



RCSS

RAJAGIRI COLLEGE OF SOCIAL SCIENCES

(AUTONOMOUS)

Placement and Career Counselling Cell

Advisory committee meeting

Date: 28-01-2021

Time: - 4:30 PM

Venue: Placement Cell

Agenda

1. Welcome –Mr. Salim P. coordinator, Placement cell
2. Introduction & Present status of the placement cell:
 - a. Dr. Mary Venus Joseph, Coordinator, IQAC
 - b. Mr. Salim P, coordinator, Placement cell
3. Concerns, Challenges and Suggestions for the Future
 - a. Dr.Jaya Vijayan, placement representative, Dept. of Computer Science
 - b. Dr.Kiran Thampi, placement representative, Dept. of Social Work
 - c. Mr.N.K Nikhil, placement representative, Dept. of Commerce
4. Preparation of Action Plan – Team members
5. Conclusion & Vote of thanks- Dr.Mary Venus Joseph, coordinator, IQAC

Members Present:-

1. Dr.Mary Venus Joseph -Coordinator, IQAC
2. Mr.Salim -Coordinator, Placement cell
3. Dr.Jaya Vijayan- Placement representative , Dept. of Computer Science
4. Dr.Kiran Thampi- Placement representative, Dept. of Social Work
5. Mr.N.K Nikhil -Placement representative, Dept. of Commerce
6. Dr.Noble Chacko- Placement representative, Dept. of Psychology



7. Ms. Neetha Devan- Placement representative, Dept. of Library Science

Highlights of the meeting

The Rajagiri placement and career counselling cell advisory committee meeting was hosted in the placement and career counselling cell. Dr. Mary Venus Joseph, Coordinator, IQAC introduced and acknowledged the presence of all members in committee meeting.

Agenda item No.1. Welcome

Mr. Salim, coordinator, Placement cell welcomed the members to the meeting.

Agenda item No.2. Introduction & Present status of the placement cell

Dr. Mary Venus Joseph, Coordinator, IQAC and Mr. Salim, coordinator, Placement cell presented the current status of the placement cell.

- **Present Status – Dr. Mary Venus Joseph**

The functional side of the placement and career counselling cell have major significance in the NAAC peer team visit similar to the incubation centre, media labs and corporate trainings in connection with the college. The engagement, planning, implementation, evaluation and documentation in each department regarding the placement activities are appreciable. The activities are not collectively coordinated in the whole college level through the placement cell. There is an unavailability of adequate annual reports and proper committee meeting minutes in devoid of action plans.

- **Present Status – Mr. Salim**

The offer letters of the students are very well kept in the placement cell.




Agenda item No.3. Concerns, Challenges & Suggestions for the Future

Dr.Kiran Thampi had mentioned the relevance of recording the placement policy and placement process in order to have an official documentation system for the placement cell. Dr.Mary Venus Joseph and Dr.Jaya Vijayan had described the challenging queries that can be expected from the NAAC peer team regarding the placement cell which will be embracing the 1) Current data and status 2) Reports 3) Details and records on the placement collaborations 4) Meeting updations and minutes 5) Future plans and the concerned documents on these should be easily accessible. Mr.Salim P suggested on enquiring the various colleges that the NAAC visit had already completed about the preparations and look up the different placement cells for adopting better strategies and plans in the future.Mr.Nikhil proposed the idea of improving the infrastructure such as placing placement boards, year calendars, collaborating employers /institutions and gifts or trophies in regard with the placement drives which administers great impression on the ambience of the placement cell.

Agenda item No.4 Preparation of Action Plan

Task	Concerned Person/s
1) Enquiring about the possible dates and venues to arrange the placement drives for this academic year.	Mr. Salim P
2) To conduct mock	



interviews for the final year students as a preparation for job interviews.	
3) Conduct committee meetings thrice in a year regarding the placement cell.	Dr.Mary Venus Joseph

Agenda item No.4. Vote of Thanks

Dr. Mary Venus Joseph, Coordinator, IQAC had given the words of thanks to all the members of the committee by reminding the importance of placement cell in relation with the career orientation of the students and its relevance in the NAAC peer team visit.



CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)
KALAMASSERY



**RAJAGIRI COLLEGE OF SOCIAL SCIENCES
(AUTONOMOUS)**

Placement and Career Counselling Cell

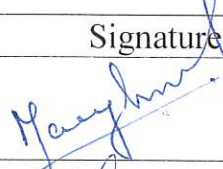


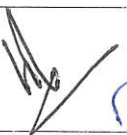
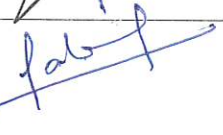

Advisory committee meeting

Date: 28-01-2021

Time: - 4:30 PM

Venue: Placement Cell

Members Present:

Sl.No	Name	Designation	Signature
1.	Dr. Mary Venus Joseph	Coordinator, IQAC	
2.	Mr. Salim P	Coordinator, Placement cell	
3.	Dr. Jaya Vijayan	Placement representative, Dept. of Computer Science	
4.	Dr. Kiran Thampi	Placement representative, Dept. of Social Work	
5.	Mr. N.K. Nikhil	Placement representative, Dept. of Commerce	
6.	Mr. Noble Chacko	Placement Representative. Dept. of Psychology	
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