



**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<sup>+</sup> Level

Year 2013 - at A Grade with CGPA of 3.70 on 4 point scale

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**January - June, 2020**

**Minutes of IQAC meeting held on**

**Date: Tuesday, 10<sup>th</sup>, March, 2020**

**Time: 4.30-6.00PM**

**Venue: Carmel Hall**

### **Agenda**

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

1. Minutes of the previous meeting held on 16<sup>th</sup>, July, 2019 for the period July to December, 2019,
2. The Action taken upon the minutes of the previous meeting
3. Institutional Assessment & Accreditations status related to
  - I. NAAC 4th cycle A&A –Preparation and submission of the SSR
  - II. AISHE 2018-19 data uploading
  - III. AQAR Submission for the year 2018-19
4. Administrative changes to be introduced
  - I. Documentation
  - II. Portfolio distribution among the Management Representatives
  - III. Annual strategic planning Exercises for the Live Labs on Campus
5. Unique practices of the College
6. Faculty Quality Promotional Initiatives
7. Rajagiri initiatives in digitalizing the classrooms.
8. Quality promotional Conferences/seminars organised by the Various Departments
9. Training / Capacity building programmes on campus
10. Quality Research Promotional Initiatives on Campus



11. Rajagiri Journal of Social Development in the UGC CARE list
12. Student related matters
13. International Academic Collaborations
14. Promotion of Gender Equity measures
15. Alumni Engagement

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

### **Members present**

1. Dr. Binoy Joseph, Principal RCSS & Chair, IQAC
2. Fr. Saju CMI, Asst. Director
3. Fr. Shinto Joseph, CMI
4. Fr. Rintle Mathew, CMI
5. Mr. Rodney Office Administrator
6. Mr. Vijesh, Fr. Moses Library
7. Tony, System Administrator
8. Antony Puliparambil, Accounts Manager
9. Johnson, Asst. Finance Officer
10. Dr. Sr. Lizy P.J. (Dean- Academics)
11. Dr. Joseph M.K. Head, Soc.wk
12. Dr. Bindhiya, Head, Comp.Sc
13. Dr. Ann Baby, Coordinator, Green Campus & Gender Equity Cell
14. Dr. Jaya Vijayan, Dean, Student Affairs)
15. Dr. Kiran Thampi, International Collaboration & Alumni Coordinator
16. Dr. Mary Venus Joseph, Dean Research & Coordinator, IQAC



## Highlights of the meeting

Dr. Binoy Joseph, Principal, RCSS welcomed the gathering .He announced the following Awards and Recognitions received by the College for the Outreach activities of the College.

- Rajagiri outREACH Suraksha Migrant Project - Perumbavoor received the **“Best Project Award in the State of Kerala”** (scoring 97% among 63 projects) from the Kerala State AIDS Control Society, Government of Kerala for working in the field of prevention of HIV among migrant labourers. Joint inspection of the project was conducted by the National AIDS Control Organization and the Kerala State AIDS Control Society from 5th to 7th February 2020.
- Rajagiri outREACH KAVAL Project of the Department of Women and Child Development, Government of Kerala, which provides psychosocial support for the children in conflict with the law was selected as a *“Model for the community- based intervention among adolescents children for the prevention of crime among children”*; and also entrusted Rajagiri outREACH KAVAL staff to monitor other KAVAL projects of other districts in the State of Kerala.

## Agenda item No.1.Minutes of the previous meeting held on 16<sup>th</sup>, July, 2019 for the period July-December, 2019

The minutes of the previous meeting held on 16<sup>th</sup>, July 2019 was read out by the IQAC Coordinator, confirmed and recorded.

## Agenda item No.2.Action taken upon the minutes of the previous meeting-

The IQAC Coordinator presented the Action taken report for the period July – December 2019 based on the decisions taken during the previous meeting

## Agenda item No.3 Institutional Assessment & Accreditations status related to

- i.NAAC 4th cycle A&A –Preparation and submission of the SSR
- ii.AISHE 2018-19data uploading
- iii. AQAR Submission for the year 2018-19

### i. NAAC 4th cycle A&A –Preparation of the SSR



It was decided that the IQA would be submitted in the month of January, 2020

So that SSR could be submitted in the first week of March, 2020 and the whole process could be completed before the commencement of the next Academic Year.

