



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 Rajagiri SC/ST Committee Meeting

Date: 1st December 2021

Time: 3.00 PM

Google Meet Link:

<https://us02web.zoom.us/j/82305470124?pwd=R25Jd1RwUm8zaXJFUklKZ045Z0hzdz09>

Agenda

Silent Prayer

1. Welcome Address - **Dr. Binoy Joseph, Principal & Chair, IQAC**
2. Minutes of the previous SC/ST Cell meeting held on 12/10/2020 and Action Taken Report - **Dr. Anil John**
3. Information of SC / ST students during 2021-2022
 - Admissions - Students on roll, implementing the reservation policy etc.-
Dr. Veeva Mathew
 - College office - Scholarships/ Freeships - **Sr. Tessa Rose**
 - Examinations (2020 - 2021) - **Dr. Manoj Mathew**
 - Student Affairs & Updation of information related to SC/ST students on the Website - **Dr. Jaya Vijayan**
4. Plans for the SC/ST Cell for the year 2021-2022 - **Dr. Anil John**
5. Any other matter with the permission of the Chair
6. Vote of Thanks --- **Dr. Anil John**, Convenor, SC/ST Cell

Members Present:-

1. Dr. Binoy Joseph, Principal
2. Fr. Shinto Joseph, Asst. Director, Hill Campus & Warden, Assumption Hostel
3. Dr. Sr. Lizy P J, Coordinator IQAC
4. Dr. Anil John, Convenor SC/ST Committee
5. Dr. Manoj Mathew, Controller of Examinations
6. Dr. Joji Alex, Coordinator, Doctoral Centre (Management)
7. Dr. Jaya Vijayan, Dean, Student Affairs
8. Dr. Nycil Romis Thomas, Admission Coordinator, Dept of Social Work



9. Ms.Neetha Devan, Admissions Coordinator, Library & Information Science Dept.
10. Prof.Sunu Mary Abraham, Admissions Coordinator, Computer Science Dept.
11. Dr.Noble Chacko, Admissions Coordinator, Psychology Dept.
12. Mr.Roshan Ravi, Admission Coordinator, Dept. of Library & Information Sciences
13. Ms.Alice P, Asst.Prof., Dept. of Commerce
14. Sr.Tessy Rose SABS, Senior Clerk, Office Administration

Highlights of the meeting

The SC/ST Committee meeting was hosted on an online platform. The meeting started with a silent prayer.

Agenda item No.1. Welcome and Introduction.

Dr.Binoy Joseph, Principal RCSS & Chair of the meeting, welcomed the members to the meeting. He shared that Sr.Tessy Rose, in charge of e-grant for SC/ST students, has requested the Government for enhancing the scholarship amount for them and now the government is considering and they are taking the steps on it. He congratulated all the members who are working on it.

Agenda item No.2. Minutes of the SC/ST Cell meeting held on 21/11/2019

Dr. Anil John, Convenor of SC/ST committee presented the minutes of the previous meeting held on 12th October 2020. The committee resolved to approve the minutes of the previous meeting.

The Action Taken Report of the previous meeting

- The institution has developed a page on its website for lodging complaints of caste-based discrimination by SC/ST/OBC students.
- <https://rcssgrievance.edugrievance.com/>
- Facilitated the process of Discontinuation by a PhD Scholar on account of the candidate receiving a Government Job and not being able to continue with her PhD programme at RCSS. (Letter Dated 09.12.2020).
- SC/ST students have been contacted via mail to inform about the members of the SC/ST Cell of RCSS. (Mail dated 2 March 2021).



Agenda item No.3. Information of SC/ ST students during 2021-2022

Admissions - Students on the roll, implementing the reservation policy etc

SC-ST Status: UG Programs

| Programmes | SC/ST (PwD) Applications 2021 | SC/ST (PwD) Admissions 2021 |
|-----------------------------------|-------------------------------|-----------------------------|
| BBA | 7 (1) | 3 |
| B.Com M1 Comp.Application (BA) | 7 | 1 |
| B.Com M1 F & T (CA) | 8 | 1 |
| B.Com M1 F & T (CMA) | 7 | 0 |
| B.Com M2 F & T (ACCA) | 9 | 1 |
| B.Sc Psychology | 7 | 2 |
| BSW | 5 (2) | 3 (1) |

SC-ST Status: PG Programs

| Programmes | SC/ST (PwD) Applications 2021 | SC/ST (PwD) Admissions 2021 |
|-----------------------------------|-------------------------------|-----------------------------|
| MBA | 30 (1) | 15 |
| MCA | 3 | 1 |
| MA(HRM) | 22 (1) | 2 |
| M.Lib.I.Sc | 3 (1) | 3 |
| M.Lib.I.Sc - Lateral Entry | 2 (0) | 2 |
| M.Sc (CS) Data Analytics | 0 | 0 |
| M.Sc Psychology | 11 | 0 |
| M.Sc Statistics (Data Science) | 0 | 0 |
| MSW | 31 (2) | 12 (1) |
| PGDCSW | 1 | 0 |

College office - Scholarships/ Freeships

Sr.Tessy Rose shared the scholarship procedure that the college is following. The office collected the students' data from admission and formed a WhatsApp group named "e-grants Rajagiri". All procedures and relevant information regarding applying for the e-grant



is communicated to the students through this group. The grant will be sanctioned by the end of March. There are 45 first-year students are registered, 43 second-year students and 12 third-year students were renewed.

