



**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 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

**2019-2024**

Submitted to



## COLLEGE COUNCIL 2023-24

Sl.No	Name	Designation
1	Dr. Joy P Joseph	Principal
2	Fr. Dipin Karingen CMI	Associate Director
3	Ms. Anila Roshan Joy	HOD, Department of English
4	Ms. Binitha P S	HOD, Department of Commerce
5	Mr. Solymon V L	HOD, Department of Business Administration
6	Ms. Rengini D	HOD, Department of Computer Applications
7	Ms. Thara Irine George	HOD, Department Of Psychology
8	Ms. Anju Antony	Staff Advisor to Students


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## COLLEGE COUNCIL 2022-23

SL.NO	NAME	DESIGNATION
1	Dr. Joy P Joseph	Principal
2	Fr. Dipin Karingen CMI	Associate Director
3	Ms. Anila Roshan Joy	HOD, Department of English
4	Ms. Binitha P S	HOD, Department of Commerce
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## COLLEGE COUNCIL 2021-22

SL.NO	NAME	DESIGNATION
1	Dr. Joy P Joseph	Principal
2	Fr. Dipin Karingen CMI	Assistant Director
3	Ms. Shiny K	HOD, Department of English
4	Ms. Binitha P S	HOD, Department of Commerce
5	Mr. Solymon V L	HOD, Department of Business Administration
6	Ms. Shiny K	Staff Advisor to Students


  
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## COLLEGE COUNCIL 2020-21

SL.NO	NAME	DESIGNATION
1	Dr. Joy P Joseph	Principal
2	Fr. Dipin Karingen CMI	Assistant Director
3	Ms. Febi Abraham	HOD, Department of English
4	Ms. Binitha P S	HOD, Department of Commerce
5	Mr. Solymon V L	HOD, Department of Business Administration
6	Ms. Sreekala M M	Staff Advisor to Students


  
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## COLLEGE COUNCIL 2019-20

SL.NO	NAME	DESIGNATION
1	Dr. Joy P Joseph	Principal
2	Fr. Dipin Karingen CMI	Assistant Director
3	Ms. Binitha P S	HOD, Commerce
4	Mr. Solymon V L	HOD, Department of Business Administration
5	Mr. Tennyson thomas	HOD, English
6	Ms. Febi Abhraham	Staff Secretary
7	Mr. Swedha K S	Staff Advisor to Students

  
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## COLLEGE COUNCIL MEETING MINUTES HELD ON 02/05/20

VENUE: Computer Lab

Time: 12:00 pm

### Agenda:

1. Academic calendar finalization
2. Starting of online classes
3. College Hostel as CFLTC centre

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

1. The meeting was arranged to finalize the academic calendar for the upcoming year.
2. Teachers can start online classes for various batches to complete the remaining topics
3. It has been decided to give college hostel as COVID 19 Quarantine centre in association with government.

The meeting concluded at 1:00 pm

Secretary



Principal

COLLEGE COUNCIL MEETING MINUTES HELD ON  
16/10/2020

VENUE: Online

Time: 10:00 AM

Agenda:

1. Deeksharambham

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

1. Initiation ceremony (Deeksharambham) of 2020-20 batch has been conducted through online. All the teachers and new students were participated.
2. It has been decided to create a whatsapp group by the whatsapp group for easy communication.
3. Regular classes have been decided to start for the first year from 23/10/2020 onwards.

The meeting concluded at 1.00 PM

Secretary



Principal



COLLEGE COUNCIL MEETING MINUTES HELD  
ON 12/11/2020

VENUE: Computer Lab

Time: 12pm

Agenda:

- 1) Second Semester University Exam
- 2) Other relevant matters

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

1. The date for the second semester university exams has been published. Consequently it has been decided to temporarily suspend regular classes from 13 November 2020 onwards to focus on second-semester revisions.
2. All faculty members are requested to report to the college for regular classes to ensure the smooth conduct of the teaching process.

Secretary



Principal

MINUTES OF THE COLLEGE COUNCIL MEETING  
HELD ON 16<sup>th</sup> MARCH 2021

VENUE ; Directors Room.

TIME ; 12:15 P.M

AGENDA

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

Members Present:

Fr. Dipin Karungen CM I.

Dr. Joy P. Joseph.

Mrs. Febi Abraham

Ms. Binitha P.S

Mr. Solomon V.L.

