



**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**

**Institutional Vision and Leadership**

**6.1.1**

**PTA Minutes**

Submitted to





Rajagiri College of Management and Applied Sciences, Kakkanad

## Parent Teacher Association Meeting Report for the Academic Year 2023-24

Date: 07/07/2023

Time: 1.00 PM

Venue: RCMAS College Auditorium

The meeting began with an opening address by the Director, Rev.Fr. Dr Mathew Vattathara CMI. The Director introduced the new Principal, Dr. Laly Mathew to the parents. The Principal welcomed all parents, teachers, and staff to the meeting and expressed appreciation for their continued support and involvement in the college's activities. The Director provided an overview of the academic achievements of the past year and discussed upcoming initiatives aimed at further enhancing the quality of education and overall student experience.

Following the Principal's address, the Associate Director, Rev. Fr. Ajeesh Puthussery CMI, took the floor to present a detailed report on the extracurricular activities and events conducted during the past year. The Director Rev. Fr. Mathew Vattathara CMI, emphasized the importance of these activities in the holistic development of the students.

A key highlight of the meeting was the election of new PTA officials. The following positions were contested and filled:

President: Mr.Harish B

Vice President: Mrs. Latha Jose

Secretary: Ms. Anupa Stanly

Treasurer: Ms. Salu Varghese

Two Executive Committee Members: Jerson M V and Mable Benny

The election process was conducted smoothly and fairly, with active participation from all members present. The newly elected officials gave brief self-introductions and expressed their dedication to supporting the college's initiatives and improving the educational environment.

Subsequently, a session was held for open discussion where parents and teachers could voice their concerns, suggestions, and feedback. Key topics discussed included the enhancement of safety measures on campus, the implementation of new teaching methodologies, and strategies to improve parent-teacher communication.

To conclude the meeting, the Secretary Ms. Anupa Stanly, delivered vote of thanks. The Secretary expressed gratitude to all attendees for their active participation and valuable inputs. Special thanks were given to the Principal, Director and Associate Director for their informative presentations and to the parents and teachers who volunteered for the PTA Executive members.

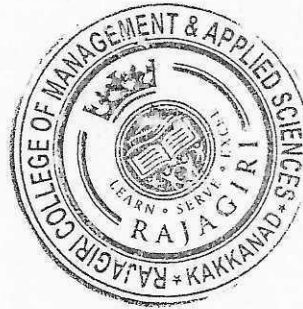
The meeting was adjourned with a renewed sense of collaboration and commitment to the continuous improvement of the educational environment of the college.

**Minutes Prepared by:**



Ms. Anupa Stanly

Secretary, Parent Teacher Association



**Minutes Approved by:**



Dr. Laly Mathew

Principal, Rajagiri College of Management and Applied Sciences



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
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**Rajagiri College of Management and Applied Sciences, Kakkanad**

**PTA Executive Committee Meeting Attendance List**

**Date: 07/07/2023**



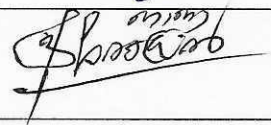


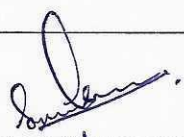




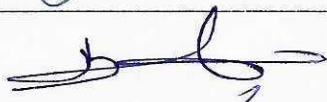



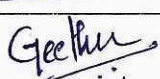
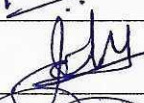
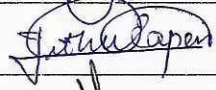

**Time: 1.00 PM**

**Venue: RCMAS College Auditorium**

**Parent Representatives**

Sl.No.	Name of the Parent	Signature
1	Fr. Mathew Vattathara CMI	
2	Fr. Ajeesh Puthussery CMI	
3	Dr. Laly Mathew	
4	Ms. Anupa Stanly	
5	Ms. Salu Varghese	
6	Mr. T V Santhosh Krishnan	
7	Mr. Harish B	
8	Mrs. Latha Jose	
9	Mrs. Beena Jhonson	
10	Mr. Stalin T A	



