



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

Year 2021-at A++ Grade with CGPA of 3.83 on 4 point scale

RAJAGIRI COLLEGE OF SOCIAL SCIENCE (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC)

Date: 30th June 2023 || Time: 02:30pm – 04:00pm || Venue : GLC (Hill Campus)

AGENDA

Silent prayer.

1. Welcome Address- Dr. Binoy Joseph, Coordinator, IQAC.
2. Minutes of the previous meeting and action taken report- Dr. Binoy Joseph, Coordinator, IQAC.
3. Institutional Achievements report – Dr. Fr. Saju M D, Principal, RCSS & Chair IQAC.
4. Reporting of Activities (January 2023-June 2023) and Plan of Action (July 2023- December 2023) from all the Academic Departments.
5. Reporting of Activities (January 2023-June 2023) and Plan of Action (July 2023- December 2023) from all the Non-Academic Departments.
6. Infrastructure Planning and Development of the Valley Campus and the Hill Campus.
7. Reporting of extension activities of live Labs- Dr Fr. Shinto Joseph, Assistant Director, RCSS.
8. Future plans on quality enhancement measures of IQAC- Dr Binoy Joseph, Coordinator, IQAC.
9. Remarks from external members and discussions
10. Vote of Thanks- Dr Bindiya M Varghese, Additional Coordinator, IQAC.

Members present:

1. Dr. Fr. Saju M.D
2. Dr. Binoy Joseph
3. Dr. Bindiya M Varghese
4. Dr. Fr. Francis Sebastian
5. Dr. Fr. Shinto Joseph
6. Dr. Manoj Menon
7. Dr. Veeva Mathew
8. Dr. Kiran Thampi
9. Dr. Joshi P George
10. Dr. Ayana Johny
11. Dr. Anitha Rajah
12. Dr. Bennet Jose
13. Dr. Achamma Alex
14. Dr. Antony Ceasar S
15. Dr. Santhosh Kuriakose K
16. Dr. Joji Alex N
17. Dr. Jaya Vijayan
18. Dr. Manoj Mathew
19. Dr. Ann Baby
20. Dr. Susan Mathew
21. Dr. Bejoy John Thomas
22. Prof. Shiju Thomas
23. Prof. Neethu Mohanan

24. Dr. Angela Susan Mathew
25. Prof. Mahesh K. M
26. Prof. Varghese Joy
27. Ms. Aarcha Gowri Varma
28. Mr. Francis A J
29. Mr. Antony P.P
30. Ms. Meena Kuruvilla
31. Mr. Jiju Joshi
32. Mr. Saji V Mathew
33. Mr. A. K Subash
34. Ms. Rajashree

Minutes of the meeting :

Agenda-1. Welcome Address:

The meeting started with a silent prayer. Dr. Binoy Joseph, the Associate director & Coordinator, IQAC, RCSS welcomed the members present and the meeting was commenced.

Agenda-2. Minutes of the previous meeting and action taken report:

Dr. Binoy Joseph, Coordinator, IQAC continue by sharing the minutes of the previous meeting which was held on 30th January 2023 and it was approved unanimously.

Dr. Binoy Joseph carried on by sharing some of the action taken and future plans as follows:

- Bodhi with the theme pursuit of excellence, Faculty induction program, Teaching-Learning program like Faculty Development program series-GROW(Get Ready for Opportunities at Work), CESIM Simulation Workshop were held.
- Research promotional initiatives like Rajagiri Research Day, Research Award Ceremony were organized.
- Quality Enhancement Initiatives programs like Process Manual Workshop, Academic and Administrative audit were organized and facilitated, Department evaluation was done, RTFT-Non-teaching staff training program were held.
- SPAC (Strategic Pillar Advisory Council) heads meeting was conducted on 7th June and other committee meetings like Code of conduct committee, Swachh campus committee, Research & Publication committee meetings were also conducted.
- Quality promotional activities like AQAR, AISHE-collection, consolidation and submission were done. Designing and circulating Rajagiri Highlights, Rajagiri news on you tube, compiling and submitting the data for Paristhithi Mithra Award 2023 etc. were also being done by IQAC.
- Unique practices like Excellencia 23 and Golden Boots awards ceremony, Academic Proficiency Award ceremony were hosted and Rajagiri Basketball League 2023 was also conducted.
- The future plans are, skill development for the faculty and staff, encouraging digital transformation in the teaching pedagogy, coaching the academic leadership, transform IQAC into fully automated documentation.

