

**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**

**Staff Meeting Minutes**

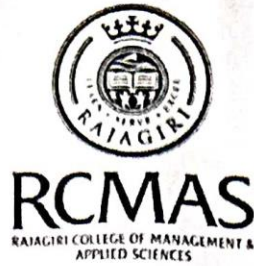
**2019-2024**

Submitted to



**STAFF  
MEETING  
MINUTES**





## MINUTES OF THE SIXTH STAFF MEETING

ACADEMIC YEAR 2023- 24

The sixth staff meeting of the academic year 2023- 24 was held on 25 January 2024 at 2.30 pm.

Principal Dr. Laly Mathew presided over the meeting. The meeting commenced with a silent prayer.

The principal complimented all the members of the staff for their cooperation and indicated that REACH preparations are progressing well. The principal gave the teachers instructions to report at the college on 26 January 2024, by 11 AM.

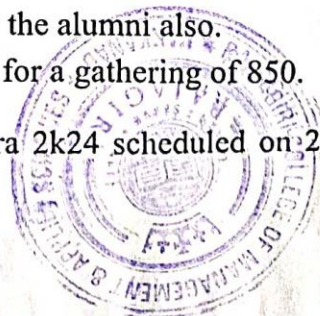
Ms. Sai Parvathy, Ms. Nileena Sasidharan, Ms. Jesmi Jacob and other alumni in- charges were congratulated for able organisation of the event.

Ms. Sai Parvathy, Faculty Coordinator of REACH further briefed the preparations:

- 17 committees are working towards the smooth conduct of the event.
- Reception committee will welcome the officials and the alumni reporting to college. Volunteers are arranged to assist the alumni.
- Formal function will begin at 3.00 PM in the auditorium followed by music band and high tea at the open auditorium and football ground.
- Classrooms on the first floor are arranged to welcome the alumni to the department alumni meet. Each department will be allotted a classroom for the department gathering.
- The Head of the Departments or a concerned teacher shall be available in the allotted classroom to welcome the alumni.
- All the former faculty of the college will be felicitated during the function.
- Cultural programmes will include performances by the alumni also.
- Refreshment committee has arranged refreshments for a gathering of 850.

Ms. Tessy Biju briefed the initial preparations of Inceptra 2k24 scheduled on 2<sup>nd</sup> February 2024

- The title sponsor of the event will be Mobile King.





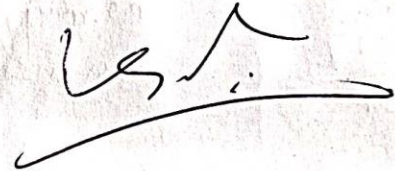
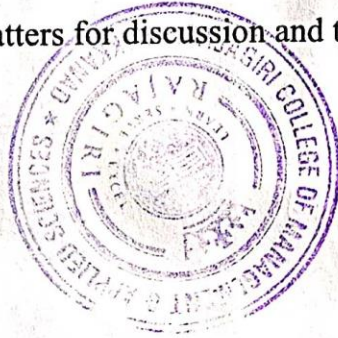
- 24 News, Flowers and Red FM will be the media partners.
- Inaugural session will include a prayer song and a theme dance.
- Mr. Aju Varghese, cine-artist has consented to be the chief guest for the valedictory function.
- Valedictory function will include cultural performances of the students along with music band.
- E- certificates will be provided for participants.
- T-shirts will be provided for all the volunteers.

