



**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 2021-22

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/IQAC13/M05/2021

28.05.2021

## NOTICE OF IQAC MEETING

Dear sir/madam,

The first IQAC Core Committee meeting for the academic year 2021-2022 is scheduled to be conducted at 2:30 p.m. on 3 June 2021 (Thursday) at the College Auditorium. All members are requested to make it convenient to attend the meeting.

Rev. Fr. Ajeesh Puthussery CMI  
Principal

Mr. Joby Jacob  
IQAC Coordinator





## Internal Quality Assurance Cell

### Meeting Minutes 2021-22

#### Meeting No. 1

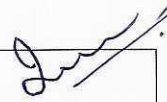

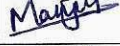




The meeting of the IQAC Committee was held on 03 June 2021 at 2.30 pm at the College Auditorium.

#### Agenda

- Solar Panel installation
- Designing academic activities considering the core areas suggested by NAAC
- Analysis of student participation and progress in Bridge courses
- Student participation in intra-collegiate activities
- Encourage talented students to participate in cultural and sports competitions at state and national level.
- Competitive exam training to students

#### Members present:

Sl.No.	Designation	Name	Signature
1	Principal (Chairman)	Rev. Fr. Ajeesh Puthussery, CMI	
2	Management Representative	Rev. Fr. Dr. Mathew Vattathara CMI	
3	IQAC Coordinator & HoD, Department of Computer Science	Mr. Joby Jacob	
4	Additional Coordinator & HoD, Department of English	Ms. Amala Manavalan	
5	Additional Coordinator	Mr. Jithu Tom Eapen	
6	Senior Assistant Superintendent, Exam Cell	Mr. W T Paul	
7	Placement Officer & HoD, Department of Management	Ms. Anila Varghese	

8	Office Superintendent	Mr. Ranjith K J	
9	Chief Accountant	Ms. Jincy Sunil	
10	Librarian	Ms. Renu V Namboothiri	
11	Industrial Representative	Mrs. Manju Joemon	
12	Parent Representative	Mr. Eldhose N Peter	
13	Alumni Representative	Ms. Elsa Jacob	
14	Student Representative	Ms. Adya Arun	
15	HoD, Department of Commerce	Ms. Mary Antony	
16	HoD, Department of Animation and Graphic Design	Mr. Renju A C	

### Meeting Report

- The first meeting of the IQAC committee for the academic year 2021-22 commenced at 2 pm at the College Auditorium.
- The discussion was initiated by the Principal.
- The first concern the meeting addressed was the installation of Solar Panel in the campus.
- It was suggested by the IQAC core committee that the core areas, including soft skills, language and communication skills, life skills (such as yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills) and awareness of technological trends, should be the focus of activities and events scheduled by the departments.
- A discussion was held regarding the analysis of student participation and progression in bridge courses. It was decided to schedule these courses at the beginning of each academic year.
- It was observed that the participation of students in intra-collegiate activities is not satisfactory and the Director advised the department heads to motivate students to ensure their maximum participation.
- Various strategies to increase student participation in college activities were suggested by the faculty.

- The principal urged on the need to support and encourage talented students to compete at state and national levels in cultural and sports events.
- Ms. Adya Arun proposed to conduct training programs for students preparing for competitive exams.
- Meeting ended by 4:40 pm.



**Mr. Joby Jacob**  
IQAC Coordinator



**Rev Fr Ajeesh Puthussery CMI**  
Principal

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



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RCMAS/IQAC14/M08/2021

06.08.2021

## NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:30 p.m. on 11 August 2021 at the Lecture Hall No. 102. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. Ajeesh Puthussery CMI  
Principal

Mr. Joby Jacob  
IQAC Coordinator





## Internal Quality Assurance Cell

### Meeting Minutes 2021-22

#### Meeting No. 2

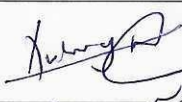



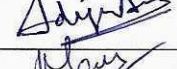
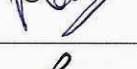

The meeting of the IQAC Committee was held on 11 August 2021 at 2.30 pm at Lecture Hall No.102.

