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

RCSS
RAJAGIRI COLLEGE OF
SOCIAL SCIENCES
(AUTONOMOUS)

RAJAGIRI COLLEGE OF SOCIAL SCIENCE (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC) – Bi-Annual

Date: 28th June 2024 || Time: 03:00 pm – 04:00pm || Venue: Carmel Hall (Hill Campus)

AGENDA

1. Rajagiri Anthem
2. Welcome & Minutes of the Previous Meeting - Dr Bindiya M Varghese, Additional Coordinator, IQAC.
3. Institutional Achievements - Dr. Binoy Joseph, Coordinator, IQAC
4. Office of Admissions - Dr. Veeva Mathew, Director Admissions
5. Office of Examinations - Dr. Joji Alex N, Controller of Examinations
6. Office of Placements - Mr. Scaria Thomas (Hill Campus), Mr. Saji George (Valley Campus)
7. IT, Library, Infrastructure and Extension Activities (Valley Campus) - Fr. Dr. Francis Sebastian, Assistant Director, Valley Campus
8. IT, Library, Infrastructure and Extension Activities (Hill Campus) - Fr.Dr. Shinto Joseph, Assistant Director, Hill Campus
9. Research Activities - Dr. Sabeen Govind, Research Pillar Head (Hill Campus), Dr. Bejoy John Thomas, Research Pillar Head, Valley Campus
10. Strategic Planning Overview for the next 6 months - Dr. Anish K R, SPAC Head (Hill Campus), Mr. Harish B, SPAC Head (Valley Campus)
11. Quality enhancement measures of IQAC (Action taken report & Future plans) - Fr. Dr. Saju M. D, Principal, Chair IQAC
12. Remarks from External Members & discussions
13. Vote of Thanks - Ms. Dhanya Vinayan, Secretary, IQAC

Members present:

1. Dr. Fr. Saju M.D
2. Dr. Binoy Joseph
3. Dr. Bindiya M Varghese
4. Dr. Fr. Shinto Joseph
5. Dr. Manoj Menon
6. Dr. Joshi P George
7. Dr. Anita Rajah

8. Dr. Achamma Alex
9. Dr. Veeva Mathew
10. Dr. C.T. Francis
11. Dr. Antony Ceasar
12. Dr. Dais George
13. Dr. Santhosh Kuriakose K
14. Dr. Sunirose I P
15. Mr. Francis A.J.
16. Dr. Anish K R
17. Dr. Manoj Mathew
18. Dr. Ann Baby
19. Dr. Sabeen Govind
20. Mr. Shiju Thomas MY
21. Dr. Jaya Vijayan
22. Dr. Pradeep P N
23. Mr. Deepak Babu
24. Dr. Bejoy John Thomas
25. Dr. Giji George
26. Ms. Fabeeha Sameer
27. Dr. Aswathy Rajan
28. Ms. Preethy Nagaraj
29. Dr. Angela Susan Mathew
30. Mr. Harish B
31. Mr. Saji George
32. Mr. Varghese Joy
33. Mr. Scaria Thomas
34. Ms. Meena Kuruvilla
35. Mr. Saji V Mathew
36. Mr. Anil Kumar G
37. Ms. Muhzina Mohamed Afzal

Minutes of the Meeting:

Agenda Item No. 2: Welcome & Minutes of the Previous Meeting

- The meeting commenced with the Rajagiri Anthem. Dr. Bindiya M Varghese, Additional Coordinator, IQAC, welcomed the gathering and presented the previous meeting minutes.

Agenda Item No. 3: Institutional Achievements

- Dr. Binoy Joseph, Coordinator, IQAC, delivered a presentation highlighting the institutional achievements, student accomplishments, and international collaborations spanning the period from January to June 2024.

