



**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)

Quarter: July- September, 2020

Minutes of IQAC meeting held on Wednesday, 30th, September, 2020

3.00-5.30 PM, Online platform

### Agenda

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

1. Minutes of the previous meeting and the Action taken report
2. Institutional Achievements (Rankings)
3. Presentation of Rajagiri's Response to COVID-19
4. Quality enhancement measures undertaken by the IQAC during the Quarter July-Sept, 2020
5. Presentations by
  - Academic Departments
  - Office of the Controller of Examination
  - Admission
  - Library
  - Information Technology
  - Office Administration & Accounts
  - Research & Publication Division
  - Quality initiatives for student welfare and Development
  - International Collaborations and Alumni Engagements
  - Live labs /Extension Activities
6. IQAC Quality Promotional initiatives for the next Quarter (October-December,2020)
7. Vote of Thanks – Dr.Fr.Saju M.D. Asso.director & Vice Principa



## Members present

1. Dr. Binoy Joseph, Principal RCSS & Chair, IQAC
2. Rev. Dr. Saju CMI, Asso. Director & Vice Principal
3. Rev. Fr. Francis Manavalan, CMI, Asst Director, Valley Campus
4. Rev. Fr. Shinto Joseph, CMI - Asst Director, Hill Campus
5. Dr. Mary Venus Joseph, Coordinator, IQAC
6. Dr. Bindiya M Varghese, Additional Coordinator IQAC
7. Dr. Joseph M.K. HOD Social Work
8. Dr. Varghese K Varghese, Dean, Psychology
9. Dr. Sr. Lizy P.J. Dean- Academics
10. Dr. Manoj Mathew, Controller, Examinations
11. Dr. Veeva Mathew, Admission Coordinator & HOD MBA
12. Dr. Manoj Menon, HOD MHRM
13. Dr. Joji Alex, Doctoral Programmes (Management)
14. Dr. Joseph K X, Head, Commerce
15. Prof. Thomas Thiruthanthy, Head, Languages
16. Dr. Minimol M.C, Asst Dean, Research & Publications
17. Dr. Jaya Vijayan (Dean, Student Affairs)
18. Dr. Kiran Thampi, International Collaboration & Alumni Coordinator
19. Dr. Jessy Fenn, Asst. Professor
20. Dr. M.P. Antoni, Head, CSR & Development Innovations (Alumni)
21. Ms. Meena Kuruvilla, Community extension activities (Alumni)
22. Mr. A K Subash, AGM-HR, Cochin Shipyard Ltd
23. Mr. Saji V Mathew, Chief Manager HR- IR, Sud Chemie
24. Mr. Rodney Isaac, Manager, Administration
25. Mr. Varkey P.S. Deputy Manager, Administration
26. Mr. Antony Puliparambil, Manager, Accounts
27. Dr. Susan Mathew. K, in-charge of the Library
28. Mr. Francis A.J. Librarian
29. Mr. Tony, System Administrator
30. Ms. Deepthi Tharakan MCA 2005-2008 (Alumni)
31. Ms. P Nalini, MSW (Alumni)
32. Priya Don MLiSc 2016-17 (Alumni)
33. Mr. Dixon Lal Thomas, MCA Student
34. Ms. Ann Mariya Maijo, MSW Student



## **Highlights of the meeting**

Welcome and Introduction

Due to Covid 19 the meeting was hosted on online platform. Dr. Binoy Joseph, Principal, RCSS and the Chair IQAC welcomed the gathering.

### **Agenda item No.1. Minutes of the previous meeting and the Action taken report**

Minutes of the previous meeting held on 16<sup>th</sup>, July, 2019 for the period July to December, 2019 was read out by Dr. Mary Venus Joseph, the IQAC Coordinator, confirmed and recorded. The Action taken upon the minutes of the previous meeting was also presented .

### **Agenda item No.2. Institutional Achievements (Rankings)**

The IQAC Chair Dr. Binoy Joseph presented the Institutional Achievements for the period of July to September 2020.

- All India AICTE Utkrisht Sansthan Vishwakarma Award 2020 RCSS ranked 3<sup>rd</sup> position
- Received Education Excellence Award 2020 for consistent performance in BBA education
- College has been ranked 28<sup>th</sup> best in the country in the National Institutional Ranking Framework (NIRF) 2020 rankings in College Category.
- In Education World India Higher Education Rankings 2020-21 college ranked 7<sup>th</sup> in the Country
- India Today Ranking 2020 ranked Second Best Social work College in India
- Outlook survey – MSW ranked 2<sup>nd</sup> best, BBA ranked 20<sup>th</sup> best and B.Com ranked 40<sup>th</sup> best college in the country.
- Institutional Assessment an Accreditation Council NAAC 4<sup>th</sup> Cycle A&A Self Study Report (SSR ) accepted by NAAC and Prequalified for the Final peer Team Visit.
- Annual Quality Assurance Report (AQAR) for the 2018-2019 was submitted on 17<sup>th</sup> September 2020
- All India Survey on Higher Education (AISHE) – 2019-20 was submitted on 30<sup>th</sup> May 2020

### **Agenda item No.3. Rajagiri's Response to COVID-19**

Dr. Bindiya M Varghese presented a video on Rajagiri's COVID-19 relief activities.