#### Agenda

- Invite alumni as resource persons and judges for various events
- Innovative Teaching Methods
- Mandatory Placement and Career Guidance sessions
- Competitive Exam Training for students
- Remedial and mentoring for students
- Scholarships for students
- Any other matters

#### Members present

Sl.No.	Designation	Name	Signature
1	Principal (Chairman)	Rev. Fr. Ajeesh Puthussery, CMI	
2	Management Representative	Rev. Fr. Dr. Mathew Vattathara, CMI	
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5	Additional Coordinator	Mr. Jithu Tom Eapen	
6	Senior Assistant Superintendent, Exam Cell	Mr. W T Paul	

7	Placement Officer & HoD, Department of Management	Ms. Anila Varghese	
8	Office Superintendent	Mr. Ranjith K J	
9	Chief Accountant	Ms. Jincy Sunil	
10	Librarian	Ms. Renu V Namboothiri	
11	Student Representative	Ms. Adya Arun	
12	HoD, Department of Commerce	Ms. Mary Antony	
13	HoD, Department of Animation and Graphic Design	Mr. Renju A C	

### Meeting Report

- The IQAC core committee exhorted on organizing Alumni Talks to benefit current students through interactions with successful alumni. It was suggested to invite distinguished alumni to serve as guest speakers and judges for various events.
- Mr Jithu Tom Eapen proposed to introduce and encourage the adoption of innovative teaching methods to enhance learning outcomes. The department heads were urged to organize workshops and training sessions for faculty on innovative teaching techniques.
- The principal advised on making placement and career guidance sessions mandatory for all students to improve their employability.
- Ms Anila Varghese, the placement officer expressed her willingness to implement a structured placement and career guidance program with mandatory sessions for all students. Those sessions shall cover resume writing, cultivating interview skills, and job search strategies.
- Ms Amala Manavalan proposed to offer dedicated training programs for students preparing for competitive exams. Suggestions were given to organize regular training sessions, provide comprehensive study materials, and invite experts to conduct workshops.



- IQAC emphasized the importance of mentoring for overall student development, including academic, personal, and career guidance.
- A discussion aroused on the availability and distribution of scholarships to support students financially. The director suggested to increase awareness among students about the accessibility of existing scholarships.
- The Academic and administrative audit for the academic year 2020-2021 was conducted on 6 July 2021 and the observations from the audit was shared and discussed in the meeting.
- The meeting adjourned at 4.30 pm.



**Mr. Joby Jacob**  
IQAC Coordinator



**Rev Fr Ajeesh Puthussery CMI**

**Principal**  
**PRINCIPAL**  
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RCMAS/IQAC15/M10/2021

20.10.2021

## NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:30 p.m. on 25 October 2021 in the College Auditorium. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. Ajeesh Puthussery CMI  
Principal

Mr. Joby Jacob  
IQAC Coordinator





## Internal Quality Assurance Cell

### Meeting Minutes 2021-22

#### Meeting No. 3


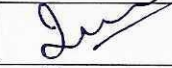


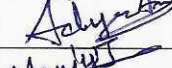


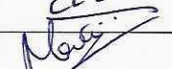
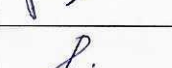

The meeting of the IQAC Committee was held on 25 October 2021 at 2.30 pm in the College Auditorium.

#### Agenda

- Orientation Session on NAAC Accreditation
- NAAC criteria requirements and strategies to achieve them.
- Faculty Development Session
- Result analysis
- Annual audit
- Stakeholder feedback form

#### Members present

Sl. N.	Designation	Name	Signature
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16	Alumni Representative	Ms. Elsa Jacob	
17	HoD, Department of Commerce	Ms Mary Antony	
18	HoD, Department of Animation and Graphic Design	Mr Renju A C	

## Meeting Report

- The Director emphasized on the importance of NAAC (National Assessment and Accreditation Council) accreditation, highlighting its role in ensuring quality assurance in higher education.
- A proposal was put forward to conduct an orientation session to educate faculty and staff about the NAAC accreditation process, the specific criteria that need to be met, and effective strategies for achieving them.
- The principal highlighted the necessity of ongoing professional development for faculty with a focus on staying abreast of recent educational methodologies and trends.
- Ms Mary Antony requested for a session to be arranged for the faculty addressing the challenges and opportunities educators face in guiding adolescents through their transition to adulthood.
- The heads of all the departments reviewed the recent academics, highlighting performance trends and identifying areas for improvement. A need for a detailed analysis of the results was discussed to pinpoint strengths and weaknesses across departments.

- The core committee proposed to initiate the annual audit process, reviewing financial records and institutional practices. Ms Megha Mohan indicated that it could ensure systematic documentation, transparency and compliance.
- Meeting adjourned at 5:00 pm.

**Mr. Joby Jacob**  
IQAC Coordinator



**Rev Fr Ajeesh Puthussery CMI**  
Principal

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