



**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

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

## **Minutes of IQAC meeting held on 6<sup>th</sup> October 2021**

**Quarter: April 2021 - September 2021**

**3.00-5.45 PM, Online platform**

Zoom Link: -

<https://us02web.zoom.us/j/86794497939?pwd=a3pKNjY2c2xoS2x1Uy8velFGRIYzUT09>

### **Agenda**

1. Welcome –Dr. Binoy Joseph, Principal, RCSS & Chair, IQAC
2. Minutes of the previous meeting and the Action taken report
3. Institutional Achievements (Rankings) during the period of April – Sept,2021
4. Quality enhancement measures - Domain wise quality promotion activities
5. Quality enhancement measures undertaken by the IQAC and Future Plans
6. Reporting of Activities (April-September, 2021) Plans of Action (October 2021-March, 2022)

Presentations by

- Academic Departments
- Office of the Controller of Examination
- Admission
- Research Division
- Quality initiatives for student welfare and Development
- International Collaborations & Alumni Engagements
- Library
- Information Technology
- Institutional Website
- Gender Equity activities and Green Campus
- Finance
- Infrastructure Planning and Development
- Live Labs

7. Remarks from External Members
8. Vote of Thanks

## Members present

1. Dr. Binoy Joseph, Principal RCSS & Chair, IQAC
2. Dr. Fr. Saju M D CMI, Asso. Director & Vice Principal
3. Dr. Fr. Jose Kuriedath CMI, Director, RCSS
4. Dr. Fr. Francis Manavalan, CMI, Asst Director, Valley Campus
5. Fr. Shinto Joseph, CMI - Asst Director, Hill Campus
6. Dr. Sr.Lizy P J, Coordinator, IQAC
7. Dr. Bindiya M Varghese, Additional Coordinator IQAC
8. Dr. Fr. Joseph M.K. HOD Social Work
9. Dr.Fr.Varghese K Varghese, Dean, Psychology
10. Dr.A T Francis, HOD Library & Information Science
11. Dr.Manoj Menon, HOD MHRM
12. Dr.Joseph K X, Dean, Commerce & Professional Studies
13. Dr.Veeva Mathew, HOD MBA & Admission Coordinator
14. Dr.S.Antony Ceasar, Senior Scientist, Biosciences
15. Prof.Thomas Thiruthanthi,HOD, Languages
16. Dr. Manoj Mathew, Controller, Examinations
17. Dr. Joji Alex, Doctoral Programmes (Management)
18. Dr. Minimol M.C, Asst Dean, Research & Publications
19. Dr. Jaya Vijayan (Dean, Student Affairs)
20. Dr. Kiran Thampi, International Collaboration & Alumni Coordinator
21. Dr.Sr.Sunirose I P, Research Institute
22. Dr.Ann Baby, in charge-Gender & Equity Initiatives
23. Ms. Meena Kuruvilla, Community extension activities – Rajagir outREACH & (Alumni)
24. Mr. A K Subash, AGM-HR, Cochin Shipyard Ltd
25. Mr. Saji V Mathew, Chief Manager HR- IR, Sud Chemie
26. Mr. Einstein Luiz , Manager, Administration
27. Mr. Antony Puliparambil, Manager, Accounts
28. Mr. Francis A.J. Librarian
29. Mr. Vijesh P V, Librarian
30. Ms. P Nalini, MSW (Alumni)
31. Ms. Mariam Thomas Oommen, MSW Student
32. Ms.Neha Sunil, Research Scholar
33. Ms.Jeno Sruthi Martin, Rajagiri FCC
34. Mr.Rajeev S R- RCSD

## Highlights of the meeting

The meeting started with Rajagiri Anthem. Sr.Lizy P J, IQAC Coordinator explained the significance of IQAC in an Institution.

## Agenda Item No.1 Welcome

Dr. Binoy Joseph, Principal, RCSS and the Chair IQAC welcomed the gathering.



