



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES



RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

Internal Quality Assurance Cell

MINUTES



Academic year 2019-20

Submitted to

NAAC

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL





RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

(Affiliated to Mahatma Gandhi University, Kottayam)

Rajagiri Valley P.O., Kakkanad
Cochin - 682 039, Kerala
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

RCMAS/IQAC03/M05/2019

10.05.2019

NOTICE OF IQAC MEETING

Sir/Madam,

The first IQAC Core Committee meeting for the academic year 2019-2020 is scheduled to be conducted at 10:00 a.m. on 17 May 2019 (Friday) in the College Auditorium. All members are requested to make it convenient to attend the meeting.

Rev. Fr. A J Saviance CMI

Principal

Mr. Joby Jacob

IQAC Coordinator





Internal Quality Assurance Cell

Meeting Minutes 2019-2020

Meeting No. 1

Date: 17 May 2019

Time: 10:00 a.m.

Venue: Auditorium

Agenda

- Planning of Academic Calendar and timetable.
- Discuss the Action plan for the academic year 2019-2020.
- Discussion on the admission process and additional matters.
- Conducting Deeksharambham and orientation for students.
- Anti-ragging Initiatives.

Meeting Report

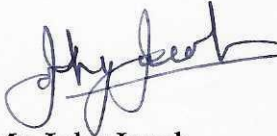
1. The IQAC meeting started with a silent prayer and Ms. Amala Manavalan, the Additional IQAC Coordinator welcomed the gathering.
2. The Principal, Rev. Fr. A J Saviance stressed on the importance of a proper academic calendar for the functioning of all activities.
3. All the departments were asked to prepare a detailed action plan for the academic year as well as a course timetable for the respective programs.
4. Principal stressed on the learning process of teachers and on the importance of the digital learning environment.
5. IQAC talked about the importance of the academic and personal life of students and how they should be better equipped with practical skills and knowledge. IQAC recommended to conduct training sessions and workshops on soft skill, leadership qualities and goal-oriented programmes for students.
6. Discussions were made on how to conduct and proceed admission for first year students.

7. The venue, programs and orientation sessions for Deeksharambham were discussed.
8. Mr. Joby Jacob pointed out the importance of anti-ragging practices and the prevalence of ragging in colleges.

The meeting ended with a vote of thanks by Mr. Jithu Tom Eapen.

Members Present

Sl.No	Designation	Name	Signature
1	Chairman	Rev. Fr. A J Saviance CMI, Principal	
2	IQAC Coordinator & HoD, Department of Computer Science	Mr. Joby Jacob	
3	Additional Coordinator & HoD, Department of English	Ms. Amala Manavalan	
4	Additional Coordinator	Mr. Jithu Tom Eapen	
5	Senior Assistant Superintendent, Exam Cell	Mr. W. T Paul	
6	Placement Officer	Mr. Jose Francis	
7	Office Superintendent	Mr. Ranjith K J	
8	Chief Accountant	Ms. Jincy Sunil	
9	Librarian	Ms. Renu V Namboothiri	
10	Parent Representative	Mr. A M Pradeesh Kumar	
11	Local Representative: Ward Councillor, Thrikkakara Municipality	Ms. K K Neenu	
12	Alumni Representative	Mr. Abhijith S	
13	Student Representative	Mr. Paulu Tharakan	
14	HoD, Department of Commerce	Ms. Mary Antony	
15	HoD, Department of Management	Ms. Anila Varghese	
16	HoD, Department of Animation and Graphic Design	Mr. Renju A C	


Mr. Joby Jacob
IQAC Coordinator




Rev Fr A J Saviance CMI
Principal

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RCMAS/IQAC04/M07/2019

09.07.2019

NOTICE OF IQAC MEETING

Dear Sir/Madam,

There will be an IQAC Core Committee meeting at 2 p.m. on 15 July 2019 at College Auditorium. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. A J Saviance CMI
Principal

Mr. Joby Jacob
IQAC Coordinator





Internal Quality Assurance Cell

Meeting Minutes 2019-2020

Meeting No. 2

Date: 15 July 2019

Time: 02.00 p.m.

