



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


2019-2024¹

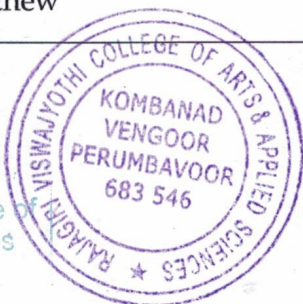
Submitted to




DEPARTMENT CONSTITUTION 2023-24

Sl. No	Name	Designation	Department
1	Dr. Joy P. Joseph	Principal/ Associate Professor	Commerce
2	Mr. Tennyson Thomas	Assistant Professor	English
3	Ms. Anila Roshan Joy	Assistant Professor	English
4	Ms. Ashly Paul	Assistant Professor	English
5	Ms. Harishma S. L	Assistant Professor	English
6	Ms. Binitha P. S	Assistant Professor	Commerce
7	Ms. Anju Antony	Assistant Professor	Commerce
8	Ms. Neenu Varghese	Assistant Professor	Commerce
9	Ms. Sreekala M.M	Assistant Professor	Commerce
10	Ms. Sheemol Chandran	Assistant Professor	Commerce
11	Ms. Dhanya S.	Assistant Professor	Commerce
12	Mr. Arun V. V	Assistant Professor	Commerce
13	Mr. Solymon V. L	Assistant Professor	Management
14	Ms. Karthika Balachandran	Assistant Professor	Management
15	Ms. Saritha P. N	Assistant Professor	Management
16	Ms. Rengini D	Assistant Professor	Computer Applications
17	Ms. Thara Irine George	Assistant Professor	Psychology
18	Seena M Peter	Assistant Professor	Hindi
19	Lilly Mathew	Assistant Professor	Malayalam



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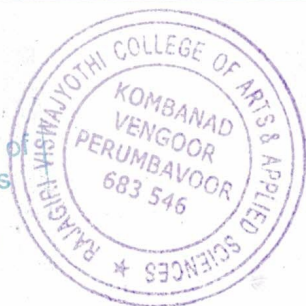



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DEPARTMENT CONSTITUTION 2022-23

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3	Ms. Anila Roshan Joy	Assistant Professor	English
4	Ms. Ashly Paul	Assistant Professor	English
5	Ms. Arundhathi G	Assistant Professor	English
6	Ms. Binitha P. S	Assistant Professor	Commerce
7	Ms. Anju Antony	Assistant Professor	Commerce
8	Ms. Neenu Varghese	Assistant Professor	Commerce
9	Ms. Sreekala M.M	Assistant Professor	Commerce
10	Ms. Ashitha A. N	Assistant Professor	Commerce
11	Ms. Dhanya S.	Assistant Professor	Commerce
12	Mr. Rahul Babu	Assistant Professor	Commerce
13	Mr. Akhil Raju	Assistant Professor	Management
14	Ms. Swedha. K. S	Assistant Professor	Management
15	Mr. Solymon V. L	Assistant Professor	Management
16	Ms.Karthika Balachandran	Assistant Professor	Management
17	Seena M Peter	Assistant Professor	Hindi
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DEPARTMENT CONSTITUTION 2021-22

Sl. No	Name	Designation	Department
1	Dr. Joy P. Joseph	Principal/ Associate Professor	Commerce
2	Mr. Tennyson Thomas	Assistant Professor	English
3	Ms. Bincy Sebastian	Assistant Professor	English
4	Ms. Shiny K	Assistant Professor	English
5	Ms. Rose Tania Jolly	Assistant Professor	English
6	Ms. Drishya. K. K	Assistant Professor	English
7	Ms. Binitha P. S	Assistant Professor	Commerce
8	Ms. Anju Antony	Assistant Professor	Commerce
9	Ms. Sreekala M.M	Assistant Professor	Commerce
10	Ms. Ashitha A. N	Assistant Professor	Commerce
11	Ms. Swedha. K. S	Assistant Professor	Commerce
12	Dr. P. N. Sasidharan Nair	Assistant Professor	Commerce
13	Ms. Anu Varghese	Assistant Professor	Commerce
14	Mr. Solymon V. L	Assistant Professor	Management
15	Fr. Dipin Sebastian	Assistant Professor	Management
16	Mr. Akhil Raju	Assistant Professor	Management
17	Mr. Jithu Philip	Assistant Professor	Management
18	Seena M Peter	Assistant Professor	Hindi
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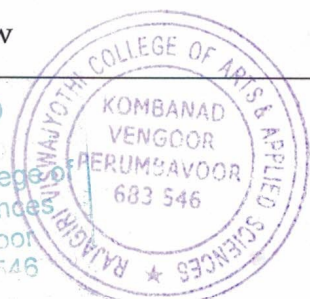