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



Ms. Geethu Johny

Staff Secretary





# SIXTH STAFF MEETING - 2023 - 24

25 JANUARY 2024

Sl. No	NAME	DEPARTMENT	SIGN.
1.	Jeomi Jacob	Commerce	
2.	Hitha P.S	Counsellor	
3.	Megha Mohan	Management	
4.	Dr. Indu G. Krishnan	Commerce	
5.	Arnupa Stanly	Commerce	
6.	Ashlin Maria Joseph	Commerce	
7.	Diana Joseph	Commerce	
8.)	Elsa Jacob	Commerce	
9.	Mimma Joseph	Animation & Graphic Design	
10.	Amala Linus	Commerce	
11.	Dr. Chandralal VS	Commerce	
12.	Ashish C Pius	Commerce	
13.	Ajith George	Commerce	
14.	Breeja Kumar	Management	
15.	Deepthi S. Nair	Computer Science	
16.	Suby George	Computer Science	
17.	Aneeka K. Jose	Computer Science	
18.	Anna George	Commerce	
19.	Dona Maria Mari	Computer Science	
20.	Heera B	English	
21.	Pritya P. Gopisath	Commerce	
22.	Amala Manavalan	English	
23.	Mithra Sandharan	Computer Science	
24.	Saiprivyathy	English	
25.	Mary Antony	Commerce	
26.	Lakshmi K. Raghavan	English	
27.	Salu Varghese	English	
28.	Kanitha Krishnasdas	English	
29.	Audha C. Michael	Management	
30.	Tohy Jacob	CS	
31.	Deepthya Tharopi V	Commerce	









## MINUTES OF THE SECOND STAFF MEETING

ACADEMIC YEAR 2022- 23

The first staff meeting of the academic year 2022- 23 was held on 10<sup>th</sup> January, 2023 at 2.30 pm. The meeting was presided over by the Director Rev. Dr. Mathew Vatathara CMI and the Principal Fr. Ajeesh Puthussery CMI.

All the faculty members except Ms. Martina A.A, Ms. Anupa Stanly, Ms. Anila Varghese, Ms. Vinitha Varghese, Ms. Ashlin Maria Joseph, Ms. Sreelakshmi K.S and Mr. Renju A.C were present at the meeting.

The meeting commenced with a silent prayer followed by presenting the minutes of the previous staff meeting, which was approved by the management and staff.

Rev. Dr. Mathew Vatathara appreciated all the faculty members for their dedication and commitment in conducting a fruitful odd semester and organising all the activities during the semester. He expressed his joy in various departments organising multiple events and thanked each one of the members of the staff for their cooperation. Fr. Director congratulated all the members of the staff in moulding the students to score well in the examination and asked to maintain the standards and quality. The Director stated that the role of the faculty, both teaching and non- teaching are very important in running an educational institution and the success of the institution depends on them. He was contented to express that it is a competent and dedicated team here at RCMAS. He advised the members of the faculty to have academic, technological and pedagogical updates to improve quality and competency. He further stated that no student shall be judged for any reason whatsoever as time has changed and circumstances are different. Every teacher should maintain good relationship with the students, so as to bring about changes, touch and transform the lives of another person and to make students successful in their lives not only financially but make them responsible human beings. Fr. Director concluded by wishing good luck for another fruitful semester.

Ms. Sunitha Varghese briefed on the preparations and plans of INCEPTRA 2k23. Ms. Sunitha expressed her joy in being the Coordinator of INCEPTRA 2k23 in the offline mode after a period of two years. She informed that there are 18 committees working relentlessly for the success of the event.

- The content and design team executed the logos, write-ups, articles, design and content of all the events.



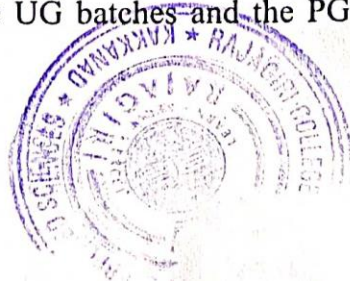


- She appreciated the efforts of the sponsorship and finance team in collecting an amount of Nine lakh one thousand five hundred rupees.
- The registration for this year is completely online and the website was created by Techsoft solutions.
- The volunteers have sent the invitations to colleges via post followed by reminders over phone.
- The games committee has planned 10 games and spot game as part of the event.
- The logistics committee is processing the list of items as per requirement and will be allotted accordingly.
- Judges for all the events are informed and invited by the respective persons in-charges.
- Publicity for the event through various platforms is well executed by the media committee. 24 online news, Flowers online and Red FM are the media partners for the year and widespread publicity for the event is well executed by the media committee.
- The formal committee will be in charge of the inaugural and valedictory function on the day of the event.
- There are four programmes organised by the cultural committee for inaugural and valedictory session.
- Parking and discipline committee shall be vigilant as the entry is open for all the students of the college this year.
- Around 21 stalls will be arranged in the basketball court to entertain the students and non- participants.
- Refreshment committee has organised canteen and the open auditorium for serving lunch.
- The design of certificates are approved and will be printed soon along with T-shirts for the volunteers.
- Ms. Sunitha concluded by requesting the wholehearted support and cooperation from every member of the staff.