11	Mr. Jerson M V	
12	Dr. K K Nazeer	
13	Mrs. Sreeja Saju Lal	
14	Ms. Mable Benny	
15	Mrs. Zereena T R	
16	Mr. Sunil Kumar	
17	Mr. Sajinatha M G	
18	Mrs. Bindu Abraham	
19	Ms. Lincy Biju	
20	Ms. Megha Mohan	
21	Mr. Sijo Jacob	
22	Ms. Mary Antony	
23	Mr. Jotty Jacob	
24	Ms. Kavitha Krishnadas	
25	Ms. Geethu Johny	
26	Mr. Joby Jacob	
27	Mr. Jithu Tom Eapen	
28	Ms. Amala Manavalan	





**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES,  
KAKKANAD**

**DEPARTMENT OF COMMERCE- 3<sup>RD</sup> YEARS**

**PTM REPORT (2022-23)**

Date: 21.12.2022

The parent-teacher meeting for B. Com 3<sup>rd</sup> year students was held on 15.12.2022 and 16.12.2022 from 2.00 pm to 4.00 pm at the college. The parents were intimated through the student and parent official groups well in advance by the class coordinator.

STREAM	VENUE
M1C	306
M2C	201
M1T	301
M2T	406
M2M	206
M2L	401

**Outcomes of the PTM:**

1. The meeting was a one-to-one interaction between the teachers and parents in the presence of the students.
2. Discussions centered on the importance of punctuality and maintaining discipline.
3. Parents were reminded of the critical role of consistent attendance and adherence to college regulations for academic success.
4. Information regarding available extracurricular activities was shared with parents.



5. Emphasis was placed on the significance of active participation in these activities for holistic development.
6. Insights into the format and outcomes of internal examinations were provided. Parents were briefed on the assessment criteria and encouraged to support their children's academic progress.
7. Updates on university exam results for B.Com 3<sup>rd</sup>-year students were shared. Performance analysis and areas of improvement were discussed to support students in their academic journey.
8. Opportunities for students to enrol in certificate courses for skill enhancement were highlighted. Parents were encouraged to support their children's participation in such courses for professional development.
9. Information on placement opportunities and career guidance initiatives was provided. Emphasis was placed on leveraging placement support services to enhance students' employability.
10. Plans for upcoming industrial visits were discussed, offering students practical exposure. The significance of industrial visits in bridging theoretical knowledge with practical experience was underscored.
11. Updates on ongoing project work were shared, highlighting students' progress. Parents were briefed on the importance of project-based learning in developing critical skills.
12. Parents' Feedback was taken for future reference.

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*Mary*

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RAJAGIRI COLLEGE OF MANAGEMENT &  
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RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES, KAKKANAD		
DEPARTMENT OF COMMERCE		
PTM ATTENDANCE SHEET-B.COM M1C 2020-23		
Sl No	Name	Signature
1	AASHISH S KRISHNAN	
2	ASHWIN ANOOP CHRISTOPHER	
3	AKHIL P P	
4	AL THAZAD	
5	ALENA ANIL	
6	ALINA KURUVILA	
7	ALLEN JOSEPH SAJI	
8	AMAL TOM	
9	ANURAG SUDHEER NAMBIAR	
10	ARYAN V	
11	ATHIKA THASNIM	
12	CHRIS JOSE KOSHY	
13	DEVIPRIYA R	
14	DHIYA ANN DINU	
15	DOMINIC MOYALAN	
16	FATHIMA ZABREEN T SHERIEF	
17	GAWTHAM DILEEP	
18	GAYATHRI SREEKUMAR	
19	GOKUL KRISHNA	
20	HARISH P KUMAR	
21	HIBA NAZEER	
22	JISNA JOBY	
23	DNATHAN MATHEW VARGHESE	
24	JOSHUA CORREYA	
25	JOSHUA PRASAD	
26	KEVIN JAMES	
27	MITHRA S H	
28	MOHAMMED OZAIR K	
29	N VISHAL	
30	NANDANA GRACE JOHNY	
31	NANDANA RAJESH	
32	NAVANEETH A R	
33	NEHA DILU	
34	NELVIN VINCENT	
35	P N SWABEEH	
36	PAVEENA VIJU	
37	RESHMA RACHEL BENSON	



