



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

Minutes of IQAC meeting held on 30 June 2022

Quarter: October 2021 to May 2022

2.30 PM - 4.30 PM, Online & Offline platform

Venue for Internal participants : Carmel Hall, Hill campus

Zoom Link for external participants: -

<https://us02web.zoom.us/j/81557019318?pwd=SzRaM0Q1T0dQWHhrL2Q2L1JWN0pwUT09>

Meeting ID: **815 5701 9318**

Passcode: **rcss**

Agenda

1. Welcome
2. Minutes of the previous meeting and the Action taken report
3. Institutional Achievements (Rankings) during the period
4. Quality enhancement measures of IQAC and Future Plans
5. Reporting of Activities (October 2021 – April, 2022) Plans of Action (May 2022 – October, 2022)

Presentations by

- Academic Departments
- Doctoral Centres
- Centre for Professional Studies
- Centre for Happiness and Wellbeing
- Human Resource Development Centre
- Office of Controller of Examination
- Office of Placements
- Office of Admission
- Quality initiatives for student welfare and Development
- International Collaborations & Alumni Engagements
- Library
- Information Technology
- Finance
- Infrastructure Planning and Development
- Research Division
- Extension Activities

6. Remarks from External Members

7. Vote of Thanks



Members present

1. Dr. Binoy Joseph, Principal RCSS & Chair, IQAC
2. Dr. Fr. Saju M D CMI, Asso. Director, Vice Principal & IQAC Coordinator
3. Dr. Fr. Francis Manavalan, CMI, Asst Director, Valley Campus
4. Fr. Shinto Joseph, CMI - Asst Director, Hill Campus
5. Dr. Bindiya M Varghese, Additional Coordinator IQAC
6. Dr. Fr. Joseph M.K. HOD Social Work
7. Dr. Manoj Menon, HOD MHRM
8. Dr. Joseph K X, Dean, Commerce & Professional Studies
9. Dr. A T Francis, HOD Library & Information Science
10. Dr. S. Antony Ceasar, Senior Scientist, Biosciences
11. Dr. Manoj Mathew, Controller, Examinations
12. Dr. Joji Alex, Doctoral Programmes (Management)
13. Dr. Angela Susan Mathew, Asso Dean Academics, Valley campus
14. Dr. Anto Joseph, Library Warden, Valley campus
15. Dr. Minimol M.C, Asso Dean, Research & Publications
16. Dr. Jaya Vijayan Dean, Centre for Professional Studies
17. Dr. Kiran Thampi, International Collaboration & Alumni Coordinator
18. Dr. Sr. Sunirose I P, Executive Director, Research Institute
19. Dr. Ann Baby, Dean, Student Affairs
20. Dr. Jessy Fenn, Department of Psychology
21. Dr. Bennet Jose, Department of Statistics
22. Mr. Alex K.O, Department of Language
23. Dr. Santhosh Kuruvilla, Department of Psychological education
24. Prof. Saji George, Human Resource Development Centre
25. Prof. Sabeen Govind, Asst. Professor
26. Ms. Aarcha Gowri Varma Centre for Happiness and Wellbeing
27. Mr. Einstein Luiz, Manager, Administration
28. Mr. Antony Puliparambil, Manager, Accounts
29. Mr. Francis A.J. Librarian
30. Mr. Vijesh P V, Librarian
31. Ms. Meena Kuruvilla, Project Director Rajagiri outREACH (Alumni Representative)
32. Mr. A K Subash, AGM-HR, Cochin Shipyard Ltd (external member)
33. Mr. Saji V Mathew, Chief Manager HR- IR, Sud Chemie (external member)
34. Mr. Akhil P Thomas, (Student Representative)
35. Ms. Meenakshy Kaimal (Student Representative)

Highlights of the meeting

The meeting started with the Rajagiri Anthem.



