Rajagiri College of Social Sciences (Autonomous)

RCSS
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 Institutional Website Committee Meeting

DATE: 29th January 2022   **TIME: 3.00 PM**

Zoom Link:-

https://us02web.zoom.us/j/81342382393?pwd=SmZZOU1WVEtYbzBVcGt6eHB6aUxNQT09

Agenda

1. Welcome – Dr. Binoy Joseph, Principal, RCSS & Chair, Rajagiri Website Committee
2. Introduction & Present status of the Institutional Website- Dr.Bindiya M Varghese, Website Administrator
3. Concerns & Challenges Concerning the Maintenance of the Website & Suggestions for the Future
   Dr. Ann Baby – Single Point of Contact (SPOC), Hill Campus
   Prof. Sreejith - Single Point of Contact (SPOC), Valley Campus
4. Observations from the various domains – Academic, Supportive Depts etc.
5. Conclusion & Vote of thanks – Prof. Sreejith R., Convenor, Rajagiri Website Committee

Members Present:-

1. Dr. (Fr.) Francis Manavalan CMI, Asst. Director (Valley campus)
2. Fr. Shinto Joseph, CMI, Asst. Director (Hill Campus)
3. Dr. Bindiya M Varghese, Dean - Dept. of Computer Science, Website Administrator & Additional IQAC Coordinator
4. Dr. (Fr.) Joseph MK, Doctoral Centre- Soc. work (Hill Campus)
5. Dr. Joji Alex Doctoral, Centre- Mgt. (Valley Campus)
6. Dr. Ann Baby, SPOC, Hill Campus
7. Prof. Sreejith R., **Convenor**, SPOC, Valley Campus
8. Dr. Minimol M C, Research Institute
9. Dr. Jaya Vijayan, Dean, Student Affairs
10. Dr. Kiran Thampi, Alumni & International Affairs

11. Dr. Rajeev S.P., MSW

12. Dr. Jessy Fenn, Psychology

13. Prof. Bitto Benny, Commerce/BBA

14. Dr. Anil John, BSW

15. Dr. B. Elango, Asst. Librarian Fr. Moses Library, Kalamassery

16. Prof. Neethu Mohanan, Library Science

17. Prof. Gokul M Nair, Languages

18. Dr. Bennet Jose, Statistics

Agenda item No.1. Welcome

Dr. Bindiya M. Varghese, Dean, Dept. of Computer Sciences & Website Administrator, IQAC Additional Coordinator welcomed the members to the meeting in the absence of Dr. Binoy Joseph, Principal RCSS & the chair of the meeting. She pointed out the significance and importance of website updation since it is the face of an Institution and also mentioned the accreditation agencies thoroughly go through our website to verify facts and figures we have submitted to them.

Agenda item No.2. Action Taken Report of Previous meeting, Present Status, Suggestions

Prof. Sreejith R., Convenor presented the Action Taken Report of Previous meeting, Present Status and his Suggestions.

Previous Meeting Minutes and Action Taken

- Introduction to Website structure and Flow of Content Updating
  - **Communicated to the SPOC and Department Members**
- Website Content Updates with respect to NAAC
  - **Updated**
- Cyber Security Enhancement
  - **Purchased Cloud Security Monitoring Package**
- RCBS Website
  - **Revamped**
- RCSS website Search Engine Optimization
  - **Started**

Websites in Cloud Server

- **Institutional Websites**
  - RCSS

- RCBS
- RBS
- RCPS
- **Supporting Websites**
  - IQAC
  - DDUGKY
  - Faculty Book Bank
- **Teaching Learning Platforms**
  - Moodle Valley Campus
  - Moodle Admission
  - ROLE
  - REX
- **Special Purpose Sites**
  - OD Tracker
  - Campus Connect
  - Rajagiri Apps
- **Event Websites**
  - Rajagiri NBQ
  - E-Marathon

➢ Added a Chabot (Hybrid) to RBS and RCBS website which created user engagement and lead generation. Shall add a Chabot to RCSS website.
  - Challenge: Need a dedicated person (Receptionist/ Member) to address the User level Queries
➢ Shall create a Rajagiri Event Calendar Web App as a central repository so that every faculty can access updates about the event from the calendar.
  o Faculty/ Event Coordinators do not have to contact SPOC at their busy schedules for registering various college events.
  o Back end team (Website manager / Social Media Managers/ IQAC Team) can have all the details regarding any event happening at both campuses.
  o Event App shall have a front end look to be showcased to the public directly.
➢ RCSS Blog for student involvement and SEO
  - Back end ready.
  - Institution level and Department level coordination are pending.
➢ Internal Facility/ Arrangement needed to take photographs(For website profile matching the current style) of new joiners.
  o We shall also arrange a photoshoot at both campuses once in two years.
➢ Need Website content updating process periodically.

