



RCMAS
RESEARCH COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion VI

**Governance,
Leadership and
Management**

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

6.1.1 Institutional Vision and Leadership

6.1.1

Governing Body Meeting Minutes

2019-2024

Submitted to

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL





RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

**GOVERNING BODY
MEETING MINUTES**


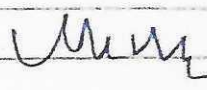

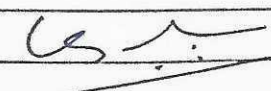
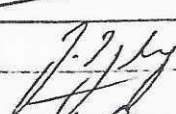
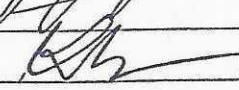



MINUTES OF THE SECOND

GOVERNING BODY MEETING 4 MARCH 2024

TIME : 10:30 am

VENUE: BOARD ROOM

MEMBERS PRESENT

1. Rev. Dr. Benny Nalkara CMI 
2. Rev. Fr. Mathew Vattathara CMI 
3. Rev. Fr. Ajeesh Puthussey CMI 
4. Dr. Lal Mathew 
5. Dr. Joseph Ingidey 
6. Prof. Dr. K. Paulose Jacob 
7. Mr. Aju Jacob 
8. Mr. Roby Jacob 
9. Ranjith K. J 

AGENDA

1. Implementation of MBU - UoIP
2. Updations on NAAC accreditation process
3. Infrastructural development
4. Initiation of autonomous status procedures
5. Faculty enrichment
6. Any other matters of concern.





The meeting of the governing body was held on Wednesday 27th March 2021 from 10.30 am onwards in the boardroom of Rajagiri College of management and applied sciences. The meeting started with the chairman of the governing body, Rev Fr Dr. Benny Nalkara CMI, Provincial of SHI province and manager of Rajagiri Institute Hons, welcoming all the members of the governing body. He appreciated the steady progress of the ongoing NAAC accreditation process and offered all support of the management in achieving an exemplary grade in the target year itself. The Director of the college, Dr. Mathew Vattathara CMI briefed on the academic and non-academic activities of the college and talked at length on the strategies to be adopted to enhance student enrichment for better student progression and placements. He introduced the new principal Dr. Laly Mathew to the governing body. The Principal presented a detailed report of the activities of the college, which was followed by a discussion. The members appreciated the commendable academic performance, cultural and sports achievements of the students during the year. Teachers and students were appreciated for the commendable performance in University 'Kalotsavam'.



Dr. Jayadev suggested to acknowledge student achievements and to ensure student satisfaction in physical facilities as well as in academic

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and non-academic needs of students. He suggested encouraging the research pursuits of lecturers by giving them incentives and seed money to attend conferences and FDPs including those abroad.

The first alumni meet named 'REACH 2024' was appreciated by the members, which should be continued annually with far more participation. Dr. Paulose underlined the importance of strengthening the alumni and suggested that they should be invited to play a proactive role in the development of the college. Rev. Fr. Dr. Benny Nalkara CMI suggested that regular newsletters should be circulated among all the stakeholders to enhance visibility of the institution.

The meeting also detailed the status of the ongoing NAAC accreditation process. Dr. Joseph T. Joydey pointed to the fact that the NAAC accreditation process needs to be accelerated in view of the upcoming changes proposed by the UGC in the assessment criteria. It was suggested that the college submit the self study report before September 2024. The initiatives to attain autonomous status for the college should also be undertaken simultaneously.



Dr. Joydey suggested to utilize all the re-

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courses and shows under Rajarajendra Vidya
 peedam as shared facilities by all
 sister institutions through a written
 agreement of KECT, to be initiated by
 the Principal. The Principal expressed his
 agreement on the suggestion, which is to
 be discussed in the executive body. Prof.
 Dr. Joseph Injodey recommended orientation
 sessions on future career opportunities and
 existing higher education schemes utilizing
 kinesthetic engagements for higher secondary
 students of schools.