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 6th October, 2021 for the period April 2021 - September 2021 was read out by Dr. Bindiya M Varghese, Additional Coordinator IQAC, 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 2022 Submitted on 18th February 2022
- DTBU Application Submitted 30th December 2021
- AQAR 2020-2021 Submitted on 10th May 2022
- AISHE 2020-2021 Submitted on 28th February 2022
- RCSS has been awarded 2nd Rank in the category of Super Excellence and 2nd Rank in Southern Region for BBA education (Conducted as part of GHRDC BBA Colleges Survey 2022 by Global Human Resource Development Centre)
- Letter of appreciation has been received from Kochi Corporation for the counselling services rendered during the period of the COVID_19 Pandemic
- College Ranked 2nd in Overall Ranking of Top BBA Colleges in India.
- Ranked Seventh in the Country and First in the State in India's Top-Ranked Private Autonomous Colleges - Education World India Higher Education Rankings 2022-23
- Awarded Global Excellence Award - Regional Silver (Asia Pacific) for CIMA Prize-winner award, top student in Operational Case Study Examination in November 2020
- College has been shortlisted for the CIMA Excellence Award 2021 for Excellence in CIMA Operational Case Study examinations in August and November 2020, as well as in February and May 2021.
- Awarded with the "OUTSTANDING ACHIEVER AWARD 2021" for Education Leadership in BBA Education.
- Rev. Dr. Saju Madavanakadu CMI for being appointed Honorary Principal Fellow at Melbourne University, Australia
- Rev. Fr. Angelo Chakkanattu for being selected as a member and an active representative of the group of experts from Asia on the Pontifical Council, Vatican, for AI Concerns in Asian Culture.
- Dr. Rijo M. John for being nominated by the Government of India, as Expert Committee Member for Expert Group on Tobacco Taxation.
- Rajagiri In Pursuit of Excellence Lecture by Ms. Judith Ravin, U.S. Consul General on the topic 'Shared Values, Evolving Global Challenges'.
- Rajagiri in association with the University of Jyväskylä (JYU) International Summer School in Human Sciences presents an intensive course of Climate Change, Migration and Crisis Preparedness in Social Work.
- Delegation visit from RCSS to the US from 24th April to 20th May 2022 by Fr. Dr. Saju M.D & Dr. Binoy Joseph

Agenda Item No.4. Quality enhancement measures of IQAC and Future Plans

Dr.Fr. Saju M D, Coordinator IQAC presented the Quality enhancement measures of IQAC and Future Plans



The proposed plan of action are: -

- Purchase of Scopus /Clarivate/ EBSCO
- Student Handbook & Calendar
- Preparation of Annual Report 2021-22
- Bodhi Report 2022
- Anti Ragging Affidavit
- Rajagiri highlights
- Staff Appraisal
- MasterSoft ERP Implementation
- Organising various College Committee meetings
- Analysis & Action Taken report of stakeholders feedback
- Annual Strategic Planning Exercise for the Live Labs PRAGATI 2022

Agenda Item No.5. Reporting of Activities (April-September, 2021) Plans of Action (October 2021 - March, 2022)

Academic Departments presented their updates

Social work	- Dr. Fr. M.K.Joseph
Personnel Management	- Dr. Manoj Menon
Business Administration HOD)	- Dr. Manoj Menon (in the absence of
Computer Science	- Dr. Bindiya M Varghese
Library and Information Science	- Dr. A. T Francis
Commerce	- Dr. Joseph.K.X.
Psychology	- Dr. Jessy Fenn
Languages	- Prof. Alex K.O
Biosciences	- Dr. Antony Ceasar S
Physical Education	- Dr. Santhosh Kuriacose

The Plan of Action of the departments were presented:-

Social work

1. To organize FDPs on
 - Academic writing (July,2022)
 - Field supervision (August,2022)
 - Mentoring (Sept. 2022)
 - International social work collaboration and partnership (Oct 2022)
2. Applying for Minor Research projects by the faculty members (July to Oct. 2022)
3. Preparation for Dyuti 2023 (Jan 2023)
4. Preparation for the online edition of *Rajagiri Journal of Social Development* from Dec 2022 onwards

