



**RCMAS**  
RAJAGIRI 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**

**Department Minutes**

**2019-2024**

Submitted to



**DEPARTMENT MEETING  
MINUTES**



**RCMAS**

RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

**Department Of Computer science**

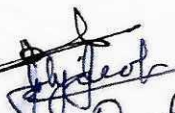
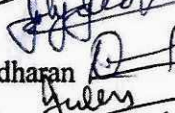
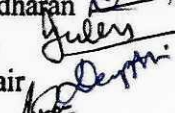

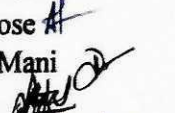



**Minutes of the Meeting-DCS-M1**

The meeting was held on 27-06-2023, Tuesday. All members were present for the meeting.

**Agenda:**

- Remedial class
- Academic retreat
- Departmental Activities

**Members Present:**

1. Sijo Jacob 
2. Joby Jacob 
3. Nileena Sasidharan 
4. Juby George 
5. Deepthi S Nair 
6. Annu James 
7. Aneesha K Jose 
8. Dona Maria Mani 
9. Manimohan 
10. Rahul M K 



PTO



The minutes of the previous meeting was read and approved.

Matters arising from the Previous Minutes:

- Bridge course
- Deeksharambam
- Cells and Committees

Discussions in the Meeting:

There were discussions regarding the conduct of remedial classes for upcoming fourth semester exam. Department toppers as well as failed students should be treated accordingly.

There were discussions regarding departmental activities like conducting. National and International seminars can be done seeking the help of alumni. Discussion's regarding observing an Ethnic day, Inter-department fest, Industry interaction programs, alumni meet and alumni directory were also there. It was also decided that a coding week should be observed from September 19<sup>th</sup> to 25<sup>th</sup>.

Another major discussion was that of Academic retreat and its presentation.

There were no other matters for discussion

Respectfully submitted



Annu James

Department Secretary



Sijo Jacob

HOD



## Minutes of 10<sup>TH</sup> staff meeting of Commerce department academic year 2022-2023

The tenth staff meeting of commerce department was held on 22<sup>nd</sup> February at 2.30 pm

VENUE: room no: 404 . The meeting commenced with a prayer and the HOD addressed the gathering .

### MAJOR DISCUSSIONS:

- Ms. Anupa discussed the details regarding the Internal Quality Assurance Cell and documentation responsibilities were divided among teachers as following:

PARTICULARS	FACULTY
Semester time table	Ms.Mary Antony
Syllabus copy	Ms. Mary Antony
Student profile	Ms. Ashlin
Faculty profile	Mr.Ajosh
Faculty achievement certificates	Ms.Vinitha
Student achievement certificates	Ms.Manju M
Remedial class cord	Ms.Aswathy
Result analysis	Ms.Diana
Placement details	Ms.Maria Athira
Department meeting minutes	Ms.Mariya Paul
Class committee report	Ms.Priya
Mentoring report	Ms.Jesmi

- The last date for submission of IQAC documentation is February 28<sup>th</sup> 2023 .
- Core committee of newsletter was formed having the following members:  
Ms.Mary Antony  
Ms.Merleena  
Ms. Swetha  
Ms. Mariya paul

It was also decided that the newsletter will be published within the academic year 2022-23.

- The HOD proposed to conduct more activities in the department and also asked for suggestion from the teachers.
- Paper presentation of teachers will be commencing from 25<sup>th</sup> of February 2023.
- There was also a discussion regarding SHE ENTREPRENEUR event.

There were no further discussions. The meeting adjourned at 3.45 pm.