Ms. Sreelakshmi 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 Karungen CM I, the Assistant Director; Dr. Joy Joseph, the Principal; Ms. Binitha P.S, HOD, Department Commerce; Ms. Shiny K, HOD, department of English; Mr. Solomon V.L; HOD, Department of Management; and Ms. Shiny K was appointed as the staff adviser to students.

Both semester physical classes can be extended to April as per the need of the project.

Project viva of 6<sup>th</sup> semester can be conducted on 12<sup>th</sup> / 13<sup>th</sup>, 2021.

6<sup>th</sup> semester can be closed upon 31<sup>st</sup> March.

College Day will be conducted on 9<sup>th</sup> April 2021.



Programs can be from 10 am to 1.P.m. with a short meeting and entertaining program.

There will be a session on "Interview Skills" on 26<sup>th</sup> or 27<sup>th</sup> March.

Teachers should conduct compensatory exams.

The second external of 6<sup>th</sup> semester will be from 29<sup>th</sup> to 31<sup>st</sup> March 2021.

Teachers can go for block leaves in two batches.

\* 24<sup>th</sup> April to 7<sup>th</sup> May.

\* 8<sup>th</sup> May to 22<sup>nd</sup> May.

The mark distribution of 1<sup>st</sup> year students is as follows.

\* 25% of 1<sup>st</sup> external + 25% of 2<sup>nd</sup> external + 50% of University Exam.

From June 1<sup>st</sup> there will be regular classes for 2<sup>nd</sup> & 5<sup>th</sup> semester.

The meeting ended by 1.P.m.



Secretary

Principal

MINUTES OF THE COLLEGE COUNCIL MEETING HELD ON  
22<sup>nd</sup> APRIL 2021.

VENUE; Director's Room

TIME; 3.00 P.M.

Google meet.

AGENDA:

- Management of the COVID-19 Situation.
- Block leave.
- Any other relevant matters.

Members Present:

Fr. Dipin Karingen C.M.I.

Dr. Jay P. Joseph

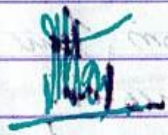
Assist. Prof. Febi Abraham.

Assist. Prof. Shing K.

Assist. Prof. Binitha P.S

Assist. Prof. Solomon V.L.

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

• Rescheduling block leaves was discussed. Faculty will have leave from 24<sup>th</sup> and they must return on May 10<sup>th</sup>.

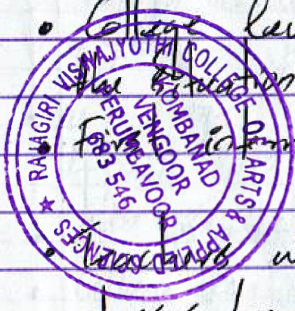
• 4<sup>th</sup> Semester internal exams can be conducted online.

• 4<sup>th</sup> Semester would end by May.

• College level semester exam will be conducted according to the schedule.

• Internal of second sem should be conducted.

• Those who take special classes can be arrange their classes by themselves.



- HOD will monitor the timetable adjustments.
- Internship would begin by Monday.
- Dept. meeting should be regular.
- Performance follow up and evaluation must be done weekly.
- Dept. meeting date and time should be informed early so that the Principal and faculty can join.
- The matters discussed in the council meeting should be discussed Dept. wise.
- Follow up will be done in the staff meeting.
- Paper presentation of students must be encouraged.
- When students present project presentation, juniors can be the audience.
- More seminars can be encouraged.
- When students present, know your students should be practiced.
- General webinar for girls.
- Feedback should be entered in linways.
- Attendance should be taken and recorded properly.
- The meeting ended at 4.10 P.M.

Secretary.

Principal.



# MINUTES OF THE COLLEGE COUNCIL MEETING HELD ON MAY 27, 2021.

MEDIUM: WHATSAPP GROUP CALL

TIME: 5 PM

AGENDA: College Re-opening.

Members Present:

Dr. Joy P. Joseph

Assist. Prof. Febi Abraham

Binita P.S

Shiny K.

Solymon V.L

Members Absent:

Fr. Dipin Karingen CMI

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

- It has been decided that classes would begin by June 1<sup>st</sup>.
- Asst. Prof. Binita P.S has been authorized to set the subject allotment and time table of B.com and BBA in consultation with Asst. Prof. Solymon V.L.
- Asst. Prof. Febi Abraham has been authorized to set subject allotment and time table of B.A.
- There should not be merging of more than two classes.
- It has also been decided to strengthen the communication with presentation to make classes effective.
- The meeting concluded by 5.45 P.M.