Personnel Management

- One Conference combining professional track and research papers
- Two webinars by the student chapter of NIPM
- HR Fraternity Meet
- Increase the number of MOOC/Swayam courses to at least three per student
- New certification suggested: HR Metrics & Dashboarding
- New value added course: Design Thinking



- Increase simulations to three per student.
- 5 industrial visits planned

Business Administration

- Semester III – 8th July- Dec 22
- Semester I – 20th July- Dec 22
- Semester IV – Dec 22- April 23
- Semester II – Dec 2022-April 23
- Summer Internship – 25 April –June 23

Computer Science

- Euphoria
 - August 2022
 - More than 2.5 Lakh sponsored by Alumni of the department
- SPICES Project Activities
- MPOWER
 - First year Batches
- Alumni
 - Interactions
 - Tech Interviews
- IOT based app Competition
 - December 2022

Library and Information Science

May 2022

- 1) Conducted a Webinar on “Career Prospects in Library Science, Information Science and Documentation”, in collaboration with Bharath Matha College & Academic Library Association for aspiring students and parents on 04-05-2022.
- 2) Extension Class on “Reading and Excellence” for Interns at Rajagiri Outreach; 09-05-2022.
- 3) Conducted Webinar on “NDLI and Career Prospects in Library Science”, in collaboration with Toms College, Kottayam for students and parents on 17-05-2022.
- 4) Conducted Extension Class on “Reading and Excellence” for Interns at Rajagiri Outreach; 17-05-2022.
- 5) Conducted Webinar on “Career Prospects in Library Science, Information Science and Documentation”, in collaboration with Academic Library Association for students in St. Xavier's College, Vaikom on 19-05-2022.
- 6) Organized an ICSSR Sponsored National Library Conference on 26-28 May 2022.

June 2022

- 1) Conducted 04 Extension Classes on “Reading, Library and Excellence” for Parents of MSW Applicants; on 03-06-2022, 10-12pm; 2-4pm; 06-06-2022; 10-12pm; and 20-06-2022, 10-12pm.
- 2) Conducted Extension Class on “Reading and Excellence” for Interns at Rajagiri Outreach; 14-06-2022
- 3) Organized Reading Month- 2022 Celebrations, Competitions, etc. in RCSS: June 19 onwards.
- 4) Participated in Reading Month 2022 programmes, talks, seminars etc. in other colleges and libraries (03 nos)



- 5) Conducting classes on “Research Publication Ethics” for Research Scholars as part of Course Work.
- 6) To conduct a Workshop on “Zotero” Reference Management Software for RCSS Psychology students.

July 2022

- 1). Reading Month 2022 Competition Prizes and Awards distribution in RCSS.
- 2). Filling MLibISc 2nd Year vacant seats (19 out of 30) with Lateral Entry Students.
- 3). Filling at least 20 seats, out of 30 MLibISc 1st Year Batch.
- 4). Starting a Bi-Annual E-Newsletter, “Lib-Insights” from the Dept.

August 2022

- 1). Establishing International Collaboration for Faculty Exchange for Teaching and Research.
with University of Wisconsin, Milwaukee, USA.
- 2). Organizing a One Day National Seminar (Offline) for Library Professionals.
- 3). Workshop (Offline) on Reference Management, Mendley.

September 2022

- 1). Workshop (Offline) on Reference Management, Mendley.
- 2). Announcing the 2nd Batch of 06 Months Diploma Course in Library Automation.

