



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

**Rajagiri College of Social Sciences**

(Affiliated to Mahatma Gandhi University)

**IQAC Oct-Dec, 2014**

**Minutes of the meeting held on Tuesday, 7<sup>th</sup>, October, 2014**

**Venue-Rajagiri Valley campus**

**AGENDA**

1. Promoting Excellence through Autonomy
2. AQAR ( 2013-14) approval for submission
3. Faculty Achievement
4. Admission Procedures for the existing UG & PG programmes for the year 201415
5. Syllabus for the Autonomous 2014-15 admissions
6. Assessment of all the UG & PG programmes
7. Restructuring of PGDAHS programme
8. New Academic Programmes to be introduced for the year 2015-16
9. Presentation of the Examination Manual ,Calendar and Pariman software
10. Presenting the Draft Research and Publication Policy
11. Admission of foreign students
12. New MOUs with International Universities
13. Research promotion
14. Collaborations
15. Conferences / Seminars organised
16. Student Activities
17. Unique Practices
18. Rajagiri International Collaborations



1. Dr. Joseph I Injodey, Principal, Rajagiri College of Social Sciences
2. Dr. Binoy Joseph ,
3. Dr. Anil Kumar (MHRM)
4. Dr. Joji Alex (MBA)
5. Dr. T.O. Poulouse
6. Dr. Sr. Lizy P.J. ( Soc. Wk )
7. Dr. Vimina E.R. (MCA)
8. Dr. Manoj Mathew ( MHRM )
9. Dr. Joseph M.K
10. Dr. Celine Sunny, Ex. Director, Research Institute
11. Fr. Saju Madavan CMI
12. Mr. M.P. Antoni
13. Dr. Mary Venus Joseph, Dean Research- Coordinator, IQAC

Dr. Joseph I Injodey, College Principal & Chair, IQAC welcomed all the members of the IQAC members present. Dr. Mary Venus Joseph ,Coordinator, IQAC ,read out the minutes of the previous IQAC meeting held on 1<sup>st</sup>, July, 2014 and the Action taken report based on the decisions taken.

1. Two Days workshop on Excellence through Autonomy was proposed by Prof. Harish B to be conducted on 10<sup>th</sup> & 11<sup>th</sup>, October, 2014. The first day to be focused on the constitution of the statutory bodies and the Outcome Based Learning. The second day to focus on plagiarism check in student research and assignments, finalizing the institutional logo, and following Important Deadlines decided in the meeting



DATES	ACTIVITY
Monday , October 13, 2014,	Updation of Website by each department
	Updation of faculty profile in the website submission of the hard copy to HOD
Monday , October 20, 2014	Submission of Department wise Brochure Details
Friday, Oct 24, 2014	Submission to the Head of Department <ul style="list-style-type: none"> <li>• Graduate Attributes,</li> <li>• Program Objective</li> <li>• Program Outcomes</li> <li>• Complete Course Plan</li> </ul>
Monday, October 27, 2014	Finalization of External Panel for vetting
Thursday, October 30, 2014	Pariman Software Update questions for each course they teach, from the previous University Questions and tag them module-wise and graded as simple, medium and complex
Friday, November 7, 2014	Final Vetting of Course plan
	Final Printing of Course plan
	Final Brochure printing

## 2. Annual Quality Assurance Report (AQAR) for the year 2013-14

Dr Mary presented the AQAR before the members for the approval to be submitted to NAAC during the month of November,2014.

## 3. Faculty Achievement

The chair announced the names of the following two Faculty members from Management Studies who are to be awarded Doctoral degree soon :

- i. Prof. Dhanya Alex, School of Management, on the topic *“Risk disclosure practices in Indian Companies and the impact of risk disclosures on the cost of equity”* from School of Management Studies, CUSAT on December 29, 2014.



- ii. Prof. Neetha J Eappen, School of Management, on the topic “*Service provider switching: a study on the switching process in retail banking*” from School of Management Studies, CUSAT on December 31, 2014.

#### 4. Admission Procedures for the existing UG & PG programmes in the Autonomous stream for the year 2014-15

Prof. George Joseph, Admission Committee Chairman presented the following procedures followed for the year 2014-15

Programme	Procedure	Remarks
BSW	Followed the Centralised Admission process ( CAP) of the MG university strictly adhering to the rules & regulations regarding reservation & merit	All the students & parents submitted an undertaking their willingness to join the programme under autonomous scheme,
MBA & MHRM	Admission based on the CAT/Mat/CMAT scores, GD and personal Interview.	Admissions conducted by the College with the permission of the MG University.
MCA	Admission based on ASTIK entrance, Academic record and personal Interview	Notifications of admissions were published in the five leading newspapers and the College Website
BLISc, MLISc & PGDAHS	Academic Record & Personal Interview	
MSW	Entrance test, Group Discussion & Personal Interview	

It was resolved to present this at the next Academic council to ratify the admission procedure of 2014-15

#### 5. Syllabus of 2014-15 admissions

It was suggested that the BOS of all existing programmes to follow the syllabus of the MG University for the year 2014-15 and this decision to be approved at the meeting of the Academic Council.