Venue: Auditorium


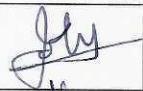

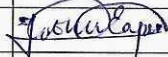






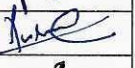




Agenda

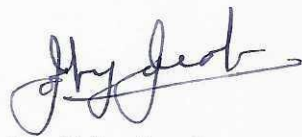
- Financial aid to faculty.
- Discussion on implementation of OBE.
- Mentoring and Remedial.
- Faculty Profile Updation.
- Orientation to faculty regarding NAAC accreditation.
- Discussion on constituting anti-ragging, SC/ST monitoring and equal opportunity cells.

Meeting Report

1. The meeting started with a silent prayer. The previous meeting minutes were read and approved.
2. IQAC Coordinator stressed on the proper conduct of semester assessments, seminars and assignments as they are very beneficial in tracing and grading the overall academic performance.
3. Principal asked the departments to see to the updated personal profiles of faculty are submitted as soon as possible.
4. The IQAC recommended conducting remedial sessions for weak students and the departments were asked to follow it through.
5. The IQAC discussed the mentoring process to be initiated by departments.

Members Present

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1	Chairman	Rev. Fr. A J Saviance CMI, Principal	
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3	Additional Coordinator & HoD, Department of English	Ms. Amala Manavalan	
4	Additional Coordinator	Mr. Jithu Tom Eapen	
5	Senior Assistant Superintendent, Exam Cell	Mr. W. T Paul	
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12	Student Representative	Mr. Paulu Tharakan	
13	HoD, Department of Commerce	Ms. Mary Antony	
14	HoD, Department of Management	Ms. Anila Varghese	
15	HoD, Department of Animation and Graphic Design	Mr. Renju A C	



Mr. Joby Jacob
IQAC Coordinator





Rev Fr A J Saviance CMI

Principal

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RCMAS/IQAC05/M07/2019

30.07.2019

NOTICE OF IQAC MEETING

Dear sir/madam,

The IQAC Core Committee meeting will be held on 3 August 2019 at 12 p.m. at the College Auditorium. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. A J Saviance CMI
Principal

Mr. Joby Jacob
IQAC Coordinator





Internal Quality Assurance Cell

Meeting Minutes 2019-2020

Meeting No. 3

Date: 3 August 2019

Time: 12.00 p.m.

Venue: Auditorium

Agenda

- Discussion on implementation of OBE.
- Research initiative for faculty
- Onam celebrations
- Gender Audit
- PTM

Meeting Report

1. The meeting started with a silent prayer. The previous meeting minutes were read and approved.
2. Principal stressed on the importance of research and publications by faculty. The departments were asked to encourage the faculty to do research.
3. The meeting decided to conduct a road safety awareness class for students to minimize the causes of accidents by educating and sensitizing the road users about valued human lives.
4. Women cell coordinators were asked to submit the gender audit reports.
5. Onam discussions were made and IQAC emphasised on conduct of cultural programmes in the college.

Members Present

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Mr. Joby Jacob
IQAC Coordinator




Rev. Fr. A J Saviance CMI
Principal

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RCMAS/IQAC06/M10/2019

29.10.2019

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 9 a.m. on 4 November 2019 at the College Auditorium. All committee members are requested to make it convenient to attend the meeting.

Rev. Fr. A J Saviance CMI
Principal



Mr. Joby Jacob
IQAC Coordinator



Internal Quality Assurance Cell

Meeting Minutes 2019-2020

Meeting No. 4

Date: 4 November 2019

Time: 9:00 am

Venue: Auditorium

Agenda


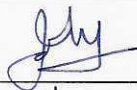

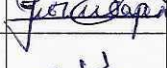




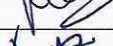


- Formation of Alumni association
- NAAC orientation for criteria champions and co-champions
- Christmas celebration
- CSR activities
- Training on Google classroom

Meeting Report

1. The meeting started with a silent prayer. The previous meeting minutes were read and approved.
2. The IQAC talked about the overall holistic development of students and college. IQAC also appreciated the efforts of Ms. Sunitha Varghese who passed M. Com with Marketing Specialization in first class and Ms. Elsa Jacob who cleared MBA in HR in first class. IQAC also reiterated the importance of the internet and technology in the meeting and suggested to conduct a session on the same.
3. The meeting recommended to appoint Martina AA as the chief coordinator of INCEPTRA.
4. An orientation session for criteria champion and co-champion was discussed.
5. IQAC discussed the latest eco-friendly initiatives in the college, aviary, prospects of aviculture and an outdoor kennel.

