RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

Internal Quality Assurance Cell

MINUTES

Academic year 2020-21

Submitted to

NAAC

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES
(Affiliated to Mahatma Gandhi University, Kottayam)

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Cochin - 682 039, Kerala
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www.rajagiricollege.edu.in

RCMAS/IQAC09/M06/2020

03.06.2020

NOTICE OF IQAC MEETING

Dear sir/madam,

The first IQAC Core Committee meeting for the academic year 2020-2021 is scheduled to be conducted at 2:30 p.m. on 9 June 2020 (Tuesday) on the Google Meet platform. All members are requested to make it convenient to attend the meeting.

Rev. Fr. A J Saviance CMI
Principal

Mr. Joby Jacob
IQAC Coordinator

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Internal Quality Assurance Cell

Meeting Minutes 2020-21

Meeting No. 1

The first meeting of the IQAC Committee was held on 9 June 2020 at 2.30 pm on the Google meet platform. The meeting was presided over by Principal Rev. Fr. A J Saviance CMI.

Agenda:

- Conduct of classes in online mode
- Adapting to the COVID-19 pandemic scenario
- Preparedness for NAAC Accreditation
- Conducting webinars and workshops on Research methodology
- Green Audit
- Academic and Administrative Audit

Members Present:

Sl.No.	Designation	Name
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 & HoD, Department of Management	Ms. Anila Varghese
7	Office Superintendent	Mr. Ranjith K J
8	Chief Accountant	Ms. Jincy Sunil
9	Librarian	Ms. Renu V Namboothiri
10	Parent Representative	Mr. Shiaz K H
11	Alumni Representative	Ms. Neenu Kuriakose

- Mr. W T Paul suggested that to evaluate our institution's environmental practices and identify opportunities for enhancing sustainability, a green audit should be initiated.
- The audit team, consisting of Rev. Fr. Ajeesh Puthussery CMI, Principal, Mr. W T Paul, Associate Professor from the Department of Management, Ms. Mary Antony, Head of the Department of Commerce, and Ms. Amala Manavalan, Head of the Department of English & Additional IQAC Coordinator, will conduct an academic audit for the previous academic year. This audit will review the college's academic programs, student support services, faculty development, infrastructure, financial management, and administrative operations.
- The meeting ended at 4.30 P. M.

Mr. Joby Jacob
IQAC Coordinator

Rev Fr A J Saviance CMI
Principal

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RCMAS/ IQAC10/M08/2020 20.08.2020

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:30 p.m. on 25 August 2020 at the Lecture Hall No. 103. 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

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Meeting Minutes 2020-21

Meeting No. 2

The IQAC Committee meeting was held on 25 August 2020 at 2.30 pm at the Lecture Hall no. 103. The meeting was presided over by Principal Rev. Fr. A J Saviance CMI.

Agenda:

- Organize Faculty Development Programs
- Monitoring of online teaching
- Introduction of ERP Software
- Implementation of G suite
- Crash course for Potential rank holders

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 & HoD, Department of Management	Ms. Anila Varghese	
7	Office Superintendent	Mr. Ranjith K J	
8	Chief Accountant	Ms. Jincy Sunil	
9	Librarian	Ms. Renu V Namboothiri	
10	Parent Representative	Mr. Shiaz K H	
11	Alumni Representative	Ms. Neenu Kuriakose	

12	Student Representative	Mr. Paulu Tharakan	
13	HoD, Department of Commerce	Ms. Mary Antony	
14	HoD, Department of Animation and Graphic Design	Mr. Renju A C	

Meeting Report:

- The meeting commenced with a silent prayer. Principal Rev. Fr. A J Saviance welcomed the members present.
- The previous meeting minutes were read and approved.
- IQAC Coordinator proposed to conduct a Faculty Development Program (FDP) focusing on various ICT tools and their application in education to the faculty members.
- Review of current methods for monitoring online teaching and their effectiveness were discussed. IQAC recommended implementing a more robust system to ensure quality and consistency in online classes.
- Presented the features and benefits of MCampus Software for managing academic and administrative tasks. A team under Mr. Joby Jacob will be assigned to oversee the implementation process of MCampus software.
- Information about G Suite was shared and discussion on training requirements for staff to effectively use new G Suite features.
- Ms. Amala Manavalan suggested offering a crash course aimed at helping students who are potential rank holders to achieve higher academic performance.
- The meeting ended at 4.30 p.m.

