



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

Rajagiri College of Social Sciences

(Affiliated to Mahatma Gandhi University)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Quarterly meeting July-Sept, 2014

Minutes of the meeting held on Tuesday, 1st July, 2014

Venue-Rajagiri Valley campus

Agenda

1. Attainment of the UGC Autonomous Status for the College
2. Actions to be initiated on attaining Autonomy status
3. New academic programme for the year 2014-15
4. Faculty related matters
5. Implementation of Outcome based learning
6. Quality enhancement in Research and publication
7. Infrastructural Augmentation
8. Significant Day celebrations
9. Rajagiri Value Experiential Initiatives
10. Global Academic Network
11. Seminars/workshops organised
12. Faculty Development programmes
13. Student Community Engagements



IQAC Members present

1. Dr. Joseph I Injodey, Principal, Rajagiri College of Social Sciences – Chairperson
2. Fr. Saju M.D. CMI ,Management Representative

Senior Administrative Officers

3. K.M. Muhammed –Special Officer (Autonomous Status)
4. Rodney Isaacs-Manager, Administration
5. George Varkey- Sr.Executive Administration
6. Francis, Chief Librarian
7. Tony M.J. Senior System Administrator
8. P. P. Antony, Manager, Accounts
9. Johnson P.V. –Asst. Manager Accounts)

Senior Teachers

10. Dr. Binoy Joseph, Controller of Examinations
11. Dr. Anil Kumar (MHRM)
12. Dr. Joji Alex (MBA)
13. Dr. Sr. Lizy P.J.(Soc. Wk)
14. Dr. M.D. Baby (Lib.Sc)
15. Vimina E.R. (MCA)
16. Venugopal K President, OYSTER-Alumni Association
17. Student Representatives – College Union elected office bearers
18. Mr. M.P. Antoni, Project Director, Rajagiri outREACH- Employer
19. Dr. Celine Sunny, Ex. Director, Rajagiri Research Institute-Employer
20. Mr. Isaac Varghese, Leader- People & Organization, EY Global Shared Services-Alumnus
21. Mr. Mahesh Chandrasekhar, Regional HR (Kerala & TN), Future Value Retail Ltd Industrialist
22. Mr. A K Subash, AGM-HR, Cochin Shipyard Ltd - Industrialist
23. Mrs. Meena Kuruvilla, Member, Kerala Child Rights Commission-Alumna
24. Mr. Venugopal C. Govind , Managing Partner, Varma & Varma, Chartered Accountant -Industrialist
25. Mr. Saji V Mathew, Chief Manager HR- IR, Sud Chemie -Industrialist



26. Mr. P Premchand, Management Consultant & Sr. VP-KMA- Stakeholder

27. Mr. Venugopal Chittayil, Vice President, Axis Bank-Stakeholder

28. Dr. Mary Venus Joseph, Dean Research- Coordinator, IQAC

Dr. Joseph I injodey, Principal, Rajagiri College of Social Sciences & Chair, IQAC welcomed all the members

Discussions & Decisions

1. Attainment of the UGC Autonomous Status for the College

The Principal announced the much awaited Autonomy Status granted to the College via UGC letter No.F.22-1/2014 (AC) dated 19th, June, 2014. He also added that the MG University Order for further approval of the UGC Autonomous status is awaited. He also said that a Formal Public Announcement of the Autonomous Status would be made in the presence of the Chief Minister of Kerala at a later date.

2. Actions to be initiated on attaining Autonomy status

Principal mentioned the following actions to be initiated for taking forward the Autonomous Status

- Constitution of Statutory Committees
- A new College logo to be devised
- Curriculum Development where ever need be
- Admission marketing more vibrant to have more diverse students for the new programmes
- Examination wing to be in place with the appointment of Controller of Examinations, Asst. Controller of Examinations, Examination Manual, Examination Calendar and setting up the office of the Controller of Examinations and a proven software for package for all the examination requirements.
- ERPs for Performance Appraisals, admission, student related matters etc to be in place

Dr. Binoy Joseph, Examinations in Charge presented a proposal for a fully functional Examination cell



3. New academic programme for the year 2014-15

It was decided to start the newly sanctioned MLISc for the academic year 2014-15. The other new academic programmes to be discussed in the newly constituted Statutory Committees

4. Faculty related matters

Ms . Bindiya M Varghese to be awarded doctoral degree in Computer Science from Dean of Faculty of Technology, CUSAT on 25th July 2014. She has been appointed as the Head of the Dept.of Computer Science .

Dr Gigi Gerorge selected to the District Committee of Indian Red Cross Society

□ Dr Mary to attend the NACG-India Board Meeting at New Delhi on 3rd September 2014.

5. Implementation of Outcome based learning

It was decided to redraft the course Plans of all the existing programmes based on the Graduate Attributes, Course objectives and Programme Outcomes to implement the Outcome Based Learning(OBL). It was also decided to revisit the Vision, Mission and Programme Objective for each programme. There after to update the website details of each department

Prof. Harish B was authorised to work on promoting a proposal *to promote Excellence through Autonomy–Outcome based approach in Teaching and Learning* as a Two day workshop for the Faculty members.