Agenda-3. Institutional Achievements (Rankings) during the period of January- June, 2023:

Dr. Fr. Saju M D, Principal, RCSS shared the Institutional Achievements;

- RCSS has been ranked 30th in the NIRF 2023 rankings-college category.
- The MBA program and the PGDM programme has been accredited by the NBA (National Board of Accreditation).
- The college has been awarded with "The Higher Education Minister's Award".
- RCSS has been bagged "Green Nature Award" and "Paristhithi Mithra Award" 2023.

- Received the certificate of appreciation for the participation in EUNOIA 2023.
- According to India Today-MDRA best college survey 2023, RCSS has been ranked 2nd in overall Rankings of top Social Work College in India.
- RCSS ranked 10th in the country and 1st in the state in India's top ranked private autonomous college 2023-2024.

Agenda-4. Reporting of Activities (January 2023-June 2023) and Plans of Action (July 2023- December 2023) from all the Academic Departments.

- **Department of Personnel Management:** Dr. Manoj Menon, Head of Department of Personal Management reported that out of 1058 applications received for MA(HRM) for the academic year 2023, 32 students were admitted and the 1st semester class will be commenced on 6th July 2023. He also reported that two of their faculty members, Dr. Shelly Jose and Dr. Manoj Matthew have superannuated in the month of March and May respectively. The programs which were outlined by the department for the year 2023-2024 are, HR Conference, HR Fraternity meet and one FDP on Law or analytics.
- **Department of Business Administration:** Dr. Veeva Mathew, head of the department and the Director of Admissions gave the report for both the MBA department and the Admission status. According to the report, class for the 1st semester will be commenced on July 6th and the Internship mid-review for the 2022 batch was conducted in four different locations. Alumni meet and Marketing conference were held. Dr. Veeva Mathew also gave report on the admission status by sharing the detail data of the admission process for all the Academic programmes.
- **Department of Computer Science:** According to the report given by Dr. Bindiya M Varghese, Dean, the department offered two programs, MCA and MSc for the academic session 2023-2025; the placement status for 2023 is 80% for MSc and 82% for MCA. She also shared the detailed data of the placement status. Based on the report the pass percentage of 1st semester MCA & MSc are 90% & 66.6% respectively, for 2nd semester MCA & MSc it is 90% & 80% respectively, for the 3rd semester MCA & MSc it is 96.6% each. The department had 34 publications and 31 consultancies in the year 2021-2022. Some Events like Aptitude Training by Konfidence, Introduction to Cyber Security and Ethical Hacking, Rural Sanitisation camp etc. were organized by the department.
- **Department of Library and Information Science:** Ms. Neethu Mohanan, Head of the department shared the report. According to the report the department in collaboration with the Department of Social work, RCSS had successfully completed setting up Library in Kerala Children's Home. Dr. Joseph Thomas secured a minor research project of Rs. 5 lakhs. About the academic report; the pass percentage of 2nd and 4th semesters were 82.6% and 100% respectively; there were 4 publications from the Department including one Scopus indexed article; Four students qualified UGC Net and one qualified for JRF. Ms Neethu also gave reports on some action plans like starting Mendeley Software training program, more exposure of students to Library activities, organising scholarly communication and research visibility program etc.
- **Department of Commerce:** According to the presentation delivered by Mr. Varghese Joy, Assistant professor in the department of commerce, in the last ACCA SBL paper exam which was held in the month of June, Mr. Anathakrishnan P and Mr. Shifa Junaid got 2nd Rank and 3rd Rank respectively in National level and 16 students cleared all the professional papers of ACCA. Some programs like session on practical experience requirement, orientation session on ACCA, Saplings planting etc. were organized by the department. The action plans for the period July-December are organizing orientation session for the 1st year students, industrial exposure talks and interactions, Talk show for the CA students, entrepreneur training program, Election of new ACSR committee members etc.
- **Department of Management and Professional Studies:** Dr. Ayana Johnny, the Head of the Department reported that one of the Alumni 2019-2021 batch, Megha Maria got 3rd rank for CIMA-UK U3 paper. She also shared some of the achievements made by the faculty members. Some of the proposed activities made by the department for the upcoming session includes,

Induction program for the 1st year students, three days organisational study for the 2nd year students, career aptitude training for the final year students etc.

