



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion I Curricular Aspects

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of Continuous Internal Assessment

Minutes of Council Meetings 2019-2024

Submitted to



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APPLIED SCIENCES
(Affiliated to Mahatma Gandhi University, Kottayam)

A CMI Institute

Rajagiri Valley P.O., Kakkanad
Cochin - 682 039, Kerala
T + 91 484 2955270, 904889992
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

NOTICE

The 4th College Council Meeting of the Academic Year 2023 -2024 is scheduled to be held at 10:45 am Thursday , 10 August 2023 at the Board Room.

The College Council Members are required to be present for the same .

Director ,Dr.Mathew Vattathara CMI

Associate Director,Fr.Ajeesh Puthussery CMI

Principal ,Dr.Laly Mathew

Mr.W T Paul Associate Professor

Mr. Joby Jacob IQAC Coordinator

Ms. Mary Antony HoD Commerce

Ms.Martina A A HoD English

Mr. Jotty HoD Animation

Mr.Sijo Jacob HoD Computer Science

Ms.Megha Mohan HoD Management

Dr. Bipin Das U R HoD Physical Education

Staff Secretary

Principal

College Council Secretary

Agenda

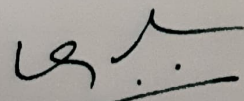
Onam Celebration 2023

Any other matter of Concern

College Council Secretary

Ms. Martina A A




Principal

Dr. Laly Mathew



Rajagiri College of Management and Applied Sciences

Rajagiri Valley , Kakkanad

Fourth College Council Meeting Academic Year 2023 – 2024

The Fourth College Council meeting for the Academic year 2023- 2024 was held on 10 August 2023 at 10 :45 am

Venue - Boardroom

Members Absent

Associate Director Rev.Fr. Ajeesh Puthussery CMI

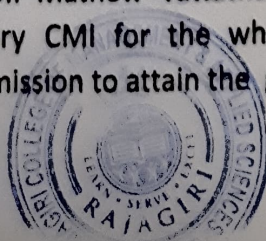
HoD BCA Mr. Sijo Jacob

Ms. Nileena Sasidharan represented HoD BCA .

Major Discussions

At the outset the management appreciated and thanked Mr. N K Nikhil our mentor from RCSS , for the help offered for mentoring our institution so as to attain NAAC Accreditation .

The Principal thanked the Director , Dr. Mathew Vattathara CMI and Associate Director Fr. Ajeesh Puthussery CMI for the whole hearted support and guidance throughout in our mission to attain the goal .



Major Decisions Taken

Regarding Onam Celebration 2023, the core team was selected with the teachers in charge of the Student Council, Arts club and Staff Secretary as Coordinators

News 18 will be covering our Onam Celebration 2023 and hence the programmes shall maintain the standards and quality of Rajagiri. Suggestions related to the celebration were discussed and it was decided that department wise Ona- Sadhya shall be arranged. The events shall start by 9 :00am and a Common Pookalam for the whole college.

Arts Club inauguration will be conducted on 23rd August 2023.

The Faculty Onam celebration was decided for 24 August 2023.

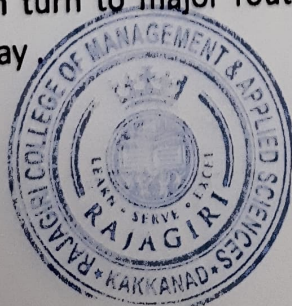
The Alumni Association of RCMAS has been named as REACH - (RCMAS Empowered Alumni for Community and Heritage)

The Departments shall decide on the names of their Alumni Associations and shall select a Secretary from the Alumni and teacher in charge.

Ms. Hitha was appreciated for her session on Well being ,conducted for the faculty.

After realizing the student community's difficulties in having a proper breakfast and health issues it was decided to extend the break timing from 20 mts to 30 mts after onam vacation.

Evaluation of Zero hour for club activities was done and it was noted that it was better to conduct the club activities during afternoon sessions 2:30pm to 4:00pm Remedial Teaching , mentoring and Addon courses ,also will be conducted in the afternoon from Monday to thursday and College buses on turn to major routes shall be made available after 4'0 clock except Friday



Students shall be encouraged to participate in the Intercollegiate Competitions (including sports,cultural)and the management shall support for the same .

Principal informed about the Mandatory Grievance Redressal cells related to Internal Exams -Accordingly a three tier system is to be formed with the student and the course teacher and HoD : the second level being BC, HoD and Principal ;and the third level at the university.

EBSCO has been purchased and remote access shall be provided to faculty and students shall be encouraged to make use of the same .

Exam Policy and internal mark entry was detailed .

IQAC informed that the templates shall be shared and filled by Head of the Departments.Thereafter a presentation shall be there for each Departments for analysis .

Principal appreciated Dr. Bipin Das for conducting a fitness drive .

Departments shall ensure that first year students abide by the rules including college uniform and ID cards .

The principal clarified that Association in charge of the Department will be in charge of association activities.

There were no further matters of discussion. The meeting adjourned at 1 :15 pm.

Thank you

Martina A A (College Council Secretary)



Rajasin College of Management and Applied Sciences.
Kakkanad

* Fourth College Council Meeting Academic Year
2023-24.

DATE - 10 August 2023
Thursday

Venue - Board Room.

* Members of College Council 2023-'24.

