



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: 11th July, 2025 || Time: 03:00 pm – 04:30pm || Venue: Alex Hall (Hill Campus)

AGENDA

1. Rajagiri Anthem
2. Welcome, Minutes of the previous meeting & Action Taken Report - Prof. Binoy Joseph, Coordinator, IQAC
3. Infrastructure Review and Plans, Live labs (Major initiatives) Hill Campus - Fr. Dr. Shinto Joseph, Assistant Director, Hill Campus
4. Infrastructure Review and Plans, Transcend (Major initiatives) Valley Campus - Fr. Dr. Francis Sebastian, Assistant Director, Valley Campus
5. Digital, Incubation, Sports, Arts, Green Initiatives - Fr. Rintle Mathew, Administrator, Hill Campus
6. Academic and Research Innovation Valley Campus - Dr. Angela Susan Mathew, Associate Dean Academics, Valley Campus
7. Strategic Planning Overview & Plan of Action (Hill Campus) - Dr. Anish K R, SPAC Head, Hill Campus
8. Strategic Planning Overview & Plan of Action (Valley Campus) - Mr. Harish B, SPAC Head, Valley Campus
9. Future Action Plans - Fr. Prof. Saju M. D Principal & Chair IQAC
10. Remarks from External Members & Discussions
11. Vote of Thanks - Dr. Bindiya M Varghese, Additional Coordinator, 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. Mr. Scaria Thomas
24. Dr. Ann Baby
25. Mr. Francis A J
26. Dr. Sabeen Govind
27. Dr. Bejoy John Thomas
28. Dr. Giji George
29. Mr. Saji V Mathew
30. Dhanya Vinayan
31. Nija Deepak
32. Jijo Sebastian
33. Sijo Joy
34. Svetlana Terence
35. 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

Prof. Binoy Joseph, Coordinator, IQAC welcomed the gathering and presented the minutes of the previous meeting along with the Action Taken Report (ATR).

❖ Agenda No. 3: Infrastructure Review and Plans, Live labs (Major initiatives) - Hill Campus

Fr. Dr. Shinto Joseph, Assistant Director, Hill Campus, presented an overview of the campus infrastructure developments, major initiatives under the Live Labs, and future plans including the following:

Campus Developments (Completed):

- Converted hostel first floor into Academic Space
- Completed all holiday maintenance works.

- Installed artificial grass in front of Darsanam Auditorium.
- Created additional office storage.

Future Plans:

- Assumption Block expansion in progress for academic purpose.
- Procurement of a 30-seat bus planned for Assumption–Carmel campus transit.
- Roof to be constructed over Skypea cafeteria.
- New STP planned for Old Block.

Projects & Training Programmes:

- Reviewed the status of all major projects and training programmes.
- ODIC & CPLI projects (Govt. of India) suspended during this period.
- Reviewed the status of training programmes completed under **RCSD**.
- Jal Jeevan Mission: All procedural formalities completed; final instalment awaited.

❖ **Agenda No. 4: Infrastructure Review and Plans, Live labs (Valley Campus)**

In the absence of **Fr. Dr. Francis Sebastian**, Assistant Director, Valley Campus, **Mr. Deepak Babu**, Assistant Professor, presented the key updates on infrastructure development and future plans:

Completed Infrastructure Developments:

- The campus library has been upgraded, and an air-conditioned reading room is planned.
- Procurement of research databases such as **Statista** and **Pearson e-Library**.
- Research software, such as **Smart PLS** and **NVivo**, has been procured.
- Establishment of a dedicated research space at RBS for scholars and students for discussions and reading.
- Upgradation of the RSOM Computer Lab with smartboards and audio-visual systems.
- The Business Analytics Lab has been fully upgraded with a 16-user capacity.
- Purchase of a high-end workstation for advanced research.
- The camera network has been upgraded, with new cameras added for better surveillance.

Future Plans:

- Smartboards and screen mirroring facilities to be installed in all classrooms.
- Two new parking areas are planned; one is completed, the other is proposed near the substation.
- An electric vehicle has been successfully built using recycled products and parts.
- The construction of a footpath outside the college campus has been done.
- A house - building project has been initiated, with ₹6,30,000 already released for the purpose.

❖ **Agenda No. 5: Digital, Incubation, Sports, Arts, Green Initiatives**

Fr. Rintle Mathew presented updates on key developments across multiple domains, covering IT, Arts, Sports, Green Initiatives.

IT Developments - 16 major IT projects were completed during the reporting period.

- Renovation and renewal of Annual Maintenance Contracts (AMCs).
- Purchase of 12 interactive panels and 13 wireless mice for the Assumption Block.
- Upgradation of the Psychology Lab.
- Technical collaboration with Brilliant Study Center, Pala, to ensure the smooth conduct of their examinations.
- Installation of a new Moodle server, which is now fully operational.

Future Plans

- Further restructuring and upgrading of the Psychology Lab.
- Setting up new computer labs in the Assumption Block.
- Recruitment of additional IT staff, with a focus on supporting the Assumption Block.
- Plans to conduct more examinations and ensure optimal use of lab facilities.

