



**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

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

**July- December, 2018**

**Minutes of IQAC meeting held on**

**Tuesday, 10<sup>th</sup>, July, 2018**

**Action Taken Report**

### **Agenda Items 1----3 Agenda item No.4.AQAR Submission for the year 2017-18**

The AQAR for the year 2017-18 was submitted on November 12<sup>th</sup>, 2018 as decided.

### **Agenda item No.5. AISHE - uploading of the institution data through the website**

Uploaded data on MHRD website for All India Survey on Higher Education (AISHE) on 22/07/2019

### **Agenda item No.6. NAAC 4th cycle A&A preparation measures**

- i. Rajagiri institutional website –Dr.Bindhiya the Website Administrator had the Institutional Website in operation with the Design and Maintenance by Intersmart.
- ii. Administrative & Academic internal and external Audits : The Internal Academic and Administrative Audits were conducted on the Hill campus on 18<sup>th</sup> & 19<sup>th</sup>, December, 2018. It was agreed to hold the same exercise on the Valley campus during January, 2019.
- iv. Stakeholder's feedback : Dr.Nycil Romis collected the feed backs from the Stakeholders , consolidated the reports and requested the Action Taken Reports to be placed in the respective BOS meeting.

v. Student Handbooks & Guidelines :The IQAC Cell had prepared the student Handbook and

vi. Outcome based Learning - implementation by all the departments

Prof.Deepak Babu organised series of Hands on Workshops for AOL Training for all the faculty members on Hill Campus comprising of the whole process as follows



## Guidelines for the academic year 2018-19

- Understanding the process of AOL
- Aligning CLO and PLO
- Understanding Grading tools Rubrics and EQ
- Understanding the process of PLO Assessment
- Marks Entry for different subject in respective PLO template
- Assessment Summary
- Discussion and Q&A session
- Preparation of assessment report preparation

vi. Institutional reports generation / Document preparations :The College Annual report 201718, Annual strategic Planning ( BODHI),2018 Report and the quarterly news bulletin ( Rajagiri Highlights) for the quarter July-Sept,2018 & Oct- Dec,2018 were brought out.

### **Agenda item No 8.Rajagiri Publications –Journals,**

The Rajagiri Management Journal June & Dec,2018 issues were published

The Rajagiri Journal of Social Development June, and December,2018 issues were published.

### **Agenda item No 9.Institutional Policy Formulation / review**

Dr. Minimol M.C from RCBS oriented the faculty members on the seed money support of the College Management for undertaking minor Research projects during General Council meeting held in December 2018

### **Agenda item No 11.Faculty related matters --International exposure opportunities to Faculty members**

- Dr. Binoy Joseph and Dr. Kiran Thampi along with 4 students attended the consortium of International Summer University in Social Work organised by Hebrew University of Jerusalem, Israel during 07-07-2018 – 15-07-2018. Next year RCSS is hosting this event.
- Mr.Varghese Joy attended International summer school in WFI School of management at Ingolsat, Germany.
- Five research papers accepted by International Federation of Catholic Universities for sixth International Psychology Congress
- Mr. Ashfaq Ahammed presented a paper in annual conference of Asian Association of Indigenous and Cultural Psychology at University Malaysia Sabah
- Dr. Fr. Saju visited the University of Maryland and Nazreth College, USA during July 2018.
- Qatar Radio Suno FM interviewed Ashfak Ahamed on 27th September about special clinic for Internet addiction.

### **Agenda item No 12. Quality promotional Conferences/seminars organised by the Departments**

- Rajagiri Business School hosted an International Conference in association with Academy of Practical Business Administration (APBA), East and Central Asia Economic and Business Association (ECAEBA) and Korean Association of Computer and Accounting (KAOCA) on 20th of July, 2018 coordinated by Prof.Jaedong Kang.

The theme of the conference was “Challenges of Practical Management in the Global



Age”.

- Rajagiri School of Social Work hosted the annual symposium of the consortium of Building Networks for Global Social on Valuing Diversity in Global Social Work: Practice with People on the Move.
- A Two-Day National Hands-on Workshop on Angular 6- 23rd and 24th November 2018.
- A National Seminar on "Disaster Risk Mitigation: Technology Recipes For Kerala" is proposed to be happen on 30th Nov 2018 with Kerala State Disaster Management Authority. Ms. Ann Baby will convene both the workshops
- Two days National Workshop on E publishing Open Journal System is an upcoming event of the Dept in the month of November
- RCBSR conducted International Conference on Community Psychology
- RCBSR conducted workshop on Qualitative Research methodology

### **Agenda item No 19. Training /Capacity Building Programmes**

CHILDLINE initiated a capacity building programme for CHILDLINE team members on counselling and its methods on 19th July 2018 at RCSS. Prof. Anish, Head, Dept. of social work, RCSS had handled the session.