### **Agenda item No.4. Quality enhancement measures undertaken by the IQAC during the Quarter July- Sept, 2020**

Dr. Mary Venus Joseph showcased the Quality enhancement measures undertaken by the IQAC during the Quarter July- Sept, 2020 such as

- Annual Academic Strategic Planning Retreat –BODHI,2020



- Annual strategic planning Exercise for the Live Labs on Campus PRAGATI' 2020
- Preparation of the various Institutional Reports
- Attainment Of Learning (AOL) objectives
- Rajagiri Blended Learning Initiatives
- Student related Quality initiatives
- International Academic Collaborations
- Alumni Engagements

### **Agenda item No.5.Presentations by Academic Departments**

Various academic departments presented their updates

Social work	- Dr. M.K.Joseph
Personnel Management	- Dr. Manoj Menon
Business Administration	- Dr. Veeva Mathew
Computer Science	- Dr. Bindya M Varghese
Library and Information Science	- Dr. Baby Johny
Commerce	- Dr. Joseph.K.X.
Psychology	- Dr. Jessy Fenn
Languages	- Prof.. Thomas Thiruthanathy

### **Decisions Taken**

- Implementation of Two new programmes -MSW in Clinical Social Work Practice & 4 Year BSW Honours Programme to M. G. University (NEP2020).
- Certificate programmes in Communication, MS-Excel, SPSS (Beginners & Advanced) for MBA and MHRM students.
- Conducting a workshop on Advanced Data Analytics by Computer Science department.
- Library and Information Science is working on a new Two year programme 'MSc Health Informatics'.
- Psychology department has decided to conduct a Webinar on 'Mindfulness' in November 2020.
- Department of language is Designing the Scheme and Syllabus for BA Hons. (Double Main – English Literature and Journalism).

Other Departments Presentations were done as follows

- |   |                           |
|---|---------------------------|
| • Office of the Controller of Examination                         | - Dr. Manoj Mathew        |
| • Office of Admission   | - Dr. Veeva Mathew        |
| • Library   | - Dr. Susan Mathew K      |
| • Information Technology  | - Dr. Bindya M Varghese   |
| • Office Administration   | - Mr. Varkey P.S          |
| • Accounts  | - Mr. Antony Puliparambil |
| • Research & Publication Division<br>Joseph M.K & Dr. Joji Alex N | - Dr. Minimol M.C / Fr.   |
| • Quality initiatives for student welfare and Development         | - Dr. Jaya Vijayan        |



- International Collaborations and Alumni Engagements - Dr. Kiran Thampi
- Live labs /Extension Activities - Fr. Shinto Joseph

### Decisions Taken

- End Semester Supplementary Examinations - October 2020 need to schedule for UG 2nd & 4th sem and PG 2nd Sem.
- Conduct Online orientation program for newly joined students about library services, online resources and subject E-books available. It is also decided to create user profile of scholars to support research.
- Install and configure 63 new systems and buy a new server in the renovated lab. Also decided to buy a new Firewall for the secure internet connection.
- From 2019-2020 financial year, the entire accounts of the Aided stream, UGC Grant, Autonomy Grant, UKIERI (UK-INDIA Educational and Research Initiatives) grant, UGC Grants for Faculty members etc need to be included in the College Financial Statement.
- Review meetings to be conducted to evaluate the proposals that received under Rajagiri Minor Research Projects.
- Redesign Rajagiri Journal for Social Development in the online and open access mode from 2021.
- Host SII (Studying in India) students at Rajagiri for various courses.
- Organize an OYSTER Executive meeting with an agenda to review activities and plan.

### Agenda item No.6. IQAC Quality Promotional initiatives for the next Quarter (October- December, 2020)

Dr. Bindiya M Varghese presented the following activities to be undertaken by the IQAC

- NAAC Peer Team Visit.
  - Collection and analysis of feedbacks from various stakeholders on Quality-related institutional processes.
  - Organization of inter and intra institutional workshops, seminars on quality related themes.
  - Conduct of Internal Academic and Administrative Audit.
  - Submission of the Annual Quality Assurance Report (AQAR) for the year 2019-2020.

### Decision Taken

- **Suggested Peer team Visit dates are**

- ✓ November 19-20, 2020,
- ✓ November 26-27, 2020 and
- ✓ December 3-4, 2020



- **Collection ,Analysis and Action to be taken Report ( ATR) of the feedbacks from the following stakeholders to be completed by 31<sup>st</sup>,October,2020**
  - ✓ Graduated Batch of students –Exit Survey
  - ✓ Alumni -
  - ✓ Employers
  - ✓ Teachers
- **Organise Domain related workshops, Community Linkages and Extension activities etc during the Quarter**

**7. Vote of thanks was proposed by Rev. Dr. Saju M.D, Associate Director and Vice Principal RCSS**

*Binoj Joseph*

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



*Mary Venus Joseph*

**DR. MARY VENUS JOSEPH**

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