



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

### **Quarterly Meeting (July-sept, 2017)**

**Date** : 11<sup>th</sup>, July, 2017  
**Time** : 4.00 pm  
**Venue** : Carmel Block Hall

### **AGENDA**

1. AQAR 2016-17 preparation & Submission
2. Validity period for the NAAC 3rd CYCLE OF A&A
3. Management Education Leadership Award
4. Faculty Quality promotional initiatives
5. Teaching-learning and Evaluation Quality enrichment initiatives
6. Quality Sustenance best Practices of the College
7. Conferences/Workshops organized by the College
8. Student Development Quality Initiatives
  - i. Students Fests
  - ii. Programmes/talks organised for the students
  - iii. Promotional of communal harmony initiatives
9. Rajagiri Value experiential Programmes
  - i. Community engagements
  - ii. Significant Day celebrations
10. Promotion of quality research culture on campus
11. Environment sustenance quality Initiatives
12. Staff Welfare measures
13. Alumni Engagement



**Members Present:**

1. Dr. Binoy Joseph - Principal & Chairperson, IQAC
2. Dr. Joseph Injodey - Executive Director, RCSS
3. Fr. Saju CMI, - Finance Officer
4. Mr. Francis A.J. - Librarian
5. Dr. Anil Kumar (MHRM) - Head, Dept.of HRM
6. Dr.Joji Alex (MBA) - Head, Dept.of Business Administration
7. Dr.Sr. Lizy P.J.( Soc.WK) - Coordinator, Social Work Programmes
8. Dr.Anish K.R. - Head, MSW and PGDCSW
9. Dr.Nycil Romis (BSW) - Coordinator, BSW
10. Dr. Bindhiya (MCA) - Head, School of Computer Science
11. Dr. K.X. Joseph (BCom) - Coordinator, School of Commerce
12. Dr.Manoj Mathew - Controller of Examinations
13. Ms.Ann Baby - Administrator, Rajagiri website
14. Ms.Jaya Vijayan - Faculty Advisor, Student Affairs
15. Dr.Celine Sunny, - Exe. Director, Rajagiri Research Institute
16. Dr.Joseph M.K. - Asst Editor, Publication
17. Meena Kuruvilla - Project Director, Rajagiri OUT REACH
18. 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 Governing Council meeting held on 29th, May, 2017

- The prestigious UKIERI (United Kingdom-Indian Educational Research Initiative) by the UGC and British Council in collaboration with the University of York. Dr. Fr. Saju as the Principal Investigator
- Delay in issuing the degree certificates to the successful candidates of 2015 & 2016 admissions
- National Ranking by NIRF, Ministry of HRD, Govt. of India-25<sup>th</sup> position based on 5 parameters i) Teaching, learning resources 2) Research and professional practices 3) graduation Outcomes 4) Outreach inclusively and 5) perception among peers, employees and the public
- Follow the new syllabus of MG University for the UG programmes for the academic year 2018-19
- Ratification of the results of the various semester examinations
- Marginal increase of seats to various programmes in the academic year 2017-18
- Admission schedule for UG programme 2017
- MG University Handbook for Autonomous Colleges

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

### Highlights of the meeting

#### Agenda item No.1. AQAR 2016-17 Preparation schedule

The IQAC Coordinator urged the HODs to get ready with the Departmental information to be consolidated into Institutional data for the finalization of the AQAR since the AQAR for the period 2016-17 (1<sup>st</sup>, July, 2016 to 30<sup>th</sup>, June, 2017) is due for submission.

#### Agenda item No 2 . Validity period for the NAAC 3rd Cycle of A &A

Dr. Binoy Joseph, IQAC Chair informed the Committee that the College was accredited for the NAAC 3<sup>rd</sup> cycle at A on 3.7/4 on 23/03/2013. He also conveyed the information that as per the communication received from Dr. Sujata P. Shanbhag, Deputy Adviser, National Assessment And Accreditation Council (NAAC) on 18<sup>th</sup>, August, 2017, that Extension of the validity period of Accreditation for HEI's, consistently achieving the highest grade in three consecutive cycles of NAAC accreditation has been decided. As Rajagiri College is fulfilling the conditions, accreditation status is extended for two more years. i.e. upto 22/03/2020



### **Agenda item No 3. Management Education Leadership Award**

The IQAC Chair Dr. Binoy Joseph announced that the Management Education Leadership Award is to be conferred by the National Institute of Personnel Management (NIPM), Kerala Chapter on Rev. Fr. Jose Alex Oruthayapally CMI, Director, Rajagiri Institutions on 28<sup>th</sup> September 2017 for his outstanding contribution towards Education in Kerala.

