



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

**Minutes of the meeting of Infrastructure Development & Maintenance Committee
held at 3.30 pm on 12th August 2021, Thursday**

Zoom LINK:

<https://us02web.zoom.us/j/83039033709?pwd=THp4RXBtTHJlNHFMdVhIVGZ0bEcyUT09>

AGENDA

1. **Silent Prayer**
2. **Welcome** – Dr. Binoy Joseph, Principal & Chair, IQAC
3. **Minutes of the previous meeting**
4. **Infrastructure Development & Maintenance initiatives during the year 2020 - 2021 & Plan for the year 2021-2022**

Fr. Francis Manavalan, Asst. Director, Valley Campus & Fr. Shinto Joseph CMI, Asst. Director, Hill Campus

A. Physical Facilities- Fr. Shinto Joseph & Fr. Angelo

- Teaching- learning facilities
- Sports, Games and Cultural facilities
- ICT enabled facilities in the classrooms

B. Library (Mr. Vijesh & Mr. Francis)

- Integrated Library Management system – Automation
- Knowledge Resources
- e- journals, e-shodSindhu, Shodganga etc- membership, subscription status
- Remote access to e-resources

C. IT Infrastructure facilities –Prof Shiju /Mr.Tony

- Updating of IT facilities
- Computers in working condition
- Bandwidth of Internet connection



- E- content Development facilities- media centre, recording ,facility, lecture capturing system etc.

D. Campus Maintenance- Fr. Shinto Joseph CMI

Systems and Procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, computer lab etc

E. Accounts - Mr. Antony Puliparambil /Representative

Budget Allocation and expenditure for the following during 2020-2021

Budget allocation for the following during 2021-2022

- Budget allocation for Infrastructure Augmentation
- Annual expenditure for Purchase of books and journals
- Annual expenditure incurred on maintenance of Physical and support facilities

5. Any other suggestions from the Committee Members

6. Vote of Thanks --- Fr. Shinto Joseph CMI, Convenor, Rajagiri Infrastructure development & Maintenance committee

Members Present:-

1. Dr.Binoy Joseph, Principal,RCSS
2. Fr.Shinto Joseph CMI, Asst.Director, Hill Campus
3. Dr.Lizy P J, Coordinator IQAC
4. Dr.Bindiya M Varghese, Additional Coordinator IQAC & Dean, Computer Science Dept.
5. Prof.Deepak Babu, NAAC Criterion Champion
6. Prof. Shiju Thomas, IT Advisor
7. Prof.N K Nikhil, Asst.Professor, Commerce
8. Mr.Toni T J, System Administrator
9. Mr.Antony P P, Accounts Manager
10. Mr.Francis A J, Librarian, Valley campus
11. Mr.Jinu Varghese, Office Asst. Administration& Data Operator, RUSA

Highlights of the meeting

Agenda item No.1. Silent Prayer.

The infrastructure and maintenance committee meeting was started at 3.30 pm with a silent prayer



- **Technology:** It is developed using latest Java and Open Source technologies (MySQL) and also Microsoft technologies. Auto Lib runs on variety of platforms such as Windows and LINUX.
- **Features: Web Opac, SMS & Email Module and Mobile App**
- **Nature of Automation:** Fully Automated
- **Version:** Web Based Software – Advanced Edition 7.0

Knowledge Resources

Collections	Fr. Moses Library (Hill Campus)	RSOM Library (Valley Campus)	Total Library Resources
Books (Volumes)	31579	17518	49097
Titles	27051	13771	40711
Journals	78	54	132
E Books (Including Databases)	135833	135833	135833
E Journals (Including Databases)	57154	57154	57154
Journal Bound Volumes	1216	1028	2244
Newspapers	13	12	25
Magazines	36	19	55
CD/DVDs	490	750	1240

- SCOPUS
- Refinitiv Eikon – Thomson Reuters (Valley Campus)
- Elsevier Science Direct
- EBSCO Psychology and Behavioural Science
- EBSCO CINAHL Plus
- EBSCO Business Source Elite (Valley Campus)
- N-LIST
- DELNET
- ACM-Digital Library
- J-Gate Plus
- Turnitin Similarity Check Software
- RCSS Open Knowledge Gateway
- RCSS Digital Repository (DSpace)

e- journals, e-shodSindhu, Shodganga etc- membership

e- journals (Subscribed)

1. Sage Publications (24 National/International e-Journals)



- Conducted National Webinar on DELNET Networked Resources and Services on 24th November,2020
- Conducted Training Session on Assistive Technology for Divyanjan on 19th February,2021
- Conducted International Webinar - Improving Research Ethics and Academic Integrity using Turnitin Software on 9th April,2021
- Conducted Grammarly Webinar on 25th March,2021
- Conducted EBSCO Training Session on 24th June,2021
- Conducted J Gate Training Session on 17th September,2020
- Conducted Zotero Training Session on 21st July,2021
- Conducted CMIE Prowess IQ Training Session on November 2020
- Stock Verification done on RSOM Library July 2021
- Earn while You Learn Program