October 2022

1. Starting the 2nd Batch of 06 Months Diploma Course in Library Automation.
2. Workshop (Offline) on Reference Management, Mendley.
3. FDP on Multidisciplinary topics for PG and PhD Students

Commerce

Proposed Events are

- Sessions on
 - “Body Language”
 - Interpersonal Skills
 - Industrial Interface
- Sessions on Life Skills and Stress Management
- Words of wisdom: Learning Series
- Lecture series on Transforming Educational Scenarios.
- Webinar : How to prepare for CA Intermediate Examination
- Soft skill development training for CA students
- Talk with eminent personality (Interactive session)
- Budget Analysis
- Webinar on Insurance: A Booming Professional Opportunity for CAs
- FDP on Fintech Innovations.

Psychology

- May Month- Internship for M.Sc 4th sem, B.Sc 2nd and 4th sem students
- 7th June-Environment Day Celebration- Poster making by all the batches
- 10th June- Workshop on Career Guidance and Counselling MSc students
- 24th June- Using E-Research Database -for B.Sc students
- 25th June- FDP on ‘Bibliometric Analysis’
- 29th June- “References Management” workshop for students
- 5 add-on courses included –
 - Mental Health and Wellbeing – B.Sc. 1st sem
 - Psychological Assessment using PEBL- B.Sc. 3rd Sem



- Research Methods- B.Sc. 5th Sem
- MS Office –B.Sc. 5th Sem
- Art Therapy – M.Sc. 3rd Sem
- Extension activity- Career guidance for school students by M.Sc students on Fridays.
- July 12, 2022 – Seminar on Learning Disability
- Extension activity- Community mental health program from August
- August 12th 2022- Short Film Competition for College students
- August 20th 2022- Workshop on Qualitative research
- Expert lectures included for every course and industry visit for those possible.

Statistics

July 2022

- The first phase skill sharing program in Statistics is planned with students & faculties of Department of Statistics, Nirmala College, Muvattupuzha.
- A webinar on Data Science is planned with Dr. Ginto Pottackal, PPD, Bengaluru.

August 2022

- An Expert Talk on Statistical Quality Control is planned with Dr. Gijo E.V., ISI , Bengaluru.
- SPSS workshop for beginners is organized for the RCSS faculties.

September 2022

- A one week FDP on R Programming for Students/faculties/research scholars is planned for this month.

October 2022

- A one week FDP on SPSS for Students/ faculties/research scholars is planned for this month.

Languages

- Film Screening and Open Discussion 28 June 2022
- Film Release July 2022
- Workshop: Qualitative Research Writing in Literature August 2022
- Initiation of Student activities for the new AY August-September 2022
- Qualitative Research in Literature – Workshop September 2022
- Film Workshop & Creative Writing and Poetry Workshop October 2022

BioSciences

- 27 Publications
- Project proposals 2MRP
- Orientation to MSW Scholars 08.06.2022
- IPR online workshop 20.07.2022
- Training to Rajagiri Public School students July-August
- Mosquito-awareness programme August/September
- DBT/DST Sponsored workshop on Genome Editing September/October
- MOUs to be signed RCSS – SH College
- Response to FER for 3 patents
- KSCSTE-Mushroom Training = 15 participants/month
- On site Demo- Oyster mushroom training
- Milky mushroom cultivation training -by August 2022
- Commercialization of bed spawn for Milky Mushroom
- Spawn production -oyster and milky mushroom (100 pkts per month)



Physical Education

- Open Course, For U.G. Programme Students
- 11 - Games, Introducing to Participate M G U Competitions
- Hosting / Conducting - University Zonal Matches, Seminars, Workshops
- Coaching Camp - Basketball, Football, Cricket, Tug of War
- Intramurals and Annual Sports Meet
- Selection Trails for Various Sports and Games
- The Rajagiri Basketball League -2022
- Yoga for All
- Health Card

