



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 2022-23

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/IQAC17/M06/2022

02.06.2022

NOTICE OF IQAC MEETING

Dear sir/madam,

The IQAC Core Committee meeting is scheduled to be conducted at 10:30 p.m. on 9 June 2022 at the Conference Hall. 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 2022-23

Meeting No. 1

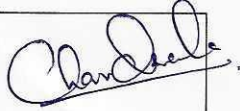



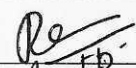
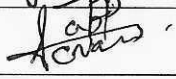

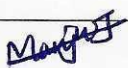

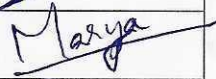
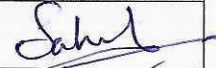

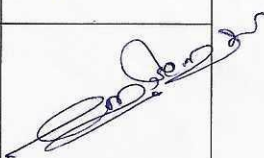


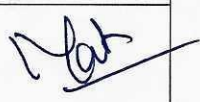
The meeting of the IQAC committee was held on 9 June 2022 at 10.30 am at the Conference Hall.

Agenda:

- Annual Academic Retreat
- Academic Calendar Finalisation
- Maintaining event register
- Integration of Cross Cutting Issues in Curriculum
- NSS
- Session on NEP and Add-On Course on Sustainability
- MoUs and Collaborations
- Letters of Appreciation from agencies for collaborative activities

Members present:

Sl. No.	Designation	Name	Signature
1	Chairman	Rev. Fr. Ajeesh Puthussery CMI, Principal	
2	Management Representative	Rev. Dr. Mathew Vattathara CMI, Director	
3	IQAC Coordinator	Mr. Joby Jacob	
4	Additional Coordinator	Ms. Amala Manavalan	
5	Additional Coordinator	Mr. Jithu Tom Eapen	

6	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal V S	
7	Placement Officer	Ms. Anila Varghese	
8	Office Superintendent	Mr. Ranjith K J	
9	Chief Accountant	Ms. Jincy Sunil	
10	Librarian	Ms. Renu V Namboothiri	
11	External Reviewer	Mr. N. K Nikhil	
12	Local Representative: Ward Councillor, Thrikkakkara Municipality	Mr. M O Varghese	
13	Industrial Representative	Ms. Manju Joemon	
14	Parent Representative	Mr. Alex Antony	
15	Alumni Representative	Ms. Mariya Paul	
16	Student Representative	Mr. Sahil Ayub	
17	HoD, Department of Commerce	Ms. Mary Antony	
18	HoD, Department of Animation and Graphic Design	Mr. Jotty Jacob	
19	HoD, Department of Computer Science	Mr. Sijo Jacob	
20	HoD, Department of Management	Ms. Megha Mohan	
21	HoD, Department of English	Ms. Martina A A	

Meeting Report:

- The principal urged the IQAC core committee to make arrangements to conduct the Annual Academic Retreat for the members of the faculty. The members reviewed the objectives and plans for the Annual Academic Retreat.
- All the department heads were asked to meet together to confirm the programmes of their respective departments so that the Academic Calendar can be finalised.
- Mr Joby Jacob explained the need for maintaining an event register. It will help to avoid any clash of events in terms of venue or participants.
- The principal initiated a discussion on the importance of integrating cross-cutting issues such as sustainability, gender and ethics which are to be included in the curricular and co-curricular activities.
- The Director announced the university approval for the establishment of NSS in the college.
- The principal asked the members of the faculty to develop a clear idea about the National Education Policy (NEP). Mr Sijo Jacob suggested to encourage faculty to attend seminars related to the same.
- Mr Jithu Tom Eapen suggested for introducing a course on sustainability.
- The core committee alerted the necessity to beget more MoUs with academic institutions or industries (preferably A++ grade institutions) for collaborative initiatives such as student/faculty exchange.
- The department heads were instructed to pursue collaborations with government organizations and aim to secure letters of appreciation. Those letters shall be displayed on the institution's website and notice boards.



