



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

## Criterion VI Governance, Leadership and Management

### **RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

**6.5**

## **Internal Quality Assurance System**

**6.5.1**

### **Reviews Teaching Learning Process**

Submitted to



## Reviews Teaching Learning Process

The Internal Quality Assurance Cell (IQAC) at Rajagiri College of Management and Applied Sciences plays a pivotal role in maintaining and enhancing the quality of the teaching and learning process by systematically reviewing practices, utilizing technology and providing comprehensive support and assessment strategies. The role of the Internal Quality Assurance Cell (IQAC) in reviewing and ensuring the quality of the teaching and learning process here involves three critical functions; RISE (RCMAS Integrative and Sustainable Education), Auditing and Reviewing and Incremental Improvements and Augmentations.

1. **RISE (RCMAS Integrative and Sustainable Education):** RISE encompasses all the activities and principles on which the vision and mission of our college is instituted that aim to nurture students both academically and personally.

### 1.1 Deeksharambham

**Deeksharambham** is the initiation ceremony for the newly joined students welcoming them to the Rajagiri family. This induction ceremony emphasizes on the values, traditions and principles followed in the college giving an insight to parents and students into the vision and mission of Rajagiri College of Management and Applied Sciences.

Orientation Programmes are provided to ensure that the new students are effectively introduced to the institution's culture, academic expectations and available resources. This program aims to facilitate a smooth transition for students into college life.

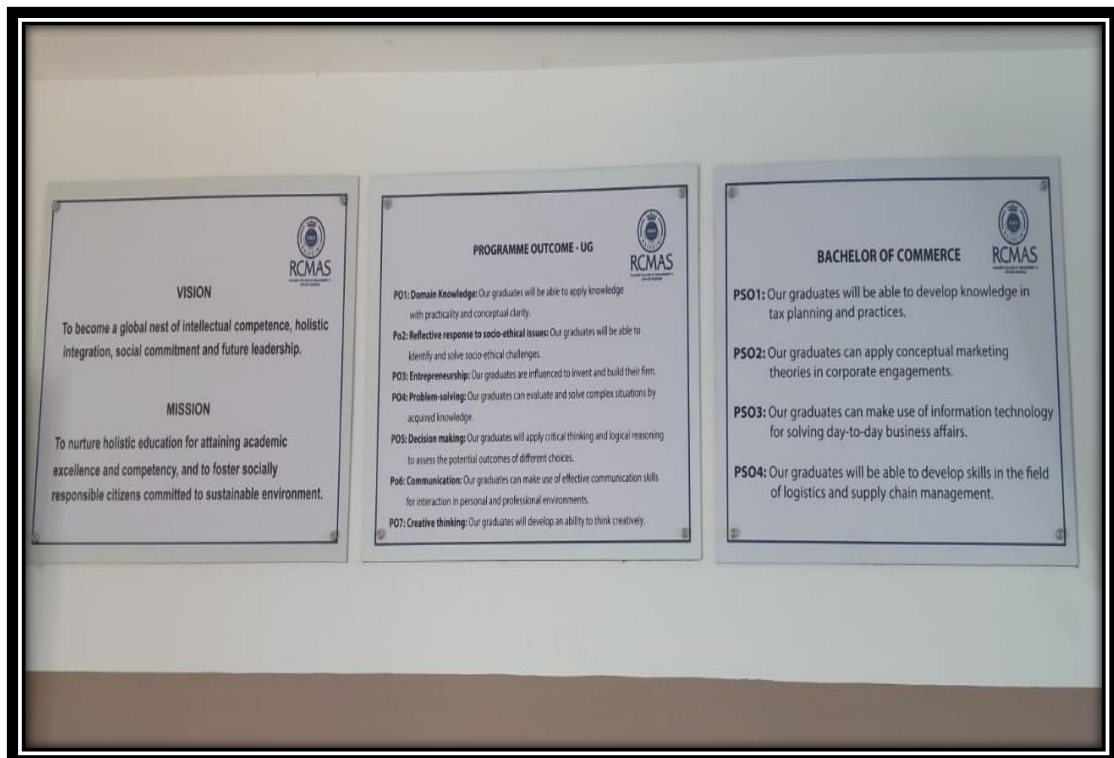


Sample Photo of Deeksharambham and Orientation Programs

## 1.2 Formulation and Guidance of Learning Outcomes

Implementation of OBE: Outcome-Based Education (OBE) is the key framework adopted by RCMAS to ensure that graduates possess the knowledge, skills, and attributes necessary for success in their chosen fields. OBE at RCMAS places the learner at the centre of the educational process, focusing on the achievement of specific learning outcomes aligned with program objectives and industry needs. The learning outcomes are aligned with the expectations of various stakeholders, including students, employers, industry, regulatory bodies, and society at large, to ensure relevance and effectiveness.

- **Programme Educational Objectives (PEOs):** Develops and oversees PEOs, which define the broad goals that a program aims to achieve for its graduates, such as skills, knowledge, and competencies.
- **Program Specific Outcomes (PSOs):** Establishes PSOs, detailing the specific abilities or skills students are expected to acquire upon completing a program. These are often more targeted and aligned with industry needs.

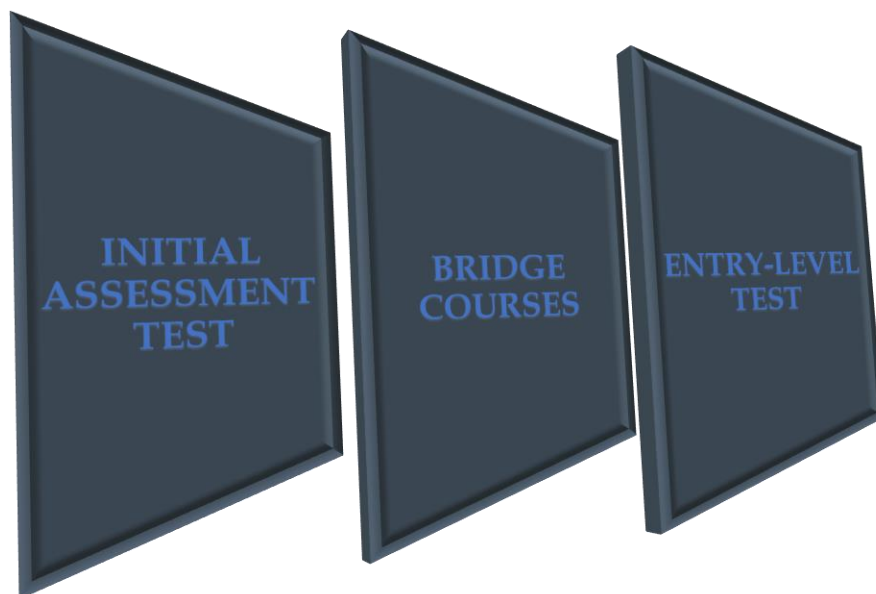


Sample Photo of PO and PSO displayed in classroom

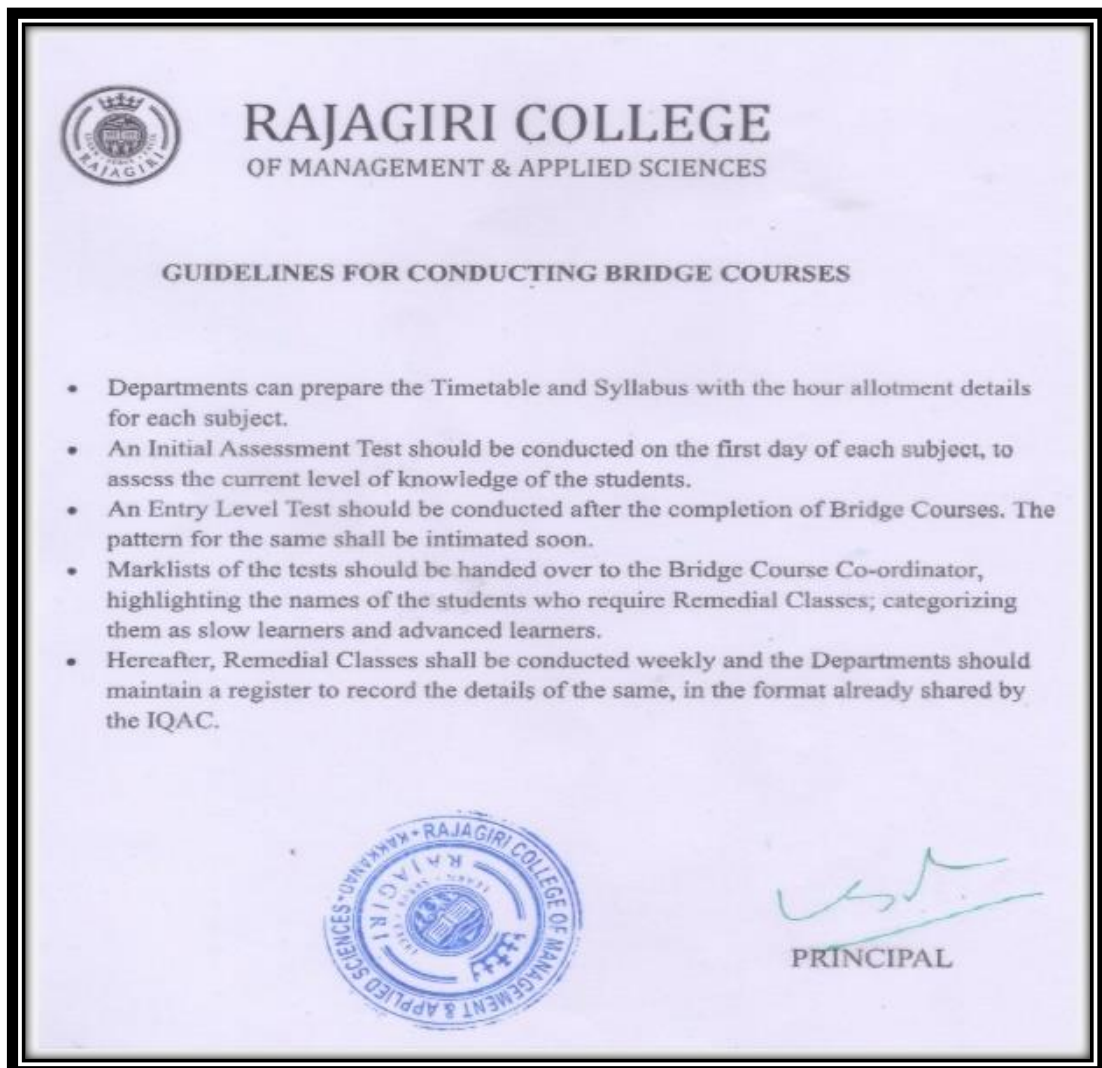
- **Program Outcomes (POs):** Ensures that POs are defined clearly for each program, covering the competencies and knowledge areas that students should achieve by the end of the program.
- **Course Outcomes (COs):** Guides the development of COs for all courses, specifying what students should learn and be able to do upon completing each course, ensuring alignment with POs and PSOs.

### 1.3 Supervision of Initial Assessments and Courses

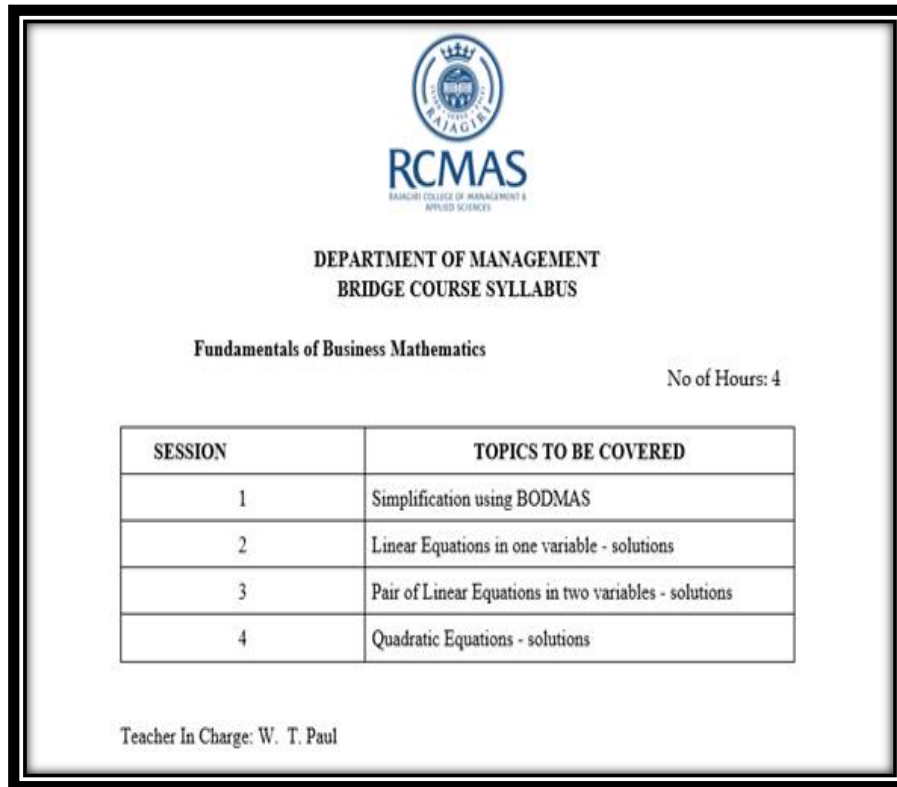
Bridge courses are designed to fill the gaps in knowledge and build a strong foundation before advancing to more complex topics. They are tailored to address specific areas where learners struggle, providing targeted support and making the learning process more efficient. This ensures that learners have the necessary background to understand new material effectively. These assessments provide immediate feedback to both learners and instructors, highlighting areas of strength and those needing further review which allows for timely adjustments to the learning plan.




- **Initial Assessment Test:** Tests to gauge students baseline knowledge and skills, helping in the identification of learning needs and tailoring instruction accordingly.
- **Bridge Courses:** Bridge courses to address gaps in students' knowledge and ensure a smooth transition into more advanced coursework.
- **Entry-Level Test:** Entry-level tests to assess students' readiness for the curriculum and adapt teaching methods to meet diverse learning needs.



Sample Photo of Guidelines for Bridge Courses



  
**RCMAS**  
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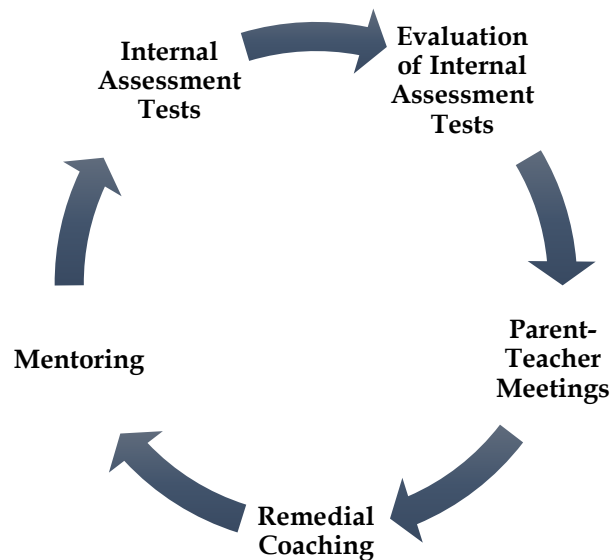
**DEPARTMENT OF MANAGEMENT  
BRIDGE COURSE SYLLABUS**

**Fundamentals of Business Mathematics** No of Hours: 4

SESSION	TOPICS TO BE COVERED
1	Simplification using BODMAS
2	Linear Equations in one variable - solutions
3	Pair of Linear Equations in two variables - solutions
4	Quadratic Equations - solutions

Teacher In Charge: W. T. Paul

**Sample Photo of Bridge Course Syllabus of Business Mathematics**



**Cyclic Process of Assessment and Remediation**

#### 1.4 Assessment and Remediation

Assessment and Remediation are cyclic process that collectively contribute to a comprehensive review and enhancement of the teaching-learning process. They provide multiple layers of support, and adjustment, which are essential for optimizing educational outcomes and ensuring that students receive the best possible learning experience.