- **Department of Psychology:** Dr. Anitha Rajah, the head of the department presented the report. According to the report, the Annual National Undergraduate Psychology research competition was conducted, the PSYESTA fest was held; the students participated in various activities and programs like Kalolsavam, KALYPSO. The department also organised different sessions like Energy Conservation, House visit and counselling session for the senior citizens at Community Mental Health Centres and a session on Drug Awareness for the High School, Higher Secondary and Vocational Higher Secondary Students. According to the report, some of the Faculty members successfully attended different training programs and seminars which were conducted by different organizations. The Department celebrated International yoga day, and the World Environment Day, and also held Rally on Anti-drug day in the month of June. Some activities planned by the department for July- December session includes, workshop on Suicide prevention, special school training for MSc 1st year, Career Counselling for 2nd year psychology etc.
- **Department of Statistics:** Dr. Bennet Jose presented the report. According to the report, students of MSc. Statistics (2021 & 2022 batch) took part in the agriculture census organised by department of Economic and statistic, Govt. of Kerala. Value added course on data analysis using SPSS for final year students of Christ Nagar College was held. Ms. PR Fida Fathima got 1st prize in 5000m in Inter-college Roller sports competition. According to the report, Statistics students Association of RCSS conducted a presentation on Nobel Prize and Abel prize and the department is expecting to conduct various activities during July-December session.
- **Department of Languages:** Based on the report given by Dr. Achamma Alex, Head of the Department of Languages, the Literary club conducted its first Lecture of the Expert series titled "coffee with an author" on 6th February 2023 where Mr. Archit Ameya, a well-known poet delivered the first Lecture to twenty-two students and faculty who attended the Lecture. The department conducted Lit mob on 7th February 2023 on the theme "Only Human can heal the world". She shared some of the key priorities of the department for the Assessment Year 2023-2024 which includes Establishment of the Department of English and Journalism with 4 years Honors program, Expansion of various programs under Visualit, etc. And programs proposed by the department for the upcoming session (June-October) includes Academic seminars, workshop on script writing and film making, book publications of students etc.
- **Department of Bioscience:** Dr Antony Caesar S, Head of the Department presented the report. Based on the report, during January-June 2023 session, the department had carried out research on Millet improvement through Biotechnology tools, Conservation of medicinal plants, eco-friendly Mosquitoes control and others; the Department had recruited some manpower; total 10 project proposals were submitted and the cumulative impact factor for the publications is 74.425. He also reported that the department celebrated Rajagiri research day; hold international lecture and webinar and also some activities like raw mushroom sale, mushroom training etc. According to the report the department faculty have a total No. of 32- Articles to be submitted and published and a total of 30-project proposals. As a plan of action, the department is looking forward to hold International Conference on Millets, Millet month Expo, Monthly plans for mushroom and installation of software and some instruments.
- **Department of Physical Education:** Dr Santhosh Kuriakose K, Head of the Department reported that the Department had conducted Selection trials in shuttle and basketball on 11th & 12th April; Interview for selection of faculty was held on 14th June; wheelchair Basketball match was conducted on 23rd February. Dr Santhosh Kuriakose also shared about the department achievements in different games & sports tournaments. Based on the report, the department is looking forward to hold seminars or workshop on yoga, health and physical education; Hosting university or zonal matches; selection trials; Rajagiri basketball League and others.

Agenda-5. Reporting of Activities (January 2023-June 2023) and Plans of Action (July 2023- December 2023) from all the Non-Academic Departments.