➤ IQAC shall help, as a central hub, collect the data by scheduling, based on the importance of various data.

Agenda item No.3. Concerns & Challenges faced in the Maintenance of the Website & Suggestions for the Future

Dr. Ann Baby, Single Point of Contact (SPOC), Hill Campus, requested all the department representatives for timely updates of the website contents and gave specific suggestions.

- Collect the contents like admissions, syllabus, departmental activities, periodical updates, etc. share the same with the website team.
- Each Department shall share the new joiners profile with the website department.
- Each Department shall inform the team once a faculty resigns from the college.
- For the RCSS blog, the department heads have to assign a faculty member and a student representative.
- Search Engine Optimization (SEO) started with the Psychology Department through a beta version. We planned to conduct an orientation class about Search Engine Optimization for departmental representatives.

Agenda item No.4 Suggestions from the various Departments

Suggestions from the discussion:-

- ❖ Dr. B. Elango, Dr. Jessy Fenn mentioned the Research tab content and its filtering option.
- ❖ Prof. Gokul M. Nair mentioned the option of saying notable alumni of RCSS on the page.
- ❖ Dr. Jaya Vijayan mentioned gathering notable alumni achievements from the department level.
- ❖ Fr. Francis Manavalan pointed out the need of keeping the Non-teaching Staff list updated on the websites.
- ❖ DR. M.K. Joseph CMI suggested that staff leaving intimation can be managed at the office level.
- ❖ Council accepts the process of adding chatbiot and Event Calendar to the RCSS website.

Agenda item No.5.Vote of Thanks

Pro. Sreejith R., Convenor of the Website Committee who rented thanks to everyone present in the meeting

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL

Rajagiri Website Committee Meeting

Date:- Saturday, 29ᵗʰ January 2022
Time:- 3.00 PM
Zoom Link:-
https://us02web.zoom.us/j/81342382393?pwd=SmZZOU1WVEtYbzBVcGt6eHB6aUxNQTo9

Sl.No	Name of the Member	Designation	Signature
1.	Dr. Binoy Joseph	Principal & Chairperson, IQAC	A
2.	Dr. (Fr.) Saju M.D CMI	Assoc. Director, Vice Principal & IQAC Coordinator	A
3.	Dr. (Fr.) Francis Manavalan CMI	Asst. Director (Valley campus)	Online
4.	Fr. Shinto Joseph, CMI	Asst. Director (Hill Campus)	Shinto
5.	Dr. Bindiya M Varghese	Dean - Dept. of Computer Science, Website Administrator & Additional IQAC Coordinator	
6.	Dr. (Fr.) Joseph MK	Doctoral Centre- Soc. work (Hill Campus)	
7.	Dr. Joji Alex	Doctoral Centre- Mgt. (Valley Campus)	
8.	Dr. Ann Baby	SPOC, Hill Campus	
9.	Prof. Sreejith R (**Convenor**)	SPOC, Valley Campus	Online.
10.	Dr. Manoj Mathew	Controller of Examinations	A (o
11.	Dr. Veeva Mathew	Director, Admissions	A
12.	Dr. Minimol M C	Research Institute	A (online)
13.	Dr. Jaya Vijayan	Dean, Student Affairs	
14.	Dr. Kiran Thampi	Alumni & International Affairs	
15.	Dr. Rajeev S.P.	MSW	Online.
16.	Dr. Jessy Fenn	Psychology	
17.	Prof. Bitto Benny	Commerce/BBA	
18.	Dr. Anil John	BSW	
19.	Dr. B. Elango	Asst. Librarian Fr. Moses Library, Kalamassery	

20.	Prof. Neethu Mohanan	Library Science	Neethu .
21.	Prof. Gokul M Nair	Languages	
22.	Dr. Bennet Jose	Statistics	Ben
23.	Mr. Midhun Mohan	Computer Lab, Valley Campus	A
24.	Mr. Francis A J	Librarian, RCBS Library, Kakkanad	A