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DEPARTMENT CONSTITUTION 2020-21

Sl. No	Name	Designation	Department
1	Dr. Joy P. Joseph	Principal/ Associate Professor	Commerce
2	Mr. Tennyson Thomas	Assistant Professor	English
3	Ms. Febi Abraham	Assistant Professor	English
4	Ms. Shiny K	Assistant Professor	English
5	Dr. Nivea Thomas	Assistant Professor	English
6	Ms. Drishya. K. K	Assistant Professor	English
7	Ms. Binitha P. S	Assistant Professor	Commerce
8	Ms. Anju Antony	Assistant Professor	Commerce
9	Ms. Sreekala M. M	Assistant Professor	Commerce
10	Ms. Ashitha A. N	Assistant Professor	Commerce
11	Ms. Swedha. K. S	Assistant Professor	Commerce
12	Mr. Akhil Raju	Assistant Professor	Commerce
13	Dr. P. N. Sasidharan Nair	Assistant Professor	Commerce
14	Ms. Sreeka Chandran	Assistant Professor	Management
15	Mr. Solymon V. L	Assistant Professor	Management
16	Fr. Dipin Sebastian	Assistant Professor	Management
17	Mr. Jithu Philip	Assistant Professor	Management
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DEPARTMENT CONSTITUTION 2019 -20

Sl. No	Name	Designation	Department
1	Dr. Joy P. Joseph	Principal/ Associate Professor	Commerce
2	Mr. Tennyson Thomas	Assistant Professor	English
3	Ms. Febi Abraham	Assistant Professor	English
4	Ms. Shiny K	Assistant Professor	English
5	Ms. Reema Ann Roy	Assistant Professor	English
6	Ms. Binitha P. S	Assistant Professor	Commerce
7	Ms. Anju Antony	Assistant Professor	Commerce
8	Ms. Sreekala M. M	Assistant Professor	Commerce
9	Ms. Ashitha A. N	Assistant Professor	Commerce
10	Ms. Swedha. K. S	Assistant Professor	Commerce
11	Mr. Akhil Raju	Assistant Professor	Commerce
12	Dr. P. N. Sasidharan Nair	Assistant Professor	Commerce
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DEPARTMENT MEETING MINUTES

DATE : 23/10/2019

Minutes of the departmental meeting held on
23rd October 2019

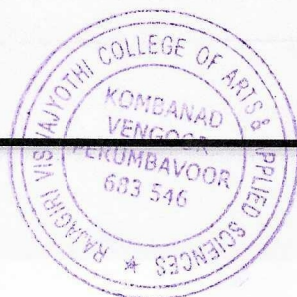
Venue : Staff Room

Time : 11:00 AM

The main agenda for the meeting was academic planning for the next two months :

The following points were discussed in the meeting:

- Upcoming minor project viva of second year BBA students. The viva will be conducted after the university examination. The students should be ready with their corrected project report for the viva.
- The best projects will be presented in front of the first year students as a demonstration.
- The final year BBA students should start searching for a company where they can do their main project in the month of December.
- On prior to the main project, there will be guidance class for the students about the methodology.
- The industrial visits should be planned for second and fourth semester students in advance.



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Minutes of the department meeting held on
10th Jan 2020

Venue : Staff room

Time : 1.15 PM

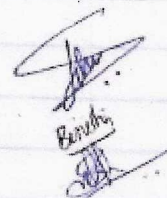
The main agenda for the meeting was regarding the submission of final management project.

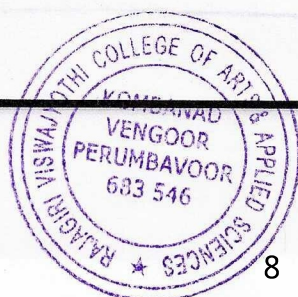
The following points were discussed :-

- > Submission of analysis part of the project should be on 13/01/2020
- > The contents to be included in the report were discussed and finalized.
- > The spiral bound copy of the project ^{report} submission should be on 13/02/2020.

The following members were present at the meeting :

1. Mr. Jithu Philip
2. Ms. Binitha P-S
3. Ms. Srukala M.M
4. Ms. Sreeka Chandran.


Binitha P-S





Minutes of the department meeting held on
08/02/2021

Venue: Department

Time: 3:30 Pm.

The main agenda for the meeting was as follows.

1. 4th Semester First Internal examination.
2. PTA meeting for First Semester.
3. Minor project of 3rd Semester.



