

Academic and Administrative Audit Report

Action Taken Report - 2021-2022

Action Taken Report (Solutions) Based on Observations and recommendations

Extensions and Allied Activities

1. Activity Reports Submission: All extension activities are now documented, and reports are submitted to IQAC regularly. This includes detailed descriptions, outcomes, and photographic evidence of the activities.
2. Improvement in Activities: There has been a notable increase in the number and quality of extension activities, particularly those aimed at rural development.

Student Welfare

1. Mentoring Process: The mentoring process has been successfully implemented across departments. Regular reviews are conducted to ensure effectiveness.
2. Recreational Activities: To improve student welfare, recreational activities, including sports and cultural programs, have been introduced.
3. Yoga Sessions: Regular yoga sessions have been scheduled to promote physical and mental well-being among students.

Collaboration and Allied Activities

1. Collaboration Reports: Collaboration with industries and institutions has been enhanced. Reports of these activities, along with photographs and attendee lists, are now regularly prepared and submitted to IQAC.

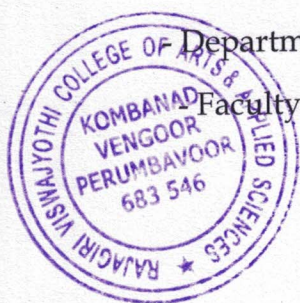
Placement and Allied Activities

1. Placement Improvement: The placement cell has intensified efforts, including organizing more training sessions on resume building and interview skills. Placement data shows a positive trend, and further improvements are anticipated.

Department-Specific Solutions

Department of English:


Faculty profiles have been organized and filed.




- The academic calendar has been updated and posted in the staff room.
 - Course plans have been reviewed, and HoDs have ensured that they are kept up to date.
 - PTA meeting registers are now maintained.
 - Semester result analyses are properly sealed, signed, and filed.
- Department of Commerce:
- Faculty profiles are filed.
 - Academic calendar updates are visible in the staff room.
 - PTA meeting registers have been initiated.
 - Result analyses have been updated with the necessary seals.
- Department of Business Administration:
- Meeting minutes now include all required signatures.
 - Faculty profiles are properly filed.
 - Course plans have been reviewed and updated.
 - PTA meeting registers have been established.
 - Semester result analyses are now sealed, signed, and filed.

These actions have been implemented to address the specific observations noted during the academic audit, ensuring continuous improvement in the institution's academic and administrative processes.




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


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