



**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 Staff Meetings 2019-2024**

Submitted to



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## STAFF MEETING MINUTES FOR THE ACADEMIC YEAR 2023-2024



### MINUTES OF THE FOURTH STAFF MEETING

ACADEMIC YEAR 2023- 24

The fourth staff meeting of the academic year 2023- 24 was held on 17 October 2023 at 2.30 pm.

Director Rev. Dr. Mathew Vatathara CMI and Principal Dr. Laly Mathew presided over the meeting. The meeting commenced with a silent prayer.

The book authored by Ms. Bridin Rocha and published with the first ISB number of the college was released by the Director, Rev. Dr. Mathew Vatathara CMI.

The Director appreciated the work done by every employee during the NAAC accreditation procedure. He expressed his happiness at learning how each department and club contribute to society's advancement and provides aid to those in need through their extension activities. Rev. Father reminded the staff to prioritise academics to extracurricular pursuits. For the emotional wellbeing of the students, the Director stressed the value of mentoring and the need to provide them support.

The meeting further continued with the Principal's thoughts and recommendations:

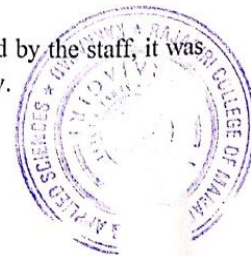
- Principal appreciated Ms. Bridin Rocha on the publishing of the book with the college's first ISB number; the presiding officer Mr. Ashish C Pius and the team of teachers for their efforts in ensuring the smooth conduct of the union election and the handbook committee, comprising Mr. Renju A.C, Ms. Sai Parvathy I. R, Ms. Ansa Jose, and Ms. Bridin Rocha, for their painstaking and organised work in producing the handbook.
- Principal thanked every member of the staff for the timely completion of the data compilation for KIRF registration.
- Innovative programmes are being developed by every department, demonstrating how each employee is improving both personally and professionally.
- A student IQAC must be established to guarantee the efficient execution of each criterion's task, enabling the students to enhance their abilities and to participate in the NAAC process.



- According to the university calendar, the last working day for 5th and 3rd semester students is October 30, 2023. If necessary, the departments shall continue classes with special timetables.
- The centralised evaluation will begin on 19<sup>th</sup> October 2023. The HoD's are to give a list of the teachers who won't be at the camp as well as a list of the classes that will have special class.
- Students may participate in internships during the camp evaluation. Those departments that aren't participating in internships could pursue social internships or study for internal exams.
- Sarganjali is being planned and carried out meticulously. Students have demonstrated an admirable participation in all the events. The third and fourth of November are scheduled for the cultural events. Selected team events will participate in the university youth festival with proper training.
- Principal expressed her appreciation for teachers who were actively participating in FDP's. Ms. Raji T and Ms. Jesmi Jacob were appreciated for attending and presenting papers at an International conference in Chennai.
- Teachers from self-financing colleges can register as guides under MG University, according to a circular issued by the MG University. The Principal encouraged qualified teachers to apply for guideship.
- Every teacher in charge was instructed to make sure that the full name of the college and the caption or title of every event are included in the photos and videos before sharing them on social media.
- Rajagiri Sparsh will oversee the departments and clubs social responsibility initiatives. All extension programmes should be conducted outside regular working hours.
- Teachers may apply for financial assistance for programs by presenting an expected budget of events.
- The staff welfare association will begin operations and offer benefits and welfare programmes to the group's members. The Management has kindly offered to provide the association with seed money as a start-up operating fund.
- Principal concluded by instructing teachers to monitor the dress code of the students, which is a part of discipline and to advise students to maintain their etiquettes.
- Use of mobile devices are not permitted in the classroom by students. It is permitted in the canteen and at the vending machine for Gpay facility.

Dr. Chandralal. V.S further briefed on the conduct of the second internal examination of the 3<sup>rd</sup> and 5<sup>th</sup> semester students.

- The internal examination is scheduled on 30<sup>th</sup> October, 31<sup>st</sup> October and 1<sup>st</sup> November 2023.
- Following a discussion of the concerns and suggestions expressed by the staff, it was decided to conduct two exams, each of forty marks, on a single day.
- The time table and question paper pattern will be forwarded soon.



The IQAC coordinator, Mr. Joby Jacob, expressed appreciation and gratitude to the criterion champions and co-champions as well as the IQAC additional coordinators for the timely completion of documentation for KIRF. The NAAC's preparation work is ongoing, and IQAC promptly monitors changes that occur.

The meeting further continued with the official launch of 'SWAR', the Staff Welfare Association of Rajagiri. Ms. Geethu Johny discussed in detail about the functioning of the association.

- The registration process is in the initial stage and the association will start functioning from 1<sup>st</sup> November 2023.
- Board Members:
  - ✓ President: Ms. Raji. T
  - ✓ Secretary: Ms. Geethu Johny
  - ✓ Treasurer: Ms. Nidhi Varghese
  - ✓ Members: Ms. Jesmi Jacob, Ms. Aneesha K. Jose, Mr. Abbin Joseph Thomas and Mr. Manimohan T.V
- There will be a Registration fee of Rs. 150/- and a monthly contribution of Rs. 100/- per individual.
- Privileges from various outlets and stores are confirmed for the members of the association.
- Loan facilities can be availed from the association in due course
- The membership to the association is voluntary and the Association will function for the welfare of both teaching and non- teaching staff.