Arts

- Conducted various arts and cultural events to promote student engagement.
- Formation of new student clubs is underway.
- Upcoming cultural events were discussed and are in the planning stages.

Physical Education

- Selection of the Basketball Team has been completed. Under the sports quota, eight new students were selected.
- A Summer Coaching Camp was successfully organized in May.
- Upcoming sports events and activities were discussed

RASAP

- A flagship postgraduate incubation program has been launched.
- Partnerships have been established with over seven international universities.
- 15 students are expected to participate in the current academic cycle.

Planned Activities (Next 6 Months):

- Orientation programs for students in July and August.
- School outreach programs in August and November.
- Continuation of the Global Proficiency Program (GPP):
 - ❖ Module 1 (July): Personal Styling and Grooming (completed).
 - ❖ Next Module: Dining Etiquette Training planned at Crown Plaza.
- Outdoor training programs are planned for skill development.
- Feedback collection will be conducted in September and December.
- A half-yearly report will be sent to parents in December.

CEDI

- The event is designed as a one-week program for all student batches, focusing on fostering entrepreneurial skills.
- Entrepreneurship Week is currently underway for BBA students.
- The program will be extended to B. Com and other batches in the coming week.

❖ **Agenda No. 6: Academic and Research Innovation Valley Campus**

- Dr. Angela Susan Mathew presented the academic and research innovations undertaken by Rajagiri Valley Campus during January–June 2025.
- The committee noted the introduction of new courses, innovative teaching practices, industry co-teaching initiatives, faculty development programmes, international academic engagements, and student enrichment activities. Major initiatives included the successful conduct of International Teaching Week 2025, Rajagiri Management Conference 2025, and the Fulbright Specialist programme.
- The research achievements presented included faculty research projects, collaborative initiatives, publication performance in SCOPUS-indexed journals, and faculty recognitions, including the Best Session Paper Award received by Dr. Minnu F. Pynadath. The committee also appreciated the Research Pillar initiative promoting faculty blogs.
- Future plans include PGDM curriculum revision, expansion of international collaborations, faculty development programmes, procurement of advanced research software, organisation of the Research Management Conference 2026, and strengthening research partnerships with leading international universities.
- The committee appreciated the progress made by Rajagiri Valley Campus in advancing academic excellence, research, internationalisation, and faculty

❖ **Agenda No. 7: Strategic Planning Overview & Plan of Action - SPAC (Hill Campus) – Dr. Anish K.**

Dr. Anish K. presented the strategic planning model for Hill Campus, structured around the "**SPiRiT**" framework, focusing on: Student Centricity, Planning, Purpose, Innovation, Culture, Reflective Practice, Inclusiveness & Collaboration, and Transformation for Excellence.

Key Points:

- All plans are developed under six strategic pillars, each with assigned responsibilities and regular monitoring.
- Projects Proposed: (Research - 7 projects, Learning & Teaching – 8 projects, Student Journey - 5 projects, Stakeholder Engagement - 5 projects, Internationalization & Accreditation - 9 projects, Admission & Branding - 5 projects)

Action Plan & Review Process

- Pillar heads have presented proposals and action plans (same held on July 4th).
- Two review meetings are scheduled for September and January, followed by final evaluation and report will be completed by the end of the academic year and presented at BODHI 2026.

Key Targets & Plans:

- 175 Research Publications (**R-175**) targeted for the current year (previous year achieved: 160).

- Teaching Excellence Award to be implemented.
- Launch of an AI Policy for Academics and Research (Both Campuses).
- Industry Immersion Programs and FDPs planned in collaboration with companies and academic institutions
- Focus on QS I-Gauge and Times Rankings.
- Implementation of inclusive admission drives to improve diversity and outreach.

❖ **Agenda No. 8: Strategic Planning Overview & Plan of Action - SPAC (Valley Campus) – Harish B.**

Mr. Harish B. presented the SPAC (Valley Campus) Strategic Plan, focused on achieving Socially Sustainable Leadership through a structured approach of Build, Execute, Measure, and Iterate, guided by research and data.

Project Overview:

A total of **52 projects** have been identified across six strategic pillars for this academic year. Of the 49 projects from last year, **42 are continued** and **10 new projects** have been introduced.

Pillar-wise Focus:

- **Admissions:**
Media campaigns, education fairs, and alumni-led promotions will continue. A new career guidance seminar will be introduced for students.
- **Learning & Teaching:**
AOL and SDG integration will be implemented in the curriculum. CELI (Centre for Excellence in Learning & Innovation) will be established along with Teaching Awards.
- **Research:**
Focus on FDPs, high-quality publications, and funded proposals. Writing retreats and SDG-focused blogs are being organized.
- **Student Journey:**
Initiatives will include domain-specific training and leadership development. Entrepreneurship exposure programs are also planned.
- **Stakeholder Engagement:**
Tiered alumni engagement will be enhanced through a new Alumni Office. Club restructuring and parent-connect initiatives will also be strengthened.
- **Internationalization & Accreditation:**
Plans include study trips abroad and co-teaching with global faculty. Work towards BGA accreditation and gathering international student feedback is ongoing.

