



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

Year 2021-at A++ Grade with CGPA of 3.83 on 4 point scale

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Quarter: October 2020 - March 2021

Minutes of IQAC meeting held on 28th April 2021

3.00-4.15 PM, Online platform

Agenda

- Welcome –Dr. Binoy Joseph, Principal, RCSS & Chair, IQAC
- Minutes of the previous meeting and the Action taken report
- Quality enhancement measures undertaken by the IQAC during the period of October 2020- March 2021
- 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
- IQAC Quality Promotional initiatives for the next Quarter (April - September,2021)
- Vote of Thanks

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 Thiruthanthi,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. Antony Puliparambil, Manager, Accounts
26. Dr. Susan Mathew. K, in-charge of the Library
27. Mr. Francis A.J. Librarian
28. Mr. Tony, System Administrator
29. Ms. Deepthi Tharakan MCA 2005-2008 (Alumni)
30. Ms. P Nalini, MSW (Alumni)
31. Priya Don MLiSc 2016-17 (Alumni)
32. Mr. Dixon Lal Thomas, MCA Student
33. 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. He announced Dr. Sr. Lizy P J will take the responsibility of IQAC as a coordinator.

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

Minutes of the previous meeting held on 30th, September, 2020 for the period July to September 2020 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. Quality enhancement measures undertaken by the IQAC during the period of October 2020- March 2021

- Internal Academic and Administrative Audit (AAA) conducted at *Hill Campus on 4th December 2020 and Valley campus on 18th December 2020.*



- External Academic and Administrative Audit (AAA) was conducted on 5th and 6th February 2021.
- IQAC facilitated the programmes and documentation for the NAAC Peer Team Visit
- NIRF submitted on 19th February 2021
- Conducted various committee meetings
- Conducted quality enhancement programmes such as FDP, Webinars etc.

Agenda item No.3.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

1. Entrance/GD/interview for MSW 2021 admissions shall be held in the month of May/June 2021
2. PGDCSW 2021 admissions- is scheduled in June/July 2021.
3. BSW 2021 admissions only after the higher secondary/CBSE results tentatively in the month of Aug/Sept 2021
4. Dept. of Computer Science is celebrating the 20th year in 2021. A series of events are planned in this context in the month of October-November 2021
5. Preparation of the department to get NBA Accredited
6. More Faculty members to apply for Minor / Major Projects
7. The Department, in association with IQAC, proposes the first batch of Communicative English Programme for the Non-Teaching members of the community in the Month of May.
8. Initiation of BA Hons. in English Literature and Journalism

Other Departments Presentations were done as follows

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|--|--------------------------------|
| • Office of the Controller of Examination | - Dr. Manoj Mathew |
| • Office of Admission | - Dr. Veeva Mathew |
| • Library | - Dr. Susan Mathew K |
| • Information Technology | - Dr. Bindiya M Varghese |
| • Office Administration | - Mr. Varkey P.S |
| • Accounts | - Mr. Antony Puliparambil |
| • Research & Publication Division
M.K & Dr. Joji Alex N | - Dr. Minimol M.C / Fr. Joseph |



- Quality initiatives for student welfare and Development - Dr. Jaya Vijayan
- International Collaborations and Alumni Engagements - Dr. Kiran Thampi

Decisions Taken

- Admission Process of PG Programs will be shifted to Online Mode due to the prevailing pandemic circumstances
- GD/PI of all PG Programmes will be completed by the end June 2021
- Rank list to be published by July 2021
- The ERP is Changed to M Campus
- Libraries planned to take the Annual Stock Verification during the last week of May, 2021
- Implementing KOHA Open Source software for Rajagiri College of Social Sciences for integrating the union catalogue for Rajagiri Institutions instead of AutoLib Software.
- Library resource portal –Developing Vufind discovery tool for library resources.
- Developing CALIBRE E-Book Management Software for RCSS Libraries
- The Central Computing Lab (CC-Lab) is renovated during this period and 63 new computers installed in the lab
- OYSTER Executive meeting will be conducted in June 2021
- Hosting SII (Study in India) students at Rajagiri for various courses for 2021 admissions
- Currently 14 International Students in Hill campus and 9 students in Valley campus from 10 different countries are pursuing their studies.


Agenda item No.4. IQAC Quality Promotional initiatives for the next Quarter (April - September, 2021)

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

1. Formation of a Key project team (KPT) to evolve RCSS into a university.
2. Strategic planning exercise BODHI'2021
3. Annual report- RCSS
4. Annual Report- IQAC
5. Admission Committee Meeting
6. Budgeting – Accounts Department

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




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