- ① Director, Rev. Fr. Dr. Mathew Vattathra CMI. Chim
- ② Associate Director, Rev. Fr. Ajesh Puthussey CMI
- ③ Principal, Dr. Naly Mathew LN
- ④ College Council Secretary Ms. Mautina. A. A. M.A.
- ⑤ Staff Secretary. Ms. Greeting Johnny. GJ
- ⑥ IQAC Co-ordinator - Mr. Joby Jacob. JJ
- ⑦ Associate Professor - Mr. W. T. Paul W.T.P.
- ⑧ HoD BCA - Mr. Sijo Jacob for HoD SJ Abhinau Seidham
- ⑨ HoD Commerce - Ms. Mercy Antony MA
- ⑩ HoD Animation - Mr. Jotty Jacob JJ
- ⑪ HoD Management - Ms. Megha Mehan MM
- ⑫ HoD Physical Education - Dr. Bipin Das UR BD



RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

MINUTES OF SIXTH COLLEGE COUNCIL MEETING

ACADEMIC YEAR 2023 - 24

The Sixth College Council Meeting for the Academic Year 2023 - 24 was held on October 5 2023 at 10.45 am

Venue - Board Room

Members Present

All the members of the College Council were present for the Meeting.

At the outset, Rev Dr Mathew Vattathara CMI welcomed Ms Kavitha Krishnadas, Head, Department of English to the College Council. Special Appreciation was given to all the departments for organizing vibrant and diverse programs. Fr Director added that with the cooperation of all departments, College would be able to timely submit the SSR Report for the NAAC Accreditation. Dr Bipin Das was appreciated for winning 7 medals in M G University Inter College Taekwondo Championship.

Associate Director Rev Fr Ajeesh Puthussery CMI also shared the optimistic thought of the timely completion of the documentation of NAAC Accreditation process and appreciated all departments for the focused progress towards the goal.

Principal Dr Laly Mathew thanked all departments for organizing and well coordinating various programs in a healthy competitive spirit. Principal intimated that all departments initiated Mentoring Sessions and Remedial Sessions for the students. Based on the discussion in the fifth council meeting regarding the delay in availing the lift to reach the sixth floor class rooms, it was intimated that the First and Second floors are deactivated in the new lift near the boys toilet to restrict the usage of the lift by the students in these floors. A concern was raised by the students staying in the hostel about the difficulty in getting lunch after the classes ending by 1.40 pm. The same was discussed and resolved with the authorities. Ms Bridin Rocha was appreciated for publishing a book using the ISBN of the College. It was informed that teachers are availing the seed money offered by the College for attending important FDPs and presenting academic papers.



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Mr Jotty Jacob informed that 2 students Mr.Abhishak K M (MA Graphic Design Semester 1) Ms.Drishya Sasikumar BA AGD Sem 3) accompanied by the Faculty Mr Jotty Jacob attended an international workshop on Calligraphy at Durbar Hall Art Gallery Ernakulam.

A detailed discussion was initiated regarding the conduct of Mentoring Sessions and it was suggested that Mentoring sessions shall be conducted in small groups followed by personal interactions. The matters of discussion with the students shall be kept confidential and those students who require more attention may be given a mentor from the department itself.

IAT - 2 of 3rd and 5 th Semester students is decided to be conducted from November 1 to November 3 2023 . Two Exams will be conducted on a day .

Sarganjali will be conducted on 27th October and 28 th October 2023.

Last Working day of Third and Fifth Semester UG Classes is 31 st October 2023, following the schedule of University Academic Calendar. HODs shall collect the data of the portions to be covered and a Special Time Table may be prepared by the Departments as per the requirements to complete the portions. The last Working Day of First Semester Students is November 17 2023 as per University Calendar. The Departments briefed about the internship plans to be done during the valuation time for the students.

Teachers taking leave and those who are taking substitution hours shall coordinate with each other to ensure that the attendance of concerned hours are duly marked in the M campus. The teachers incharge of the Curricular and extra Curricular activities will be given provision to mark the attendance of students participating in events in which they represent the College.

Students should be trained by the batch coordinators to keep proper track of their attendance and other details in M Campus profile and e mail communication.

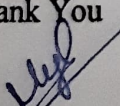
Departments of BBA , BCA and Animation were appreciated for their proactive approach in collecting alumni details.

Teachers shall ensure the responsible usage of mobile phones inside the College Campus.Students should be advised to use the wash rooms neatly and responsibly. A discussion was initiated about the concerns regarding the problems in the Punching system and it was informed that the same will be rectified soon.

Dr Bipin Das informed that M G University North Zone Baketball Championship will be held in our College on 13 th and 14 th October 2023

The Meeting adjourned at 12 Noon.

Thank You


Megha Mohan
College Council Secretary



RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCE
KAKKANAD

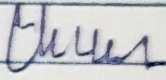
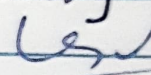
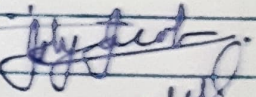
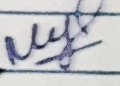


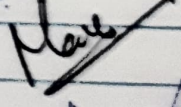
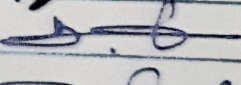


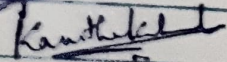
SEVENTH COLLEGE COUNCIL MEETING

ACADEMIC YEAR - 2023-24

Date - 7/11/2023

Venue:- Board Room.