Agenda Item No. 4: Office of Admissions

- Dr. Veeva Mathew, Director Admissions, presented comprehensive updates pertaining to admissions. These updates included the current application status for both postgraduate and undergraduate programs, along with an overview of the enrolment

status as of the present time. Furthermore, details were provided regarding the sources generating leads that have successfully converted into applications.

Plans for the upcoming six months were outlined,
- ➢ Encompassing participation in national-level entrance examinations
- ➢ Creation of separate brochures highlighting departmental programs
- ➢ Implementation of targeted social media campaigns
- ➢ Participation at a minimum of 15 educational fairs outside Kerala.
- ➢ Additionally, the strategy involves setting up stalls during management and academic events, organizing quizzes and the RNBQ for prospective candidates, and producing testimonial videos showcasing various programs offered.

Agenda Item No. 5: Office of Examinations

On behalf of Dr. Joji Alex N, Controller of Examinations, Dr. Bindiya M Varghese, Additional Coordinator of the IQAC, delivered a comprehensive presentation on examination reports during the period. The presentation included,

- Statistics regarding the timeline taken to release examination results, averaging 20 days.
- Statistics pertaining to the graduating class of 2023-24 were presented, covering various aspects of the outgoing batch.
- Important dates for the upcoming Odd Semester examinations were highlighted
- Information on the introduction of new academic programs was also conveyed.

Furthermore, an overview of the academic calendar (currently under finalization) was mentioned for consideration.

Agenda Item No. 6: Office of Placements (Hill Campus)

- Mr. Scaria Thomas presented the placements reports of the Hill Campus from January to June, 2024. Highlights include,

- 22 companies beginning placement processes for UG and PG students
- 50 students have been on boarded from UG & PG.
- MSc Statistics students participated in an Industry-Academia Collaboration at EY's office on February 8th.
- Crash Placement Training for 2024 UG & PG students was held from May 7th to 13th with support from the English Department.
- A Skill Gap Identification form was developed with CSA departments.
- NIRF Placement and Higher Studies proof collection for the 2024 graduating batch recorded 33% and 65% valid proof for UG and PG, respectively.
- The office represented the college at 17 events, including corporate visits and engagements with IIITK, CII, KMA, and NASCOM.
- Industry expert support from EY was initiated to review the BSc Computer Science (Cyber Security) syllabus.
- Presented the placement status of the 2024 graduating batches (both UG&PG)

The plan scheduled for the next academic year encompasses several key components include career guidance classes, Industrial Academia Collaborations (IAC) sessions, and

regular faculty coordinator meetings across all departments. Additionally, various training programs have been planned.

Office of Placements (Valley Campus)

- Mr. Saji George, Assistant Professor, Dept. of Business Administration presented the activity reports of placements from the Valley Campus, detailing various initiatives and achievements. These include,

- Efforts included conducting open houses for students, both collectively and in batches,
- Allocating specific days for students to engage with the Office of Corporate Relations (OCR) regarding their concerns.
- Invitations were sent to companies for recruitment, with ongoing communication to streamline the placement process and keep students updated on relevant information from recruiters.
- Additional training programs were provided for unplaced students based on recruiter feedback.
- Registrations were opened for 106 companies across different levels, and a pre-placement training schedule for juniors, including voluntary online resume preparation workshops, was implemented.
- Final placement statistics were presented via a chart.
- The presentation covered several key topics including summer internships, mid-review for SIP (Summer Internship Program), industrial visits, and other related activities.

It also included an outline of the activity plan for the period from July to December 2024,

➢ Regular meetings with OCR representatives
➢ Training sessions on GD, PI, resume workshops, and aptitude are conducted over 10 days
➢ A brochure inviting companies is being prepared, and
➢ An open house informs students about placement policies,
➢ Company registration is open, and requirements are consolidated for sharing.
➢ Continuous communication with companies keeps students updated on process statuses.
➢ Targeted training is provided based on recruiter feedback, including plans for International Placement Week in November 2024.
➢ Recruiters are engaged through student collaboration efforts for MBA, PGDM, and MA (HRM) programs.
➢ Internal placement training programs are monitored monthly on alternate Tuesdays.
➢ Hosting a workshop for resume, GD, and PI preparation with AI-based tools. Additionally, conducting a LinkedIn workshop to improve online presence and networking capabilities.
➢ Exploring summer internship opportunities, arranging industrial visits, identifying industry experts, conducting company outreach, and fostering industry connections and relationships.