### **Agenda item No 4. Faculty Quality Promotional**

#### **initiatives**

Dr. Joseph I. Injodey Executive Director urged the HODs on the following Faculty quality Initiatives

- Publications to be encouraged per teacher as per list of Journals notified in UGC website and chapters in edited volumes books
- Papers to be published in top ranked high impact journals listed in UGC Website.
- Institutional Policy on consultancy to be made aware to all the Faculty members
- More Consultancy activities are to be taken up by the Faculty members
- Faculty encouraged to be Experts/resource persons for External programmes
- Many more faculty members to visit overseas universities
- Encourage overseas professors to visit our campus to handle academic activities for the teachers and the students

### **Agenda item No 5. Teaching-learning and Evaluation Matters**

Dr. Binoy Joseph insisted the Academic departments on the following essential curricular aspects

- The Departments to assess the learning levels of the students, after admission and organise special programmes for advanced learners and slow learners.
- Also the Programme Outcomes (POs) and Course Outcomes (COs) to be worked out and stated by each department and the modality of evaluating the Learning Outcomes to be worked out by the Departments.
- Mr. Shiju Thomas M.Y. explained that the department has successfully developed a software for monitoring the students who came late to the college. The software is successfully implemented in the college. The System has been designed, developed and implemented by Mr. Shiju Thomas, Asst. Prof. Department of Computer Science.



### **Agenda item No 6. Quality Sustenance best Practices of the College**

The IQAC Chair announced that the following unique practices of the College to be continued this year

- The theme launch of INFLORE-17, the annual Management Fest, 17th August 2017
- Splendore 2K17, the third edition of the Grad fest was conducted by Rajagiri College of Social Sciences (Autonomous), Kalamassery on 19<sup>th</sup> September for Schools and 20<sup>th</sup> September for Colleges. The theme of Splendore 2k17 was 'Dream in Colour'.
- Euphoria 2K17, National Fest organised by the MCA Students.

### **Agenda item No 7. Conferences/Workshops organized by the College**

Dr.Varghese K Varghese announced the following two programmes of the Department

- i. National conference on Applied Health Psychology: Trends and Challenges on 25th August 2017.
- ii. Two days workshop on Neuropsychological testing and Psychology Experiment Building Language (PEBL) on 28<sup>th</sup> and 29<sup>th</sup> of August 2017

### **Agenda item No 8. Student Development Quality Initiatives**

- More student enrichment programmes to be initiated on campus.
- Coaching for competitive Examinations to be offered especially for the undergraduates.
- Coaching for competitive examinations to be initiated for the BSW students
- Increase Global competencies of our students and create a culture of Internationalization among the students-.
- Training/Workshops/Lectures Organised For The Students
- All the departments to make the student Associations /clubs functional □ The Cultural Events in association with SPICMACAY to continue. Social sensitisation camps to be organised for the newly admitted students □ Community engagement by the students to be made compulsory



## **Agenda item No 9.Rajagiri Value Experiential Programmes**

### **Significant Day Observation**

- World Tourism day to be observed on 27th September at the RCSD premises with students engaged in presentations and visual presentations.
- World Mental Health day and Gandhi Jayanthi to be observed in the month of October.

### **Community Engagements**

Dr.Celine ,Research Institute and Mrs.Meena Kuruvilla,Rajagiri outREACH outlined the various extension programmes for the Quarter.

### **Agenda item No 10. Promotion of Quality Research Culture**

Mrs. Meena Kuruvilla, mentioned the different Social Impact Assessment studies ( SIA)to be taken during the quarter

Dr.Celine mentioned the ongoing Research Projects

### **Agenda item No 11.Environment Initiatives**

The Suchithwa Bodhana Yajnam - Vijananayathra *Energy conservation and waste management* to be inaugurated at Rajagiri School of Engineering and Technology

### **Agenda item No 12.Staff Welfare Measures**

The President,RAJAGIRI STAFF WELFARE ASSOCIATION announced the following proposed Activities

- Medical Checkup □ Ayurvedha Camp
- Mobile Adhaar linking

### **Agenda item No 13. Alumni Engagement**

Dr.Manoj Mathew mentioned of the proposed alumni meeting in Dubai on 4<sup>th</sup> Aug.2017

  

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