Examinations (2020 - 2021)

Dr. Manoj Mathew, Director, Office of Examination presented the status of SC/ST students for the academic year 2020-21. It is shared that 4 Under Graduate students out of 5 were passed the end semester examination of 2020-21 and 9 Postgraduate students out of 19 were passed the end semester examination. For the Academic year 2020-21 even semesters, 13 undergraduate students out of 19 were passed and 43 PG students were cleared out of 54.

He requested to include the names of SC/ST students on the ERP related reports as this data will be required for many reports. Sr. Tessy Rose can provide the details related to this matter to the IT department.

Student Affairs & Updation of information related to SC/ST students on the Website

Dr. Jaya Vijan, Dean, Student affairs shared that the process of facilitating SC/ST students for applying e-grants is going smoothly. The institutional website is updated with all relevant information.

Agenda item No.4. Plans for the SC/ST Cell for the year 2021-2022

Dr. Anil John, Convenor presented the future plans of the SC/ST Committee for the year 2021-22.

- Facilitation of the application for the Scholarship by the students.
- Gathering information regarding various other scholarships that are applicable for SC/ST students and facilitation of the application by the students for the same.
- Follow up with the Government Department to increase the hostel fees

Agenda item No.5. Any other matter with the permission of the Chair

- As per NAAC Criterion 5, Scholarship is the very dominant factor for the assessment; so it is very vigilant and important to document all the scholarships.
- Enquire about the possibility to provide any remedial programmes for the SC/ST students who failed in the examination.
- Send mail to SC/ST students addressing their physical needs, grievances rather than arranging a physical meeting like last year.

Agenda item No.6. Vote of Thanks

Dr. Anil John, Convenor SC/ST committee rendered the thanks to everyone present in the meeting.



RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)
INTERNAL QUALITY ASSURANCE CELL (IQAC)

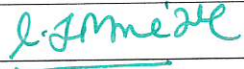
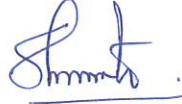
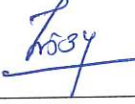
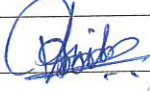
SC/ST Cell Meeting



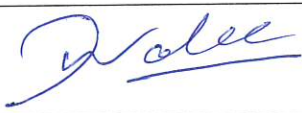


Date:- Wednesday, 1st December 2021

Time:- 3.00 PM

Zoom Link:-

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| Name | Designation | Signature |
|---------------------------------|---|---|
| Dr. Binoy Joseph (Chair) | Principal ,RCSS |  |
| Dr. Fr. Saju M D CMI | Assoc. Director & Vice Principal , Warden Men's Hostel (PG) Kalamassery | A |
| Dr.Fr. Francis Sebastian CMI | Asst. Director (Valley Campus), Warden Men's Hostel, Kakkanad | A |
| Fr. Shinto Joseph CMI | Asst. Director (Hill Campus), Warden Men's Hostel (UG) Kalamasserry |  |
| Dr. Sr. Lizy P J | Coordinator, IQAC & Warden, Ladies Hostel, Kalamassery |  |
| Dr. Bindiya M Varghese | Additional Coordinator, IQAC, Dean, Dept. of Computer Science | A |
| Dr. Anil John (Convenor) | Asst. Prof., Dept. of Social Work |  |
| Dr. Veeva Mathew | Director, Admissions | A |
| Dr. Manoj Mathew | Controller of Examinations | Online |
| Dr. Fr. Joseph M K CMI | Coordinator, Doctoral Centre (Social Work) & HoD - Dept. of Social Work | A |
| Dr. Joji Alex | Coordinator, Doctoral Centre (Management) | Online |
| Dr. Manoj Menon | HoD, Dept. of Personnel Management | A |
| Dr. Jaya Vijayan | Dean, Student Affairs | |

| | | |
|-----------------------|--|---|
| Dr.Suni Rose I P | Admission Coordinator, Dept of Social Work (PG) | A |
| Dr.Nycil Romis Thomas | Admission Coordinator, Dept of Social Work (UG) |  |
| Ms.Neetha Devan | Admission Coordinator, Dept. of Lib & Information Science |  |
| Ms.Sunu Mary Abraham | Admission Coordinator, Dept. of Computer Science | |
| Mr.Noble Chacko | Admission Coordinator, Dept. of Psychology |  |
| Mr.Roshan Ravi | Admission Coordinator, Dept. of Library & Information Sciences |  |
| Mr.Deepak Babu | Asst. Professor, Dept. of Business Administration, Asst.Warden, Men's Hostel, Kakkanad | A |
| Mr.Mahesh K M | Asst.Prof., Dept. of Commerce | A |
| Ms.Alice P | Asst.Prof., Dept. of Commerce | Online |
| Sr.Tessy Rose | Senior Clerk, College Administration |  |