- **Internal Assessment Tests:** Internal assessments are prepared based on Bloom's Taxonomy to measure various levels of cognitive skills and understanding. Two Internal Assessment Test are conducted every semester to evaluate students learning progression. Internal assessments provide regular checkpoints to gauge students' understanding and retention of the material. This helps in identifying areas where students might be struggling and allows for timely intervention. By identifying and addressing gaps in understanding through internal assessments, teachers can reinforce learning and ensure that students grasp essential concepts before moving forward.

B.Com II SEMESTER			
Date	Day	Time	Subject
18.03.2024	Monday	09:00 am to 10:30 am	English – Issues That Matter
		11:30 am to 01:00 pm	Second Language
19.03.2024	Tuesday	09:00 am to 10:30 am	Financial Accounting – II
		11:30 am to 01:00 pm	Business Regulatory Framework
20.03.2024	Wednesday	09:00 am to 10:30 am	Business Management
		11:30 am to 01:00 pm	Principles of Business Decisions

**Sample Photo of Time Table of First Internal Assessment of Second Semester**



**Subject : ENGLISH-II : ISSUES THAT MATTER (EN2CCT03)**

Sl No	Roll No	Register No	Name of Candidate	Hours Attended	Attendance		ASSIGNMENT -1		IAT-1		IAT-2		Total
					%	Max.5	Max.5	Max.5	Obt.40	Conv.5	Obt.40	Conv.5	
1	MIT231501	230021066277	AADITH VINOD	83	97.65	5	5	32	4.5	31	4	18.50	
2	MIT231502	230021066278	ABHINAV A NAIR	79	92.94	5	5	29	4	31	4	18.00	
3	MIT231503	230021066247	ADITHYA UNNI	83	97.65	5	5	30	4	32	4.5	18.50	
4	MIT231504	230021066280	ADITYA PRAMOD	73	85.88	4	5	30	4	29	4	17.00	
5	MIT231505	230021066281	ALAN SABU	74	87.06	4	5	28	4	27	3.5	16.50	
6	MIT231506	230021066248	ALDRIN JOY	74	87.06	4	5	25	3.5	25	3.5	16.00	
7	MIT231507	230021066249	ALEENA XAVIER	77	90.59	5	5	25	3.5	33	4.5	18.00	
8	MIT231508	230021066282	ANITTA THANKACHAN	83	97.65	5	5	35	4.5	36	5	19.50	
9	MIT231509	230021066283	ANJANA PRINS	82	96.47	5	5	36	5	36	5	20.00	
10	MIT231510	230021066284	ANN MARY SAJAN	83	97.65	5	5	25	3.5	32	4.5	18.00	
11	MIT231511	230021066250	ANNA BIJU	80	94.12	5	5	33	4.5	34	4.5	19.00	
12	MIT231512	230021066285	ANNA ROSE NEAL	83	97.65	5	5	36	5	35	4.5	19.50	
13	MIT231513	230021066251	ANNMARIA PRAKASH	77	90.59	5	5	31	4	32	4.5	18.50	
14	MIT231514	230021066286	ANNU JOHN	78	91.76	5	5	36	5	35	4.5	19.50	
15	MIT231515	230021066287	ANU SREE	82	96.47	5	5	33	4.5	35	4.5	19.00	
16	MIT231516	230021066288	ASHIK S	76	89.41	4	5	28	4	27	3.5	16.50	
17	MIT231517	230021066289	ASHWIN S	81	95.29	5	5	26	3.5	35	4.5	18.00	

<https://mcampus.rajagiricollege.edu.in/Admin/InternalMarkReport> 1/4

**Sample Photo of Form A of English Internal Mark list**

15-02-2023/5.13 AM

Form B (To be submitted to the University)

**MAHATMA GANDHI UNIVERSITY**  
KOTTAYAM - 686 560  
(Established by Kerala State Legislature by Resolution No. 343 of 1963. It is deemed to have been established from April 1965)  
INTERNAL ASSESSMENT FOR UNDER GRADUATE PROGRAMME - CBCES (2016 ADMISSION ONWARDS)  
Name of College: **RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES, KAKKANAD** Semester: **THIRD**  
Programme: **BCA 2021-24 BATCH**

Sl. No.	Reg. No.	Name of Candidate	ADVANCED STATISTICAL THEORY @20	OPERATING SYSTEMS THEORY @20	DATA STRUCTURE USING C++ THEORY @20	COMPUTER GRAPHICS THEORY @20	MICROPROCESSOR AND PC HARDWARE THEORY @20	SOFTWARE LAB @20	SIGNATURE
1	210021089195	AARABH S	16	15	15	15	15	12	
2	210021089196	AARLENE GEORGE JINU	13	12	13	13	13	9	
3	210021089197	AASHNA RAHMAN	20	20	17	19	17	13	
4	210021089198	ASHINAV SREEKUMAR	17	16	16	15	16	12	
5	210021089199	ADARSH KRISHNA V	14	14	13	15	14	13	
6	210021089200	ADHARVA LUMMER	30	19	19	19	17	13	
7	210021089201	ADWARYA F V	19	18	17	17	17	13	
8	210021089202	AJHIL S	15	16	17	17	17	13	
9	210021089203	ALEX LISON	11	14	15	15	15	18	
10	210021089204	ALEXIN SHELMON	19	19	18	19	18	16	
11	210021089205	ALEX PRAM	19	14	17	15	15	16	
12	210021089206	ALTHAF SHAJAHAN	9	12	13	10	13	12	
13	210021089207	AMAN MATHEW ZACHARIA	12	13	15	14	13	12	
14	210021089208	ANN MARIYA SABU	19	19	19	19	17	17	
15	210021089209	ANNA BENNY	14	17	15	15	15	15	
16	210021089210	ANU STEPHEN	20	20	19	20	19	19	
17	210021089211	ARJUN THAMR	18	18	18	18	17	20	
18	210021089212	ASHFAQ K S	19	17	17	17	17	20	
19	210021089213	ASRA MEHRIN CR	17	19	19	19	19	15	
20	210021089214	ATHULLA	13	17	16	16	16	17	
21	210021089215	ATHULLA	16	17	16	16	16	17	
22	210021089216	BAVANA T B	14	19	18	18	18	20	
23	210021089217	BLESSY BIJU	18	19	19	19	17	18	
24	210021089218	DENN THOMAS	19	19	19	19	17	15	
25	210021089219	DERRICK JOJAN	19	19	19	19	19	20	
26	210021089220	DEVIKA R	17	19	16	16	17	19	
27	210021089221	DIAZ JENSON	15	17	15	15	16	16	
28	210021089222	FATHIMA MOHAMMED ASHRAF	9	10	13	9	8	19	
29	210021089223	FALSTINA BABU	19	18	17	17	15	16	
30	210021089224	FEBIN SABU VARGHESE	18	18	18	19	14	17	
31	210021089225	FERTEENA JOSE	16	14	15	16	15	14	
32	210021089226	GEORGE K SALJ	16	18	18	18	18	19	
33	210021089227	GEORGE S AYKARA	12	14	11	11	11	19	
34	210021089228	DREESHMA BIJU	19	20	19	19	19	19	
35	210021089229	HANNA MARIA BENNY	20	20	19	19	18	15	
36	210021089230	HARIKESH P ANIL	15	16	16	14	16	17	
37	210021089231	HASNA ABDUL NAZAR	19	19	20	20	17	15	
38	210021089232	HRIDHYA P JOSHI	20	19	17	19	17	17	
39	210021089233	HIRAN K A	8	12	14	13	14	17	
40	210021089234	JAMES GEORGE ILLIPARAMI	16	14	16	14	14	14	
41	210021089235	JEFFREY THOMAS THACHIL	20	18	18	18	18	16	

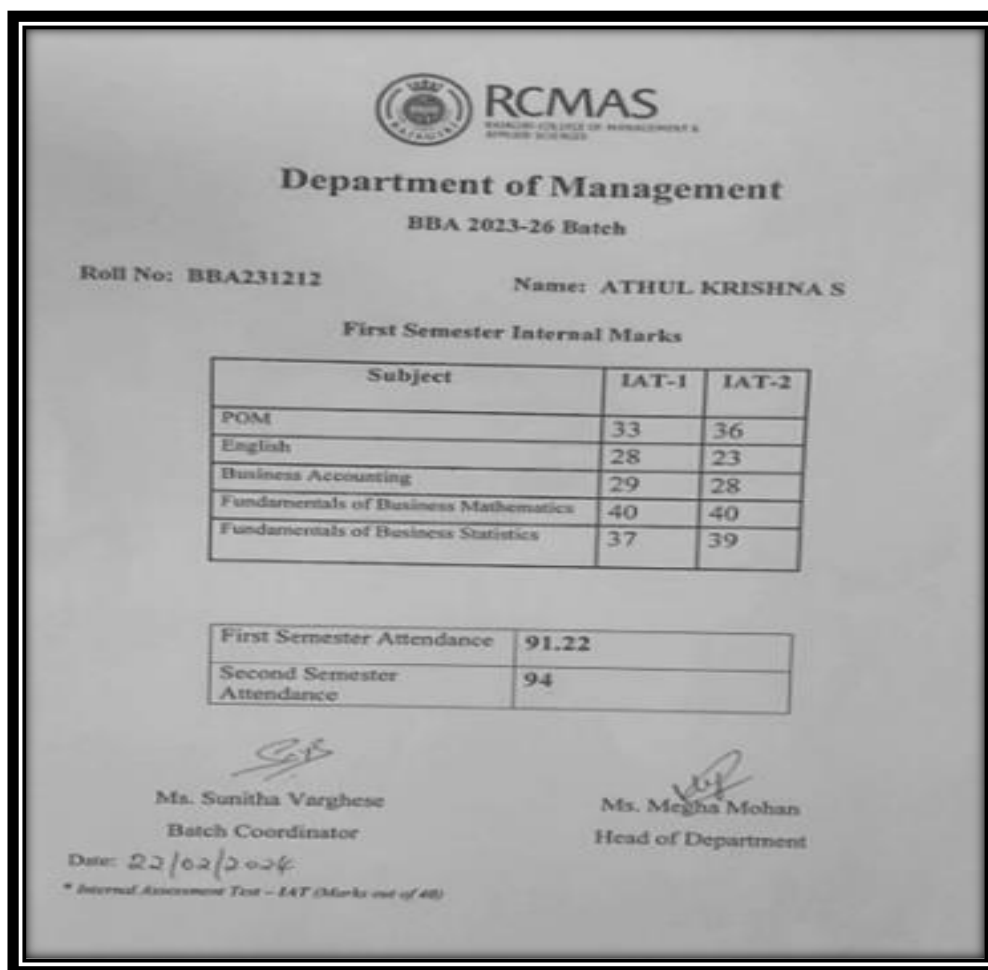
Name and signature of the Teacher(s) in charge: *Sijo Jacob*


Name and signature of the Head of the Department: *Sijo Jacob*

Name and signature of the Principal: *[Signature]*

**Sample Photo of Form B of Internal Mark list**

- Parent-Teacher Meetings:** Parent-Teacher Meetings are conducted regularly to discuss student progress, evaluation of internal assessments and address any concerns with parents, fostering a collaborative approach to student development. Parent Teachers meetings provide teachers with a broader perspective on students' performance, behaviour and any external factors affecting their learning. This alignment helps in creating a more focused approach to addressing any issues and improving overall performance. Any concerns or difficulties that might not be visible in the classroom can be discussed openly, leading to more comprehensive support for the student. Every department conduct PTM regularly for every programme after the internal assessment tests to discuss attendance, key strength and weakness of each student in every subjects.




**RCMAS**  
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**Department of Management**

BBA 2023-26 Batch


Roll No: BBA231212                      Name: ATHUL KRISHNA S


**First Semester Internal Marks**

Subject	IAT-1	IAT-2
POM	33	36
English	28	23
Business Accounting	29	28
Fundamentals of Business Mathematics	40	40
Fundamentals of Business Statistics	37	39

First Semester Attendance	91.22
Second Semester Attendance	94

  
 Ms. Sunitha Varghese  
 Batch Coordinator

  
 Ms. Megha Mohan  
 Head of Department

Date: 22/02/2024

\* Internal Assessment Test - IAT (Marks out of 40)

Sample Photo of Internal Assessment Report shared with Parents during PTM

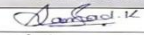
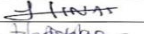
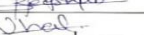
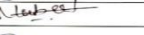






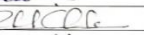


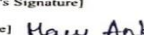
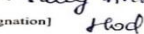
- **Remedial Coaching:** Remedial coaching is provided in the college after class hours for students who may be struggling, ensuring that they receive the help needed to succeed. Remedial coaching provides additional and targeted help to students who are struggling with specific topics or skills. This targeted support helps in addressing individual learning gaps.
- **Mentoring:** Mentoring programs are helpful to guide and support students academically and personally, contributing to their overall development. One mentor is provided to a small group of students who provide both one-on-one support, personalized advice and group strategies. Students are motivated and engaged, gets support throughout their learning journey, guidance on how to academic goals and how to stay on track.


RCMAS ATTENDANCE STATEMENT - MENTORING - ACADEMIC YEAR 2023-24								
NAME OF THE MENTOR			Diana Joseph					
Sl.No	PROGRAMME	BATCH	SEMESTER	ROLLNO	NAME OF THE MENTEE	DATE	TIME (START-END)	SIGNATURE
1	B.com.	MIC	5	MIC211462	Varsha Ajay	4/10/23	2:00-3:00	[Signature]
2	B.com	M2T	5	M2T21148	RossEISA ROY	4/10/23	2:00-3:00	[Signature]
3	B.com	M2T	5	M2T211749	Santhosa Stefan	4/10/23	2:00-3:00	[Signature]
4	B.com	M2C	3	61	MOHAN VINAS N.A	4/10/23	2:00-3:00	[Signature]
5	B.com	M2C	3	62	K.B.Mohammed Ismail	4/10/23	2:00-3:00	[Signature]
6	B.com	M2C	3	64	Ashwin M.J	4/10/23	2:00-3:00	[Signature]
7	B.com	M2T	1	19	Annex Mariya Bastian	4/10/23	2:00-3:00	[Signature]
8	B.com	M2T	1	28	Asha Katarina T.S	4/10/23	2:00-3:00	[Signature]
9	B.com	M2T	1	33	JANISA SONY	4/10/23	2:00-3:00	[Signature]
10	B.com	M2T	1	51	Saniya Susan Shriya	4/10/23	2:00-3:00	[Signature]
11	B.com	M2T	1	49	S Anoushka	4/10/23	2:00-3:00	[Signature]
12	B.com	M2T	1	47	Ravathy Vinod	4/10/23	2:00-3:00	[Signature]
13	B.COM	M2T	1	40	NADHAN N	4/10/23	2:00-3:00	[Signature]
14	B.COM	M2T	1	55	Sooraya deva	4/10/23	2:00-3:00	[Signature]
15	B.COM	M2T	1	5	Adithya Rajesh	4/10/23	2:00-3:00	[Signature]


Observation:  
Ashwin M.J has some concentration issues.  
Varsha Ajay had some exam fear.

