



RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL

April-June, 2018 Quarter

ACTION TAKEN REPORT

(Based on the decisions taken at the IQAC meeting held on Tuesday, 10th, April.2018)

Agenda Item No.1. Preparations for the NAAC 4th Cycle of A&A

- Series of orientation programmes for the faculty members were organised pertaining to the different criteria of the NAAC Revised Assessment Framework (RAF)
- Proposed to have a Revised Hand book on Code of Conduct for the Staff members both teaching & Non-Teaching. IQAC to take initiative.
- A Documentation Cell and a full time dedicated faculty are in place.
- The dates for Internal and External Audits to be fixed for the academic year 2018-19.
- Series of Quality enhancement workshops were conducted during May & June, 2018 as a part of the Rajagiri's preparation for the NAAC 4th cycle of Assessment & Accreditation.
- Faculty were oriented on the course plan and how to prepare it.Prof. Dr. Rose Mary from RCBS oriented the core-committee members on Curriculum Design and Development. The programmes is tentatively scheduled on 14th May 2018.
- A consolidated Annual report of the Placement Cell is being prepared.

Agenda Item No. 3.Annual Academic Strategic Planning Exercise

The Annual Academic Retreat, Bodhi – 2018-19, report was prepared which contains the annual Institutional strategic plan, academic calendar and Department annual plans. This is an important Plan document.



Agenda Item No 6.FDPs organised

FDP on 'Mastering the Techniques of Teaching to enhance Teaching and Learning' was held from May 23 to 26,2018. The team of resource persons led by Dr. N.Jayasankaran conducted the intensive course which included both theory and practical sessions.

A faculty development programme on Stakeholder Analysis was conducted on 1st June 2018. Dr. Binoy Joseph, Principal, Rajagiri College of Social Sciences was the resource person of this FDP. The stakeholder analysis was presented with the objective of having a concerted effort to reach the common goal of NAAC accreditation process. IQAC to take up the responsibility in collecting stakeholder feedbacks

An FDP on 'Assurance of Learning – The Assessment Process" was held on 14th May 2018 at Kalamassery. The session was handled by Dr. Rose Mary Varghese, Asst. Chairman, PG Programmes, RBS, Kakkanad. All the faculty members of the Hill Valley from the following departments attended- Computer Science, Library & Information Science, Commerce, Behavioural Science & Research, language.33 faculty members from all departments attended the above FDP.

The following process was dealt

- i. Curriculum Design and Development -Curricula developed with learning objectives including program outcomes, program specific outcomes and course outcomes .
- ii. Preparation of Course Plans
- iii. Assessing the learning levels of the students, after admission and organising special programs for advanced learners and slow learners
- iv. Method of measuring the attainment of program outcomes, program specific outcomes and course outcomes
- v. Mentoring of the students

The presentation began by distinguishing the two terms – Assessment and Evaluation' assessment being 'what should be assessed in a programme' while evaluation is the testing of knowledge/skills acquired by the students. Then she detailed on the 7 step assessment process – the continuous process of student learning.

(1) Establish programme outcomes and objectives, (2) Alignment of curricula with adopted goal, (3) Identify methods and measures, (4) Determine benchmarks or criteria for success, (5) Collection and analyze data, (6) Using assessment information for continuous improvement, (7) Documentation of assessment activities.

CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)
KALAMASSERY



PRINCIPAL
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery-683 104