Library Plan for the year 2021-2022

- J-Gate Plus Discovery Service
- DELNET Best Practices for Data Sharing and Accessibility
- Turnitin International Webinar on “Academic Honesty and Professional Ethics”
- PROQUEST International Webinar on Scholarly Writing
- Online Demo of Turnitin Feedback Studio(Upgrade Version)
- NDLI User Awareness Webinar (Formation of NDLI Club)
- Strengthening Dspace Digital Repository and Integrating with NDLI
- Developing IRINS system for Scholarly Networking
- Integration of Autolib Library Software to KOHA software(Open Source Software)
- Authors Talk – Motivational insights for improving the reading
- Online Training on EBSCO Database (RCSS Students & Faculty)
- Online Training on J Gate Plus Database (RCSS Students & Faculty)
- Online Training on Elsevier BMA e-journals(RCSS Students & Faculty)
- Online Training on CMIE Prowess Finance Database(Finance Domain Groups)

C. IT Infrastructure facilities –Prof Shiju /Mr.Tony

Mr.Shiju Thomas presented the IT infrastructure facilities report from October 2020- March 2021.

- Conducted a regular IT committee meeting in every Tuesday
- Central Computing Lab innovation was completed and utilized the Management fund, Autonomy fund and Impress fund for various purchases.
- RUSA fund utilized to purchased
 - Server- Moodle and ERP (M-campus)
 - Computer- 24
 - Firewall

Report April 2021 to September 2021

E-Governance

- Used new ERP M-campus for index mark calculation in UG admission

Network Configuration



- Google Meet
- Zoom
- Teachmint

Register - Maintained

- Stock Register
 - Computer System
 - Hardware Equipment's
 - Software
- Movement Register
- Complaint Register
- Scrap Management Register

Maintenance

- Systems are under Warranty
- Warranty Expired Servers are under - AMC
- Expiry of warranty – Management Appointed Permanent Service Engineers for the maintenance
- Network Management – Management Appointed Permanent Service Engineer

e - waste

- Old computers and Accessories from the various labs, classrooms and office are sent to the hardware lab unit of the college, where students learn to assemble hardware and conduct studies on hardware components.
- Buy back Scheme
- Non Usable E-Waste – Through Agency
 - Municipality
 - Agency
- Usable Items
 - Given to Needy People

E. Accounts

- During 2020-21, we have spent Rs.23,91,069 for Incubation Centre-Gyanprayag
- Computer worth Rs.2178308 purchased for MCA Lab and Library books worth Rs.28,322
- During 2021-22 financial year, we have so far purchased equipments worth Rs.15.99 lakhs for Biotech Lab.

Budget for 2020-21

- Library expenses including purchase of books – Rs.1,00,00,000 and for 2021-22 same amount
- For Infrastructure Development, provided 2.80 crore during 2020-21 and 3 crore provided during 2021-22.
- For the purchase of computers and accessories, provision was made for 2020-21 to the tune of Rs.20 lakhs and provided Rs.25 lakhs for the year 2021-22.
- For the purchase of machinery and equipment, provision was made for Rs.15 lakhs for 2020-21 and Rs.25 lakhs for 2021-22.

Agenda item No.5. Any other suggestions from the Committee Members

IQAC facilitated to collect the infrastructure requirements from the departments and presented it in the meeting. Fr. Shinto Joseph CMI insisted that the stock register and scrap register are to be strictly maintained. The person in charge of IT has to be monitored.



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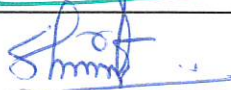

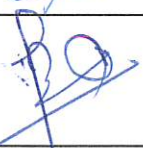
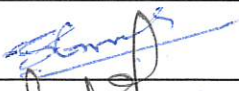


INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date:- 12th August 2021, Thursday

Time:- 3.30 pm

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Name	Designation	Signature
Dr.Binoy Joseph	Principal,RCSS	
Fr.Shinto Joseph CMI	Asst.Director, Hill Campus	
Dr.Sr.Lizy P J	Coordinator IQAC	
Dr.Bindiya M Varghese	Additional Coordinator IQAC & Dean, Computer Science Dept	
Prof.Deepak Babu	NAAC Criterion Champion	Online
Prof. Shiju Thomas	IT Advisor	
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Mr.Jinu Varghese	Office Asst. Administration & Data Operator, RUSA	Online