## **Agenda Item No.2. Minutes of the previous meeting and the Action taken report**

Minutes of the previous meeting held on 28<sup>th</sup> April, 2021 for the period October 2020 to March 2021 was read out by Dr. Sr.Lizy P J, IQAC Coordinator, confirmed and recorded. The Action Taken Report upon the minutes of the previous meeting was also presented.

## **Agenda Item No.3. Institutional Achievements (Rankings) during the period of April – Sept, 2021**

Dr.Binoy Joseph, Principal presented the Accreditations and Ranking that the college has secured during this mentioned period.

- NIRF Ranking – 31<sup>st</sup> in the College Category
- Indian Quality Assurance Award 2020-21” jointly constituted by Indian Quality Assurance Council and Indian Society for Training & Development.
- Recognition as a Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research (DSIR) 2021, Ministry of Science &Technology.
- Recognized as SAP Institution from Swachhta Action Plan Project in Ministry of Education Government of India, 2021.
- Won a certificate of recognition for the “BEAT COVID CAMPAIGN INITIATIVE” of Mahatma Gandhi National Council for Rural Education, Hyderabad, Dept. of Higher Education, Ministry of Education, Government of India
- Selected for funding under the Department of State Consulate of The United States in Chennai, India for conducting Indo-Pacific Academic Competition
- 2nd Best Social Work College in India (India Today's Best Social Work College Survey Result 2021)
- 2nd in Overall Ranking of Top BBA Colleges in India (India today Survey July 2021)
- The BBA of RCSS stands first in Kerala and 19th position in India (Outlook I-Care Survey- July 2021)
- Third best B.Com College in Kerala and 42<sup>nd</sup> position in India (Outlook I-Care Survey- August 2021)
- Eighth in the Country and First in the State (India's Top-Ranked Private Autonomous Colleges by Education World India Higher Education Rankings 2021-22)
- WHO -APW Reg. No. 2021/1156981 , PO#202729721- Research Institute Rajagiri to Support for research on tobacco control
- Empaneled as Key Resource Centre (KRC) under National Jal Jeevan Mission for Level 2: Middle Management Level and Level 3 : Community Level.

## **Agenda Item No.4. Quality enhancement measures - Domain wise quality promotion activities**

Dr.Fr. Saju M D, Associate Director & Vice-Principal explained the domain wise quality promotion activities. The three domains are a) Teaching-Learning, b) Research and c) Academic administration.

Teaching-learning aspects cover student mentoring, making use of various visual aids, training programmes for the faculty members and also ensuring the Assurance of Learning.

Research & Publication aspects, the entire faculty members are categorised into four-levels and provide the need-based training to each level faculty member.

Academic Administration includes academic Leadership Sessions, Revisiting Vision and Mission, process engineering, personality grooming for teaching and non-teaching members, developing strategies to improve the social connect and better perception of the college.

#### **Agenda Item No.5. Quality enhancement measures undertaken by the IQAC and Future Plans**

Dr.Sr.Lizy P J, Coordinator, IQAC presented the activity report and future plans of IQAC.

The proposed plan of actions are:-

- Committee Meetings – October - November 2021.
- Online Faculty Development Programmes of Various Departments in association with GADTLC,
- Academic and Administrative Audit - November 2021
- Institutional Ethics Committee Registration - December 2021
- Consolidation of stakeholder feedback - November 2021
- AQAR 2020-21 Submission – The process is going-on.
- AQAR 2019-20 Submitted on 27<sup>th</sup> August 2021.

#### **Agenda Item No.6. Reporting of Activities (April-September, 2021) Plans of Action (October 2021 – March, 2022)**

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

**The Plan of Action of the departments are:-**

#### **Personnel Management**

- Two webinars with one in the Alumni Series
- Co-teaching initiative in at least two more courses
- Develop 10 minute video sessions by all faculty members

#### **Computer Science**

- ATAL Workshop on Leadership Excellence from November 8th to 12th 2021
- FDP on Data analytics using R from October 19-26,2021
- Outcome Based Education- Restructuring for MCA -12 PO and 3 PSO and MSC-10 PO and 1 PSO



- Course outcomes based on the revised bloom's taxonomy
- Question paper generation based on the CO