Other Departments Presentations were done as follows: -

Doctoral Centre – Management	- Dr. Joji Alex
Centre for Professional Studies	- Dr. Jaya Vijayan
Centre for Happiness and Wellbeing	- Ms. Aarcha Gowri Varma
Human Resource Development Centre	- Prof. Saji George
Office of Examinations & Placements	- Dr. Manoj Mathew
Office of Admissions	- Dr. Manoj Menon
Student welfare and Development	- Dr. Ann Baby
International Collaborations	- Dr. Kiran Thampi
Alumni Engagements	- Dr. Kiran Thampi
Library	- Mr. Francis A J
Information Technology	- Prof. Shiju Thomas
Finance	- Mr. Antony P.P
<i>Infrastructure Planning and Development</i>	
Hill Campus	- Fr. Shinto Joseph CMI
Valley Campus	- Dr. Fr. Francis Sebastian CMI
<i>Research Division</i>	
Rajagiri Research Projects, Management Journal	- Dr. Minimol M C
Brown Bag & Departmental Journals	- Prof. Sabeen Govind
<i>Extension Activities</i>	
Livelabs	- Fr. Shinto Joseph CMI
Rajagiri Research Institute	- Dr. Sr.Sunirose I P

Centre for Professional Studies

Partnerships in progress

- ASAP- Additional Skill Acquisition Programme
- Risaya
- Miles Education
- CCEK – Centre for Continuing Education Kerala.
- Support Links

Proposals in Pipeline

- Toonz Academy
- CIMA
- Soundpark Academy

Upcoming Activities



- FDP- content creation for teachers
- Civil Service & career counselling- for School students
- Digital Literacy Programme

LIFE

- Continue the Assessment – MMPI- June-July
- Wellbeing workshop - From July-September
- SMART use of Smartphones - Sept -Oct

Rajagiri Human Resource Development Centre

- One Instructor-led workshops for teachers_ Internal (Short term programs (5 days) or One day))
- One Instructor-led workshops for teachers _ External (Short term programs (5 days) or One day))
- Instructor-led workshops for administrative staff _Internal (Short term programs (5 days) or One day))
- 3-5 workshops for School teachers _External (Short term programs (5 days))
- Expert’s Talks

Office of Examination

- Results of Graduated Batches – AY 2021-22
- Results of Even Semesters AY - 2021-22
- Department Evaluation - Even Semester Examinations – Mar / Apr 2022

Office of Corporate Relations

- Overview of Summer internship project 2021-23 Batch
- Overview of Placements of 2020-22 Batch

Student Welfare and Development

Dr. Ann Baby, Dean-student affairs presented the major activities done and briefed the upcoming events

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

- JGate & EBSCO BSU Training sessions for RCSS Students and New faculty members
- ELSEVIER BMA E-journals – Planning to conduct an Awareness session for students with the Elsevier team
- TFS Student Workshop: Empowering Students to Create their Best, Original Work with Turnitin Feedback Studio
- Grammarly Webinar
- Prowess IQ Training workshop for Finance Domain students
- IRINS Training & Awareness Programme
- KCLA Workshop on Reference management
- Divynajgan Workshop /Webinar series with NIEPVD
- National/ International Webinars
- Turnitin International Webinar (Sustainable research)
- Scopus Training program with Elsevier team
- Elsevier Author Workshop on research visibility
- Elsevier workshop on Mendeley
- Clarivate training program for Web of Science
- Clarivate Author Workshop
- Clarivate training program on JCR (Journal Citation Report)
- Endnote Referencing tool training from Clarivate

Implementations

- Purchase of SCOPUS, Web of Science Databases & Grammarly Software
- E-Books purchase (Text & Reference)
- IRINS (web-based Research Information Management (RIM) service
- JGATE Federated search facility for Journals
- DELNET Data Sharing and Accessibility
- KOHA Software Customization instead of AutoLib Library Software
- DSpace Digital Repository Updation and Content adding
- RFID Technology Applications
- Student-initiated events and programmes
- Networking with Other Libraries – CUSAT, MGU, Christ University
- Library Consultancy Projects – proposal with Thrikkakara Municipal Library
- Installation of Revert tree model in RSOM Library

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.



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)

Rajagiri Research Division

Live labs

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

Agenda item No.6 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.7 Vote of Thanks:

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



B. J. Binoy Joseph

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