- **Doctoral Centre (Management):** Based on the report given by Dr Joji Alex N, there are 8-full time and 5-Part time day scholars and there are 12 candidates slots available for fresh admission. The Department is concerned about the slow pace of Admission. Dr Joji Alex N shared the detail data of the Provisional results of Graduates (AY 2022-2023) and also the provisional results department evaluation of Even Semester Exam (march, April, may-2023).
- **Centre for Professional Studies:** Dr Jaya Vijayan, Dean presented the report. According to the report, the Department received ACCA Gold level Approved Learning Partner (ALP) Certificate for RCPS. The Centre provided various courses like Diploma in Voice Acting, Coursera for Students and Faculty of RCSS etc; Different knowledge sessions like Coursera webinar, workshop on “Beyond Fear and Brand Stories” and others were conducted by the Centre. Dr Jaya Vijayan also shared their action plans (July-December session) like Conducting Orientation sessions for civil service exam, Career prospects in commerce Domain etc; providing courses like ACCA, CCEK courses, IELTS Batch-2 and others; organising workshop on Brain power for UG and PG students etc; Providing coaching for civil service, CA foundation and CA Intermediate.
- **Centre for Happiness and Wellbeing:** Ms. Aarcha Gowri Varma reported that the centre had a total No. of 402 individual sessions in the month of January-June. The centre organised Orientation and Training Programs like Mental Health Literacy for Art Therapy, Effective Stress Management, ARTspiration and the Academics. The centre future plan includes Visibility and Reach of Life, Organising Mental Health Promotional Activities for teachers and Students.
- **Office of Placements:** Dr Manoj Mathew shared the Placement Summary Data and the salary spread for MA(HRM) and MBA. He also presented the top five recruiters for the 2021-2023 Batch. Some of the future plans includes, to revamp placement policy, Integration of area members in placement Drive, rise in the number of International recruiters.
- **Quality Initiatives for Student Welfare and Development:** Dr Ann Baby & Dr Susan Mathew, Deans student affairs gave the report. Based on the report, in the Valley Campus, some events and activities such as, Talent Hunt, Inflore, Class wise competition on the occasion of Diwali, Rajagiri Basketball League and Rajagiri Cricket League and others will be organised were as in the Hill Campus, World Environment Day, International Day of Yoga, College Magazine Release, World Youth Day and others will be organized.
- **RCSS/RSOM Libraries Department:** Mr. Francis A J, Lirarian shared the overview Activities of the RCSS Libraries during January-June. The activities includes, McGrawn Hill e-Book online Orientation, National Seminar on the role of Libraries in Academic research and publishing, Fr. Moses Library stock verification, A Book Collection Drive and others. New E-Databases like, Emerald e-Journal Premium 309 collection, EBSCO Academic Search Ultimate and three other databases were purchased based on the report. He also shared some of the action plans such as training/orientation sessions for the new databases, TFS student workshop and national/international webinars like, Turnitin International Webinar etc. Based on the report, some of the implemented plans includes, RFID Technology Implementation, KOHA software customisation instead of AutoLib Library Software, Proposal for APA-PsycArticals, Project muse, Statistica and others.
- **Information Technology Department:** Prof. Shiju Thomas gave a report about the updates of IT Infrastructures in both the Hill Campus and the Valley Campus; Purchasing of new Master-Soft ERP, expansion of the caramel Lab, Allocations of 16 newly purchased computers to various departments, Renovation of Chavara Lab, Installation of WIFI access point on various location of the valley Campus and many others. He also presented the IT's Future plans like, purchasing new Firewall, update internet bandwidth, ERP implementation.
- **Finance Department:** Mr. Antony P.P, Accounts Manager presented the expense utilized for ERP, IT, Library, Maintenance and fixed assets for both the Campuses. For the Hill Campus, the total expense was Rs. 3,32,19,363 and for the Valley Campus it was Rs. 89,20,566.
- **Department of Research Projects, Management Journal (Valley Campus):** According to the report given by Dr Bejoy John Thomas, research project on “Promoting Sustainable Enterprises in India (PSEI)” was implemented by ILO and funded by KOICA. He also reported that the Rajagiri

Management Journal (RAMJ) is in UGC care list from February 2023 and since 2022, the RAMJ is published 3 times in a year; two volumes are already published for 2023. Based on the report, the department's plans of Action include, organising and conducting Workshops, Booth-camp, Editor of Journal.