### **Library Science**

- Webinar on Career guidance and Coaching in Library Science in the month of October
- National or International Seminar in the month of January
- Strengthen Digital Library and Institutional Repository

### **Commerce**

- Organising webinars, Discussions and lecture series on various subject related topics for the students

### **Psychology**

- Webinar on Mental Health, Science of Dream Analysis etc
- Workshop for Psychology Teachers, CBT for Phobic Conditions: BSC final years etc
- Psyesta
- Research Paper Competition for UG Psychology students

### **Languages**

- Hands-on- training on areas pertaining to Qualitative Research in Literature in the month of January 2022.

### **BioSciences**

- Genome-wide identification, expression profiling and computational analysis of Iron regulated transporters (IRTs) family in all millets – MRP-RCSS
- Initiate the standardization of efficient micro-propagation protocol for some medicinal plant species for their conservation-MRP-RCSS
- Initiate the standardization of efficient plant regeneration protocol for millets
- Influence of salinity tolerance on the life cycle of larval mosquitoes
- Control of vector-borne mosquitoes using resurrection plant oil
- Meetings/Seminars of IBSC Meeting, National Science Day Celebration, Research Advisory Board Meeting etc
- Mushroom Spawn Production:- Production of good quality commercial spawn for sale from November 2021 onwards
- Hands on skill training on cultivation of Oyster mushroom

### **Other Departments Presentations were done as follows:-**

Office of Examinations	- Dr.Manoj Mathew
Office of Admissions	- Dr. Veeva Mathew
Research Division	- Dr. Minimol M C
Student welfare and Development	- Dr.Jaya Vijayan
International Collaborations & Alumni Engagements	- Dr.Kiran Thampi
Library	- Mr.Francis A J
Information Technology	- Prof.Shiju Thomas

Institutional Website	- Prof.Sreejith R
Gender Equity activities and Green Campus	- Dr.Ann Baby
Finance	- Mr.Antony P P
Infrastructure Planning and Development	
Hill Campus	- Fr.Shinto Joseph CMI
Valley Campus	- Dr.Fr.Francis Sebastian CMI

### **Livelabs**

Rajagiri OutREACH	- Ms.Meena Kuruvilla
Rajagiri Centre for Skill Development	- Mr.Rajeev S R
Rajagiri Family Counselling Centre	- Ms.Jeno Sruthi Martin
CHILDLINE Kochi- Nodal	- Mr.Arun Thankachan
Rajagiri Research Institute	- Dr.Sr.Sunirose I P

### **Office of Examination**

Dr.Manoj Mathew, COE shared that the College has successfully completed the final semester examination for the 2020-2021 academic year of UG and PG programmes in the month of June 2021. He also added that the pass percentage of all programmes are pretty well in spite of all the challenges of the online mode of learning. He informed that the college has given Provisional Tabulation Register to university which helps the students to obtain provisional Degree Certificate for applying next level courses.

- Plans to conduct the odd semester examination of UG and PG from October 2021 onwards.

### **Rajagiri Research Division**

Rajagiri Management Journal entered into collaborating with Emerald publishing in 2019 and there is a tremendous increase in submission of manuscripts from different countries and also downloading the articles. She also shared that the simulated cite score has also increased and it helps us to index the journal in Scopus.

- Rajagiri Seed Money - 3Ongoing projects and 6 proposals submitted:6 (Biosciences, Psychology, Computer science, Commerce)
- Organizing the series of sessions as part of Research Promotion Activities under Brownbag Samwaad and Research Categorisation.

### **Student Welfare and Development**

Dr.Jaya Vijayan, Dean-student affairs explained that the college has been provided an orientation programme to PG students about UGC NET Training Software (VOESNET). She requested all department-level coordinators to monitor the students' performance and participation in it. The Plan of Actions are:-

- Rights & Duties Orientation programme, Union inauguration, LitMob & Splendore are planned in the month of November.
- RIDLE, Psyesta, Christmas Celebration & Arts Day will be in December
- Awareness Programme on Code of Conduct, Matrihasha Diwas, and Republic Day are in the month of February
- Programmes related to International Women's Day, World Water Day will be organised in March-2022.



