

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 2024



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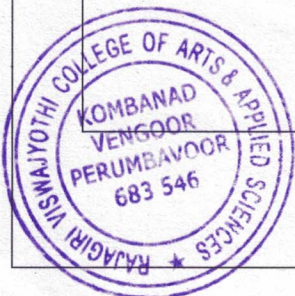


**RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED
SCIENCES, PRUMBAVOOR**

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2023-2024

Name of the Institution	Rajagiri Viswajyothi college of arts and applied sciences, Perumbavoor
Total number of students studying in the college during the year	260
Total number of faculty in the college during the year	19
Total number of non-teaching staff in the college during the year	8
Academic year in which audit is conducted	2023-2024
Nature of Audit	External
Month of Audit	March 20-22, 2024
Audit Team Details	Dr Sr. Shemi George, Principal, Morning Star Home Science College, Angamaly Ms Leena K Joseph , IQAC Coordinator, Morning Star Home Science College, Angamaly 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



Introduction

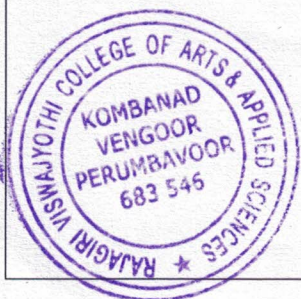
Overview of batch and students in the academic year 2022-2023

SI No.	Departments	1 st year	2 nd year	3 rd Year	Total
1	Commerce	31	53	51	135
2	Management	39	26	8	73
3	English	-	7	-	7
4	BCA	36	-	-	36
5	BSc. Psychology	9	-	-	9
Total		115	86	59	260

Criteria wise Summary

1. Criteria 1 - Curriculum Aspect

- 931 students successfully completed 57 certificate/value-added courses/MOOCs, benefitting 69.63% of students.
- 55.77% of students attended Project/Internship/Industrial Visit in the academic year 2023-24:
 - Project- 85
 - Internship- 24
 - Industrial Visit - 36
- RVCAS has a transparent system for collecting and analysing feedback from
- its stakeholders, and the reports of responsive action taken on this basis is
- made available on the college website.
- RVCAS is registered as SWAYAM/NPTEL local chapter.
- RVCAS conducts two internal exams along with assignments/seminars/project/viva in each semester accordingly.
- Class-wise PTA meetings are conducted to monitor student advancement and to collect feedback.



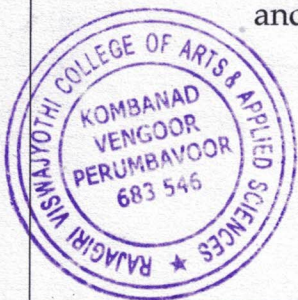
2. Criteria 2 – Teaching – Learning and Evaluation

Rajagiri Viswajyothi College is dedicated to nurturing the holistic development of young individuals through a strong educational foundation, striving to mold people of integrity. To achieve these educational goals, the institution consistently prioritizes teaching, learning, and evaluation methods that align with its overarching mission. The institution has continually evolved by embracing changing needs and refining its readiness to adapt to the demands of the digital-era teaching-learning scenario.

- The institution fosters a student-centric learning environment by integrating various methodologies such as experiential learning, participative engagement, and problem-solving methodologies.
 - The Experiential Learning approach that integrates hands-on learning with practical experiences.
 - Participatory learning enhances students' thinking skills and encourages self-directed learning.
 - The Problem-Solving Methodologies implemented at RVCAS helps to involve learners in real-life scenarios, empowering them to develop sustainable solutions.
 - Using innovative ICT in teaching and learning means using technology widely in teaching, learning, testing, and managing tasks, helping students become skilled in modern technology.

- RVCAS efficiently handles its admission process using the Centralized Allotment Process (CAP), following the reservation policies set by the Government of Kerala and the affiliated university.

- The assessment procedures strictly follow university rules to ensure fair evaluation and uphold high academic standards with integrity. Internal exams are centrally administered for consistent assessment, while class assignments and seminars enhance personalized learning.



- A student-centric approach ensures timely and effective resolution of grievances through multiple accessible channels, operating within a three-tier system.
- The integration of the Outcome Based Education (OBE) paradigm in the academic year 2023-2024 ensures a curriculum focused on measurable outcomes, aiding both teachers and students in staying aligned with expected directions and goals.
- Learning outcomes (POs and COs) are evaluated and analyzed using direct and indirect methods. Direct methods include in-semester assessments, while indirect methods incorporate course exit surveys.
- The institute's vigilant oversight and meticulously structured approach contribute to a fair teaching, learning, and evaluation process.

