

# Criterion VI Governance, Leadership and Management



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

## 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

College Council Minutes

2019-2024

Submitted to







**COLLEGE COUNCIL**

**MEETING MINUTES**





# RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES  
(Affiliated to Mahatma Gandhi University, Kottayam)

A CMI Institute

Rajagiri Valley P.O., Kakkanad  
Cochin - 682 039, Kerala  
T + 91 484 2955270, 904889  
E office@rajagiricollege.edu  
www.rajagiricollege.edu.in

## NOTICE

The 1st College Council Meeting of the Academic Year 2023 -2024 is scheduled to be held at 10:45 am Monday , 12 June 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

Staff Secretary

Principal

College Council Secretary

## **Agenda**

Academic Affairs

Dheeksharambham

Bridge Course

Reframing Mandatory Cells

Orientation Schedule .

Any other matter of Concern



*[Handwritten Signature]*  
Principal



# RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES, KARKANAD

\* FIRST COLLEGE COUNCIL MEETING ACADEMIC YEAR.  
2023-2024.

VENUE - BOARDROOM.

\* MEMBERS OF COLLEGE COUNCIL 2023-2024

1. Director. Rev. Fr. Dr. Mathew Vattathare CMI MV
2. Associate Director Rev. Fr. Ajesh Puthussery CMI AP
3. Principal. Dr. Kaly Mathew CM
4. College Council Secretary Ms. Martina. A.A. MMA
5. Staff Secretary - Ms. Greetha Johny GJ
6. IQAC Co-ordinator - Mr. Joby Jacob JJ
7. Associate Professor - Mr. W.T. Paul WP
8. HOD, BCA - Mr. Sijo Jacob SJ
9. HOD, Commerce - Ms. Mary Antony MA
10. HOD, Management - Ms. Megha Mehan MM
11. HOD, Animation - Ms. Jathy Jacob JJ





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## **Rajagiri College of Management and Applied Sciences**

**Rajagiri valley , Kakkanad**

### **First College Council Meeting Academic Year 2023 – 2024**

The First College Council meeting for the Academic year 2023- 2024 was held on 12 June 2023 at 10 :45 am

Venue - Boardroom

### **Members of College Council 2023-2024**

Director Rev. Father Dr. Mathew Vattathara CMI

Associate Director Rev. Father Ajeesh Puthussery CMI

Principal Dr. Laly Mathew

College Council Secretary- Ms Martina A A

Staff Secretary -Ms. Geethu Johny

IQAC Coordinator - Mr. Joby Jacob

Associate Professor - Mr. W T Paul,

HoD BCA - Mr. Sijo Jacob

HoD Commerce - Ms. Mary Antony,

HoD Management- Ms Megha Mohan,

HoD Animation- Mr.Jotty Jacob





## Major Discussions

The meeting commenced with Rev Fr. Ajeesh Puthussery wishing the best to the new Principal Dr. Laly Mathew.

It was decided that Dheeksharambham 2023 shall be organized on 7th July 2023 at K. E. Auditorium RSET Campus. The core team was asked to convene a staff meeting at the earliest to discuss the duties and interchange in committees.

It was decided that orientation sessions for the first years shall be arranged after the first hour (from 9:30am - 10:30am/11:30am) from 10 July 2023 to 14 July 2023. Each department shall arrange a campus tour session for the students to familiarize themselves with the college premises and activities for one day. The staff secretary shall take over the charge for the same.

Rest of the days the classes shall be engaged with Bridge Course for which the time table including the syllabus shall be maintained by the departments. The HoDs shall ensure to allot minimum 3 hours for one subject in a week.

It has also been decided that the first years shall have their recess, after the recess period for seniors.

Principal informed of the request of Sidharth Brijesh's family, BCom M2C student who is admitted in ICU after a major accident for financial support. It was decided to help the family through crowdfunding from the college.

Principal insisted that the teachers ensure that the students follow the traffic rules related to helmets and triple riding.

Principal conveyed the message that the leave forms of the staff shall be forwarded to the office before the 15th of next month.

Principal informed that the Academic Retreat for the year 2023-2024 is fixed to June 29, 2023 and RCSS shall be continued as the Mentors for NAAC Orientation Sessions.

Principal mentioned the details of the committees to be reframed and included as per the new norms of UGC and the State Government. The details regarding the UN Peace League were informed by the Principal. The management solicited the support of the teaching fraternity to reach the ultimate goal of NAAC Accreditation.

Principal also detailed the "Haritha karma sena" introduced by MG University to be initiated at the college level and Dr. Chandralal V S shall be in charge of the same.

