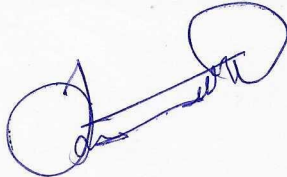


Action Taken Report

Action Taken Report on the IQAC Meeting held on January 18, 2020

Proposal submitted to the management for approval.

1. Procurement of smart boards and LCD projectors. Providing training sessions planned for faculty on the use of smart boards and projectors. Financial Support for External FDP:
2. Proposal submitted to the management for approval of financial aid and process for applying for duty leave. Communication sent to faculty regarding upcoming opportunities and support available.
3. Maintenance of Faculty Files: New system for faculty profile maintenance developed. Regular audits planned to ensure profiles remain updated.
4. The February AAA audit highlighted both strengths and areas for improvement within the organization. Immediate actions were taken to address identified deficiencies, ensuring continued adherence to AAA standards. Long-term actions have been initiated to sustain compliance and enhance operational efficiency across all departments.



IQAC Coordinator



Principal

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Action Taken Report

Action Taken Report on the IQAC Meeting held on October 19, 2019

- Recommended to the college Management the enhancement of infrastructure by:
 - Constructing a new hostel for girls equipped with modern amenities.
 - Establishing a new canteen and cafe area to cater to dining and social needs. Management has identified a suitable location on campus that meets accessibility and space requirements for the new facility.
 - Detailed plans for the layout, design, and construction of the new canteen and cafe area have been developed. This includes modern amenities, increased seating capacity, and dedicated social areas.
 - Funds have been allocated from the college budget to cover construction costs, equipment procurement, and furnishings necessary for the new facility.
 - A timeline has been established to guide the implementation process, ensuring that the new canteen and cafe area is operational within the specified timeframe.
 - Communication strategies have been devised to inform and engage students, faculty, and staff throughout the implementation phase. This includes seeking feedback on design concepts and ensuring transparency in decision-making
 - Beautifying the campus through fencing, tiling, surfaced room, new entrance with security room, gardening, and tree planting initiatives.
 - The Facilities Management team has identified suitable locations on campus that are conducive to the growth of bamboo and will provide the necessary environmental benefits.
 - A detailed plantation plan has been developed in collaboration with our Environmental Science Expert Dr. Joy P Joseph the Principal RVCAS. This



includes selecting appropriate bamboo species, planning the layout of the garden, and ensuring sustainable maintenance practices.

- Budgetary provisions have been made to procure bamboo plants, necessary gardening tools, and materials required for initial planting and ongoing maintenance by the management.
- Communication and awareness campaigns will be launched to engage students, faculty, and staff in the initiative. This will include educational sessions on the benefits of bamboo, workshops on sustainable gardening practices, and opportunities for volunteer participation.
- A monitoring framework has been established to track the growth of the bamboo garden, assess its impact on campus air quality, and gather feedback from stakeholders to continuously improve the initiative.



IQAC Coordinator



Principal

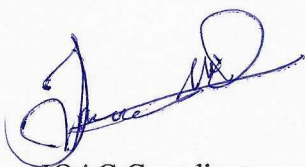
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Action Taken Report

Action Taken Report on the IQAC Meeting held on July 10, 2019

1. Criteria were allocated successfully to the respective heads as per the decision made.
2. A feedback collection system has been established and is currently operational within the college. It is recommended to continue using this system, collecting feedback at the end of each semester to gather student input on teaching and learning experiences.
3. Self-appraisal forms were distributed to all teachers and collected by the semester's end. These forms were reviewed to identify professional development needs.
4. Various certificate courses and add-on programs were planned and scheduled by the respective department heads.
5. Value education sessions have been integrated into the academic schedule to promote ethical values among students.



IQAC Coordinator



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Action Taken Report

Action Taken Report of the IQAC Meeting Held on June 12, 20219

1. Formation of the Academic Council: The Academic Council has been constituted with the following members:

- Ms. Binitha PS (Convenor)
- Ms. Anju Antony (Member)
- Ms. Reema Ann Joy (Member)
- Mr. Solymon VL (Member)
- Ms. Sreeka Chandran (Member)

Action Taken: The Academic Council has been officially formed as per the decision. Ms. Binitha PS has been appointed as the Convenor. The Council is now operational and will begin fulfilling its responsibilities and objectives as outlined.


2. Formation of the IQAC Committee: The IQAC (Internal Quality Assurance Cell) Committee has been constituted with the following members:

- Dr. Joy P Joseph (Principal)
- Rev. Fr. Dipin Karingen CMI (Associate Director)
- Ms. Febi Abraham (IQAC Coordinator)
- Ms. Sreeka Chandran (Member)
- Mr. Solymon VL (Member)
- Mr. Sreekala MM (Member)
- Mr. Akhil Raju (Member)
- Ms. Swedha KS (Member)
- Ms. Binitha PS (Member)
- Mr. Tennyson Thomas (Member)

The IQAC Committee has been officially constituted with the members listed above. Ms. Febi Abraham has been appointed as the IQAC Coordinator. The Committee is now active and will start its role in ensuring quality assurance and continuous improvement within the institution.

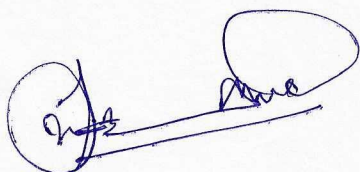

IQAC Coordinator




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Action Taken Report of the IQAC Meeting Held on May 4, 20219

- A IQAC core committee including representatives from various departments will be established in the following meeting.
- A detailed schedule and framework for the planning process was prepared and circulated before the start date of the academic planning .
- Key milestones and deliverables will be outlined to ensure timely completion of the planning process.
- Febi Abraham will be officially notified of their appointment as IQAC Coordinator.
- IQAC's role in the academic planning process will be outlined, including responsibilities for monitoring quality and ensuring adherence to standards.
- Coordination between the IQAC and the academic planning sub-committee will be established to facilitate smooth collaboration




IQAC Coordinator



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