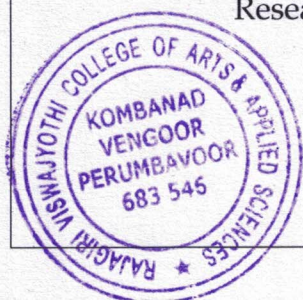
Quantitative metrics:

- ✓ Enrolment percentage: 36.40%
- ✓ Reserved seats filled: 8.83 %
- ✓ Student-Teacher Ratio: 15.29:1
- ✓ Full-time teachers: 100% of sanctioned posts
- ✓ Full-time teachers with Ph.D. or higher: 77.6%
- ✓ Pass percentage: 81.77%

3. Criteria 3 – Research, innovations and Extension

RVCAS showcase a strong dedication to research, innovation and community involvement, cultivating a comprehensive ecosystem for knowledge generation and propagation.

- The college received a research grant of Rs .22,75,490/ from various funding agencies like SERB and Krishi Bhavan.
- 16 books/book chapters by the faculty members.
- 42 workshops, seminars, and conferences on various topics, including Research Methodology, Intellectual Property Rights and Entrepreneurship.



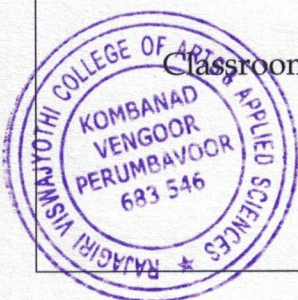
- Further emphasizing its commitment to academic collaboration, RVCAS engaged in 29 MoUs and collaborations for faculty and student exchange, internships, field projects, and research.
- The institution's active participation in national initiatives, such as cleaning drive, AIDS awareness, and gender issues, is evident through 81 extension and outreach programs conducted via NSS and collaborations with NGOs.
- RVCAS has received 22 awards and recognitions for its impactful extension activities, showcasing its dedication to social responsibility.
- RVCAS has promoted a thriving ecosystem for innovation and knowledge transfer through dedicated organizations like the IEDC, and Entrepreneurship Club.
- ED Club Registered under the Department of Industries and Commerce, Government of Kerala.
- It actively promotes Indian Knowledge Systems via the promotion of Ayurveda, workshop on Kalarippayattu, Vedic mathematics, Yoga, Herbarium, and linkage with VTB College Palakkad for preservation of rare manuscript.
- Several Social connect and outreach programmes are conducted in connection with the residence association, grama panchayaths and other leading experts.
- NSS unit of the college organizes "Campaign Madhu" a mid-day meal programme for the Vagrants.

4. Criteria 4 - Infrastructure and Learning Resources

RVCAS has continually enhanced infrastructure and learning resources and effectively manages the current facilities to maximize resource use and deployment. These improvements are primarily aimed at providing state-of-the-art facilities for its students.

- The campus spread over 9.466 acres of land and has a total building area of 6,763.36 square meters.

Classrooms and ICT facilities



- Aaranyakam
- Chavara Square-College Portico
- Think Tank- A dedicated area where students can engage in a variety of activities as well as explore their artistic talents.

Yoga Centre

- Centre for Physical Fitness- Gymnasium
- Outdoor synthetic basket ball
- Volley ball court
- College ground for Football and other athletic event
- Badminton Court
- Tug of War Field
- Chess and Carrom Playing Area

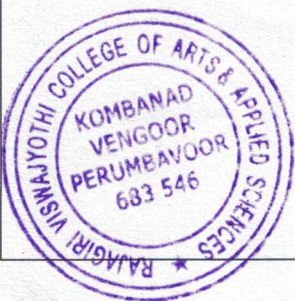
Divyangjan Friendly Facilities

- Ramps with handrails to classrooms
- Parking facility
- Toilet facility

5. Criteria 5 – Student Support and Progression

RVCAS consistently upholds an inclusive approach to student support and advancement. It assists students in obtaining scholarships, free ships and e-grants, enhancing their skills, receiving career support and guidance, benefiting from transparent grievance redressal mechanisms, and participating in sports, arts, cultural programmes, and alumni activities.

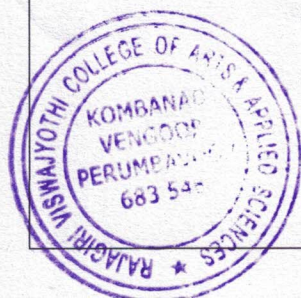
- 866 of the 1,332 students over the last five academic years (2019 to 2024) benefitted from scholarships and freeships offered by government, non-government agencies, and institutions, amounting to a total percentage of 66%.