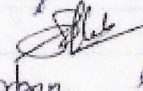

The following decisions were taken

① The fourth semester 1st internal examination will be conducted on from 08/02/2021 to 12/02/2021 at (9:30 Am - 10:30 Am)

② PTA meeting for 1st semester will be conducted on 10/02/2021 and there will be no regular class for those students. The students also have to be accompanied with their parents.

③ Request principal to send a registered letter to those students who failed to complete the minor project as per the university regulations.

The following members were present at the meeting.

1. Shibu George 
2. Jithu Philip 
3. Solomon VL 
4. Sreelakshmi 



Minutes of the Meeting held on 23 June 2021.

Venue: Google meet

Time: 4:00 PM.

Agenda: -1. Newsletters

2. Management Association

3. Course plan.

4. 6th Semester University examinations

↳ Other relevant Matters.

Members Present:

1. Shibu George

2. Jithu Philip

3. Solomon V.L

4. Sreeka Charchan.

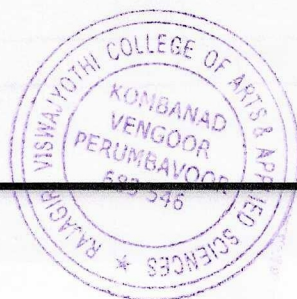
The meeting was presided by HOD Shibu George. The followups of the decisions taking during the previous meeting was done.

★ HOD would sent the contents of Newsletters to Mrs. Anu (Department of Commerce) for preparing the final draft.

★ Mr. Jithu Philip was designated as the Staff coordinator of the management association and it was decided that the inauguration of the association will be conducted in the next week.

★ HOD reminded that the course plan of FISBBA has to be sent to him on or before 24/06/2021.

★ As the 6th semester University exam starts on June 28, the revision classes will be commenced on 28/06/21 (Friday). and the meeting was concluded at 5:15 PM.



Shibu

Minutes of the meeting held on 05/03/2022.

Venue: Staffroom.

Time: 3:00pm.

- Agenda:
1. Add on course
 2. Result analysis.
 3. Points discussed in council meeting.
 4. Minor project.
 5. Other relevant matters.

Members present

1. Shibu George
2. Jithu Philip
3. Solomon V.L
4. Sreeka Chandan

Shibu
Jithu
Solomon
Sreeka

The meeting was presided by HOD Shibu George. The followups of the decisions taken during previous meeting was done. The following decisions were taken
* HOD invited suggestions regarding the course which could be as an add on / value added course. The date for suggestions invited on or before 12/03/2022.

* Special care and attention given to those students who failed in the 3rd semester university examination.
* HOD intimated the following decision of the council meeting

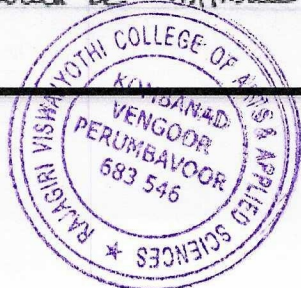
(a) Video class — Minimum one hour class should be ready for engaging the classes whose teachers are absent.

(b) Short notes for revision.

(c) Question paper and answers keys should be filed in the department.

* Spiral binded copy of the minor project should be submitted by all the students of second years on or before 11/03/2022.

* Those who are bunking during class hours, the same should be intimate to the parents.



Shibu

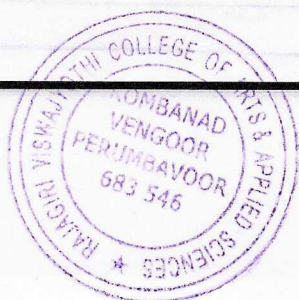
Minutes of Meeting held on 14/10/2022

Venue of Meeting : Department Staff room Time : 1:30
Members Present : Solomon V.
Rosmy Roy
Karthika B. Karthika

Agenda : Monthly plan Review

- The meeting was presided with HOD, Mr. Solomon, giving a brief about the meeting agenda. He also suggested to complete the minutes of last meeting within next 2 days so that the minutes can be read during the next meeting. The points discussed include
- Minor Project of 3rd Semester BBA students. They are supposed to submit the project before 31st October. And concerned mentors should conduct the internal viva and enter the marks.
 - The viva can be conducted as a presentation with open defence. The presentation should include summary, findings and suggestions.
 - Major project of 5th semester BBA, 5 chapters should be completed. Questionnaire should be prepared and verified by the concerned guide before visiting the firm.
 - Guidelines for the secondary data research of 1st semester BBA students need to be prepared by Ms. Karthika.
 - Bills & Little bills was discussed and approved.
 - Share marketing workshop will be conducted by inviting the schools.
 - Suggestions were made to conduct a management fest along with the entrepreneurship club inauguration.
 - Games to be included in the fest was discussed.

The meeting was concluded at 12pm.



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Minutes of the meeting held on 16/06/2023.