### **Office of the Admissions**

Dr.Veeva Mathew, Director-Admission presented the current status of admission for all the programmes. There are 20 international students joined for PG programmes and 15 international students for UG programmes as part of the "Studying India Programme".

### **International Collaborations & Alumni**

Dr.Kiran Thampi presented the activities and future plans related to the Office of International Relations and the OYSTER - Alumni Association. The Plan of Actions are:-

- OYSTER Executive meeting in December 2021 (with an agenda to review activities and plan activities).
- All pass out batches to be enrolled in Almaconnect (current 2778 members).
- Venue for Entrepreneurial ventures/alumni achievements through Facebook.
- Alumni database updation drive for all the departments coordinated by the department as a point of contact.

### **Library**

Mr.Francis A J, Librarian presented the activities and incoming programmes of the Library. Incoming programmes are:-

- Training/Orientation Sessions on ELSEVIER BMA E-journals, JGate & EBSCO, Hands-on training workshop on KOHA, Prowess IQ Training etc
- National/ International Webinars on ProQuest, Turnitin, Thomson Reuters-Refinitiv Eikon International Webinar on Research in Finance etc
- Planning to Implement Vufind (Open Source Software for Discovery search), IRINS (web-based Research Information Management (RIM) service, JGATE Federated search facility for Journals, DELNET Data Sharing and Accessibility, KOHA Software instead of AutoLib Library Software, CALIBRE Software - Developing CALIBRE E-Book Management Software, NDLI Club Activities, DSpace Digital Repository Updation and Content adding, RFID Technology etc

### **Information technology**

Prof. Shiju Thomas presented the activity report and the purchase details as part of the Information Technology.

- Upgradation to 8GB RAM for computer labs and faculty systems are under consideration.

### **Institutional Website**

Prof. Sreejith R – SPOC, Institutional website explained about the Websites and Web-portals hosted in our Server and shared that Turnitin integrated in to Moodle (Kakkanad Campus) through Moodle Direct 2 plugin. He requested regular content checks from the corresponding departments / IQAC to make sure the data is still valid and also need for periodic content update practice.

- Develop a structured way to get details related to the events happening in both the campus by which same can be recorded in our websites.

### **Gender Equity activities and Green Campus**

Dr. Ann Baby presented Gender Equity Initiatives and Green Campus activities conducted in the college. As per M.G. University notification, the College has been constituted a Gender Justice Forum.

- Various programmes planning to be organised department-wise, through community engagements and also home-based activities.

### **Infrastructure Planning and Development**

Fr. Shinto Joseph CMI presented the report on Infrastructure Development at Kalamassery Campus. The additional requirements are:-

- Additional Teaching and Learning facility are required since the increase in intake of the students and introducing new programmes
- Replacement of long benches in the classroom to student chairs for Library Science Department
- Classrooms with cushioned chairs with writing pads equipped with smart panels
- Additional 70-80 beds are required for College hostel and two floors of Social Hostel rented for next two years with 90 bed
- Setting up of a house for International students

Dr. Fr. Francis Sebastian CMI presented the report on Infrastructure Development at Kakkanad Campus. Plan of action for October to March are:-

- Repairing of La Providence Kitchen
- Maintenance of old car parking shed and the pavement
- Installing new audio systems in the RSOM classrooms to facilitate Hybrid classes
- Purchase of new college bus to replace the old one (Yellow bus)
- Installation of solar panels (RUSSA fund)

### **Live labs**

The Heads of all Livelabs presented their activities and future plans.

### **Agenda item No.7 Remarks from External Members:-**

Mr.Saji Mathew, GM, HR & Site Head, Sud-Chemie India Pvt.Ltd appreciated the Management and IQAC for organising the meeting very well. He shared that all the presentation was very informative.

### **Agenda item No.8 Vote of Thanks:**

Dr.Bindiya M Varghese, Additional Coordinator, IQAC rendered a vote of thanks to all the members.

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*B. J. Binoy Joseph*

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