Thank you,

MARIYA PAUL



## ATTENDANCE

DATE: 22nd Feb 2023

Sl no.	Name	signature	Sl. no	Name	signature
1	Mary Antony(HOD)		16	Elsa Jacob	
2	Ajish v Nair		17	Dr.Indu g Krishnan	ABSENT
3	Dr. Ajosh George		18	Jesmi Jacob	
4	Alphi Tom	ABSENT	19	Josmy Mathew	
5	Amala Linus		20	Manju M Kaimal	ABSENT
6	Amrutha Antony		21	Maria Athira Shalet	
7	Anna George		22	Mariya Paul	
8	Anupa Stanley		23	Mekha Sebastian	
9	Ashish C Pius	ABSENT	24	Merleena Antony	
10	Ashlin Maria Joseph		25	Nidhi Varghees	
11	Ashwathy K M		26	Priya p Gopinath	
12	Bilin Baby	ABSENT (M L)	27	Shwetha Roy	
13	Bridin Rocha		28	Tessymol Mathew	
14	Dr. Chandralal V.S	ABSENT	29	Veena Renjini s	
15	Diana Joseph		30	Vinitha Varghese	ABSENT



## SECOND DEPARTMENT MEETING OF THE ACADEMIC YEAR 2021-22.

VENUE :- DEPARTMENT

DATE :- 15/6/21.

TIME :- 2.00 PM.

MEMBERS PRESENT :- Mr. Renji AC, Mr. Jolly Jacob,  
Mr. Christy Babu Lukose, Mr. Sekhu Pankajashan,  
Mr. Suresh Rex Varghese, Ms. Sulekshmi K.S.

### Main Discussion points

- Select Class representatives from each class.
  - Academic
  - Disciplinary
  - Co-curricular
  - And extra 2 students one Boy & 1 Girl.
- teacher should ensure that selected students are well in academics and behaviour (don't have <sup>backpapers</sup> ~~marks~~ in previous semesters)
- 55 students PTM meeting is scheduled for 2019 batch.
- Club co-ordinators to be selected.
  - Mr. W.T. Prasad
  - Ms. Annu
  - Ms. Anila Varghese.
- Faculty feedback report to be taken on July 1<sup>st</sup> week, Forward it to principal.
- Forward it on or before 30<sup>th</sup> July.
- Give a PTM meeting for every class.
- July 15<sup>th</sup> - Forward the consolidated sheet of 2-107 to the principal.

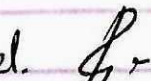
Sign.





→ Circulate the college notice to students as well as parents through WhatsApp's.


Meeting Adjourned after the discussion

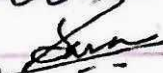
Faculty Signature


Hod. 

Mr. Jolly Jacob.  Ms. Benji A. C. I

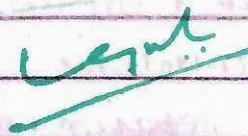
Ms. Christy Babu hukose. 

Mr. Sekha Pankajashan 

Ms. Sarah Rex Deghese. 

Ms. Suelakshmi. K. S. 









# RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT &  
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## DEPARTMENT OF ENGLISH

### MINUTES OF THE THIRD MEETING DURING THE ACADEMIC YEAR 2020-21

#### Attendance List

SL NO.	FACULTY	Present/Absent
1	Ms Amala Manavalan	Present
2	Ms Martina A. A	Absent
3	Ms Manju R. Menon	Present
4	Ms Sai Parvathy I R	Present
5	Ms Neha Anne Varughese	Present
6	Ms Lakshmi K Raghavan	Present
7	Mr Jithu Tom Eapen	Present
8	Ms Kavitha Krishnadas	Present
9	Ms Salu Varghese	Present
10	Ms Maria Rincy	Present
11	Ms Taniya Anton	Present



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**MINUTES OF THE THIRD (ONLINE) MEETING OF DEPARTMENT OF ENGLISH**

**ACADEMIC YEAR 2020-21**

The third meeting of the English department, via Google Meet platform, was called to order by Ms. Amala Manavalan, HoD, on 5 October 2020 at 5.30pm in the evening.

All the members expect Ms. Martina were present.

Minutes of the previous meeting were read and approved.