#### 6. Assessment of all the UG & PG programmes

Dr. Binoy Joseph, Controller of Examinations proposed the following

- i. Fix continuous assessment component to be uniformly 40% of the total for the



for each programme (A+ to F)

iii. Reallocation of internal marks ( 40 marks ) as follows

Internal Tests = 15 (7.5 for each test)

Class participation = 5

Individual Assignment =10

Group projects/seminar/quiz=10

### **7.Restructuring of PGDAHS programme**

Dr.lizy P.J. brought to the attention of the Committee the declining demand for the PGDAHS programme, so it was decided to restructure the programme yet retaining the Social work affiliation. The restructured Proposal to be placed in the statutory Committees for approval.

### **8.New Academic Programmes to be introduced during 2015-16**

It was decided to constitute an Expert Committee to identify new academic programmes which are viable and market relevant for potential employment

### **9 .Presentation of the Examination Manual ,Calendar and Pariman software**

Dr.Binoy Joseph presented the Examination Manual which was approved by the Academic Council .Also he presented the Examination calendar for the year 2014-15 which was approved by the Academic Council.

Prof.Abhilash Namboodri was invited to make a presentation on the *Pariman* software for conducting Examinations.

### **10.Presenting the Draft Research and Publication Policy**

Dr.Mathew Joseph was invited to present the draft policy in advancing research and publications among faculty members by giving incentives for publication in categorized journals –A\*,A,B,and C



## **11. Admission of foreign students**

The principal informed of the formal procedures in admitting foreign national students which was already discussed in the First two meetings of the Governing Council .

## **12. New MOUs with International Universities**

The IQAC Coordinator mentioned the possibility of many more universities to sign MOUs during the forthcoming International Conference, DYUTI, 2015 to happen during January, 2015.

## **13. Research promotion**

Dr. Mary announced that the Doctoral committee for new applicants to Ph D programme, 2014 Admissions will be held on 11<sup>th</sup> November, 2014 at the mG University.

Dr Sr Sunirose signed MOU with the child rights commission for the initiation of research project on 29<sup>th</sup> October 2014.

Dr Suni also attended a meeting regarding conduct of research project on implementation of Right to Education. The college has to collect data from 10 schools in Ernakulam district. HoD suggested Dr Sr Suni, Dr Anish, Mr Anil and Mr Kirna to engage in the data collection. Data from two schools will be collected by Mr Shaju, transcend, Kakkanad campus. Dr Suni will update the further details.

## **14. Collaborations**

Dr. Mary announced that Rajagiri College is selected by the Department of Social Justice, Government of Kerala as the agency for preparing the Kerala State ICDS Annual Programme Implementation Plan ( APIP).

## **15. Conferences/Seminars organised**

Kerala Library Association in association with Rajagiri College of Social Sciences, TO organise a National level seminar on Managing Innovation in New Generation Libraries on 16<sup>th</sup> and 7<sup>th</sup> December 2014 at the Rajagiri Campus, Kalamassery, Kochi.

Research Institute in association with the Federal Bank Ltd. to organize a training programme on „Behavioural Skills“ for its officers on 23<sup>rd</sup> October 2014 at HR-Talent Development & Training Centre, Federal Heights, Aluva.

The innovative Women Empowerment programme to be organized jointly by the Federal



Bank Ltd. and the Research Institute on October 8<sup>th</sup> & 9<sup>th</sup>, 30<sup>th</sup> & 31<sup>st</sup> and November 26<sup>th</sup> respectively. More than 200 women employees of Federal Bank Ltd. to participate in the programme.

Panel Discussion on Managing the VUCA (Volatile, Uncertain, Complex and Ambiguous) World was held in coordination with SHRM on October 24, 2014 at RBS Auditorium. This half-a Day conference was aimed at preparing the future managers and leaders for the perils and potentials of VUCA world.

The resource persons were Anish Philip - Sasken Communication Technologies, Vaishali Bhayani Shah - Business Head – South for the Society for Human Resource Management, Raj Raghavan-Director and Country Human Resources Leader, Amazon India, B.

Venkataramana – President: Group HR, Landmark Group India, C. Mahalingam - Executive Coach and HR Advisor.

