



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

Year 2021-at A++ Grade with CGPA of 3.83 on 4 point scale

Minutes of the Admission Advisory Committee Meeting held through Online (Google Zoom) at 3 p.m. on 8th November 2021.

Agenda

1. Silent Prayer
2. Welcome Address – **Dr. Binoy Joseph, Principal, RCSS & Chair,**
3. Minutes of the Previous Meeting of the Admission Committee & Action Taken Report (ATR) based on the Minutes of the Previous Meeting -**Dr. Veeva Mathew, Convenor**
4. Report of the 2021- 2022 Admissions - **Dr. Veeva Mathew**
5. Government Scholarships & Freeships etc – **Dr. Jaya Vijayan.**
6. Institutional Scholarships:- **Dr. Kiran Thampi**
7. Non-Kerala Admission:- **Mr. Abhishek John**
8. Study in India Programme– Admissions: – **Mr. Pramodh U Korula**
9. Plan of Activities for 2022 - 2023 Admission promotion Strategies – **Dr. Veeva Mathew.**
10. Observations / Concerns for Discussion – Open discussion
11. Vote of Thanks :- **Dr. Veeva Mathew**

Members Present

- | | | |
|--------------------------|---|---|
| 1. Dr. Binoy Joseph, | - | Principal & Chair ,Admissions Committee |
| 2. Fr.Francis Sebastian | - | Asst. Director (Valley Campus) |
| 3. Fr.Shinto Joseph | - | Asst. Director (Hill Campus) |
| 4. Dr.Veeva Mathew | - | Director, Admissions – Convenor, Admissions Committee |
| 5. Dr.Sr.Lizy P J | - | Coordinator, IQAC |
| 6. Dr.Joseph M.K. | - | Head, Department of Social work |
| 7. Dr. Francis A. T | - | Head, Department of Lib & Information Science |
| 8. Dr.Bindiya M Varghese | - | Dean, Department of Computer Science |
| 9. Dr.Joseph K.X. | - | Dean, Department of Commerce |
| 10.Dr. Manoj Menon | - | Head, MHRM |
| 11.Dr.Suni Rose | - | Soc.Wk Admissions Coordinator (PG) |
| 12.Dr. Nycil Romis | - | Soc.Wk Admissions Coordinator (UG) |
| 13.Ms.Neetha Devan | - | Lib & Information Science- Admissions Coordinator |
| 14.Ms.Sunu Mary Abraham | - | MCA-Admissions Coordinator |
| 15.Mr. Noble Chacko | - | Psychology--Admissions Coordinator |



16. Mr. Pramodh Kuruvila	-	Asst. Director, Office of International Relations, Valley Campus
17. Dr. Kiran Thampi	-	Asst. Director, Office of International Relation, Valley Campus
18. Dr. Jaya Vijayan	-	Dean, Student affairs
19. Mr. Abhishek John	-	Office of International Relation
20. Sr. Tessy Rose	-	College office

Highlights of the meeting

Agenda item No.1. Silent Prayer.

The meeting started with a silent prayer

Agenda item No.2. Welcome Address

Dr. Binoy Joseph, Principal & Chair of the Committee welcomed the members to the meeting. He congratulated the admission teams, department heads and admission coordinators of each department for enhancing the applications and hence the demand ratio for all our programmes. He added that we have started a new programme this year; MSc Statistics with Data Science and have crossed the student strength of 2000. He shared that we have to implement more strategies to attract more students from outside Kerala and also International students, for our programmes.

Agenda item No.3. Minutes of the Previous Meeting of the Admission Committee & Action Taken Report.

Dr Veeva Mathew presented the minutes of the previous Admission Advisory Committee meeting, confirmed and recorded.

- Refund policy in case of discontinuation of admission - Prepared a specific undertaking with respect to the policy of discontinuation and it has been signed by the student and parent.
- Difficulties faced by International Students – Steps taken to make the visa process faster and all candidates on Campus before the First Semester ends.
- Shifting to new ERP software – Introduced new Software ‘M-Campus’ for all UG programmes and all PG Programmes are continuing with the software FEDENA.
- Nomenclature change for MHRM program to MA(HRM) – Since the order has received from the M.G. University after the admission is over, the department informed all candidates and took a separate undertaking stating that name of the programme has been renamed as MA(HRM) and there is no objection/confusion regarding the change in the name of the programme.
- Concerns regarding the application from Central Kerala- The majority of the application is received from the central part of Kerala. The dept. formulated a certain strategy on it.



