



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 2023-24

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
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www.rajagiricollege.edu.in

RCMAS/IQAC21/M08/2023

04.08.2023

NOTICE OF IQAC MEETING

Dear sir/madam,

The first IQAC Core Committee meeting for the academic year 2023-2024 scheduled to be conducted at 2:30 p.m. on 10 August 2023 (Thursday) in the Conference Hall. All the members are requested to make it convenient to attend the meeting.

Dr. Laly Mathew
Principal



Mr. Joby Jacob
IQAC Coordinator



Internal Quality Assurance Cell

Meeting Minutes 2023-24

Meeting No. 1

The meeting of the IQAC Committee was held on August 10, 2023 (Tuesday) at 2.30 pm in the Conference Hall. The meeting was presided over by Principal Dr. Laly Mathew.

Agenda:

- Criteria Status Updates
- Participation in NIRF and KIRF Rankings
- Teachers Self Appraisal
- OBE Attainment analysis
- Revised NAAC Manual
- ISO Certification
- Policy Manual Preparation
- IQAC Secretary Appointment
- Exman Software

Members Present:

Sl.No.	Designation	Name	Signature
1	Principal (Chairperson)	Dr. Laly Mathew	
2	Management Representatives	Rev. Fr. Dr. Mathew Vattathara CMI	
3		Rev. Fr. Ajeesh Puthussery CMI	
4	IQAC Coordinator	Mr. Joby Jacob	
5	Additional Coordinator	Ms. Amala Manavalan	
6	Additional Coordinator	Mr. Jithu Tom Eapen	
7	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal VS	
8	Placement Officer	Ms. Anila Varghese	

9	Office Superintendent	Mr. Ranjith K J	
10	Chief Accountant	Ms. Jincy Sunil	
11	Librarian	Ms. Renu V Namboothiri	
12	Local Representative: Ward Councillor, Thrikkakkara Municipality	Mr. M O Varghese	
13	Industrial Representative	Mr. Sunil Kumar PN	
14	Parent Representative	Ms. Jaisha VJ	
15	Alumni Representative	Ms. Ameena Neha Shiraz	
16	External Reviewer	Mr. N K Nikhil	
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. Kavitha Krishnadas	

Meeting Minutes

- Meeting started with a prayer followed by a welcome address by the principal.
- The previous meeting minutes were read and approved by the committee.
- The department heads presented details on the seven criteria for NAAC accreditation. Mr. Nikhil, external expert, provided valuable suggestions for improvement based on the presentations.
- The meeting included a discussion on the necessity of applying for NIRF and KIRF rankings. It was unanimously decided to pursue NIRF and KIRF Rankings 2024.
- Mr. Nikhil suggested revising the format of the teachers' self-appraisal forms and ensuring that the teachers complete and submit them.
- Mr. Joby Jacob provided updates on the implementation of OBE and intimated that CO-PO mapping and analysis are currently in progress.
- The revised NAAC manual which includes some minor changes were discussed.
- Updates and discussions were held regarding the progress towards ISO certification for the institution.

- Mr. Nikhil stated that a comprehensive policy manual encompassing all the college's policies needs to be prepared. The Principal also agreed to incorporate any new policies that are not currently in operation.
- The core IQAC team acknowledged the need for space, system improvements and the appointment of a secretary for the Internal Quality Assurance Cell.
- Dr. Chandralal V S, informed the committee members that the Exman software is now being used to assign exam duties to teachers.
- The meeting adjourned at 4.30 pm. Refreshments were provided.



Mr. Joby Jacob
IQAC Coordinator



Dr. Laly Mathew

Principal
PRINCIPAL

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RCMAS/IQAC22/M09/2023

21.09.2023

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:30 p.m. on 26 September 2023 in the Conference Hall. All the members are requested to make it convenient to attend the meeting.

Dr. Laly Mathew
Principal



Mr. Joby Jacob
IQAC Coordinator



Internal Quality Assurance Cell

Meeting Minutes 2023-24

Meeting No. 2



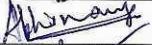
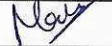

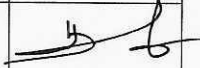



The meeting of the IQAC Committee was held on September 26, 2023 (Thursday) at 2.30 pm in the Conference Hall. The meeting was presided over by the Principal Dr. Laly Mathew.