[Signature]  
Ms. MARY ANTOY [Name]  
HOD. [Designation]  
Dept. of Commerce

Sample Photo of Mentoring Session

RCMAS				REMEDIAL SESSION ATTENDANCE - ACADEMIC YEAR 2023-24			
NAME OF THE TEACHER :		Aswathy K.M					
PROGRAMME	B.COM	BATCH		M1C			
SEMESTER	3	DATE		15/11/2023			
TIME (START-END)	2.30-4.00	TOPICS: Module 3- Profit and loss etc					
SUBJECT	Corporate Accounting						
SL. NO.	ROLL NO.	STUDENT NAME	SIGNATURE				
1	03	Abdul Amad K					
2	61	MOHAMMED HINAS NA					
3	37	MOHAMMED ZEESHAN					
4	40	Muhammed Nihal					
5	41	Nabeel K.M					
6	51	Riya Anna Aburaham					
7	35	Maanakshi Jayan					
8	06	Abramy Sreekanth					
9	52	Rukhaya Julia					
10	39	Muhammed Nabhan					
11	14	Ameenu'l Naeem					
12	15	Anandharamanathan					
13	5	Abhis Babu					
14	4	Abhai Roy					
16	50	RICHARD CHARLES					

[Mentor's Signature]   
[Name] Aswathy K.M  
[Designation] Assistant Professor

[HoD's Signature]   
[Name] Hary Antony  
[Designation] HOD

Sample Photo of Remedial Session

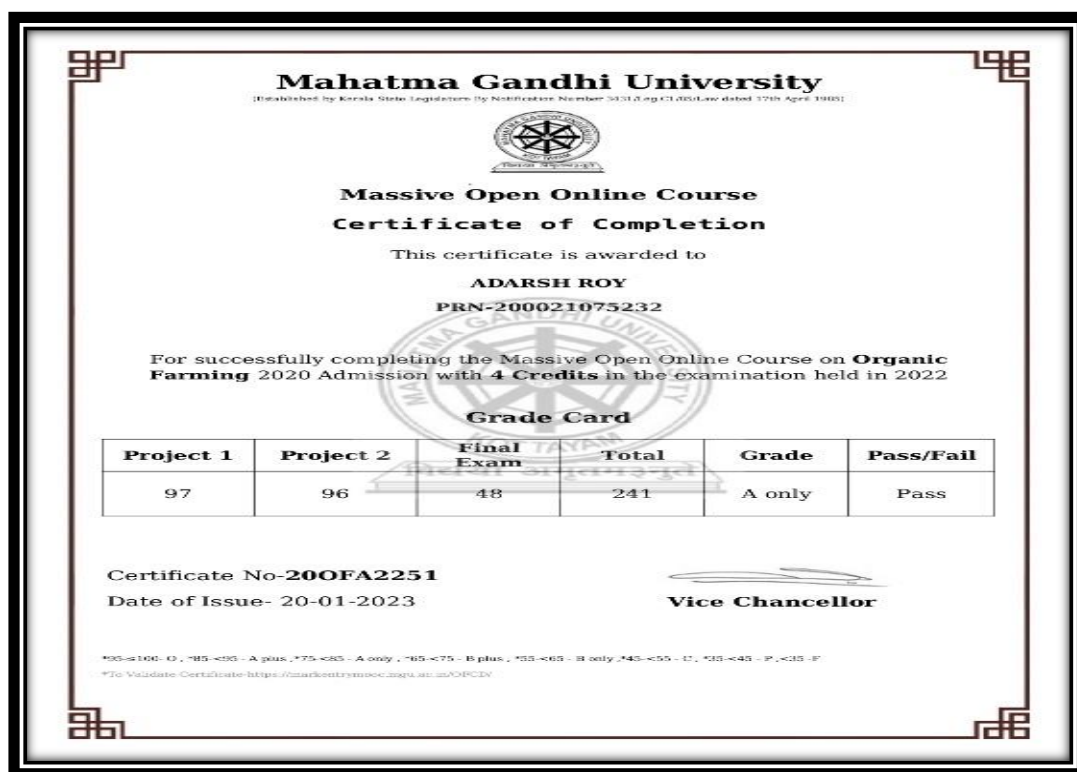
Course Name	Course Code	CO No.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3	Total count	PERCENTAGE			Attainment
			Attainment	Attainment	Attainment	Attainment	Attainment	Attainment	Attainment	Attainment	Attainment	Per EE		Per ME	Per BE		
<b>SEMESTER 1</b>																	
Discrete Mathematics - I	MM1CMT03	CO1	3										66	68.18	22.73	9.09	3
		CO2	3										66	90.91	9.09	0	3
		CO3				3								66	57.58	22.73	19.7
Basic Statistics And Introductory Probability Theory	ST1CMT31	CO1									3	4	66	59.09	33.33	7.58	3
		CO2									3	4	66	98.48	1.52	0	3
		CO3										3	4	66	48.48	31.82	19.7
Computer Fundamentals And Digital Principles	CA1CRT01	CO1									3	4	66	100	0	0	3
		CO2									3	4	66	59.09	34.85	6.06	3
		CO3									3	4	66	53.03	37.88	9.09	3
Methodology Of Programming And C Language	CA1CRT02	CO1									3	4	66	43.94	42.42	13.64	3
		CO2									2	4	66	28.79	66.67	4.55	3
		CO3									2	4	66	45.45	33.33	21.21	2
Software Lab-I	CA1CRP01	CO1									3	4	66	78.79	21.21	0	3
		CO2									2	4	66	59.09	40.91	0	3
		CO3									3	4	66	80.3	18.18	1.52	3
Fine-Tune Your English	EN1CC01	CO1						3	4				66	33.33	56.06	10.61	3
		CO2									2	4	66	43.94	56.06	0	3
		CO3							3	4				66	27.27	53.03	19.7
<b>SEMESTER 2</b>																	
Discrete Mathematics - II	MM2CMT03	CO1	1										66	30.3	24.24	45.45	1
		CO2	3										66	56.06	30.3	13.64	3

Sample Photo of OBE Attainment

- **OBE Mapping:** Utilizes Outcome-Based Education (OBE) principles to map educational outcomes with the curriculum. This involves aligning teaching methods, assessment tools, and learning activities with the desired outcomes for continuous improvement.

### 1.5 Practical Learning Experiences

- **MOOCs (Massive Open Online Courses):** Integration and effectiveness of MOOCs as supplementary to core learning components, ensuring they align with the program objectives. Till now around 1217 students have completed MOOC in organic farming.
- **Internships:** Structure and assessment of internships to ensure they provide valuable, real-world experience and contribute to students' learning and skill development.
- **Practical and Industry Project Assessment:** Assessment of practical work and industry projects, ensuring they meet educational standards and contribute meaningfully to students' learning experiences



**Sample Photo of MOOC Certificate**



Sample Photo of Project Certificate



Sample Photo of Industrial Visit of students



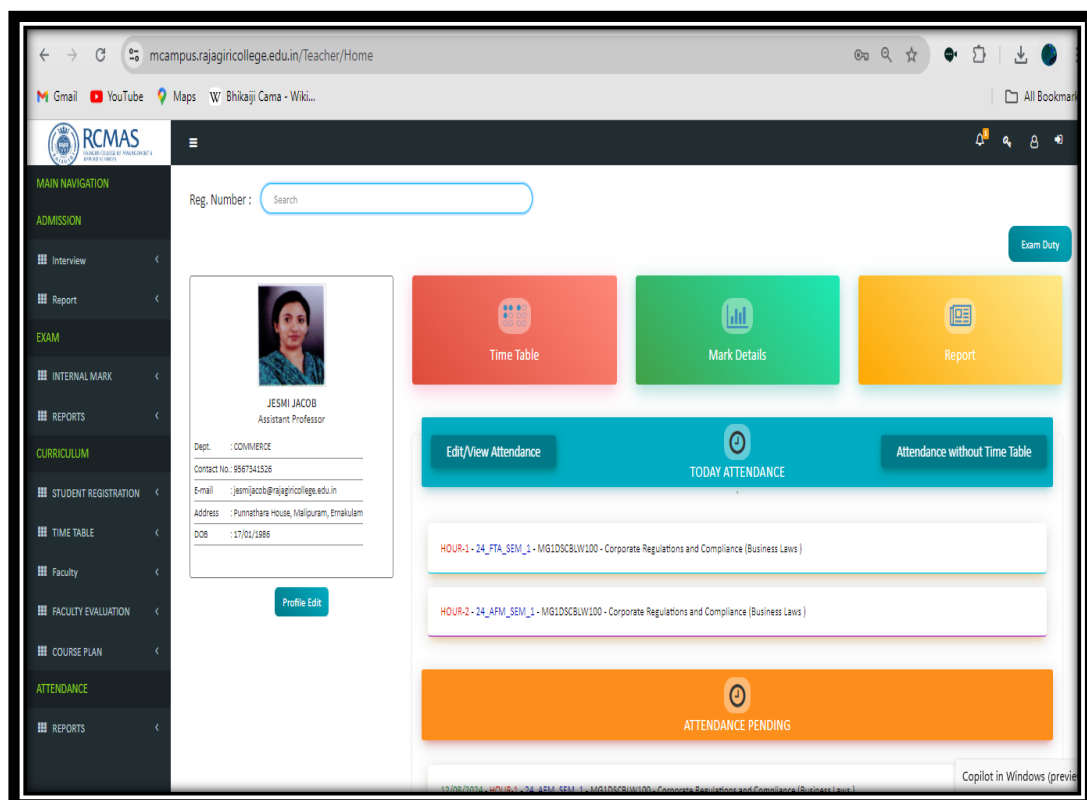
**Sample Photo of Students doing Internship at Various Firms**



**Sample of Certificate of Internship**

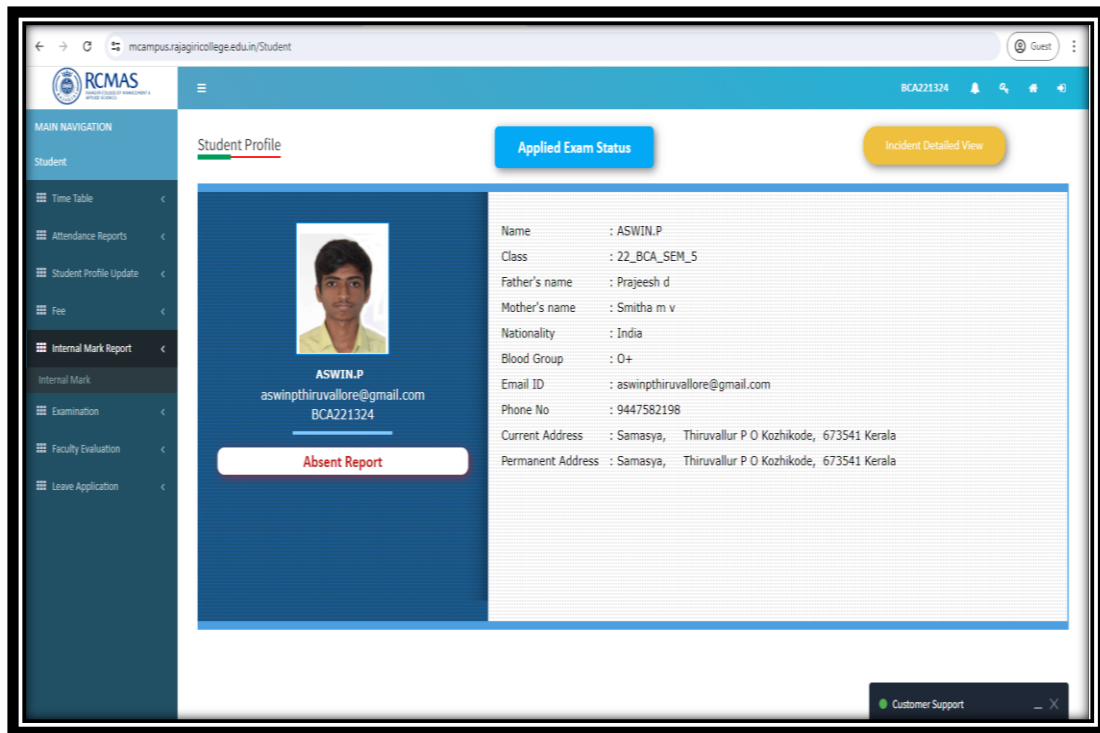
## 1.6 Enhancing Digital Support

**ERP Software (MCampus):** The college employs many ERP Tools for both academic and administrative tasks, which includes MCampus, EXMAN, LEMAN, G-Suite, Microsoft, Adobe Creative Suit, Tally, I love PDF, Canva. The college utilizes MCampus software to streamline administrative and academic processes. This includes managing student records, academic schedules, and communication. The MCampus software was developed for the college to provide students, teachers and administration with better access to information and make it convenient to enter internal exam mark, attendance entry, report student incidents and get basic information of students, attendance reports and updates on faculty evaluation. Students can access time table, attendance report, check and edit student profile, internal mark report, give faculty feedback and download leave application. The software has also been linked to exam software EXMAN which helps to allocate and track exam duties.

