



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

July- December, 2019

Minutes of IQAC meeting held on

Date: Tuesday, 16th, July 2019

Time: 4.30-5.30 Pm

Venue: Carmel Hall

Agenda

Welcome –Dr.Binoy Joseph, Principal, RCSS & Chair, IQAC

1. Minutes of the previous meeting held on 17th, January, 2019 for the period Jan – June, 2019, & the Action taken upon the minutes of the previous meeting-
2. Fixing the dates for the meetings of the statutory Committees of the Autonomous Colleges
3. AQAR Submission for the year 2018-19
4. NAAC 4th cycle A&A –Preparation of the SSR
5. Unique practices of the College
6. Admission updates for the year 2019—20
7. Implementation of UGC Guidelines for Persons with Disabilities
8. Quality promotional Conferences/seminars organised by the Departments
9. Research Projects undertaken
10. Student related matters
11. Training / Capacity building programmes on campus
12. Annual Gender sensitisation Action Plan for the year 2019-20
13. Internationalisation of the Academic Programmes on campus

Vote of thanks- Dr. Mary Venus Joseph, Coordinator, IQAC



Members present

1. Dr. Binoy Joseph, Principal RCSS & Chair, IQAC
2. Dr. Joseph Injodey, Ex.Director
3. Fr. Saju CMI, Asst. Director
4. Fr.Francis Manavalan,CMI
5. Fr.Shinto Joseph, CMI
6. Fr.Rintle Mathew, CMI
7. Mr.Vijesh, Fr.Moses Library
8. Tony, System Administrator
9. Antony Puliparambil, Accounts Manager
10. Johnson, Asst.Finance Officer
11. Dr. Manoj Mathew, Controller, Examinations
12. Dr. Veeva Mathew, Admission Coordinator
13. Dr. Rose Mary, PGP ,Chair, Management Studies
14. Dr. Sr.Lizy P.J.(Dean- Academics)
15. Dr. Manoj Menon, Head, MHRM
16. Dr. Veeva Mathew, Head, MBA
17. Dr. Joseph M.K.. Head, Soc.wk (PG)
18. Dr. M.D. Baby Head,(Lib& Inf.Sc)
19. Dr. Bindhiya ,Head, Comp.Sc
20. Dr. Thampy Varghese, Head, Commerce
21. Dr. Varghese K Varghese, Head, Psychology
22. Dr. Minimol (Faculty Research & Publications)
23. Dr. Celine Sunny (Research Institute)
24. Ms.Ann Baby (Green Campus & Gender Equity Cell Coordinator)
25. Jaya Vijayan (Faculty Advisor, Student Affairs)
26. Dr.Kiran Thampi, International Collaboration & Alumni Coordinator
27. Meena Kuruvilla, Community extension activities
28. Dr.Mary Venus Joseph, Dean Research & Coordinator, IQAC



Highlights of the meeting

Dr. Binoy Joseph, Principal, RCSS welcomed the gathering. The Chair also announced the following Institutional Rankings of the College

- Swatchh Campus Ranking 2019 for Higher Educational Institutions, Ministry of HRD, Govt.of India. RCSS has been ranked second among the cleanest HEIs in the country in the category- 'residential Colleges-UGC' (6900 Institutions participated in the exercise).It was awarded on 3rd, December, 2019 at the AICTE, New Delhi.
- In the AICTE CII survey 2019, Rajagiri Business School was rated platinum and Rajagiri School of Management with silver. This survey is done by CII and AICTE to measure and rate the extend of industry linkage of educational institutions.
- AICTE third time consecutively rated Dept. of Computer Science "Platinum" in CII Survey of Industry linked technical institutes
- Rajagiri Centre for Business Studies is placed at the 38th Best B School in India as per Business Today (November 3, 2019).