Dr. Bindiya to be the Addl. Coordinator, IQAC

#### **ii. AISHE 2018-19 data uploading**

The Data Capture Format (DCF) for the AISHE 2019-20 to be uploaded on AISHE portal in the month of May 2020.

#### **iii. AQAR Submission for the year 2018-19**

AQAR 2018 – 19 could not be submitted during December 2019 since it could be submitted only after 22nd March, 2020 (March is the previous accreditation month). Since the NAAC portals were closed the AQAR was submitted on 30th, June 2020.

### **Agenda item No.4. Administrative changes to be introduced**

- i. Documentation
- ii. Portfolio distribution among the Management Representatives
- iii. Annual strategic planning Exercises for the Live Labs on Campus

#### **i. Documentation**

The IQAC Coordinator brought to the attention of the Committee the need for proper Documentation System, Office space and staff exclusively for the documentation purpose only. The activities on the campus are on increase and there was urgency in this regard.

#### **ii. Portfolio distribution among the Management Representatives**

Dr. Fr. Saju mentioned that responsibilities of the campus administration would be shared between the CMI Management representatives on campus. The decision in this regard would be taken soon.

#### **iii. Annual strategic planning Exercises for the Live Labs on Campus**

The unique practice of the annual strategic planning Exercises for the Academic Departments to be practised by the Live Labs on Campus from this year onwards.



Fr.Shinto CMI to form a Committee to plan the modality. IQAC would facilitate the organisation.

### **Agenda item no.5 -Unique practices of the College**

- The Felicitation Day'2020 for the meritorious students to be held during Feb 2020.IQAC with the support of the Dean, Student Affairs
- The Department of Psychology commenced Community Outreach Mental Health programmes Community Mental Health Services

### **Agenda item no.6 Faculty Quality Promotional Initiatives**

Following were the proposed Faculty Development programmes presented by the IQAC, Chair

- A Five-day hands-on Faculty Development Programme on *"Machine Learning & Data Visualisation Using Python & MS Power BI*
- 35-hour Certificate Course in Film Making. The course envisages hands-on training on various stages of film making. (Script to screen).
- A Course Plan workshop to be scheduled by IQAC. Dr. Ronny Thomas would be the Trainer.

### **Agenda item No.7 -Rajagiri initiatives in digitalizing the classrooms.**

#### **Following are the efforts proposed**

- An online platform to be developed for Rajagiri for hosting online sessions by the Faculty.
- As part of the Rajagiri Online Learning Experience ( ROLE) Prof.shiju to handle Online classes on
  1. Interactive intelligent panel
  2. Zoom software.
  3. Sensus panel
- Department of Psychology to offer free online courses for the best interest of the students. Students can join for the course by contacting concerned faculty via WhatsApp message.



- Bindiya announced that TCS iON digital learning platform is opened to college free of cost .The college is registered in the website .Dr.Bindiya to share a link to Google sheets, those who are interested may update this excel , by just giving the name and email id.
- Faculty registration for Online Courses RCSS is part of Course era from May 2020 to enable the faculty members to complete courses. Faculty could also register for ARPIT -SWAYAM Courses
- Faculty members encouraged to offer webinars

### **Agenda item No.8. Quality promotional Conferences/seminars organised by the Various Departments**

The IQAC Chair announced the following Conferences/Workshops/Seminars to be organised

#### **Workshops to be organized**

- Faculty Development Workshop on CESIM Simulation
- One Day Workshop on Assurance of Learning (AOL)

#### **Conferences to be Organized**

- General Management Area to conduct a one- day national conference on “*New Paradigms of Management - 2020*”
- 23<sup>rd</sup> International Conference on IT Applications and Management to be held from February 5 – 7, 2020 on the theme ‘*Future of Work in a hyper-connected world*’.
- National Conference on ‘*Insights in Marketing*’
- HR Conference ‘*Future of Work*’ (Funded by RUSA 2.0(MHRD
- Department Of Psychology to organize an International Conference on ‘*Positive Psychology: The science of happiness*’ on 24<sup>th</sup> January 2020.
- Department of Psychology, and International Mind Education Institute to conduct a “*Mind Lecture Session*” on 23<sup>rd</sup> January, 2020.

### **Agenda item No.9. Training / Capacity building programmes on campus**

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

1. Three-day Workshop on ‘*Social Science Research Designs*’ funded by RUSA 2.0 Dr Albert Kuruvila PhD, MSW, RSW Lecturer & Programme Convenor Social Work Programme, School of Social Sciences, The University of Waikato, New Zealand was the resource person.