The meeting continued with a briefing from each Heads of the Departments regarding their departmental activities.

Ms. Mary Antony, HoD, Department of Commerce informed the following:

- Prof. Dr. Zacharia from Cochin University inaugurated the Commerce Association INVICTA on 22<sup>nd</sup> November 2022.
- The fresher's day of all the UG batches and the PG batch were held in the months of October and November.

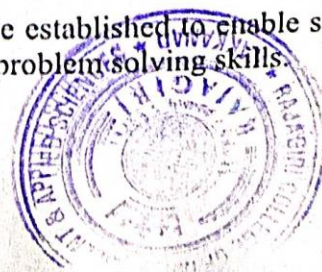




- The events IPL auctions, business quiz, ethnic fashion show, stand up comedy and split dance was conducted as part of the Commerce fest KAIROS '22 on 25<sup>th</sup> and 26<sup>th</sup> November. The cash prizes worth Rs. 16,000/- were handed over to the winners.
- To celebrate Independence Day, an Interdepartmental public speaking competition 'The unsung Heroes' and a Poster making competition were organised in the month of August 2022.
- As part of the CSR activity, M2 Marketing 1<sup>st</sup> year students visited Valsalyam sishubhavan and contributed baby essentials worth Rs. 10,000.
- Following are the academic events for the next semester: 'Alloite' the Inter departmental paper presentation is proposed to be held in the 3<sup>rd</sup> week of February.
- The event best woman entrepreneur among Rajagirians is scheduled to be held in the last week of February.
- An international conference is in the short-term plan of the department.
- The 1<sup>st</sup> semester result analysis is as follows: cent percent result in M1 Finance and Taxation, 96.6% M2 Finance and Taxation, 89% M1 Computer Application, 86% M2 Computer Application, 83% M2 Logistics and 84% M2 Marketing.

Mr. Jotty Jacob briefed the activities of the Department of Animation and Graphic design. He informed that:

- Two new faculties Mr. Abbin Joseph Thomas and Ms. Minnu Joseph joined the department this academic year.
- A workshop was conducted for all the interested students of the college in association with photography club and Canon image academy.
- Mr. K.M. Nambiar gave a session on 'Visual perception' for 1<sup>st</sup> year BA Animation students. PG students attended a workshop on 'Domains and Webhosting'.
- The department organised a 3 days clay-modelling workshop 'Kalimannu' under the guidance of Mr. Saji Raphael.
- A weeklong International film festival and open air animation fest is on the planning list for the next academic year.
- Various open source software sessions shall be provided to introduce students to the area of Animation and Graphic design.
- An Art and craft expo will be organised next year for all the students to demonstrate their skills in art and craft.
- As part of the CSR activity, a design consultancy shall be established to enable students to work on live projects and develop communication and problem solving skills.





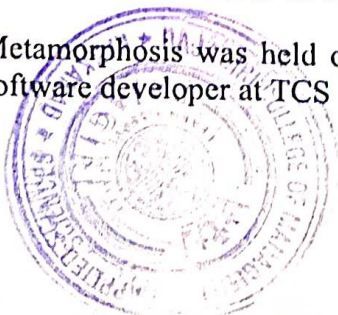
- The department secured 72% result in the first semester examination.

In the absence of Ms. Martina A.A, Ms. Lakshmi K Raghavan gave a brief on the activities of the Department of English. She informed that the academic year was eventful with both faculty and student accomplishments.

- Ms. Heera. B published three papers and most of the other faculty members attended various faculty development programmes. There are six research scholars in the department and many of the faculty members have served as external examiners, external question paper setters, and external answer key setters in various colleges.
- 'Epiolatory' was organised as part of reading week under the guidance of Ms. Amala Manavalan and Ms. Sai PARvathy.
- 'Rendezvous' a session on script writing was held on 29<sup>th</sup> September 2022 by Film Director Mr. Jemin Joseph Antony.
- As part of library week, the department in association with IQAC and library club organised a quiz competition and games during the month of November.
- The fresher's day was organised in the month of November and the parent's teachers meeting of S1 and S5 was conducted offline.
- The final year students completed their college tour in the month of December. The department bagged 94% result in the first semester examination.