There were no further matters for discussion and the meeting adjourned at 4.00 PM



Ms. Geethu Johny

Staff Secretary



FOURTH STAFF MEETING - ACADEMIC YEAR 2023-24  
17 OCTOBER 2023

SL. No.	NAME	DEPARTMENT	SIGN
1.	Jobin. Simon	Commerce	[Signature]
2.	Agish. v. Nair	Commerce	[Signature]
3.	Dr. Chandralal. VS	Commerce	[Signature]
4.	Ashish C Pius	Commerce	[Signature]
5.	Agish George	Commerce	[Signature]
6.	Amrutha Sivanthy	Commerce	[Signature]
7.	Jessymal Mathew	Commerce	[Signature]
8.	Veeta Renjini. S	Commerce	[Signature]
9.	Diana Joseph	Commerce	[Signature]
10.	Bela Baby Kirabattu	Commerce	[Signature]
11)	Elsa Jacob	Commerce	[Signature]
12)	Aswathy K.M	Commerce	[Signature]
13)	Mayji. M. Kaimal	Commerce	[Signature]
14)	Ashin Nair Joseph	Commerce	[Signature]
15)	Mesheena Antony	Commerce	[Signature]
16)	Shweta Alex	Commerce	[Signature]
17)	Mary Antony	Commerce	[Signature]
18)	Amrutha Antony	Commerce	[Signature]
19)	Shwetha Roy	Commerce	[Signature]
20)	Josmy Mathew	Commerce	[Signature]
21.	MARIA PAUL	Commerce	[Signature]
22.	Nileena Sasidharan	Computer Science	[Signature]
23	Jubin George	Computer Science	[Signature]
24.	Devi P. Nair	Computer Science	[Signature]
25.	Aneesha. K. Jose	Computer Science	[Signature]
26.	Dora Maria Mari	Computer Science	[Signature]
27	Sijo Jacob	Computer Science	[Signature]
28	W. T. Paul	Management	[Signature]
29	JOSEY JACOB	Computer Science	[Signature]
30	ANNU JAMES	COMPUTER SCIENCE	[Signature]
31	Mimma Joseph	Animation & Graphic Design	[Signature]
32	Hitha. P.S	Counselling	[Signature]





















































**RCMAS**

RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES

FIRST STAFF MEETING (ACADEMIC YEAR 2023-24)

1 June 2023

Sl.No	Name	Signature	Sl.No	Name	Signature
1	JOBY JACOB		35	VINITHA VARGHESE	
2	MARTINA A.A		36	AJISH V NAIR	
3	ASHISH C PIUS		37	Dr. BIPIN DAS U R	
4	MARY ANTONY		38	CHRISTY BABU LUKOSE	
5	ANUPA STANLY		39	ASWATHY K M	
6	SIJO JACOB		40	ARDR A C MICHAEL	
7	ANILA VARGHESE		41	JUBY GEORGE	
8	TESSYMOL MATHEW		42	JOTTY JACOB	
9	NILEENA SASIDHARAN		43	Dr. INDU G KRISHNAN	-
10	MEGHA MOHAN		44	DEEPTHI S NAIR	-
11	AMALA MANAVALAN		45	ANEESHA K JOSE	
12	Dr.CHANDRALAL V.S		46	MEKHA SEBASTIAN	
13	PRIYA P.GOPINATH		47	DONA MARIA MANI	
14	BRIDIN ROCHA	-	48	MANJU M KAIMAL	
15	RAJI T		49	ASHLIN MARIA JOSEPH	
16	SAI PARVATHY I R		50	SREELAKSHMI K S	
17	ANNU JAMES		51	GEETHU JOHNY	
18	SUNITHA VARGHESE		52	ELSA JACOB	-
19	DIANA JOSEPH		53	Dr. AJOSH GEORGE	-
20	AMRUTHA ANTONY		54	HITHA PS	
21	NEHA ANNE VARUGHESE		55	BILIN BABY ELIZABETHU	-
22	MARIA ATHIRA SHALET		56	MINU S KUMAR	-
23	RENJU A C	-	57	MARIYA PAUL	
24	Fr. Dr. ANTONY PUTHUSSERY	-	58	W T PAUL	-
25	NIDHI VARGHESE		59	HEERA B	
26	MERLEENA ANTONY		60	DEEKSHITHA P N	-
27	LAKSHMI K RAGHAVAN	-	61	ABBIN JOSEPH THOMAS	-
28	JESMI JACOB	-	62	SHWETHA ROY	
29	ANNA GEORGE		63	JOSMY MATHEW	
30	VEENA RENJINI S		64	MINNU JOSEPH	
31	JITHU TOM EAPEN		65	SREEJA KUMAR	
32	KAVITHA KRISHNADAS	-	66	ANSA JOSE	
33	AMALA LINUS		67	SHWETHA ALEXANDER	-
34	SALU VARGHESE				

## STAFF MEETING MINUTES FOR THE ACADEMIC YEAR 2022-2023



### MINUTES OF THE FIRST STAFF MEETING

#### ACADEMIC YEAR 2022- 23

The first staff meeting for the academic year 2022- 23 was held on 14<sup>th</sup> July, 2022 at 3 pm. The meeting was presided over by the Director Rev. Dr. Mathew Vatathara CMI and the Principal Fr. Ajeesh Puthussery.

All the faculty members except Ms. Raji T, Ms. Neha Anne Varughese, Ms. Jesmi Jacob, Mr. Ajish .V. Nair, Ms. Mekha Sebastian, Ms. Dona Maria Mani, Ms. Deekshitha P.N and Mr. Abbin Joseph Thomas were present for the meeting.