Secretary



Principal

MINUTES OF THE COLLEGE COUNCIL MEETING HELD  
ON 29<sup>th</sup> June 2022.

Medium : Google Meet

Time : 9.30 PM

Agenda :-

1. Suspension of regular classes on account of centralized valuation camp.  
Mbu order 6713/ACM/2022

Members Present :-

1. Fr. Diplo Karingen CMI
2. Principal Dr. Joy P Joseph
3. Asst. prof. Binitha P.S
4. Asst. prof. Anita Roshan Joy
5. Asst. prof. Solomon V.L
6. Asst. prof. Anju 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.

Asst. Director insisted that few teachers should be there on campus for admission purpose and the preparation of summer camp "Escape of



4. It has been decided to conduct council meeting every week and the duration of the general staff meeting can be limited to one in a month.
  5. Decisions were made about suspending regular classes from 30<sup>th</sup> June to 8<sup>th</sup> 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 sent it to the teachers group to inform both students and teachers.
- Meeting came to an end by 10.30 PM.

Secretary



*[Handwritten signature]*



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 Karimem CMI
2. Principal, Dr. Joy P Joseph
3. Asst. Prof. Anila Roshan Jay
4. " Binitha P.S
5. " Solomon 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. She also pointed about the courses & 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.



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 finding 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 scheduled, 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 remedial classes and make up the portions with remedial sessions.

3. Principal insisted that no need to provide attendance to those who are

attempting supplementary exams.

4. Principal asked HODs to send minute lists to both principal and fathers.

5. Asst. Director insisted that class teachers should have done a student-assessment and collect their students' academic details like SSLC, +2 and semwise 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 and classes should be strictly handled without any compromise.

The meeting came to an end by 04.30 PM.

Secretary



*Handwritten signature in green ink.*

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. Debon Karimyan *CM*
2. Dr. Joy P Joseph *Joy*
3. Ms. Bintha P.S *Bintha*
4. Ms. Anila Roshan Joy *Roshan*
5. Ms. Pongeri D *Pongeri*
6. Ms. Thara Lrime George *Thara*
7. Ms. Anju Antony *Anju*

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

Discussions:

- \* If there is a possibility of suspension of offline classes due to educational strike, the same would be resumed online mode after 4'o clock.
- \* The approval of college calendar involved the reviewing 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 college events.

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

Secretary  
*Anju*



Principal  
*Joy*

Minutes of council meeting held on 7/9/2023.

Venue: Director's Room

Time: 3:30 pm

Agenda: Updating of Teacher's profile  
Kalopsia Core committee  
Updating of 'to do list' for NAAC.

Members present:

1. Dr. Joy P Joseph
2. Fr. Dipin Karim MS
3. Ms. Anita Roshan Joy
4. Ms. Binitha P.S
5. Mr. Polymon V
6. Ms. Remyini D
7. Ms. Thara Irine George
8. Ms. Anju Antony

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

Discussions:

\* The departments were asked to update their teachers profile for the requirements of NAAC seq. updations.

\* It has been decided that Kalopsia core committee has to be formed, & Ms. Anna Jain (Asst. prof., Dept. commerce) & Ms. Anju Antony (Asst. prof., Dept. commerce) were selected as coordinators. Other core committee members were selected from each department during the meeting.

\* It has been decided that core committee members should be informed to keep the work updated with respect to every

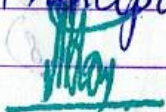
departments.

After the presentation of every criteria of the SSR report, the group were asked to update the 'To do list' to monitor the progress of the work.

The meeting was concluded at 4:30 pm.

Secretary



Principal  


# Minutes of the college council meeting held on 23/11/23.

Venue: Director's room

Time: 2 pm

Agenda: SWAYAM courses  
even semester ~~four~~ progress

Members present:

- 1) Dr. Joy P Joseph
- 2) In. Dipin Karingeru CMI
- 3) Ms. Anila Poshan Joy
- 4) Ms. Binilka P.S
- 5) Mr. Solomon V.L
- 6) Ms. Rungini D
- 7) Ms. Thara Irine George
- 8) Ms. Anju Antony

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

## Discussions,

\* It was insisted that the students should be informed about the importance of doing online courses. In various online platforms. Joy sir ensured that there would be incentives & rewards for teacher's & students for the completion of Swayam programmes & programme & other online certificate courses.

The swayam details had to be informed & a committee would be formed for the purposes of reward policy; & the committee constitutes Director, staff secretary & swayam coordinator.