Mr. Sijo Jacob began the brief by stating the details of the placement of students. He informed the following:

- Two students were placed in Mind Tree, four students in Deloitte and three students in Amazon from the just pass out batch and the current 6<sup>th</sup> semester. Many students were able to excel in various intercollegiate fests won prizes.
- In association with International Girl Child Day, a poster designing competition was organised.
- In the month of April, the Decennial celebration of the department began and in connection with the same the decennial magazine 'Tech-Chronicles' was released. The department took pride in felicitating all the teachers who have taught in the department over ten years.
- In association with Blood donor day, a blood donor data bank was created with the details of the students of the college.
- An interaction programme was held for the 3<sup>rd</sup> and 5<sup>th</sup> semester students and the industrial visit was held at Tech- Gracia at Cherthala Infopark.
- Metamorphosis was held on and a session by alumni Mr. Jayashankar Srikumar, Lead software developer at TCS on 'How to implement learned facts in the industry' was held.

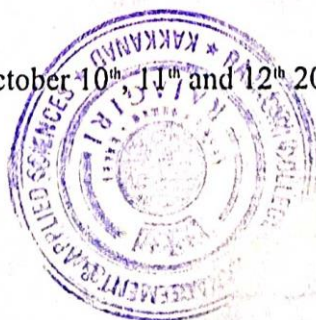




- Synergia, the fresher's day was held on October 10<sup>th</sup> and PTM was conducted in the months of August and October.
- Ms. Neenu Anna Kuriakose, alumni, Limca book record holder, Assistant Professor, St. Albert's College conducted a session on 'How to plan a career growth' was conducted.
- Mr. Joby Jacob presented a paper on AI in customer service, a review on banking industry at Sri Ramakrishna College of Arts and Science, Coimbatore. Mr. Joby Jacob chaired the Conference at the Albertian Knowledge Summit '23 organised by St. Albert's College.
- Mr. Sijo Jacob conducted a workshop on 'IoT security' at Sienna College of Arts and Science.
- Ms. Nileena Sasidaran is appointed as the Chairperson for question paper setting for Bsc. Computer Science at Calicut University.
- Mr. Sijo Jacob is in the panel of question paper setters for B.com Computer Application at Calicut University. All the faculty members are panel members for various courses at Calicut University.
- Mr. Sijo Jacob conducted a webinar at St. Pauls College on 'How to use internet safely'.
- The BCA final year trip is scheduled in the first week of February and the Association day in the month of February.
- Add- on course for 4<sup>th</sup> semester on 'Python and Data Science' will commence soon.
- The students of the department secured 93% result in the first semester examination.

Ms. Megha Mohan briefed the activities of the department of Management. She informed that:

- A poster designing competition was held on 5<sup>th</sup> June as a part of World Environment Day.
- The department contributed 30 learning aid kits to the needy kids of All Kerala Wheelchair Association as part of the CSR activity 'Thanal'.
- A flash mob was organised as a tribute to the 75<sup>th</sup> Independence Day celebration of the country.
- The department organised Onam sadhya for 80 inmates of Karunya Deepam as part of the CSR activity. Two IVs were conducted in the last semester in the fields of manufacturing and service sector at Dolphin Rubber industry, Kottayam and Rainforest resorts respectively.
- Sand Volley competition was organised on October 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> 2022. Fifth semester M1 Computer Application won the match.



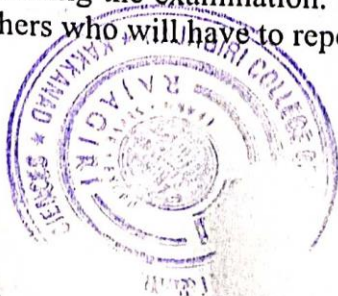


- BIZCORP the department association was inaugurated on 18<sup>th</sup> October by Dr. Lakshmi Nair, Head, Research wing, Kerala Law Academy and launched the theme for the academic year 'Ahead of Time'.
- The 7<sup>th</sup> edition of Vigyan was launched and over 41 participants registered.
- The CSR initiative Thanal distributed Christmas kit to all the inmates of the Wheelchair association.
- The second edition of IKON to identify the best entrepreneur will be launched on 13<sup>th</sup> January 2023.
- Three sessions for the students on various topics will be arranged in the next semester namely awareness on overseas education, awareness on contemporary courses and series of talks by the alumni named high flier's talk.
- An entrepreneurial forum talk is on plan in association with IEDC of the college.
- The next edition of Horizon, the department magazine will be released in the month of March along with the 2<sup>nd</sup> edition of the newsletter.
- The department was happy to share that the students secured 88% result in the first semester examination.

