



RCSS
RAJAGIRI COLLEGE OF
SOCIAL SCIENCES
(AUTONOMOUS)

Rajagiri College of Social Sciences (Autonomous)

"College With Potential For Excellence"

(Affiliated to Mahatma Gandhi University)

NAAC Accreditation

Year 2000 at Five Star Level

Year 2007 at A+ Level

Year 2013 - at A Grade with CGPA of 3.70 on 4 point scale

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

(Based on the decisions taken at the IQAC meeting held on 30th September 2020 from

3.00pm to 5.30 pmat Carmel Hall, Kalamassery)

Agenda item No.5. Presentations by Academic Departments

Implementation of Two new programmes -MSW in Clinical Social Work Practice & 4 Year BSW Honours Programme to M. G. University (as per the NEP'2020).

The Scheme and syllabus for both the programmes have been submitted to the MG University and are under the scrutiny of the BoS of M.G. University.

Certificate programmes in Communication, MS-Excel, SPSS (Beginners & Advanced) for MBA and MHRM students.

- ❖ Excel class was started on 10/09/2020 for the whole MHRM 2020-22 batch (39 students) and the classes are over and exams will be conducted soon. Dr. Sitanshu Sekhar Das is the coordinator of Excel class. Course duration is 15hrs for basic excel and 15hrs for advanced excel.
- ❖ A Mentor meeting was held on January for the students and they got informed about the different Value Added courses .The Communication Essentials and SPSS basics will commence soon. Dr. Priya Alat is the coordinator of SPSS and Prof. Himanshi Pandey is the coordinator of Communication Essentials. Course duration is 15hrs for SPSS basic and 15hrs for SPSS advanced. Communication Essential course is also a 30hrs course for the students who got below average marks in communication in ADC.
- ❖ French, Spanish & Korean Language classes have already started.

Conducting a workshop on Advanced Data Analytics by Computer Science department.

- ❖ Semester 5 MCA (18-21) batch completed the Add-on Course on "Data Analytics" by Mr.Bastin Robins



Library and Information Science is working on a new Two year programme 'MSc Health Informatics'.

The Scheme and syllabus had been presented in the last Board meeting held on 13-01-2021. The BOS recommended to start a 2 year PG Programme in Medical informatics. Two members from the BOS volunteered to work with the HOD. (Dr. G. Devarajan from Kerala University and Dr .Liny Varghese from Cochin University) for preparing the theoretical and Practical Aspects of the Curriculum. The Board recommended to include one Expert from Hospital Administration field also.

Psychology department has decided to conduct a Webinar on 'Mindfulness' in November 2020.

- ❖ Department organized a Webinar session on '**Psycho social impact and ways of coping and management of COVID 19**', on Wednesday, 18 November 2020 instead of Webinar on 'Mindfulness'. The session was conducted by the Head of the department, Ms Eveline Le Roy , Faculties Mr Stijn Meuleman , Ms Wendy Compagon , Ms Elien Lamote and students from VIVES university of Applied Sciences - Applied social studies Bachelor Program Applied Psychology

Department of language is Designing the Scheme and Syllabus for BA Hons. (Double Main – English Literature and Journalism).

- ❖ Department of language has applied for sanctioning the course BA Hons. (Double Main – English Literature and Journalism).

Examinations

End Semester Supplementary Examinations - October 2020 need to schedule for UG 2nd & 4th sem and PG 2nd Sem.

- ❖ All pending even semester exams which were postponed in March'2020 was completed by 14th January 2021.
- ❖ All regular Odd semester exams is going on and it will end by 15th February 2021.

Information Technology

- ❖ Installed and configured 63 new systems in the renovated lab. Bought a New server in the renovated lab. Steps are taken to implement an additional 100mbps internet connection from another ISP. Purchased a new Firewall for the secure internet connection
- ❖ Conducted Four External examinations during the month of October to December'2020



College Office & Accounts

- ❖ From 2019-2020 financial year, the entire accounts of the Aided stream, UGC Grant, Autonomy Grant, UKIERI (UK-INDIA Educational and Research Initiatives) grant, UGC Grants for Faculty members etc is included in the College Financial Statement.

Doctoral Research

- ❖ Rajagiri Institutional Ethics Committee was reconstituted with effect from 1st November 2020.

