

# Academic and Administrative Audit Report

Submitted to

Internal Quality Assurance Cell

Rajagiri Viswajyothi College of Arts and Applied Sciences

(RVCAS)

Vengoor, Perumbavoor

Ernakulam 683546

April 2020

Submitted By:

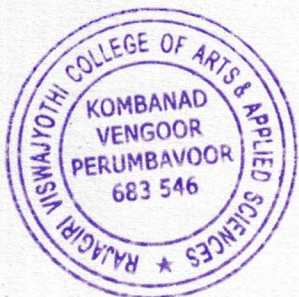
Rev Fr. Ajeesh Puthussery CMI, Principal, RCMS, Kakkanad

Mr. Nikhil N K, Audit Committee Member, Rajagiri College of Social Sciences,  
Kalamassery

Ms. Shyny K Ittiachan, IQAC Coordinator, Morning Star Home Science College,  
Angamaly

Dr. Joy P Joseph, Principal, Rajagiri Viswajyothi College of Arts and Applied Sciences,  
Perumbavoor

Ms. Febi Abraham, IQAC Coordinator, Rajagiri Viswajyothi College of Arts and Applied  
Sciences, Perumbavoor



## Contents

SI No.	Particulars	Page No.
1.	Preface	3
2.	Audit Profile	4
3.	Introduction	5
4.	Batch Overview	6
5.	General Observation	6
6.	Recommendation in the area of student welfare	7
7.	Recommendation in the area collaboration and allied activities	7
8.	Recommendation in the area placement and allied activities	7
9.	Observations of Academic Audit -Department Specific	7



## Preface

We take great pleasure in presenting the Academic and Administrative Audit Report for RVCAS. This comprehensive report results from an in-depth and rigorous assessment designed to evaluate the institution's academic practices, administrative processes, and overall performance.

Our primary objective as an independent auditing team was to provide an impartial evaluation of RVCAS's strengths and areas for improvement. This audit was driven by a commitment to fostering excellence, efficiency, and accountability across all facets of the institution's operations.

Throughout the audit, we engaged with a diverse range of stakeholders, including faculty members, administrative staff, students, and governing bodies. We extend our sincere gratitude for their invaluable contributions, insights, and cooperation, which have greatly enriched the depth and credibility of this report.

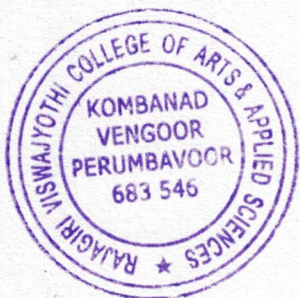
The Academic and Administrative Audit Report offers a holistic view of the institution's functioning, covering key areas such as academic programs, curriculum development, teaching methodologies, research initiatives, administrative efficiency, financial management, infrastructure, and student support services.

Our team of experienced auditors meticulously examined documentation, conducted interviews, and observed various activities to ensure a thorough and impartial assessment. Additionally, we benchmarked the institution against best practices and industry standards to provide meaningful recommendations for its continuous growth and development.

Recognizing that every institution is unique and faces context-specific challenges, this report is tailored to reflect the specific dynamics and culture of RVCAS.

We extend our heartfelt appreciation to the leadership, faculty, staff, and students of RVCAS for their wholehearted participation and support throughout the audit process. Their dedication to the pursuit of knowledge and commitment to academic and administrative excellence have been truly commendable.

We trust that the findings and recommendations presented in this report will serve as a valuable resource in RVCAS's journey toward academic excellence and holistic development. We remain committed to assisting RVCAS in its pursuit of continuous improvement and maintaining high academic standards



**RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED  
SCIENCES, PRUMBAVOOR**

**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**2019-2020**

<b>Name of the Institution</b>	<b>Rajagiri Viswajyothi college of arts and applied sciences, Perumbavoor</b>
<b>Total number of students studying in the college during the year</b>	<b>248</b>
<b>Total number of faculty in the college during the year</b>	<b>17</b>
<b>Total number of non-teaching staff in the college during the year</b>	<b>4</b>
<b>Academic year in which audit is conducted</b>	<b>2019-2020</b>
<b>Nature of Audit</b>	<b>External</b>
<b>Month of Audit</b>	<b>February 05-07, 2020</b>
<b>Audit Team Details</b>	<b>Rev Fr. Ajeesh Puthussery CMI, Principal, RCMS, Kakkanad</b>
	<b>Mr. Nikhil N K, Audit Committee Member, Rajagiri College of Social Sciences, Kalamassery</b>
	<b>Ms. Shyny K Ittiachan, IQAC Coordinator, Morning Star Home Science College, Angamaly</b>
	<b>Dr. Joy P Joseph, Principal, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor</b>
	<b>Ms. Febi Abraham, IQAC Coordinator, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor</b>



## **INTRODUCTION**

Rajagiri Viswajyothi College of Arts & Applied Sciences under Viswajyothi Educational & Charitable Trust is an advanced progeny of the educational institutions of CMI (Carmelites of Mary Immaculate) Fathers who are well known for their inspiration to promote education in the state of Kerala.

CMI is the first ever indigenous religious congregation for men in India formed in the 19th century by St. Kuriakose Elias Chavara along with Fr. Thomas Palackal and Fr. Thomas Porukara. The missionaries dedicated themselves to education at all levels. At present, their mission of education comprises a vast network of over 448 institutions spread all over India and beyond.

