



# RMI COLLEGE OF MANAGEMENT & TECHNOLOGY

Approved by the Govt. of Kerala & Affiliated to M.G. University  
(Run by Jai Bharath Educational Foundation-Thrikkakara)

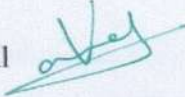
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## IQAC MEETING

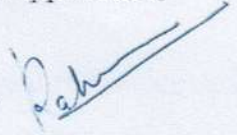
**Meeting ID:** CASC/IQAC/2018-19

**Date and Time:** Monday, 10/06/2018, 12.00 PM

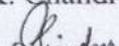
**Venue:** Principal's Chamber


**Attendees:** Dr. Varghese Baby, Principal 


Ms. Fathima Kondeth, HOD, Computer Application,  
IQAC Coordinator 


Ms. Radhika Mohan, HOD, Commerce 


Ms. Bindu SK, HOD, Management 

Ms. Sindhu K. Chandran, Assistant Professor, Department of  
Commerce 

Ms. Sandra Jose, Assistant Professor, Department of Commerce 

Ms. Anju K.N., Assistant Professor, Department of Languages 

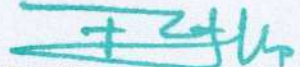
Mr. Hiran Sreekanth, Assistant Professor, Department of Management  
Studies 

Abhijith, 3rd BBA, Student Representative 

### Agenda:

1. Aligning institutional practices with NAAC accreditation standards
2. Discuss strategies to ensure academic and administrative functions, meet NAAC accreditation standards, and, emphasise the importance of compliance with those strategies for institutional advancement.



  
Dr. RENJITH K.P., Ph.D., MBA, M.Phil  
M.Com, MA (Eng.), MA (Pub.Admn)

PRINCIPAL  
COCHIN ARTS AND SCIENCE COLLEGE  
Manakkakadavu, Pallikara, Ernakulam-683565



## Discussions:

1. Plan to introduce the induction programme for first-year students to give an introduction to their respective subjects and introduce them to campus.
2. Develop a systematic approach for analysing departmental results, setting clear deadlines for submission to the IQAC, and scheduling regular meetings to discuss improvement plans.
3. Establish protocols for the smooth implementation of departmental initiatives, including effective resource coordination and ongoing progress monitoring, to ensure future success.
4. Create a long-term strategy for conducting programmes with clubs and cells to plan skill development programmes and outreach activities, with defined target audiences and measurable objectives.
5. Develop a comprehensive calendar for the commemoration of special days, with an emphasis on creative event planning and community engagement to enhance future celebrations.
6. Implement a proactive approach to managing infrastructure and resources by prioritising upgrades, allocating budgets, and establishing sustainable maintenance plans for the future.
7. Institutionalise the RUKKIYA UMMA scholarship programme with clearly defined criteria, ongoing promotion efforts, and a structured selection process to support deserving students in the long run.
8. Establish a road map for continuous improvement in administrative efficiency through e-governance initiatives, including ongoing assessment, staff training, and technological upgrades for sustained impact.
9. Integrate a robust monitoring and evaluation framework into organisational practices to track progress, review performance indicators, and solicit stakeholder feedback for continual enhancement of future initiatives.



A handwritten signature in blue ink, appearing to read 'Dr. Renjith K.P.'.

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## IQAC Meeting Minutes

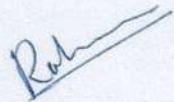
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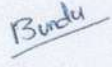
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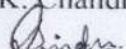
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IQAC Coordinator 


Ms. Radhika Mohan, HOD, Commerce 

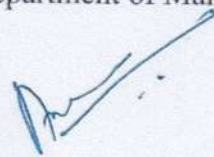
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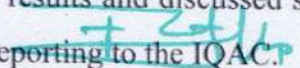
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Applications 

Ms. Anju K.N., Assistant Professor, Department of Languages 

Mr. Hiran Sreekanth, Assistant Professor, Department of Management  
Studies 

Abhijith, 3rd BBA, Student Representative 

1. The Principal extended a warm greeting to every member, and the meeting started with a silent prayer.
2. The meeting discussed the potential activities and scheduled timelines for the implementation of an engaging induction programme for first-year students.
3. Reviewed the process for analysing departmental results and discussed strategies for refining the analysis process and ensuring timely reporting to the IQAC. 

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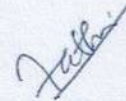
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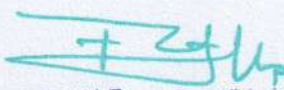


4. Brainstormed potential challenges in the implementation of departmental initiatives and proposed solutions to ensure smooth coordination and progress monitoring.
5. Programme ideas and resource allocation were discussed for long-term skill development programmes and outreach activities.
6. Brainstormed creative event ideas and discussed methods for evaluating the success of special day celebrations.
7. The meeting discussed budget allocation and resource optimisation strategies for proactive management of infrastructure and resources.
8. Promotion strategies and criteria refinement for institutionalising the RUKKIYA UMMA scholarship programme was discussed.
9. The benefits of e-governance initiatives and strategies for staff development to improve administrative efficiency.
10. The meeting decided to ensure the participation of stakeholders by taking feedback to integrate a monitoring and evaluation framework into organisational practices.

Minutes prepared by



Fathima Kondeth, IQAC Coordinator



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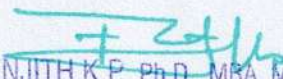
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### ACTION TAKEN REPORT 2018-2019

- An induction programme for first-year students was successfully executed, fostering an inclusive and supportive environment for their transition to college life.
- To enhance the educational experience on campus, all Heads of Departments (HoDs) analysed their department's results and submitted the findings to the Internal Quality Assurance Cell (IQAC).
- The Department of Computer Applications organised a seminar on artificial intelligence, a soft skill-technical quiz providing valuable learning opportunities.
- The Department of Management Studies conducted an entrepreneurship development programme to offer specialised courses and workshops on entrepreneurship, innovation, and business planning.
- Departments offered additional add-on and certificate courses to improve student competency, with the college hosting 11 add-on courses this year.
- Continuous monitoring of remedial systems was carried out department-wise.
- Each department needed to submit their remedial register, which was cross-verified by the IQAC team.
- Departments, clubs, and cells organised skill development programmes, outreach activities, career development workshops, and capacity-building initiatives.
- Various programmes and events commemorating special days were organised by departments and clubs as per their schedules, and the reports were submitted to the IQAC.
- The computer lab was equipped with four new computers, and new projectors have been procured to facilitate multimedia presentations and interactive learning experiences.

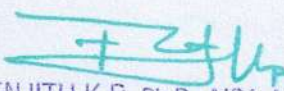


  
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- Books and journals worth Rs. 10,400 have been purchased to enrich the college library's collection, providing students with access to a diverse range of academic resources to support their studies and research endeavours
- The college has initiated the RUKKIYA UMMA scholarship programme, providing free scholarships worth Rs. 2,74,500 to deserving students, aiming to alleviate financial burdens and promote equitable access to education.
- The college allocated resources worth Rs. 13,000 towards e-governance initiatives that aim to enhance administrative efficiency, transparency, and service delivery.



  
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