



**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

## **RAJAGIRI COLLEGE OF SOCIAL SCIENCES, KALAMASSERY**

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

#### **IQAC meeting for the Quarter April-June, 2019**

**Date : Tuesday, 11<sup>th</sup> April, 2017**

**Time : 4.00 pm**

**Venue : Carmel Block Hall**

#### **AGENDA**

1. Academic planning for the year 2017-18 (Bodhi,2017)
2. New Faculty appointment for the year
3. Curriculum Design and Development
4. Admission for the year 2017-18 ,
5. International Academic affairs
6. Faculty Quality Promotional Initiatives
7. Gender Equity Initiatives
8. Preparation of student handbook and guidelines
9. Programme for Non Teaching staff
10. Research & Development
11. Observance of Significant National Days On Campus
12. ALUMNI ENGAGEMENT
13. Community Engagement
14. Best Practices , Institutional Distinctiveness



**Members Present:**

1. Dr. Binoy Joseph - Principal & Chairperson, IQAC
2. Dr. Joseph Injodey - Executive Director, RCSS
3. Fr. Shinto - Administrator,( UG)
4. Dr. Anil Kumar (MHRM) - Head, Dept. of HRM
5. Dr.Sr. Lizy P.J.( Soc.WK) - Coordinator, Social Work Programmes
6. Dr.Anish K.R. - Head, MSW and PGDCSW
7. Dr. Bindhiya (MCA) - Head, School of Computer Science
8. Dr.Manoj Mathew - Controller of Examinations
9. Ms.Ann Baby - Administrator, Rajagiri website
10. Ms.Jaya Vijayan -Faculty Advisor, Student Affairs
11. Mr.M.P.Antoni, - Project Director, Rajagiri out Reach
12. Dr.Celine Sunny, -Exe. Director, Rajagiri Research Institute
13. Dr.Joseph M.K - Asst Editor, Publication
14. Dr.Mary Venus Joseph - Dean ( Research ) RCSS Coordinator,IQAC **Welcome Note**

Dr.Binoy Joseph, the College Principal & Chair, IQAC welcomed all the members of the IQAC members present. Principal informed the Committee of the following discussions and decisions taken at the Academic Council meeting held on 6<sup>th</sup> April, 2017

- Approval of the revised syllabi of all the under graduate programmes from the academic year 2017-18
- Marginal increase of seats for 2017-18

IQAC Coordinator presented the Action Taken Report on the decisions taken during the previous IQAC meeting held on 11<sup>th</sup>, January,2017. Then the following agenda was taken up for discussion and necessary action.



### **1. Academic planning for the year 2017-18 (Bodhi, 2017)**

Dr. Binoy Joseph announced that the Annual Academic Retreat, Bodhi 2017-18, for the faculty members of Rajagiri College of Social Sciences is to be held from 18th to 22th April 2017

### **2. New Faculty appointment for the year**

Dr. Joseph K.X mentioned the need to recruit more teachers to engage B Com additional batches

### **3. Curriculum Design and Development**

Dr. Binoy Joseph IQAC Chair made the following observations to the various academic departments

- All the Departments to design the curriculum to identify Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs as well as assessment of student performance and thereby attainment of PSOs and COs.
- Each school to provide a wide range of “value-added” courses for students to choose from according to their interests and inclinations, which may not be directly linked with one’s discipline of study
- Each school should have a feedback system in place not only collecting feedback from all stakeholders, but also analysing it and identifying and drawing pertinent pointers to enhance the learning effectiveness.

### **4. Admission for the year 2017-18**

The IQAC Chair announced that Dr. Veeva Mathew to be responsible for the Admissions.

New Batch of MCA 2017 admissions to be initiated in June (on June 28, 2017).

### **5. International Academic affairs**

More faculty members to be given opportunity to visit overseas universities during summer, 2017. The faculty members and the students on the campus to be addressed by the visiting professors. In addition the students to get opportunity to interact with overseas students on Internship to the campus.



## **6. Faculty Quality Promotional Initiatives**

Dr. Joseph I Injodey, Executive Director opined that Faculty members from all the departments to be encouraged to use their expertise to serve as Consultants, Resource persons and Trainers.

During the summer term the faculty members to participate in quality enrichment programmes.

All the Faculty members to publish in refereed journals. All the newly recruited Faculty members to clear the UGC NET

## **7. Gender Equity Initiatives**

Ms. Ann Baby presented the annual gender sensitisation actin plan .which will be approved by the meeting of Gender Equity Cell. The committee members put some suggestion of action plan.

## **8. Preparation of student handbook and guidelines**

IQAC was assigned the responsibility of bringing out the following handbooks annually

- Student Handbooks and Academic Calendar for the Calendar Year 2017-18
- Student Guidelines Hand book

## **9. Programme for Nonteaching staff**

- Dr. Fr. Saju CMI announced that a training on 'Effective Communication' to be conducted for non-teaching staff members on 21<sup>st</sup> June 2017

## **10. Research & Development**

The Committee suggested that the faculty members and research scholars to be equipped to enhance their skills in use of SPSS and statistical Multivariate Analysis, Scale Development and Structural Equation Modelling etc. Hence to organize a workshop on these lines.



Dr. Celine Sunny, Ex.Director, Research Institute announced the following Ongoing Research Studies-

- Concept, Pattern and Incidence in Public and Private (Family) Spheres in Kerala. *Sponsored by Indian Council of Social Science Research (ICSSR)*
- Issues related to the care of Elderly Women in Kerala. *Sponsored by National Commission for Women (NCW), Govt. of India Proposal under Preparation*

### 11.Observance of Significant National Days on Campus

The IQAC Coordinator announced that the following Four significant days which falls in the month of June, 2017 to be celebrated on Campus as in previous years.

- National Reading week celebration
- Environment Day
- International Yoga Day
- International day for Drug Abuse and Illicit Trafficking

### 12.Alumni Engagement

The committee suggested that the Successful Alumni to be invited on to the campus to address the students in the respective Departments.

### 13.Community Engagement

The social work Department, Rajagiri outREACH and research Institute to organize many community based programmes during the Quarter.

### 14.Best Practices, Institutional Distinctiveness

As a mark of quality sustenance, the College to continue the unique Practices of *Samavartanam*, *Deeksharambham*, *Organic Kerala Fair*, *Suchitwa Bodhana Yajnam-Kalayathra 2017* , *Euphoria 2K17*, and *Souhrudam Camp -2017* which usually takes place during the quarter April to June,2017

Vote of Thanks was proposed by Dr.Mary Venus Joseph,IQAC Coordinator.



PRINCIPAL  
Rajagiri College of Social Sciences  
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Rajagiri P.O., Kalamassery-683 104