The Sacred Heart Province at Kalamassery is one among the thirteen provinces of the CMIs and has a number of reputed educational institutions to its credit and they all come under the banner of Rajagiri Vidyapeetham (established in 2001). Rajagiri Vidyapeetham is envisaged as a wide network of institutions and centers providing quality education from the pre-primary level to doctoral recognition through specialized and super-specialized study, and seeking alternatives to the conventional mainstream efforts. Rajagiri Viswajyothi College of Arts and Applied Sciences (RVCAS) is the youngest of the educational institutions that comes under Rajagiri Vidyapeetham. The college is affiliated to MG University and currently provides courses in Undergraduate level. RVCAS aims to uphold the CMI vision of holistic education to brain, mind, heart and soul of the individual by up keeping the inspiration to create citizens who have value to the society and humanity.

## **MISSION**

“To provide excellence in education while instilling social consciousness and human values, thereby empowering individual to face life’s challenges with confidence.”

## **VISION**

“Excellence by Knowledge and Practice”

## **MOTTO**

“Learn, Serve and Excel”

## **CORE VALUES**

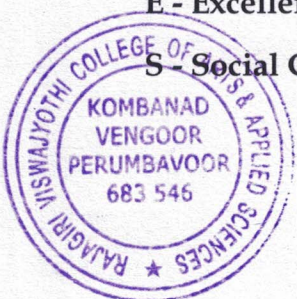
**M - Mutual Respect**

**I - Integrity**

**L - Learning**

**E - Excellence**

**S - Social Commitment**

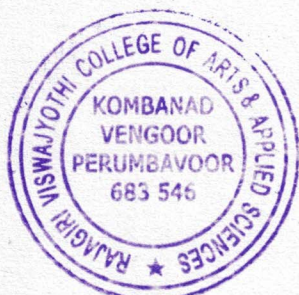


## Overview of batch and students in the academic year 2019-2020

SI No.	Departments	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> Year	Total
1	Commerce	76	62	18	156
2	Management	29	24	9	62
3	English	10	16	-	26
<b>Total</b>		<b>118</b>	<b>102</b>	<b>28</b>	<b>248</b>

### Observations and Recommendations of Academic Audit (In General)

1. Must keep a spiral or hard bounded copy of the syllabus in the department.
2. The academic calendar and the minutes must be correlated to each other.
3. Periodic updating of the academic calendar is needed.
4. The course plan must contain the year of admission and the semester.
5. While sharing a course among teachers, a single course file is enough.
6. It is better to collect and file the completed course file after each semester by the coordinator.
7. Each teacher should keep samples of assignments, answer scripts of various exams etc.
8. Ensure the signature and seal of HOD wherever needed.
9. Prepare proper syllabus for remedial coaching.
10. Ensure that programs are arranged for slow learners and advanced learners with proper documentation.
11. Department heads should ensure proper use of ICT in classrooms.
12. Assign one mentor to every 20 students.
13. Ensure the participation of at least one FDP and seminar per year by the teachers.
14. Feedback of each program should be filed in each department.
15. Parent teacher meeting register to be maintained.
16. Maintain hard copy of academic plan in the department
17. Create a drive online to maintain the videos and movies collected to show the students.
18. Ensure students visiting taken for the Industrial visit submit reports. And make sure to file these documents
19. Webinar certificate copies of the students can be maintained in the department
20. Department coordinators should ensure that every programme conducted in the department is well documented and is supported with Geo-tagged photographs and other required documents.



## **Student Welfare**

1. Mentoring need to be reviewed on a monthly basis and proper mentoring dairy need to maintained.
2. Proper mentoring policy should be maintained in each department.
3. There should be a welfare officer and a welfare coordinator to ensure these are maintained properly.

## **Collaboration and Allied Activities**

1. Collaboration with other colleges as well as corporates need to developed so that more opportunities can be exploited by the students and faculty.
2. National and international collaborations will help in faculty and student exchange.

## **Placement and Allied Activities**

1. Conduct inhouse placement training and career guidance to students to make them understand the different career opportunities.
2. Conduct more placement etiquettes training and sessions on different ways in which interview can be handled.

## **Observations of Academic Audit -Department Specific**

### **Department of English**

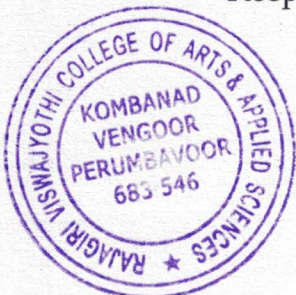
- On the job training for the students can be implemented.
- To improve the quality of learning students can be given seminars and presentations.


### **Department of Commerce**

- Can organise a department fest which can intra college.
- Student presentation series can be started to encourage student centric learning.

### **Department of Business Administration**





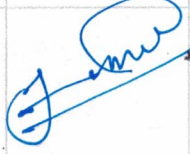
- Industrial visit can be made mandatory in each semester.
- Include more industry specific assignments.
- Internal evaluation report should be informed to student
- Keep the BBA student profile in department of Business Administration



  
Joy.P.Joseph, Ph.D  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts and Applied Sciences  
Vengoor, Perumbavoor  
Ernakulam (Dt) 683546

## CERTIFICATE

We hereby certify that the academic audit for the year 2019-2020 was conducted in accordance with the prescribed norms and that the findings and recommendations are presented accurately.

Sl No.	Name	Signature
1.	Rev Fr. Ajeesh Puthussery CMI, Principal, RCMS, Kakkanad	
2.	Mr. Nikhil N K, Audit Committee Member, Rajagiri College of Social Sciences, Kalamassery	
3.	Ms. Shyny K Ittiachan, IQAC Coordinator, Morning Star Home Science College, Ahgamaly	
4.	Dr. Joy P Joseph, Principal, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor	
5.	Ms. Febi Abraham, IQAC Coordinator, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor	



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