Mr. Joby Jacob
IQAC Coordinator



Rev. Fr. Ajeesh Puthussery CMI

Principal
PRINCIPAL

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



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/IQAC18/M07/2022

29.07.2022

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:30 p.m. on 4 August 2022 in the Board Room. 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 2022-23

Meeting No. 2

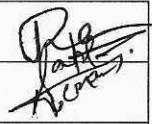
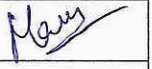

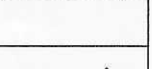

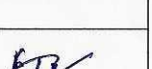

The meeting of the IQAC committee was held on 4 August 2022 at 2.30 pm at the Board Room.

Agenda:

- Extension activities of various clubs, cells etc.
- Suggestion Box
- Biogas Plant
- Promote Innovative Teaching Practices
- Introduce more Scholarship Schemes
- Research Grant from Govt and Non-govt Agencies

Attendees:

Sl.No.	Designation	Name	Signature
1	Chairman	Rev. Fr. Ajeesh Puthussery CMI, Principal	
2	Management Representative	Rev. Dr. Mathew Vattathara, CMI	
3	IQAC Coordinator	Mr. Joby Jacob	
4	Additional Coordinator	Ms. Amala Manavalan	
5	Additional Coordinator	Mr. Jithu Tom Eapen	
6	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal V S	
7	Placement Officer	Ms. Anila Varghese	
8	Office Superintendent	Mr. Ranjith K J	
9	Chief Accountant	Ms. Jincy Sunil	

10	Librarian	Ms. Renu V Namboothiri	
11	External Reviewer	Mr. N. K Nikhil	
12	HoD, Department of Commerce	Ms Mary Antony	
13	HoD, Department of Animation and Graphic Design	Mr. Jotty Jacob	
14	HoD, Department of Computer Science	Mr. Sijo Jacob	
15	HoD, Department of Management	Ms. Megha Mohan	
16	HoD, Department of English	Ms. Martina A A	

Meeting Report:

- The Principal insisted the need to expand the extension activities of clubs and cells that benefit both the college and the wider community. It was suggested to track and report on these activities regularly to align with the college's goals.
- A suggestion box was proposed to gather feedback and ideas from students and faculty. Mr Jotty Jacob opined that it is important to review suggestions regularly and act on feasible ones, maintaining transparency.
- Establishing a biogas plant on campus was discussed as a way to promote sustainability and reduce waste. The project could provide hands-on learning opportunities for students and set a green example for the community.
- Mr Joby Jacob emphasized the need for innovative teaching methods to improve student engagement and learning.
- Ms Amala Manavalan requested to launch new scholarship schemes and seek external funding to support diverse student backgrounds. There's a need to secure more funds from alumni and corporate sponsors and streamline the application process.

- Mr Jithu Tom Eapen reminded that promoting research grants is vital for academic growth and innovation and hence to identify funding sources and support the application process.

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



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/IQAC19/M11/2022

10.11.2022

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:00 p.m. on 15 November 2022 at the Conference Hall. 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 2022-23

Meeting No. 3



The IQAC meeting was held on 15 November 2022 at 2 pm at the Conference Hall.

Agenda:

- NAAC Data template
- Criteria Status Updates
- OBE Mapping and Attainment Evaluation
- IPR Cell constitution

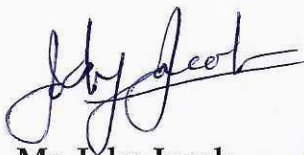
Members present:

Sl.No.	Designation	Name	Signature
1	Chairman	Rev. Fr Ajeesh Puthussery, CMI, Principal	
2	Management Representative	Rev. Dr Mathew Vattathara, CMI	
3	IQAC Coordinator	Mr. Joby Jacob	
4	Additional Coordinator	Ms. Amala Manavalan	
5	Additional Coordinator	Mr. Jithu Tom Eapen	
6	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal VS	
7	Placement Officer	Ms. Anila Varghese	
8	Office Superintendent	Mr. Ranjith K J	
9	Chief Accountant	Ms. Jincy Sunil	
10	Librarian	Ms. Renu V Namboothiri	
11	External Reviewer	Mr. N. K Nikhil	
12	HoD, Commerce	Ms. Mary Antony	
13	HoD, Department of Animation and Graphic Design	Mr. Jotty Jacob	
14	HoD, Department of Computer Science	Mr. Sijo Jacob	

15	HoD, Department of Management	Ms. Megha Mohan	
16	HoD, Department of English	Ms. Martina A A	

Meeting Report:

- The meeting commenced with a silent prayer and the reading of previous minutes. Joby sir commenced the meeting with appreciating departments for the updated and timely submission of documents as required by IQAC. Mr. Joby Jacob stressed on the united effort to be put by each and every faculty.
- The departments were instructed to prepare documents according to criteria under NAAC and ask for criteria champions help whenever and wherever needed in case of confusion. The departments were asked to strictly follow the template pathway as shared by IQAC for every documentation.
- OBE mapping and attainment evaluation were discussed by the IQAC. The departments raised their concerns on the mapping method connected to allocation of assignments as per Blooms Taxonomy. IQAC guided that the department must keep the attainment evaluation in mind from the very beginning of semester for proper OBE mapping.
- IQAC reiterated the importance of innovations and technology in development. With the growing digital environment academics must concentrate more on start-ups and entrepreneur development of students. The awareness of intellectual property rights and developing such interest among students have to be encouraged.



Mr. Joby Jacob
IQAC Coordinator




Rev. Fr. Ajeesh Puthussery CMI

Principal
PRINCIPAL

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



RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

(Affiliated to Mahatma Gandhi University, Kottayam)

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

RCMAS/IQAC20/M01/2023

23.01.2023

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 11:00 a.m. on 28 January 2023 at the Conference Hall. 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 2022-23

Meeting No. 4

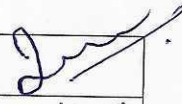


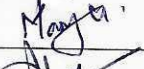

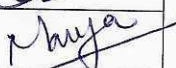
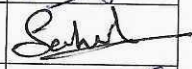

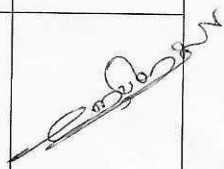



The meeting of the IQAC Committee was held on 28 January 2023 at 11 am at the Conference Hall.

Agenda:

- Placement Orientation to Students
- Queries on Academic performance and ambience in feedback
- Interim Academic Audit
- Result Analysis
- Faculty Development Programmes
- E-Governance

Members present:

Sl.No.	Designation	Name	Signature
1	Chairman	Rev. Fr. Ajeesh Puthussery, CMI Principal	
2	Management Representative	Rev. Dr. Mathew Vattathara, CMI	
3	IQAC Coordinator	Mr. Joby Jacob	
4	Additional Coordinator	Ms. Amala Manavalan	
5	Additional Coordinator	Mr. Jithu Tom Eapen	
6	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal V S	
7	Placement Officer	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	Ms. Manju Joemon	
12	Parent Representative	Mr. Alex Antony	
13	Alumni Representative	Ms. Mariya Paul	
14	Student Representative	Mr. Sahil Ayub	
15	HoD, Department of Commerce	Ms. Mary Antony	
16	HoD, Department of Animation and Graphic Design	Mr. Jotty Jacob	
17	HoD, Department of Computer Science	Mr. Sijo Jacob	
18	HoD, Department of Management	Ms. Megha Mohan	
19	HoD, Department of English	Ms. Martina A A	

Meeting Report:

- The meeting commenced with a silent prayer and the reading of previous minutes.
- The meeting discussed the changes to be made in the feedback form. The IQAC recommended that the student feedback must properly reflect the academic performance and the student's inputs and impressions on academic ambience.
- IQAC stated that it's the need of hour to have an interim audit to check the documentation. The departments were instructed to properly report and present the academic activities in the format as instructed by the IQAC.
- University results were analysed by the IQAC and the departments were asked to analyse the results and identify students who have back papers.

- IQAC appreciated the different ad on courses and value-added courses introduced in college. IQAC emphasised on the development of practical and skill-oriented courses among students and that more such MOU and linkage must be entered which are beneficial for the students and the institution.
- IQAC appreciated the active participation of the staff in different FDP's. The IQAC stated that the departments must keep a proper record of such FDP's and guide the staff on topics that are beneficial to academic excellence and based on NAAC criteria.
- The coordinator provided a detailed presentation on the current state of E-Governance in the institution and proposed enhancements.



Mr. Joby Jacob
IQAC Coordinator



Rev. Fr. Ajeesh Puthussery CMI
Principal



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