The Agenda:

- Detailing of Duty chart and G classroom entry
- Appraisal of PTM
- Online dept activities for this year
- Office bearers for this academic year

Discussions held-

- HoD intimated the faculty to take print outs of their duty charts for office submission. The daily entry of specifics in G classroom is mandatory. Enumerating every effort we take up would be beneficial in the long run.
- PTM of both the batches were systematically coordinated. The teachers were appreciated on the same. The parents who requested a one to one facetime and those of the class-deviants shall be tended to soon enough.
- Ms. Manju shall be the class coordinator of the first years for the academic year 20-21.
- An intense discussion on conducting online dept activities were held. The following were considered:
  - LINGUA FRANCA: A student council shall be formed from the second-year students. All the batch coordinators shall work in unison but a general lead would be taken by Ms. Lakshmi. The event was tentatively set for December.
  - SOLASTA: Shall be led by Ms. Kavitha, Ms. Amala & Ms. Taniya. A program of five events may be organized for the final years by November.
  - METAMORPHOSIS: Organizing it as Freshers' Day for the first years in one or two days with engaging activities under the leadership of Ms. Manju and Ms. Sai by November.
  - Immediate online activities (inter and intra departmental)
    - a. Related to Media or Journalism under the title Best Reporter/Journalist guided by Ms. Manju and Ms. Martina.
    - b. A talk to rank holders or a chat with Uma Roy, former BAE student.
- Office bearers for the year 20-21 shall be-
  - Secretary Ms. Lakshmi
  - Treasurer Ms. Martina
  - Event documenter & Notice board in-charge Mr. Jithu
  - Maintaining Dept Activity Calender Ms. Salu
  - Report making committee Ms. Kavitha, Ms. Neha, Ms. Rincy
  - Time table setting committee
  - Question paper documenter Ms. Neha

The meeting adjourned by 7.00 pm

Respectfully submitted

Ms. Lakshmi K Raghavan

Secretary



Ms. Amala Manavalan

HoD



## Minutes of the first Meeting of Department of Management Of the Academic year 2019-20.

The first meeting of Department of Management Of the academic year 2019-20 was held on 21/5/19 at 09.15. a.m.

All the members of the department except Fr Antony Puthusserry were present for the meeting. The Agenda was as follows:-

- > Planning for fourth phase of C.S.R Programme
- > Any other matters of concern.

Prof M.T. Paul presented a detailed statement of the contributions received towards the CSR Programme of the Department. Prof M.T Paul also briefed about the expenses incurred for the previous phases of the C.S.R Programme and the available balance of the Department CSR fund.

The Head of the Department Ms Anila Varghese intimated that H. Arjun Our former BBA student of 2016-19 Batch Sponsered the tiles (floor) for one room of Devivilasam School.

It was also intimated that the tile laying work of the School office room is Completed.

Ms Anila Varghese also intimated that as the next phase of the C.S.R Programme, the department is planning to do the exterior painting work of the School and it was also suggested that the painting work shall start after the completion of University exam of the Second year.

Ms Geetha Guby suggested that Board can be provided to Devi School



It was also decided in the meeting that Teachers Contribution Fund shall be opened and maintained towards the C.S.R.

Initiative of the department

Ms Anila Varghese also intimated that a Parent Teachers Meeting of BBA 2018-21 shall be arranged after the Second Semester University examination to give an orientation towards the Mini Project. The Head of the Department also added that a detailed statement of all internal marks shall be provided to the parents to make them more serious about their ward's academics.

The Head of the Department Ms Anila Varghese also discussed about the subject allocation of the coming academic year in the meeting.

The meeting adjourned by 10.15. am.

Regards  
Megha Mohan  
Secretary

Panel  
11/6/19

Anila Varghese  
Head of the Department.



## Members Present

1. Ms Anila Varghese
2. Mr. W.T. Paul
3. Ms Geetha Giby
4. Fr. Antony Puthusserry CMI
5. Ms Megha Mohan

*Anila Varghese*

*W.T. Paul*

*Geetha Giby*

*[Signature]*



PRINCIPAL

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