

Academic and Administrative Audit Report

Submitted to
Internal Quality Assurance Cell
Rajagiri Viswajyothi College of Arts and Applied Sciences
(RVCAS)
Vengoor, Perumbavoor
Ernakulam 683546

Submitted By

April 2022

Submitted By

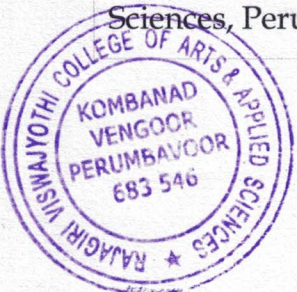
Rev Fr. Ajeesh Puthussery CMI, Principal, RCMS, Kakkanad

Dr. Anupama P, IQAC Coordinator, Mar Thoma College for Women, Perumbavoor

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

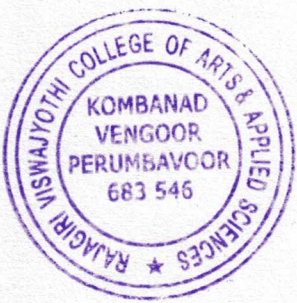
Dr. Joy P Joseph, Principal, Rajagiri Viswajyothi College of Arts and Applied Sciences,
Perumbavoor

Mr. Solymon V L, IQAC Coordinator, Rajagiri Viswajyothi College of Arts and Applied
Sciences, Perumbavoor



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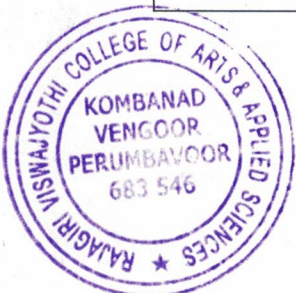


**RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED
SCIENCES, PRUMBAVOOR**

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2021-2022

Name of the Institution	Rajagiri Viswajyothi college of arts and applied sciences, Perumbavoor
Total number of students studying in the college during the year	271
Total number of faculty in the college during the year	19
Total number of non-teaching staff in the college during the year	5
Academic year in which audit is conducted	2021-2022
Nature of Audit	External
Month of Audit	March 05-10, 2022
Audit Team Details	Rev Fr. Ajeesh Puthussery CMI, Principal, RCMS, Kakkanad
	Dr. Anupama P, IQAC Coordinator, Mar Thoma College for Women, Perumbavoor
	Mr. Nikhil N K, Audit Committee Member, Rajagiri College of Social Sciences, Kalamassery
	Dr. Joy P Joseph, Principal, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor
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Overview of batch and students in the academic year 2021-2022

SI No.	Departments	1 st year	2 nd year	3 rd Year	Total
1	Commerce	51	62	76	189
2	Management	8	30	26	64
3	English	-	9	9	18
Total		57	103	111	271

Extensions and Allied Activities

- Activity reports should be sent to IQAC.
- There is a visible improvement in extension activities.

Student Welfare

- It was observed that the mentoring process was implemented successfully.
- To improve the welfare of students, recreational activities can be done.
- Yoga sessions can be provided.

Collaboration and Allied Activities

- Industry and Institution collaboration activity reports has to be prepared and send to IQAC with proper photographs and attendees list.

Placement and Allied Activities

- Placement data is improving and can be improved more.

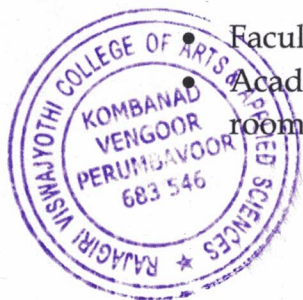
Observations of Academic Audit -Department Specific

Department of English

- Faculty profiles can be filed and kept in department
- Academic calendar should be updated and a copy can be pinned in the staff room
- Faculty has missed to update the course plan. HoD's please make sure of that.
- PTA meeting register is not kept
- Result analysis of all semester should be sealed signed and filed.
- Organise more skill enhancement programme

Department of Commerce

- Faculty profiles can be filed and kept in department
- Academic calendar should be updated and a copy can be pinned in the staff room



- PTA meeting register is not kept.
- Result analysis filed but no seal.
- Conduct more skill enhancement programmes
- Temporary Faculty also need to attend FDPs

Department of Business Administration

- It was observed that meeting minutes had signatures missing
- Faculty profiles can be filed and kept in department
- Faculty has missed to update the course plan. HoD's please make sure of that.
- PTA meeting register is not kept
- Result analysis of all semester should be sealed signed and filed.
- Encourage students to join in SWAYAM courses
- Conduct Placement programme for Final year students
- Provide opportunity to internship

Recommendations for IQAC

- Enrich the Research Culture of the College through student participation in research related fieldwork.
- Take steps to add new programmes.
- Organise FDPs for teaching staff for e content development
- Organise professional development programmes for Non-Teaching Staff.
- Take steps for sufficient Infrastructure development including a new Library with separate space for reference, Network Resource Centre and storehouse.



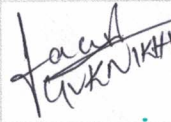




A handwritten signature in blue ink, appearing to read "Joy P. Joseph".

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 2021-2022 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. Anupama P, IQAC Coordinator, Mar Thoma College for Women, Perumbavoor	
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