❖ **Agenda No. 9: Future Action Plans (Next Six Months)**

Fr. Prof. Saju M. D., Principal & IQAC Chair, outlined the strategic roadmap: focusing on six major thematic areas: Academics, Research, Stakeholder Engagement, Community and Industry Interface, Governance, and Digital Transformation.

1. Academic Development

- Departments will undertake curriculum revisions as part of the periodic review process.
- Major Discipline Courses (MDCs) for FYUGP students will be delivered by internal faculty, recognizing their expertise.
- Add-on certificate programs and the British Psychological Society (BPS) certification for Psychology students will be implemented to enhance industry readiness.
- Innovative pedagogies such as design thinking, peer learning, and minor projects will be integrated into the teaching process.
- Each department is expected to develop at least two e-content-based courses to strengthen digital learning.
- Faculty members will attend short-term Faculty Development Programs (FDPs) on SPSS, qualitative research, and behavioral sciences to improve research competencies.
- Academic and social responsibility programs will promote experiential and immersive learning.
- National and international observation days will be celebrated to foster event-driven learning.
- Departments will conduct discipline-specific lecture series, workshops, and seminars.

2. Research and Innovation

- Faculty publication targets will be increased, with an emphasis on quality and interdisciplinary research.
- FDPs and workshops will be organized to improve research writing skills and methodology.
- All departments are encouraged to submit project proposals to national and international funding agencies.
- PG and PhD students will be supported in publishing research papers and presenting at academic forums.
- Infrastructure for research will be strengthened, including upgrades to Data Science and Psychology labs with RUSA funding.
- Training in research tools and newly acquired software will continue for faculty and students.

3. Stakeholder Engagement

- Parent meetings were conducted after internal assessments to review student progress and implement strategies for improvement.
- Alumni engagement will be enhanced, particularly with the Computer Science department celebrating its 25th year, involving key stakeholders and advisors.
- 62 high-performing students have been identified for focused placement training, under the mentorship of Prof. P. Padmakumar, an experienced HR professional and Professor of Practice at Rajagiri.

4. Community and Industry Interface

- The Academic Social Responsibility (ASR) program involving 210 hours of student participation in collaboration with local bodies will be resumed.

- Digital literacy programs for underserved populations, including the elderly, will be relaunched.
- Institutional collaborations with hospitals, universities, and professional associations are being planned.

5. Governance and Quality Systems

- Preparation of AQAR (2024–25) and NIRF (2026) submissions is underway.
- Binary accreditation training for departments continues.
- A new process manual for FYUGP and the development of the RASR assessment tool are in progress.
- Level One training for non-teaching staff will continue; Level Two training will focus on personality development and skill enhancement.
- Departments are encouraged to increase scholarly book publications.
- An HR Audit has been completed and follow-up actions are being initiated.

6. Digital Transformation

- The institutional website is being revamped in alignment with DTBU guidelines.
- The AI-powered academic services chatbot is undergoing optimization.
- Moodle Learning Management System integration and faculty training sessions are being conducted.
- An in-house ERP system is being developed by hiring a dedicated internal team.

7. New Initiatives

- The college will launch the IKS Certification program with internationally recognized online courses.
- Placement activities will receive special focus, with advanced training programs to improve employability outcomes.

Fr. Prof. Saju concluded by inviting all departments to actively engage with these future plans and contribute to their successful implementation.

❖ Agenda No. 10: Remarks from External Members

The following observations and suggestions were shared by the external members during the meeting:

- **Mr. A K Subash**, General Manager, Cochin Shipyard Ltd
 - Recommended ensuring the institution's website is fully accessible.
 - Highlighted the relevance of the Commission for the Rights of Persons with Disabilities and suggested aligning institutional efforts accordingly.
 - Proposed the inclusion of Health, Safety, and Environment (HSE) components in the curriculum.
 - Suggested incorporating aspects of Human Rights into the curriculum through HR audits and awareness.
- **Mr. Saji V Mathew**, AVP-HR & Site Head, Sud-Chemie India
 - Stressed the need for drug awareness programs targeted at students.
 - Recommended increased attention to the mental wellbeing of students, especially in understanding behavioural patterns of the new generation.

- Highlighted the influence and responsible use of social media as an area requiring institutional attention.
- **Mr. Anil Kumar G**, Head-HR & Admin, Kerala Plants Apollo Tyres Ltd
 - Encouraged focused initiatives for campus recruitment drives.
 - Suggested introducing specialization-oriented training for better placement alignment.
 - Recommended the use of personality assessments to evaluate students' suitability for industry roles.
 - Stressed the growing stress levels among youth and suggested integrating mental health support as a part of academic programmes.
- **Mr. Jiju Joshi**, Alumni Representative, Associate Vice President, DCB
 - Suggested enhanced public awareness regarding campus infrastructure, facilities, and academic offerings.
 - Emphasized the need for increased interaction with industries through visits and collaborative programs to bridge academic-industry expectations.
 - Recommended organizing employment development programmes to prepare students for workplace transitions.

Vote of Thanks & Conclusion

Dr. Bindiya M Varghese Additional Coordinator, 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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