Admission status was detailed by Mr. Joby Jacob, Admission Coordinator.





Mr. Joby Jacob, Returning Officer, informed rules regarding selection of student representatives of each class.

There were no further matters of discussion. The meeting adjourned at 12 :15 pm.

Thank you

*Martina A A*  
Martina A A (College Council Secretary)

*U. S. .*







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www.rajagiricollege.edu.in

## NOTICE

The 9 th College Council Meeting of the Academic Year 2022 -2023 is scheduled to be held at  
10:45 am Thursday , 12 January 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 Affairs

Any other matter of Concern







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## Rajagiri College of Management and Applied Sciences

### Minutes of Ninth College Council Meeting Academic Year 2022 – 23

The Ninth College Council meeting for the Academic year 2022- 2023 was held on 12 January 2023 at 10:45 am

Venue - Boardroom

Members present

Director Rev. Father Dr. Mathew Vattathara CMI

Principal Rev. Father Ajeesh Puthusseray CMI

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

Absent - Ms. Geethu Johny

Mr. Renju A C represented the department of Animation in the absence of

Mr. Jotty Jacob

#### Major Discussions

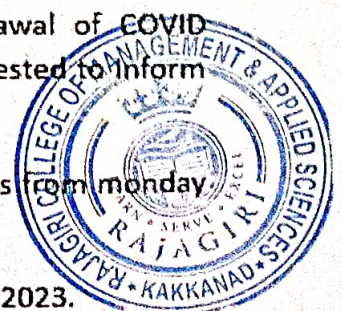
The meeting commenced with Rev Father Dr. Mathew Vattathara disclosing the Relevance and need for genuine candidates for Sahrdaya Scholarship 2022-2023. 50 students ( 20 First years ,15 second Years ,10 Final years and 5 PG ) a year will be enlisted by the sahrudhaya Team for the scholarship of 25,000 each for the scholarship . The new initiative was to enhance the meritorious needful student community in the society .

The Management appreciated Ms Amala Linus and Ms. Geethu Johny for the organizing and conducting Christmas Celebration of the Student Sector and due appreciation was given to Ms Megha Mohan and Ms . Geethu Johny for conducting the Staff Christmas Celebration for the year 2022.

Relevance of the University Examinations and the withdrawal of COVID Relaxations in University exams was mentioned and was requested to inform the same with students .

It was informed that the Even Semesters S2 and S4 commences from monday 16/1/2023 .

The course plan for S2 and S4 is to be completed by January 30 ,2023.





It was also informed that the attendance entry portal for S1 and S3 shall be extended till January 18 ,2023 considering the tight schedule of teaching faculty and hence the attendance for the dates ( 16,17,18 Jan 2023 ) of S2 and S4 shall be noted down and entered afterwards .

The internal mark entry ,assignments and any other concerns including retest and retest mark entry of ODD semesters S1 and S3 shall be completed by 30 January 2023.

Tentative days for **S6 First IAT** was decided as

January 30,31 ,February 1,2,3,4 of 2023

**Second IAT dates** -March 6,7,8,9,10 of 2023

Tentative Days for **S2 and S4 First IAT**

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

Principal asked to form and conduct the class Committee for Even semester .

All the teachers are requested to upload their university portal profile in the dell server folder .

The management and College Council preferred to stick to the date 3 March 2023 for college Day . The College Day 2023 Committee shall be jointly formed by the College Council Secretary and the Staff Secretary . The College Report Committee shall forward the final draft of the report to the principal by 20 February 2023 .

Sports Day for the Academic Year 2022-2023 shall be conducted on 16 February 2023 Afternoon session and on 17 February 2023 .

The College Newsletter Committee was decided to be jointly organized by the Department of English and Department of Animation . The elected student Editor shall also join the committee representing the Student Community . The newsletter is expected to be released by June 2023 .

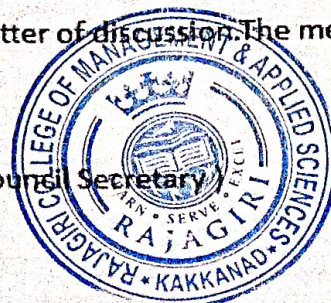
As per the request of HoDs the management agreed to the suggestion to opt Supporting Staff to accompany the teaching faculty with regards to college trip .

It was decided and finalized with regard to the Inceptra Teams request to allow the whole student Community to be a part of the Fest . The Discipline Committee and and the Team shall take up the precautions and solutions for the smooth conduct of the Event .