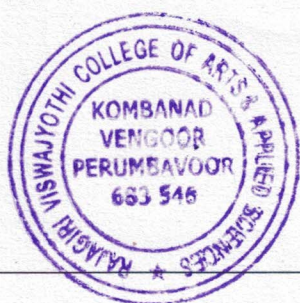
- 100% well-ventilated classrooms which are ICT enabled facilities including 10 LCD projectors and 2 interactive panels with adequate furniture, speakers, and a maximum seating capacity of 60.
- 71 computers/laptops of which 60 are available for student usage with the student-computer ratio of 4.3:1.
- Computing facilities includes 43 computers and 2 laptops in computer lab integrated with language lab, 10 computers as browsing facility and 5 computers in the Research Navigation Centre of the library.
- LMS tools like G-Suite, Google Classroom, are utilized to facilitate effective teaching and learning.
- Linways Academic Management System (AMS) is the software utilized for sharing course materials, assignments, and communication
- 59 CCTV cameras installed across the campus.
- The internet bandwidth is 100 Mbps, 40 Mbps and 40 Mbps with 19 Wi-Fi Access points.

Library Facilities

- Library is automated using the Integrated Library Management Software, KOHA the "21.05.05.003" version
- Digital library facility for remote access and e-resources through DELNET, British Council Library and various open resources.
- Institutional membership in American Center Library.
- Research Navigation Centre
- Over 15216 e- journals, 11613 e- books, 7 Print journal subscriptions, 3511 print books, 10 periodicals and 64 reference books
- Student book ratio- 13.5:1
- 25 rare books collection
- 5 Palm leaves and manuscripts. Sports and cultural facilities
- Multipurpose Auditorium
- Multipurpose Open Lecture Hall
- Music Room



- The institution organized a total of 49 capacity development and skill enhancement activities over the last five years.
- 43 programmes were conducted by the institution for career counselling and guidance for competitive examinations with 74% students benefited from such programmes.
- 62% of outgoing students were placed and/or progressed to higher education.
- 51 students qualified in State/ National/ International level examinations like CAT/MAT/IELTS/PTE etc.
- The institution ensures a transparent grievance redressal mechanism that aligns with statutory and regulatory guidelines with the ability to receive grievances through both online and offline modes.
- Statutory cells, including the Anti-Ragging Committee, Student Grievance Redressal Cell, Internal Complaints Committee, and SC/ST Cell, are constituted in accordance with regulations and are actively functioning on campus.
- In addition, Minority Cell and OBC Cell are also functional in the campus.
- The institution prioritizes students' co-curricular activities, with students participating in 169 sports and cultural programs organized by the institution and other institutions.
- 21 students received awards or medals for outstanding performances in sports or cultural activities.
- Rajagiri Viswajyothi College of Arts and Applied Sciences has a registered alumni named AARAV with registration number EKM/TC/225/2023 with an alumni meet conducted on 26 th January every year.
- Alumni provide support co-curricular activities of the college by serving as resource persons for lectures, entrepreneurship training, career counselling and talks.



- Alumni has contributed with financial support towards infrastructure development and maintenance as well as for other purposes.

6. Criteria 6 - Governance, Leadership and management

Rajagiri Viswajyothi College of arts and applied sciences (RVCAS) is one of the 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. The vision and mission of the college is to build a socially responsible generation by instilling human values.

- The college operates as a democratic entity and follows decentralised approach in the planning and execution of activities, with a structured organogram defining its functioning.
- The College Governing body and Director supervise all activities of the college, IQAC implements the quality benchmarks, and College Council ensures equitable implementation of quality improvement measures.
- The feedback mechanism ensures a transparent assessment of the activities implemented annually. Feedback from students, faculty, parents, and alumni are taken into consideration for implementing long term projects.
- E-Governance has been implemented in administration, finance, admission, attendance, examination and library.
- Welfare measures for staff include medical insurance, medical leave, maternity and paternity leave.
- A performance review system of the staff forms a part of the institutional culture. Feedback from various stakeholders ensures quality appraisal, enhancement and professional competency.
- The management extends financial assistance to the needy students for academic and medical needs, and undertakes housing projects.
- Faculty empowerment strategies are implemented, encouraging the faculty to participate and organize FDPs, conferences and workshops in emerging areas.