Venue : Staff Room

Time : 1.00 PM.

Agenda :

1. Current Business news updates.
2. Other relevant matters.

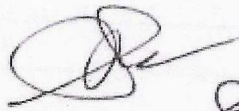
Members Present.

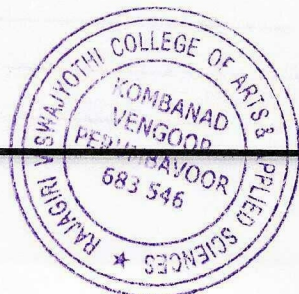
1. Solyman V.L.
2. Dhanya S.
3. Santha P.N.
4. Anosh Anand.

The meeting was presided by HOD Solyman V.L.
The following decisions were taken.

- HOD Congratulated Mrs. Dhanya S. for the successful completion of the "World Elder Abuse Awareness Day" Programmes.
- Decided to conduct current business news reading event from next Monday onwards and allocated incharges for the same.
- Decided to maintain a register for the event.
- Planned to conduct enrichment programmes by dividing the management games monthly.
- Selected class incharges as co-ordinator.
- Allocated guides for minor projects.

The meeting was concluded at 1.45 PM.


Solyman V.L.





Minutes of meeting held on 16/5/2024

Venue: Staff room

Agenda: Department Activity Planning for Semesters III, IV, V and VI Time: 11 a.m.

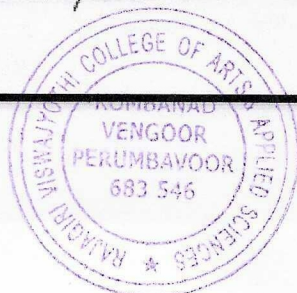
Members present:

- 1) Mr. Salymon V.L
- 2) Ms. Kaathika Balachandran
- 3) Ms. Poornima Mohish

The meeting was presided by HOD Ms. Kaathika. The departmental activities for semesters III, IV, V and VI for the academic year 2024-25 were discussed. The following decisions were taken:

- ⇒ Sessions on 'paper trading' and 'market watch' to be held for semester V students.
- ⇒ Enrichment programmes to be conducted once in a month for every batch.
- ⇒ 'Brand War' debate to be conducted for semester III students.
- ⇒ Inter Collegiate Management Fest to be planned and executed by August/September.
- ⇒ Industrial Visits to be organised in semesters III and IV.
- ⇒ 'Documentary Video Presentation on different entrepreneurs to be given as assignment to semester IV students.
- ⇒ Business news presentation to be conducted on a regular basis for semesters I, II, III, IV.
- ⇒ 'Onam Celebrations' to be held at Old Age Home as a charity event.
- ⇒ 'Major project' orientation and a session on 'Data Analysis Tools' for semester V students.
- ⇒ Project viva presentation for semester III minor project


Staff Secretary



MINUTES OF THE MEETING HELD ON NOVEMBER 30, 2020

VENUE: Department

AGENDA: Assignments and internal examination

MEMBERS PRESENT

Fabi Abraham

Shiny K

Seena M Peter

Ann Antony

Nira Thomas K


The meeting was presided by Mr. Fabi Abraham (HOD)


It was decided that the final year B.A English students need to submit their second assignment by December 10 and their marks should be uploaded by the respective teachers by 11 December 2020.

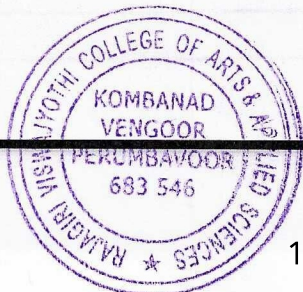
The date - 18, December 2020 had been fixed as the final date for uploading A₂ form.

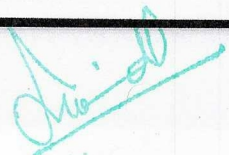
It was decided that the first internal examination and the assignment ^{evaluation} of the first year B.A English students have to be done before 23 December 2020.

The meeting ended at 10.40 am.


7/12/2020
Head of the Department


Secretary





Minutes of meeting held on 06/06/2024

Venue: Staffroom

Time: 1:15 pm

Agenda: Briefing of decisions taken in HOD meeting

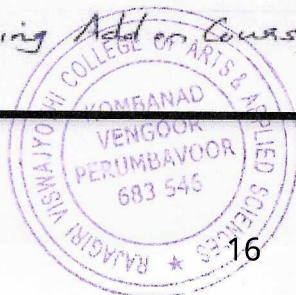
Members present:

- 1) Ms. Karthika Balachandran
- 2) Ms. Solomon V.L
- 3) Ms. Poornima Mohish

The meeting was presided by HOD Ms. Karthika who did a briefing on the meeting agenda. The following decisions taken in the HOD meeting were discussed and also some department related activities:

- 1) Teachers should follow class timings strictly. In the morning, teachers handling first hour should be in class at 9:25 am before the prayer starts.
 - 2) Strict discipline should be maintained in class.
 - 3) Classes should not be left unengaged. If concerned teachers are unable to handle an hour, prior adjustments should be made & informed to HOD.
 - 4) ID card fine should be considered as department fund and is to be collected by the department secretary. Proper register should be maintained for the same.
 - 5) Our department in collaboration with Santa Monica Study Abroad Pvt. Ltd, conducts an online International Webinar on the topic 'Ethics and Ethical Leadership in Business' on Friday, 7th June 2024 at 6 pm. All students and faculty members are compulsorily required to attend the same.
- Department room and notice board should be placed with artefacts which is related to the subject to create an ambience of the department.
 - Minor project format should be finalised at the earliest.
 - Digital Marketing Add on Course provider to be finalised

Staff Secretary



MINUTES OF THE DEPARTMENT MEETING
HELD ON 20th APRIL 2021

Venue: Dept. of English

Time: 1:30 p.m.

Agenda

- * Semester plan
- * Internal exams
- * B2 form of SG
- * Alumni record
- * New admissions

Members present:

Asst. Prof. Febi Abraham
Asst. Prof. Shiny K.



Members absent

Asst. Prof. Dr. Nirva
Asst. Prof. Anu Antony

The meeting was presided by
Asst. Prof. Febi Abraham, the HoD.

- * Final year Class Incharge Ms. Shiny K reported that she has collected data for the Alumni record and only required to collect photos
- * Final year class Incharge Ms. Shiny K reported that she has completed the preparation of the B2 form of SG students



Shiny K

* Internal exams:

Second internal of S4 BA English would start from 26th April.
 First internal of S2 BA English would start on 3rd May.
 Time table is given to the students by the HoD, Ms Feki Abraham.

* The HoD Ms. Feki Abraham instructed that by 30th April 2 internals and two assignments of S4 BA English should be completed.

* Ms. Feki Abraham, the HoD conveyed that she had informed students and parents about the starting of new admission process.

* Semester plan of 1st 3rd & 5th semester was prepared during the meeting focusing on IV and invited lectures.

Semester plan

- IV for 3rd & 5th sem students

First semester:

1. Paper - Conversational skills
- Talk - How to Reduce Mother Tongue Influences

2. Paper - Writing for Media
Talk - Writing for Media (an introductory session in the field of journalism)

Third semester:

1. Paper - Symphony & Verse
Talk - literary devices in poetry
2. Paper - Introduction to Narratology
Talk - Narratology

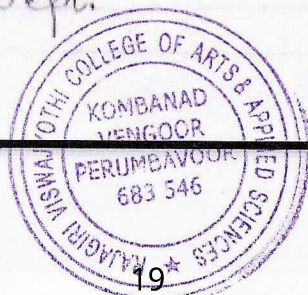
Fifth semester

1. Paper - Acts on the Stage
Talk - King Lear: A Critical Analysis
2. Paper - Literary Criticism & Theory
Talk - Literary Criticism & Theory

4th. Febi Abraham, the HoD reminded teachers to give feedback about simways and told that she did the same and requested further for a training session on the possibilities of simways. The meeting ended at 2:00 p.m


21/04/21

Head of the Dept.



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The Minutes of the department meeting held on 3/01/2022

* Office meeting held at the department at 2:30 pm

Meeting Agenda :

1) Department level Documentation

* Members Present :

Asst Prof : Shiny K; Head of the Department. ~~Shiny K~~
 Rose Tonya ~~Rose Tonya~~
 Neha Agness Francis ~~Neha Agness Francis~~
 Seena M Peter. ~~Seena M Peter~~

* The meeting was presided over by the HOD, Shiny K.

* The HOD instructed allocated duties to each teacher in the department regarding the documentation.

* Each teacher was given incharge of each clause.

* Clause 1, 3, 14, 15, 16, 25 is given incharge of Asst. Prof. Rose Tonya

Clause 1 consist of the syllabus.

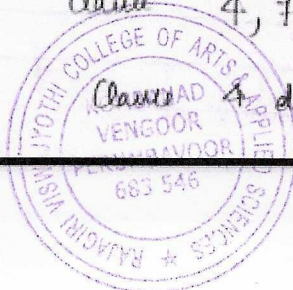
Clause 3 is regarding the establishment of Documents.

Clause 14 deals with the workshops.

Clause 16 is regarding the Organized Program details.

Clause 25 is about the Achievements.