The meeting commenced with silent prayer. The minutes of the previous staff meeting was read by Ms. Mary Antony, the erstwhile staff secretary and the same was approved by the management and the staff.

#### Thoughts and Recommendations by the Director

- Rev. Dr Mathew Vatathara CMI expressed his pleasure to meet all the staff members, appreciated, and thanked each one of the members for their dedication and commitment.
- The Director was pleased to quote an instance where he came across an acquaintance who spoke about the quality of the B.com degree offered at RCMAS, which made him feel proud, and happily shared that the credit goes to every staff member and it is a moment to feel proud of each one of us.
- The Director stated that the number of applications for admission received this year reveals the quality of teaching and further requested all the members to maintain the same and not to compromise on it.
- The Director stated that the CMI educational institutions emphasize the holistic development of the students, which includes academic excellence, intellectual excellence, spiritual maturity, social sensitivity, moral integrity and should be technologically sound. He further added that the teachers should facilitate to make the students good human beings and impart such values.
- The management wants the students and the staff fraternity to have a homely atmosphere where all are happy and not discontented as the institution stands to be a home away from home. To build a family atmosphere an important factor to be noted is to have trust between the management and staff. He mentioned about the situation where some staff had discussions about salary increment and the concerns regarding the same. Acknowledging the same issue, Fr. Director talked about the attempts made by the management on salary appraisal, which is under



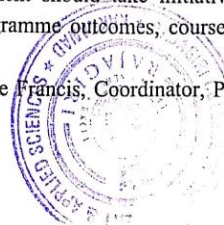
consideration and meanwhile many gossips are occurring about the same and other matters, which will not lead to a healthy relationship. He shared the willingness of the management to clarify and discuss the problems and concerns of the staff.

- The next point of discussion by the Director was family orientation where he reminded the need to reach out to the families of the students as there are issues faced by the students in their family, which are beyond imagination. There are instances where the development of the student is adversely affected on account of broken family or the lack of healthy relationship between the parents. In such situations, the teacher should be able to connect and help the students, which will be a great service and provide solace to them.
- Fr. Director expressed his hope that this year, all the activities, which were being conducted by the institution, can be organised in a better way. He further added that education must be personalised, catering to the student needs without generalising their abilities and attitudes, reach out to the students considering their individual needs and concerns, giving more attention to the weak students, which can be done through mentoring.
- Fr. Director concluded by wishing a fruitful and successful year ahead and thanked the entire members of the staff for the effort put in.

Fr. Principal continued the meeting by thanking the Director for his words of encouragement.

Thoughts and recommendations by the Principal:

- Fr. Principal reminded the staff to be more professional than to be taken over by sentiments. He appreciated the teachers for their selfless dedication and service for the glory of the institution for the academic and extracurricular achievements.
- It was informed that the nomenclature and the structure of departments are being modified and that from the 30<sup>th</sup> of June the institution will function as 5 departments namely BA Animation and Graphic Design headed by Mr. Jotty Jacob, BA English III Main headed by Ms. Martina A.A, BBA headed by Ms. Megha Mohan, BCA headed by Mr. Sijo Jacob and Department of Commerce headed by Ms. Mary Antony and coordinated by Ms. Diana Joseph and Ms. Aswathy K.M.
- Fr. Principal congratulated the new Heads of the departments and thanked the erstwhile heads Ms. Anila Varghese, Ms. Anupa Stanley, Ms. Bridin Rocha, Ms. Ammu K.V, Ms. Tessa Biju, Ms. Amala Manavalan, Mr. Joby Jacob, Mr. Renju A.C, Mr. Ashish .C. Pius and Mr. Jose Francis for their relentless service to the institution. He reminded that the B.com departments will maintain their individuality and activities under the programme coordinator but will be known in the name "Department of Commerce".
- An Internal Quality Assurance Cell headed by IQAC Coordinator Mr. Joby Jacob and additional coordinators Ms. Amala Manavalan and Mr. Jithu Tom Eapen was constituted to coordinate the quality assurance efforts on our parts.
- Fr. Principal reminded that every department should take initiative to formulate vision and mission of the department along with programme outcomes, course outcomes and programme specific outcomes.
- He highlighted the effort put in by Mr. Jose Francis, Coordinator, Placement cell for gathering around 210 offers from various companies.