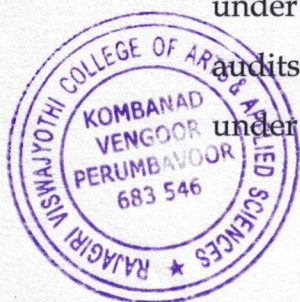


- Among 82 faculty members 58% of faculty has attended FDP and 57% of faculty has attended seminars/conferences or workshops.
- The institution conducts internal and external Academic and Administrative audits regularly. Finance committee conducts internal financial audit, and other audits include green audit, gender audit, energy audits, IT audit, Infrastructure Audit and Library audits are also conducted annually.
- The IQAC initiated many programmes for augmenting the quality of teaching- learning process. In addition, IQAC takes steps to collaborate with accomplished institutions, keeping in lieu of accreditation processes by NIRF, NAAC, and other national bodies. It also plays a pivotal role in signing MoUs with various institutions and leading organizations of the industry.

7. Criteria 7 – Institutional Values and Best Practices

Rajagiri Viswajyothi College of Arts and Applied Sciences demonstrates a strong commitment to gender equity and social responsibility. Comprehensive gender audits ensure adherence to gender principles, supported by the women's cell "Sakhi," which organizes gender awareness programs. Gender sensitization is woven into curricular and co-curricular activities, promoting respect and awareness. Special facilities, including a girls' hostel, ensure the safety and security of female students.

The college also prioritizes environmental consciousness, sustainability, and inclusivity. It utilizes alternate energy sources such as solar panels and biogas plants, and implements energy conservation measures to reduce its carbon footprint. Integrated waste management and water conservation systems, including rainwater harvesting, are in place. Accessible and inclusive facilities are provided for individuals with disabilities. Initiatives under "Dhrithi" include various green activities and regular green and energy audits. Community engagement and social responsibility efforts are organized under "Rajagiri Viswajyothi Vikas."



Best practices at Rajagiri Viswajyothi College are highlighted by "Rajagiri Viswajyothi Vikas," which focuses on community development and social responsibility, and "Dhrithi," which promotes environmental sustainability and eco-friendly practices.

Rajagiri Viswajyothi College of Arts and Applied Sciences' dedication to gender equity, environmental sustainability, inclusivity, and value-based education underscores its commitment to fostering a holistic and responsible academic environment.

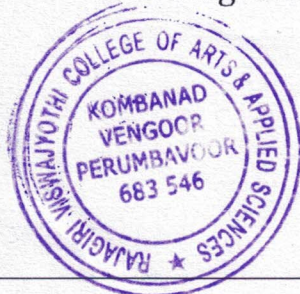
RECOMMENDATIONS

Criteria 1 - Curriculum Aspect

1. **Enhance Value-Added Courses:** Increase the number and variety of certificate and value-added courses/MOOCs to ensure broader coverage of emerging areas and higher student engagement. This will increase the percentage of students benefitting from such courses.
2. **Strengthen Industry Collaborations:** Expand the scope of internships and industrial visits by forging more industry partnerships. This could include mandatory internships for all students and regular industry-led workshops or seminars.
3. **Feedback Mechanism Improvement:** While RVCAS has a robust feedback mechanism, consider introducing an annual report summarizing feedback received and the action taken. This could be shared with all stakeholders to ensure transparency and continuous improvement.

Criteria 2 - Teaching - Learning and Evaluation

1. **Expand Experiential Learning:** Increase opportunities for hands-on learning by introducing more lab-based courses, fieldwork, and industry-sponsored projects. Encourage faculty to integrate real-world challenges into coursework.



2. Adopt Advanced Teaching Technologies: Implement AI-driven personalized learning platforms to complement traditional teaching methods. This would cater to diverse learning paces and styles, ensuring all students benefit optimally.

3. Strengthen OBE Implementation: Regularly assess the OBE system's effectiveness through faculty workshops and student feedback. Adjust learning outcomes and assessment criteria based on evolving industry standards and academic goals.

Criteria 3 – Research, Innovations, and Extension

1. Boost Research Funding: Encourage faculty to apply for more national and international research grants. Provide internal seed funding to support pilot studies, which can later attract larger external funding.

2. Promote Interdisciplinary Research: Foster collaborations across departments to tackle complex, real-world problems. Create a central research hub where interdisciplinary teams can work together.

3. Expand Extension Programs: Increase the number of community-based projects, particularly those that align with the Sustainable Development Goals (SDGs). This will enhance the institution's social impact and student learning experience.

Criteria 4 – Infrastructure and Learning Resources

1. Upgrade ICT Facilities: Continue investing in cutting-edge ICT tools and infrastructure. Ensure all classrooms are equipped with the latest technology, such as smart boards and high-speed internet. Regularly update the LMS to incorporate new features that enhance teaching and learning.

2. Enhance Library Resources: Expand the digital library with more subscriptions to international journals and databases. Introduce a regular training program for students and faculty on effectively utilizing these resources.