Agenda Item No. 7: IT, Library, Infrastructure and Extension Activities (Valley Campus)

- On behalf of Fr. Dr. Francis Sebastian, Assistant Director, Valley Campus, Dr. Deepak Babu, Assistant Professor, Dept. of Business Administration outlined activities regarding infrastructure development and maintenance.

- **Indoor infrastructure** improvements include renovating the RSOM Building with upgrades to the cafeteria, guest rooms, and a new UPS room. Hostel facilities have been maintained and upgraded, while at RBS, new AC installations, renovated washrooms, updated Rajagiri Light Board, LED display in the auditorium, and a revamped car porch have been completed.
- **Outdoor infrastructure** enhancements include the creation of a library garden and a tree house, along with facilities such as hanging chairs and a dedicated cafeteria for faculty and guests. An accreditation board has been installed outside, and landscaping has been improved around the fountain area. Additionally, a Words Park open library initiative has been established.
- **IT infrastructure** improvements include the renovation of desktops, laptops, printers, and sound systems for the auditoriums at both RSOM and RBS campuses.

Future Planning on Infrastructure 2024-25 includes:
  ➤ Creating domain-based labs focused on three main areas: The Design Thinking Lab, Human Resource Lab, and Operations Lab.
  ➤ Improvements include a passage pathway connecting RBS to the RSOM building, another pathway from RSOM to the car parking area
  ➤ Renovations to the car parking facilities at RSOM. Additionally, an indoor play area has been established at RBS.

Agenda Item No. 8: IT, Library, Infrastructure and Extension Activities (Hill Campus)

- Fr. Dr. Shinto Joseph, Assistant Director of Hill Campus, presented updates regarding development and maintenance of infrastructure, IT, Library and extension services at Hill Campus.

Campus maintenance initiatives include:
- Adding 5 classrooms for new courses and installing air conditioning in all classrooms in the Carmel and Old blocks above the boys' hostel.
- The installation of open gym facilities and boys' gym has been completed.
- A branding wall near the college gate has been established, and an additional 60 bike parking spaces have been added.
- The MCA faculty cabins have been renovated, and new interactive panels and computers have been provided for new classrooms and faculty.
- An electric vehicle charging station is now operational, and a new AC bus has been purchased.
- Additionally, 40 additional beds have been occupied in the social hostel for boys, and 5 classrooms have been rented for professional courses at St. Joseph's Church (Social Church), Kalamassery.

Future Plans includes:
> ➢ Constructing 5 additional floors above the Assumption block.

Extension services:
- Rajagiri outREACH, the professional service wing of Rajagiri College of Social Sciences (Autonomous), manages 16 major projects aimed at benefiting diverse clients and beneficiaries.
- Rajagiri Centre for Skill Development (RCSD), the skill training wing of Rajagiri College of Social Sciences, is empanelled to provide training under initiatives such as the DDU GKY project, Yuvakeralam Project, National Jal Jeevan Mission, and Kudumbashree Mission. RCSD offers skill courses as part of government projects and short-term programs.

Libraries:
Current initiatives were showcased including all available online software databases across both campuses and detailing the expenditure on library resources.

Future plans includes
> ➢ organizing training sessions and orientation programs for new students.
> ➢ Additionally, there are plans to host national and international seminars, workshops, and training programs to enrich academic and professional development opportunities.

