



INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting

Tuesday, 10th, April.2018

3.30-4.30 PM

Agenda

1. Documentation for the NAAC 4th Cycle of A&A
2. Institutional achievement
3. Annual Academic Strategic Planning, 2018
4. Faculty Quality enhancement matters
 - Faculty publications
 - Faculty presentations
5. Conferences/workshops to be organised by the college
6. FDPs scheduled for the quarter
7. Research projects by Faculty & students
8. Celebration of the significant days
9. International collaboration
10. Student Enrichment Initiatives
 - Student clubs & campus based activities
 - Social responsibility by the students
 - Student participation in sports & games
 - Rajagiri blog launch
11. Quality sustenance through the unique practices of the College
12. Community Engagements



Members Present

1. Dr. Binoy Joseph, Principal RCSS
2. Dr. Joseph Injodey Executive Director, RCSS
3. Dr. Mary Venus Joseph, Dean, Research, RCSS
4. Dr. Lizy P. J, Co-ordinator, Dept. of Social Work
5. Sr. Anish K. R, Head of the Department of Social Work
6. Dr. Nycil Romis Thomas, Co-ordinator, BSW Programme
7. Dr. Anil Kumar (MHRM) - Head, Dept.of HRM
8. Dr.Joji Alex (MBA) - Head, Dept.of Business Administration
9. Dr. Bindiya Abhilash, Head of the Dept. of Computer Sciences
10. Dr. Joseph K X, Head of the Dept. of Commerce
11. Dr. Lijo Joy, Faculty, Dept. of Behavioural Sciences
12. Prof. Jaya Vijayan, Faculty, Dept. of Computer Science
13. Prof. Neethu Mohanan, Faculty, Dept. of Library Science
14. Dr.Celine Sunny - Exe. Director, Rajagiri Research Institute
15. Meena Kuruvilla - Project Director, Rajagiri OUT REACH



1. Preparations for the NAAC 4th Cycle of A&A

In lieu of the preparations for the NAAC 4th Cycle the following decisions were taken

- Revisit the Research and Publication Policy, Plagiarism Policy, staff handbook etc Consolidate e-governance reports.
- Conduct a comprehensive stakeholder analysis.
- Integrate simulations and innovative teaching-learning methods, MOOC courses, SWAYAM courses in the course plan.
- Website to be updated including programme outcomes, course outcomes. Course plan should be made available in the website for the academic year (2018 – 2019) onwards.
- Each Department to list out the additional courses they are planning to offer. These courses should focus on the employability and course curriculum should be structured in such a way that it enhances skills of the students.
- Innovative teaching learning methodology to be adopted.
- Mentoring to be strengthened and structured.
- More thrust to be given on the following components in the curriculum and campus practices
 - Gender
 - Environment and eco-friendly initiatives
 - Utilisation of renewable energy resources
 - Solid waste management
 - Green practices like bicycles, paperless office and green landscaping
- To have documents ready before the internal academic audit and admin audit
- The Student Support Centre functioning in RCBS, a centralised system for student mentoring and to review student progression, the system to be replicated in the Hill Campus too.
- To conduct series of Quality enhancement workshops during May & June, 2018 to orient on the course plan preparation. Dr. Rose Mary from RCBS will orient the core-committee members on Curriculum Design and Development.
- Student satisfaction survey has to be conducted and gaps to be identified.
- Annual report of the Placement Cell to be prepared.

Agenda item No.2. i. Institutional achievements

The IQAC Chair announced that RBS has been enrolled as a member of the Association to Advance Collegiate Schools of Business (AACSB) International Limited which is considered as the most prestigious International Accreditation across the world. As an initial step Dr. Roshna Varghese who is heading the AACSB team in Rajagiri and Dr. Manoj Mathew to attend the conference to take place from May 23 to 25, 2018 at Hong Kong.



2.ii Faculty Achievements

Prof. Chandan Prasad has been awarded Fellow of the Indian Institute of Management Lucknow on the topic “Role of Personality Traits, Social Conformity and Motivation in Shaping Impulse Buying Behaviour” on April 10, 2018.

Dr. Mary Venus Joseph was awarded ‘Life Time Achievement Award in Social Work’ by Venus International Women Awards-VIWA 2018, on 3rd March, 2018

Agenda item No.3. Annual Academic Strategic Planning Exercise

The Annual Academic Retreat, Bodhi – 2018-19, for the faculty members of RCSS and RBS, is proposed to be held at Tea County Munnar on April 10 & 11, 2018 and April 12 & 13, 2018 respectively. The orientation for the retreat was held on April 9, 2018 at Valley campus by Dr. D. P. Agrawal (Ex. Chairman – UPSC and Dr. N. Jayasankaran, (Advisor VIT B School).