Agenda-6. Infrastructure Planning and Development of the Valley Campus and the Hill Campus from 1st January-30th June, 2023:

- **The Valley Campus:** Dr Fr. Francis Sebastian gave the report regarding infrastructure planning and development of the Valley Campus. Based on the report, refurbishment of the Faculty Cabin 3rd floor and ground floor RSOM, and the ceiling work for the 3rd floor RSOM are completed; refurbishment of International office 5th floor RBS and installation of LED wall in the RBS auditorium, 7th floor is completed; Walkway Beautification project and installation of Open Gym are also completed. According to the report, renovation and expansion work are still in process in some part of the campus. He shared the future plans like, Tile work and installation of solar panel at RCBS car parking; requirement of additional rooms for male students.
- **The Hill Campus:** Dr Fr. Shinto Joseph presented the report about the infrastructure planning and development of the Hill Campus. According to the report, refurbishment and expansion of Carmel Lab, renovation of Darsana auditorium and the courtyard; renovation of College Kitchen and frontage area were completed during the last 6 months. Construction of new office for the HRD department and 10 faculty cabins on 2nd and 4th floors were also completed. A new bus with 51 seats was purchased and a hostel is rented at kakkanad for girls. He presented the future plan to start construction on the upper floor of Assumption Hostel.

Agenda-7. Reporting of extension activities of Live Labs.

Dr Fr. Shinto Joseph, Assistant Director, RCSS continued to share the reports about the activities of the six Rajagiri live labs like, Rajagiri Out-Reach centre, Rajagiri Centre for Skill Development-RCSD, Rajagiri Research Institute, Rajagiri Centre for Sustainable Livelihood, Childline, Rajagiri Family Counselling Centre. The activities of the live labs based on the report are as follows;

- The major activities done by the Rajagiri Out-Reach center till date 29th June are:
 - Child Education Sponsorship-15066.
 - Higher Education Scholarship- 1657.
 - ODIC Project: Prevention of Substance Use in Community Setting -4500 Beneficiaries-2244 clients.
 - CPLI Project Calicut (Community Based Peer-Led Interventions)-1532 programs.
 - Kaval Project EKM & TSR (Children in conflict with law)-251.
 - Childline Support Office Malappuram-653.
 - Kaval Plus EKM & TSR (CNCP & CSA)-total 199.
 - Women Entrepreneurship and Livelihood Projects-1011.
 - Pakalveedu – Elderly Day Care Centre – 6 Centers)-335.
 - Social Impact Assessment Studies-97.
 - Environment Protection Programs-10976.
 - Suraksha Migrant Project Kalamassery & Perumbavoor (2 Projects)-206065.
 - Student Internship-4323.
 - Jal Jeevan Project (18 Panchayats) Functioning in 5 Panchayats Awareness given to 6000 beneficiaries-18830.
- The Rajagiri Centre for Skill Development-RCSD also offered courses like House keeping and Hospitality, Accounts Executive, Retail Sales Associates & store manager, Food & Beverages steward, Front office associate and some Entrepreneurship training programs like Day care,

Tailoring and fashion designing programs and deep cleaning. The total trained for skill courses and Entrepreneurship are 2809 and 759 respectively and total placed & self-employed is 2200.

- Under Jal Jeevan Mission KRC, three projects were conducted namely, Middle Level-Level 2, Community Level-Level 3, and State Level Seminar -Level 2 during 2022-2023. Based on the report, of the total 240 proposed targets 182 were achieved for the Middle Level-Level 2 project and of the total 60 proposed targets 56 were achieved for the State Level Seminar -Level 2 project. The state didn't sanction for the Community Level-Level 3 project.
- Under Jal Jeevan Mission KRC, two projects namely, Middle Level-Level 2 and Community Level-Level 3 were Sanctioned for 2023-2024 with 210 and 360 proposed targets respectively.
- Update about DPR Consultant-AMRUT 2.0 Project (2022-2023) which have 8 projects;
 - Submitted the Inception Report to ULB(Kothamanagalam).
 - Received First Instalment (10%)from ULB.
 - Conducted the Detail Survey at the Project site.
 - Submitted the Draft Detail Project Report.
 - Processing the Second Instalment (30%)from ULB.
 - Started the Structural Design at the Project site.
 - Final DPR to be submitted.
 - Third Instalment (50%) to be claimed as per the procedure .