Members of the College Council - 2023-24

- 1 Director - Rev. Dr. Mathew Vattothara CMI 
- 2 Associate Director - Rev. Fr. Ajeesh Puthusseriy CMI
- 3 Principal - Dr. Laly Mathew 
- 4 IQAC Co-ordinator - Mr. Joby Jacob 
- 5 College Council Secretary - Ms. Megha Mohan 
- 6 Staff Secretary - Ms. Geethu Joby 
- 7 Associate Professor - Mr. W.T. Paul 
- 8 HOD Commerce - Ms. Mary Antony 
- 9 HOD Computer Science - Mr. Sijo Jacob 
- 10 HOD Animation - Mr. Jobby Jacob 
- 11 HOD Physical Education - Dr. Dipin Das UR. 
- 12 HOD English - Ms. Kavitha Krishnadas 



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NOTICE

The 11 th College Council Meeting of the Academic Year 2022 -2023 is scheduled to be held at
10.30
~~10.45~~ am Friday , 24 February 2023 at Board Room.

The College Council Members are required to be present for the same .

Mr. Joby Jacob IQAC Coordinator

Mr.W T Paul Associate Professor

Ms. Mary Antony HoD Commerce

Ms.Martina A A HoD English

Mr. Jotty HoD Animation

Mr.Sijo Jacob HoD Computer Science

Ms.Megha Mohan HoD Management

Staff Secretary


Principal

Agenda

Academic Matters

College Day 2023

sports Day 2023

Any other matter of Concern





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Rajagiri College of Management and Applied Sciences

Minutes of Eleventh College Council Meeting Academic Year 2022 – 23

The Eleventh College Council meeting for the Academic year 2022- 2023 was held on 24 February 2023 at 10:30am

Venue - Boardroom

Members present

Director Rev. Father Dr. Mathew Vattathara CMI

Principal Rev. Father Ajeesh Puthussery CMI

Mr. Joby Jacob, Mr. Sijo Jacob , Mr.W T Paul, Ms Martina A A , Ms. Mary Antony,
Ms Megha Mohan,Mr.Jotty Jacob

Members Absent

Ms. Geethu Johny

Major Discussions

The meeting commenced with Rev Father Dr Mathew Vattathara CMI and Principal Rev . Fr. Ajeesh Puthussery CMI mentioning the importance of University Exams and the relevance of preparing First year students for the same.

The Management appreciated the energetic efforts by IQAC Coordinators , Mr. Joby Jacob , Ms. Amala Manavalan and Mr. Jithu Tom Eapen .

Due appreciation was mentioned on the efforts of Drama Club coordinators Ms. Amala Manavalan and Ms. Neha Anne Varughese

Department of commerce was appreciated for the new venture on paper presentations.

Ms. Anila Varghese was appreciated for the timely pre-arrangements for Flinders University MeetUp.

It was informed that after the University exams, the regular sessions will be followed by the next working day .

INTERNAL EXAM DATES

6 semester - Second IAT

- 6 , 7 , 8 , 9 , 10 of March 2023



4 & 2 Semester - First IAT

- 20,21,22,23,24,25 of March 2023

Sports day – 15 March 2023 (Afternoon), 16 March 2023 (Full Day)

College day – 18 March 2023

Principal communicated the new initiative of MG University **CAMPUS FITNESS DRIVE** . The details of the same shared for the reference

*Mahatma Gandhi University would like to introduce a Physical fitness Assessment and Awareness programme named **CAMPUS FITNESS DRIVE** in all the affiliated colleges in order to ensure the development of the Physical fitness of students. All the Colleges should implement the same from the academic year 2022-23 onwards as per the following guidelines.*

OBJECTIVES

To develop and maintain the Physical fitness components of students affiliated to the colleges of M. G. University.

To create awareness of the importance of Physical fitness in daily life.

To assess the Physical fitness level of students.

To motivate the students to participate in a physical fitness programme.

As a part of following the initiative **Campus Fitness Drive** a session shall be arranged by the Department of Physical education and the dates shall be forwarded to the departments . The executive Committee for the same shall comprise of

Principal – Fr. Ajeesh Puthussery CMI

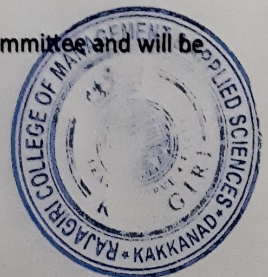
IQAC Coordinator – Mr. Joby Jacob

HoD Physical Education – Mr. Bipin Das

Staff Advisor to Student Council – Ms . Amala Linus

Student Representative - Mr. Mukund Niranjan B (BCom M1 Taxation)

Feedback for the 6 Semester shall be scheduled by the Software Committee and will be intimated to the Departments .



It was informed that the notices from the Office shall be communicated on time to the students.

Students shall also be trained to check their mails and Mcampus on a regular basis to receive the updated notices and information.

Notices and information regarding the Placements too shall be communicated to the student community.

A new portable Interactive Panel is brought by the Management and a demo session for the same shall be arranged at a convenient timing. Teaching Fraternity were advised to utilize the same .

Principal reminded the relevance of punctuality and asked the teachers to be at their session on time, especially during the first hour. He also asked HoDs to monitor the same.

It was informed that PG Admission portal shall be opened and the Management requested the joint support of staff for the campaigning of the same . Admission matters need to be seriously taken into account ,both PG and UG irrespective of Departments .

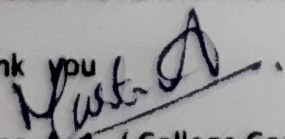
Principal informed that the Department Strategic plan for the next Academic Year 2023-2024 shall be planned by the departments and should be submitted to IQAC as instructed .

It was informed that the Month of May shall be considered as vacation for the students however the students need to foresee the University Exam Dates if any.

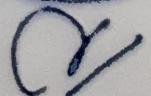
Mr. Joby Jacob reminded of the interim auditing for NAAC, asked to clear doubts and further clarifications regarding checklist, inclusion of photos, documents etc. He also requested to include a mentoring report if any. He did mention the relevance of preparing Question Papers based on Bloom's Taxonomy. As the first attempt the 6th semester Second internals shall be planned accordingly . The format and methods shall be provided by IQAC .