* Asst Prof. Shiny K and Binny was given incharge of clause 4, 7, 26, 9, 10.



Clause 4 deals with the Students Enrolment Register.

Clause 1 - Examinations - The copy of the marklist, result analysis etc
 Clause 26 is about the alumni Directory
 Clause 9 is regarding placement of students
 Clause 10 is about the details of higher studies studies of students

* Clause 6, 8, 14, 15 and 16 was given incharge to Asst Prof
 Neha Agnes Francis.

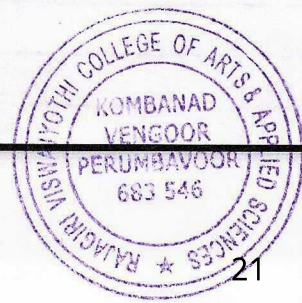
Clause 6 deals with the Add on and Value - Added Documentation
 Clause 8 deals with the Internship details of students
 Clause 14 is about the work shops conducted
 Clause 15 is regarding the Seminars attended/conducted
 Clause 16 concerns of the organized program details.

* Asst. Prof. Seema M. Peter was given incharge of
 Clause 1, 3, 11 and 12.

Clause 1 concerns of the Syllabus.
 Clause 3 is about the Establishment Document's
 Clause 11 is regarding the details that has to be
 collected of - Full Time Faculty.
 Clause 12 is regarding the collection of details of
 Part time faculty.

The meeting was concluded at 3:15 pm.

Secretary : Asst. Prof. : Neha Agnes Francis
 HOD : Shiny . K.
 Pased



Shiny

The minutes of the meeting held on 12/10/2022. at 1.10 pm.
 Venue: Common Staffroom Agenda: Progress of Sem 5 & Mentoring

Members Present: Asst. Prof. Anila Koshan Joy J.J.
 Asst. Prof. Arundhati G
 Asst. Prof. Teanyra Thomas Teanyra

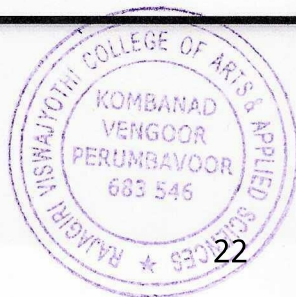
The meeting was presided over by HoD, Asst. Prof. Anila Koshan.

- The progress of the portions covered for 5th semester was discussed.
- The suggestion to conduct hybrid mode classes - online classes, if required to complete portions was made.
- The result analysis of the 3rd semester exam of 2020-2023 batch was discussed. 6 out of 9 students cleared all papers.
- The meeting discussed the remedial measures to be taken to improve the performance of students in semester exams.
- The mentors were allotted students from both batches. The teachers were advised to conduct regular mentoring sessions and prepare timely reports. A format for the report was given in which the report had to be prepared.
- The revision for Semester 2 had to be started in discussion with the Department of Commerce.

The meeting was concluded at 1.30 pm.

[Signature]
 Secretary

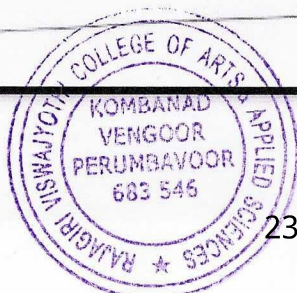
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 Ms. Anila Koshan Joy, HoD.



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DEPARTMENT OF
COMPUTER APPLICATION

DEPARTMENT MEETING
MINUTES



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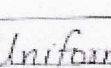
Meeting Minutes

Date 01/08/2023

Time 3:30 pm

Location: Department of Computer Applications

Attendees

- 1) Rengini D 
- 2) Saritha P N 
- 3) Ashly Paul 
- 4) Harishma S I 

Agenda

- 1) Must wear Uniform and ID card
- 2) Importance of Attendance.

A department meeting was conducted at 3:30 pm on 01/08/2023 to discuss about the necessity of students wearing uniforms and carrying ID card. The meeting decided to insist the students to wear uniform and ID cards from 2/8/2023.

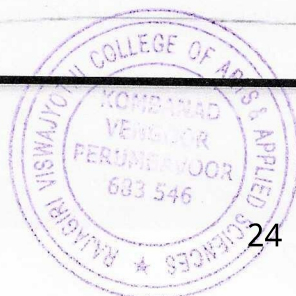
The meeting also discussed about the importance of student attendance. The need for regular attendance was highlighted. Decided to inform students about the importance of attendance and how it affect their academic progress.

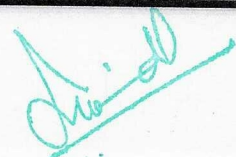
Submitted By:

Rengini D

Asst. Professor

Department of Computer Application









Meeting Minutes

Date 7/9/2023

Time 3:30 pm

Location Department of Computer Application.