Agenda:

- Action plan for NAAC accreditation
- Workshop on Professional Reporting
- Criteria Status Updates
- Internship for Students
- Alumni Meet - REACH
- Alumni Directory
- Website Upgradation
- MoU with IMA

Members Present:

Sl.No.	Designation	Name	Signature
1	Principal (Chairperson)	Dr. Laly Mathew	
2	Management Representatives	Rev. Fr. Dr. Mathew Vattathara, CMI	
3		Rev. Fr. Ajeesh Puthussery, CMI	
4	IQAC Coordinator	Mr. Joby Jacob	
5	Additional Coordinator	Ms. Amala Manavalan	
6	Additional Coordinator	Mr. Jithu Tom Eapen	
7	Secretary	Ms. Deepthya Thampi V	
8	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal VS	
9	Placement Officer	Ms. Anila Varghese	
10	Office Superintendent	Mr. Ranjith K J	

11	Chief Accountant	Ms. Jincy Sunil	
12	Librarian	Ms. Renu V Namboothiri	
13	Student Representative	Mr. Abhimanyu Shekhar K	
14	HoD, Department of Commerce	Ms. Mary Antony	
15	HoD, Department of Animation and Graphic Design	Mr. Jotty Jacob	
16	HoD, Department of Computer Science	Mr. Sijo Jacob	
17	HoD, Department of Management	Ms. Megha Mohan	
18	HoD, Department of English	Ms. Kavitha Krishnadas	
19	External Expert	Mr. Nikhil N K	

Meeting Minutes

- Meeting commenced at 2.30 pm at the Conference Hall.
- Dr. Laly Mathew addressed the gathering.
- Ms. Amala Manavalan presented the previous meeting minutes, which were approved by the committee members with applause.
- Associate Director Rev. Fr. Ajeesh Puthussery outlined the action plan for NAAC accreditation and committed to fully supporting the team in achieving institutional accreditation.
- A workshop on Professional Reporting is to be organized to facilitate the documentation of college activity reports for NAAC accreditation. Details for the workshop will be finalized following inquiries with available resource persons.
- The Heads of Departments gave the criteria updates of respective departments.
- Mr. N K Nikhil encouraged to arrange internships for all batches with a minimum participation rate of 80%. These internships can also be conducted online. He also mentioned to seek qualified individuals with NET or SET to assist with NAAC documentation on a part-time basis and ensure they are compensated for their work.
- Principal, Dr.Laly Mathew emphasized the importance of the upcoming alumni meet and mentioned the creation of an alumni directory.

- Mr. Sijo Jacob gave the updates of the Website Management committee.
- The meeting ended at 4pm.



Mr. Joby Jacob
IQAC Coordinator



Dr. Laly Mathew

Principal

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RCMAS/IQAC23/M11/2023

24.11.2023

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 10:00 a.m. on 30 November 2023 in the Board Room. All the members are requested to make it convenient to attend the meeting.

Dr. Laly Mathew
Principal



Mr. Joby Jacob
IQAC Coordinator



Internal Quality Assurance Cell

Meeting Minutes 2023-24

Meeting No. 3

The meeting of IQAC Committee was held on November 30, 2023 at 10 am in the Board Room. The meeting was presided over by Principal Dr. Laly Mathew.

Agenda:

- Computer Lab Improvement and Library Expansion
- Faculty Publications
- Student Scholarships
- College Community Radio
- Certificate Courses
- Workshops on SCOPUS and EBSCO
- CO-PO Mapping

Members Present:

Sl.No.	Designation	Name	Signature
1	Principal (Chairperson)	Dr. Laly Mathew	
2	Management Representative	Rev. Fr. Ajeesh Puthussery CMI	
3	IQAC Coordinator	Mr. Joby Jacob	
4	Additional Coordinator	Ms. Amala Manavalan	
5	Additional Coordinator	Mr. Jithu Tom Eapen	
6	Secretary	Ms. Deepthya Thampi V	
7	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal VS	
8	Placement Officer	Ms. Anila Varghese	
9	Office Superintendent	Mr. Ranjith K Jose	
10	Chief Accountant	Ms. Jincy Sunil	
11	Librarian	Ms. Renu V Namboothiri	
12	Student Representative	Mr Abhimanyu Shekhar K	
13	HoD, Commerce	Ms Mary Antony	
14	HoD, Animation and Graphic Design	Mr Jotty Jacob	
15	HoD, Computer Science	Mr Sijo Jacob	
16	HoD, Management	Ms Megha Mohan	
17	HoD, English	Ms Kavitha Krishnadas	