38	RINKU B THOPPIL	Rinku
39	ROSE CJ	Rose
40	ROSEMARY GENTO	Rosemary
41	ROSHNI ANNA JACOB	Roshni
42	SAHIL AYUB	Sahil
43	SALAS M S	Salas
44	SEHAL AZAD KK	Sehal
45	SHANKER SANTHOSH	Shanker
46	SHARON SHAJU	Sharon
47	SILPA CHANDRIKA ANIL	Silpa
48	SNEHA SANTOSH SAMUEL	Sneha
49	SONA MARIA RAJU	Sona
50	SONA N U	Sona
51	SREEYUKTHA VALSAN	Sreeyuktha
52	STEVE HENRY SURRAO	Steve
53	T ANAND ANIL GEORGE	T Anand
54	TESSA MARIAM PAILY	Tessa
55	TIYA ABRAHAM	Tiya
56	TIYA BAIJU	Tiya
57	VAISHNAVI J NAIK	Vaishnavi
58	HANNA SHOUKATH	Hanna
59	ALLEN MATHEW VARGHESE	Allen
60	K KAILASH	Kailash
61	KARAN DILIP NAIR	Karan
62	JUSTINE VARGHESE	Justine
63	ALIF PRADEEP	Alif
64	RIFAS M K	Rifas
65	UMARUL FAROOK	Umarul
66	RINCY MATHEW	Rincy

NAME OF HOD:

SIGNATURE:

DATE: 15.12.2022

*Maya*

**HOD**  
**DEPARTMENT OF COMMERCE**  
**RCMAS**



**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES,  
KAKKANAD**

**DEPARTMENT OF COMMERCE- 1<sup>ST</sup> YEARS**

**PTM REPORT (2021-22)**

Date: 14.01.2022

The parent-teacher meeting for B. Com and M.Com 1<sup>st</sup> year students was held on 10.01.2022 and 11.01.2022 from 2.00 pm to 4.00 pm at the college. The parents were intimated through the student and parent official groups well in advance by the class coordinator.

STREAM	VENUE
M1C	304
M2C	203
M1T	303
M2T	404
M2M	204
M2L	403

**Outcomes of the PTM:**

1. The meeting facilitated direct interaction between teachers and parents, with students present.
2. Discussions centered on the importance of adhering to college schedules and maintaining regular attendance.
3. Parents were reminded of the pivotal role punctuality and consistent attendance play in fostering academic engagement and success.



4. Emphasis was placed on upholding disciplinary standards and adhering to the college's uniform policy.
5. Parents were encouraged to assist their children in maintaining discipline and adhering to the college's uniform guidelines.
6. Information regarding the structure and process of internal examinations was shared with parents.
7. An outline of the internal assessment evaluation process and communication of assessment outcomes was provided to enhance transparency and comprehension.
8. Parents were informed about the array of extracurricular activities offered to students.
9. Students were encouraged to actively engage in these activities to enhance their overall college experience and holistic development.
10. Parents 'Feedback was taken for future reference.