Sl.No.	Name	Designation	Role
1	Fr. Dr. Berchmans Kodackal	Judge, Major Archiepiscopal Tribunal Mount St.Thomas, Kakkanad, Ernakulam, Kerala bkodackal@gmail.com	Chairperson
2	Dr.Binoy Joseph,	Principal, RCSS & Head ,Doctoral Centre arun	Vice Chairperson
3	Dr.Fr.Saju M.D. CMI	Asso. Director & Vice Principal, RCSS saju@rajagiri.edu	Management representative
Internal Members			
4	Dr. Varghese K Varghese,	Dean, Department of Psychology frvarghesekv@gmail.com	Member (Behavioral Science)
5	Dr.Lizy P.J.	Dean-Academics (Social work) lizypj@rajagiri.edu	Member (Medical Social Work)
6	Dr.Joseph M.KCMI	Asst. Prof. & Head, Department of Social Work & Coordinator, Doctoral Research(Social Work) emkay@rajagiri.edu	Member (Community Development)
7	Dr.Anish K.R.	Asst.Prof. Rajagiri School of Social work anish@rajagiri.edu	Member (Psychiatric Social work)
8	Dr.Joji Alex,	Asso. Prof.& Director, Doctoral Research (Management Studies) jojialex@rajagiri.edu	Member (Management Studies)



9	Dr.Minimol M.C. 98463 29021	Director Research, Management Studies Rajagiri College ,Valley Campus minimol@rajagiri.edu	Member (College funded research projects)
External Members			
10	Dr. Celine Sunny 9388608867	Former Executive Director, Research Institute, RCSS celinekscaria@yahoo.com	Social Scientist
11	Dr. Sam Thomas 98461 52127	Asso.Prof. Management studies, CUSAT sam8570@gmail.com	Research Consultant
12	Dr. Sunny P Orathel MBBS, MD, DTCD 94476 61668	Medical Superintendent, Consultant in the Preventive Health Checks Rajagiri Hospital, Aluva drsunnyorathel@gmail.com	Medical Expert
13	Mr. Arun Kumar S. ICWA,LLM 99304 62259	Finance officer,National University of Advanced Legal Studies (NUALS) , Kochi fo@nuals.ac.in	Legal Expert
14	Mrs.C.P.Usha 98959 08052	President Eloor Panchayat cpusha701@gmail.com	Lay Person
15	Dr.Mary Venus Joseph 9447134579	Dean, Research & Coordinator,IQAC maryvenus@rajagiri.edu	Member, Secretary

- ❖ The first meeting of the reconstituted Institutional Ethics Committee meeting was held on 25th November 2020 to evaluate the proposals that were received under Rajagiri College funded Minor Research Projects.



OYSTER (Alumni Association)

- ❖ Executive Committee Meetings Executive board met during the time period on 7th October 2020. Mr Venugopal K (President), Mr Somy John (VP), Ms Deepthi Tharakan (VP), Dr Kiran Thampi (Secretary), Mr Niran Joy (Joint Secretary) participated in the online meeting.

Agenda item No.6. IQAC Quality Promotional initiatives for the next Quarter (October-December, 2020)

Collection, Analysis and Action to be taken Report (ATR) of the feedbacks from the following stakeholders was completed by 31st, October, 2020. The descriptive feedback from the different stakeholders has also been summarized. The summary is given department wise so as to be helpful in using the feedback for curriculum revisions.

❖ Department of Business Administration

- The feedback from alumni suggested to add additional programmes in the curriculum to enhance problem solving skills, critical thinking and adaptability.
- Teacher feedback was mainly on combining few courses, changing some of the specialization courses as well as on strengthening the research component of the programme.
- The employers suggested adding latest policies and programmes in the syllabus to enhance the aptitude skill and soft skill of students along with general awareness and leadership skills.

❖ Department of Computer Science

- The employers of various organizations suggested that the students need to be made well versed with the 'Basics of Programming' as part of their curricula so that they can become good programmers. And also make the course more advanced and career oriented. Curricula also should focus on making them more adaptable to the new paradigms. The curricula should ensure that the students have more exposure to the recent trends in technology. The employers suggested that we need to acquire latest trends and technologies.
- The Alumni suggested focusing on enabling integrity, positive attitude and entrepreneurship skills. They also suggested to concentrate on developing good data analytics and software conceptualization and implementation skills.
- The students mainly expressed their concern in including two core theory papers namely, Artificial Intelligence and Computer Security to meet the changing demands of the software Industry.



