



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 2019-20

Submitted to

NAAC

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL





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(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 meeting held on 17th May 2019

1. Mr. Joby Jacob, IQAC Coordinator and Ms. Amala Manavalan were entrusted with the drafting of the academic calendar.
2. All head of departments will be submitting the action plan and timetable to IQAC.
3. Admission cell was constituted.
4. Intra collegiate Literary fest SOLASTA will be conducted on 19th June 2019.
5. Deeksharambham will be conducted on 22nd June 2019 and necessary committees are formed.
6. Mr. Joby Jacob was appointed to circulate the guidelines for anti-ragging practices. Anti-ragging sessions for second and final year students were decided to be conducted.

Mr. Joby Jacob
IQAC Coordinator



Rev Fr A J Saviance CMI
Principal

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Action Taken Report of meeting held on 15th July 2019

1. Applications for financial aid was circulated.
2. OBE Committee was formed and an OBE introductory class will be conducted.
3. Departments were asked to submit mentor-mentee list.
4. NAAC champion and co-champions were selected for each criterion.
5. The updated faculty profile was verified by the IQAC.
6. Anti ragging committee, SC/ST monitoring cell and equal opportunity cell were constituted.

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Action Taken Report of meeting held on 3rd August 2019

1. OBE Committee was formed and it was decided that an OBE introductory class will be conducted.
2. Parent teacher meeting was conducted by the different departments.
3. The Onam celebration, entitled as 'Aaravam 2019' will be conducted on 5 September 2019 and 6 September 2019.
4. Gender audit report should be submitted to principal within a week.
5. Several teachers registered for PhD.

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Action Taken Report of meeting held on 4th November 2019

1. The Christmas was to be celebrated on 20th December 2019.
2. Ms. Nileena Sasidaran was to coordinate the Alumni activities.
3. An orientation session on Google Classroom Practices was to be conducted on 5 November 2019 for the faculty members of the department by Ms. Neethu Maria Jose.
4. A detailed NAAC orientation will be given by Ms. Amala Manvalan and Mr. Jithu Tom Eapen.
5. CSR activities of various departments were evaluated and verified.

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Action Taken Report of meeting held on 6th January 2020

1. Arts fest SARGANJALI will be conducted on 13th and 14th February 2020
2. Ms. Sangeetha Jose conducted a session for faculty on Understanding Educational Psychology.
3. Clubs will be submitting reports within two days.
4. 2d and 3d animation labs and mini seminar hall were inaugurated on 4 February 2020.
5. The department published a book titled Aloite 2k19 on 25 February 2020.
6. Merit Evening will be conducted on 25 February 2020

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Action Taken Report of meeting held on 12th March 2020

1. The departments will submit the necessary documents and activity report to the IQAC within three days.
2. Value education courses will be introduced from next academic year.
3. Club coordinators will be submitting report to Mr. Jithu Tom Eapen.
4. All the staff will be submitting the appraisal documents to Ms. Amala Manavalan.
5. The Academic and Administrative Audit is decided to be conducted internally with a team comprising senior faculty and the Principal.

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