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

Thank you

Martina A A ( College Council Secretary )



*Handwritten signature and date:*  
08/02/23



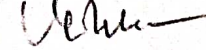
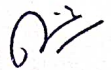


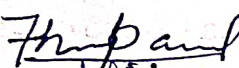


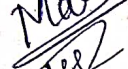
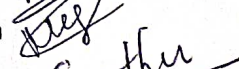
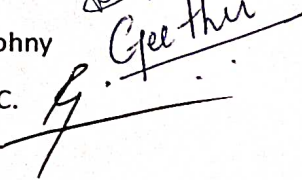
RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES, KAKKANAD

NINTH COLLEGE COUNCIL MEETING (2022-2023)

DATE: 12/01/2023

VENUE:BOARD ROOM

MEMBERS PRESENT

1. Rev Dr. Mathew Vattathara CMI (Director) 
2. Rev Fr. Ajeesh Puthussery CMI (Principal) 
3. Mr. Joby Jacob 
4. Mr. Sijo Jacob 
5. Mr. W.T. Paul 
6. Ms. Martina A.A. 
7. Ms. Mary Antony 
8. Ms. Megha Mohan 
9. Ms. Geethu Johny 
10. Mr. Renju A.C. 





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

The Sixteenth College Council meeting for the Academic Year 2021-22 was held on May 20, 2022 at 10.45 am

Venue: Board Room

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

Mr. Joby Jacob, Ms. Amala Manavalan, Ms. Anila Varghese, Mr. Ashish C Pius, Ms. Anupa Stanly, Ms. Bridin Rocha, Mr. Jose Fancis, Mr. Renju A C, Mr. W T Paul, Dr. Chandralal V S and Ms Tania Anton

**Major discussions**

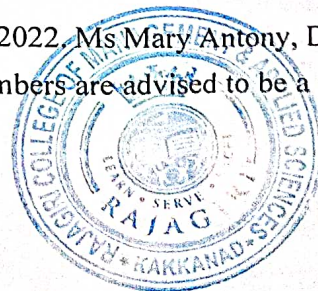
The meeting began by congratulating Mr W T Paul for the smooth conduct of University Examinations. All HOD's were appreciated for efficiently conducting Practical Exams and Project Viva. In view of the VI Semester Centralized Valuation Camp commencing from May 23rd, regular classes will be suspended till 27th May 2022. Online or Offline special classes shall be arranged by the concerned Departments if required. There will be no change in the internal examinations scheduled. It was advised to conduct 2 exams on May 23rd and the timing of the exam will be from 8.30 am - 10.00 am for the first exam and 11.00 am - 12.30 pm for the second exam. HODs should ensure that students are appearing for both exams. Exam Cell was authorized to conduct the Internal Examination on 23rd May 2022. College Bus facility will be available for the students

All the Faculty members except Mathematics, Statistics, Second Language, Law and Animation are advised to report for the Centralized Valuation Camp.

IAT 2 of 2nd and 4th Semester UG Classes is scheduled on 27, 28 and 29 th of June 2022. Two exams shall be conducted in a day and the exam timing will be from 8.30 am to 9.30 am for the first exam and 12.30 pm to 1.30 pm for the second exam. IAT 2 will be conducted out of 30 marks.

Third and Fifth semester classes will commence from June 30th onwards and HODs are advised to prepare Time Table of 1, 3 and 5 Semesters.

Staff Tour for the Academic Year 2021 - 22 shall be conducted on May 28, 2022. Ms Mary Antony, Dr Bipin Das and Ms Ardra C Michael are the coordinators of the same. All Faculty members are advised to be a part of Staff Tour and make it memorable.





All Departments are advised to prepare a Newsletter by including the major activities of the Academic Year 2021-22. Soft Copy of the Newsletters shall be maintained by the Departments for the documentation purpose. IQAC shall plan for the Academic Retreat Program in the month of June 2022.

Faculty members are advised to check and ensure that the lights are switched off while leaving the staff rooms. During Exams, invigilators shall ensure that all the windows are closed after the exams.

Result Analysis of Fifth Semester UG Batches is done and Departments were appreciated for the meritorious results.

It was advised that the Late Submission of Practical Records and Project Reports shall be accepted with a Late Fine of Rs 500/- to ensure the timely submission of the same.

It was intimated that Online exam of MOOC Course may be scheduled in the month of June 2022.

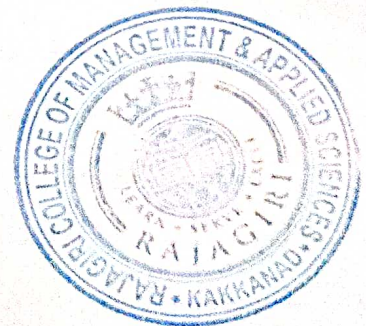
There were no further matters of discussion. The meeting adjourned at 11.35 am.