\* HOD should take initiatives for the certificate offered by the college through departments would be designed.

\* It was advised that students centric approaches should be implemented in the classrooms & the updates should be marked on the course plans in respective columns.

meeting came to an end by 3 pm.

Secretary



Principal

A handwritten signature in green ink, appearing to be "Vijay", written over a horizontal line.



# Minutes of the college council meeting held on January 2024

Venue: Director's Room

Time: 3:30 pm

Agenda: AICTE Registration

Members present;

1. Dr. Joy P Joseph
2. Fr. Dipin Karingen CMI
3. Ms. Binilha P.S
4. Ms. Anila Roshan Joy
5. Ms. Thara Grace George
6. Ms. Princy D.
7. Mr. Solomon V.K.
8. Ms. Anju Antony

The meeting was presided by Dr. Joy P. Joseph, Principal RVCAS. Ass. Director, Fr. Dipin Karingen CMI welcomed all members to the meeting.

\* The progress of the works for SSR documentation for NAAC were examined on department levels.

Principal addressed that attention had to be paid in conduct of exams & improvement of students' marks.

\* Principal informed that a committee constituting the Assoc. Director, IQAC coordinator & HOD of management & Computer application had to be formed for initiating the AICTE registration process for BBA & BCA programmes. It was informed that the registration process for NIRF & KIRF are underway.

The meeting was concluded at 4:15 pm.

Secretary



Principal

Minutes of college council meeting held on 3/4/24.

Venue: Common staffroom

Time: 1:15 pm

Agenda: Arts day & College day

Members present;

- 1) Joy P. Joseph
- 2) Fr. Dipin Karingon CMI
- 3) Ms. Binilha P.S
- 4) Mr. Solymon V.L
- 5) Ms. Anila Roshan Joy
- 6) Ms. Ringini D
- 7) Ms. Thara Irine George
- 8) Ms. Anju Antony

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

Discussions:

- \* Ms. Anju Antony & Ms. Ashly Paul explained about various arrangements made for Arts day & college day celebrations respectively.
- \* Associate director insisted that the time schedule for both days should be strictly followed.
- \* Principal sir added that class teachers should take a note of those students who missed college day & arts day. Father pointed that those who were not participating & attending events conducted in the college should not be allowed to participate in any events hosted by outside colleges.
- \* Discussions were made about the certificate distribution & it has been decided to distribute the certificate of fine arts & club activities on Arts day & the remaining on college day.

- \* The council has decided to permit the students to wear colour dresses for both arts & college day.
- \* Principal sir reminded about the policies & rules adopted by college regarding the time for practice sessions & asked teachers to strictly follow it.

Meeting came to an end by 1:45 pm.

Secretary



Principal

A handwritten signature in green ink, appearing to be 'M. Jayaraman', written over a horizontal line.

# Minutes of the college Council Meeting held on 19/03/2024.

Venue: Directors Room Time: 12 PM

Agenda: Camp valuation  
: Block leave  
: Preparation of new academic year and FYU  
: collection of NAAC data from outgoing faculty  
: Other matters.

## Members Present;

Frr. Dipin Kannejan CMI

Dr. Joy P Joseph

Asst. Prof Binita P.S

Solyman V L

Anita Roshan Joy

Rengini D.

Anju Antony

Ashly Paell

## Members Absent :

Ms. Thara irine George.

The meeting was presided by Dr. Joy P Joseph, principal RUCAS.

## Discussions;

\* In each department, 2 or 3 teachers can attend the valuation camp. These teachers who are attend the camp will need to conduct compensatory class on a daily basis. Meanwhile, those who are not attend the camp are required to report to



The Semester will conclude on 20<sup>th</sup> March and a fee notification will be circulated soon collecting exam fees before the classes end.

\* 2<sup>nd</sup> Semester classes will continue the completion of 6<sup>th</sup> semester university examination. Internal examinations are scheduled from 2<sup>nd</sup> April to 8<sup>th</sup> April, and B<sub>2</sub> forms must be submitted by 12<sup>th</sup> April.

\* The block leave will commence on 17<sup>th</sup> April, and any shortage will be adjusted in the month of May. Additionally, those who are resigning this year will not be eligible for block leave.

\* Asst. Director mentioned that Joy Sir will resign from the college this year, and his last working day will be 12<sup>th</sup> April.

\* Joy Sir mentioned that there is a requirement for all teachers to submit their profiles and those who are leaving this year must submit all the data.

Secretary

principal



May

Principal

PRINCIPAL

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