3. Improve Sports and Cultural Facilities: Consider adding more specialized facilities, such as a swimming pool, or dedicated spaces for drama and fine arts, to cater to diverse student interests.

Criteria 5 – Student Support and Progression



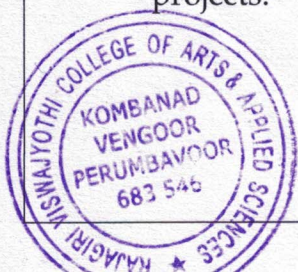
1. **Expand Scholarship Opportunities:** Partner with more non-governmental organizations and alumni to increase the number of scholarships available to students. This could help in supporting more students financially.
2. **Enhance Career Services:** Develop a comprehensive career services center that offers not only placement support but also continuous career development resources, including resume workshops, interview preparation, and networking events.
3. **Strengthen Alumni Engagement:** Create more opportunities for alumni to mentor current students. This could include an annual alumni day with workshops and lectures from successful alumni in various fields.

Criteria 6 - Governance, Leadership, and Management

1. **Strengthen E-Governance:** Further enhance the E-Governance systems by integrating AI-based tools for predictive analytics in student admissions, performance tracking, and resource management.
2. **Expand Faculty Development Programs:** Introduce more specialized FDPs focused on leadership skills, research methodologies, and emerging trends in higher education. This would empower faculty to take on greater leadership roles.
3. **Regular Audits and Reviews:** Increase the frequency of internal audits and introduce peer reviews for administrative and academic processes to ensure continuous improvement and adherence to best practices.

Criteria 7 - Institutional Values and Best Practices

1. **Expand Gender Sensitization Programs:** Introduce more interactive sessions, such as role-playing and scenario-based learning, to enhance the effectiveness of gender sensitization efforts.
2. **Enhance Sustainability Initiatives:** Expand the scope of the green campus initiatives by setting measurable targets, such as reducing energy consumption by a certain percentage each year. Consider establishing a Green Office to oversee sustainability projects.



3. Foster Inclusivity: Improve accessibility further by ensuring all facilities are Divyangjan-friendly. This could include tactile paths, more elevators, and voice-assisted tools in the library and labs.

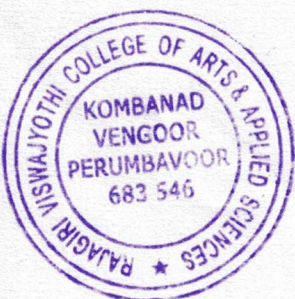
These recommendations aim to strengthen RVCAS's position as a leader in higher education by enhancing its academic, research, and community engagement efforts while ensuring continuous improvement across all aspects of the institution's operations.

CONCLUSION

In conclusion, the detailed recommendations for Rajagiri Viswajyothi College of Arts and Applied Sciences (RVCAS) focus on several key areas to enhance the institution's overall performance and reputation. By improving curriculum aspects such as value-added courses and industry collaborations, RVCAS can increase student engagement and real-world readiness. Expanding experiential learning and adopting advanced teaching technologies will further enrich the learning experience.

Strengthening research funding and promoting interdisciplinary projects will foster innovation, while enhancing infrastructure and resources will provide students with better facilities and support. Expanding scholarships and career services will improve student support and progression, and bolstering governance and management practices will ensure effective operations. Finally, enhancing institutional values such as gender sensitization and sustainability will promote a more inclusive and environmentally conscious campus.

These comprehensive measures aim to elevate RVCAS as a leader in higher education, ensuring its continued growth and impact.



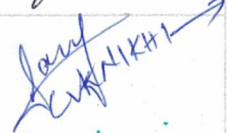

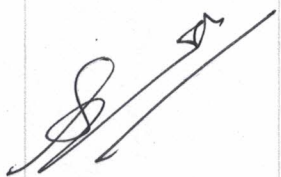


A handwritten signature in blue ink, appearing to read "Joy P. Joseph".

Joy.P.Joseph, Ph.D
PRINCIPAL
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CERTIFICATE

We hereby certify that the academic audit for the year 2023-2024 was conducted in accordance with the prescribed norms and that the findings and recommendations are presented accurately.

Sl No.	Name	Signature
1.	Dr Sr. Shemi George, Principal, Morning Star Home Science College, Angamaly	
2.	Ms Leena K Joseph , IQAC Coordinator, Morning Star Home Science College, Angamaly	
3.	Mr. Nikhil N K, Audit Committee Member, Rajagiri College of Social Sciences, Kalamassery	
4.	Dr. Joy P Joseph, Principal, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor	
5.	Mr. Solymon V L, IQAC Coordinator, Rajagiri Viswajyothi College of Arts and Applied Sciences, Perumbavoor	



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