2. Three -day Certificate Course '*In Advanced Counselling and Psychotherapy*'.
3. Five-day Certificate Course in '*Qualitative Research Methodology in Social Sciences*' was organised from March 3rd to 7th, 2020 funded by RUSA 2.0.

#### **Agenda Item no.10. Quality Research Promotional Initiatives on Campus**

- Dr.Mary Venus Joseph, Dean, Academic Research announced of the PhD Scholar, Shaly M.O. in Social work awaiting the call for the Open Defence and Public Viva Voce from the MG University.
- Dr.Mary Venus Joseph, Dean, Academic Research also announced the schedule for the Internal Examinations for the course work of 2018 Admissions (Courses I, II & III) for the 11 Doctoral scholars as follows-----
- The IQAC, Chair announced the details of the Social Impact Assessment Studies (SIA) conducted, final report submitted and of the new studies conducted.
- The Administrative Reforms Commission (ARC), Govt. of Kerala in association with the Research Institute conducted a study titled '*Welfare to Rights – Implementation of selected legislations – A review*' in order to address the key concerns of the marginalized groups in the state viz. fisher folk, street dwellers, colony and slum dwellers and scheduled castes and scheduled tribes.

#### **Agenda item.no.11.Rajagiri Journal of Social Development in the UGC CARE list**

IQAC Coordinator briefed the Committee that the Journal was included in the UGC -CARE list .But it was discontinued in Feb, 2020.The College is reapplying for the same to the UGC through the Parent- MG University. Hence the IQAC Cell of the College has to recommend Rajagiri Journal of Social Development to be again included in the UGC-CARE list.

#### **Agenda item no.12. Student related matters**

Dr.Jaya Vijayan mentioned of the following proposed student initiatives supported by the IQAC

- Corona Virus Awareness Programme
- Ek Bharath Shreshtha Bharath (EBSB) Club
- The "Student Connect" Programme By Passport Seva Kendra
- Young India (YI) Activities
- Crown the Sacrifice - a poster making competition "Crown the Sacrifice" in connection with Martyr's Day (30 January 2020).
- KALYPSO Outbound Training Program

#### **Agenda item 13.International Academic Collaborations**



Dr.Kiran Thampi, Coordinator, International Affairs announced the schedule of the overseas Professors visiting our campus ,Rajagiri faculty members on academic exposure abroad and overseas students on internship to Rajagiri campus.

#### **Agenda item no.14. Promotion of Gender Equity measures**

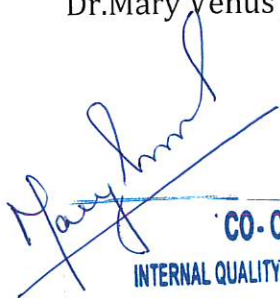
Dr.Ann Baby, Gender Coordinator announced the following programmes for girls and women to be conducted on campus and in the neighbourhood communities

- Seminar on *"Emerging Issues of Women at Workplace"*- (sanctioned by National Commission for Women) by Rajagiri outREACH – January,2020
- Women Entrepreneurship Flood Rehabilitation Project –January 2020- Tailoring training programme
- K.P. Paul Foundation – Women Entrepreneurship Programme – 12<sup>th</sup> Phase of *"Creating an Entrepreneur"* – Interview, selection & distribution of funds to New beneficiaries –January,2020
- Women's Day celebration 2020: A seminar on the topic: *"The Challenges faced by women in the present scenario-Campus based programme- March,2020*
- An awareness programme on the topic *"Importance of Domestic Violence Act-2015 & counselling"* for ASHA workers and Kudumbasree members of Kalamassery Municipality in collaboration with Primary Health Centre, Kalamassery February 2020.
- An awareness programme on *"Common mental health issues and the necessity to seek professional help"* conducted by Family Counselling Center - February 2020 at ward sabha of 39th ward, Kalamassery Municipality.


#### **Agenda item no.15 Alumni Engagement**

Dr.Kiran Thampi, Secretary, Alumni Association announced the details of the Chennai chapter alumni meet held on - 3/1/2020]

Dr.Mary Venus Joseph, Coordinator proposed the vote of thanks

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



  
**BINOY JOSEPH Ph. D**  
Principal  
Rajagiri College of Social Sciences  
(Autonomous)  
Rajagiri P.O., Kalamassery - 683 104