Thank you.

Anila Varghese

(College Council Secretary)

*AV*  
*09/06/22*






RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES, KAKKANAD

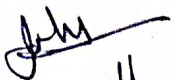
SIXTEENTH COLLEGE COUNCIL MEETING (2021-2022)

DATE: 20/05/2022

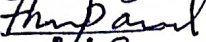
VENUE:BOARD ROOM

MEMBERS PRESENT


1. Rev Fr. Ajeesh Puthussery CMI (Principal) 

2. Mr. Joby Jacob 


3. Ms. Amala Manavalan 

4. Mr. W.T. Paul 


5. Mr. Ashish C Pius 

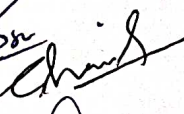
6. Ms. Anupa Stanly 

7. Ms. Bridin Rocha 

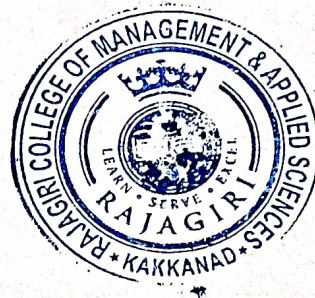
8. Ms. Anila Varghese 

9. Mr. Renju A.C. 

10. Mr. Jose Francis 

11. Dr. Chandralal V.S. 

12. Ms. Tanya Anton 





**Rajagiri College of Management and Applied Sciences**  
**Minutes of the Ninth College Council Meeting**  
**Academic Year 2020-21**

The Ninth College Council meeting for the academic year 2020-21 was held on Monday 18th January, 2021 at 12.30 PM.

Venue: Principal's Office

Members Present: Director: Rev Dr Mathew Vattathara, CMI, Principal: Rev Fr Ajeesh Puthussery, CMI, Mr. Joby Jacob, Ms. Amala Manavalan, Ms. Anila Varghese, Mr. Renju A C, Mr. Ashish C Pius, Mr. Jose Francis, Ms. Tessymol Mathew, Ms. Anupa Stanly, Ms. Bridin Rocha, Ms. Ammu K V and Mr. WT Paul

**Major discussions:**

The management congratulated the departments for conducting webinars and other intra collegiate activities. Clubs should be encouraged to conduct more activities. HoDs discussed feedback of the offline classes. Ms. Tessymol Mathew and Mr. Jose Francis are assigned with the responsibility of consolidating the feedback of the offline classes. The first internal examination scheduled on 25, 27 & 28<sup>th</sup> January of the sixth semester students needs to be conducted in the same pattern as that of the first semester students. It was advised that the PTM of the first year students needs to be conducted. The internal marks should be submitted to the HoDs within seven days after the completion of the last exam. The same has to be forwarded to the Principal on the next day by the HoDs. Server space will be allotted to all departments for data storage. Monthly work report should be submitted class wise with module wise division to the Principal through the department representatives. Up-Activities of the departments should be intimated to the website committee which is to be updated in the college website. A uniform college logo will be circulated which is to be used hereafter. A formal discussion on 'Navakeralam Yuvakeralam', initiative by the state government was discussed and a committee was formed including the Principal, Ms. Priya P Gopinath as the Nodal officer, Ms. Chitra V Menon and Mr. Renju A C as the faculty coordinators and Mr. Rohit Cherian of 2<sup>nd</sup> year M.com and Ms. Akshaya Suresh of 1<sup>st</sup> year M.com as student coordinators. It was also intimated that the Zoom license is extended for one more month.

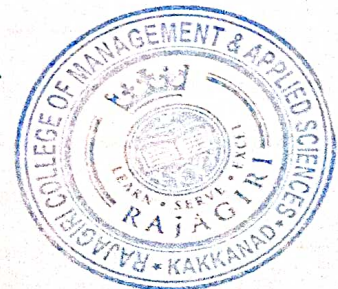
The meeting adjourned at 1.20 PM.

Thank you.