6. IQAC stressed on the importance of a strong alumni database.
7. IQAC recommended the departments to conduct grooming sessions and Career Guidance sessions for the final year students.

Members Present

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1	Chairman	Rev. Fr. A J Saviance CMI, Principal	
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4	Additional Coordinator	Mr. Jithu Tom Eapen	
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Mr. Joby Jacob
IQAC Coordinator




Rev Fr A J Saviance CMI

Principal

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RCMAS/IQAC07/M12/2019

30.12.2019

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2 p.m. on 6 January 2020 at College Auditorium. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. A J Saviance CMI
Principal



Mr. Joby Jacob
IQAC Coordinator



Internal Quality Assurance Cell

Meeting Minutes 2019-2020

Meeting No. 5

Date: 6 January 2020

Time: 02.00 PM

Venue: Auditorium




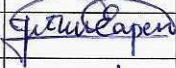


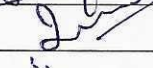



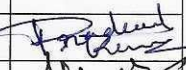
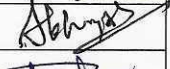
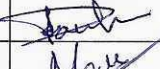
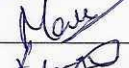
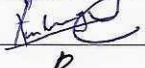
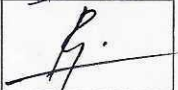
Agenda:

- Arts fest and INCEPTRA 2020
- Session for faculty on education
- Placement initiatives
- Merit evening and college day
- Infrastructure

Meeting Report

1. The meeting started with a silent prayer. The previous meeting minutes were read and approved.
2. IQAC talked about the inclusion of Blooms Taxonomy in question papers and internal examinations. IQAC asked the departments to give an updated report on the same.
3. IQAC discussed the semester university results and reiterated the importance of academic excellence in students.
4. The IQAC applauded the installation of Surveillance cameras relevant for the smooth conduct of exams and commented that the inter-departmental intercom facility and CCTV-enabled campus are very important for vigilance and security.
5. The paper presentation competition Aloite 2K19 was discussed.

Members Present

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Mr. Joby Jacob
IQAC Coordinator





Rev. Fr. A J Saviance CMI

Principal

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RCMAS/IQAC08/M05/2019

10.05.2019

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2 p.m. on 12 March 2020 at College Auditorium. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. A J Saviance CMI

Principal

Mr. Joby Jacob

IQAC Coordinator





Internal Quality Assurance Cell

Meeting Minutes 2019-2020

Meeting No. 6

Date: 12 March 2020

Time: 02.00 PM

Venue: Auditorium

Agenda

1. Evaluation of performance of departments
2. Reports of various clubs and activities
3. Staff Appraisal
4. Value added courses
5. Academic and Administrative Audit




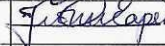

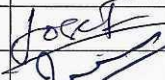



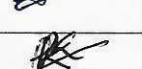


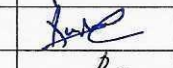

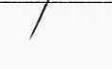

Meeting Minutes

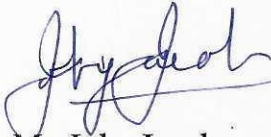
1. The meeting started with a silent prayer. The previous meeting minutes were read and approved.
2. IQAC evaluated and discussed the various activities of departments and clubs. Criteria heads were asked to keep records of the various activities necessary for the criterion.
3. The IQAC stated the importance of feedback by students and asked the departments to guide the faculty through it.
4. Ms. Amala Manavalan directed the department to encourage faculties to make paper presentation in seminars and conference for improving quality in research.
5. Appraisal forms distributed to staff were stressed to be returned as soon as possible. The departments were asked to go through the appraisal and update faculties on further improvement to be made.

6. Mr. Joby Jacob proposed conducting the Academic and Administrative audit for the academic year internally, with a team comprising Senior faculty members and the Principal.

7. The meeting ended with a vote of thanks by Mr. Jithu Tom Eapen.

Members Present:

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1	Chairman	Rev. Fr. A J Saviance CMI, Principal	
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Mr. Joby Jacob
IQAC Coordinator




Rev. Fr. A J Saviance CMI
Principal

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