There were no further matter of discussion. The meeting adjourned at 12:05 pm

Thank you


Martina A A (College Council Secretary)




16/03/23



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08.07.2022

NOTICE

The 7nd College Council Meeting of the Academic Year 2022 -2023 is scheduled to be held at 12:30pm, Friday 8 July 2022 at Board Room.

The College Council Members are required to be present for the same .

Mr. Joby Jacob, IQAC Coordinator

Mr. W T Paul, Associate Professor

Ms. Mary Antony, HOD Commerce

Ms.Martina A A, HOD English

Mr.Jotty Jacob, HOD Animation

Mr.Sijo Jacob, HOD Computer Science

Ms.Megha Mohan, HOD Management

Staff Secretary

Agenda

- 5 semester Academic Matters
- Any other matter of Concern



[Signature]
PRINCIPAL

Rajagiri College of Management and Applied Sciences

Minutes of First College Council Meeting Academic Year 2022 – 23

The First College Council meeting for the Academic year 2022- 2023 was held on 8 July 2022 at 12:30 pm

Venue - Boardroom

Members present Rev. Father Ajeesh Puthussery CMI

Mr. Joby Jacob, Mr. Sijo Jacob ,Mr.W T Paul, Mr. Jotty Jacob ,Ms Martina A A , Ms. Mary Antony, Ms Megha Mohan .

Major Discussions

The meeting commenced with the discussions for the well –run conduct of 5th semester classes commencing from 11th July 2022 . Principal thanked and appreciated HODs and IQAC Head Mr.Joby Jacob for consolidating the Master Timetable for the academic year . The first hour for the 5th semester batches shall be engaged by HODs and Batch coordinators. Principal suggested that the faculty shall give guidance to final year students regarding relevance of placements ,Mahatma Gandhi University regulations and rules on attendance (75% min), significance of Academic Results ,college rules regarding mobile phones and was directed to ensure the concerned with the students.

For the conduct of the college and department activities class representatives need to be selected and class committees shall be formed for the same .

The departments and clubs were instructed to plan the association activities and club activities respectively for the academic year 2022 -2023. It was decided that the practice sessions for department/club activities shall be organised only after 1:30 pm not compromising the academic Timetable. In case of considerable number of students for College Activities college Bus facility may be availed with prior permission.

Student communities maybe encouraged to utilise the afternoon sessions to enhance their creativity and talents.

Regarding the department inauguration and association celebrations the first event be allotted particularly for academic inputs and the celebration atmosphere is rated secondary .

The academic calendar2022-2023 was proposed by the IQAC team headed by Mr Joby Jacob. Academic calendar for the year 2022- 23 was discussed and the tentative dates for various curricular and Co curricular activities are as follows

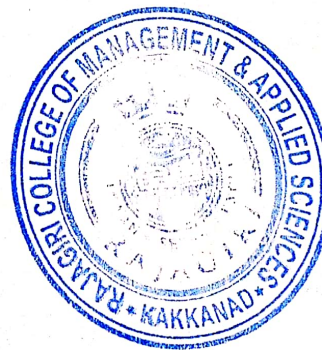


Academic Calendar 2022-23

SL NO	Programme & Sem.	SEMESTER		Examination Dates 2022-23	
		START	END	IAT1	IAT2
1	UG S1 (22-25 Batch)				
2	UG S2 (22-25 Batch)				
3	UG S3 (21-24 Batch)	01.08.2022	18.11.2022	12, 13, 14, 15, 16, 19 Sept. 2022	25, 26, 27, 28, 31 Oct. 2022, 01 Nov
4	UG S4 (21-24 Batch)	21.11.2022	27.02.2023	5, 6, 7, 8, 9 Dec. 2022	30, 31 Jan, 1, 2, 3 Feb. 2023
5	UG S5 (20-23 Batch)	11.07.2022	28.10.2022	16, 17, 19, 22, 23, 24 Aug. 2022	10, 11, 12, 13, 14 Oct. 2022
6	UG S6 (20-23 Batch)	31.10.2022	27.02.2023	5, 6, 7, 8, 9 Dec. 2022	30, 31 Jan, 1, 2, 3 Feb. 2023
7	PG S1 (22-24 Batch)	17.08.2022	21.12.2022	28, 29, 30 Sept. 2022	19, 20, 21 Dec. 2022
8	PG S2 (22-24 Batch)	03.01.2023	12.04.2023	13, 14, 15 Feb. 2023	10, 11, 12 April 2023
9	PG S3 (21-23 Batch)	30.07.2022	30.11.2022	12, 13 Sept. 2022	28, 29 Nov. 2022
10	PG S4 (21-23 Batch)	01.12.2022	31.03.2023	16, 17 Jan. 2023	30, 31 March 2023

Vacation Details

Sl. No.	Particulars	Date
1	Onam Celebration & College closes for Onam Vacation	01 Sept. 2022
2	College Re-opens after Onam Vacation	12 Sept. 2022
3	Christmas Celebration & College closes for Vacation	23 Dec. 2022
4	College Re-opens after Christmas Vacation	3 Jan. 2023
5	Summer Vacation	01-Apr-23
6	Summer Vacation Ends	31-May-23



Sl. No.	Particular	Date
1	NAKSHATRA	
2	Arts Day - Sarganjali '22	29, 30 Sept. 2022
3	Athletic Meet	16 Dec. 2022
4	Inceptra '23	20 Jan. 2023
5	College Day	03 Mar. 2023

Module wise course plan for the 5th semester has to be submitted by 20 July 2022. A training session for course plan software entry is scheduled on 13th July 2022 (tentative).

