S 1998-2000 MHRM batch)**, Asst. General Manager –HR FCI OEN connectors Ltd. (Amphenol group) has been adjudged the best HR Manager by NIPM for the year 2018.

23. Welfare measures proposed for the Teaching & Non Teaching staff

The President Rajagiri Staff Welfare Association announced the following programmed to be organised during the period.....

- World Environment Day-June,2018
- Charity Food Fest to raise funds for a cancer patient –July,2018
- Onam Celebrations on a lower budget and contribute the savings to the flood relief, August, 2018
- Free blood check-up camp- October , 2018
- Free dental and eye check-up camp – November.2018
- Christmas celebrations – December,2018

24. Annual Gender sensitisation Action Plan for the year 2018-19

The Gender Equity Cell Coordinator presented the Annual Gender Sensitization Action Plan for the year 2018-19 as follows-

Planning Meeting of the Rajagiri Gender Equity Cell

Gender Sensitisation Orientation Programme for the Students and Staff separately

Skill Development Programme for women in sponsored panchayats

Gender Audit in a Panchayat

International women's Day celebration



25. Revised edition of the Faculty Handbook

A Committee was constituted under the guidance of the Coordinator, IQAC for revising the Faculty Handbook (brought out in 2014). It was presented before the IQAC Committee followed by the approval of the Board of Management.

Dr.Mary Venus Joseph, IQAC Coordinator proposed vote of Thanks


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