The IQAC Chair also mentioned the following Institutional Accreditation related activities undertaken by the College

- The documentation of the NAAC 4th cycle of A & A is in progress. The Criterion Champions are preparing the required documents.
- The Initial Self-Assessment Report submitted by Rajagiri Business School for the Association to Advance Collegiate Schools of Business (AACSB) accreditation process was accepted by the Initial Accreditation Committee. This completes the first phase of the process of accreditation. The Executive Director congratulated Dr Roshna who headed the AACSB team and all team members for the exemplary work done by them in a short period of one and a half years. RBS has to keep up the efforts for a minimum period of three years to get through the successive stages of AACSB.
- AACSB-Mentor Meeting was held on August 22, 23& 28, 2019. Dr. Arun Elias, Associate Dean, International & Accreditation, Victoria Business School, Wellington, New Zealand visited the campus



- UGC Mentor institutions approved under the scheme of "Paramarsh" for mentoring NAAC Accreditation Aspirant institutions to promote quality Assurance in Higher Education, Our college is placed 53rd position
- A brief interaction on Accreditation was conducted with Mr.Nishit Jain, Special Advisor, and The European Foundation for Management Development (EFMD) Asia for the faculty members on July 7, 2019.
- Meeting on accreditation with Christ College Faculty Members was held on October 18 & 19, 2019.

The Annual Academic Retreat- BODHI 2019

Annual Academic Retreat, Bodhi-2019, was conducted from April 25, 2019 to May 2, 2019. A common orientation programme for both the RCSS and RCBS faculty members were held on April 25, 2019 at the Valley campus. Justice Kurian Joseph, Mr. Sundar Radhakrishnan - Vice President & Ms.Sangeetha Menon (Emerald Publishing), Mr. Vijay Reddy, Information & Analytics Solution Manager - Elsevier Solution Sales Manager - South Asia and Prof. Abhilash Nambudiri were the resource persons. On April 26 and 27, sessions were held for the faculty members in their respective campuses. In continuation to this, two days academic planning sessions were held on April 29 & 30, 2019 and May 1 & 2, 2019 at Tea County, Munnar for RCSS and RCBS faculty members respectively.

The Principal also mentioned that in accordance with the M.G. University's order on HOD rotating System, dated July 08, 2019 directing all Aided and Government Colleges that with effect from the academic year 2019-20, the Rajagiri Management Committee had decided to recommend the changes in respect of the HODs with effect from the Commencing semester, 2019 onwards.

The Principal also mentioned that in the Department of Life Sciences Three Patents were published in the Patent Office Journal and Two Provisional Patents were filed to the Indian Patent Office, Chennai.

Agenda item No.1.Minutes of the previous meeting held on 17th, January, 2019 for the period Jan-June, 2019

The minutes of the previous meeting held on 17th, January, 2019 was read out by the IQAC Coordinator, confirmed and recorded.



Action taken upon the minutes of the previous meeting-

The IQAC Coordinator presented the Action taken report for the period Jan -June, 2019 based on the decisions taken during the previous meeting held on 17th, January, 2019.

Agenda Item No.2. Fixing the dates for convening the meetings of the statutory Committees of the Autonomous Colleges

Following are the tentative period and Agenda for the meetings of the statutory committees suggested by the IQAC committee Members.

Statutory Committee	Proposed Month	Proposed Agenda
Academic Council	August,2019	Approving the minutes of the various BOS meetings held on 06 th ,April,2019 Extension of Autonomy NAAC 4 th cycle A & A
Governing Council	26th,August, 2019	Extension of Autonomy NAAC 4 th cycle A & A
		Publication of results of the various Examinations (after revaluation) held in March,2019
		Introduction of new Programmes for the academic year 2020-21
	31st, December, 2019	Revised syllabus of the Integrated MLib LSc programme for the year 2020-2021 Publication of results of various examinations held in October-November,2019

Agenda item No.3.AQAR Submission for the year 2018-19

IQAC Coordinator Dr. Mary Venus Joseph informed that the templates regarding data requirements are already sent to the SSR Criterion Champions. The deadline for AQAR submission to NAAC was unanimously set as latest by the second week of November 2019.

