

# 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 2021

Submitted By

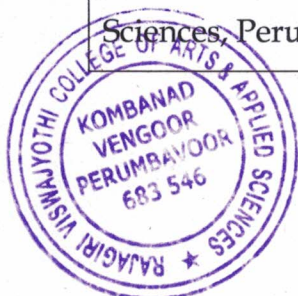
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Dr. Manusankar C, IQAC Coordinator, Sree Sankara Vidyapeetom College, Valayanchirangara

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



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

**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**2020-2021**

<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>3</b>
<b>Total number of faculty in the college during the year</b>	<b>19</b>
<b>Total number of non-teaching staff in the college during the year</b>	<b>5</b>
<b>Academic year in which audit is conducted</b>	<b>2020-2021</b>
<b>Nature of Audit</b>	<b>External</b>
<b>Month of Audit</b>	<b>February 20-22, 2021</b>
<b>Audit Team Details</b>	<p>Rev Fr. Ajeesh Puthussery CMI, Principal, RCMS, Kakkanad</p> <p>Dr. Manusankar C, IQAC Coordinator, Sree Sankara Vidyapeetom College, Valayanchirangara</p> <p>Ms. Shyny K Ittiachan, IQAC Coordinator, Morning Star Home Science College, Angamaly</p> <p>Dr. Joy P Joseph, Principal, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor</p> <p>Ms. Febi Abraham, IQAC Coordinator, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor</p>



## Introduction

Rajagiri Viswajyothi College of Arts & Applied Sciences, nestled in the heart of Ernakulum, stands as a beacon of excellence in higher education. As a cherished progeny of the renowned educational institutions under the Carmelites of Mary Immaculate (CMI), the college is committed to the holistic development of its students. With a blend of seasoned and dynamic faculty, Rajagiri Viswajyothi fosters an environment that nurtures not just academic brilliance but also the moral and spiritual growth of its students. The college is known for its vibrant campus life, modern infrastructure, and a curriculum that is both innovative and inclusive, making it a nurturing ground for future leaders and responsible citizens.

In the academic year 2020-2021 RVCAS had a total of 316 students studying various courses.

### Overview of batch and students in the academic year 2020-2021

SI No.	Departments	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> Year	Total
1	Commerce	62	76	62	200
2	Management	31	27	24	82
3	English	9	9	16	34
Total		108	112	102	322

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

### Extensions and Allied Activities

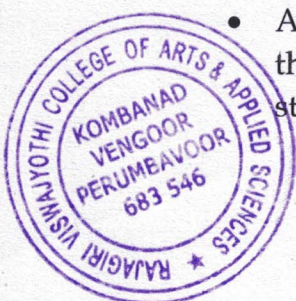
- Outreach programmes are very less in number.
- Providing an helping hand to society can be beneficial as the college is situated in a rural area.
- NSS can be more active in these cases.

### Student Welfare

- Mentoring has to be a mandatory process and every mentor should keep a record of review.
- A common report format can be established by IQAC and shared to all departments.

### Consultancy and Corporate Training

- Add on courses from industry experts should be incorporated into the syllabus that will compliment the subjects and enhance the hands-on experience for the students.



## Research and Development

- Teachers from departments should go for more publications and research projects.
- Students research presentations and publications can be initiated.
- Students should be able to present papers in national conferences and seminar.

## Collaboration and Allied Activities

- Institution has collaborated very few numbers of institutions.
- More industry collaborations have to be incorporated. Interactions with industry experts can help in providing industry required education which will in turn help in placements.

## Placement and Allied Activities

- Training on resume building and CV preparations should be initiated by the placement cell and IQAC.

## Observations of Academic Audit –Department Specific

### Department of English

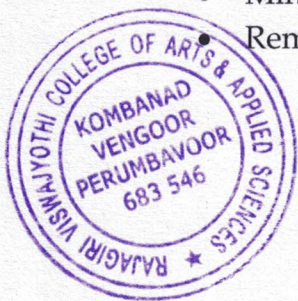
- Online meeting screenshots should be filed
- Google classroom sessions need to be recorded
- Maintain a copy of A2 and B2 in the department properly filed with authorised sign and seal.
- Inhouse certification courses can be given to students to increase the subject knowledge.

### Department of Commerce

- Certification courses to enhance the knowledge for students can be incorporated.
- Certificates of the certification can be given to students. The syllabus and brochures of the same should be mailed to IQAC mail id as a report.
- Maintain a copy of A2 and B2 in the department properly filed with authorised sign and seal.

### Department of Business Administration






- Maintain a copy of A2 and B2 in the department properly filed with authorised sign and seal.
- Industrial Visit report should be sent to IQAC sealed and signed.
- Minor Project presentation should be reviewed
- Remedial coaching syllabus need to be changed.

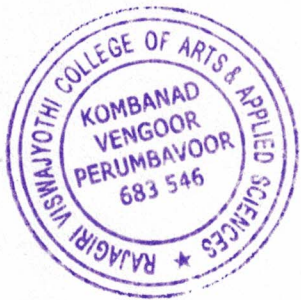


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## CERTIFICATE

We hereby certify that the academic audit for the year 2020-2021 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.	Dr. Manusankar C, IQAC Coordinator, Sree Sankara Vidyapeetom College, Valayanchirangara	
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