Attendees

- 1) Rengeni D 
- 2) Sautha P.N 
- 3) Harishma.S.L 
- 4) Ashly. Paul 

Agenda

- 1) Discussion on upcoming internal examinations.
- 2) Preparation of Question papers.
- 3) Deadline for paper valuation.

A department meeting was called in order by the Head of the department to discuss about the upcoming internal examinations. The meeting decided to conduct the first semester internal examinations from 25/9/2023 to 29/9/2023. The HOD shared the proposed schedule for the internal examinations, including dates, time and examination venues. It was noted that the schedule should be finalized and communicated to students promptly.

The meeting also decided to prepare the question papers by 15/09/2023.

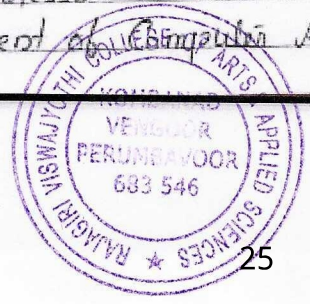
The attendees discussed the deadline for paper valuation. It was agreed that all papers should be evaluated and results submitted to the authorities by 05/10/2023.

Submitted By

Rengeni D

Asst. Professor

Department of Computer Application.



Meeting Minutes - Department of Commerce

The minutes of the department meeting held on 31st Dec 2020.

Venue : Staffrooms

Time : 200pm

The meeting was presided over by the HOD of Commerce department Asst. Prof. Binitha P S

Agenda :

- 1) Finalize department plan for 1st, 4th & 6th semesters
- 2) Finalize first internal timetable of 1st semester examination
- 3) Finalize Blom. project chapter wise submission dates.

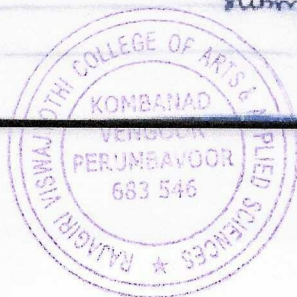
Discussion & Decisions made:

- 1) The department plan for 1st, 4th & 6th semesters were finalised in the meeting. The finalised dates of internal examination, assignments, timetable of first internal exams of 1st semester and submission dates of chapter wise project reports were included in the department plan. The copy of the same will be send to Asst. Director by the HOD.
- 2) The finalised dates of internal exams of 1st, 4th & 6th semesters were as follows:

	<u>Ist Internals</u>	<u>IInd Internals</u>
a) 1 st semester	14 th Dec - 21 st Dec	14 th Feb - 5 th Feb
b) 4 th semester	8 th Feb - 12 th Feb	15 th March - 19 th March
c) 6 th semester	11 th Jan - 15 th Jan	18 th March - 5 th April

- 3) The finalised dates of assignment submissions of 1st, 4th & 6th semesters were as follows:

	<u>Assignment I</u>	<u>Assignment II</u>
a) 1 st semester	Send topic : 7/12/2020 Submission date : 16/12/2020	Send topic : 11/1/2021 Submission date : 18/1/2021
b) 4 th semester	Send topic : 20/1/2021 Submission : 27/1/2021	Send topic : 1/2/2021 Submission : 8/3/2021



Binitha P S

c) 6th Semester

Send topic: 4/1/2021
Submission: 9/1/2021

Send topic: 22/2/2021
Submission: 26/2/2021

4) The first internal time table of 1st semester were also finalised in the meeting. The exam was decided to be conducted online through Google Classroom. The exam duration was fixed as one hour and extra 15 minutes was decided to be given for uploading the answers. It was decided to conduct the exams during the 1st period (i.e., 8:45 AM - 10:00 AM). The question paper pattern will be like:

- Part A : 5 questions of 2 marks each
Part B : 2 questions of 5 marks each (attend 1 question)
Part C : 2 questions of 10 marks each (attend 1 question)

The maximum score is 25 marks. It has been decided to take regular classes after the internal examination.

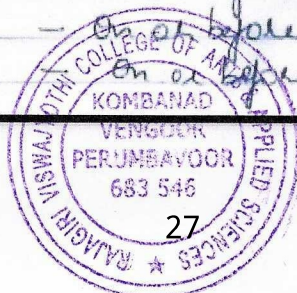
The time table of 1st internal will be like:

14/12/2020	- Financial Accounting
15/12/2020	- Banking & Insurance
16/12/2020	- DMBS
17/12/2020	- English
18/12/2020	- CRA
21/12/2020	- Hindi/Malayalam

In case of Hindi & Malayalam, the internal will be conducted in the afternoon (i.e., 12:45 pm - 2:00 pm).