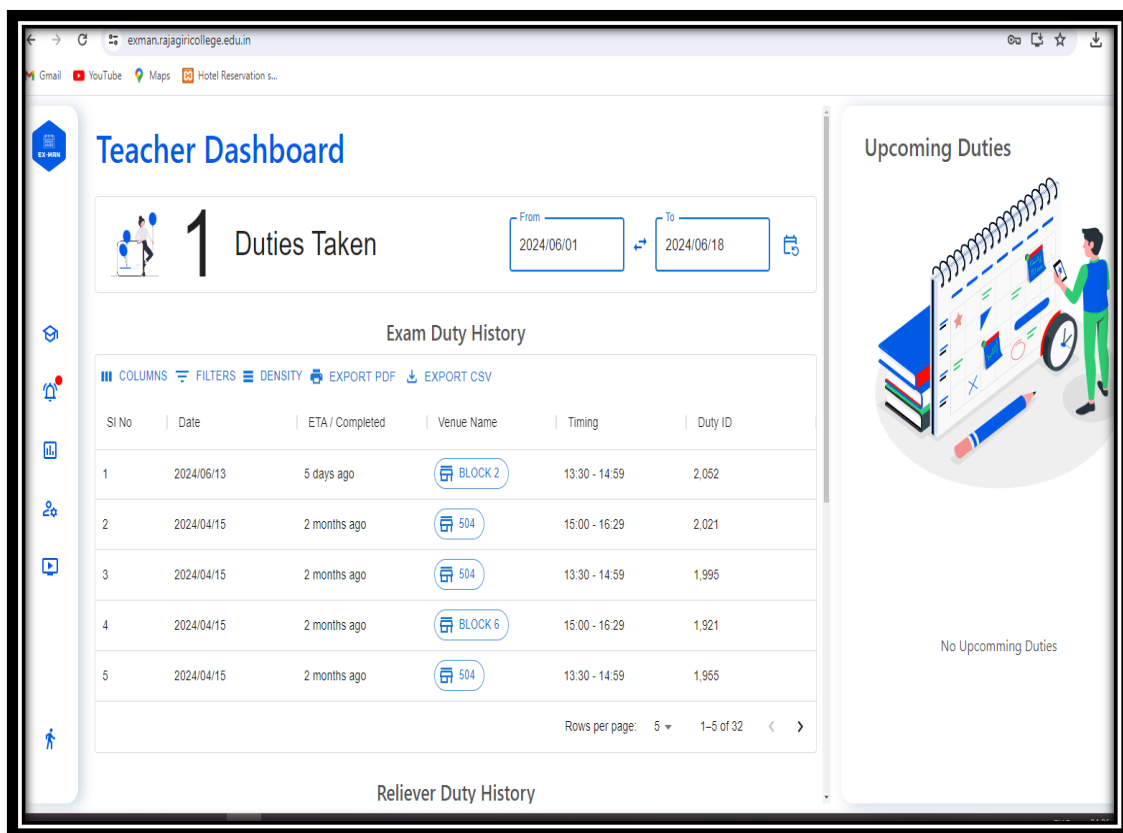


Sample Photo of Teacher Dashboard in MCampus





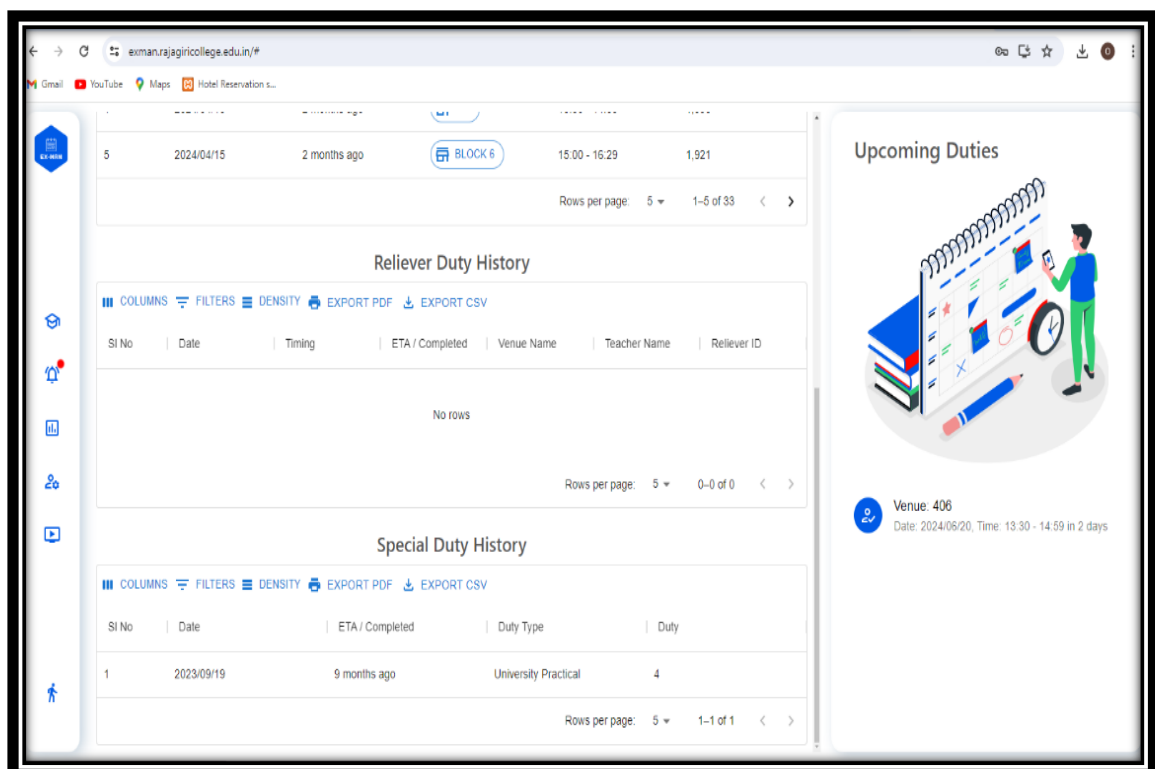
**Sample Photo of Student Dashboard in MCampus**



**Sample Photo of Teacher Dashboard in EXMAN**

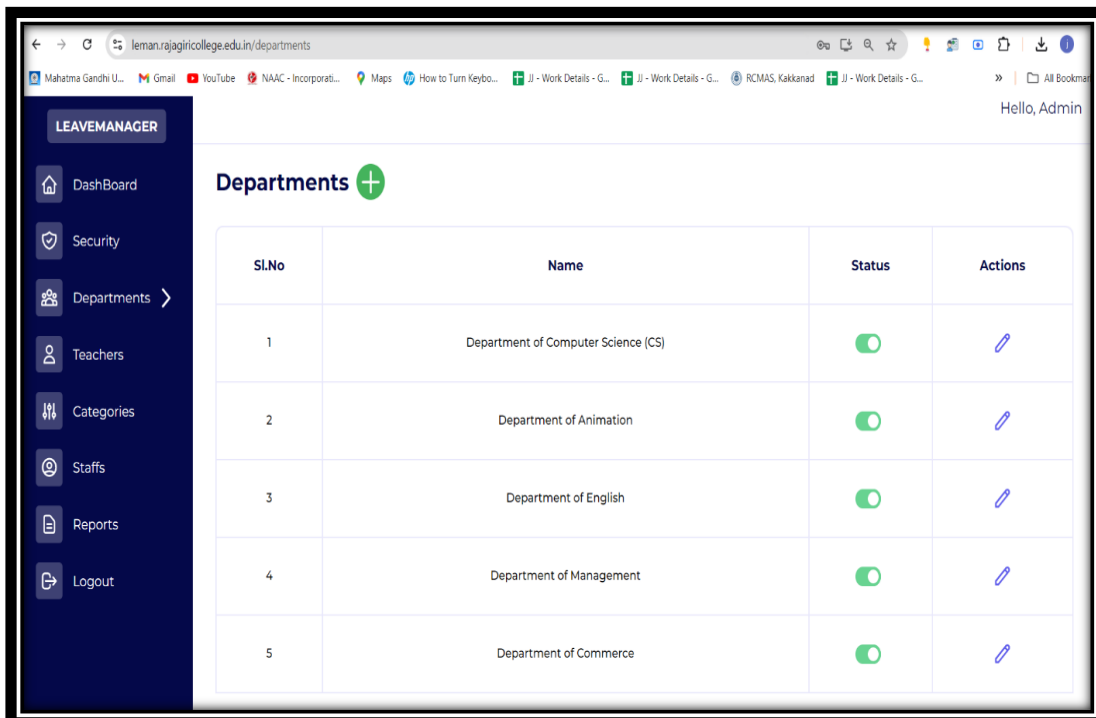
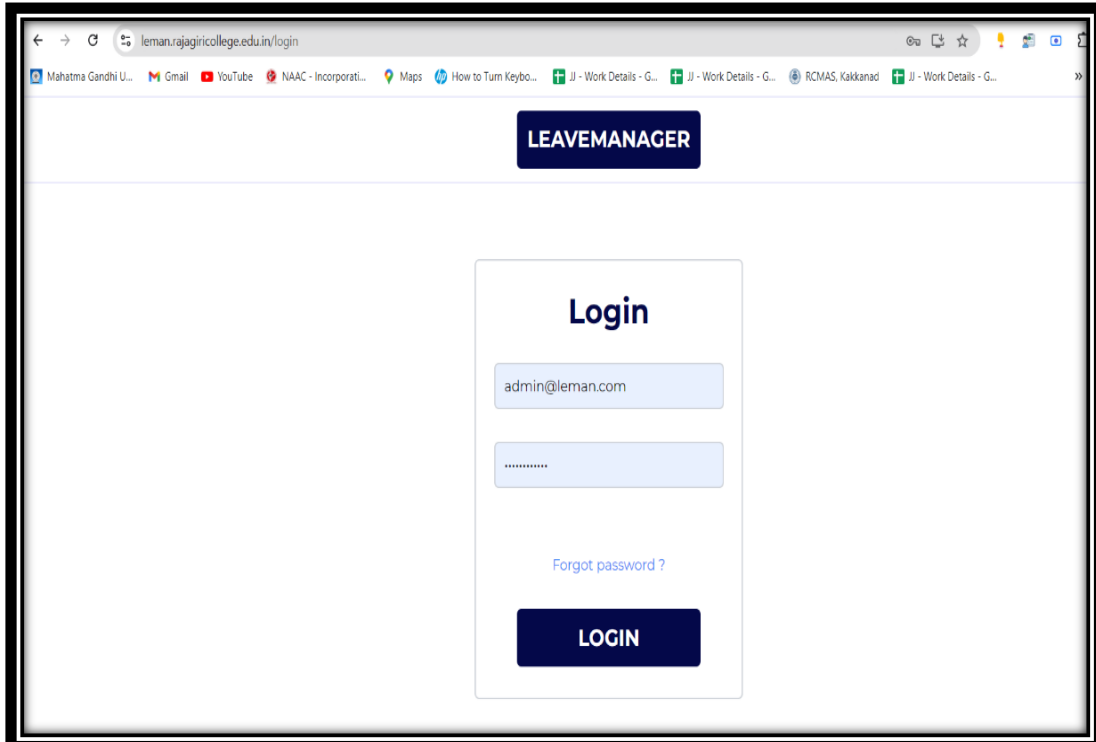
Administration can also easily process admission, student management, consolidate reports, consolidate and check details of value-added course, consolidate faculty evaluation, manage ID cards, bus fee and semester fee payment through MCampus. Overall MCampus helps in keeping track and record of student information and general academics evaluation of students and acts as a good support system.

- **Examination Management (EXMAN):** Utilizes digital tools like EXMAN (examination management software) to streamline examination processes, including scheduling, conducting, and evaluating exams. This support helps in ensuring efficiency and accuracy in the examination process. The teachers can track and keep record of their exam duties, get notifications of exam duty and get reminders on exam duty which eases and simplifies exam duty allocation.



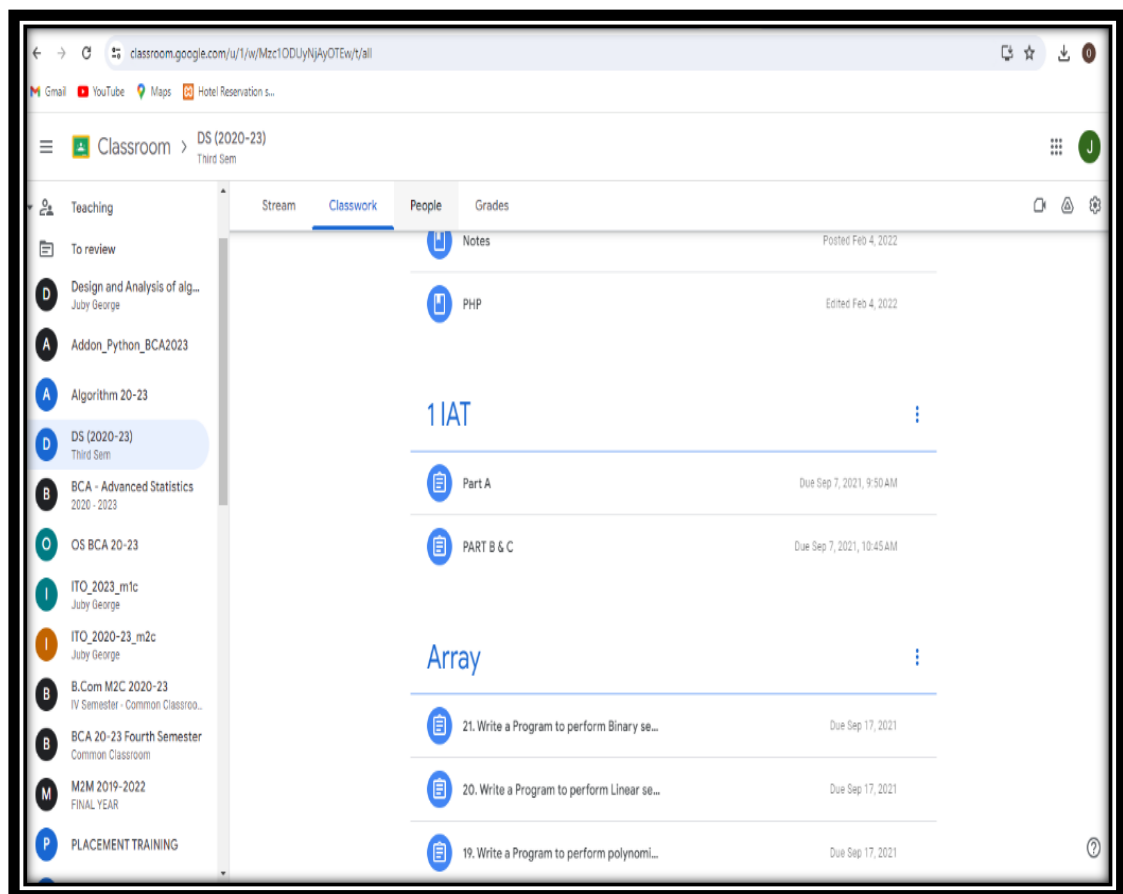
**Sample Photo of EXMAN**

- LEMAN Software:** This software streamlines the process of managing leave requests for faculty, staff, and administrative personnel. The software facilitates efficient tracking, approval, and reporting of leave, ensuring transparency and consistency across departments.



**Sample Photo of LEMAN**

- G-Suite Facility:** G suite facility leverages G suite tools for effective collaboration, document sharing, and communication among faculty and students, enhancing the digital infrastructure of the institution. With access to google features not normally available, with the usage of google classroom and other google features ease of convenience was felt during COVID pandemic and later on.



**Sample Photo of Google classroom created with G-suite**

### 1.7 Student Support

**Student Support Compassionate Hub:** Initiates and manages a support hub to provide compassionate assistance and resources to students in need. The college has a counselling centre known as **Tree of Life, Centre for Happiness and Well-being**; a compassion support hub committed to nurturing holistic well-being of students. The centre provides a safe and confidential place where

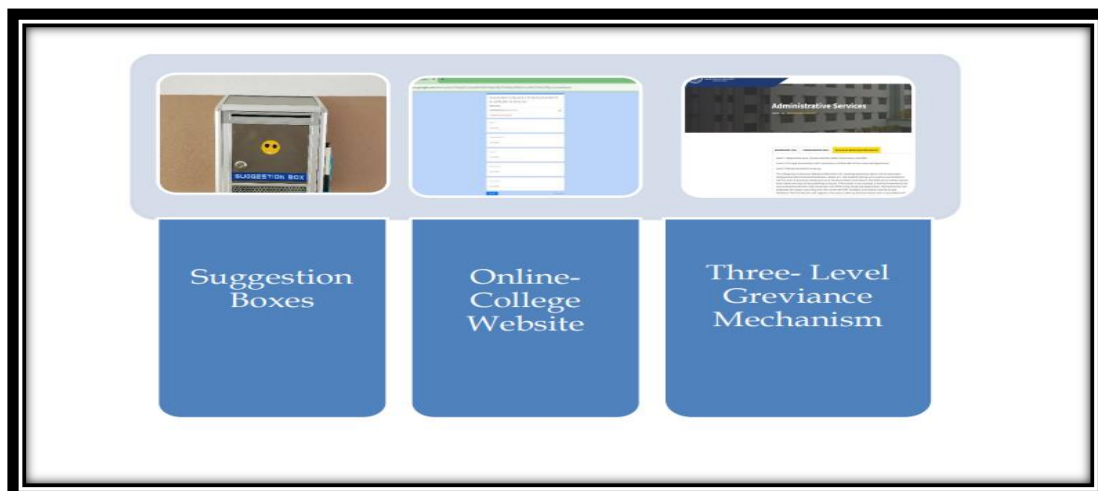
students can seek guidance, share their concerns and receive professional counselling services. In addition, the college has a peer counselling cell named as **Koode** which fosters a sense of belongingness and emotional support among students.