Mr. Ashish. C. Pius detailed about the global academic carnival Eunoia '23 organised by MG University. The name denotes beautiful thinking. It is in view to attract more students to various colleges under MG University that such an event is organised. All the venues are at Kottayam where there will be workshops, seminars, cultural activities, book fair and stalls. A video of our institution is shared with the organisers, which will be presented in the stall on the days of the fest. The events will happen on 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> January 2023.

Dr. Chandralal V.S briefed the guidelines of the examination cell.

- A onetime permit card shall be issued to students without hall ticket or ID card from the office. Those students will have to pay the fee and get the authorisation from the principal. The examiners should collect those cards from the students and submit it in the examination cell while returning the answer scripts.
- Examiners are requested to handover the answer booklet to each student by hand. Answer booklets shall not be left on the desks in the absence or delay of a student.
- Examiners should ensure to report to respective exam halls 10 minutes prior to the exam. Invigilators should sign the attendance sheet as well as the attendance record in the examination cell.
- Only students with severe physical constraints in movement will be allowed to use an alternate examination hall during the examination. Such students should report the same to the respective class teachers who will have to report to the examination cell.





- In case of an emergency leave, teachers should try and adjust the exam duty by themselves.
- In case of any malpractice in any of the examination halls, respective invigilators shall report immediately to the examination cell as the incident will be reported to the university.
- Invigilators shall ensure that the internal objective type question paper is handed over only to the private students.
- He thanked the members of the office for the help rendered for the smooth conduct of the examinations.
- The MOOC course of 2020-23 batch was completed and the examinations were conducted, all the HoD's and teachers were appreciated for the smooth conduct of the viva.

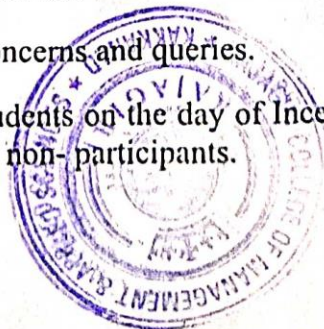
Fr. Principal continued the meeting by thanking and congratulating all the HoD's for the smooth conduct of the department activities for better student life. All the members of the staff were congratulated for the excellent first semester results i.e. 90% on an average.

- Fr. Principal stated that Inceptra is the most celebrated and awaited event of the college for which the support and service from all are expected.
- He informed that Eunoia '23 is open for the staff as well as students and those interested can participate and all the details are available in the college website.
- Father intimated that the 6<sup>th</sup> semester classes resumed on 9<sup>th</sup> January after the university examinations. The stipulated working days are less, and there might be time constraints that will have to be managed and the portions shall be completed on time.
- Fr. Principal informed that the current academic process is excellent as is evident from the results but the next step shall be research oriented and academic discussions shall be arranged for fruitfully gaining knowledge.
- He congratulated Ms. Anupa Stanly and Ms. Aswathy K.M for the awards for best paper presentation.
- Fr. Principal informed that all the HoD's shall share the budget requirement of the department for the next academic year by 15<sup>th</sup> January 2023.

Newly appointed faculty members Ms. Minnu Joseph, Ms. Alphy Tom, Ms. Shwetha Roy, Ms. Josmy Mathew and Ms. Anitta Raphael introduced themselves.

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

The major concern was regarding the entry of all the students on the day of Inceptra as it would be very difficult to manage the students, participants and non-participants.





Mr. Ajish. V. Nair informed that more securities would be appointed on the same day along with two police officers in the campus.

The discussion concluded by the decision of permitting only final year students and volunteers in the campus on the day of Inceptra.

Mr. Jithu Tom Eapen suggested that it would be better to conduct atleast one or two staff meeting in a semester and Fr. Director agreed to consider the same.

