



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)
BI-ANNUAL MEETING**

Date 30th January 2024 (Tuesday) || Venue: GLC (Hill Campus) || Time: 3.30 PM - 4.30 PM.

AGENDA

1. Welcome - Dr. Binoy Joseph, Coordinator, IQAC
2. Minutes of the previous meeting - Dr. Bindiya M Varghese, Additional Coordinator, IQAC
3. Actions taken report (period of July 2023 – December 2023)
 - o Institutional Achievements (Rankings) & Review of Major Department Activities- Dr. Fr. Saju M. D, Principal
 - o Report of Office of Examinations - Dr. Joji Alex N, Controller of Examinations
 - o Report of Office of Placements - Dr. Manoj Mathew, Head, Office of Placements
 - o Report of Office of Admissions - Dr. Veeva Mathew, Director Admissions
 - o Report of IT, Library, Infrastructure and Extension Activities -Valley Campus -Dr. Fr. Francis Sebastian, Assistant Director, Valley Campus
 - o Report of IT, Library, Infrastructure and Extension Activities -Hill Campus - Dr. Fr. Shinto Joseph, Assistant Director, Hill Campus
 - o International Collaborations - Dr. Kiran Thampi Asst. Director, International Office
4. Action Taken Report of IQAC (July 2023 to Dec. 2023) and Plan of Action (January 2024 – June 2024)
 - o Quality enhancement measures of IQAC & Future plans of Departments - Dr. Binoy Joseph, Coordinator, IQAC
5. Remarks from External Members & discussions
6. 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. Prof. Neethu Mohanan
10. Dr. Ayana Johnny

11. Dr. Anitha Rajah
12. Dr. C.T Franics
13. Dr. Sowbhaghya S Prabhu
14. Dr. Achamma Alex
15. Dr. Antony Ceasar S
16. Dr. Santhosh Kuriakose K
17. Dr. Joji Alex N
18. Dr. Jaya Vijayan
19. Dr. Manoj Mathew
20. Dr. Ann Baby
21. Dr. Bejoy John Thomas
22. Prof. Shiju Thomas
23. Dr. Sabeen Govind
24. Dr. Sreejith .R
25. Ms. Fabeeha Sameer
26. Mr. Francis A J
27. Mr. Einstein Luiz
28. Ms. Meena Kuruvilla
29. Mr. Saji V Mathew
30. Mr. A. K Subash

MINUTES OF THE MEETING:

Agenda 1. Welcome address.

Dr. Binoy Joseph, Coordinator of IQAC, extended a gracious welcome to the chair, esteemed members, and external attendees, marking the commencement of the meeting.

Agenda 2. Minutes of the Previous Meeting.

Dr. Bindiya M Varghese, the Additional Coordinator of IQAC, presented the minutes of the previous meeting which was held on the 30th of June 2023, and approved it without dissent.

Agenda 3. Actions taken report (period of July 2023 – December 2023).

- **Institutional Achievements (Rankings) and Review of Major Department Activities:**
Dr Fr Saju MD, the principal presented the report in the following manner;

Institution Achievements:

- The computer science Department has been granted recognition as a Doctoral Centre under MG University.
- Dr Bindiya and Dr Ann Baby have been Recognized as Research guides in computer science.
- Rajagiri College of Social Science has secured **the 2nd best social work college** in India, also honored as the **best college in Kerala**, and awarded with the Xavier Board National Award under outreach and Extension.
- Re-Accreditation of the B.Com Programme and Recognition of the RCPS as a Golden-Approved learning partner by (ACCA UK).
- Fr Dr Saju MD and Dr Bindiya Varghese were awarded a SPARC project, Dr.Anish K.R. was also awarded an ICCSR-sponsored project, and an amount of Rs.1 lakh was granted for the AICTE SPICES scheme.

Review of Major Department activities:

- Some of the **activities of the Social Work Department** include the community Residential Camp “KOOODE”, National Webinar on “Healing Horizons”, DYUTI 2024 conference, and many others.
- **The Doctoral Centre for Social Work** organized 3 sessions under the Rajagiri Research Forum and conducted 2 Bi-annual Review Meetings.
- **The Personal Management** admission process started for the MA(HRM) 2023 academic, the International Conference for HRM was organized, the CAE 1 exam for MAHRM 2nd sem, and the internship for the 4th sem was completed.
- **The Business Administration** has offered 6 Value-added programs.
- **Computer Science** has published 6 research articles, 10 consultancies from the department, 11 FDPs Attended, and had one patent published.
- **Library and Information Science** conducted a One Day National Workshop on Bibliometrics, Capacity Building Programme, Book Release Function, and publications.
- **Commerce & Professional Studies** conducted several programs like ARISE 2023, Advance Excel Training Course, Orientation programs, and others.
- **Management and Professional Studies**, a new Department in the college, organized various workshops, programs, and activities.
- **Psychology Department** organized several community Mental Health sessions, Alumni of MSc Psychology Batch 2020-2022 were selected for the Doctoral Research Program in NIMHANS, etc.
- **Statistics Department** organized many workshops some of which include “The Final Leap”, “Advance machine learning” and a webinar on Unlocking Research Opportunities in Germany.
- **Department of Language** conducted various Literary competitions under the banner of *VisusaLit*, organized workshops on Enhancing Communication Skills, and also published two Books.
- **Bioscience Department** published 19 journal articles, 2 book chapters, 15 Scopus and WoS, 19 Scopus and others. MOU signed with Bharat Mata College received DSIR fund, and Organized Training and extension activities.
- **Physical Education Department** had some achievements like the qualification in the All India Fencing Championship, qualification for the All India Basketball Competition, and many others.
- **Doctoral Centre for Management** got a total No. of 18 candidates in the new admission for 2023-2025.
- **Centre for Professional Studies** signed AOC, and MOU and made various partnerships, launched IELTS second batch, and organized 8 Workshops/Orientation sessions/Seminars.
- **Centre for Happiness and Wellbeing** held 279 individual sessions and organized orientation and training programs.
- **Quality Initiatives for student welfare and Development, the Hill Campus and the Valley Campus** organized Inflore 23, Onam celebration and various sessions like Drug awareness, Gender Equity, and Women's Safety, and commemorated also International Day of Yoga, Independence Day celebration, and many others.
- **Rajagiri Journal of Social Development** published RJSD, Vol.15, Issue No. 1 and Issue No. 2.
- **Institutional Website and ERP:** ERP activities are rolled back to the Fedena ERP from Mastersoft ERP as per the Management Decision.
- **Finance report** shows total Rs. 54483227 spent for the ERP, IT Infrastructure, Library Expenses, Maintenance of campus, and Fixed Assets.

- **Research Project (Valley Campus)**
- **Management Journal.**

- **Office Of Examinations:** Dr. Joji Alex N, the Controller of Examinations presented the following;
- **The provisional results** of the odd semester examination in which the pass percentage is 100 for the 1st Sem. M.Sc Statistics.
 - Based on the presentation, the Average days taken to publish the result is 26 days for the last examination i.e. Odd Sem. Oct-Dec.
 - **Tentative Dates** for the commencement of even Semester Exam (Mar/Apr 2024) were also presented.
- **Office of Placements:** Dr. Manoj Mathew, Head of the office of placements presented the Placement status for the three Management programmes;
- **Placement summary**, which shows the percentage placed as 12% for MA(HRM), 45% for MBA and 33% for PGDM.
 - **The Salary Spread** shows the overall Highest CTC as 18.33 lakhs, the lowest CTC as 4.08 Lakhs, the Average CTC as 7.84 lakhs, and the median CTC as 6.97 lakhs.
 - **A pie chart** showing the percentage of Industry Recruiters, in which 14%=BFSI, 12%=Consulting, 12%=Manufacturing, 11%=IT/ITES, 10%= Retail etc.
 - **The top 5 recruiters:** Khimji Ramdas LCC offered the highest salary and Grant Thornton offered the highest No. of Placements.
 - **International Placements:** Two PGDM students got placed into Khimji Ramdas LLC.
- **Office of Admissions:** Dr. Veeva Mathew, the director of admission presented the following;
- **The detailed application dates** showing the date of opening and the deadlines for various courses were presented.
 - **The Application status** shows a total of 294 applications received for the management courses, 39 for MSW, and others are also shown.
- **IT, Library, Infrastructure and Extension Activities (Valley Campus):**
Dr. Fr Francis Sebastian, Assistant Director of the Valley Campus presented the report as follows;
- **Infrastructure Development:** Rooftop Solar Panel installation, Open Library, Hanging Chairs, and Renovation of Cafeteria are completed. There are **some requirements like** 6 computers and an additional lab in the call center, Additional classrooms for IMBA, and a hostel facility for international students.
 - **IT updates:** The UTM Box (Firewall) was upgraded to Sophos XG 3100, the wireless Microphone and accessories were purchased and New E-Databases were also purchased for the Library.
- **IT, Library, Infrastructure and Extension Activities (Hill Campus):**
Dr Fr Shinto Joseph, the Assistant Director of the Hill Campus presented the report as follows;
- **Infrastructure Development:** Rooftop Garden Library was inaugurated, Heat control window film on the 7th floor, Maintenance work of library tables and chairs, installation of additional cameras, and some others were completed.
Some plans include the construction of 4 additional floors above the Assumption block, the installation of 2 electric vehicle charging stations, and renting a social college building.