Also the Coordinator mentioned that the IQACs to create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Agenda item No.4. NAAC 4th Cycle A & A -Preparation of the SSR

The new format of NAAC –Quantitative and Qualitative data templates for Autonomous colleges was discussed. It was decided to enter the data from all the departments in the template as shared by NAAC and review to be conducted based on the same



Agenda item No.5. Unique practices of the College

It was announced that the following exclusive practices of the College would be organised as in previous years

1. The Assessment and Development Centre activities for students on Valley campus
2. Tenth edition of Rajagiri National Business Quiz (Rajagiri NBQ) during November,2019

Agenda item No.6. Admission updates for the year 2019—20

Dr. Veeva Mathew, Director, Admissions presented the Admission report for the 2019 admissions.

Agenda item No.7. Implementation of UGC measures for Persons with disabilities

Dr.Fr.Saju brought to the attention of the Committee the various measures to be implemented for persons with Disability

- i. Adoption and implementation of Harmonised Guidelines and Space Standards for Barrier free Built Environment for Persons with Disability and Elderly Persons, developed in February, 2016 by Ministry of Urban Development, Government of India
- ii. Constitution of an Internal Committee comprising teachers, staff, students and parents for taking care of day to day needs of differently abled persons as well as for implementation of the schemes.
- iii. Reports to be prepared of the Equal Opportunity Cell of the College.

Agenda item No.8. Quality promotional Conferences/seminars organised by the various Departments

- A Seminar on New Educational Policy and its implications on Autonomous colleges in India funded by RUSA 2.0. quality and Excellence in Autonomous Colleges to be organised
- As part of celebrating 20 years of Rajagiri Internationalization a seminar on "Trends in Internationalization of Higher Education Institutions" proposed to be organised

Agenda item No.9. Quality Research Promotional Initiatives on Campus



Dr. Minimol, Dean, Faculty Research announced that the Faculty members who had completed one year of continuous service are requested to submit their research proposals for financial support from the College Management under Minor Research Project, to the concerned Heads of Departments/Area Chairs, on or before 1st August 2019.

The IQAC mentioned that in association with the Department of Library and Information Sciences, few quality research promotional programmes are to be organised during the scheduled period.

Dr.Minimol talked about the Rajagiri Management Journal issue brought out in June, 2019 and the forth coming December, 2019 issue. Dr.Joseph M.K. mentioned about the Rajagiri Journal of Social Development -June, 2018 and the forth coming December, 2019 issue.

Agenda item No.10. Student related matters

Ms.Jaya Vijayan, Faculty Advisor, Student Affairs announced the following Student Fests to be organised

- I. Inflore by Rajagiri Centre for Business Studies
- II. Euphoria 2K19 during August,2019 - by the Department of Computer Science
- III. Splendore-The under Graduate Fest

Agenda item No.11. Training / Capacity building programmes to be organised on campus

Dr. Fr. Joseph M.K. announced that the Department is planning for series of Training programmes on various themes for the public

Agenda item No.12. Annual Gender sensitisation Action Plan for the year 2019-20

The Gender Equity Cell Coordinator presented the Annual Gender Sensitisation Action Plan for the year 2019-20

Agenda item No.13. Initiatives for Internationalisation of the Academic Programmes of the College

Indian Government focuses on internationalisation in the new draft national education policy. There are requests from overseas students for admission to our regular programmes for the year 2019 -2020.The College is liasioning with the MG University for the approval of overseas student Intake.

Dr. Fr.Saju, Asst. Director announced that the International Summer University in Social Work (ISUSW) 2019 was organised by the Department of Social Work on the theme of Social care and well-being of vulnerable population from July 2nd to 14th



2019. Eight universities across the globe including Chinese university of Hong Kong, Hebrew University of Jerusalem, Shandong university of China, University of British Columbia Canada, Western Sydney university Australia, University for applied sciences and arts Western Switzerland, UCLA Luskin School of public Affairs, USA and Rajagiri College of Social Sciences participated in the summer university.

IQAC Coordinator proposed vote of Thanks

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BINOY JOSEPH Ph. D
Principal
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery

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



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WALTON COLLEGE OF BUSINESS (WALTON)

WALTON