He proposed the next academic retreat
 for the faculty to be conducted at
 Christ University, Bangalore. It will be an
 opportunity for the faculty members to
 understand the current academic and
 non-academic practices at the university
 and be updated on the new changes in
 the higher education scenario at the
 national level.

The Principal Dr. Saly Mathew detailed the
 transit to the four-year undergraduate
 honors programmes, MAU-UGP which
 would be implemented by the MAU
 University during the academic
 2025. The departments are now
 submitting syllabus to the
 order to retain the existing
 courses of the college. The college




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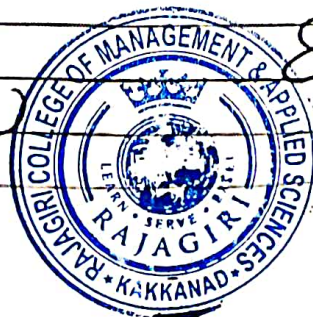
taken up the challenge in a positive manner so as to bring in the new programmes of demand while also retaining the existing programmes, without affecting the student strength. Dr. Injodey cautioned on starting trendy new age programmes of short term demand, and recommended conducting a market survey in order to assess programmes with a more far reaching demand.

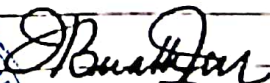
Banking on the 'Rajagiri' brand value, the governing body emphasized and encouraged positively to consider the potential of raising the institution along with the sister institutions, to Rajagiri Vidyapeetham University in three years time unassailable attaining autonomy and a good NAAC score.

Rev. Fr. Pjoseph Palhusey CMJ proposed the vote of thanks and wished to enrich the institution through the implementation of the developmental activities to accommodate and stay on par with the changing trends in higher education.

The meeting came to a close by 12 noon.


Secretary (Principal)
Dr. Laly Mathew




31.07.2024

MINUTES OF THE BOARD OF MANAGEMENT MEETING

The meeting of the college council for the academic year 2022-2023 was held on June 6, 2022 at Board Room, RCMAS, Kakkanad at 10 AM.

Members Present for the Meeting:

1. Rev.Dr. Benny Nalkara CMI (Manager)
2. Rev Fr. Saju Madavanakkadu CMI (Educational Counselor)
3. Rev.Dr. Mathew Vattathara CMI (Director)
4. Rev Fr. Ajeesh Puthussery CMI (Principal)
5. Dr. Binoy Joseph (Member)

Benny Nalkara
Rev Fr. Saju Madavanakkadu
Rev.Dr. Mathew Vattathara
Rev Fr. Ajeesh Puthussery
Dr. Binoy Joseph

Agenda

- Renovation of Parking Area for Teachers
- Implementing Rajagiri Sahrudaya Scholarship Scheme
- Recommendations and Decisions of IQAC Meeting

The meeting began with silent prayer and the Chairman welcomed the gathering and briefed the agenda of meeting. The minutes of the previous meeting was read and approved.

Following were the directives of the meeting

1. Rev.Fr. Saju Madavanakkadu presented the proposal for renovating the parking area designated for teachers. Key issues such as inadequate space and the need for better security were discussed.
2. Rev. Dr. Benny Nalkara CMI introduced the Sahrudaya Scholarship Scheme aimed at supporting financially disadvantaged but academically bright students. The scheme details, including eligibility criteria, application process, and selection committee, were discussed.
3. Rev.Fr. Ajeesh Puthussery CMI presented the key recommendations from the recent Internal Quality Assurance Cell (IQAC) meeting. Recommendations included the



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introduction of new certificate courses, enhancement of digital library resources, and measures to improve faculty-student interaction. The council discussed each recommendation in detail.

4. It was decided to introduce new certificate courses in the next semester and to allocate funds for enhancing digital library resources.
5. Initiatives to improve faculty-student interaction, such as mentorship programs and interactive sessions, were also approved and will be implemented from the next semester.

The meeting adjourned at 12.30 PM



Secretary (Principal)

Rev.Fr. Ajeesh Puthussery CMI



MINUTES OF THE BOARD OF MANAGEMENT MEETING

The meeting of the Board of Management for the academic year 2021-2022 was held on July 7, 2021 at Board Room, RCMAS, Kakkanaad at 10 AM.