- 5) The subject in charge were given the duty to conduct the internal exams of their respective subjects.
6) The submission date of Blom major project were finalised. It is as follows:

Synopsis	- On or before	12/12/2020
1 st chapter	- On or before	20/12/2020
2 nd chapter	- On or before	10/01/2021
3 rd chapter	- On or before	20/01/2021
4 th chapter	- On or before	30/01/2021
Conclusion	- On or before	10/02/2021




Signature

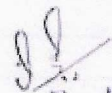
The minutes of meeting held on 26/10/20
 Venue: Common staff room Time: 1.10 pm
 Agenda: Internal Exam for SS, Paper Allocation.

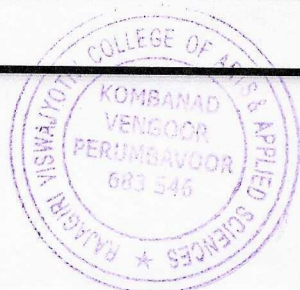
Members present: Asst. Prof. Anila Roshan Jay.
 Asst. Prof. Teanyson Thomas
 Asst. Prof. Anandhathi G.

The meeting was presided over by Asst. Prof. Anila Roshan, HOD

- The meeting was to discuss the schedule of the 1st internal for SS. It was decided that the exams would commence on 11th November, and the tentative dates for the 2nd internal was fixed on Jan 23rd.
- The second internal/model for SS would begin on 7th November.
- The subjects for 6th was allocated to every faculty in the department. The following are the de
 Modern World literature - Asst. Prof. Teanyson.
 American Literature - Anandhathi G.
 Post colonial literature - Ashly Paul.
 Women's Writing - Asst. Prof. Anila Roshan.
- The number of hours as per paper was suggested to be incorporated to the timetable.
- The need for a brief revision was deliberated upon in the meeting for SS and SS.


 Secretary


 Ms. Anila Roshan, HOD





Minutes of the Department meeting held
on 16/4/2024






Venue : IQAC Room

Time : 11.15 am

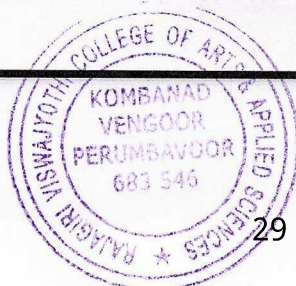
Agenda

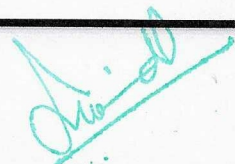
1. Subject Allocation
2. Staff Secretary allocation (Dept)
3. Event Allocation

Members present :

Asst. Prof & HOD : Anila Roshan Joy 
 Asst. Prof : Tennyson Thomas 
 Asst. Prof : Dr Indu V.S 
 Asst. Prof : Maria Mathews 
 Asst. Prof : Sema M Peter 

- The meeting was presided over by HOD Anila Roshan Joy.
- The subjects for 5th semester was allocated to every faculties. Below listed are the details
 Nature Anthem : Ms. Anila Roshan Joy
 Literary Criticism : Dr Indu V.S
 Acts on the Stage : Maria Mathews
 Indian writing : Tennyson Thomas
 Brand Management : Solomon V.L
 Beom Model I : Anila Roshan Joy
 B. com Model II & BSc : Tennyson Thomas.
- Activity for each month was also scheduled in the meeting. The following are the details
 June 19, Wednesday - National Reading Day
 July - SH College Library Visit





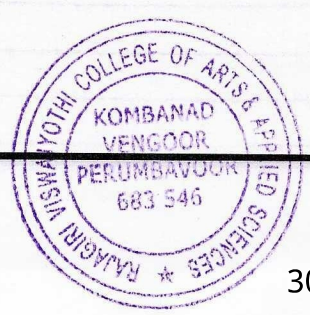
- August 6, Tuesday - Hiroshima Day
- September 13, Friday - Hindi Day
- September - Field Visit
- October 15, Tuesday - International Day of Rural Women
- November 20, Wednesday - World Day of Remembrance for Road Traffic Victims
- December 3, Tuesday - World Day of the Handicapped or International Day of persons with disabilities
- January 29, Wednesday - National Newspaper Day
- February 13, Thursday - World Radio Day
- March 21, Friday - World Poetry Day

- The HOD also mentioned about creating institutions email id, id card and question paper drive reference of RVCAS.
- The meeting was concluded at 12.15 pm.

[Signature]
Secretary

[Signature]
HOD, Anita Roshan Jay.

[Signature]
17/05/24
Principal



[Signature]
PRINCIPAL
Rajagiri Viswajyothi College of Arts & Applied Sciences
Vengoor, Perumbavoor-683 546