- Teachers have expressed their concern about the curricula in terms of the vastness of the topics for the subjects and the alignment of the topics in the five modules. They felt that the Syllabi has to be revamped with more focus on NBA recommendations on outcome based education. The curricula can be modified to include specializations for the subjects so that it helps students with a specific skill such as development, testing, design etc.

❖ Department of Social Work

- BSW students commented on the vastness of the topics dealt in management basics for social welfare administration and environmental studies, which they suggested to cut down. Students also suggested Web Designing as a Value Added course rather than as a four credit paper. Students also commented on the repetition of certain topics in a few courses, which they suggested to be removed. MSW students suggested more skill based courses in the syllabus as theory course sessions are inadequate to practice skills and techniques. PGDCSW students commented on the repetition of theories in different first semester courses.
- The feedback from alumni: The syllabus can incorporate more of practical knowledge which matches with the current trends in social work. Adding related contemporary issue, relevant media courses etc.,
- The Employers commented to concentrate in providing sufficient skills with appropriate application.

❖ Department of Personnel Management

- The students suggested promoting more application level and decision making activities rather than text book learning.
- The feedback from alumni suggested adding programmes in the existing curriculum to enhance problem solving skills, critical thinking and adaptability.
- The employers suggested adding latest policies and programmes in the syllabus to enhance the aptitude skill and soft skill of students along with general awareness and leadership skills.
- Teachers suggested adding courses like competency based HR practices and people analytics, information processing and databases, leadership development etc. in the curriculum.

❖ Department of Library & Information Science

- The employers, alumni and students of both B.Lib.I.Sc and M.Lib.I.Sc suggested incorporating more Hands on training in library management soft wares and online research tools in the curriculum and teaching-learning process, student exchange programmes and soft skill training.
- Teachers suggested including latest technologies and innovations in the curriculum especially ICT and Research oriented.



- M.Lib.I.Sc alumni suggested that department should take initiative to start PGDLAN, MPhil and research centre for the development of LIS research.
- Students recommended starting Add-on courses for improving the research skills
- Teachers suggested measures to enhance research and publication as well as to include more competency based interdisciplinary and multidisciplinary approaches in curriculum.

❖ Department of Psychology

- The teacher feedback emphasized having courses on qualitative and quantitative research, strengthening the psychopathology courses and skill promotion course.
- BSc students suggested more hands-on experience in the clinical aspects. MSc students suggested that the programme should include more clinically oriented practice/experience. Major suggestions from the part of PG students were on specializations other than clinical to be offered.
- All the stakeholders have suggested providing more advanced and application level instructional strategies apart from the theoretical way of study.

❖ Department of Commerce

- The feedback from different stakeholders suggested adding relevant and novel courses to enhance employability and entrepreneurial skills of the students.
- The BBA students suggested having more industrial connect and updates.

Organization of inter and intra institutional workshops, seminars on quality related themes

- ❖ A Stress management session by Consultant Psychologist Dr. Palayoor Benyne Jose was organized for the second year B.Com students on 20th October 2020. The session was aimed to enhance the stress management ability of the undergraduate students.
- ❖ On October 27, 2020 a webinar was conducted for B.COM and BBA students of first and fifth semester from 4.30 PM to 5.30 PM in Zoom Platform 82 students had participated the session. At the end of the session there was a fruitful question answering session was also held.
- ❖ Department of Commerce and Professional Studies has organized Two Days Hands on Faculty Development Programme on MS EXCEL ESSENTIALS FOR ACADEMICIANS on 20th November 2020 to 21st November 2020 from 9.15am to 4.30pm. The resource person for the programme was Prof. Roshan Ravi, Assistant Professor, Rajagiri College of Social Sciences (Autonomous), Kalamasserry
- ❖ Semester 5 MCA (18-21) batch completed the Add-on Course on "Ethical hacking" by Ms. Suma Ranganathan, Certified Ethical Hacker, Kolkata.
- ❖ Online MPOWER training programs for Semester 1 MCA and MSc students are being conducted from 17th November to 26th November 2020.