**Sample Photo of Counselling Centre, Tree of Life**

### 1.8 Supporting Cells and Committees

**Mentorship:** Mentors various cells and committees responsible for addressing faculty and student complaints, grievance redressal, and welfare measures. The college has various cells, clubs and committees both academic, non-academic and statutory cells.



**Sample photo of Grievances Communication Options**



**Sample Photo of Rotaract Club Initiation Ceremony**



**Sample Photo of Human Right Symposium conducted by Gender Equity Cell as part of the Transgender Awareness Week**



Sample photo of Inauguration of SAARANG, Arts club



Sample Photo of Dance club (NATYA) activity



Sample Photo of NSS Day Celebrations



Sample Photo of Teachers Day Celebrations by NSS





**Sample Photo of Seminar on National Perspectives of Intellectual Property Rights conducted by Legal Aid Cell**



**Sample Photo of Entrepreneurship Summit on Women Entrepreneurship conducted by IEDC**

2. **Auditing and Reviewing:** Regular auditing and reviewing of teaching and learning practices is conducted to ensure they align with the institution's objectives and standards.

### 2.1 Audits

- **AAA Audit:** Organizes the Academic and Administrative Audit (AAA) to evaluate and improve academic and administrative functions, ensuring compliance with standards and identifying areas for enhancement. Internal and external audits have been conducted in the college in the last five years. Two internal audits in the year 2019 and 2020 and three external audits in 2021, 2022 and 2023 academic years have been conducted by IQAC.
- **Infrastructure Audit:** Assesses the condition and adequacy of physical infrastructure to support academic and administrative activities.
- **Library Audit:** Reviews the library's resources, services, and operations to ensure they meet the needs of students and faculty.
- **Energy Audit:** Assesses energy usage and conservation practices to promote sustainability and efficiency.



**Sample Photo of Energy Audit Certificate**

- **Environment Audit:** Examines environmental practices and initiatives to ensure the institution's operations are eco-friendly.



**Sample Photo of Environment Audit Certificate**

- **Green Audit:** Evaluates the institution's efforts to maintain and enhance green spaces and implement sustainable practices. Green audit has been done conducted two times in the college, one in 2020-2021 and secondly in 2023-2024.



**Sample photo of Green Audit Certificates of the year 2020 and 2023**

- **Gender Audit:** Reviews policies and practices related to gender equality and inclusivity within the institution. Every year gender audit is conducted in the college to ensure gender participation and gender inclusivity without bias and prejudice.

## 2.2 Certification

- **ISO Certification:** The college got ISO certification, ISO 9001:2015 which ensure adherence to international quality management standards.
- **FSSAI Certification:** Ensures compliance with the Food Safety and Standards Authority of India (FSSAI) regulations. The college got FSSAI Certification with Certification number: 21324188000279.

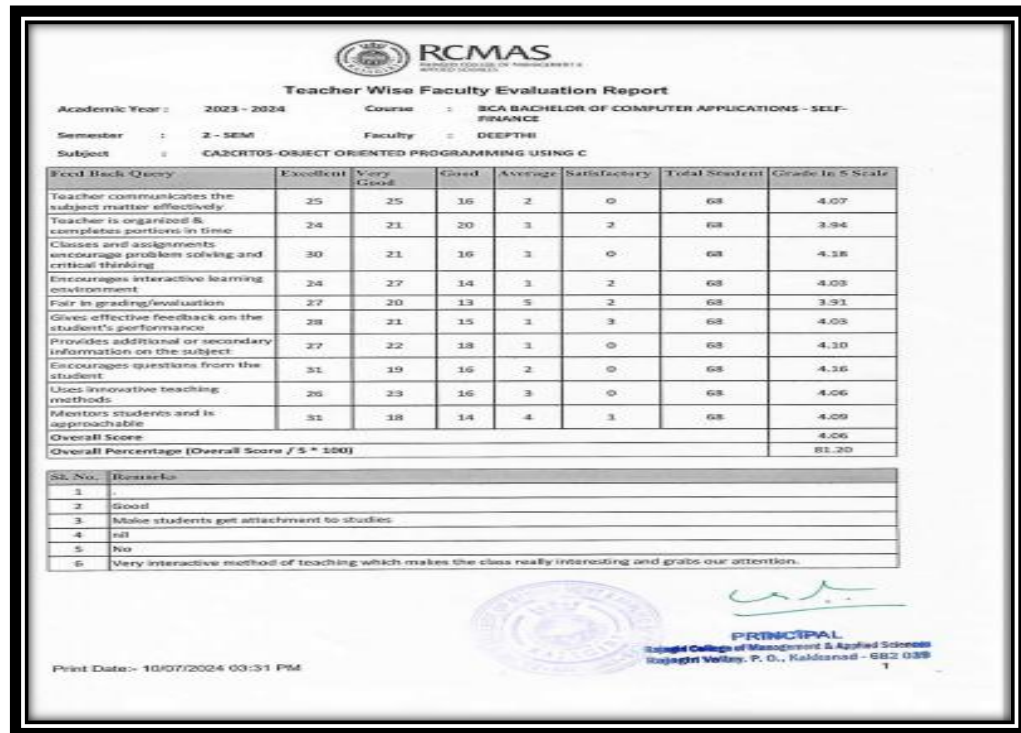


Sample Photo of ISO and FSSAI Certificate

### 2.3 Quality Assurance through Feedback and Appraisal

- Quality assurance through feedback and appraisal is crucial for the review and enhancement of the teaching-learning process.
- **Feedback from students, peers, and supervisors** provides insights into the effectiveness of teaching methods, lesson plans, and classroom management strategies. It helps identify which aspects are successful and which need adjustment. It highlights both strengths and areas for improvement in teaching practices. Continuous feedback allows teachers to adjust their teaching methods in real-time or in future classes.
- Appraisals offer a structured review of teaching performance based on established criteria such as teaching effectiveness, student outcomes, and adherence to curriculum standards. This comprehensive evaluation helps in identifying both strengths and areas needs improvement. Appraisals provide a basis for professional development plans. They help identify areas where the teachers can improve and offer opportunities for growth through workshops, courses, or mentoring.
- **Faculty Feedback:** Feedback is collected from students about teaching effectiveness and course content. Suggestions of students also helps in identifying areas for improvement and enhances the overall teaching quality.
- **Self-Appraisal:** Faculty members are encouraged to engage in self-assessment, reflecting on their teaching practices, effectiveness and areas needing improvement. At the end of every academic year self-assessment reports are collected from each teacher which are reviewed by the Head of Department and Principal.
- **Confidential Reports:** The Principal and Head of Department provide confidential reports evaluating the performance of faculty and the implementation of teaching strategies. This helps in maintaining a high standard of teaching and identifying any gaps.

- **Management Review:** The management periodically reviews the teaching-Learning processes to ensure alignment with institutional goals and educational standards.



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES

**Teacher Wise Faculty Evaluation Report**

Academic Year : 2023 - 2024 Course : BCA BACHELOR OF COMPUTER APPLICATIONS - SELF-FINANCE  
Semester : 2 - SEM Faculty : DEPT:IT  
Subject : CASCRTS-OBJECT ORIENTED PROGRAMMING USING C

Feed Back Query	Excellent	Very Good	Good	Average	Satisfactory	Total Student	Grade In 5 Scale
Teacher communicates the subject matter effectively	25	25	16	2	0	68	4.07
Teacher is organized & completes portions in time	24	21	20	3	2	68	3.94
Classes and assignments encourage problem solving and critical thinking	30	21	16	3	0	68	4.18
Encourages interactive learning environment	24	27	14	3	2	68	4.03
Fair in grading/evaluation	27	20	13	5	2	68	3.91
Gives effective feedback on the students performance	28	21	15	1	3	68	4.03
Provides additional or secondary information on the subject	27	22	18	1	0	68	4.10
Encourages questions from the student	31	19	16	2	0	68	4.16
Uses innovative teaching methods	26	23	16	3	0	68	4.06
Mentors students and is approachable	31	18	14	4	1	68	4.09
<b>Overall Score</b>							<b>4.06</b>
<b>Overall Percentage [Overall Score / 5 * 100]</b>							<b>81.20</b>

Sl. No.	Remarks
1	.
2	Good
3	Make students get attachment to studies
4	Nil
5	No
6	Very interactive method of teaching which makes the class really interesting and grabs our attention.

Print Date:- 10/07/2024 03:31 PM

**PRINCIPAL**  
Rajagiri College of Management & Applied Sciences  
Rajagiri Valley, P. O., Kakkanad - 682 039

Sample Photo of Faculty Evaluation



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES

**PERFORMANCE BASED APPRAISAL SYSTEM**  
Confidential Report by the Head of the Department

Academic Year : 2023 - 24

Name of the Faculty : Anila Narghese  
Department : Management

Sl. No.	Key Factors	Score
1	Completion of Syllabus	5
2	Subject Knowledge	5
3	Class Control and Discipline	5
4	Involvement in Departmental Activities	5
5	Contribution to Co-curricular Activities	5
6	Use of Innovative Teaching Methods	4
7	Approach to Students	5
8	Research Contributions (Seminar/FDPs/Conferences etc)	4
9	Attitude to Colleagues	5
10	Overall Performance	5
11	Total (50)	48
12	Average Score (Total/10)	4.8

\*Scale Factor: Excellent-5, Very Good-4, Good-3, Average-2, Satisfactory-1

Special Comments, if any: Excellent

**MEGHA MOHAN**  
Name and Signature of the HOD

**PRINCIPAL**  
Rajagiri College of Management & Applied Sciences  
Rajagiri Valley, P. O., Kakkanad - 682 039

Sample Photo of Performance Appraisal by HOD


**PERFORMANCE BASED APPRAISAL SYSTEM**  
**Confidential Report by the Principal**  
Academic Year 2022-2023

Name : Ms. MEKHA SEBASTIAN  
Designation : ASSISTANT PROFESSOR  
Department : DEPARTMENT OF COMMERCE

The evaluation report on your overall performance for the academic year is provided below, based on assessment procedures established by the UGC to evaluate the overall performance of the faculty members of the college.

Sl. No.	Key Factors	Score
1	Work Load and percentage of Attendance	5
2	Bridge course, Remedial Coaching and Mentoring	5
3	Innovative Teaching-Learning Methods	5
4	Examination Related Duties	5
5	Institutional Responsibilities	5
6	Departmental Responsibilities	5
7	Extension & Outreach Activities	5
8	Interest in research (Research Projects, Publications etc)	4
9	Training Courses /TDPs/Conference/Seminar/ Workshops	4
10	Overall Performance	5
Total (50)		48
Average Score (Total/10)		4.8

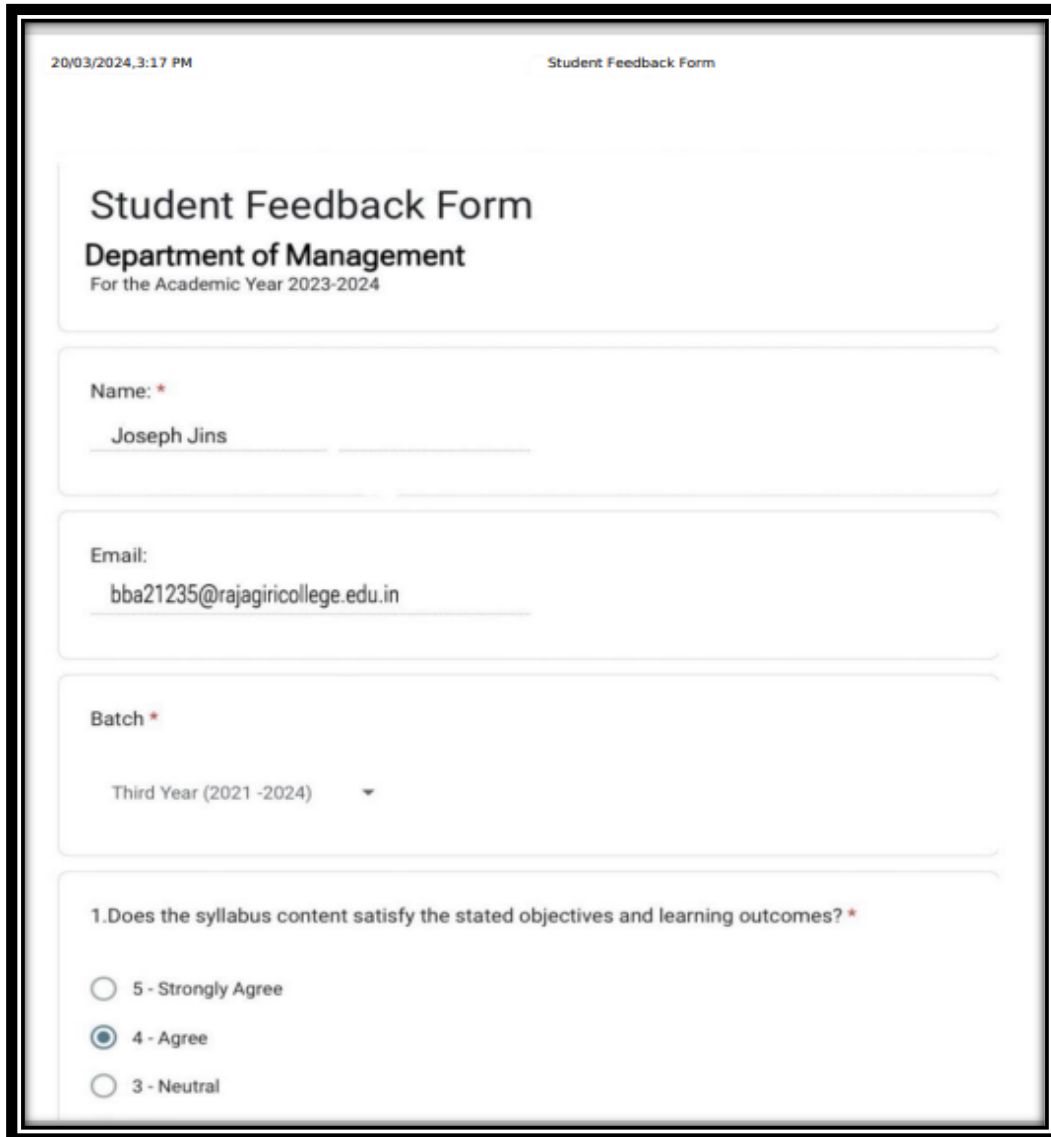
*\*Scale Factor: Excellent-5, Very Good- 4, Good- 3, Average-2, Satisfactory- 1*

  
Principal

**Sample Photo of Performance Appraisal by Principal**

## 2.4 Student Feedback and Happiness Index

- **Feedback Collection:** Records and analyses student feedback on various aspects of their academic experience, including teaching quality, course content, and facilities.
- **Happiness Index:** Measures the overall satisfaction and well-being of students through surveys and feedback mechanisms, aiming to address any issues and improve the student experience.



