



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 SCIENCES (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Date: 5th February, 2025 || Time: 03:00pm – 04:30pm || Venue : Carmel Hall (Hill Campus)

AGENDA

- Rajagiri Anthem
- Welcome, Minutes of the previous meeting & Action Taken Report - Dr Bindiya M Varghese, Additional Coordinator, IQAC.
- Half- Yearly Review - Prof. Binoy Joseph, Coordinator, IQAC
- Infrastructure Review and Plans, Live labs (Major initiatives), Hill Campus - Fr. Dr. Shinto Joseph, Assistant Director, Hill Campus
- Infrastructure Review and Plans, Transcend (Major initiatives) -Valley Campus - Fr. Dr. Francis Sebastian Assistant Director, Valley Campus
- Digital, Incubation, Sports, Arts, Green Initiatives - Fr. Rintle Mathew Administrator, Hill Campus
- Academic and Research Innovation Valley Campus - Dr. Angela Susan Mathew Associate Dean Academics, Valley Campus
- Strategic Planning Overview & Plan of Action - Dr. Anish K R, SPAC Head, Hill Campus & Mr. Harish B, SPAC Head, Valley Campus
- Future Action Plans - Fr. Prof.. Saju M. D Principal & Chair IQAC
- Remarks from External Members & Discussions
- Vote of Thanks - Ms. Dhanya Vinayan, Secretary, IQAC

Members Present

1. Fr.Dr.Saju M D
2. Dr.Binoy Joseph
3. Fr. Dr. Shinto Joseph

4. Fr. Dr. Francis Sebastian
5. Dr. Kiran Thampi
6. Dr. Manoj Menon
7. Mr. Harish B
8. Dr. Bindiya M Varghese
9. Dr. Joshi P George
10. Dr. C T Francis
11. Dr. Anto Joseph
12. Dr. Anita Rajah
13. Dr. Dais George
14. Dr. Achamma Alex
15. Fr. Rintle Mathew
16. Dr. Shiju Thomas M Y
17. Dr. Santhosh Kuriakose K
18. Dr. S Antony Ceasar
19. Dr. Pradeep P.N
20. Dr. Angela Susan Mathew
21. Dr. Anish K.R
22. Mr. Harish B
23. Ms. Aarcha Gowri Varma
24. Dr. Saji George
25. Mr. Scaria Thomas
26. Dr. Ann Baby
27. Dr. Susan Mathew
28. Mr. Francis A J
29. Dr. Sabeen Govind
30. Dr. Bejoy John Thomas
31. Dr. Giji George
32. Mr. Saji V Mathew
33. Dhanya Vinayan
34. Nija Deepak
35. Jijo Sebastian
36. Sijo Joy
37. Svetlana Terence
38. Darsana G

Minutes of the Meeting

The meeting commenced with the Rajagiri Anthem.

Agenda No. 2: Welcome Address and Presentation of Previous Meeting Minutes & Action Taken Report

Dr. Bindiya M. Varghese, Additional Coordinator, IQAC, welcomed the gathering and presented the minutes of the previous meeting along with the Action Taken Report (ATR).

Agenda No. 3: Half - Yearly Review

In the absence of Dr. Binoy Joseph, the half-yearly review of institutional achievements and major events (June–December 2024) was presented by Dr. Bindiya M. Varghese.

Agenda No. 4: Infrastructure Review and Plans, Live labs (Hill Campus)

Fr. Dr. Shinto Joseph, Assistant Director, Hill Campus, presented the infrastructure developments and strategic initiatives, including:

- **Campus Infrastructure Development:** Renovations in classrooms, purchase of new air-conditioned buses, and the inauguration of Talrop Techies Park, a space dedicated to startup incubation near the facility center.
- **Live Labs:** Updates on ongoing research and skill development programs.
- **Rajagiri outREACH:** Key contributions of Rajagiri outREACH, the professional service wing of the college, an overview of major projects (16 major projects) and the number of beneficiaries and the number of training programs conducted during the period.
- **Rajagiri Centre for Skill Development (RCSD):** Summary of various short-term courses and training programs offered to empower women and youth (age of 18-45). The projects were categorized into two types: government-funded projects and short-term courses supported by CSR initiatives.
- **Jal Jeevan Mission Key Resource Centre:** Progress report on water conservation initiatives.
- **CSR Project of SUD Chemie:** Successful completion of multi-skill training programs for youth, with an additional batch sanctioned for 2025–26.
- **Future Plans:** Preparatory work for constructing four additional floors above the Assumption Block.

Agenda No. 5: Infrastructure Review and Plans, Live labs (Valley Campus)

Fr. Dr. Francis Sebastian, Assistant Director, Valley Campus, highlighted key developments and future plans:

- **Infrastructure Enhancements:** Expansion of library resources, upgrades to the computer lab, and improved Wi-Fi facilities.
- **RCSS Transcend Activities:** Various student initiatives, including foster home visits, rehabilitation work in Wayanad, a cleanup drive, green initiatives, and the flagship event *CRAYONS*.
- **Future Plans:** Renovation of the RSOM Lab, installation of touch-screen panels and an advanced audio system, and procurement of storage cabinets and networking equipment.