- The Exam cell headed by Mr. W.T.Paul and assisted by Dr. Chandralal V.S and Ms. Salu Varghese were thanked for the smooth conduct of the examinations.
- Dr. Chandralal V.S supported by Ms. Salu Varghese and Mr. Ashish C.Pius will hereafter head the exam cell.
- Dr. Bipin Das and Mr. Savio were appreciated for the smooth conduct and clear communication rendered regarding the transportation facility offered by the college.
- All the club coordinators were congratulated for the activities conducted during the previous academic year.
- The office staff Mr. Renjith, Mr. Dineesh, Mr. Robin and Mr. Jibin along with the finance department Ms. Jincy, Mr. Savio and Mr. Arun were appreciated for always being at service for both the students and the staff.
- Fr. Principal suggested that every faculty member should maintain a personal file including documents like resume, certificates, publication details, feedback details, seminars, workshops attended etc.
- Most of the faculty have registered for PhD, which will enhance the academic culture, and there is a need to get into academic discussions and publications, which will contribute to the institution and automatically help in NAAC accreditation. Once in a year under the guidance of the Heads of the Departments teachers can present research articles and have discussions on a Saturday or during the afternoon session. Fr. Principal wished all the teachers who have registered for PhD good luck.
- Fr. Principal reminded that it is mandatory to wear masks as the pandemic is not completely under control.
- Usage of mobile phones should not be promoted and once confiscated it will only be returned after a semester's duration.
- Students should wear proper uniform with ID card and should have a decent look with neat hair cut. Hair colouring shall not be permitted.
- All the official proceedings of the students should happen only during the break or after class hours. No student should be allowed to go to the office during class hours. HoD's and batch coordinators must ensure that every official messages and notices shared through whatsapp reach the students and they clearly abide to the same and also stick to the deadlines.
- The M.Com Department under the guidance of Dr. Chithra V. Menon and Ms. Jissy Joseph were appreciated for organising a conference last year and it was suggested that such faculty development programmes and conferences should be promoted by every department.
- He stated that the teachers should have a proactive attitude towards Students who are caught for disciplinary issues and malpractices and such students should not be treated with the same attitude throughout.
- Teachers should intimate the leave to the concerned HoD's and make proper arrangements for substitution of the work allotted and do not expect the HoD to look after the respective arrangements. Teachers should also submit their leave applications on time.

The staff manual of RCMAS drafted and prepared under the team of Mr. Joby Jacob, Ms. Amala Manavalan, Ms. Mary Antony, Mr. WT Paul and designed by Mr. Renju AC was released by the Director



Rev. Fr. Mathew Vatathara. The Director thanked all the teachers who worked behind the drafting of the staff manual and intimated that here after the staff manual will be a guide for all.


- Fr. Principal thanked Ms. Mary Antony for her relentless service as the staff secretary for the past four years.
- Newly appointed staff members Ms. Heera. B, Ms. Hitha PS, Ms. Bilin Baby Elizabethu, Ms. Mariya Paul, Ms. Minu S Kumar and Mr. Kuriakose Paul introduced themselves.
- Ms. Mary Antony thanked every staff member for supporting and helping her all throughout her tenure as the staff secretary
- Ms. Geethu Johny was elected as the Staff Secretary for the academic year 2022-23. Ms. Geethu thanked the management and staff for entrusting the duty and sought for their support and cooperation.
- Dr. Chithra. V. Menon appreciated Ms. Mary Antony for always being a constant support and always showing maternal affection to everyone. She was very systematic and true to her work and always approachable. Dr Chithra further thanked Ms. Mary Antony on behalf of all the members of the staff.

The meeting was open for general discussions to raise concerns and queries.

- Ms. Matina AA raised her doubts regarding hair colouring as most of the students have already done colouring, which is expensive, and it is difficult to intimate them to remove it. In response to this, Fr. Principal asked to instruct the students not to repeat it as RCMAS is well known for discipline and should abide to it.
- Ms. Heera B enquired if there would be any financial support provided by the management towards research publication for which Fr. Principal said the management would look into the matter and there will be more updates in the staff manual regarding the same.

Fr. Principal once again thanked the members of the staff for the service and dedication extended to the institution

The meeting adjourned at 4.00 pm

  
Ms. Geethu Johny  
Staff Secretary



  
12/1/23

## STAFF MEETING MINUTES FOR THE ACADEMIC YEAR 2021-2022



# RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES

### MINUTES OF THE FIRST STAFF MEETING FOR THE ACADEMIC YEAR 2021 – '22

The first staff meeting of the Academic year 2021 – '22 was held at 11:40AM on the 28<sup>th</sup> of October 2021, Thursday in the college auditorium. The meeting started with a silent prayer and was followed by the presentation of minutes of the previous general staff meeting which was approved by Principal Fr.Ajeesh Puthussery.

Except Ms. Sai Parvathy, all teaching staff were present for the meeting.

#### ANNOUNCEMENTS BY THE DIRECTOR

- Director Rev.Fr.Dr.Mathew Vattathara CMI said that the delay in having a staff meeting in the previous academic year was to avert any crisis during the pandemic situation
- Fr. Director congratulated all departments for the excellent success in the University Exams. He also appreciated the successful conduct of Deeksharmbham 2021 and the First year UG admissions of 2021.
- Fr. Director also commented on the different activities conducted by the departments which were also successfully completed.
- He instructed that the main channel of communication would be the council meeting; however, concerns can be raised through the HoD's of different departments. Fr. Director also stated that the staff was free to meet the management personally.
- Fr. Director stressed on the importance of enjoying the work one does and the relevance in addressing the concerns of the employees to ensure that they do their work sincerely with satisfaction. He also added that any grievances or concerns from the faculty should be communicated to the management so that an effective remedy/ action can be taken to address the same within the limits of the institution.
- Fr. Director added that the profession that is chosen by the staff is aimed at changing the lives of many students. He stated that the staff should love all the children as their own and stand for their welfare. The teachers should be the role models for the students. Therefore, a lot of qualities should be practiced by the teachers so that they can guide the students in the right path.
- Teachers should be competent in the subject so, we get respect from students
- Teachers should understand the problems faced by the students. Mentoring helps to bridge the gap between students and teachers. Therefore, mentoring sessions have to be conducted



effectively. Cases that need expert advice can be sent to the counselor who is expected to be recruited soon.

- Fr. Director mentioned that the major focus for the next two years is to get the institution accredited. This will help to give our college more exposure thereby increasing the number of admissions. Orientation session will be conducted prior to the commencement of accreditation process. Various groups will be formed and roles would be assigned as there will be a lot of work to be done for a couple of years. The cooperation of the staff is expected. As the state government has introduced SAAC, it is ideal that the College gets accredited by SAAC or NAAC.