The image shows a screenshot of a web-based student feedback form. At the top left, it displays the date and time: 20/03/2024, 3:17 PM. At the top right, it says 'Student Feedback Form'. The main title is 'Student Feedback Form' followed by 'Department of Management' and 'For the Academic Year 2023-2024'. There are three input fields: 'Name: \*' with the value 'Joseph Jins', 'Email:' with the value 'bba21235@rajagiricollege.edu.in', and 'Batch \*' with a dropdown menu showing 'Third Year (2021 -2024)'. Below these is a question: '1. Does the syllabus content satisfy the stated objectives and learning outcomes? \*'. There are three radio button options: '5 - Strongly Agree', '4 - Agree' (which is selected), and '3 - Neutral'.

### Sample Photo of the First Page of Student Feedback Form


- 3. Incremental Improvements and Augmentations:** Records and suggest changes and additions in Programmes, Infrastructure augmentations, staff and student welfare mechanisms, value added and certificate courses, collaborative activities with other institutions, library increments and other quality initiatives.

#### 3.1 Incremental Improvement in Programmes Offered

- A new PG programme was added in 2020, MA Graphic Design, in addition to M.com Finance and Taxation.



- The undergraduate courses BBA and BCA at RCMAS got AICTE certification in 2024.
- In 2024 the college got sanction from MG University for two courses BSW and M Sc Artificial Intelligence.



**MAHATMA GANDHI UNIVERSITY, KERALA**

**Abstract**

Unaided Self Financing Arts & Science College- New Programmes/Batches/Permanent Seat Increase-2020-21 Academic Year-Provisional Affiliation granted-Orders issued:-

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**ACADEMIC A 7 SECTION**

No. 106/AC A 7/2021/MGU Priyadarsini Hills, Dated: 06.01.2021

**Read:-** 1) University Notification No. 53175/AC A 7/2020/REG SECT, Dated 13.10.2020  
2) Applications submitted by various Educational Agencies for starting New programmes in existing Unaided/Self-financing Arts & Science Colleges during the Academic Year 2020-21,  
3) U.O No. 4935/AC A 7/2020/ MGU, Dated , 23.10.2020,  
4) U.O No. 4978/ AC A 7/ 2020/ MGU, Dated , 27.10.2020,  
5) U.O No. 5010/ AC A 7/ 2020/ MGU, Dated , 28.10.2020,  
6) U.O No. 5018/ AC A 7/ 2020/ MGU, Dated , 28.10.2020,  
7) U.O. No. 5043/ AC A 7/ 2020/ MGU, Dated, 30.10.2020,  
8) Letter No. 53175/AC A 7-2/2020/REG, Dated 30.10.2020,  
9) G.O. (Rt) No. 1385/2020/HEDN, Thiruvananthapuram, Dated, 05.11.2020,  
10) U.O. No.5953/AC A 7/2020/ MGU, Dated, 21.12.2020,

**ORDER**

Draft #24 of File 53175/AC A 7-2/2020/REG SECT Approved by Registrar

29	Musalar College of Arts & Science, Cheerkalthadom, Malayalappuzha, Pathanamthitta,	1. M.Com Management & Information Technology	20
30	Parumala Mar Gregorios College, Valanjavattom, Thiruvalla, Pathanamthitta	1.B.Sc Psychology Model I 2.B.Com Model II Finance & Taxation	24 40
31	Rajagiri College of Management & Applied Sciences, Rajagiri Valley P.O, Kakkannad, Kochi, Ernakulam	1.M.A Graphic Design	20
32	Saintgits College of Applied Sciences, Pathamuttom P.O, Kottayam	1.B.Sc Psychology Model I 2. M.Sc Artificial Intelligence The proposed programme can be started only after the approval of prescribed syllabus & fees structure by the University.	24 12
33	Sanjo College of Management and Advanced Studies (SCMAS), Mullakkanam, Rajakkad, Idukki	1.B.Com Model I Finance & Taxation	40

**Sample Photo of MG University Order of MA Graphic Design Course**

**All India Council for Technical Education**  
(A Statutory body under Ministry of Education, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)

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**APPROVAL PROCESS 2024-25**  
**Letter of Approval (LoA)**

F.No. South-West /2024-25/1-44491581264 Date of Approval: 09-May-2024

To,  
The Chairman  
RAJAGIRI EDUCATIONAL AND CHARITABLE TRUST  
S H PROVINCIAL HOUSE, RAJAGIRI P O, KALAMASSERY,  
KALAMASSERY, ERNAKULAM  
Kerala, 683104

Sub: **Letter of Approval for New Institution 2024-25**

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 notified by the Council vide notification number F. No. AB/AICTE/REG/2020 dated 4th February, 2020 and amended on 24th February 2021 and norms, standards, procedure and conditions prescribed by the Council from time to time, I am directed to convey the approval to

<b>Permanent Id</b>	1-44491581264	<b>Application Id</b>	1-44491581264
<b>Name of the Institute</b>	RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES	<b>Name of the Society/ Trust/ Company</b>	RAJAGIRI EDUCATIONAL AND CHARITABLE TRUST
<b>Institute Address</b>	RAJAGIRI VALLEY P O, KAKKANAD, KOCHI, ERNAKULAM, Kerala, 682039	<b>Society/ Trust/ Company Address</b>	S H PROVINCIAL HOUSE, RAJAGIRI P O, KALAMASSERY, ERNAKULAM Kerala, 683104
<b>Institute Type</b>	Private-Self Financing	<b>Region</b>	South-West

For conduct of the following Courses with the Intake indicate below for the Academic Year 2024-25\*

Sr. No.	Level	Program	Course	Affiliating University/ Board	Intake Approved for 2024-25
1	UNDER GRADUATE	MANAGEMENT	BBA	Mahatma Gandhi University, Kottayam	70
2	UNDER GRADUATE	COMPUTER APPLICATIONS	BCA	Mahatma Gandhi University, Kottayam	70

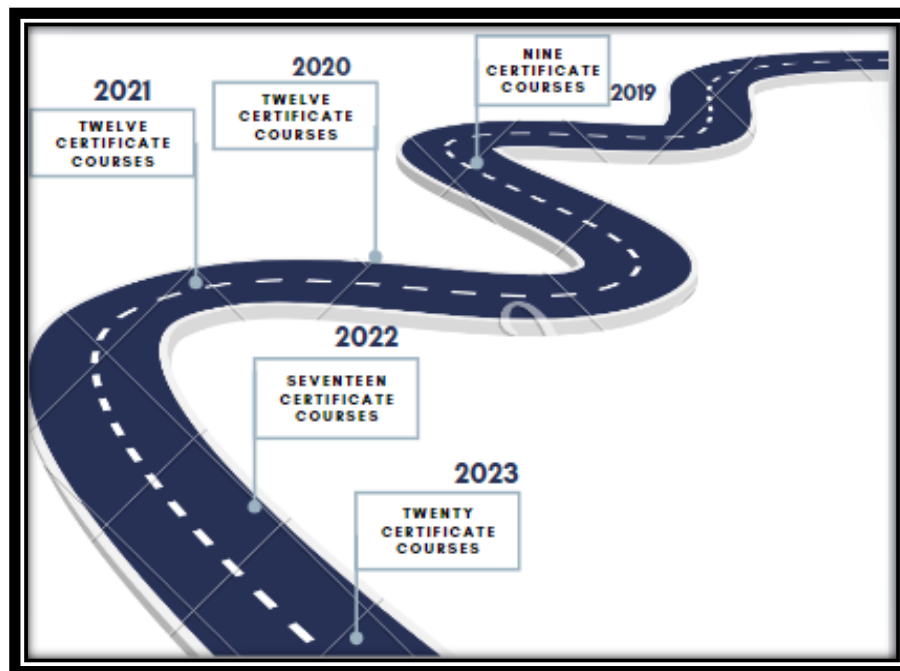
*The approval of BBA/BCA/BMS courses is on "as is where is basis" Intake Approved for BBA/BCA/BMS Course is Subject to the approval of the Concern University.*

- The management shall provide adequate funds for development of infrastructural, instructional and other facilities as per norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
- The Eligibility Criteria for admissions shall be made in accordance with the regulations notified by the Council from time to time.
- The tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed by the Council from time to time. No capitation fee shall be charged from the student's guardians of students in any form. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
- The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
- No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
- The Institution shall not have any collaborative arrangements with any other Indian and / or Foreign Universities for conduct of technical courses without obtaining prior approval from AICTE. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
- The Institution shall not conduct any course(s) as specified in the Approval Process Handbook without prior permission / approval of AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.

**Sample of AICTE Approval Letter of BBA and BCA**

### 3.2 Incremental Improvement in Value Added Programmes and Certificate courses

The college throughout the years has augmented value added courses and presently provides; CMA-US, Business Analytics, Digital Marketing, Microsoft Excel, Diploma in Yoga, Python Programming and Data Science, VR Developer, Unity Certified User: Associate Artist, Capital Markets, Logistics and Supply Chain Management and Advanced GST Practitioner Level Proficiency. The college has also been providing different certificate courses throughout the years.

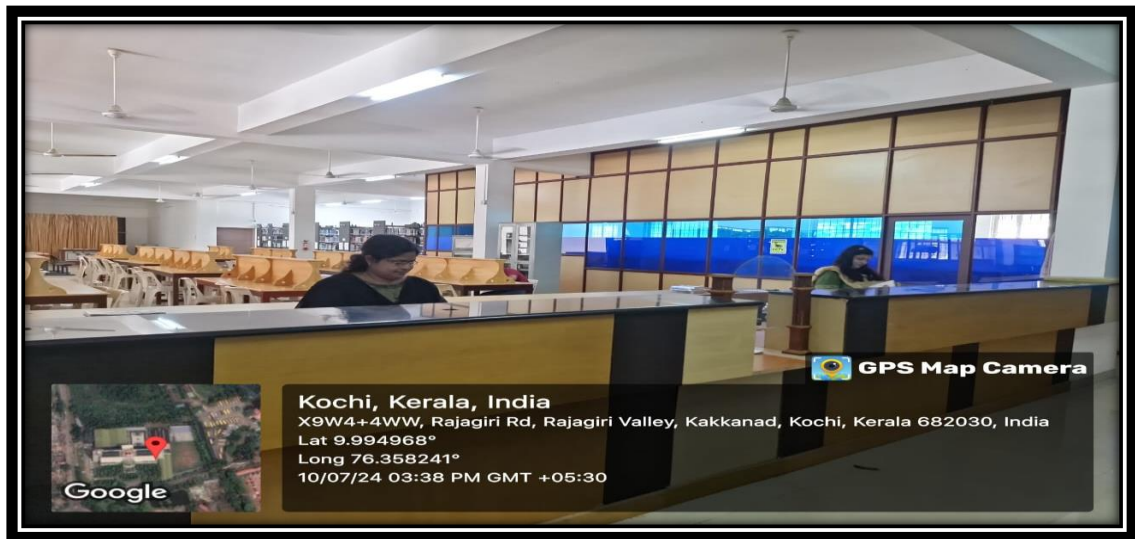


Sample Photo of number of certificate courses provided in the last five years

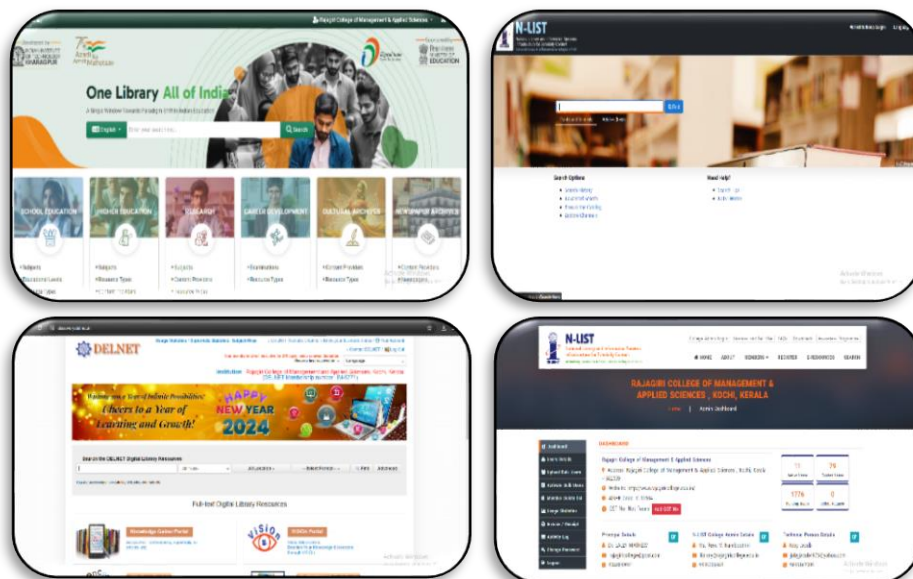
### 3.3 Incremental Improvement in Chavara Library

The digital library at RCMAS has been constantly updated with network resources and e-databases. The updations throughout the year are; N-List in 2021, Delnet, Ebsco, Webopac, National digital library integration and Soul 3.0 in 2023. The books, e-resources and digital library are regularly updated to provide a dynamic learning environment. As of April 15, 2024, the library's total collection includes 11,061 volumes of books across 10,631 titles, with

specific categories such as 338 reference books and 640 book bank volumes. Additionally, the library houses seven Indian journals, 165 CDs/DVDs, nine magazines, and seven newspapers. The electronic resources include 138,521 e-books and 6,328 e-journals through N-LIST, 1,613 e-books and 1,124,250 e-journals through DELNET, and EBSCO databases offering a wide range of full-text journals in Business. These resources significantly augment the library's offerings, providing users with access to a vast array of academic journals, research papers, and other scholarly materials.



Sample Photo of Library



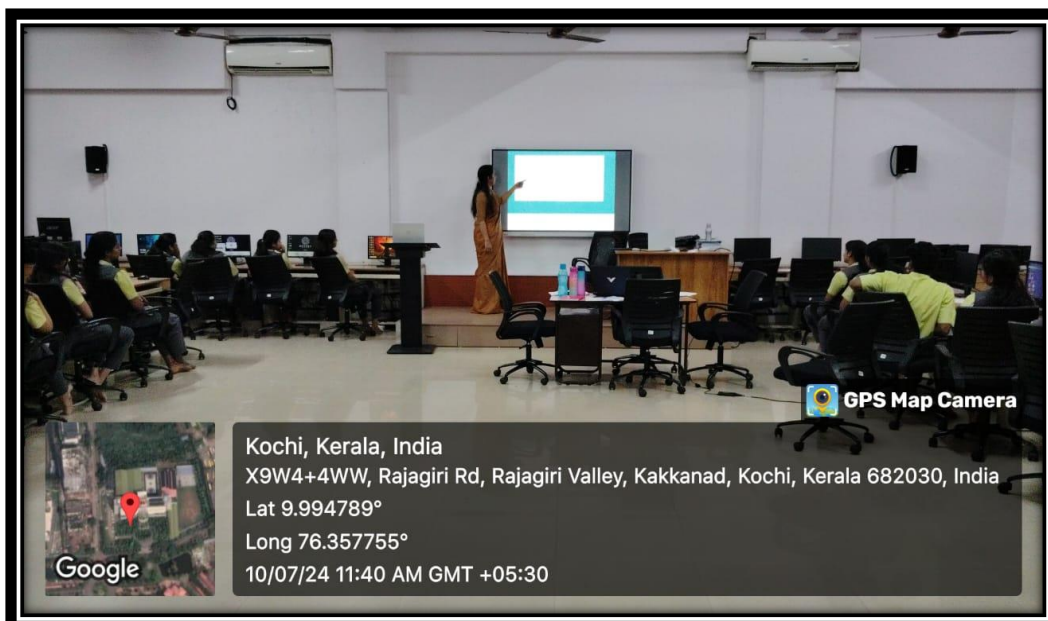
Sample Photo of National digital library integration, N-List, DELNET and N-List

### 3.4 Incremental Improvement in Infrastructure

The entire college facilities have been regularly upgraded with different amenities throughout the years whether it is conference hall, computer labs, classrooms, parking lots, the campus is equipped with state-of-the-art infrastructure necessary for holistic development and wellness of its students and staff.