6. Quality enhancement in Research and publication

- It was strongly felt that a Research & Publication Policy to be in place. Dr.Mary Venus Joseph Dean, Research was authorised to draft a policy to be placed before the College Administrative Council for approval.
- Dr Mary informed that RCSS, School of Social Work is recognized by NIPCCD, New Delhi for the monitoring of ICDS programme in the state. Dr Mary, Dr Gigi and Dr Sr Sunirose are the consultants for the project. The first round of visit will be held during end of August.
- Bi- annual Meeting of the Doctoral scholars and guides to held on 2nd August 2014 - 8 Management scholars and 7 Social work scholars to attend the meeting

Status of the Publications of the College

- Rajagiri Management Journal to be published with Dr.Mathew Joseph as the Chief Editor.



- Rajagiri journal of Social Development- Dr.Mary Venus Joseph mentioned that an Editorial Board Meeting to be convened during August ,2014 to make some revision in the Institutional website link of the Journal and also to discuss on the new cover page for the journal.
- 'ESPERANZA' the official Newsletter of Rajagiri Transcend is to be released on 14th October 2014
- Rajagiri Highlights- the Quarterly news bulletin of the College published directly as an initiative of the IQAC is bringing out the Quarterly issues continuously. The quarterly letter for Apr- June,2014 has been released and working out on July- September,2014.

7. Infrastructural Augmentation on Hill campus for starting of new programmes on the Hill campus

The need for a separate building to initiate new academic programmes is very evident and the Principal announced that this would be placed before the Governing Council at the first meeting to be held in the month of July,2014..

8. Significant Day celebrations

- Rotaract Club in association with Staff Welfare Association and NSS conducted a Food Fest in connection with World Heart Day.
- Rotaract Club in association with DYUTI Team conducted Lyrics Writing Competition on the Theme Mental Health in connection with World Mental Health Day.
- Walkathon: Youth Red Cross Cadets participating in Walkathon at Kochi conducted on National Blood Donation Day by Kochi Health Mission.



Graffiti: Graffiti painting created by students under the initiative of Youth Red Cross Club observing World Heart Day.

- Awareness Class on Lifestyle Diseases organized by Youth Red Cross in Connection with World Heart Day.
- On 26th June, “Anti-Drug Day campaign” to be organized in the campus by the students. Poster preparation, paintings etc were held in the campus.
- The 68th Independence Day celebration started with flag hoisting by Fr. Francis Manavalan with the Rajagirians and 27 students from the Rajagiri neighbourhood. The function commenced at KRL auditorium with lighting of the lamp by Prof. Shirley Rita Luiz and Shri K K Shaju, two Transcend members and one of the 27 neighbourhood students.

9. Rajagiri Value Experiential Initiatives - Social Sensitisation Camps

Dr.Fr.Saju mentioned that the following two camps to be organized on both the campuses

Hill campus - *Margadarshan 2014* – NSS Social Sensitisation camp to be conducted at Edadu near Moolamattom from 27 August to 4th September 2014 for MSW, MCA, MLISC, BSW, BLISC and PGDAHS students. The Camp to focus on Construction of road and house visits

Valley campus - The Social Sensitization Camp for the academic year 2014-15 for the MBA, MHRM, PGDM and RISER students to be held from August 27th to September 2nd, 2014 at Adimali Grama Panchayat of Idukki district. Students from the first year batches numbering around 350 students to attend the camp. 10 faculty members to accompany the students. One of the main tasks of the camp is to provide drinking water facilities to the rural tribes as part of the Jalanidhi project which is funded by the World Bank

10.Global Academic Network

- Dr. Lizy P.J, Head, Dept. of Social Work . was a resource person in the 5th Summer University Programme in Social Work - 'Vulnerability, Empowerment and Social Work', organised by the School of Social Work & Health Sciences, University of Applied Sciences and Arts, Lausanne, Western Switzerland from June 30th to 11th July 2014. In the programme, Dr. Lizy presented a paper titled "Problems of Rural Elderly Women in Kerala and the Need for Social Work Intervention". Ms. Lakshmi Soman, Ms. Diya Elizabeth and Mr. Josin John, MSW Senior students also attended the programme.



- Ms. Melanie James, Master of Social work student, Yeshiva University, New York, is undergoing internship in the field of Social Work at Rajagiri Hill campus
- Mr. Julian Paul Leon Knappe, Volunteer from Germany, is with Rajagiri College of Social Sciences, Kalamassery, Kerala for one year volunteer-ship program from August 2014 to August 2015
- Dr. Binoy Joseph, Prof. Jaedong Kang & Prof. Pramod U Korula visited South Korea from 28th July to 10th Aug 2014 in collaboration with Korean universities. They visited Dongguk University, Seoul, Sookmyung Women's University, Seoul, Youngnam University, Kyungsan, Youngsan University, Kyungung University, Pukyung National University, Pusan.