Fr. Principal concluded by reminding that there would be an academic audit by IQAC by the end of January for which each department shall be prepared.

All the teachers under Higher Education Department are required to take a mandatory 9 hours online course on NEP 2020 as informed by UGC.

All the members of the staff are required to register in the university portal and the printed profile of the same shall be submitted to Mr. Renjith.

The meeting adjourned at 4.20 pm



Ms. Geethu Johny

Staff Secretary





10 JANUARY 2023  
II Staff Meeting  
TEACHING STAFF

Sl.No	Name		Sl.No	Name	
1	JOBY JACOB		35	VINITHA VARGHESE	
2	MARTINA A.A		36	AJISH V NAIR	
3	ASHISH C PIUS	<i>Am</i>	37	Dr. BIPIN DAS U R	<i>Am</i>
4	MARY ANTONY	<i>Mary</i>	38	CHRISTY BABU LUKOSE	<i>Christy</i>
5	ANUPA STANLY		39	ASWATHY K M	<i>Aswathy</i>
6	SIJO JACOB	<i>Sijo</i>	40	ARDRA C MICHAEL	<i>Ardra</i>
7	ANILA VARGHESE		41	JUBY GEORGE	<i>Juby</i>
8	TESSYMOL MATHEW	<i>Teasy</i>	42	JOTTY JACOB	<i>Jotty</i>
9	NILEENA SASIDHARAN	<i>Nileena</i>	43	Dr. INDU G KRISHNAN	<i>Indu</i>
10	MEGHA MOHAN	<i>Megha</i>	44	DEEPTHI S NAIR	<i>Deepthi</i>
11	AMALA MANAVALAN	<i>Amala</i>	45	ANEESHA K JOSE	<i>Aneesha</i>
12	Dr.CHANDRALAL V.S	<i>Chandralal</i>	46	MEKHA SEBASTIAN	<i>Mekha</i>
13	PRIYA P.GOPINATH	<i>Priya</i>	47	DONA MARIA MANI	
14	BRIDIN ROCHA	<i>Bridin</i>	48	MANJU M KAIMAL	<i>Manju</i>
15	RAJI T	<i>Raji</i>	49	ASHLIN MARIA JOSEPH	
16	SAI PARVATHY I R.		50	Dr. CHITHRA V MENON	
17	ANNU JAMES	<i>Annu</i>	51	SREELAKSHMI K S	
18	SUNITHA VARGHESE	<i>Sunitha</i>	52	GEETHU JOHNY	
19	DIANA JOSEPH	<i>Diana</i>	53	ELSA JACOB	<i>Elsa</i>
20	AMRUTHA ANTONY	<i>Amrutha</i>	54	Dr. AJOSH GEORGE	<i>Ajosh</i>
21	NEHA ANNE VARUGHESE	<i>Neha</i>	55	HITHA PS	<i>Hitha</i>
22	MARIA ATHIRA SHALET	<i>Maria</i>	56	BILIN BABY ELIZABETHU	<i>Bilin</i>
23	RENU A C		57	MINU S KUMAR	<i>Minu</i>
24	Fr. Dr. ANTONY PUTHUSSERY		58	MARIYA PAUL	<i>Mariya</i>
25	NIDHI VARGHESE	<i>Nidhi</i>	59	W T PAUL	<i>W T Paul</i>
26	MERLEENA ANTONY	<i>Merleena</i>	60	HEERA B	<i>Heera</i>
27	LAKSHMI K RAGHAVAN	<i>Lakshmi</i>	61	DEEKSHITHA P N	<i>Deekshitha</i>
28	JESMI JACOB	<i>Jesmi</i>	62	ABBIN JOSEPH THOMAS	<i>Abbin Thomas</i>
29	ANNA GEORGE	<i>Anna</i>	63	ALPHY TOM	<i>Alphy</i>
30	VEENA.RENJINI S	<i>Veena</i>	64	SHWETHA ROY	<i>Shwetha</i>
31	JITHU TOM EAPEN	<i>Jithu</i>	65	JOSMY MATHEW	<i>Josmy</i>
32	KAVITHA KRISHNADAS	<i>Kavitha</i>	66	JYOTHIS JOSEKUTTY	
33	AMALA LINUS	<i>Amala</i>	67	MINNU JOSEPH	<i>Minnu</i>
34	SALU VARGHESE	<i>Salu</i>	68	ANEETTA RAPHEL	<i>Aneetta</i>





# Rajagiri College of Management and Applied Sciences

## 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 Deeksharambham – 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 a self-introduction. He commented on the remarkable growth of the college and acknowledged the former principal Fr. A.J Saviance for his contributions.
- The director also mentioned about a holistic development of students upholding the values and social responsibility. He explained about 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. Ajeesh Puthusseray, 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 Rincy introduced themselves.