The session on “Being Successful- Why you has a tremendous Advantage” was held on 13<sup>th</sup> November 2014 at RBS Conference Hall in association with Kerala Management Association. The Resource person was Dr. Sandhya Shekhar, Former CEO & Founder, IIT Madras Research Park, Chennai. All junior MBA and MHRM students attended the session.

Indo-Korean Entrepreneurs Meet was conducted in connection with International Student Exchange Programme on 19<sup>th</sup> November 2014. In the introductory meeting chaired by Mr. P. Premchand, President-Kerala Management Association, Professor Shimdeok Noh from Youngsan University and Principal Dr. Joseph Injodey spoke. Later a one-to-one meeting was arranged for the 31 Korean entrepreneurs with Indian entrepreneurs and business personnel. The faculty coordinator was Prof. Jaedong Kang.

The 3<sup>rd</sup> and 4<sup>th</sup> sessions of SHRM training was held on 22<sup>nd</sup> November and 6<sup>th</sup> December 2014 respectively. The module was “Cultural Change Situation” & “Basics of People Management”.

#### **16. STUDENT ACTIVITIES**

“Age of Survival” the theme of Inflore to be launched in a function held in the Amphitheater on 9<sup>th</sup> October 2014 with Sri. Srinath Bhasi (Cine-Actor) as the chief guest.

A Social Awareness Initiative by Rajagiri Centre for Business Studies to spread the message of “Sustainability” to be held at Marine Drive, Ernakulam on October 18, 2014.).

Rajagiri Centre for Business Studies to conduct the two day INFLORE management fest on 6<sup>th</sup> and 7<sup>th</sup> November 2014. Nearly 1500 students from 100 colleges to participate.

Rajagiri Centre for Business Studies in association with SPIC MACAY to conduct GOTIPUA Dance and Qawwali concert on 11<sup>th</sup> and 20<sup>th</sup> November 2014 at RBS Auditorium.



## **Students Community Engagement**

On 14<sup>th</sup> October 2014, Rajagiri along with the Transcend Community celebrated the Thanksgiving Day – A Day organised to recognise the efforts of all the Non – Teaching Staff in Rajagiri Centre for Business Studies. Along with the students and faculty, 56 Non – teaching staff gathered in the Amphitheatre. Principal Dr. Joseph. I. Injodey addressed the gathering and appreciated the efforts taken by all the non – teaching staff who make the campus a beautiful place to live in.

„ESPERANZA“ the official Newsletter of Rajagiri Transcend was published by our Principal along with the faculty during the Thanks giving day function held on 14<sup>th</sup> October 2014

RAJAGIRI TRANSCEND organized a one day camp at Government Children’s Home (Girls),Kakkanad, on 30<sup>th</sup> November 2014, with an objective of cleaning the premises of the Children’s home and to offer psycho social support to the inmates of the Girl’s home. Around 50 students from RCBS were involved in the camp. The programme started at 9.30 am with an introduction about the Girls Home by Dr.JanakaiSankaran, CWC Member, Ernakulam. There were around 65 inmates in the age group of 6 to 18 years in the home. Alongwith the inmates, RCBS students cleaned the premises of the Girls Home.

NAUKA 2014 -The handing over ceremony of the relief fund to the Youth Red Cross officials for Kashmir Flood Victims, collected by BSW I semester students was held on Wednesday, 26<sup>th</sup> November 2014.

Elder’s Day Celebration at Kothad Grama Panchayath on October 1, 2014 was inaugurated by M.G. Rajamanikyam IAS, District Collector, Ernakulam. The programme consisted of various cultural programmes of senior citizens and games and the winners of different events were honoured with gifts and awards. The event was supported by staff of RAJAGIRI outREACH and student social workers of Rajagiri College of Social Sciences. A total number of 527 elders participated in the occasion held at various centers.

### **17.Unique Practices**

The very popular Rajagiri National Business Quiz to be held on 8<sup>th</sup> November 2014. The senior batches of MBA & MHRM (2013-15 batch) to go for the three days Kalypso programme in October, 2014.



## 18. Rajagiri International Collaborations

- Dr. Manoj Mathew, Prof. Pramod U Korula & Mr. Honray Gonsalvez visited Italy, Switzerland, Belgium, France & Germany in connection with faculty exchange and collaboration from 11<sup>th</sup> November to 28<sup>th</sup> November 2014. They took part in the International Staff Week-2014 at Vives University, Belgium and delivered lectures.
  - Dr. Venkat Pulla, Coordinator, Social Work Discipline & Senior Lecturer and Prof. Robert Bland, Professor and Discipline Lead, Social Work, Australian Catholic University visited Rajagiri College on 10<sup>th</sup> December 2014. The delegates had discussions with the faculty members of Social Work Department and interacted with the social work students.

The meeting came to an end with the proposing of vote of Thanks.



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