Agenda item No.4. Report of the 2021- 2022 Admissions

Dr. Veeva Mathew presented the report of the admission 2021-22

Main points:-

- Prepared Separate Prospectus for Valley Campus and Hill Campus
- Separate Leaflets prepared for each program along with common posters
- SEO, Facebook campaigns, Other online promotions (Shiksha, Digitants) etc.
- Compared to last year, this year the invitation for application is late due to Covid-19.
- Closing date of receiving the application of the UG Programme is adjusted with the university exam results.
- Application for MBA & MA(HRM) extended to 31-May-2021 – due to delay in publishing KMAT results
- 29 sessions (half-day) scheduled for completing GD/PI/WST –MBA&MA (HRM)
- GD_Pi conducted in Jan-April at Valley campus
- GD_Pi during May & June were conducted using an Online platform (MS-Teams)
- MSW Entrance Test/GD/PI were conducted in Online platform (MS-Teams)
- 14 sessions for GDPI for MSW admission.
- MSC Psychology Entrance Test and Interview were conducted in Online Platform (MS-Teams); 10 sessions of PI.
- MCA & MSC (CS) Interviews were conducted in an online platform
- Similar mode of conducting Entrance test was adapted for MLISC, MSc-CS, MSc-Statistics, MLIBISC and PGDCSW programmes.
- Admission notification has given in all leading newspapers.
- Separate notifications for SC/ST vacancies have given in leading newspapers
- Unfilled vacancies were filled from Minority communities as per the State Govt. rules.
- M-Campus - New Software adopted for UG Admission which resolved many of the difficulties faced earlier.
- Rank List for all courses were prepared and offers were made
- Offers were given after verification of (scanned) documents
- Followed the Admission procedure as-is in 2020
 - A candidate who has completed fee payment is admitted.
 - Offers letters were issued with payment dates
 - Special request for extension of admission dates was considered
 - Part-payment request was also allowed owing to COVID-19
 - Original documents were submitted by the students during the month of Oct-Nov 2021

Telecalling Department activities: 2021

- 79,966 Calls were made – from 1st Dec 2020 to 31st Oct 2021
- Due to COVID, the following changes were adopted for the smooth functioning of the department:
 - April 2021 to July 2021 calls were made from mobile phones
 - Team members were allowed to work from home

➤ All were given Laptops to access the CRM and also provided SIM Cards for making phone calls.

- Presented a brief review on the number of applications received in each programme during 2021-22 admission.
- Application received for MCA, MSC Data Science, MSc Psychology and MSW has increased.
- Application received for all UG programmes has increased except B.Com Courses.
- The application for PG courses from the Northern and Southern region of Kerala has increased compared to previous years.
- The ratio of male and female candidates' applications received for all UG Programmes is almost equal except B.Sc Psychology.
- The ratio of male and female candidates applications received for PG Programmes is almost equal except M.Sc Psychology, MSW and M.Libsc.
- The number of offers made is almost similar when compared to PG programmes.
- For UG programmes, the number of offers made is declined compared to the previous year.
- Presented the detailed report on admitted students' based on regional and number.
- The conversion rate (Ratio of admitted students to the total number of offers) is higher for MSW and BSW programmes.
- Presented the status of applications received for SC/ST and PWD and admitted students for UG and PG programmes.
- Verification and collection of certificates at Hill Campus as well as Valley campus is in progress.

Dr.Sr.Lizy P J IQAC coordinator gave an appreciation to Dr.Veeva Mathew for his excellent Co-ordination and analytical presentation, on the admissions.

Agenda item No.5. Government Scholarships, Freeships etc

Dr.Jaya Vijayan explained about the Government scholarship schemes.

- Conducted an orientation session for UG students explaining the various government scholarships.
- The Eligibility details and links are also provided on the College website.
- Sr.Tessy Rose, Office administration is the in-charge of the SC/ST/OBC Scholarship.
- Ms.Jessy Thomas and Mr.Sijo Joy are the responsible people for Government and other scholarships
- Presented the number of students who applied for the scholarship.

Agenda item No6. Institutional Scholarships

Dr.Kiran Thampi presented the Institutional Scholarships

- Institutional Scholarships provide students with a reward for Academic Excellence



- It enables socio-economic, less privileged students to enrol and compete their studies at Rajagiri.
- Shared the various Institutional Scholarships and its eligibility.
- Spent an amount of 19, 59,096 during the Academic year 2020-21, supported 155 students.
- The process of inviting applications for Scholarships is started this year

Agenda item No.7. Non-Kerala Admission & Scholarships:-

Mr.Abhishek John presented the activity report, on the effort taken for Non-Keralite admission.

- Total number of colleges contacted: 127 colleges.
- Collected students Mail ID and details from the respective college managements.
- Promotion started from September 2020 with Rajagiri E-marathon, giving students free registration passes.
- Invitation for online events like Inflore, Rajagiri-NBQ has send.
- Online GD/PI training sessions have given for students by Dr. Manoj Menon
- Regular communication emails send regarding COVID awareness & Entrance preparations.
- Posters and notices regarding CAT & other management entrance exams, deadline date, etc, has been communicated.
- Finally has given information of RAJAGIRI DIVERSITY Scholarship and the details to apply for it.

Non-Kerala admission procedure 2021

- College wise Telephone Interview was arranged as per the students' availability since the majority of them had online degree classes.
- Selected students were called for an online GD session
- Students who cleared the admission parameters were called and discussed their scholarship eligibility
- Offer letters were sent to 18 students from 6 different states of domicile
- 11 students accepted the offer and joined for MBA, MA(HRM) & PGDM.
- MBA 2 students from Manipur with 100% scholarship
- MA(HRM) 1 student from Manipur with 90% scholarship
- PGDM - 8 students were admitted, 4 students with 90% scholarship & 4 students with 100% from Nagaland, Manipur, Meghalaya, Jharkhand & Arunachal Pradesh.