### **Announcements by the Principal:**

- The college working hours will be from 8:30 AM to 3:00 PM with effect from 2<sup>nd</sup> of November 2020.
- Faculty members having valid reasons would be exempted from the same.
- The first period timings will be from 8:40 AM to 9:30 AM with effect from 2<sup>nd</sup> of November 2020. The other periods will follow the same schedule.
- A whatsapp group will be formed exclusively to communicate official messages. The group administrators will be the Principal, the staff secretary and the office superintendent.
- Introduction of G-suite for virtual platform and a common e-mail id will be shared for all the faculty members and the first year students.
- 31<sup>st</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)







1st Staff Meeting for the academic year 2020-21

Sl. No.	Name of the Faculty	Signature	Sl. No.	Name of the Faculty	Signature
1	Mr. Renju A C		35	Ms. Amala Linus	-
2	Ms. Sreelakshmi K S	-	36	Ms. Merleena Antony	
3	Ms. Sarah Rex Varghese		37	Ms. Jesmi Jacob	
4	Mr. Christy Babu Lukose		38	Ms. Elsa Jacob	
5	Mr. Jotty Jacob		39	Ms. Diana Joseph	
6	Mr. Sekhar Pankajakshan		40	Ms. Manju M Kaimal	
7	Ms. Martina A A		41	Ms. Nidhi Varghese K.V	
8	Ms. Amala Manavalan		42	Ms. Anna George	
9	Ms. Sai Parvathy		43	Ms. Anupa Stanly	
10	Ms. Neha Anne Varughese		44	Ms. Aswathy K.M	-
11	Mr. Jithu Tom Eapen		45	Ms. Veena Renjini S	
12	Ms. Kavitha Krishnadas		46	Ms. Ashlin Maria Joseph	
13	Ms. Salu Varghese		47	Mr. Ashish C Pius	
14	Ms. Lakshmi Raghavan		48	Ms. Maria Athira Shalet	
15	Ms. Manju R Menon		49	Ms. Priya P Gopinath	
16	Ms. Taniya Antony	-	50	Ms. Vinitha Varghese	
17	Mr. Joby Jacob		51	Dr. Chandralal Vs	
18	Mr. Sijo Jacob		52	Ms. Tessy Mol Mathew	
19	Ms. Nileena Sasidharan		53	Ms. Bridin Rocha	
20	Ms. Juby George		54	Ms. Mekha Sebastian	
21	Ms. Annu James		55	Ms. Mary Antony	
22	Ms. Deepthi S Nair		56	Mr. Ajish V Nair	
23	Ms. Aneesha K Jose		57	Ms. Amrutha Antony	
24	Ms. Dona Maria Mani		58	Ms. Libina Babu	
25	Rev Dr. Antony Puthussery	-	59	Ms. Jissy Joseph	
26	Mr. W. T. Paul	-	60	Mr. Jose Francis	-
27	Ms. Anila Varghese		61	Ms. Ammu K V	-
28	Ms. Megha Mohan		62	Ms. Neethu Maria Jose	
29	Ms. Sunitha Varghese		63	Ms. Rejitha Treesa Johnson	
30	Ms. Geethu Giby	-	64	Mr. Philip Sam Tharakan	
31	Ms. Raji T		65	Rev. Fr. Ajeesh Puthussery	-
32	Ms. Ardra C Michael		66	Ms. Maria Rincy	
33	Dr. Chithra V Menon		67	Ms. Kavya Krishnadas	-
34	Dr. Indu G Krishnan				



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)

Alokt the paper presentation and Medical Aid programme (Model II Computer Science SOLASTA (Inter-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 card 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 on 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.
- There are high resolution cameras are purchased out of which 2 can be used for academic activities and 1 for departmental activities.
- Mr. Sobay Jacob has been appointed as the University elections returning officer.
- For the faculty members to easily access the late comers, 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. Briden Rocha

Mr. Philip San Tharakan

Ms. Jersey Joseph

Ms. Jersey Jacob

Ms. Anupa Stanley

Ms. Raji Kaimal

Mr. Jose Francis

Ms. Meera Rajini

Ms. Terrynd Beji

Ms. Maria Athira Shalith

Ms. Amala Manavalan

Ms. John Top Eapen

Members of Anti Ragging Committee.