#### ANNOUNCEMENTS BY THE PRINCIPAL

- Fr. Principal congratulated all the teachers for their selfless service which has resulted in the meritorious achievement of the students in the academic years 2020 and 2021.
- Fr. Principal also congratulated the admission core committee members headed by Mr. Joby Jacob and the interview board on the successfully admitting 335 students out of 350 sanctioned intake.
- Mr. Ashish C. Pius was congratulated for organizing Deeksharambam - 2021 and Ms. Chitra R. Menon for arranging renowned personalities for induction programme in connection with Deeksharambam 2021.
- Club coordinators and club members were also appreciated for coming up with creative initiatives for the holistic development of students. Fr. Principal also congratulated the placement cell headed by Mr. Jose Francis and commented that 120 students were placed in different MNC's in the placement conducted last year. This year so far 13 students were placed at De-Loitte, 5 students from BCA and 8 students from B.Com respectively.
- Fr. Principal then stressed on the importance of getting accredited and highlighted the amount of documentation work to be done prior to the accreditation process. He added that the wholehearted cooperation of all staff members is mandatory to achieve this. Teachers would be selected and grouped to perform duties in connection with the accreditation and an orientation session is scheduled for the 20th November 2021.
- Fr. Principal announced that the first year offline classes will resume from November 1<sup>st</sup> 2021. Teachers were requested to be vigilant and ensure that discipline is properly implemented as per the students handbook. As the students are from diverse backgrounds, teachers are expected to work as a single entity, irrespective of departments to maintain the decorum and ensure discipline.
- Usage of mobile phone IS NOT ALLOWED in the college building and campus. However, with the consent from the batch coordinators/HoD's, mobile phone may be used for academic purposes only.
- The classroom walls should be neat and tidy, no one is allowed to stick anything on the classroom walls. Sticking charts or other posters can only be done on a soft board which will be provided and installed in the classrooms on request to the office.

- Considering the Covid situation, the college timings was scheduled from 8.30 AM to 3 PM which will be continued for the time being but will change in the near future .Physical class commences at 08:30 AM and the teachers are expected to be in the class by 8:25. Biometric machines are installed and the teachers are expected to register their entry in the Biometric machine and sign in the register maintained in the office from 1st November 2021. The punching time is set between 7:30 AM and 6 PM. Morning punch in time should be before 8.30 am and evening punch out time is after 3 PM. Punch in time for half day is 11:30 AM, More dynamics would be shared after the release of the staff policy.
- For students and teachers, the point of contact will be the college office for any document pertaining to education or employment respectively. Teachers can approach the accounts office for financial matters . Leave forms to be submitted to the office by the end of the month.
- Teachers handling invigilation duties must ensure that the details filled by the students in the facing sheets are correct. It should be cross checked with the hall ticket. The usage of mobile phones while invigilating is strictly prohibited except during cases of emergency.
- Student's interactive handbook was released. FR. Principal thanked the committee headed by Mr. Renju Ac and supported by Mr. Jotty Jacob, Ms.Lakshmi K Raghavan, Ms.Sai Parvathy and Ms. Bridin Rocha.
- The decision making body will continue to be the college council. Council meetings would be held at least once in a month and general staff meeting will be conducted once or twice in a semester.
- Students who discontinue their course should intimate the college office to avoid any arguments related to the exact date of their discontinue and the fee collection.
- Classes for the second year students will resume from 8th November 2021.
- Classes of the final year students will commence on the next working day after their University exams get over.

#### GENERAL DISCUSSIONS

- Mr. Christy Babu Lukose , batch coordinator of II year BA Animation and Graphic Design Programme suggested to make the channel of official communication from management to parents smooth . He added that delay in communication regarding commencement of classes and other official information is making the parents frustrated and hence can result in giving a negative impact on future admissions. In reply, Fr Director and Principal said that no such concerns were raised by the HoD's and mentioned that an official notice from the Department of Higher education or university was mandatory for the college to take a decision and that was what resulted in the delay.
- Fr. Director added that individual concerns from the parents and concerns that affect the college have to be clearly distinguished. Any issues which can affect the college can be reported to the management through the respective HoD's.

- Dr. Ajosh George suggested to have chairs in classrooms having higher strength to ensure discipline. Fr Director in response said that the same will be brought into effect gradually with special focus on classes with discipline issues.
- Prof. W T Paul requested to post the list of teachers assigned exam invigilation duty at least the previous day. He also raised concerns regarding the limited time assigned to enter the internal marks and requested to grant at least three working days for the same.

In response, Fr. Principal said that an exam cell will be formed and hence exam related issues could be sorted out.