Agenda No. 6: Digital, Incubation, Sports, Arts, Green Initiatives

Fr. Rintle Mathew, Administrator, Hill Campus, presented updates across various domains:

IT Developments (Hill & Valley Campuses)

- New software purchases and upgrades to lab infrastructure.
- Plans for classroom audio systems and faculty hardware upgrades.

Rajagiri School Admission Promotion (RASAP)

- School outreach programs and delegate visits from international universities.
- Promotional activities, including podcasts, newspaper features, and social media campaigns.
- Future plans to strengthen RASAP's online presence and student engagement.

Centre for Entrepreneurship Development & Incubation (CEDI)

- Summary of events and programs conducted between July and December 2024.
- Future plans, including the launch of the *Rajagiri Business Forum* to engage alumni and entrepreneurs.

Physical Education and Sports

- Recognition of student achievements in various sports.
- Upcoming events: *RBL* (February 10–13), *Intramural Football* (February 3), *Annual Sports Meet* (February 18).
- Selection of new students under the sports quota and increased participation in external tournaments.

Agenda No. 7: Academic and Research Innovation Valley Campus

Dr. Angela Susan Mathew, Associate Dean Academics, Valley Campus, presented key developments:

- Introduction of new courses, including PGDM.
- Adoption of innovative teaching methods such as co-teaching, industry expert lectures, and marketing plan competitions.
- Faculty Development Programs (FDPs) held both on-campus and internationally.
- Research advancements, including new collaborations, publications, and faculty-authored books.
- Launch of a faculty blog series, with one entry receiving 1,544 views.

Future Plans

- **Curriculum Development:** Integration of emerging technologies and digital trends.
- **Faculty Development:** Expansion of international exchange programs.
- **Research Innovations:** Increased funding applications and industry-academic collaborations.
- **International Teaching Week:** Scheduled for June 23–28, 2025.

Agenda No. 8: Strategic Planning and Institutional Achievements

SPAC (Hill Campus) – Dr. Anish K.

- Overview of activities across various institutional pillars.
- Faculty excellence awards and plans for structured student journeys, including rural camps and alumni interactions.
- Initiatives to improve institutional rankings and placement opportunities.
- Participation in six education fairs.

SPAC (Valley Campus) – Harish B.

- Progress on 49 proposed projects: 16 completed, 19 ongoing, 13 pending, and one dropped.
- Identified budget planning gaps in project implementation.

- Significant advancements in the *DRAMA* and *DUKAAN* initiatives.

Agenda 9: Future Action Plans (Next Six Months)

Fr. Prof. Saju M. D., Principal & IQAC Chair, outlined the strategic roadmap:

Admissions & Branding

- Collection of alumni and student testimonials and promotional videos.
- Completion of the North-East admission process by March.
- Strengthening alumni engagement for student placements.

Teaching & Learning

- Mandatory five-day faculty development programs.
- Three-year syllabus revision cycle, with an upcoming revision.
- Training sessions for newly acquired digital learning tools (*JGATE*, *Turnitin*, *Quillbot*, *JSTOR*).

Research & Accreditation

- Mandatory *Scopus* or *Web of Science* publication per faculty.
- Targeting ICSSR and government-funded research projects.
- Participation in THE Impact Rankings and QS I-Gauge accreditation.
- Strengthening stakeholder management through alumni engagement initiatives.

IQAC Six-Month Action Plan

- Conducting Academic & Administrative Audits (AAA).
- HR audit to optimize workforce efficiency.
- Institutional review through structured class evaluations.
- Organizing *BODHI* (April 21–25, 2025) under the theme "*Institutional Agility: Adapting to Change, Achieving Excellence.*"
- Digital readiness and preparation for upcoming accreditation processes.
- Planning for key events such as *Samavarthanam (Graduation)* and *Deeksharambham (Induction)*.
- Ministerial visit (February 17) to recognize student achievements in entrepreneurship and innovation.

Others

AQAR and AISHE has been submitted in the month of February

Agenda 10: Remarks from External Member – Mr. Saji Mathew

Mr. Saji V Mathew, AVP-HR & Site Head, Sud-Chemie India provided valuable insights, emphasizing:

- Greater focus on digital transformation, including AI and ChatGPT applications.
- The importance of creating original content to enhance AI-driven information retrieval.
- Strengthening alumni engagement to support student placements.
- The need to improve institutional scores in *THE* and *QS* rankings.

Agenda 11: Vote of Thanks & Conclusion

Ms. Dhanya Vinayan, Secretary, IQAC, extended heartfelt gratitude to all dignitaries, external members, and participants. The meeting concluded at 4:30 PM, followed by refreshments.



Principal

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Rajagiri P.O., Kalamassery-683104