11. Seminars, Workshops to be organized

A seminar on 'Panel Discussion on Union Budget 2014-15' to be held on July 17, 2014 at RBS Conference Hall.

- The 1st session of SHRM training for all junior batches of Kakkanad valley campus to be held on July 19, 2014 at RBS Auditorium. The module was "Visioning & Goal Setting". The 2nd session of SHRM training to be held on August 23, 2014
- Seminar on Woman Entrepreneurship for the lady students to be held in association with CII-IWN on August 8, 2014 in RBS Auditorium.
- MDP on Business Excellence through Effective HR was held on August 19, 2014 at RBS GLC. There were 12 participants and the faculty coordinator was Dr. Manoj Mathew.

12. Faculty Development programmes:

- FDP on "Sexual Harassment based on Act 2013" to be held on Aug 5, 2014 at KRL Auditorium. The resource person is Prof. H. A. C Poppen. Faculty members of RCSS & RCBS attend the programme.
- Internal Quality Assurance Cell to hold a FDP on "Effective Academic Presentations" for the faculty of RCSS & RCBS on September 23, 2014 at RSOM. The resource persons are Dr. Rosemary Varghese, Dr. Mathew Joseph and Prof. Angela Susan Mathew.



13. Student Community Engagements

- Youth Red Cross Cadets of RCSS as members of Public Medical Aid Team for India vs. West Indies One Day International at Jawaharlal Nehru International Stadium, Cochin
- NOUKA: Food Fest conducted in the College in order to raise fund for the Restoration of flood affected Kashmir.
- As part of the community outreach programme, RCBS students to initiate week end classes for the neighbourhood children on Communicative English, Basic Mathematics, Hindi and training on Public Speaking etc.
- Session on “Child Rights Laws relating to Children” to be organized for the school going children living in the neighbourhood community on 14th June 2014 at RCBS.
- The first semester MSW field work would be linked to the Suchitwa Bodhana Yajnam programme, as it is implemented with the support of Rajagiri outreach.
- Rajagiri TRANSCEND, in association with CEVA (Cyriac Elias Voluntary Association) organized an Awareness Generation Campaign – **Organ Donation Campaign Among Youth (OCAY)** - among Rajagiri Students to equip them with the knowledge of Organ Donation and its benefits to help others in need on 16th September 2014. Around 400 students participated in the programme. Poster exhibitions also were arranged. Resource persons from CEVA lead the sessions.

14. Reaching out to neighbourhood Communities through Collaborations

- UNICEF, Chennai has entrusted the study “Review on the functioning of CWC’s in the State of Kerala” to RAJAGIRI outREACH.
- Representatives from Kinder for Kinder, a project of Keli, Switzerland visited the Buds School at Kumbalangi on 9th of August, 2014.
- Kadamakkudy Pakalveedu (a Day Care Centre for Elderly) has celebrated their 10th anniversary on August 24. 2014.



A state level workshop to be organized on 26th and 27th September 2014, at the Kerala Police Academy, Thrissur , for the Beat officers working in the various tribal settlements of Kerala as part of the study on the 'Role of Janamaithri Police in the Protection of Tribal Communities in Kerala, undertaken by the Research Institute in association with the Home Department, Government of Kerala.

- The Federal Bank Ltd. in association with the Research Institute to launch an innovative venture – Women Empowerment Training Programmes - for its women employees on 30th – 31st July 2014 at Federal Bank Towers, Kochi..

The World Bank team to visit at the work sites of the Jananidhi Project at Vannappuram Grama Panchayat, Idukki district on 18th August 2014. The Bank team selected the project as one of the best projects in the district and appreciated the Supporting Organization-the Research Institute, and its team member for the commendable progress it has achieved.

15. Staff Welfare Initiatives

President Rajagiri Staff Welfare Association mentioned the following programmes to be held

- A Football shoot out competition (Razuca 2014) for all the staff of Kalamassery campus on 7/7/2014 at the college basket ball ground.
- Rajagiri Staff Welfare Association organized a Karkkidaka kanji-sadya Distribution programme and Class on “*Rainy Season Precautionary measures during the monsoon*” on 22-24th July 2014 at the Facility centre Hall, Hill campus
- **Onam celebration to be scheduled on Tuesday ,26th August 2014**.,Also announced that 21 *Onakkitt* for deserving staff from both the campuses would be distributed at a later date., Rajagiri Staff Welfare Association to arrange the distribution of Home appliances to the staff members through Soft Loan facility. Around 20 items of Home Appliances products to be selected from the leading brand companies and to be supplied as per company price (special Institutional discount Price) to the staff members.

The meeting came to an end with the vote of thanks proposed by Dr.Mary Venus Joseph Coordinator, IQAC.



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