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

As per the norms of MA University the following cells were constituted

SC/ST Monitoring Cell

Members.

Rev. Fr. A. J. Salliera (Principal)

Prof. W.T. Paul

President of Thekkakana Nachayatt

Ms. Amala Manavalan

Mr. Rajith K J





Equal opportunity cell for taking care of differently abled students members.

Ms. Mary Dolan (Counselor)

Ms. Sangeetha Jose

Ms. Tessy Mad Biju

Ms. Bridhi Rocha

Ms. Jone Francis

Ms. Ranjith K-J

Ms. Jincy Josep

Ms. Donalda Shaly

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 the ducting event like quiz or even for class room





requirements.

meeting adjourned at 4.45 P.m.

~~Mary~~

Mary Anthony  
Staff Secretary



~~Dr.~~

06/06/2019  
Fr. A. J. Sallim,  
Principal.





## 2nd Staff Meeting for the academic year 2019-20

Sl. No.	Name of the Faculty	Signature	Sl. No.	Name of the Faculty	Signature
1	Mr. Renju A C	-	34	Dr. Chithra V Menon	
2	Ms. Sreelakshmi K S		35	Dr. Indu G Krishnan	-
3	Ms. Sarah Rex Varghese		36	Ms. Amala Linus	
4	Mr. Christy Babu Lukose		37	Ms. Merleena Antony	
5	Mr. Jotty Jacob		38	Ms. Jesmi Jacob	
6	Mr. Sekhar Pankajakshan		39	Ms. Elsa Jacob	
7	Ms. Martina A A		40	Ms. Diana Joseph	
8	Ms. Amala Manavalan		41	Ms. Manju M Kaimal	
9	Ms. Sai Parvathy		42	Ms. Nidhi Varghese K.V	
10	Ms. Neha Anne Varughese		43	Ms. Anna George	
11	Mr. Jithu Tom Eapen		44	Ms. Anupa Stanly	
12	Ms. Kavitha Krishnadas	-	45	Ms. Aswathy K.M	-
13	Ms. Salu Varghese	-	46	Ms. Veena Renjini S	
14	Ms. Lakshmi Raghavan		47	Ms. Ashlin Maria Joseph	
15	Ms. Rosemary Alexander		48	Mr. Ashish C Pius	
16	Ms. Manju R Menon		49	Ms. Maria Athira Shalet	
17	Mr. Joby Jacob		50	Ms. Priya P Gopinath	
18	Mr. Sijo Jacob		51	Ms. Vinitha Varghese	
19	Ms. Nileena Sasidharan		52	Dr. Chandralal Vs	-
20	Ms. Juby George		53	Ms. Tessy Mol Mathew	
21	Ms. Kavya Krishnadas	-	54	Ms. Bridin Rocha	
22	Ms. Annu James		55	Ms. Mekha Sebastian	
23	Ms. Deepthi S Nair	-	56	Ms. Mary Antony	
24	Ms. Aneesha K Jose		57	Mr. Ajish V Nair	-
25	Rev Dr. Antony Puthussery	-	58	Ms. Amrutha Antony	
26	Mr. W. T. Paul	-	59	Ms. Dhanalakshmi P D	-
27	Ms. Anila Varghese		60	Mr. Philip Sam Tharakan	
28	Ms. Megha Mohan		61	Ms. Libina Babu	
29	Ms. Sunitha Varghese		62	Ms. Jissy Joseph	
30	Ms. Geethu Giby	-	63	Mr. Jose Francis	
31	Ms. Raji T		64	Ms. Ammu K V	
32	Ms. Ardra C Michael		65	Ms. Rejitha Treesa Johnson	
33	Ms. Neethu Maria Jose				