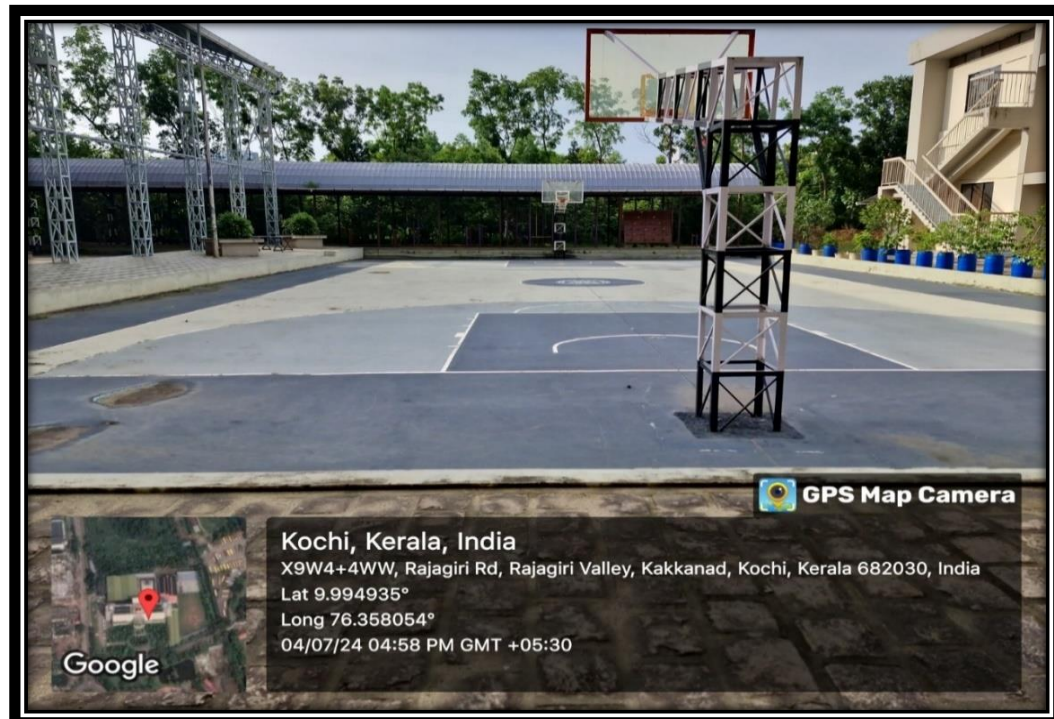
Sample Photo of Reserved Parking



Sample Photo of Computer Lab



Sample Photo of College Ramp



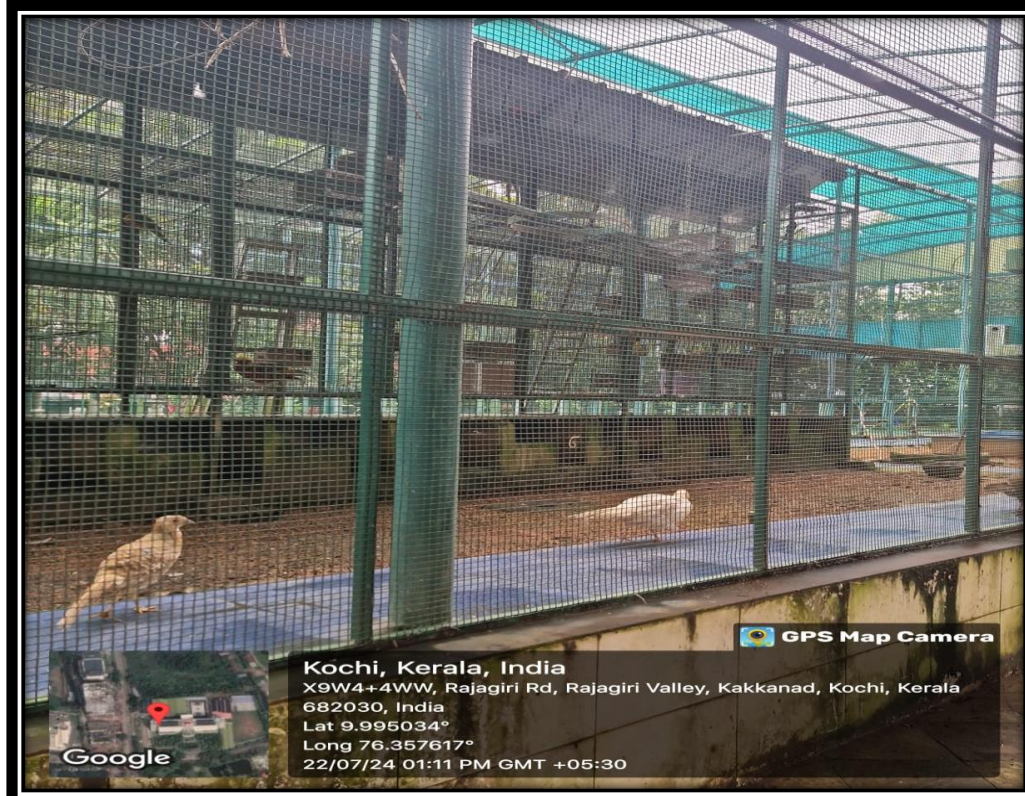
Sample Photo of Basketball Court



**Sample Photo of Conference Hall**



**Sample Photo of Ettuvattom**



Sample Photo of RUHE (Rajagiri Urban Habitat for Environment)



### Sample Photo of RCMAS declared as Peace League Institution

3.5 In 2023 Rajagiri College of Management and Applied Sciences was recognised as Peace League Institution for promoting and supporting the sustainable development goals of the United Nations and India’s G20 Presidency at International Peace 20 Youth Summit 2023.

3.6 The college regularly conducts capacity development and skill enhancement activities and programs on research methodology, intellectual property rights and Entrepreneurship as part of student and faculty support. The college has also entered into MOU and Linkages as part of collaborative initiatives with other institutions to augment skill training and capacity development of students as well as to introduce value added program and give career orientation to students.



2019-2023



### 3.7 Increment in Institution Software

- The college augmented its Google facility with G-Suite addition in 2020.
- Adobe Pro was installed in 2020.
- The management software MCanvas was developed and installed in 2021-2022 academic year.
- LEMAN software for managing leave was introduced in 2020-2021 academic year and EXMAN software for exam management was introduced in 2021-2022 academic year.
- Canva and I love PDF software were bought by the college in 2023-2024 academic year.

### 3.8 Supervision and Documentation of Meetings

**Minutes of Meetings:** The IQAC supervises all relevant meetings, including those involving the college management, faculty, and various committees. It ensures that detailed minutes are recorded, documenting discussions, decisions, and action items. These minutes serve as an official record and provide a basis for tracking progress and accountability.

### 3.9 Monitoring Reports

- **College Reports:** Collects and reviews comprehensive reports from various departments and the college as a whole. These reports cover academic performance, administrative functions, student activities, and other institutional operations.
- **Department Reports:** Evaluates reports from individual departments, which include details on academic progress, faculty performance, and departmental initiatives. This helps in assessing departmental effectiveness and identifying areas for improvement.
- **Club Reports:** Reviews reports from student clubs and organizations to monitor their activities, achievements, and contributions to campus life. This

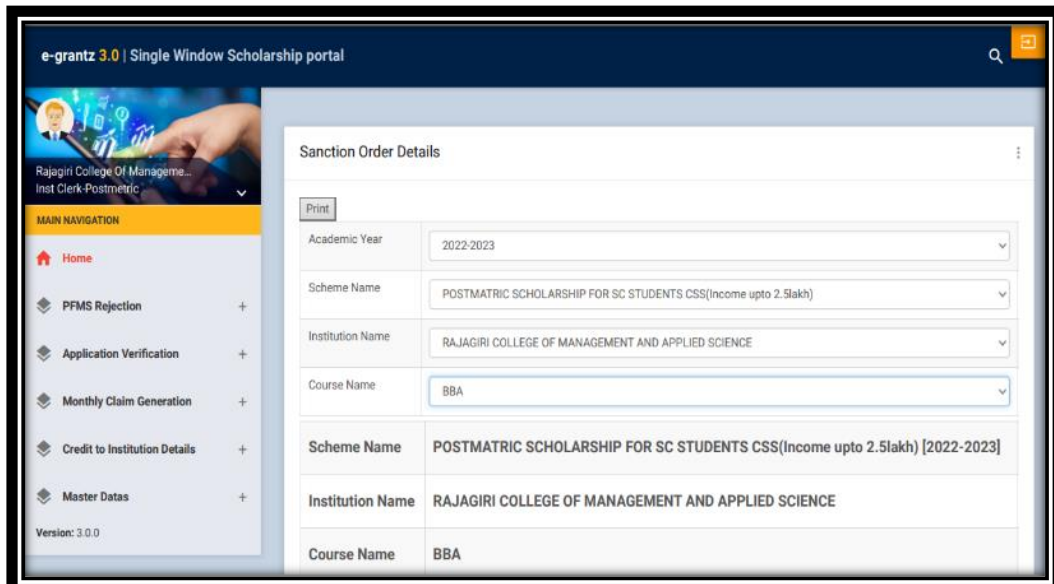
ensures that extracurricular activities are aligned with institutional goals and standards.

### 3.10 Scrutinises Action Taken Reports

- **Action Taken Reports (ATRs):** Scrutinizes ATRs to evaluate the implementation of decisions and recommendations made during meetings. This involves reviewing the follow-up actions taken by departments and individuals to address issues or improve processes.
- **Maintenance of ATRs:** Keeps a systematic record of ATRs to track progress over time, ensuring that actions are completed as planned and evaluating the effectiveness of these actions in driving improvements.

### 3.11 Scholarships and Awards

**Scholarship Screening:** Screens and awards scholarships to needy and meritorious students to support their educational pursuits.



The screenshot displays the 'Sanction Order Details' section of the 'e-grantz 3.0 | Single Window Scholarship portal'. The interface includes a sidebar with navigation options like Home, PFMS Rejection, Application Verification, Monthly Claim Generation, Credit to Institution Details, and Master Datas. The main content area shows a form with the following details:

Academic Year	2022-2023
Scheme Name	POSTMATRIC SCHOLARSHIP FOR SC STUDENTS CSS(Income upto 2.5lakh)
Institution Name	RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCE
Course Name	BBA
Scheme Name	POSTMATRIC SCHOLARSHIP FOR SC STUDENTS CSS(Income upto 2.5lakh) [2022-2023]
Institution Name	RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCE
Course Name	BBA

**Sample of grant of scholarship**

Scholarships and awards are provided based on the student's academic performance and economic status. These scholarships, awards and freeships are typically merit-based or need-based, and they can significantly ease the financial burden of the needy students' College expenses. Student awards are

recognitions and honours bestowed upon students to celebrate their outstanding achievements, contributions, and talents during their academic journey. These awards serve as a form of encouragement and motivation for students, highlighting their hard work and dedication. Awards facilitated by the College:

- Post-Matric Scholarships Scheme for Minorities
- Central Sector Scheme of Scholarships for College and University Students
- Lakshadweep Scholarship Scheme
- E-Grants for SC/ST
- E-Grants for Fisherman’s Children
- Post-Matric Scholarship for Students with Disabilities
- Scholarships of Top-Class Education for Students with Disabilities
- PG Indira Gandhi Scholarship for Single Girl Child

Around 6594 students have benefitted from the institutional scholarship and freeships provided in the last five years.

### 3.12 Admission Process

**Student Admission:** The IQAC is involved in overseeing and monitoring the student admission process for various programmes. This includes ensuring that admission procedures are transparent, fair, and in line with institutional policies and regulations.

Year	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Number	627	649	658	649	624

#### List of admitted students in the last five years

Admission cell under the guidance of IQAC supports student intake process by facilitating seamless scheduling of student interviews, verification procedures for applicant credentials, enhancing accuracy and transparency in

admissions and sending timely admission notifications and updates to the selected students.

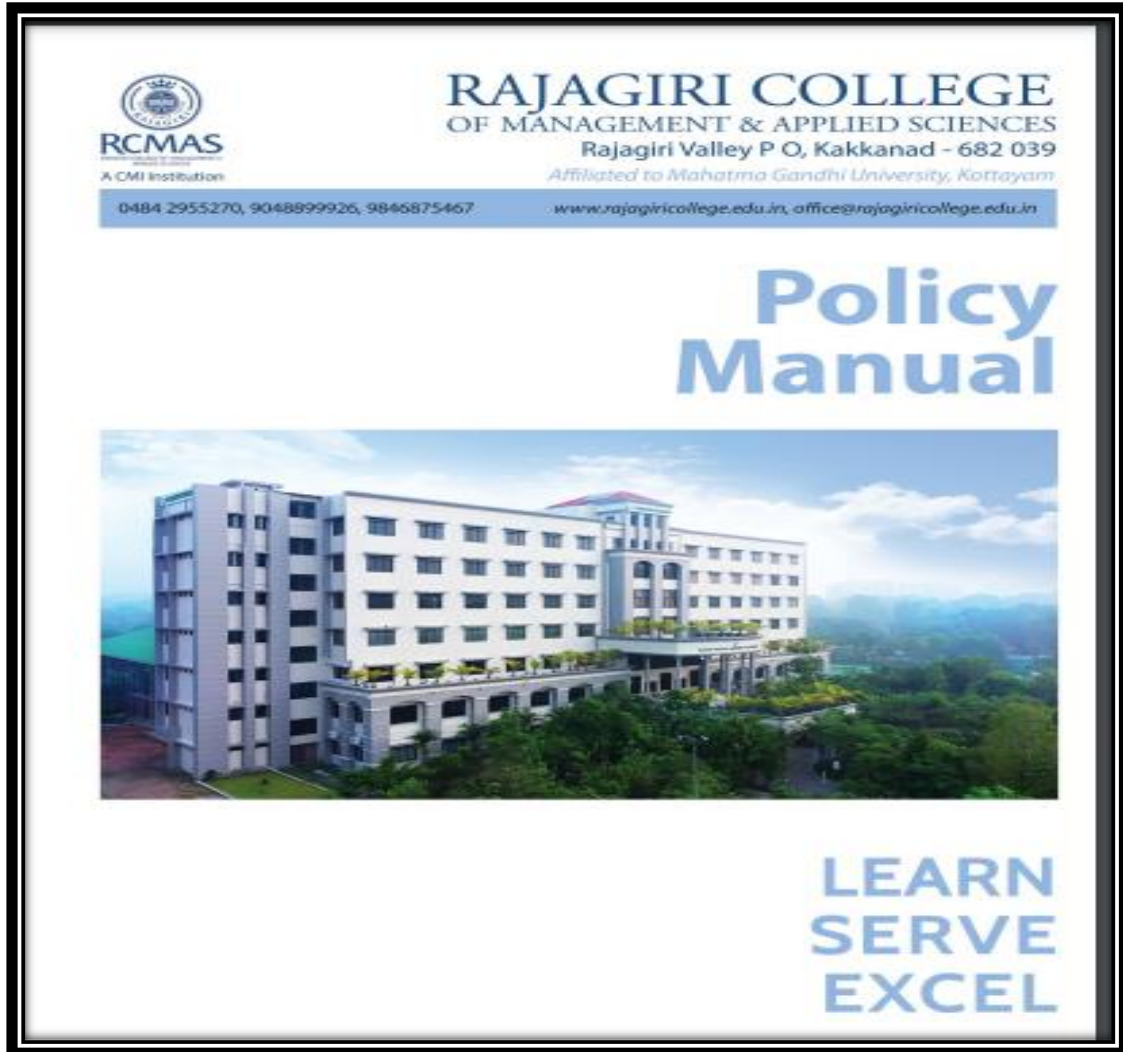
### 3.13 Policy Formulation and Implementation

**Policy Documents:** Formulates and reviews policy documents related to various aspects of institutional operations, such as academic standards, student welfare, and administrative procedures. The policies have been crafted with the input of various stakeholders, reflecting the college's mission and vision. They are designed to provide clarity, consistency, and fairness in all aspects of college life.