IT Updates:

- 9 interactive panels were procured for new classrooms and 15 computers were purchased and installed across various departments.
- Annual Maintenance Contracts (AMCs) for 33 old computers, 4 servers, and 1 printer were renewed.
- Renovation and networking were completed for the Admission Departments.
- A dedicated 200 Mbps internet connection was installed to enhance Wi-Fi connectivity.
- Training programs for different departments, entrance exams, Faculty Development Programs (FDP), and workshops were conducted in the labs.
- Implementation of ERP and Mcampus software was initiated, with ongoing refinement efforts.
- Subscriptions were renewed for Microsoft Campus Agreement (Open Value Subscription Education Solution), Tally Prime, and Fedena ERP AMC and Cloud Hosting.
- A proposed list of software purchases for the academic year 2024-25 was presented.

Agenda Item No. 9: Research Activities (Hill Campus)

- Dr. Sabeen Govind, Assistant Professor, Computer Science department presented the Research Updates from the hill campus

- R-124 Status: Jan-June - 63 out of 124 publications completed.
- Seed Money Funded by RCSS: 7 projects sanctioned, totalling ₹4,30,000.

- Financial support for conference/workshop/FDP: 12 applications received, with ₹45,418 sanctioned. Additionally, 4 capacity development programs were organized.
- Also mentioned to maintain the current momentum to achieve future targets.

Research Activities (Valley Campus)

-Dr. Bejoy John Thomas highlighted recent research initiatives from Valley Campus:

- Conducted three research seminar series.
- Organized research mentoring sessions by Dr. Trichy Krishnan.
- Initiated quarterly newsletters to disseminate faculty publications across RCSS & RBS researchers.
- Established a blog focusing on Sustainable Development Goals (SDG), with monthly contributions from faculty members.
- Introduced a working paper series on SDG and climate change research conducted by faculty members.
- Published Rajagiri Management Journal Volume 18 Issues 1 (January 2024), 2 (March 2024), and 3 (June 2024).
- Facilitated student dissertation conversions and supported funded projects and Faculty Development Programs (FDPs).

Plan of action

➢ Santhosh Kumar Sinha's minor research project titled "Job Shadowing: An Alternative to Internship for Management Students" will be submitted to the Research Committee for approval.
➢ The Rajagiri Management Conference is scheduled for August 22-23, 2024.
➢ Faculty members interested in publishing case studies will be enlisted, and a case writing workshop will be conducted for them.
➢ Additionally, live projects focusing on Sustainable Development Goals (SDG) and climate change, in collaboration with companies, will be initiated.

Agenda Item No. 9: Strategic Planning Overview for the next 6 months (Hill Campus)

Dr. Anish K R from Hill Campus presented the report on SPAC activities, highlighting:

- Conducted several meetings resulting in 6 strategic pillars with identified several projects under each.
- Major action plans include Project Approval Meetings, listing approved projects, and conducting regular review meetings.

Strategic Planning Overview for the next 6 months (Valley Campus)

Mr. Harish B presented strategic plans for the upcoming months from the Valley Campus.
- A total of 52 projects were identified across 6 pillars.
- Major initiatives include participation in educational fairs under the Admission Pillar

- Launching a research newsletter and Faculty Development Program (FDP) under the Research Pillar,
- Starting the Dukaan Initiative for enhancing the student journey, and initiating alumni database preparation and Industrial Practice Training (IPT) under the Stakeholder Pillar.
- Additionally, plans for an International Teaching Week are underway as part of the Internationalization Pillar. Activities related to the L&T pillar will commence once new students join the campus.

The plan for the next six months includes scheduling a review meeting with pillar heads in mid-July. This meeting aims to assess progress, address challenges, and strategize for the upcoming period, ensuring alignment with organizational goals and timelines.