Agenda-8. Future plans on quality enhancement measures of IQAC

Dr Binoy Joseph, Coordinator, IQAC shared the future plans for July 2023 to December 2023 sessions as follows;

- Upskilling and reskilling of the faculty and staff
- Encourage the digital transformation in the teaching pedagogy
- Coaching the academic leadership
- To transform IQAC into fully automated documentation.

Agenda-9. Remarks from external members and discussions

Mr. Jiju Joshi, Assistant Vice President DCB Bank and Alumni representative suggested to make effort to increase the perception of the college, which will benefit us in various ways. He also congratulated IQAC for making effort to conduct the biannual meeting in a regular interval.

Agenda-10. Vote of Thanks.

The meeting ended with a vote of thanks given by Dr Bindiya M Varghese.



RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)
INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date 30th June, 2023 (Friday) || Venue: GLC (Hill Campus) || Time: 2.30 PM -4.00 PM

Timing	Agenda	Name of the presenter
2.30 PM	Welcome (2 minutes)	Dr. Binoy Joseph Coordinator, IQAC
2.33 PM	Minutes of the previous meeting, Action taken report and review (3 minutes)	Dr. Bindiya M Varghese Additional Coordinator, IQAC
2.36 PM	Institutional Achievements (Rankings) during the period of January 2023 – June, 2023 (3 minutes)	Dr. Fr. Saju M.D Principal, RCSS
• Reporting of Activities (January 2023 – June 2023)		
• Plans of Action (July 2023 – December 2023)		
2.40 PM	Academic Departments (2 minutes each)	
	• Social Work, Doctoral Centre, Journal	Dr. Kiran Thampi
	• Personnel Management	Dr. Manoj Menon
	• Business Administration	Dr. Veeva Mathew
	• Computer Science	Dr. Bindiya M Varghese
	• Library and Information Science	Dr. Joshi P George
	• Commerce	Dr. C T Francis
	• BBA	Dr. Ayana Johny
	• Psychology	Dr. Anitha Rajah
	• Statistics	Dr. Bennet Jose
	• Languages	Dr. Achamma Alex
	• Biosciences	Dr. Antony Ceasar S
	• Physical Education	Dr. Santhosh Kuriakose K
3.10 PM	Doctoral Centre (Management) and Examinations – (3 minutes)	Dr. Joji Alex N
	Centre for Professional Studies (1 minute)	Dr. Jaya Vijayan
	Centre for Happiness and Wellbeing (1 minute)	Ms. Aarcha Gowri Varma
	Office of Placements (2 minutes)	Dr. Manoj Mathew
	Office of Admissions (2 minutes)	Dr. Veeva Mathew
	Quality Initiatives for student welfare and Development (2 minutes)	Dr. Ann Baby & Dr. Susan Mathew
	International Collaborations & Alumni Engagements (1 minute)	Dr. Kiran Thampi
	Library (1 minute)	Mr. Francis A J
	Information Technology (1 minute)	Prof. Shiju Thomas
	Finance (1 minute)	Mr. Antony P.P
	Research Projects, Management Journal (Valley Campus) (1 minute)	Dr. Bejoy John Thomas
3.30 PM	Infrastructure Planning and Development (2 minutes each)	
	• Valley Campus	Dr. Fr. Francis Sebastian
	• Hill Campus	Dr. Fr. Shinto Joseph
3.35 PM	Extension Activities	
	• Live Labs (3 minutes)	Dr. Fr. Shinto Joseph
3.40 PM	Future plans on quality enhancement measures of IQAC (5 minutes)	Dr. Binoy Joseph Coordinator, IQAC
3.45 PM	Remarks from External Members	
3.50 PM	Vote of Thanks (1 minute)	Dr. Bindiya M Varghese

Refreshments