Meeting Minutes

- The meeting began with a silent prayer, followed by the initiation of the discussion by Dr. Laly Mathew, Principal.
- Ms. Amala Manavalan presented the minutes of the previous meeting, which were approved by the committee members with applause.
- Rev. Fr. Ajeesh Puthussery detailed the plans for upgrading the computer lab and expanding the library.
- Mr. Joby Jacob, IQAC Coordinator, emphasized the importance of faculty publications for enhancing the institution's academic reputation. Strategies for encouraging and supporting faculty research and publications were discussed.
- The committee reviewed current student scholarship programs. Proposals for expanding scholarship opportunities to support more students were considered and approved.
- Ms. Kavitha Krishnadas provided insights into establishing a college community radio. The committee agreed on the potential benefits and decided to move forward with the planning phase.
- The introduction of new certificate courses was discussed. The committee advised the development of courses in emerging fields to enhance student skills and employability.
- Workshops on SCOPUS and EBSCO were proposed to help faculty and students utilize these databases effectively.
- Mr. Joby Jacob initiated a discussion on CO-PO (Course Outcomes-Program Outcomes) mapping. The importance of this mapping for accreditation and continuous improvement was highlighted.
- The meeting concluded with a vote of thanks.



Mr. Joby Jacob
IQAC Coordinator



Dr. Laly Mathew

PRINCIPAL

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RCMAS/IQAC24/M01/2024

12.01.2024

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 10:30 a.m. on 16 January 2024 in the Board Room. All the members are requested to make it convenient to attend the meeting.

Dr. Laly Mathew
Principal



Mr. Joby Jacob
IQAC Coordinator



Internal Quality Assurance Cell

Meeting Minutes 2023-24

Meeting No. 4

The meeting of IQAC Committee was held on January 16, 2024 at 10.30 am in the Board Room. The meeting was presided over by Principal Dr. Laly Mathew.

Agenda:

- Financial Assistance to teachers
- Discussion on FDP and staff welfare programmes
- Website Management - Alumni Chapters
- Curriculum Feedback
- Internal Audit
- Other important matters

Members Present:

Sl.No.	Designation	Name	Signature
1	Chairperson	Dr. Laly Mathew, Principal	
2	Management Representatives	Rev. Fr. Dr. Mathew Vattathara, CMI	
3		Rev. Fr. Ajeesh Puthussery, CMI	
4	IQAC Coordinator	Mr. Joby Jacob	
5	Additional Coordinator	Ms. Amala Manavalan	
6	Additional Coordinator	Mr. Jithu Tom Eapen	
7	Secretary	Ms. Deepthya Thampi V	
8	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal VS	
9	Placement Officer	Ms. Anila Varghese	
10	Office Superintendent	Mr. Ranjith K Jose	
11	Chief Accountant	Ms. Jincy Sunil	
12	Librarian	Ms. Renu V Namboothiri	
13	HoD, Department of Commerce	Ms. Mary Antony	
14	HoD, Department of Animation and Graphic Design	Mr. Jotty Jacob	
15	HoD, Department of Computer Science	Mr. Sijo Jacob	
16	HoD, Department of Management	Ms. Megha Mohan	
17	HoD, Department of English	Ms. Kavitha Krishnadas	

Meeting Minutes

- The IQAC Committee convened for its fourth meeting on January 16, 2024, at 10:30 AM in the Board Room, chaired by Principal Dr. Laly Mathew.
- The previous meeting minutes were read and approved by the committee.
- Dr. Laly Mathew initiated the discussion. Discussion centered around providing financial assistance to teachers. Various proposals were reviewed to support faculty development and well-being.
- The committee deliberated on upcoming Faculty Development Programs (FDP) and initiatives for enhancing staff welfare. Plans were discussed to ensure comprehensive support and professional growth opportunities for all staff members.
- Strategies for managing the college website, particularly focusing on alumni chapters, were discussed. The committee outlined plans to enhance alumni engagement through the website and related digital platforms.
- Suggestions for curriculum enhancement and alignment with industry trends were considered to ensure academic excellence and relevance.
- Updates on the internal audit process were provided.
- Various other matters of significance were addressed, including administrative updates, upcoming events and institutional priorities.
- The meeting concluded with a vote of thanks.