Mr. Joby Jacob
IQAC Coordinator

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Rev Fr Ajeesh Puthussery CMI
Principal

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RCMAS/ IQAC11/M11/2020 **05.11.2020**

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 10:30 a.m. on 10 November 2020 at the College Auditorium. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. Ajeesh Puthussery CMI
Principal

Joby Jacob
IQAC Coordinator

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Internal Quality Assurance Cell

Meeting Minutes 2020-21

Meeting No. 3

The IQAC Committee meeting was held on November 10, 2020 at 10.30 am at the College Auditorium.

Agenda:

- Welcoming the Newly appointed Director and Principal
- Faculty participation in FDP
- Financial assistance for faculty
- Student participation in Seminars, Conferences, Intercollegiate fests etc.

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 & 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	Parent Representative	Mr. Shiaz K H	
12	Alumni Representative	Ms. Neenu Kuriakose	

13	Student Representative	Mr. Paulu Tharakan	
14	HoD, Department of Commerce	Ms. Mary Antony	
15	HoD, Department of Animation and Graphic Design	Mr. Renju A C	

Meeting Report:

- The meeting commenced with a warm welcome to the newly appointed Director, Rev. Dr. Mathew Vattathara CMI, and Principal, Rev. Fr. Ajeesh Puthussery CMI. IQAC Coordinator Mr. Joby Jacob updated the new appointees on the IQAC Initiatives and progress in the college.
- The previous meeting minutes were read and approved.
- Mr. Jithu Tom Eapen stressed on the importance of continuous professional development for faculty members through FDPs.
- Discussions were made on providing financial assistance to faculty members who wish to attend seminars, conferences, workshops which are important for academic and professional development.
- Ms. Mary Antony emphasized the importance of student participation in seminars, conferences, intercollegiate fests and similar events. Benefits of student involvement in external academic and co-curricular activities were discussed.
- The meeting concluded with a vote of thanks by Ms. Amala Manavalan, Additional IQAC Coordinator, followed by the distribution of refreshments.
- The meeting ended at 12.15 P. M.

Mr. Joby Jacob
IQAC Coordinator

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Rev Fr Ajeesh Puthussery CMI
Principal

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RCMAS/ IQAC12/M12/2020

22.12.2020

NOTICE OF IQAC MEETING

Dear sir/madam,

There will be an IQAC Core Committee meeting at 2:30 p.m. on 6 January 2021 in the Lecture Hall 103. All the members are requested to make it convenient to attend the meeting.

Rev. Fr. Ajeesh Puthussery CMI
Principal

Joby Jacob
IQAC Coordinator

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Internal Quality Assurance Cell

Meeting Minutes 2020-21

Meeting No. 4

The meeting of the IQAC Committee was held on 6 January 2021 at 2.30 pm in the Lecture Hall 103. The meeting was presided over by Principal Rev. Fr. Ajeesh Puthussery CMI.