Agenda Item No. 10: Quality enhancement measures of IQAC (Action taken report & Future plans)

- Fr. Dr. Saju M. D, Principal and Chair IQAC, provided updates and future plans for enhancing quality:

- Finalization of Process Manual scheduled for release on July 10th.
- Approval granted to launch 4 undergraduate and 4 postgraduate programs in 2024-25.
- Establishment of Doctoral Centre in Psychology approved; Dr. Lijo K J and Dr. Palayoor Benyne Jos appointed as Research Guides.
- University inspection completed for Doctoral Centre in Life Sciences under the Department of Biosciences and Business Administration.
- FYUGP Internal Workshop held from November 30th to December 2nd, 2023.
- Five-day faculty development program on "Get Ready for Opportunities at Work" conducted at Rajagiri College of Social Sciences from May 27th to May 31st, 2024.
- One-day 'Academic Leadership Workshop Towards Holistic Leadership' conducted for RCSS Faculty members at Hill Campus.
- Two-day technical workshop for lab administrators and assistants held on May 2nd and 3rd, 2024.
- Initiatives under Student Feedback Mechanism include class reviews, individual faculty interactions and other remedial actions were taken.
- Ongoing infrastructure upgrades and installations, along with enhancements to Learning Resources like the Library were mentioned.
- BODHI 2024, the annual academic retreat for faculty members of Rajagiri College of Social Sciences and Rajagiri Business School, held from April 2nd to 6th, 2024.
- Strategic Pillar Advisory Council (SPAC) developing indicators for outcome evaluation.
- Completion of several institutional committee meetings.

Future Plans

➢ Student projection and enrolment strategies for future cohorts.
➢ Faculty projection and recruitment plans to meet academic needs.
➢ Targeting at least 95% of faculty members to hold Ph.D. qualifications in each department.

- ➢ Establishment of an Academic Committee dedicated to FYUGP initiatives.
- ➢ Creation of the Academic Progress and Student Success Review Cell (APSSR) to enhance student support mechanisms.
- ➢ Implementation of manual Attendance Slip alongside the existing ERP system.
- ➢ Introduction of updated questions for Faculty Evaluation to improve assessment effectiveness.
- ➢ Reconstitution of Statutory Committees with new members and inclusion of student representatives.
- ➢ Planning and execution of a Curriculum Preparation Workshop for New Programmes in 2025.
- ➢ Conducting Training Sessions for Non-Teaching Staff Members to enhance operational efficiency.
- ➢ Pragati initiative: Annual strategic planning exercise for Live Labs to optimize educational resources and experiences.

Agenda Item No. 11: Remarks from External Members & discussions

- [Summary of discussions and key points raised by external members]

1. **Mr. Saji V Mathew, AVP-HR & Site Head at Sud Chemie**, addressed two key concerns. Firstly, he highlighted a perceived deficiency in academic strength and student enrolment. These observations were made while the admission process was still ongoing and had not yet concluded. Secondly, he emphasized the challenges posed by adapting to new programs, syllabus, and accommodating new students in four-year program batches, aligning with the state's shift towards 4 year Programmes and raising towards international educational standards. He acknowledged that despite these challenges, the presentations were generally well-received and left a positive impression.

2. **Mr. Anil Kumar G, Head-HR & Admin, Kerala Plants Apollo Tyres Ltd**, expressed keen interest in the presentation and expressed satisfaction with the ongoing updates in both academic and non-academic domains. However, he suggested enhancing the industry interface to better align with the dynamic changes and competition within the industry.

3. **Ms. Meena Kuruvilla, Project Director of Rajagiri Outreach**, commended IQAC for organizing the meeting, extended congratulations to all departments, and expressed best wishes for the commencement of new programs.

Agenda Item No. 12: Vote of Thanks

Ms. Dhanya Vinayan, Secretary of IQAC, concluded the session by delivering a vote of thanks, expressing sincere appreciation to all dignitaries, presenters of reports, external members, IQAC members and student representatives, and technical staff. Her remarks highlighted the collective efforts and contributions that made the event successful.

The meeting concluded by 4:30pm and refreshments were served outside.