



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 1 - CURRICULAR ASPECTS

1.1 Curricular Planning and Implementation

2019-2024

Submitted to





1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of Continuous Internal Assessment

College Council Meeting Minutes - Samples

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College Council Meeting Minutes 2023-2024

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Minutes of college council meeting held on 20/6/23.

Venue: Director's room

Time: 10:30 am

Agenda: 1) Educational strike
2) Approval of college calendar

Members present;

1. Fr. Dipan Karimyan
2. Dr. Joy P Joseph
3. Ms. Berntha P.S
4. Ms Anila Roshan Joy
5. Ms Lingini D
6. Ms Thana Lirine Guoye
7. Ms Anju Antony

The meeting was presided by Dr. Joy P. Joseph, Princi

Discussions:

- * If there is a possibility of suspension of offline classes to educational strike, the same would be resumed online mode after 4 o'clock.
- * The approval of college calendar involved the review and confirmation of the proposed schedule for the academic year, including key dates such as the start and end of semesters, holidays, exam periods, and significant events.

The meeting came to an end by 10:45 am.

Secretary



Principal



College Council Meeting Minutes 2022-2023

Minutes of the meeting held on 15.07.2022

Venue: Director's Room

Time: 3.00 PM

Agenda

1. Value added Courses
2. Other relevant Matters

1. Fr. Dipin Karimam CMI
2. Principal, Dr. Joy P Joseph
3. Asst. Prof. Anika Roshan Jay
4. " Berntha P.S
5. " Polymon V.L
6. " Anju Antony

The meeting was presided by Dr. Joy P Joseph
The following discussions were made:

1. The Principal explained the details of the Additional Skill Acquisition Programme (ASAP). It is a joint initiative of the General & Higher Education Dept. It was launched with an objective to impart quality skill education to the higher secondary undergraduate students alongside their regular curriculum. Sir also pointed about the courses, fee structure, placement cell etc., handled by ASAP which are beneficial for those who are seeking a job right after graduation and faculty can also be the resource person if they feel they are qualified.



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Sir asked the faculty to make a study regarding the responsibilities of providing ASAP course to students. It has been decided to conduct an orientation for students by ASAP team.

2. Discussions made about spending time for the allocation of providing ASAP course.

* The principal asked the members about the possibility of changing class timing for '6' hours duration from Monday - Thursday at 9.30 AM - 4.00 PM and leaving Friday as free for value added course and the council evaluated instead of leaving one full day as free, give everyday '1' hour for value added courses.

* Value added courses should be given as per schedule, and for those students who have missed regular classes while attending the add on course, should be given remedial classes in the same week itself.

* Sir asked about the possibilities of providing all the value added courses (Digital Marketing, Tally & GST) at the same time with digital marketing team.

On the basis of discussions made, it has been decided to provide digital marketing classes as per the schedule and continue regular classes



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attempting supplementary exams.

4. Principal asked HODs to send me lists to both principal and father.

5. Asst. Director insisted that class teachers should have done a student-assessment and collect their students' academic details like SSC, +2 and semester marks and keep them as documents.

* Mentors and class teachers should monitor and motivate their students to secure high marks in university examinations.

6. Asst. Director also pointed out that the teachers should be sure that the morning hours should be strictly utilized for academic purpose as classes should be strictly handled without any compromise.

The meeting came to an end by 04.30 PM.

Secretary





College Council Meeting Minutes 2021-2022

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MINUTES OF THE COLLEGE COUNCIL MEETING HELD
ON 29th June 2022.

Medium: Google Meet Time: 9.30 PM

Agenda :-

1. Suspension of regular classes on account of centralized valuation camp.
MCU order 6713/ACAI/2022

Members Present :-

1. Pr. Dipin Karinger CMI
2. Principal Dr. Joy P Joseph
3. Asst. prof. Binitha P.S
4. Asst. prof. Anila Roshan Joy
5. Asst. prof. Solomon V.L
6. Asst. prof. Arju Antony

The meeting was presided by Dr. Joy P Joseph. The following were the matters under discussion :-

1. Principal Dr. Joy P Joseph welcomed all the members to the college council.
2. The principal insisted that all the experienced teachers from each department should attend the camp without fail. Principal asked to make an enquiry with concerned zone's chairman about the new faculties presence at valuation camp.
3. Asst. Director insisted that few teachers should be there on campus for admissions purpose and for the preparation of summer camp & escape class.



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4. It has been decided to conduct council meeting every week and the duration of the general staff meeting can be limited to once in a month.
 5. Decisions were made about suspending regular classes from 30th June to 8th July as per university order.
 6. CMA classes will be continuing as per schedule.
 7. The principal told that he will prepare and send a note regarding the suspension of classes and send it to the teachers group to inform both students and teachers.
- Meeting came to an end by 10.30 PM.

Secretary



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College Council Meeting Minutes 2020-2021

MINUTES OF THE COLLEGE COUNCIL MEETING
HELD ON 16th MARCH 2021

VENUE: Directors Room. TIME: 12:15 P.

AGENDA

1. Re-constitution of College Council.
2. Exams-cell formation.
3. Scheduling of next semester.

Members Present:

Fr. Dipin Karunigen CM I.

Dr. Joy P. Joseph.

Mrs. Febi Abraham

Ms. Binitha P.S

Mr. Solomon V.L.

Ms. Sudeksha M.M.

The meeting was presided by Dr. Joy P. Joseph, the Principal.

1. The selected members for the academic year 21-22 are:
Fr. Dipin Karunigen CM I, the Assistant Director; Dr. Joy P. Joseph, the Principal; Ms. Binitha P.S, HOD, Department of Commerce; Ms. Shiny K, HOD, department of English; Mr. Solomon V.L; HOD, Department of management; Ms. Shiny K was appointed as the staff advisor to students.
- Sixth semester physical classes can be extended to April 17th, as per the need of the project.
- The project viva of 6th semester can be conducted on April 12th / 13th, 2021.
- 4th semester can be closed upon 31st March.
- College Day will be conducted on 9th April 2021.



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- Programs can be from 10 am to 1.P.m. with a short meeting and celebrating Program.
- There will be a session on "Interview Skills" on 26th or 27th March.
- Teachers should conduct compensatory exams.
- The second external of 6th semester will be from 29th to 31st March 2021.
- Teachers can go for block leaves in two batches.
 - * 2nd April to 7th May.
 - * 8th May to 20th May.
- The mark distribution of 1st year students is as follows.
 - * 25% of 1st External + 25% of 2nd External + 50% of University Exam.
- From June 1st there will be regular classes for 2nd & 5th Semester.
- The meeting ended by 1.P.m.

Secretary



Principal

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College Council Meeting Minutes 2019-2020

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COLLEGE COUNCIL MEETING MINUTES HELD ON
02/02/2020

Venue: Directors Room Time: 10:00 AM

Agenda:

1. College Day
2. Mtn Youth Festival
3. PTA Meeting

The meeting was presided by Dr. Joy P Joseph, the Principal

1. College day has been decided to conduct celebrate on 25/02/2020.
2. PTA meeting for parents of 4th semester students has been decided to conduct on 21/02/2020. So there will be no regular classes for the 4th semester students.
3. Students has been selected to participial in Mtn youth festival held at Al-Azhar college, Khodufuzha. Ms. Binitha PS has been selected as the coordinator.

The meeting concluded at 11:00 AM

Secretary



Principal

PRINCIPAL
Rajagiri Viswajyothi College of
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