



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

Internal Quality Assurance Cell

ACTION TAKEN REPORT

Academic year 2022-23

Submitted to

NAAC

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL





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APPLIED SCIENCES

(Affiliated to Mahatma Gandhi University, Kottayam)

Rajagiri Valley P.O., Kakkanad
Cochin - 682 039, Kerala
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

Internal Quality Assurance Cell

Action Taken Report of the meeting held on 9 June 2022

- Annual Academic Retreat for the members of the faculty was organised on 17 and 18 June 2022 at Rajagiri Business School campus at Kakkanad.
- The Academic Calendar for the year 2022-23 was finalised and distributed to all departments.
- The practice of maintaining an event register is introduced. The register is kept at the office. The teachers concerned can record their booking in the register well in advance.
- The National Service Scheme (NSS) is introduced at the college. Most of the CSR initiatives of Rajagiri Sparsh are associated with NSS. The calendar of NSS activities for the next semester is prepared.
- Regarding MoUs and Collaborations, draft MoUs are prepared. Initial contacts are made with identified institutions.

Mr. Joby Jacob
IQAC Coordinator



Rev. Fr. Ajeesh Puthussery CMI

Principal
PRINCIPAL
Rajagiri College of Management & Applied Sciences
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Action Taken Report of the meeting held on 4 August 2022

- IQAC has developed a framework for regular tracking and reporting of club and cell activities. Also, a monthly reporting system to align these activities with the college's strategic goals is established. A few departments initiated planning for community outreach programs involving various clubs.
- Suggestion boxes are installed by the Grievance Redressal Cell at key locations in the campus.
- A biogas plant is installed in the campus.
- Faculty members continued the use of innovative teaching methods in their classrooms to enhance teaching and learning. Many of them have attended seminars and workshops to stay updated and deepen their understanding of these modern educational techniques.
- Discussions for introducing scholarships contributed by the Alumni Association are in progress.

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IQAC Coordinator



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Action Taken Report of the Meeting held on 15 November 2022

- IQAC circulated the NAAC Data template to all the departments.
- Departments were asked to mail the documents as per the required pathway. The seven criteria were divided among Mr. Joby Jacob, Ms. Amala Manvalan and Mr. Jithu Tom Eapen for easy coordination and updation.
- Ms. Juby George was asked to regularly check the OBE mapping of the departments and guide the confusions that may arise from the very start of the programmes.
- IPR cell was constituted with Ms. Raji T as secretary and Ms. Jesmi Jacob and Ms. Ardra C Michael as members.

Mr. Joby Jacob
IQAC Coordinator



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Action Taken Report of the Meeting held on 28 January 2023

- Many orientation sessions on placement opportunities and job enhancement were conducted.
- New feedback with the discussed changes were circulated.
- IQAC shared the template with the departments for document submission and Interim academic audit was conducted.
- University results were recorded and forwarded to the management.
- Departments collected different Faculty Development Programmes attended by the staff and submitted the same to IQAC.

Mr. Joby Jacob
IQAC Coordinator



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