Agenda item No.8. International Admissions (Study in India Programme)

Mr. Pramodh U Korula presented the initiatives made as part of the admission of International students

- Participated in the SII International online Expo from 11 to 15 of June 2021 which targeted more than 150 countries.
- Could not participate in any international N expos held in any target nations due to Corona restrictions.

- SII portal updated
- Queries responded
- Engaged in round the clock counselling with applied students before and after the PRAGATI 2021 Exam (Performance Rating of Applicants through Global Aptitude Test for Indian Institutes) on 25& 26 July 2021.
- Indian applicants' WhatsApp group was created by the 2020 admitted student from Africa for fast responses and better clarity for the candidates
- Radio announcements were done in Mighty Fire FM for Rajagiri in Uganda.

Applicants

- PG nominations for Rajagiri – 45
- UG nominations for Rajagiri – 47
- Total – 92 Students from 28 Countries
- PG arrivals at Rajagiri – 5
- UG arrivals at Rajagiri - 1
- Total 6 students from 5 countries arrived on the campus.
- Daily follow-ups and Visa processing for a few more students is happening at present.

Agenda item No.9. Plan of Activities for 2022 – 2023 admissions.

Dr. Veeva Mathew presented the activities for the academic year 2022-23

- Membership renewed for the following Entrance Examinations of MBA & MA(HRM)
 - CAT-Nov 2021 conducted by IIM's
 - MAT-Dec 2021 Conducted by AIMA
- RCSS & MBA prospectus work is in progress
- Expecting to open the application form for other PG programmes during January/February
- Decision has to take whether the move to M-Campus or stick on to FEDENA for PG admissions.

Agenda item No.10. Discussion

Dr.Fr. Francis Sebastian enquired about the attrition rate of the students. Dr. Veeva Mathew shared that the rate is low when compared to other institutes. He added that the college cannot control the students from discontinuing the selected programme because there is clear UGC and AICTE rules and regulations on it.

Agenda item No.11. Vote of Thanks

The meeting ended at 4.30 pm with the vote of thanks by Dr. Veeva Mathew, Convenor, Admission Advisory Committee.



RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)


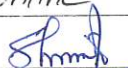





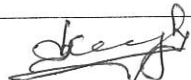
Admission Committee Meeting

Date:- Monday, 8th November 2021


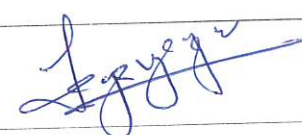
Time:- 3.00 PM

Zoom Link:-

<https://us06web.zoom.us/j/82364389926?pwd=ZUtYZmRGbjRUek5FRXZtN1JsQWIPZz09>

Name	Designation	Signature
Dr. Binoy Joseph (Chair)	Principal RCSS	
Dr.Fr. Saju M D CMI	Assoc. Director & Vice Principal	A
Dr.Fr. Francis Sebastian CMI	Asst. Director (Valley Campus)	Online
Fr.Shinto Joseph CMI	Asst. Director (Hill Campus)	
Dr. Veeva Mathew (Convenor)	Director, Admissions	
Dr. Sr. Lizy P J	Coordinator. IQAC	
Dr. Fr. Joseph M.K. CMI	Head, Department of Social work	
Dr. Sr. Suni Rose I P	Admissions Coordinator, Dept. of Social Work (PG)	
Ms. Nycil Romis Thomas	Admissions Coordinator, Dept. of Social Work (UG)	
Dr. A.T Francis	Dean, Dept. of Lib & Information Science	
Ms. Neetha Devan	Admissions Coordinator, Dept. of Lib & Information Science	
Dr. Bindiya M Varghese	Dean, Dept. of Computer Science	
Ms. Sunu Mary Abraham	Admissions Coordinator, Dept. of Computer Science	
Dr.Fr. Varghese K Varghese	Dean, Dept. of Psychology	A
Dr. Noble Chacko	Admissions Coordinator, Dept. of Psychology	
Dr. Joseph K.X.	Dean, Dept. of Commerce & Professional Studies	
Mr. Roshan Ravi	Admissions Coordinator, Dept. of Commerce & Professional Studies	A



Dr. Manoj Menon	Head, Dept. of Personnel Management	Online
Mr. Sreejith R	Asst. Prof, Dept. of Business Administration & Institutional Website in charge	A
Dr. Kiran Thampi	Asst. Prof, Dept. of Social Work, Asst. Director - Office of International Relation, Hill Campus	
Dr. Jaya Vijayan	Asst. Prof. Dept. of Computer Science, Dean - Student affairs	
Mr. Pramodh U Korula	Asst. Prof, Dept. of Business Administration, Asst. Director - office of International Relation, Valley Campus	Online
Sr. Tessy Rose	Senior Clerk, College office Administration	Sr. Tessy