- ❖ On Dec 1, 2020 a webinar on "*LIFE, Happiness and Positive Attitude*" was conducted by CSTAR of Department of Computer Science , for the students. RJ Shambu, RJ at Red FM, currently working as VJ in Surya Music was the resource person.
- ❖ Department of Library and Information Science and Fr. Moses Library jointly organized a National Webinar Series on "Information Security and Libraries" from 8th- 10th October, 2020. Our webinar had distinguished speakers from reputed universities in India. There were totally 493 registrations.
- ❖ Department of Library and Information Science and Fr. Moses Library jointly organized an online training session on EBSCO Database - Single Window Search and Discovery of A-Z e-Resources on 14th October 2020. Mr. Nanda Lal T. S, Senior Training Manager, EBSCO Information Service was the Resource person. The session was very informative
- ❖ Department of Library and Information Science and Fr. Moses Library jointly organized a Webinar in Collaboration with DELNET (Developing Library Network) on "DELNET Networked Resources and Services: DELNET Discovery Portal and Knowledge Gainer Portal" on November 24, 2020. The Webinar Session was handled by Dr Sangeeta Kaul, Director, DELNET.
- ❖ To protect from COVID-19, RCSS has taken steps to distribute Homoeo Immunity Booster medicine with the help of Government Kerala Homoeo Hospital for all staff members and family members
- ❖ SWARAJ organized a webinar titled ""Mental Health for Youth: I'm ok/I'm not ok - how do we know?" on 9th October 2020 on the occasion of World Mental Health Day and the resource person was Richard Hill, (Education Director and Managing Editor of the Science of Psychotherapy; Past-President of the Global Association of Interpersonal Neurobiology Studies, Australia).
- ❖ PGDCSW students in relation to World Mental Health day organized a webinar titled "Demystifying Mental Health: Towards Better Access" on 10th October 2020. Professor Robert Bland, (The Advisory Committee Member at Queensland Mental Health Commission, Australia) and Dr. Ajeesh Ramachandran (Psychiatrist, Govt. Mental Health Center, Thrissur) were the resource persons.
- ❖ SWARAJ and Youth Red Cross jointly organized a webinar titled "La Fille" in relation to the International Day of a Girl Child on 13th October 2020. The resource person for the session was Ms. Rashmi Saha (Founder, Mukty Foundation).
- ❖ The NSS unit organized another webinar on 15th October 2020, titled " "Enlighten your THALAIVI" in relation to the observation of Breast Cancer Awareness Month. Dr. Subi T. S. (Consultant Surgical Oncologist, Rajagiri Hospital) , Ms. Suja Nair (Secretary, CANSERVE Society, Kochi) and Dr. Elsa Mary Jacob (Asst. Professor, Dept. of Social Work, Bharath Matha College), were the resource persons.
- ❖ The NSS unit organized a webinar on 17th October 2020, titled "Challenges Faced By The Youth During COVID-19 Pandemic". Fr. Vincent Pereppadan SJ (Educational Researcher, Writer and Former Director - Sneha Sena), Mr. Anto Michael



(Psychologist & Pep Talker, Director - Self Improvement Hub), Dr. Finosh G. Thankam (Medical Scientist, Assistant Professor, Western University of Health Sciences, California, USA) and Sr. Arpitha CSN (Research Scholar & Director, St. Jude Family Counselling Center), were the resource persons.

- ❖ The Department of Social Work of RCSS organized a webinar titled "Sahasra - Start. Now. How ' on 16th October 2020, and the resource persons were three successful entrepreneurs - Mrs. Ashwathy Venugopal (Co-Founder of Avasarshala), Ms. Aysha Syed (Owner of My Baking Creations and BSW student, Department of Social Work, RCSS) and Mr. Abran D. Putheparambil, (Fashion designer).
- ❖ Dept. of Social Work, along with IQAC of Rajagiri College of Social Sciences in collaboration with Gandhi Smrithi and Darshan Samithi, New Delhi organized an E-workshop on "In the Footsteps of Mahatma: Reaching out to Communities through Constructive Dialogues" by Dr. Vedhbhyas Kundu, Programme Officer, Gandhi Smrithi Bhavan, New Delhi, 28th October 2020.
- ❖ Rotaract Club and Junior SWARAJ jointly organized a Webinar titled "SDGs and Green Technology" on 22nd October 2020 and Mr. Jithin Shelly (Project Consultant, Prarthana Foundation, and Alumnus of Department of Social Work, RCSS) was the resource person.
- ❖ The Department of Social Work of RCSS in collaboration with Smile Fix Foundation (SFF) organized a week long workshop, for the differently abled children and their parents, from 25th to 30th October 2020. As a prelude to the workshop a webinar titled "Parenting children with special needs during covid 19" was hosted on 25th October 2020
- ❖ Rotaract Club and Junior SWARAJ jointly organized VERDURAS a webinar on "Food Safety and Health Life" as part of observing International Food Day 2020, on 23rd October 2020 and Mr. Bins K. Thomas (Assistant Professor at St. George's College, Aruvithara) was the resource person.
- ❖ In relation to the birth anniversary of the legend, A.P.J. Abdul Kalam, which is also observed as World Students Day (October 15), the NSS Unit organized a webinar titled "IGNITED MINDS" Student Life during Pandemic on 27th October 2020, and Mr. Rajesh P. (Writer and Former Asst. Professor of the Department of Languages, RCSS) was the resource person.
- ❖ MSW I Year students initiated the #Plant4Kerala Campaign in relation to the observation of Kerala Piravi on 1st November 2020, wherein students planted 64 saplings at their respective homes and a birthday card including the drawings, posters, pictures of 64 saplings planted and lush greenery views of Kerala compiled and released through social media Platforms.
- ❖ Rajagiri Business School & Rajagiri College of Social Sciences co-hosted an International Conference on Entrepreneurship and Sustainability with Assumption University of Thailand on October 30, 2020. From Valley campus Dr. Bejoy John Thomas, Dr. Minimol M.C and Dr. Smitha Siji presented papers and the Best paper