- Ms. Tessymol Biju, voiced a request to install whiteboards in classrooms which would alleviate the issues faced by teachers with dust allergies.
- Mr. Renju A raised a concern regarding the problems faced by teachers who interact with the parents'. Communication regarding plying of college buses were not done properly which resulted in the parents raising complaints . In response, Fr. Principal said that it will be looked into. Existing routes or pick up points also will not be changed. He also added that the viability of the buses depends on the number of student passengers..
- Ms. Chitra R Menon extended her heartfelt gratitude to Dr. Chandralal, Ms. Jesmi Jacob, Ms. Manju R. Menon for helping in inviting renowned speakers for orientation sessions conducted in connection with Deeksharambham 2021, MS. Sai Parvathy for helping with the compering, Mr. Charles and Mr. Jotty Jacob for technical support and Ashish sir for his motivation.
- Fr.Principal appreciated Ms. Manju R. Menon on helping the college get a wide media coverage.
- Mr. Renju AC spoke about the Interactive handbook, which can be accessed on mobile phones. He mentioned the eight months of hardwork invested in producing the 60 page user friendly version of student's handbook and also thanked Mr.Jotty Jacob, Ms.Sai Parvathy, Ms. Bridin Rocha and Ms. Lakshmi K Raghavan for their contributions.
- Mr.Joby Jacob also raised a concern regarding the bus facility and requested to make the channel of communication clear.
- Principal thanked the technical committee, office and Accounts department for their dedicated service in successfully completing the admission process he also acknowledged the services of Mr.Renjith George, Mr.Charles, Mr.Mani Mohan and Ms, Jincy Sunil.
- Fr. Director mentioned that Salaries of all the employees will be regularized. A team is assigned to analyse and study the same and hence the staff can be assured to get increments.
- Fr. Principal welcomed Dr. Ajosh George and Ms. Geethu Johny.
- A lunch was arranged in the college canteen for all the staff to honour the selfless service rendered in connection <sup>with</sup> Deeksharambham 2021 and the successful completion of admission.

The meeting adjourned at 12.50Pm

Mary Antony  
(Staff secretary)



*[Handwritten signature]*  
14/07/23

**STAFF MEETING MINUTES FOR THE ACADEMIC YEAR 2020-2021**

Minutes of the first staff meeting for the academic year 2020-21

The first staff meeting of the academic year 2020-21 was held on 23<sup>rd</sup> October 2020 Saturday at 12:35 Pm at the college auditorium. The agenda for the meeting was to welcome the new faculty members and to discuss about Deekshatambham 2020.

Major discussions:

Being the first meeting post the takeover of the office. Fr. Dr. Mathew Vattathara, the newly appointed director of the college, began the meeting with self introduction. He commended on the remarkable growth of the college and acknowledged the former principal Fr. A. J. Sallama for his contributions.

The director also mentioned about a holistic development of students upholding the values and social responsibility. He explained the role of teaching facilitators in moulding the learner's attitude and stressed that each student should be treated like how one treats their own children.

This was followed by the self introduction by the principal Rev. Fr. Presh Pulhussery who spoke on the importance of working together as a team and taking the name of the institution to greater glory.





The newly appointed faculties of English, Ms. Tania Anton and Ms. Maria Remy introduced themselves.

Announcements by the principal

The college working hours will be from 8.30 am to 3 PM with effect from 2<sup>nd</sup> of November 2020.

Faculty members having valid reason would be exempted from the same.

The first period timing will be from 8.40 am to 9.30 am with effect from 2<sup>nd</sup> of November 2020. The other period will follow the same schedule.

A what's app group will be formed exclusively to communicate official messages. The group administrator will be the principal, the staff secretary and the office superintendent.

Introduction of a suite for virtual platform and a common e-mail id will be shared for all the faculty members and the first-year students.

3<sup>rd</sup> October, Saturday will be a working day in view of Deeksharambham scheduled for 2<sup>nd</sup> November 2020.

Upcoming events

Deeksharambham 2020 on 2<sup>nd</sup> November 2020, Monday  
Meeting adjourned at 1.15 PM.

Mary Antony  
(Staff secretary)

Dr. Ajeesh Puthusseray  
(Principal)

**STAFF MEETING MINUTES FOR THE ACADEMIC YEAR 2019-2020**

ACADEMIC YEAR 2019-20

Minutes of the first staff meeting held on 13<sup>th</sup> June 2019.

The first staff meeting of Rajagiri College of Management and Applied Sciences for the academic year 2019-20 was held on the 13<sup>th</sup> of June 2019. The meeting that commenced at 3.40 Pm was held in the computer lab 2.

All members except Ms. Mathira AA, Mr. Sijo Jacob, Dr. Chandralal VS, Ms. Ann James, Ms. Meha Ann Vaighere, Mr. Renu AC, Ms. Mulem Antony, Ms. Shalu Vaighere, Ms. Manjira Kaniad, Ms. Ashlin Maria Joseph, Dr. Biju Das, Mr. Renuji KT and Ms. Ren Neelboothiri were present.

Major discussions

- The initial discussion was on the admission process for the academic year 2019-20. The principal appreciated and thanked the teachers who organised the 1<sup>st</sup> year admissions. He added that the parents of the 1<sup>st</sup> year students were impressed by the college and thanked the teaching and supporting staff for their valuable contribution towards achieving their goal.
- The principal mentioned that the staff hour was organised well.

As a part of technologically uplifting the education process, the principal discussed about creating a server which can act as an interface between the students and the professor for assignment

Topic allocation and submissions. He also added about the installation of interactive smart boards in the animation department which can facilitate the teaching learning activity.

\* The principal stressed on the importance of a teacher to be a life long learner, the need to update their knowledge to keep up with the advancements in the field of education. He advised the teachers to take up courses that can facilitate the same and also said that the knowledge gained should be imparted to the fellow teachers.

\* As a part of inculcating social responsibility among students, it was discussed that the 1<sup>st</sup> year students should be engaged in social service programmes for which suggestion can be sought from Prof. W.P. Paul, who has experience in organising National Service Scheme Activities.

\* The principal mentioned about the installation of intelligent Virtual Assistants powered by verbal commands in every staff room so that clarification related to academics can be done hands free.