With the aim to demote the use of plastic kits and promote the use of paper bags, the Institute imparted skill training in Paper Bag Making to the selected 450 households in the 15 wards of Kanjoor Grama

Panchayat. The training conducted under the funding of Grama Panchayat, were as part of the science popularization project of Kerala State Council for Science, Technology and Environment (KSCSTE), Govt. of Kerala. During the month of July 2018, training programmes were organized in eleven wards

of the Panchayat. The final programme was on July 27, 2018.

CHILDLINE initiated a TOT programme for CHILDLINE team members on substance abuses among school students on 31st July 2018 at RCSS.

The Research Institute in association with the Indian Oil Corporation Ltd., Irumpanam launched a series of training programmes titled 'Safety Training 2018 – '19 to TT Crew of IOCL' on September 22, 2018.

### **Agenda item No 20. Academia –Community Engagement**

- NSS Social Sensitisation camp was conducted at Puthenvelikkara near Saratha Vidyamandir from 17th to 22nd December 2018 for, 1 BSW and NSS volunteers. The Camp to focus on demolition of wall for an LP school which would be reconstructed by a Delhi based NGO SEEDS which would re-use the broken down bricks and cement blocks for the wall construction
- A house was constructed for a flood affected family in Kottapuram by the Department of Social work with the support of College Management.



- Two congregation events and medical camps were conducted by Perumbavoor Suraksha Project on July 26, 2018 and July 14, 2018 in association with Kothamangalam Taluk, Ernakulam District Labour Department & SOPMA Payipra. A total of 302 migrants labours attended the programme
- As part of the Yi initiatives, a financial-aid of 34000/- was provided to Miss Mariam a plus two student of St Ann's School whose parents are cancer patients. The fund was raised from the voluntary contributions of the B.Com and BBA students of RCSS. A team of 10 students and 2 faculty members visited Mariam's house at Varapuzha on July 24, 2018 to provide moral support and handed over the fund to the family.
- Students Participated in the talk show 'Safe and Sound' on Women safety in India, organized by the Indian Women Network on June 28, 2018. The program included sessions on Financial Security, Women's Physical Safe and Security, Legal security and Cyber security.
- On August 11, 2018 Rajagiri TRANSCEND conducted Onam celebration for the sponsored children and their families. Singer Kester was the Chief Guest. The program started with Athapookalam competition and ended with Onasadhya. Around 34 families and 11volunteers took part in the program.
- Child Education Sponsorship Fund was distributed to 130 sponsored children at Govt. UP School Edavanakkad on August 28, 2017.
- CHILDLINE conducted an entertainment programme for children at Ponnani Vandipetta on September 2, 2018.
- Rajan and Grace foundation and prof. Fons Belgium higher education Scholarship amount for a total of 1, 80,000/- were distributed to 38 students on 27th October 2018 at Rajagiri College of Social Sciences
- NSS and ENCON club of BSW programme jointly organized “Snehasparsham - a small touch to brighten one's world”, for the disaster stricken residents of Chellanam, Vypin, Vaikom and Kuttanadu regions on July 31, 2018. As part of this programme, food kits were distributed to 87 needed families.
- Psycho-social rehabilitation of victims affected by flood – Kuttampuzha, Kottappuram; Well cleaning survey in collaboration with Malayala Manorama in 26 panchayats, covering 2425 families.

### **23. Welfare measures proposed for the Teaching & Non Teaching staff**

World Environment Day was observed by Rajagiri Staff Welfare Association and a tree was planted by Fr.Shinto to mark the importance of a pollution free environment.



A charity food fest was conducted on 12th July 2018 to help a cancer patient Ms. Julie .The food was prepared by Ms.Mary John and all faculty and students contributed to the same. A total of Rs.30,000 was given to Ms.Julie on the same day itself..

Rajagiri Staff Welfare Association cancelled the Onam Celebrations and contributed Rs.30,000 to the flood relief fund in the college.

Rajagiri Staff Welfare Association conducted a free blood check-up camp on October 26, 2018 for the staff members. A total of 80 members attended the camp.

Rajagiri Staff Welfare Association along with NSS Unit organized a free dental and eye checkup camp on 22nd November by a team of 25 members from Amrita Institute of Medical Sciences.

Christmas celebrations was held on 12th December 2018

#### **24. Annual Gender sensitisation Action Plan for the year 2018-19**

The following Gender Sensitisation programmes were conducted

- Plan for the annual Sensitisation activities
- Gender sensitisation orientation to the Cell members
- Planning Meeting of the Rajagiri Gender Equity Cell
- Department wise Gender equity and sensitisation orientation session to the newcomers
- Training was conducted for 300 women candidates in 10 batches for various courses like Accounts Executive, Retail Store Manager, Front Office Executive and Ayurveda Spa Therapy.

#### **25. Approval of the revised edition of the Faculty Handbook**

The revised Faculty Handbook (2018) placed before the IQAC was approved by the Board of Management.

  
CO-ORDINATOR  
INTERNAL QUALITY ASSURANCE CELL (IQAC)  
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