*Mary*

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RAJAGIRI COLLEGE OF MANAGEMENT &  
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RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES, KAKKANAD		
DEPARTMENT OF COMMERCE		
PTM ATTENDANCE SHEET- B. COM M2C 2019-22		
Sl No	Name	Signature
1	AJAY PULLIYATTEL THANKACHAN	<i>Thankachan</i>
2	AKSHARA R	<i>R...</i>
3	AKSHAY SHAJI	<i>Shaji</i>
4	AKSHAY UNNIKIRSHNAN	<i>Unnikirshnan</i>
5	ANAGHA SURENDRAN	<i>Suren dran</i>
6	ANGELA CHAKKALAKKAL THOMSON	<i>Thomson</i>
7	ANISHA JOSEPH	<i>Joseph</i>
8	ANJALI N	<i>N...</i>
9	ANTONY MATHEW	<i>Mathew</i>
10	ANUSHA RAGESH	<i>Ragesh</i>
11	APARNA C S	<i>C S</i>
12	ARJUN D NAIR	<i>Nair</i>
13	ASHINA SHAMEER	<i>Shameer</i>
14	ASHISH ABIN THOMAS	<i>Thomas</i>
15	ASNA ELSA ABRAHAM	<i>Abraham</i>
16	ASWIN MADHU	<i>Madhu</i>
17	BENEETA BENNY	<i>Benny</i>
18	BIJO JOHN ALIAS	<i>John</i>
19	CYRIAC BIJU	<i>Bi ju</i>
20	DIJO JOSE JACOB	<i>Jose Jacob</i>
21	DIVYA DEEPTHI	<i>Dee pthi</i>
22	DIYA LIZ BINU	<i>Binu</i>
23	ELVIS JOSEPH	<i>Joseph</i>
24	FAREZ C PERVIZ	<i>Perviz</i>
25	FEMIN PETER	<i>Peter</i>
26	FLEVIYA PAUL	<i>Paul</i>
27	GOPIKA KRISHNAN	<i>Krishnan</i>
28	GRACY MARY JOSE	<i>Mary Jose</i>
29	HANNA ANN VARGHESE	<i>Varghese</i>
30	HIBA MARYAM ANSAR	<i>Ansar</i>
31	HIMA ANSA SAJI	<i>Saji</i>
32	JESSICA TERESSA GOMES	<i>Gomes</i>
33	KENETH SAMUEL SANTOSH	<i>Santosh</i>
34	KRISHNAPRIYA P	<i>Priya</i>
35	MANU KRISHNA	<i>Krishna</i>

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36	MELVIN CYRIAC JEERAKATHIL	<i>Melvin</i>
37	MINHA ANSUDEEN T	<i>Minha</i>
38	MOHAMMED ISMAIL I A	<i>Mohammed</i>
39	MUHAMMED SUFFIYAN	<i>Muhammed</i>
40	NAMITHA JOHNSON	<i>Namitha</i>
41	NANDINI MENON M	<i>Nandini</i>
42	SADHURMITHA C	<i>Sadhurmitha</i>
43	SAMUEL K BONIFACE	<i>Samuel</i>
44	SANJANA SHAIK	<i>Sanjana</i>
45	SANJAY ROMY	<i>Romy</i>
46	SEARA LUKOSE	<i>Seara</i>
47	SHARAFYAB ASHRAF	<i>Ashraf</i>
48	SHYMA M.S	<i>Shyma</i>
49	SIDHARTH SREEKUMAR	<i>Sidharth</i>
50	TANIA VARGHESE	<i>Tania</i>
51	TAYYEBA KHURSHID GEELANI	<i>Tayyeba</i>
52	TEENA THOMAS	<i>Teena</i>
53	THEERTHA SHAJI	<i>Theertha</i>
54	V PRANAV	<i>V Prnav</i>
55	MUHAMMED ANSHAD P B	<i>Muhammed</i>
56	SHAHAZAD ABBAS	<i>Shahazad</i>
57	MASOOM SIRAJ	<i>Masoom</i>
58	SHAREN T PUTHEAN	<i>Sharen</i>

NAME OF HOD:

SIGNATURE:

DATE: 11.1.2022

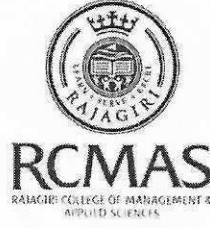
*Mary*

**HOD**  
**DEPARTMENT OF COMMERCE**  
**RCMAS**

**PRINCIPAL**

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





**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES,  
KAKKANAD**

**DEPARTMENT OF COMMERCE- 3<sup>RD</sup> YEARS**

**PTM REPORT (2020-21)**

Date: 24.09.2020

The parent-teacher meeting for B. Com and M.Com third year students was held on 17.09.2020 and 18.09.2020 from 2.00 pm to 4.00 pm in online mode. The parents were intimated through the student and parent official groups well in advance by the class coordinator.