Mark entry Date for the second IAT 4th semester and 2nd semester is extended to 16th July as per the request of faculty .

Principal proposed to conduct monthly Academic paper presentations and discussions on any topic by members of the faculty. Hods may schedule for the same

Malayala Manorama, the popular Print Media is offering students a special annual subscription for The week magazine and Year Book at Rs 400/- list of interested students and amount may be collected and handed over to college office by the end of July 2022. A minimum of 10 subscriptions from each batch is expected . The details of the same will be forwarded to the departments and faculty .

ICMA is organising a leadership summit on 21st July 2022 at Holiday Inn ,one faculty accompanied with 8 students from commerce and management may be selected by HODs of the concerned departments for the same .

The need for proper functioning of the college canteen was raised by Mr Sijo Jacob and Mr W T Paul. The matter will be raised before canteen authorities .

There were no further matters of discussion. The meeting adjourned at 1 :15 pm

Thank you

Martina A A

(College Council Secretary)



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Rajagiri College of Management and Applied Sciences
Minutes of Tenth College Council Meeting Academic Year 2021-22

The Tenth College Council meeting for the academic year 2021-22 was held on 8th December, 2021 at 12.30PM.

Venue: Board Room

Members Present: Principal: Rev Fr Ajeesh Puthussery, CMI,

Mr. Joby Jacob, Ms. Amala Manavalan, Ms. Anila Varghese, Mr. Ashish C Pius, Mr. Jose Francis, Mr. Renju A C, Ms. Anupa Stanly, Ms. Tessy Biju, Ms. Ammu K V, Ms. Bridin Rocha, Mr. W T Paul and Ms. Mary Antony

Major discussions

The meeting began by appreciating Ms. Mary Antony and Dr Bipin Das for effectively coordinating Nakshatra and for the meritorious victory secured by the college in various sports events organized by the MG university. Department of English was specially appreciated for the grand success of Speranza 2k21. It was advised that the revision classes of 2nd semester shall be conducted either on afternoon sessions or on Saturdays. Study leave for 2020-23 batch will start from 16th December onwards. IAT – II of Third semester students are postponed in view of the upcoming university exams. Revised dates shall be intimated later. Christmas holidays will be from 24th December to 2nd January. It was intimated that the college will have a common Christmas celebration and students are restricted from entering classrooms for department wise celebrations. It was advised that departments shall contact Mr. Mani Mohan for all technical support and assistance.

HoDs are advised to interact with the students and make them aware of the consequence of the exam malpractices in view of the upcoming 2nd semester university examination. The Sucre Fiesta organized by Department of Model I Taxation will be conducted on 10th December 2021. The class timing on the said date is adjusted to 40 minutes duration and the break timing will be from 9.50AM TO 10.30AM.

IQAC of RCMAS was formed and the constitution of IQAC is as follows:

Management Representative	Rev. Dr. Mathew Vattathara, CMI
Chairman	Principal
Coordinator	Mr. Joby Jacob
Additional Coordinator	Ms. Amala Manavalan
Additional Coordinator	Mr. Jithu Tom Eapen

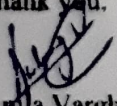


Committee Members	Mr. Ashish C Pius
	Mr. Renju A C
	Ms. Anila Varghese
Exam Cell	Mr. W T Paul
Placement officer	Mr. Jose Francis
Office	Mr. Ranjith K J
Finance	Ms. Jincy Sunil
Library	Ms. Renu V Namboothiri
Representatives From	Parents, Alumni, Industry, Student and local community
One Faculty Representative	M1T & M2T M1C & M2C M2M & M2L Computer Science Animation Management

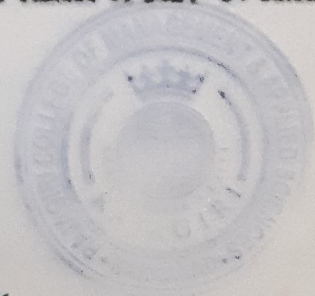
The students should be advised to complete the registration procedure for supplementary exam as early as possible. It was announced that second and third Saturday will be holidays for the teaching staff and the working hours of other Saturdays will be same as the regular working days. Teachers shall report to college if required on Saturdays. Ms. Sai Parvathy was selected as the Library Warden. 2nd Semester classes of 2021- 24 batch will commence from January 31st 2022 onwards.


There were no further matters of discussion. The meeting adjourned at 1.25PM.

Thank you.


Anila Varghese

(College Council Secretary)




07/01/22

facility provided by Tanya Homes.

Announcements by Principal:

A new wi-fi connection will be installed in the auditorium for the smooth conduct of online classes.

The invigilators have to be more vigilant during the University examinations.

Admission procedure for this academic year will begin after the results of the plus two examinations are published. The procedure will be conducted online.

Principal also enquired about the feedback on online classes.

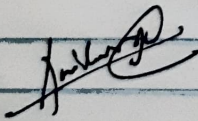
Suggestions:

Each department may choose their platform for online classes based on convenience.

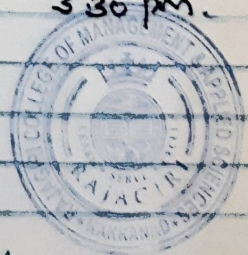
It was suggested that an orientation session may be conducted for Microsoft Teams.

There were no further matters for discussion. The meeting adjourned at 3.30 pm.