Agenda:

- Green Audit
- Organise Inter dept and Intra dept activities and sessions to enhance Interview skills and research skills among students
- OBE Workshop
- Stakeholder feedback forms
- Promote Extension activities and Collaborations with other institutions
- Research Grants to teachers
- Any other important matters

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 & 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	Parent Representative	Mr. Shiaz K H	
12	Alumni Representative	Ms. Neenu Kuriakose	
13	Student Representative	Mr. Paulu Tharakan	
14	HoD, Department of Commerce	Ms. Mary Antony	
15	HoD, Department of Animation and Graphic Design	Mr. Renju A C	

Meeting Report:

- The meeting began with a silent prayer, followed by a welcome address from Ms. Amala Manavalan.
- The previous meeting minutes were read and approved.
- The Director, Rev. Dr. Mathew Vattathara CMI, recommended conducting a Green Audit of the college, which the committee members agreed to implement.
- From the NAAC perspective, Ms. Anila Varghese proposed conducting activities and sessions to enhance students' interview and research skills. The committee members suggested the departments to share resources and expertise.
- Mr. Renju A. C. raised the need for a workshop on PEO, PO, PSO, and Bloom's Taxonomy to successfully implement OBE and align teaching methodologies with learning outcomes.
- Mr. Joby Jacob reminded the need to develop and distribute feedback forms to various stakeholders, including students, faculty, alumni, and employers, to gather insights for continuous improvement. It was decided to design and distribute feedback forms to stakeholders.

- Discussions were made on the importance of extension activities and institutional collaborations for enhancing academic and social outreach.
- Principal encouraged departments to initiate and participate in extension activities. Establish collaborations with other institutions for joint programs and projects.
- Ms. Amala Manavalan proposed to provide research grants to faculty members to encourage academic research and innovation.
- The meeting ended at 4.40 p.m.

Mr. Joby Jacob
IQAC Coordinator

Rev Fr Ajeesh Puthussery CMI
Principal

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RCMAS/IQAC13/M03/2021 **15.03.2021**

NOTICE OF IQAC MEETING

Dear sir/madam,

The IQAC Core Committee meeting is scheduled to be conducted at 03.00 p.m. on 22 March 2021 at the Lecture Hall 101. All members are requested to make it convenient to attend the meeting.

Rev. Fr. Ajeesh Puthussery CMI
Principal

Mr. Joby Jacob
IQAC Coordinator

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Internal Quality Assurance Cell

Meeting Minutes 2020-21

Meeting No. 5

The IQAC Committee meeting was held on March 22, 2021 at 3 pm at the Lecture Hall 101.

Agenda:

- Biodiversity Register
- Gender Audit
- Green Initiatives
- Review of Academic year

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 & 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	Parent Representative	Mr. Shiaz K H	
12	Industrial Representative	Mr. Melwin Mathews	
13	Alumni Representative	Ms. Neenu Kuriakose	
14	Student Representative	Mr. Paulu Tharakan	

15	HoD, Department of Commerce	Ms. Mary Antony	
16	HoD, Department of Animation and Graphic Design	Mr. Renju A C	

Meeting Report:

- Mr. Jithu Tom Eapen extended a welcome to the present members and presented the minutes from the previous meeting as well as the report on actions taken.
- The recommendation received from the green audit team to maintain a Biodiversity Register to document the various species present on campus was discussed in the meeting.
- A team of faculty and students will be formed to conduct surveys and document the campus biodiversity. Collaboration with local environmental organizations will be considered.
- In view of the NAAC preparations, the need for conducting a Gender Audit to assess gender equity and inclusivity within the institution has been discussed. A committee will be established to design the audit framework, collect data, and analyze the findings. Recommendations for promoting gender equity will be prepared based on the audit results.
- Director emphasized to strengthen existing green initiatives and introduce new projects such as waste reduction programs, energy conservation measures, and sustainable landscaping. Regular monitoring and reporting on the progress of these initiatives will be implemented.
- Overview and assessment of the academic performance, achievements and challenges faced during the past academic year.
- The meeting ended at 4.45 p.m.

Mr. Joby Jacob

IQAC Coordinator

Rev Fr Ajeesh Puthussery CMI

Principal

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LALY MATHEW

Digitally signed by LALY MATHEW
Date: 2024.08.23 15:06:36 +05'30'