Agenda item No.4. Faculty Quality enhancement Initiatives

Dr. Mary Joseph, IQAC Coordinator presented the statistics of the Faculty Quality enhancement initiatives such as Faculty Publications, Faculty as Resource Persons, Faculty Participation & Presentation in Conferences etc

Agenda item No.5. Conferences/workshops organised by the college

- 5 day residential program meant for administrators of Educational and Health care establishments located in Kerala. (Management Retreat) to be conducted during May 21-25, 2018. Fr. Francis Sebastian and Prof. Mani P. Sam to be the coordinators for the program.
- The Research Institute in association with the National Commission for Women to organize a two days state level awareness generation workshop on 'Water, Sanitation and Hygiene' from 25th to 26th April 2018 at Rajagiri College of Social Sciences, Kalamassery.
- A three day FDP on the topic 'Leapfrog the Innovation' to be conducted during May 28 at RBS. This program aims at sensitizing various pedagogical techniques to be conducted exclusively for Rajagiri Viswajyothi College, Vengoor. The sessions would be handled by faculty members from RCBS.

Agenda item No.6. FDPs to be organised

Following FDPs are proposed to be held during the quarter



- FDP on 'Mastering the Techniques of Teaching to enhance Teaching and Learning' to be held from May 23 to 26, 2018.
- Faculty Development programme on Stakeholder Analysis to be conducted on 1st June 2018. The stakeholder analysis is to be presented with the objective of having a concerted effort to reach the common goal of NAAC accreditation process.
- NIPM Young Managers Contest for "NIPM Geojit Financial Services Rolling Trophy" in association with RCBS to be held on June 14, 2018.
- A workshop on Teaching with Simulations to be conducted during June, 2018. The program is exclusively designed for business school faculty.
- School of Library and Information Science to conduct two days Faculty Development Programme on "Open Source Library Management Software KOHA" on May 28 and 29, 2018.
- A FDP on 'Assurance of Learning – The Assessment Process' is to be held on 14th May 2018 at Kalamassery. The session would be handled by Dr. Rose Mary Varghese, Asst. Chairman, PG Programmes, RBS, Kakkanad. Faculty members from all the departments to attend.
- 'Analysis and Review of NIRF Ranking' to be held on 16th May 2018. Prof. Issac. K. Varghese, RBS, Kakkanad is the resource person for the FDP.
- FDP on 'Mastering the Techniques of Teaching to enhance Teaching and Learning' to be held from May 23 to 26, 2018. The team of resource persons led by Dr. N. Jayasankaran to conduct the intensive course which include both theory and practical sessions.
- A faculty development programme on Stakeholder Analysis to be conducted on 1st June 2018. The stakeholder analysis to be present with the objective of having a concerted effort to reach the common goal of NAAC accreditation process

Agenda item No.7. Promotion of quality research on campus

The IQAC Chair informed that the institution has a well defined policy for promotion of research and the same is uploaded on the institutional website (1) URL of Policy document on promotion of research uploaded on website-

http://rcss.rajagiri.edu/uploads/files/787/RCSS_ResearchPolicy.pdf

The institution would provide seed money to its teachers for research (average per year)

Following Faculty members in Social work have applied for Guideship

1. Dr. Lizy P. J
2. Dr. Joseph M. K
3. Dr. Anish K. R



Research Initiatives by the School of Social Work, RCSS

1. UKIERI – UGC Thematic Partnership (International research) – *ongoing* YORK University, UK and Melbourne University, Australia.
2. UGC – DAAD PPP Culturally Competent Practice with Refugees and Migrants in India & Germany: Implications for Social Work Education – *ongoing* Catholic University of Eichstatt Ingolstadt, Bavaria, Germany.
3. Australia-India Council Project-Developing a Health Care Practice Model for Indian Social Work – *ongoing* Queensland University of Technology, Brisbane, Australia. Supported by Australia-India Council, Dept. of Foreign Affairs and Trade, Australia.
4. A Need Assessment Study of Eloor Municipality – *completed* in association with Hindalco

As part of the science popularization programme of Kerala State Council for Science, Technology and Environment (KSCSTE), the Research Institute to launch a solid waste management Action research project titled 'Clean Village, Healthy Village' in Kanjoor Grama Panchayat, Ernakulum district. The project to commence with a GP level seminar for CDS/ADS members on 10th May 2018 at Panchayat Hall followed by 15 ward level workshops for the households.

The Research Institute has commenced its research study on 'Issues related to Care of Elderly Women in Kerala', sponsored by National Commission for Women (NCW), Govt. of India. The study aims to unearth the present situation of elderly women in the state especially related to the issues they are facing in availing and utilizing the existing services and the impact of Govt. schemes. The data to be collected from around 500 elderly women from the selected six districts representing the central, north, and south regions of Kerala.

Agenda item No.8.Celebration of the significant days

International yoga day to be celebrated on the campus on 21st June 2018 with a yoga demonstration by more than 600 students at the Rajagiri Sports and Cultural Centre.

Agenda item No.9. International Collaboration

Dr. Joseph I Injodey, Executive Director announced the names of the following Faculty on the International academic exposures during the summer ,2018.