Members Present for the Meeting:

1. Rev. Dr. Benny Nalkara CMI (Manager)
2. Rev. Dr. Mathew Vattathara CMI (Director)
3. Rev. Fr. Saju Madavanakkadu CMI (Educational Counsellor)
4. Rev. Fr. Ajeesh Puthussery CMI (Principal)
5. Dr. Binoy Joseph (Member-Principal RCSS)

[Handwritten signatures of the members listed above]

Agenda

- Planning for Resuming Offline Classes
- Setting up of 3 ICT Enabled Multimedia Classrooms
- Setting up of IEDC and NSS units
- Recommendations and Decisions of IQAC

The meeting began with a silent prayer and the Chairman welcomed the gathering and briefed the agenda of the meeting. The minutes of the previous meeting was read and approved.

Following were the directives of the meeting


1. The council decided to resume offline classes from November 1, 2021, with a phased approach.
2. Safety protocols, including vaccination, social distancing, and sanitization measures, were discussed.
3. The director, Rev. Dr. Mathew Vattathara CMI proposed the establishment of three ICT-enabled multimedia classrooms to enhance the teaching-learning process. The proposal included the installation of interactive whiteboards, projectors, high-speed internet, and audio-visual equipment.
4. Rev. Fr. Saju Madavanakkadu presented the proposal for setting up an Innovation Entrepreneurship Development Cell (IEDC). The IEDC aims to promote entrepreneurship among students by providing mentorship, funding, and incubation facilities.

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5. Principal, Rev.Fr. Ajeesh Puthussery CMI presented the proposal for setting up the National Service Scheme (NSS). The NSS unit will focus on community service and social responsibility initiatives.
6. Dr. Binoy Joseph recommended that conducting periodic faculty development programs and enhancing the research infrastructure will enrich the institution.
7. Rev.Dr. Benny Nalkara CMI suggested the formation of an alumni association to engage former students in college activities and mentoring programs.

The meeting adjourned at 12.15 PM.

Secretary (Principal) 
Rev.Fr. Ajeesh Puthussery CMI



MINUTES OF THE BOARD OF MANAGEMENT MEETING

The meeting of the Board of Management for the academic year 2020-21 was held on October 14, 2020 at Board Room , RCMAS ,Kakkanad. The meeting started at 10.30 AM with silent prayer.

Members Present:

1. Rev. Dr. Benny Nalkara CMI (Manager)
2. Rev. Fr. Saju Madavanakkadu CMI (Educational Counsellor)
3. Rev. Dr. Mathew Vattathara CMI (Director)
4. Rev. Fr. Ajeesh Puthussery CMI (Principal)
5. Dr. Binoy Joseph (Member, Principal-RCSS)

[Handwritten signatures of the members listed above]

Agenda:

1. Conduct of Online Classes
2. Conduct of Exams
3. Introducing Masters in Animation and Graphic Design
4. Recommendations and Decisions of IQAC Meeting
5. Any Other Matters of Concern

Matters of Discussion:

1. Rev. Fr. Ajeesh Puthussery presented the current status of online classes. Discussions included the challenges faced by students and faculty in the online mode. Suggestions for improvement were discussed, such as enhanced training for faculty on digital tools and providing better internet facilities to students. It was decided to continue online classes with these improvements and to periodically review the progress.
2. The council deliberated on the upcoming examination. Rev. Fr. Saju Madavanakkadu proposed a hybrid model of exams combining both online and offline methods. Discussions were held on maintaining academic integrity and ensuring



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fairness in assessment. The council approved the hybrid model with specific guidelines to be drafted by the examination committee.