**Outcomes of the PTM:**

1. An Parent Teacher Meeting was conducted in online mode through google meet.
2. Given the unique circumstances of the COVID-19 period, the purpose and goals of the PTA session were outlined, stressing the importance of collaboration among parents, teachers, and students in adjusting to online learning.
3. Issues regarding students' attendance and involvement in online classes during the COVID-19 era were raised.
4. Parents were urged to oversee and assist their children's interaction with online learning platforms, ensuring consistent attendance and active engagement in virtual classrooms.
5. Updates on the timing and structure of internal exams and assessments were communicated to parents.
6. Strategies for preparing students for online assessments were discussed, including the provision of study materials and practice exams.
7. Plans for the phased reintroduction of offline classes were shared with parents, in line with government directives and safety measures.
8. Parents were assured of the college's dedication to establishing a secure and conducive learning environment for students upon the resumption of offline classes.



9. University exam results for B.Com 3rd year students were disclosed to parents, emphasizing individual achievements and overall trends.
10. Guidance was provided on interpreting the results and addressing any concerns or inquiries regarding grading and scores.
11. Information on placement prospects and career counselling initiatives was provided to parents and students.
12. Updates on ongoing project work and academic undertakings were shared with parents, underlining the importance of project-based learning in honing practical skills and knowledge.
13. Opportunities for student involvement in research projects and industry partnerships were underscored to enrich their academic journey.

*Mary*

**H O D  
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*Ugath*

**PRINCIPAL**

Rajagiri College of Management & Applied Sciences  
Rajagiri Valley. P. O., Kakkannad - 691 139



**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES,  
KAKKANAD**

**DEPARTMENT OF COMMERCE- 3<sup>RD</sup> YEARS**

**FIRST PTM REPORT (2019-20)**

Date: 9.12.2019

The Parent-Teacher Meeting for B.Com 3<sup>rd</sup> year students and M.Com 2<sup>nd</sup> year students was convened from 20.11.2019 to 22.11.2019 from 2 pm to 4 pm. Communication was effectively disseminated to parents through official student and parent groups well in advance, managed by the class coordinator.

STREAM	VENUE
M1C	306
M2C	201
M1T	301
M2T	406
M2M	206
M2L	401
M.COM	5 <sup>TH</sup> FLOOR

**Outcomes of the PTM:**

1. The format of one-to-one interactions between class teachers from previous and present academic years, subject instructors, and parents alongside students facilitated focused discussions.
2. Parental concerns predominantly centred around pending university results and the awaited fifth semester exam schedule.

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3. Discussions emphasized students' study progression, strategies for improvement, especially in areas reflecting lower internal marks, and the significance of overall grades and grade points.
4. Detailed information on university internal eligibility and passing criteria was conveyed to parents, with an emphasis on the impact of grades on job prospects, career growth, higher education, and placements.
5. Attendance-related queries were addressed, including clarification on the attendance criterion, encompassing medical leave and its importance in internal assessments.
6. Concerns raised regarding hostel students' attendance were reassured with a commitment to inform parents promptly about any leave of absence.
7. Students were encouraged to actively engage in departmental programs and college activities to enrich their academic experience and develop essential skills.
8. Queries regarding online certification courses offered were addressed, reflecting parents' interest in expanding their wards' educational horizons.
9. Emphasis was laid on the importance of project work in shaping students' profiles for future placements, complementing their academic achievements.
10. Parents' Feedback was taken for future reference.