Thank you



Anila Varghese
[Council Secretary]



11/8/2020

Minutes Of the Third College Council
Meeting
Academic Year 2020-21

The third council meeting of the academic year 2020-21 was held on Friday, 11th September 2020 at 11.40 AM in room no. 103 following all Covid 19 protocol.

In the absence of Ms. Terry Biju, Dr Chandrabal represented the M2T department.

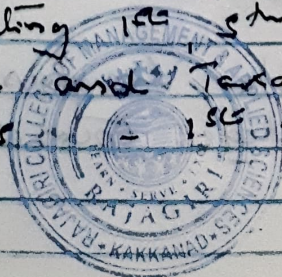
Major discussions

The meeting commenced discussing the virtual namam celebrations. The admission procedure for 2020-21 was discussed. Sports / cultural quota admission will be on 14th September 2020. Mr. Bipindas should be present for the sports quota admission and Ms. Mary Pinkony should be present for the cultural quota admission. Merit admission will also begin on 14th September 2020. Admission procedure to be completed on the same day of the list given from the office. Management quota admission will be on 17th, 18th, 19th September 2020. HODs should contact the students, fix the time and complete the admission procedure. The panel of 3 teachers from the department including HOD has to conduct the admission procedure. The fee details message has

to be sent to the students number. The message should include the following details provided from the office: Name of the student, course, A/c number and last date of payment of fees. The students have to be instructed to fill and submit the student profile card available in the college website. Documents have to be submitted to college within 15 days from the date of taking the admission, either by registered post or by person, following the covid-19 protocols. If a student has taken admission in management quota, the seat has to be cancelled in order to avail the merit quota seat. In case of any cancellation in the management seat, it has to be intimated to Mr. Joby Jacob. The change of an open course paper for Bca and optional paper for BBA was discussed.

The evaluation of the university results of the 2017-20 batch was done. The top 10 rank positions of the various departments are:

- BA. Animation and Graphic Design - 3rd & 4th Ranks
- BA. English - 3rd, 4th and 9th Ranks
- BBA - 9th and 10th Ranks
- BCA - 9th and 10th Ranks
- B.com Model - I Computer Application - 2nd Rank
- B.com Model - II Marketing - 5th and 7th Rank
- B.com Model I Finance and Taxation - 7th Rank
- B.com Model II Logistics - 8th to 10th Rank



Announcement by Principal

BA Animation and Graphic design will function as a separate department with Benju A. C. as the Head of the department and he was welcomed to the College Council. Department of Management contributed Rs 25250/- to Capernaum Charitable trust, Pachelam as part of charity in connection with Onam Celebration.

The new time schedule as per the university guideline is 8:30 am to 1:30 pm.

Suggestions

It was suggested to engage the students for online session with more interactive sessions and to conduct online PIM for the 3rd and 5th semester students.

There were no further matters for discussion. The meeting adjourned at 12:30 PM.

Thank You

[Signature]

Anila Varghese
College Council Secretary



Rajagiri College of Management And Applied Sciences
Minutes of the Fifth College Council Meeting
Academic Year 2020-21

The fifth college council meeting for the academic year 2020-21 was held on Wednesday, 4th November 2020 at 11.40 AM.

Venue: Principals Office

Members Present:

Director: Rev Dr Mathew Vattathara, CMI, Principal: Rev Fr Ajeesh Puthussery, CMI,

Mr. Joby Jacob, Mr. Renju A C, Ms. Amala Manavalan , Ms. Anila Varghese , Mr. Ashish C Pius , Mr. Jose Francis , Ms. Ammu K V, Dr Chandralal, Ms. Anupa Stanly, Ms Bridin Rocha , Mr WT Paul, Ms. Mary Antony

Major discussions:

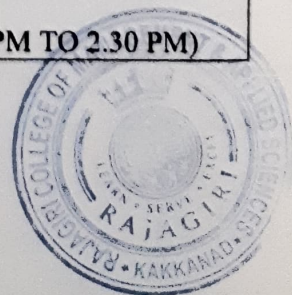
Director Rev Dr. Mathew Vattathara and Principal Rev Fr Ajeesh Puthussery congratulated all staff members for the efforts taken for making Deeksharambham a success.

A detailed University result analysis of the batch 2017-20 was done and it was insisted that a minimum pass percentage of 70% should be ensured by all departments.

The dates for various curricular and co-curricular activities were finalized as shown below:

Academic Calendar 2020-21

SL.NO	DATE	EVENT
1.	October 22	Classes commence for First Semester
2.	November 2 nd	Deeksharambham 2020
3.	November 3 rd to 6 th	Induction Programme for 1 st Semester
4.	November 9,10,11	IAT-2 for 3 rd semester UG FN (9.30AM TO 10.30AM)AN (1.30 PM TO 2.30 PM)
3.	November 23,24,25	IAT- 2 for 5 th semester UG FN (9.30AM to 10.30AM)AN (1.30 PM TO 2.30 PM)
4.	November 30	Metamorphosis (2.30PM to 3.30PM)
5.	December 4	Briefing on Mentoring Session for 1 st Sem (2 PM to 3 PM)
6.	December 8 & 9	Nakshathra (1.30 PM to 3 PM)
7.	January 4,5,6	IAT-1: 1 st Semester UG FN (9.30 AM TO 10.30 AM) AN (1.30 PM TO 2.30PM)
8.	March 8,9,10	IAT-2: 1 st Semester UG FN (9.30 AM TO 10.30 AM) AN(1.30 PM TO 2.30 PM)



A session on google classroom and G-Meet settings by Mr. Joby Jacob is arranged for the faculty members on Friday 6th November from 2 PM to 3 PM in the auditorium

Regular classes will be suspended during the internal examination for the respective students. Regular/ Remedial/Revision classes of the batch will be continued for the 5th and 3rd semester students after the completion of IAT-2. The batches which require lab sessions can arrange for the same. Revision and study holidays for 2nd semester exam will be based on the notification from the MG university.