3. Director .Rev. Dr.Mathew Vattathara CMI presented the proposal for the introduction of a new postgraduate program, MA in Animation and Graphics Design. The rationale behind the introduction of the new program was discussed, highlighting the growing demand for professionals in the fields of animation and graphic design. The curriculum structure, faculty requirements, infrastructure needs, and budget implications were detailed. The council discussed the proposal extensively, considering the potential benefits for the students and the college. The new program is scheduled to commence in the next academic year.
4. Dr. Binoy Joseph presented the key recommendations from the recent Internal Quality Assurance Cell (IQAC) meeting. Recommendations included the introduction of new skill development courses, periodic academic audits, and enhanced research opportunities for faculty. The council discussed each recommendation in detail. A committee was formed to explore and facilitate enhanced research opportunities for faculty.
5. Rev. Dr. Mathew Vattathara informed about the implementation of Infrastructural Facilities like Butterfly Garden, Fish Farming, Aviculture, Open Auditorium, etc
6. Rev. Dr .Benny Nalkara CMI raised the issue of student mental health and the need for better counseling services. The council agreed on the importance of mental health support and decided to hire counselors and organize mental health awareness programs. It was also decided to provide learning aids for the conduct of online classes to the most needy students.
7. Rev. Fr. Ajeesh Puthussery proposed the idea of establishing an alumni network to engage former students in placement activities of the college. The council approved the proposal and decided to start working on the alumni network.

Fr. Ajeesh Puthussery thanked all the members for their active participation and valuable inputs. The meeting adjourned at 12.15 PM.

Secretary (Principal)

Rev. Fr. Ajeesh Puthussery




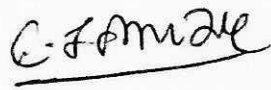

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MINUTES OF THE BOARD OF MANAGEMENT MEETING

The meeting of the Board of Management for the academic year 2019-20 was held on June 3, 2019 at Board Room, RCMAS, Kakkannad, at 10.15 AM.

Members Present:

1. Rev. Fr. Jose Kuriedath CMI (Manager)
2. Rev. Fr. Saju Madavanakkadu CMI (Educational Counsellor)
3. Rev. Fr. A. J. Saviance CMI (Principal)
4. Rev. Fr. Antony Puthusserry CMI (Member)
5. Dr. Binoy Joseph (Member)

Agenda:

1. Purchasing of a New State-of-the-Art Camera and Setting Up a Recording Unit for the Department of Animation
2. Development of Infrastructure Facilities like Butterfly Garden, Fish Farming, Aviculture, Open Auditorium, etc.
3. Purchase of 75 New Higher Configuration Desktops and New Servers
4. Purchase of New Display Board for the Lobby and Auditorium for Promoting Upcoming College Events
5. Any Other Matters of Concern

Matters of Discussion:

1. Rev. Fr. Jose Kuriedath presented the need for a new state-of-the-art camera and the establishment of a recording unit for the Department of Animation. The proposal included the specifications of the camera and the budget required for the setup. The council approved the purchase of the camera and the setup of the recording unit.
2. Rev. Fr. A. J. Saviance CMI proposed the development of various infrastructure facilities to enhance the campus environment and provide practical learning opportunities for students. The council discussed the benefits and feasibility of each



proposed facility. The proposal for a butterfly garden, fish farming, aviculture, and an open auditorium was approved by the Governing Council.

3. Rev. Fr. Saju Madavanakkadu highlighted the need for new higher configuration desktops and servers to support the academic and administrative functions of the college. The proposal included the specifications and cost of the desktops and servers, which was approved by the Council.
4. Rev. Fr. Antony Puthusserry presented the need for new Plasma Screen in the lobby and auditorium to promote upcoming college events. The council discussed the advantages of having Plasma Screen for effective communication and engagement. The proposal was granted approval by the Council.
5. Dr. Binoy Joseph suggested the introduction of a new e-learning platform to supplement classroom teaching. The council agreed on the importance of digital learning and decided to explore potential platforms.
6. Rev. Fr. Jose Kuriedath CMI proposed organizing a workshop on the latest teaching methodologies.
7. Rev. Fr. A. J. Saviance CMI, thanked all the members for their active participation and valuable inputs. The meeting was adjourned at 11.45 AM.

Secretary (Principal)

Rev. Fr. A J Saviance CMI

PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkanad - 682 039