Dr. Anish K. R and Dr. Anil John to visit Universitat Eichstatt-Ingolstadt, Germany in association with the DAAD project during April 15 – May 3 2018.



- Dr. Anish K. R to visit Queensland University of Technology, Brisbane, Australia, in association with Australia-India Council Project on Developing a Health Care Practice Model for Indian Social Work.
- Dr. Saju M. D., Dr. Rajeev S. P and Dr. Kiran Thampi to visit the University of York, London, in connection with UKIERI project.
- Dr. Saju M. D and Dr. Kiran Thampi to visit University of Potsmouth, University of Bath, University of Edinborough during April 15 2018 to April 28 2018 on account of international exchange programme and partnerships.
- Dr. Sunirose to visit COADY International Institute, St. Francis Xavier University, Antigonish, Nova Scotia, Canada for Global Change Leaders Program during May June 2018.
- Fr. Francis Sebastian to visit Taiwan from April 9 to May 9, 2018. The objective of the visit is to reinforce the relationship between various Taiwanese universities and Rajagiri Institutions. The visit is part of Taiwan Education Exposure Program funded by Government of Taiwan and coordinated by National Cheng Kung University, Tainan, Taiwan.
- Prof. Abraham Joseph FCA to teach a batch of students a module in the Risk and Performance Measurement course at University of Padua in Italy as part of his European visit from April 13 to 28, 2018. This is funded by the European Union's Erasmus+ program. He is to visit our other partnering universities Europe at Germany, Belgium and France.
- Prof. Shelly Jose to present a paper titled '*The primacy of self- efficacy over individual and organizational factors in predicting Innovative Work Behavior: An empirical scrutiny*' in the International Conference on Social Sciences and Economics, on April 16, 2018 at New York, USA.
- Prof Jaedong Kang to have a Korean tour from May 3 to 25, 2018 to strengthen ties with Korean partner universities and seek opportunity of establishing Korean language school in India. Also discuss on the forthcoming international conference with Dongeui University. He is to visit all the 19 Rajagiri students, currently studying in various universities of Korea.

International students on Internship on Rajagiri Campus

Mr. Kiran Thampi announced the following international student exposure visits

- As part of Rajagiri international exchange programme 11 students from University of Maryland, USA has started their internship (June – November) in Rajagiri School of Social Work from 25th June 2018. They are oriented to the Indian culture and professional social work in Indian context.



- The students of School of Social Work, are doing their 3rd semester block internship in different universities abroad. 22 students are placed in UMSSWB (University of Maryland, School of Social Work, Baltimore), Nazareth College, NY, University of South Australia (Uni SA), Catholic University of Ruzumberok Slovakia, Haruv Institution, Jerusalem, University Sains Malaysia (USM), Penang, Sree Ramakrishna Ashram and Kadambari Memorial College, Malaysia, Vives University, Belgium.

Agenda item No.10. Student Development Initiatives during the Quarter

Dr.Anish K.R. Head, Social work and Dr.Bindiya Head, Computer Sciences announced the following student development initiatives of the respective departments-

- Six MSW students completed a certificate programme in health social work at the Rajagiri Hospital. The programme was initiated as a joint venture of the hospital and college.
- A team of 6 girl students were selected for second round of SMART HACKATHON at Chandigarh.
- 13 First year MCA students along with Prof Sreejith R published 8 research articles during the period.
- UG and PG students were sent for clinical internship at Kusumagiri Hospital Ernakulam, Government Medical College, Thrissur, Sree Narayana Medical Institute Chalakka, Bethsada mental Health Centre Vengola, Bishop Vayalil Medical Centre Moolamattam, and Inclusion centre Ernakulam

Agenda item No.11. Unique Practices of the College

The *Samavartanam* ceremony for the MBA, MHRM, MSW, MCA, MLISc, M.Phil, BSW, BLISc and B.com students to be held on May 12, 2018 in Chavara Hall.

Deeksharambham 2018 for all UG students to be held on 27-06-2018 at Rajagiri Hill Campus. The initiation and induction programme for PGDCSW 2018-2019 batch to be conducted on 25th and 26th, June 2018 in the Hill Campus.

Deeksharambham, the initiation ceremony for the new batches of PG students of both Valley and Hill campuses to be held on June 8, 2018.

Agenda item No.12. Community Engagements

70 Management students from both senior and junior batches to participate in the community visit on 20th June 2018. The main objective of the visit is to invite the children from neighbouring areas for the "*Shikshagrah*" programme which will be starting from 24th June 2018.



The CHILDLINE Nodal Agency on Campus have planned the following programmes as part of the Child Rights Awareness week with the participation of the Social work students...

- Child friendly poster release to Govt. officials
- Shop to shop awareness
- Open house on Substance abuse
- International Child Helpline Day
- Observation of Anti Child Labour week 2018
- Inter School Poster making Competition on Child Labour
- Awareness creation among migrants' students on Child Labour
- Anti-Child Labour Day observance at Railway Station

The IQAC Coordinator proposed the vote of thanks and the meeting came to an end.



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