Metamorphosis shall be organized by the respective departments. A committee for Nakshathra shall be constituted by including one faculty member from each department.

Student mentoring program should be conducted regularly and the details has to be documented. It was recommended that not more than 20 students shall be assigned to a teacher. HOD shall ensure that the teacher engaging the batch shall be assigned as the mentors. The briefing on the mentoring session has to be handled by the batch coordinator.

A module wise course plan for the first semester has to be submitted to Heads of departments on or before November 18th.

Monthly feedback of the online sessions shall be submitted to the HOD and Mr. Ashish C Pius is assigned to prepare a spreadsheet template for the same. As advised earlier, each batch will have one common Google Class Room for the conduct of all online classes. Apart from this, teachers can create Google Classrooms for their subject for sharing study materials.

Lab action plan to engage students for lab sessions for the departments having computer paper was discussed and the concerned departments are entrusted to prepare the schedule for the same.

The class link along with the timetable of the first semester shall be forwarded to the Principal by the HODS.

MG University has introduced massive open online course (MOOC) in organic farming for the first year students. Dr Chandralal V.S was selected as the college coordinator for the same. A committee shall be formed with one faculty from each department.

A three-member website core committee has to be formed including one faculty from the following departments -Computer Science, Animation and Languages and a general committee has to be constituted comprising one member from each department. The general committee has the responsibility to collect the required information from the respective departments.

All the respective HODs are required to meet the management individually as per the schedule on 5th and 6th November. The management will be interacting with faculty members of respective departments from November 9th as per the schedule.



Any written request to the Principal from the faculty members relating to academic matters (leave and the like) has to be forwarded by the respective HODs.

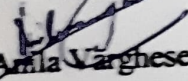
It was intimated that all Saturdays are not working days unless otherwise specified.

In case, any student requests for fee payment on installment basis, the same can be considered, and, for further concessions, the student/parent shall meet the management directly.

All the association and club activities which were conducted in the college, shall be continued through virtual platforms.

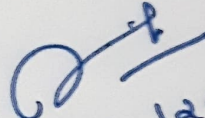
The meeting adjourned at 1 pm.

Thank you


Anila Varghese

(College Council Secretary)




23/11/2020

Minutes of the 9th College Council Meeting **Academic year 2019-20**

The ninth College council meeting for the Academic Year 2019-20 was held on Wednesday, 11/03/2020 at 11 A.M at Principal's office.

All the Council members were present for the meeting except Ms. Amala Manavalan, HOD department of English. Ms. Martina.A.A. represented the English department. The minutes of the Previous Meeting was read and approved.

The meeting commenced with a silent prayer.

Principal appreciated for conducting various events of our college like Arts day, Sports day, College Day, Merit evening etc. in good and well-disciplined manner. It was suggested to include more photos of club activities in the college report. For this purpose, it was decided to create separate folders for various events in the server, from the beginning of next academic year, so that photos can be uploaded on the immediate completion of events there by avoiding confusions at the end. Efforts taken by house in charges in the smooth functioning of Arts and Sports day was recognized and appreciated on arts day. It was decided to conduct a session on research methodology for teachers at the beginning of next academic year. Principal suggested for "R" programming or SPSS.

Ms. Martina briefed about Inceptra 2020. A total amount of around Rs.10,30,000/- was collected in connection with Inceptra 2020, in which Rs.9,20,000/- was from sponsorship and the balance through registration charges. It was suggested by Mr. Joby Jacob to avoid Music band for Inceptra in future as children are getting other chances for their Music performance. In order to restrict the unwanted student entry during Inceptra fest, ID card checking must be made compulsory. Principal instructed to avail the services of hired security guards in all entry points to college from next academic year onwards. Fr. strictly opposed the checking of ID cards by students on that day. Principal appreciated each and every committee of Inceptra mentioning specifically registration, stage setting, decoration, discipline, refreshments and food, games etc.

Principal insisted on making CSR as a compulsory activity of each department in every academic year. Ms. Tessy Biju briefed about their CSR activity done. Blessing of 2D,3D, Stop motion studio and a Mini seminar hall has been done in our college. Principal instructed all the teachers to record 15 minutes of their class on any topic in stop motion studio during this semester break. It was decided to set up three kiosks in the College portico so that any sale can be organized by departments. Report on our student startups must form a part of college report from next academic year onwards. Attempts made to curb students late coming to class is beneficial. But More efforts have to be initiated to reduce late comers after tea break and lunch break.



Mr. Jose Francis briefed about CA course for b.com students which is proposed for the coming year. It was suggested for having coaching for intermediate rather than foundation course. BBA and BCA will have Ms. Excel as add on course. Bus service has to be provided for the students to the nearest travel point. It was planned to introduce new uniforms for first year students as well as for our cleaning staff. New steel plates with cover is planned for staff to take lunch from canteen. Principal instructed that All the departments must be ready with their PPT presentation on department activities conducted in the academic year 2019-20 at the earliest. Each department has to collect feedback forms from first year students regarding CO-PSO model of question pattern.

For the upcoming Academic year 2020-21 online application form submission is made available. College is permitting Internship for all degree streams as a part of their course. Model 1 & 2 will be differentiated with the special subjects, which has to be included in the admission brochure. Academic calendar, year planner, handbook etc. has to be prepared for the next academic year. Final year tour shall be conducted during November 15 to December 15th from next academic year onwards. Suggestion for change in college timings for the coming year was discussed and tentatively fixed as follows.