There are 35 policies and University reservation policy structured and followed by the college. The college has: Admission Policy, Anti-Ragging Policy, Assessment and Evaluation Policy, Code of Conduct Policy, Consultancy Policy, Corporate and Industry Collaboration Policy, Divyangjan Policy, E-Governance Policy, Environmental and Energy Policy, Extension and Outreach Policy, Finance Policy, Freeship Policy, Gender Equality Policy, Governance Policy, Green Campus and Environment Policy, H R Policy, I T policy, Infrastructure Policy, Intellectual Property Rights Policy, Internal Complaints Committee Policy, Library Policy, Mentoring Policy, Outcome Based Education Policy, Placement Policy, Policy on Ban on Single-Use Plastics, Policy on Grievance Redressal Mechanism, Policy on Prevention of Sexual Harassment, Policy on Use of Bicycles/Electric/Shared Vehicles, Quality Policy (IQAC), Research Policy, Safety and Security Policy, Scholarship Policy, Seed Money Policy, Waste Management Policy, Water Management Policy.

The college also follows MG University Reservation Policy under which U G Reservation Policy and P G Reservation Policy comes.

**Implementation:** Ensures that these policies are implemented effectively and consistently across the institution.



**Sample Photo of the RCMAS Policy Manual**

### 3.14 Action Plan and Strategic Planning

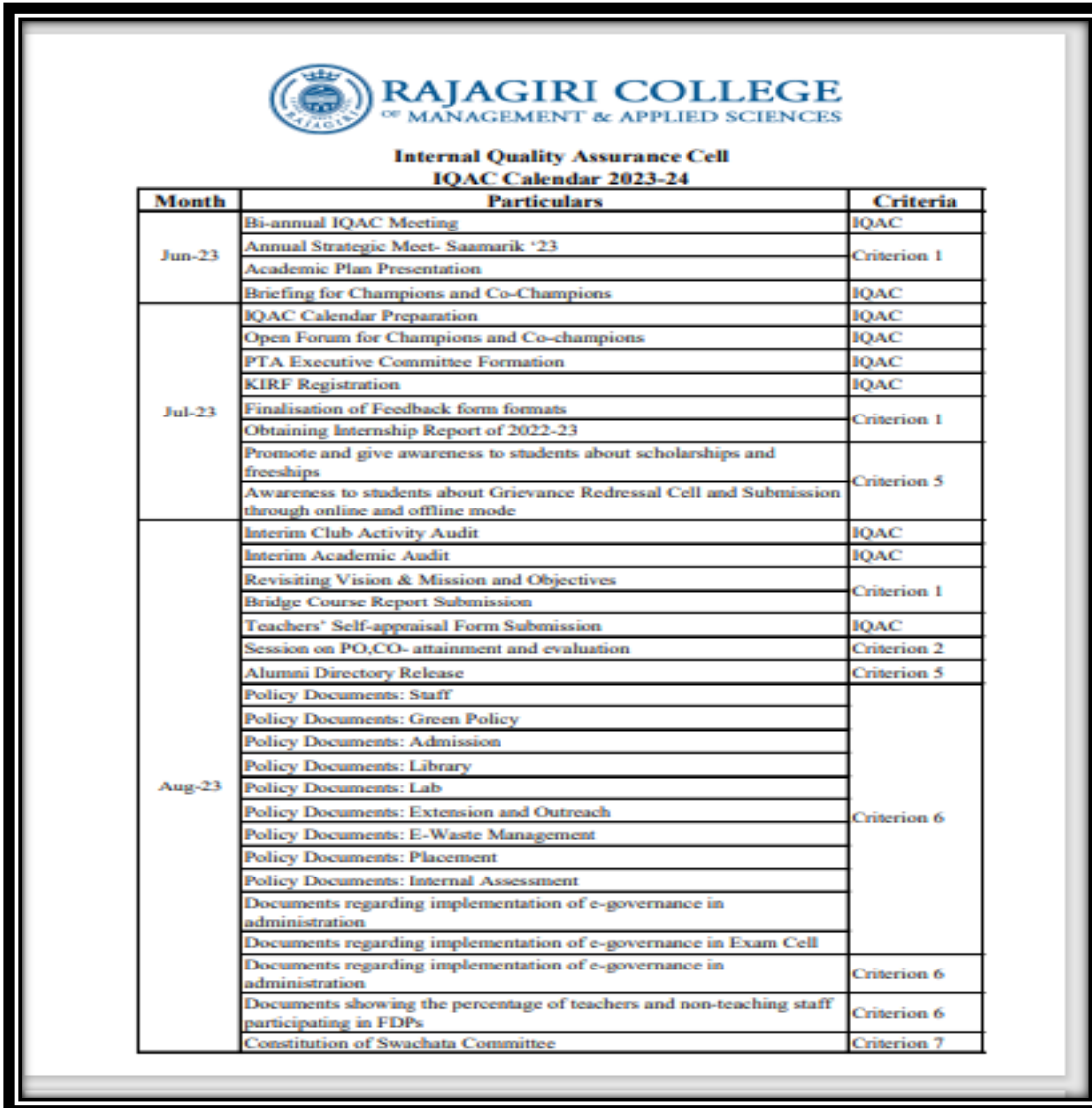
- **Action Plan Monitoring:** Oversees the implementation of the institutional action plans, ensuring that they are executed as intended and contribute to achieving the institution's goals.
- **Strategic Plans:** Monitors and reviews the strategic plans of the institution to ensure they are aligned with the long-term vision and objectives. SWOC analysis is done to prepare 10-year strategic plan inculcating both short-term and long-term plans.



Sample Photo of Cover Page of Strategic Plan 2010-2020 and 2020-2030

### 3.15 Academic Scheduling

- **Academic Calendar and Timetable:** Prepares the academic calendar, IQAC Calendar and timetable, ensuring that they are well-structured to accommodate all necessary academic activities, exams, and breaks.
- **Syllabus Completion:** Monitors syllabus completion to ensure that all planned coursework is delivered within the academic term, addressing any delays or gaps.




**RAJAGIRI COLLEGE**  
OF MANAGEMENT & APPLIED SCIENCES

**Internal Quality Assurance Cell**  
**IQAC Calendar 2023-24**

Month	Particulars	Criteria
Jun-23	Bi-annual IQAC Meeting	IQAC
	Annual Strategic Meet- Saamarik '23	Criterion 1
	Academic Plan Presentation	
Jul-23	Briefing for Champions and Co-Champions	IQAC
	IQAC Calendar Preparation	IQAC
	Open Forum for Champions and Co-champions	IQAC
	PTA Executive Committee Formation	IQAC
	KIRF Registration	IQAC
	Finalisation of Feedback form formats	Criterion 1
	Obtaining Internship Report of 2022-23	
	Promote and give awareness to students about scholarships and freeships	Criterion 5
	Awareness to students about Grievance Redressal Cell and Submission through online and offline mode	
Aug-23	Interim Club Activity Audit	IQAC
	Interim Academic Audit	IQAC
	Revisiting Vision & Mission and Objectives	Criterion 1
	Bridge Course Report Submission	
	Teachers' Self-appraisal Form Submission	IQAC
	Session on PO,CO- attainment and evaluation	Criterion 2
	Alumni Directory Release	Criterion 5
	Policy Documents: Staff	Criterion 6
	Policy Documents: Green Policy	
	Policy Documents: Admission	
	Policy Documents: Library	
	Policy Documents: Lab	
	Policy Documents: Extension and Outreach	
	Policy Documents: E-Waste Management	
	Policy Documents: Placement	
	Policy Documents: Internal Assessment	
	Documents regarding implementation of e-governance in administration	
Documents regarding implementation of e-governance in Exam Cell	Criterion 6	
Documents regarding implementation of e-governance in administration		
Documents showing the percentage of teachers and non-teaching staff participating in FDPs	Criterion 6	
Constitution of Swachata Committee	Criterion 7	

Sample Photo of IQAC Calendar 2023-2024

Page 90 Handbook & Calendar 2023-24



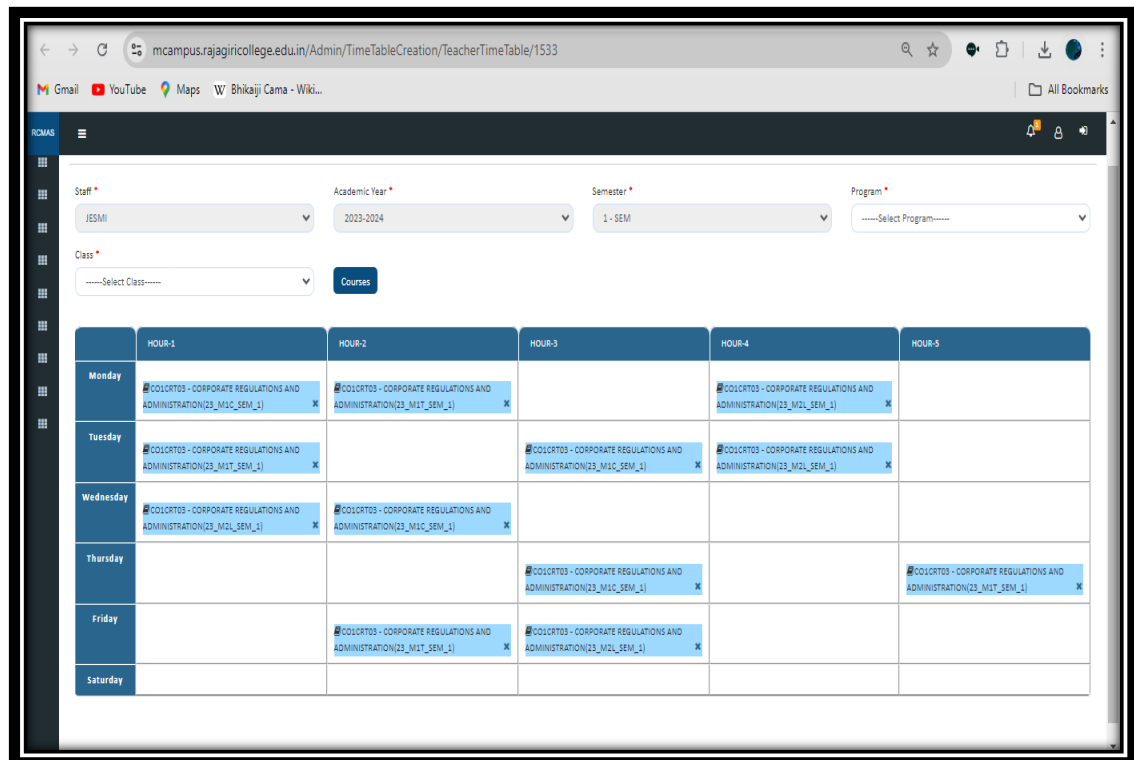
RCMAS Examination Calendar 2023-24						
Sl. No.	Programme & Sem.	SEMESTER		Examination Dates 2023-24		Last Date of Assignment
		START	END	IAT1	IAT2	
1	UG S1 (23-26 Batch)	10.07.2023	31.10.2023	Aug 7,8,9,10,11,14	Oct 9,10,11,12,13,16	01.10.2023
2	UG S2 (23-26 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7,8,11	Mar 4,5,6,7,8,11	01.03.2024
3	UG S3 (22-25 Batch)	05.06.2023	31.10.2023	Jul 18,19,20,21,24,25	Sep 18,19,20,21,25,26	01.10.2023
4	UG S4 (22-25 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7,8,11	Feb 15,16,19,20,21,22	01.03.2024
5	UG S5 (21-24 Batch)	05.06.2023	31.10.2023	Jul 18,19,20,21,24,25	Sep 18,19,20,21,25,26	01.10.2023
6	UG S6 (21-24 Batch)	01.11.2023	31.03.2024	Dec 4,5,6,7,8,11	Feb 15,16,19,20,21,22	01.03.2024
7	PG S1 (23-25 Batch)	10.07.2023	31.10.2023	Aug 7,8,9,10,11	Oct 9,10,11,12,13	01.10.2023
8	PG S2 (23-25 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7,8	Mar 4,5,6,7,8	01.03.2024
9	PG S3 (22-24 Batch)	05.06.2023	31.10.2023	Jul 18,19,20,21	Sep 18,19,20,21	01.10.2023
10	PG S4 (22-24 Batch)	01.11.2023	27.03.2024	Dec 4,5,6,7	Feb 15,16,19,20	01.03.2024

M G University Examination Calendar 2023-24				
Sl. No.	Programme & Sem.	Date of Notification	Date of Commencement	Date of Completion
1	UG S1 (23-26 Batch)	08.11.2023	08.12.2023	20.12.2023
2	UG S2 (22-25 Batch)	24.04.2023	26.05.2023	16.06.2023
3	UG S3 (22-25 Batch)	17.10.2023	03.11.2023	15.11.2023
4	UG S4 (21-24 Batch)	25.05.2023	26.06.2023	18.07.2023
5	UG S5 (21-24 Batch)	03.10.2023	17.11.2023	06.12.2023
6	PG S1 (23-25 Batch)	12.10.2023	13.11.2023	27.11.2023
7	PG S2 (22-24 Batch)	19.06.2023	19.07.2023	04.08.2023
8	PG S3 (22-24 Batch)	09.11.2023	06.12.2023	20.12.2023

Rajagiri College of Management and Applied Sciences

Sample Photo of Exam Calendar 2023-2024



The screenshot shows the 'TeacherTimeTable/1533' page in the MCampus system. It includes filters for Staff (JESMI), Academic Year (2023-2024), Semester (1-SEM), and Program. Below the filters is a grid showing the faculty's timetable across five hours (Hour-1 to Hour-5) for each day of the week (Monday to Saturday). The courses listed are COLCRT03 - CORPORATE REGULATIONS AND ADMINISTRATION(23\_M10\_SEM\_1), COLCRT03 - CORPORATE REGULATIONS AND ADMINISTRATION(23\_M12\_SEM\_1), and COLCRT03 - CORPORATE REGULATIONS AND ADMINISTRATION(23\_M14\_SEM\_1).

Sample Photo of timetable of faculty in MCampus



Each faculty can enter their time table and course plan in MCampus which is followed by course plan entry which ensures syllabus completion as it records and tracks the portions completed for each semester in each programme.

### 3.16 Supervises the conduct of College Union



**Sample Photo of the elected Student Council of 2023-2024**

The college union election is conducted every year and fair, equitable process is ensured during the elections. The student council body made up of the elected members works as a bridge of communication between students, faculty, and the College administration, facilitating effective dialogue and problem-solving.