Anila Varghese

(College Council Secretary)

*Handwritten signature and date: 04/02/2021*





RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES, KAKKANAD

NINTH COLLEGE COUNCIL MEETING – 2020-21

DATE: 18/01/2021 VENUE: PRINCIPAL'S OFFICE

MEMBERS PRESENT

1. Rev Dr Mathew Vattathara CMI (Director)
2. Rev Fr Ajeesh Puthusseray CMI (Principal)
3. Mr. Joby Jacob
4. Ms. Amala Manavalan
5. Ms. Anila Varghese
6. Mr. Renju A C
7. Mr. Ashish C Pius
8. Mr. Jose Francis
9. Ms. Tessymol Mathew
10. Ms. Anupa Stanly
11. Ms. Bridin Rocha
12. Ms. Ammu K V
13. Mr. W T Paul

*Handwritten signature*





## Minutes of the 6<sup>th</sup> Staff Council Meeting Academic Year - 2019-20

The sixth Staff Council meeting for the Academic Year 2019-20 was held on Tuesday, 12/11/2019 at 3.30 pm in Principal's office.

All the members of the Council except Ms. Anupa Stanley and Ms. Amala Manavalan were present for the meeting along with Prof. W.T. Paul. Ms. Martina A.A represented English department for the meeting. Agenda for the meeting was preparations for SAAC Accreditation and academic matters for the even semester.

The meeting commenced with a silent prayer.

The committees formed for SAAC were discussed and finalised with necessary modifications. It was decided to include one or more cleaning staff in waste Mgt Committee. Ms. Joby Jacob briefed about progress in academic semester preparations. He also reminded HODs on uploading the previous year departmental presentation on the server. Decision regarding attendance entry in class was approved. Accordingly students will be allowed to enter to the class till 9.30 in the morning and till 1.45 in the afternoon. Teachers will be taking attendance on the second bell and the register will be kept back in the dept. The latecomers will not be given attendance even though allowed to enter the class within the mentioned timings. On Fridays, the afternoon timing for entry will be till 2.15 pm.



Principal discussed about major concepts in same preparations like 70, P50 etc. It was instructed to discuss the same in each dept to make clarifications on the terms. Principal informed that the new elevator will be established on the left side of college extending to 7th floor. Decision was taken to include Mr. W.T Paul in staff council. Regarding staff welfare, principal discussed about a policy where Mgt making a monthly contribution of a sum of Rs 1000/-

Major decisions for the Even Semester:-

→ Final year study tours has to be conducted on any of the following dates in January 2020.

January 9, 10, 11, 12

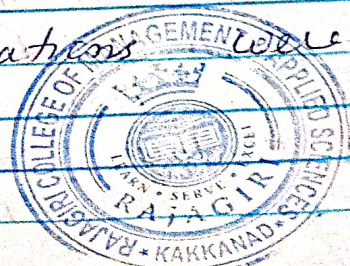
January 16, 17, 18, 19

January 23, 24, 25, 26

January 30, 31, Feb 1st & 2nd

Students shall be instructed to leave the campus for study tours on Thursday morning before 7 am and must return back on Sunday night. Only 2 days stay is allowed in bet ween the tour and Saturday night, return journey has to be scheduled so that Sunday morning student reach the college.

- Industrial visit has to be conducted to fourth Sem students on any Saturday.
- A mentoring session has to be conducted during the semester.
- First internal examinations were scheduled on the following dates.





2nd & 3rd years - January 15, 21, 22<sup>nd</sup>

First years - January 27, 28 & 29

→ Second Internal examinations were tentatively scheduled on the following dates:

2nd & 3rd years - February 17, 18 & 19

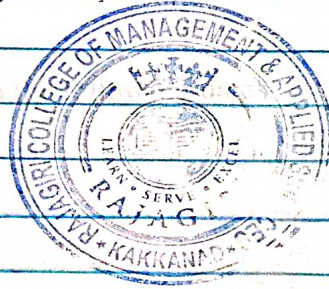
1st year - March 18, 19 & 20<sup>th</sup>

→ University examinations were tentatively scheduled on March 5<sup>th</sup> for final years.

→ Ms. Martina was approved as Inceptor Coordinator for academic year 2019-20 which is scheduled on Feb. 7<sup>th</sup> 2020.

→ Sports day will be conducted on 3<sup>rd</sup> January, Arts day 8<sup>th</sup> & College day 20<sup>th</sup> February.

There were no further matters for discussion. The meeting adjourned at 4:45 pm.



Respectfully Submitted,

Jissy Joseph  
(Staff Council Secretary)

Principal  
Fr. A.J. Savianu

1. Fr. A.J. Savianu
2. Ms. Martina A.A
3. Mrs. JESSY JACOB
4. Ms. Mary Antony
5. Mr. Reju AC
6. Ms. Anila Varghese

7. Mr. Jose Francis Jose
8. Mr. Jerry Mathew
9. Mr. Ashish C Pius
10. MR BRIDEN ROCHA
11. Mr. Ammu K.V