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RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES, KAKKANAD

DEPARTMENT OF COMMERCE

PTM ATTENDANCE SHEET - B.COM M1C 2017-20

SL NO	NAME	SIGNATURE
1	AASHISH C RAJ	<i>Aashish</i>
2	ABEL SEBU	<i>Abel</i>
3	ABHINANTH JOSE	<i>Abhinanth</i>
4	ABHINAV B	<i>Abhinav</i>
5	ABHISHEK E S	<i>Abhishek</i>
6	ABHISHEK K SASI	<i>Abhishek</i>
7	ADARSH ASOKAN	<i>Adarsh</i>
8	ADIL JABBAR	<i>Adil</i>
9	ADITHYA SHENOY	<i>Adithya</i>
10	AISWARYA	<i>Aiswarya</i>
11	AKSHAYA SURESH	<i>Akshaya</i>
12	ALEEF AHAMMED	<i>Aleef</i>
13	ALIAS REJI	<i>Reji</i>
14	ALLEN ESSO	<i>Allen</i>
15	ANANDHU S NAIR	<i>Anandhu</i>
16	ANILA LOVELY JAMES	<i>Anila</i>
17	ANJALI BAIJU	<i>Anjali</i>
18	ANJANA ANIL	<i>Anjana</i>
19	ANSA ROSE JOSEPH	<i>Ansa</i>
20	ANTONY OORAKATH	<i>Antony</i>
21	ANUJA R. NAIR	<i>Anuja</i>
22	ASHIN VARGHESE	<i>Ashin</i>
23	ASWATHY.C.B	<i>Aswathy</i>
24	ATHIRA JEEVAN	<i>Athira</i>
25	AZHAR ALI	<i>Azhar</i>
26	BILIN VARKEY	<i>Bilin</i>



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27	CYRIN V. SAJI	
28	DEON VINCENT	<del>Deon Vincent</del>
29	DHIYA MARIYA SAJEE	<del>Dhiya Mariya Sajee</del>
30	ELDHO SAJI	<del>Eldho Saji</del>
31	ELSA MARIA LUCIANTINE	<del>Elsa Maria Luciantine</del>
32	HARI PRIYA C V	<del>Hari Priya C V</del>
33	HARISREE J	<del>Harisree J</del>
34	IVAN JOJI MATHWES	<del>Ivan Joji Mathwes</del>
35	JACOB M PULIKOTTIL	<del>Jacob M Pulikottil</del>
36	JISHNU JAYARAJ P	<del>Jishnu Jayaraj P</del>
37	JOFFIA JOY	<del>Joffia Joy</del>
38	JOHAN JOHN	<del>Johan John</del>
39	KAILAS SREEKUMAR	<del>Kailas Sreekumar</del>
40	KIRAN.T.S	<del>Kiran.T.S</del>
41	KIRANCHANDRA	<del>Kiranchandra</del>
42	LEAH ROSHIN	<del>Leah Roshin</del>
43	LINTA MARTIN	<del>Linta Martin</del>
44	M AKHIL RAHUMAN	<del>M Akhil Rahuman</del>
45	MIDHUN M	<del>Midhun M</del>
46	MILEN KURIAN LUKE	<del>Milen Kurian Luke</del>
47	MUHAMED AFTHAB	<del>Muhamed Afthab</del>
48	NAMRATHA SHAJU	<del>Namratha Shaju</del>
49	NANDHANA N S	<del>Nandhana N S</del>
50	NEHA BIJOY	<del>Neha Bijoy</del>
51	PARVATHY S	<del>Parvathy S</del>
52	PAUL K BOBAN	<del>Paul K Boban</del>
53	REJOE JOSE RUBAKKATT	<del>Rejo Jose</del>
54	RESHMA MATHEW MILAMOOTTHIL	<del>Reshma Mathew</del>
55	SAFNA M.E	<del>Safna M.E</del>
56	SAM XAVIER	<del>Sam Xavier</del>
57	SANDHRA SIBY	<del>Sandra Siby</del>
58	SARATH MOHAN	<del>Sarath Mohan</del>
59	SEARA SEBASTIAN	<del>Seara Sebastian</del>
60	SHARON SUNNY	<del>Sharon Sunny</del>



61	SOUMIK K.S	<i>[Signature]</i>
62	TESS J MAMBALAM	<i>[Signature]</i>
63	VISHNU K. BABU	<i>[Signature]</i>
64	VISHNU PADMAKUMAR	<i>[Signature]</i>

NAME OF HOD:

SIGNATURE:

DATE:

*[Signature]*  
H O D  
DEPARTMENT OF COMMERCE  
R C M A S



PRINCIPAL

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