College starts at 8.30 A.M

1st hour : -8.30 to 9.25 am

2nd hour : -9.25 to 10.15 am

Snacks break : -10.15 to 10.30 am

3rd hour : -10.30 to 11.30 am

4th hour : -11.30 to 12.30 pm

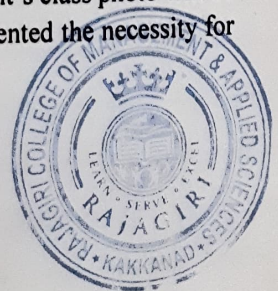
Lunch break : - 12.30 to 1.30 pm (On Fridays -12.30 to 2.00 pm)

5th hour : -1.30 to 2.30 pm

2.30 to 3.30 : -Add on/certificate courses

Teachers leave at 4.00 pm

Mr. Jose Francis suggested for a guest room for accommodating resource persons visiting our college for various sessions and events, on which discussions were initiated on the possibilities. Principal instructed that admission procedure for the upcoming year has to be finalized and while admitting, girl students have to be advised not to accommodate themselves in working women hostels. During university examinations question papers will be arranged by Mr. Joby Jacob and Prof. W.T. Paul and the rest all will have supervision duty. Final year student's class photo will be taken on the day of their last university examination. Mr. Joby Jacob presented the necessity for



an isolation room and availability of mask and sanitizers during university examinations. He also announced the following:

B.com project viva dates: -April 6th, 7th, 8th

M1C tally and SPSS combined Practical-March 28th

M2C Tally and SPSS combined Practical-April 1st

C++, DMBS Exams-April 3rd

Camp Valuation-April 15th onwards

Second session of Post wedding celebration of our staff in college is scheduled for the third week of March. Ms.Anila Varghese was selected as new staff council secretary.

There were no further matters for discussion. The meeting adjourned at 1.15 pm.

Respectfully submitted,
Ms.Jissy Joseph.O
(Staff Council Secretary)



Minutes of the 2nd Staff Council Meeting Academic Year 2019-20

The second Staff Council meeting for the academic year 2019-20 was held on Saturday 21/07/2019 at 10.30 Am at principal's office.

All the Head of Departments were present for the meeting, except Mr. Jose Franu's, HOD logistics. The minutes of the previous meeting was read and approved.

The meeting Commenced with a silent Prayer.

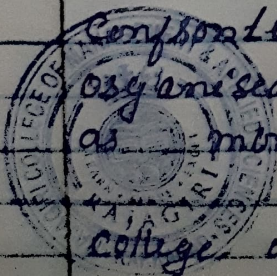
Principal intimated that number of admissions to courses such as MIT, Marketing, BA English etc have been increased during the current Academic year. It has to be informed to students that suspended students are not allowed to participate in final year tour. Mr. Ashish C Pion intimated that 2 PG students have cleared their NET Examination.

It was told by principal that teachers

should be careful in their words & action while interacting with students. Department of English announced their inter-collegiate literary fest - Speranza 2019, scheduled to be conducted on 3rd August 2019. Department of Computer Science intimated their plans for organising an intercollegiate IT Fest. The issues raised against canteen services has been

comported in peaceful manner. Events organised in portico is becoming successful as more students are interested in it.

Principal announced that college will be purchasing a new Photocopy



machine as well as preparation for a studio is under progress. A new birds nest is being set up in the garden and if needed a session can be arranged for students in the garden. In library a classroom facility has been arranged for about 60/63 students and in needs it can be utilized for various sessions. Teachers must encourage library usage of students. It was announced that a piece of land will be given to all departments for planting vegetables.

It was decided to purchase instruction boards like 'wet floor' and 'under maintenance' to be placed on areas where needed. It was decided to conduct a Health Hygiene talk for girl students and a google class training by Ms. Merthu to teachers on any Saturdays. Instructions has to be pasted in lady's toilets on proper disposal of sanitary pads.

As a suggestion for CSR activity principal told about visiting KRIPA, making umbrellas, selling it and handing over money to the units, visiting orphanages, preparing food and dining together with inmates etc.

It was decided to conduct first internal examinations for third and fifth semester students on 5th, 6th and 7th of August 2019. First internal for first semesters were scheduled for 19th, 20th and 21st of August 2019.



College has constituted a SC/ST monitoring cell consisting of following members

Rev. Fr. A. J. Savianu.
 Prof. W. T. Paul.
 President, Trikkakasa Panchayath
 Ms. Amala Manovan.
 Mr. Renjith. K. J.

An Equal opportunity cell is constituted for taking care of day to day needs of differently abled students. Members are -

1. Ms. Mary Antony.
2. Ms. Sangeetha Jose.
3. Ms. Tessymol Biju
4. Ms. Bridin Rocha.
5. Mr. Jose Francis.
6. Mr. Renjith K. J.
7. Ms. Jincy Joseph.
8. Ms. Anaida Stanley

An Anti Ragging Committee was formed with following members.

1. Prof. W. T. Paul.
2. Mr. Joby Jacob.
3. Ms. Anila Varghese.
4. Ms. Amala manavalan
5. Ms. Ashish. C. Pious.
6. Ms. Jussy Joseph.
7. Ms. Anupa Stanley.

Anti Ragging Squad was constituted for academic year 2019-20, which included all HODs and first year Batch coordinators. Principal further intimated that all HODs must be ready to present their Departmental activities for June & July in the coming Staff Meeting. There were no further matters for discussion. Meeting adjourned at 12.15 PM

Jy Jy
 Respectfully Submitted,
 (Staff Council Secretary) Jy Jy