Mr. Joby Jacob
IQAC Coordinator



Dr. Laly Mathew

PRINCIPAL

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RCMAS/IQAC25/M02/2024

01.02.2024

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:30 a.m. on 9 February 2024 in the Conference Hall. All the members are requested to make it convenient to attend the meeting.

Dr. Laly Mathew
Principal



Mr. Joby Jacob
IQAC Coordinator



Internal Quality Assurance Cell

Meeting Minutes 2023-24

Meeting No. 5

The meeting of the IQAC Committee was held on February 9, 2024 at 2.30 pm in the Conference Hall. The meeting was presided over by Principal Dr. Laly Mathew.

Agenda:

- Confirmation of previous meeting minutes
- FSSAI Registration
- Energy, Environment and Green audit
- Q R Coding of Trees
- Rajagiri Happiness Index
- Alumni Association Registration
- Any other important matters

Members Present:

Sl.No.	Designation	Name	Signature
1	Chairperson	Dr. Laly Mathew, Principal	
2	Management Representatives	Rev. Fr. Dr. Mathew Vattathara, CMI	
3		Rev. Fr. Ajeesh Puthussery, CMI	
4	IQAC Coordinator	Mr. Joby Jacob	
5	Additional Coordinator	Ms. Amala Manavalan	
6	Additional Coordinator	Mr. Jithu Tom Eapen	
7	Secretary	Ms. Deepthya Thampi V	
8	Local Representative: Ward Councillor, Thrikkakkara Municipality	Mr. M O Varghese	
9	Industrial Representative	Mr. Sunil Kumar P N	

10	Parent Representative	Ms. Jaisha V J	<i>Jaisha</i>
11	Alumni Representative	Ms. Ameena Neha Shiraz	<i>Ameena</i>
12	Senior Assistant Superintendent, Exam Cell	Dr. Chandralal V S	<i>Chandralal</i>
13	Placement Officer	Ms. Anila Varghese	<i>Anila</i>
14	Office Superintendent	Mr. Ranjith K J	<i>Ranjith</i>
15	Chief Accountant	Ms. Jincy Sunil	<i>Jincy</i>
16	Librarian	Ms. Renu V Namboothiri	<i>Renu</i>
17	Student Representative	Mr. Abhimanyu Shekhar K	<i>Abhimanyu</i>
18	HoD, Department of Commerce	Ms. Mary Antony	<i>Mary</i>
19	HoD, Department of Animation and Graphic Design	Mr. Jotty Jacob	<i>Jotty</i>
20	HoD, Department of Computer Science	Mr. Sijo Jacob	<i>Sijo</i>
21	HoD, Department of Management	Ms. Megha Mohan	<i>Megha</i>
22	HoD, Department of English	Ms. Kavitha Krishnadas	<i>Kavitha</i>

Meeting Minutes

- The meeting commenced at 2.30 pm with a silent prayer.
- The minutes of the previous meeting were reviewed and confirmed by the committee members.
- The process of obtaining FSSAI registration was discussed, focusing on compliance and procedural requirements.
- As per NAAC requirements for conducting the energy, environment and green audit to assess energy consumption, environmental impact and implement green practices within the institution, Mr. Joby Jacob has been tasked with soliciting proposals from external agencies.
- Plans were discussed to implement QR coding for trees on campus, aiming to enhance environmental awareness and educational initiatives related to biodiversity conservation.
- The committee reviewed the implementation and results of the Rajagiri Happiness Index within the institution.

- The registration of the college's alumni association is in progress.
- The meeting concluded with a vote of thanks by Ms. Amala Manavalan.



Mr. Joby Jacob
IQAC Coordinator



Dr. Laly Mathew

Principal

PRINCIPAL

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