\* Ms. Neetha Maria briefed on the 20 days Faculty programme conducted in association with the MHRD of IIT, Hyderabad which discussed about the usage of Google resources.



like Google classroom, one note etc. that can be used to foster technology based education.

\* Ms. Amala Manuvelan spoke about conducting the Intra Collegiate Literary Fest, SOLASTA on 19<sup>th</sup> June 2019 in connection with Reader's day

\* In connection with the conduct of Deekshamban 2019, various committees were appointed namely:

1. Invitation and Reception : Ms. Jissy George,  
Ms. Diana Joseph,  
Ms. Amala kumar,  
Ms. Chitra V mohan,  
Ms. Anurutha Aniloy,  
Ms. Ashlin Maria

2. Stage setting and Seating : Ms. Rejini A C,  
Ms. Jolly Jacob,  
Ms. Chandral,  
Ms. Christy Babu,  
Ms. Swath Rex,  
Ms. Sreelakshmi

3. Formal Programme : Ms. Kavitha Krishnan  
(Along with the members of the dept. of English)

4. Prayer : Ms. Jissy Joseph,  
Ms. Maria Athira Shalini,  
Ms. Kavya Krishnan,  
Ms. Anesha.



### Announcements by Principal.

The college chapel is renovated.

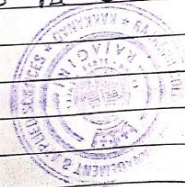
Rajagiri College of Engineering and Technology, has offered car parking facility for students on a payment of Rs 500/- per annum.

In order to instil a responsibility towards nature and other living creatures among the students, a couple of laminas have been purchased. The faculty have given their suggestions regarding the upbringing of the pupils.

The invites for Deekshavandan are printed. The English Department will be in charge of the formal function. Post Graduate students will also be attending the programme this year.

The classes for the 1<sup>st</sup> year students will commence on the 24<sup>th</sup> of June 2019. Activities and programmes have to be charted by every department so that students do not get bored with the tight academic schedule.

Mentoring or Anti-ragging will be conducted for the 1<sup>st</sup> and final year students. Mr. John Jacob circulated the copies of guidelines to be observed for the mentoring session.





A Column printed is furnished for the College.

Up coming events


SOLASTA, Intra Collegiate Literary Fest on 19<sup>th</sup> June 2019.

Deeksharambham on the 22<sup>nd</sup> of June 2019.

Meeting adjourned at 4.40 PM.

Thank you.

~~Manu~~  
Mary Diloni  
(Staff Secretary)

  
Fr. A.J. Sauerne,  
Principal.  
16/8/2019



Minutes of the second staff meeting for the academic year 2019-20.

The second staff meeting of Rajagiri College of Management and Applied Sciences was held on the 16<sup>th</sup> August 2019. The meeting that commenced at 3.40 PM was concluded in the computer lab 2.

### Major discussions

The initial discussion was about the various departmental inaugurations and other activities. The principal evaluated the programmes conducted by each department namely Kaizen (Model I Taxation)

about the paper presentation and Medical Aid programme (Model II Computer Science SOLASTA (Intra-collegiate competition by the department of English)

Mother Nature (Street play by Model II)

Taxation in View of World Environment Day Food festival and CSR activity (sponsoring computers to two different schools and also imparting computer knowledge to kids of those schools (Model I Computer Science) Go Green programme (initiative against plastic by the department of management)

The principal appreciated the efforts taken by the various departments in co-ordinating these programmes.





- The reports about the activities conducted by various departments were presented by their respective heads.
- As a part of CSR, the department of Model II Logistics and Model II Marketing have collectively decided to contribute sports kits to selected Govt. schools.
- 'Rising Star', a new initiative by the department of Management to motivate the holistic development of students was appreciated by the principal.
- The effort undertaken by the department of Computer Science in issuing the identity cards for the 1<sup>st</sup> year students was acknowledged by the principal.
- The members of the Social Welfare Club visited 'KRIPA', a C.M.I. rehabilitation centre and special education school and the inmates of the institution trained our students in candle making, umbrella making and book binding.
- The DC book publishers are planning to organise a book exhibition in the College which will showcase over 1000 books from different genres.



## Announcements by the principal,

- A studio will be set up in the 5<sup>th</sup> floor of the college. Faculty members' classes will be recorded and uploaded to the server which can be accessed by the students when required. The teachers will have to prepare short lessons at first for trial.
- The library can now be used to conduct classes as an arrangement is made to accommodate 50-60 students.
- Three high resolution cameras are purchased out of which 2 can be used for academic activities and 1 for departmental activities.
- Mr. Joby Jacob has been appointed as the University elections returning officer.
- For the faculty members to easily access the lab classes, A software is being developed by the department of Computer Science.
- The anti ragging squad and an anti ragging committee were constituted and the members are as follows:



Members of Anti Ragging Committee Squad.  
Prof. Mr. Joby Jacob.

Ms. Sarah Rex Varghese

Ms. Deepthi S Nair

Ms. Anila Varghese

Ms. Anna George

Mr. Ashish C Pius

Dr. Indu G. Krishnan

Ms. Bridhi Rocha

Mr. Philip San Tharakan

Ms. Jissy Joseph

Ms. Jesmy Jacob

Ms. Anupa Stanley

Ms. Raji Kaimal

Mr. Jon Francis

Ms. Meera Rajini

Ms. Terrynd Biji

Ms. Maria Athira Shallet

Ms. Anala Manavalan

Mr. Jithu Top Kapen

Members of Anti Ragging Committee.

