



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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**SC/ST COMMITTEE MEETING**

**DATE: 12<sup>TH</sup> October 2020**

**TIME: 3.30 PM**

**GOOGLE MEET LINK: <https://meet.google.com/mqo-qipf-tqb>**

**Agenda**

1. Welcome – Dr.Binoy Joseph, Principal & Chair, IQAC
2. Minutes of the SC/ST Cell meeting held on 21/11/2019
3. Annual report of the SC/ST Cell for the period 2019-2020
4. Information furnished of SC / ST students in the NAAC SSR for the period 2014- 2019 – Dr.Jaya Vijayan, NAAC Criterion champion
  - Scholarships/ Freeships
  - Special Skill development for SC / ST students- Soft skills, language and communication skills, Life skills, IT skills
  - Mentoring of the SC / ST students
  - Career Counselling and guidance for competitive Examinations
  - Student Grievance Redressal
  - Placement of students
  - Progression to Higher Education
5. Updation of information related to SC/ST students on the Website, if any –  
Dr. Bindiya
6. Plans for the SC/ST Cell for the year 2020-2021
7. Vote of Thanks --- Dr.Anil John, Convenor, SC/ST Cell

**Members Present:-**

1. Dr. Binoy Joseph, Principal ,RCSS
2. Fr.Francis Sebastian CMI, Asst. Director ( Valley Campus) Warden, Men's Hostel, Kakkanad
3. Dr.Mary Venus Joseph, Coordinator IQAC
4. Dr.Veeva Mathew, Director, Admissions
5. Dr.Manoj Mathew, Controller of Examinations
6. Dr.Bindiya M Varghese, Additional Coordinator, IQAC
7. Dr.Anil John, Convenor SC/ST Committee
8. Dr.Joji Alex, Coordinator, Doctoral Centre (Mgt)

- Dr. Manoj Mathew, Placement Head shared that the college is receiving a specific invitation for the SC/ST students from the Public Companies and Corporates and it is conveying to the concerned students also.
- Dr. Mary Joseph mentioned that we have one Doctoral candidate at Kalamassery Campus
- Sr. Tessy explained the procedure of functioning of SCST Scholarship Scheme. 38 students are admitted this year and do the follow up with students with regards to scholarship.
- The SC/ST students can avail the facility for the reimbursement of exam fees.
- Provided the hostel facility for SC/ST students with government recommended waivers in hostel fees.

#### **Agenda item No.5. Updation of information related to SC/ST students on the Website**

Dr. Bindiya M Varghese shared that there is no specific information is available for SC/ST students. All facilities coming under the 'Amenities' head.

#### **Agenda Item No.6. Plans for the SC/ST Cell for the year 2020-2021**

The committee recommended the following suggestion.

##### **Admissions Dept.**

- It would be better that getting all relevant information regarding the SC/ST students and also PWD students from a specific source and it is circulated to each department including the examination and placement department. Admission Department will be responsible for conveying the information to other departments.
- Attract SC/ST students in order to meet the student ration as per NAAC Credentials. Currently, we don't have enough students for self-financing courses as per the number of seats allotted to them

##### **Placement Cell**

- Special notification has to be given in the placement report on the SC/St student and Divyangjan student placement.

##### **Institutional Website**

- Steps has to take to exhibit our facilities mentioning the admission procedures, fee concession, and other facilities provided to SC/ST students in Rajagiri Website

##### **College Office Administration**

- Update and keep all necessary information including screenshots, application, and approvals, etc. regarding scholarship as per NAAC Credentials. Sr. Tessy Rose is the in-charge of the SC/ST Scholarship Scheme.
- Update to all departments including service departments like examination, placement while the students are discontinued the program by collecting Transfer Certificate.

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Sl No	Name	Designation	Signature
✓1.	Dr. Binoy Joseph,	Principal ,RCSS	
2.	Fr. Saju M D CMI	Assoc. Director & Vice Principal ,Warden, Men's Hostel (PG) Kalamassery- Co- Chair	
✓3.	Fr. Francis Sebastian CMI	Asst. Director ( Valley Campus) Warden, Men's Hostel, Kakkanad	Online
4.	Fr. Shinto Joseph CMI	Asst. Director ( Valley Campus) Warden, Men's Hostel ( UG) Kalamasserry	
✓5.	Dr.Veeva Mathew	Director, Admissions	Online
✓6.	Dr.Manoj Mathew	Controller of Examinations	Online
✓7.	Dr.Joji Alex	Coordinator, Doctoral Centre (Management)	Online
8.	Dr.Fr.Joseph M K CMI	Coordinator, Doctoral Centre (Social Work)	
✓9.	Dr.Suni Rose I P	Admissions Coordinator, Dept of Social Work (PG)	
10.	Dr.Nycil Romis Thomas	Admissions Coordinator, Dept of Social Work (UG)	
✓11.	Ms.Ani Jyotsna	Admissions Coordinator, Dept. of Lib & Information Science	

✓12.	Ms.Sunu Mary Abraham	Admissions Coordinator, Dept. of Computer Science	<u>Sunu Mary</u>
✓13.	Mr.Noble Chacko	Admissions Coordinator, Dept. of Psychology	<u>Noble</u>
14.	Mr.Roshan Ravi	Admissions Coordinator, Dept. of Library & Information Sciences	<u>online</u>
✓15.	Dr.Manoj Menon	HoD, Dept. of Personnel Management	<u>Online</u>
✓16.	Dr. Sr. Lizy P.J., SABS	Dean, Dept of Social Work &Warden, Ladies Hostel, Kalamassery	<u>Lizy</u>
✓17.	Dr.Jaya Vijayan	Dean, Student Affairs	<u>Jaya Vijayan</u>
18.	Mr.Deepak Babu	Asst.Warden, Men's Hostel, Kakkanad	<u>Deepak</u>
19.	Mr.Salim Yousuf	Placement Officer	<u>Salim</u>
20.	Dr.Mary Venus Joseph	Coordinator, IQAC	<u>Mary Venus</u>
✓21.	Dr.Bindiya M Varghese	Dean, Dept. of Computer Science	<u>Bindiya</u>
22.	Mr.Sreejith R	Institutional Website in Charge, Valley Campus	<u>online</u>
✓23.	Sr.Tessy Rose	Senior Clerk, College Administration	<u>Sr.Tessy</u>
24.	Mr.Jenson K V	Accounts, Valley campus	<u>Online</u>
25.	Mr.Johnson P V	Accounts, Hill campus	<u>online</u>
26.	Sr. Elizebath Edasserry SABS	Warden, Ladies Hostel, Kakkanad	<u>Sr. Elizebath</u>
✓27.	Dr.Anil John	Asst.Prof., Dept. of Social Work & Convenor	<u>Anil John</u>