award was given to Dr. Minimol M.C for the research paper titled "Measurement and Validation of Entrepreneurial Competency Scale".

- ❖ AACSB -Mentor Meeting was held on October 06, 2020. Dr. Arun Elias, Associate Dean, International & Accreditation, Victoria Business School, Wellington, New Zealand was the mentor.
- ❖ Rajagiri Business School & Rajagiri College of Social Sciences organized a conference from October 15th – 16th, 2020. Prof. Kamaiah Bandi, (Emeritus Professor), School of Economics, University of Hyderabad, Prof. K.B.L. Srivastava, IIT Kharagpur, Dr Arun Elias, Victoria University of Wellington, New Zealand, Dr. Alexandros Flamos, University of Piraeus, Greece, Dr. Fandy Tjiptono, Victoria University of Wellington, New Zealand were the keynote speakers and Conference Convenor were Dr. Sitanshu Sekhar Das and Dr. Raveesh Krishnankutty.
- ❖ HR Webinar 2nd series were conducted in Rajagiri Valley titled "Managing Performance in manufacturing organizations – Experiences and trends" on October 22, 2020. There were 4 panel members and participants included our MHRM, PGDM HR students and also people from various companies including the lone Fortune 500 Company in India, Indian Oil Corporation attended the webinar.
- ❖ 2nd Rajagiri Conference on Economics and Finance was organized by Rajagiri Business School and Rajagiri College of Social Sciences on November 5, 2020. Shri Murali Ramakrishnan, CEO & MD, South Indian Bank, Prof. Gary A. Campbell and Prof. Michigan Technical University were the speakers.
- ❖ A webinar was organized by HR department on New Social Security Code on November 14, 2020. There were 125 participants in the webinar and the Facebook broadcast of the event garnered around 850 hits.
- ❖ Fire Side Chat on "Journey of a Keralite as a Management Consultant & Social Campaigner in UK" was conducted on November 26, 2020. CIIr Tom Aditya, Mayor Emeritus, Bristol, UK was the Chief Guest and Fr, Francis Manavalan CMI was the moderator.
- ❖ Online Hands on Training Program of Prowess IQ database which was organized by Rajagiri College of Social Sciences and Rajagiri Business School for both Faculty and MBA, PGDM finance domain students from November 20 – 21, 2020.



- ❖ General Management area organised a webinar titled "2 Countries one Passion" on December 15, 2020 for all PGDM, MBA and MHRM students. Mr. Rolland Perry OAM and Dr. Leon Levin from Australian Catholic University were the resource persons

Conduct of Internal Academic and Administrative Audit.

Internal Academic and administrative audit was held on Friday 4th December 2020 at Hill Campus and Friday 18th December 2020 at Valley Campus.

General Observations/Recommendations of the Internal A & A team

- ❖ It was noted that each department have their own style/format of maintaining records and files. It is appreciable to have a common way across the institute.
- ❖ Need to develop a document numbering system to enable traceability.
- ❖ Suggested to have common documented procedures enabling uniformity across organization and common baselines. This will enable in knowledge management by capturing common practices making it independent of individuals.

Submission of the Annual Quality Assurance Report (AQAR) for the year 2019-2020 to be submitted before March, 2021.

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