Prof. W.T Paul, Mr. Joby, Ms. Anila Varghese, Ms. Anala Manavalan, Mr. Ashish C Pius, Ms. Anupa Stanley.

As per the norms of MG University the following cells were constituted  
SC/ST Monitoring Cell  
Members.

Rev. Fr. A. J. Sullivan, (Principal)

Prof. W.T Paul

President of Thekkakara Panchayath

Ms. Anala Manavalan

Mr. Rajith K J



Equal opportunity cell for taking care of differently abled students.

Members:

Ms. Mary Doloy (In-charge)

Ms. Sangatha Jose

Ms. Tessymol Bejin

Ms. Bridini Rocha

Ms. Jose Francis

Mr. Ranjith K.S

Ms. Jincy Joseph

Ms. Dhanida Shetty

- As a part of making the college differently able friendly, special toilet facilities will be provided in each floor.

Suggestions:

- To avoid putting up of posters and flex in the auditorium during events, Smart display board can be installed to play the advertisement of the sponsors.

- As a part of the Go-GREEN initiative undertaken by the department of management of the college, plastic decoration wraps for bouquets can be avoided.



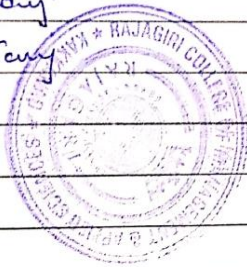
Collar microphones can be purchased which can be used during conferences, events like quiz or even for class room.

requirements.

Meeting adjourned at 4.45 P.m.

~~Mary~~

Mary Antony  
Staff Secretary



*[Signature]*  
26/10/2019  
Fr. A. J. Sullivan,  
Principal.

## Minutes of the fourth staff meeting for the academic year 2019-20

The fourth staff meeting of Rajagiri College of Management and Applied Sciences was held on the 28<sup>th</sup> of November 2019. The meeting that commenced at 3.40 Pm, was conducted in the computer lab 2.

### Major discussion.

- The meeting began with a silent prayer. The principal congratulated Mr. Joby Jacob and the members of Department of Computer Science on the preparation of the college calendar comprising of the important events and dates.
- Women cell conducted a self defence programme which was very useful for the students.
- Women cell organized A food craft certificate course for the students and teachers in the college. It was to follow with several sessions on baking and cooking.
- Four members of the college council was entrusted with the duty of constituting different committees to facilitate holistic development of the college.
- The principal insisted on formulating an Alumni association and include the students who passed out within a span of 3 to 5 years.

A staff welfare scheme is to be joined for the benefit of faculty members so as to get a minimum of Rs 60,000 lakhs at the age of 60.

Ms. Sumilla Vaighan briefed about the CSR activity conducted by the Dept. of Model I Taxation named 'Green Entrepreneurship'.

Ms. Hishina Babu, dept. of B.Com Model II Marketing explained about the CSR activity of visiting a blind school and supplying the necessary supplies.

Principal said that teachers should motivate the budding entrepreneurs among students to utilize their talents.

The following hours in charge were selected for the conduct of arts and sports.

Tuition hour - Ms. Lakshmi K. Rajgavan  
 Oratory hour - Ms. Meetha Maria Joy.  
 ITIS hour - Ms. Merlena Pauline  
 Lalals hour - Ms. Anantha Pauline  
 Christian celebration will be held on 20<sup>th</sup> Dec 2019.

Faculty in charge is as follows:

Stage	Ms. Remya AC, Ms. Lolly Jacob
Card	Music Club.
Club making	Ms. Jerny Jacob, Ms. Puleen.
Prize	Ms. Sijo Jacob, Ms. Cheryl Babu Lakshmi
Discipline	Heads of the department



Announcements by the principal.  
 In order to make it convenient for the teachers and students on Mondays, the college hour will hereby be scheduled in a way that it starts on Thursday morning and return on Sunday.

Teachers should co-operate to accompany students during their hours.

INCEPT 2K20 will be conducted on the 7<sup>th</sup> of February 2020. Ms. Mathina A A will be the chief coordinator.

All the heads of the department to participate in a session on counselling for students which will be conducted at Rajagiri College of Social Sciences, Kalamassery, on 14<sup>th</sup> and 15<sup>th</sup> of December 2019.

The Arts Fest will be jointly conducted by the arts, sports and drama clubs and dance clubs.

The students can participate in solo events for the university Arts Fest. However participation in group events can only be finalised after evaluating their preferences in the college Arts festival.

Students are permitted to wear colour dress and bring mobile phones on Christian celebration day.





Mr. Joby Jacob has prepared an excel sheet on SPC process which will be discussed in detail later.

Centralised valuation is scheduled from 2<sup>nd</sup> to 12<sup>th</sup> <sup>December</sup> 2019.

The date for conducting URON is still to be decided later.

Upcoming events:

Sports fest - 3<sup>rd</sup> January 2020.

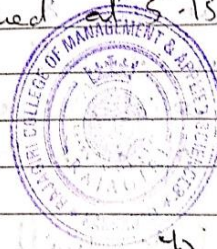
Aut. fest - 8<sup>th</sup> " 2020.

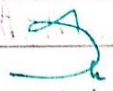
Inception - 2020 - 7<sup>th</sup> February 2020.

Meeting adjourned at 5.15 P.M.

~~Mary~~

Mary Dily  
(Staff Secretary)



  
Dr. A. J. Sallientu  
Principal