- **IT updates:** 5 Desktops, 1 laptop, 2 printers, and 2 interactive panels were purchased, The Firewall has been upgraded to Sophos XGS 3100, New E-Databases purchased, etc. **Some Future Plans Include** setting up audio systems in classrooms, buying a new printer, network upgradation, and 5 New panels for Carmel Lab, Chavara Lab, and Alex Hall.
- **International Collaboration:** Dr. Kiran Thampi, Assistant Director of the International Office, provided an in-depth review of the activities undertaken from July to December 2023;
- 19 SII students are admitted to various courses on the Hill campus and 7 Students on the Valley campus.
 - A meeting with delegates from different universities of different countries was held to discuss possible collaboration on a Partnership program for higher studies.
 - Two Faculty members from the Social Work Department attended the 23rd Biennial Conference held at the University of Gavale, Sweden.
 - Two students from BSW 5th Sem also attended the Student exchange program in Germany. Another 5 students also attended the European Summer program organized by the Catholic University of Lille in France. Three students from the MSW department attended the ISUSW conference held at Western Sydney University, Australia.
 - Three Social Work Students from the University of Alabama, USA completed their Field Internship Successfully at Rajagiri.
 - International students from different universities in Europe did their semester exchange study at Rajagiri.

Agenda 4. Action Taken Report of IQAC (July 2023 to Dec. 2023) and Plan of Action (January 2024 – June 2024).

Dr Binoy Joseph, the Coordinator of the IQAC presented the report the following;

- **Quality Enhancement Initiatives of IQAC:**
- External Academic Administrative Audit for RCSS and RBS was held.
 - Organized Workshops on “Significance of the Roles of Indexing and Citation Databases in the Scholarly Publications World” and “Changing Dynamics of Higher Education”.
 - Conducted Investment Awareness Programs, Admission Training Programs, and District Level Orientation Programs.
 - Held various meetings like the Examination Committee, Library Committee, Hostel Committee, and others.
 - **Quality Promotional Activities** like Rajagiri News on Youtube, NIRF, KIRF, and KSHEC Survey Data Collection and Consolidation, Rajagiri Podcasts and other activities.
- **Future Plans of the IQAC (Jan – Jun 2024):**
- Quality Policy Formulation and Periodical amendment.
 - Curriculum Development and Review.
 - Faculty/Staff Development.
 - Student Feedback Mechanisms.
 - Infrastructure and Learning Resources.
 - Conduction of Institutional Practices.
- **Plan of action of Departments (Jan – June 2024).**
- **Social Work:** 4 years BSW syllabus, New syllabus for MSW, OYSTER Homecoming day, and others. **The Doctoral Centre** has 4 Pre PhD planned and Biannual presentations planned.

- **Personal Management:** NIPM-Rajagiri Young Managers contest and Fraternity meet.
- **Computer Science:** Establishment of a research committee, improvement of Placement, to improve the cutoff percentage for admission.
- **Library and Information Science:** Two-month Internship for 2nd-year students outside Kerala, to publish a minimum of 1 SCOPUS/WoS indexed journal article per faculty, and many others.
- **Commerce and Professional Studies:** Outbound Training programs, ACCA – Case Study Tour, Faculty Workshop, and others.
- **Management and Professional Studies:** Digital Branding for third-year students, Industrial Visit for 1st-year students and others.
- **Psychology:** Organizing the 4th edition of Junior Behavioural Scientist 2024, the annual fest, SPARSH, camping, etc.
- **Statistics:** Statistical fest and SPSS workshop.
- **Language:** To organize a national journalism workshop, 3rd edition of the event *Coffee with an Author*, and to publish 3 books.
- **Bioscience:** Organise Mushroom Training and Spawn Supply, 33- Articles to be submitted and Published, Seminars/Workshops/Conferences etc.
- **Physical Education:** Preparations for University Matches.
- **Quality Initiatives for student welfare and Development, the Hill Campus and the Valley Campus:** Participation in various fest, training for the University Kalolsavam on the Hill Campus and Rajagiri Cricket League, Intra-College Essay Writing Competition Invictus 3.0, Hearts Day, and many others on the valley Campus.
- **Rajagiri Journal Of Social Development** applied for UGC Care Indexing and the processing is ongoing.
- **Alumni Engagements:** OYSTER Executive meeting, All pass-out batches to be enrolled in almaconnect.
- **Institutional Website and ERP:** Designing a new website for Innovation and Full-Fledge usage of Fedena ERP.
- **Research Projects, Management Journal (Valley Campus):** To Focus more on Funded projects, and conduct more Seminars, Boot camps, and conferences.

Agenda 5: Remarks from External Members & discussions.

Mr. A. K. Subash, General Manager-HR, emphasized the importance of the institution conducting an accessibility audit. This entails an expert evaluation of how well the physical infrastructure, transportation systems, and digital assets, including the website, cater to the individuals with disabilities

He also suggested that the college take a proactive approach to participating in a range of community activities as part of the Tuberculosis (TB) Mukt Bharat Abhiyaan, a national-level government program aimed at eliminating tuberculosis. He pointed out that the institution could make use of available Government and Corporate funding to support these efforts.

Mr. Saji Mathew, AVP-HR and Site Head at Sud Chemie congratulated the institution and expressed his wishes that it will continue to achieve greater success and win more recognitions and honours.

Agenda 6: Vote of thanks.

Dr. Bindiya M. Varghese, Additional Coordinator of IQAC extended heartfelt gratitude to each member, recognizing their invaluable contributions and dedicated roles during the meeting. With her closing remarks, the meeting concluded.