

Academic and Administrative Audit Report

Action Taken Report - 2019-2020

Action Taken Report (Solutions) Based on Observations and recommendations

1. Syllabus Management: A hard-bound copy of the syllabus has been created for all departments. The department coordinator ensures regular updates.
2. Academic Calendar and Minutes: Correlation between the academic calendar and meeting minutes has been established. Calendar updates are made quarterly.
3. Course Plans: Course plans now include the year of admission and semester details. A single course file is shared among teachers for each course.
4. Document Collection: Completed course files, along with samples of assignments and exams, are collected and filed after each semester by department coordinators.
5. Remedial Coaching: A proper syllabus for remedial coaching has been prepared. Programs for slow and advanced learners are now documented with specific learning outcomes.
6. ICT Integration: All classrooms are equipped with ICT tools, and teachers are trained in their use.
7. Mentorship: A mentor-to-student ratio of 1:20 has been implemented, with monthly reviews of mentoring records.
8. Faculty Development: Teachers are required to attend at least one FDP and seminar annually.
9. Feedback and Meetings: Stakeholder feedback and parent-teacher meeting registers are maintained and reviewed periodically.
10. Digital Resources: An online drive has been created to store educational videos and related materials for student access.

Student Welfare

1. Mentoring Policies: Mentoring policies have been established in all departments, with regular reviews. A welfare officer and coordinator have been appointed to oversee implementation.

Collaboration and Allied Activities



1. Partnerships: Collaborations with other colleges and corporates are in progress to enhance opportunities for students and faculty. National and international partnerships are being explored for exchange programs.

Placement and Allied Activities


1. Training and Guidance: In-house placement training sessions and career guidance programs have been organized. Additional workshops on interview etiquette are being conducted regularly.


Department-Specific Solutions

- English: On-the-job training and student seminars are being introduced to enhance practical learning.
- Commerce: A department fest and student presentation series have been initiated to promote student engagement.
- Business Administration: Industrial visits are now mandatory each semester, with more industry-specific assignments integrated into the curriculum.

These actions address the observations from the academic audit, ensuring continuous improvement in academic and administrative processes.




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