

**Criterion VI**  
**Governance,**  
**Leadership and**  
**Management**



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

**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**  
**Quality Assurance Initiatives of the Institution**

6.5.2

**Academic and Administrative Audit**  
**Action Taken Report 2020-2021**

Submitted to





## Academic Administrative Audit 2020-21

### Action Taken Report

Criteria	Observations and Suggestions	Action Taken Report
Curricular Aspects	<ul style="list-style-type: none"> <li>• <b>Adaptations Due to COVID-19:</b> The curriculum was adapted for online delivery, with a focus on ensuring continuity of learning. Some programs successfully integrated online tools, while others struggled with the transition.</li> <li>• Adoption of digital platforms varied, with some faculty excelling in online engagement, while others faced challenges. The shift highlighted a need for enhanced digital literacy among both faculty and students.</li> <li>• Successful implementation of Learning Management Systems (LMS)</li> <li>• Enhance digital infrastructure and provide training for faculty and students.</li> <li>• Develop robust online assessment strategies that ensure fairness and integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful programs are sharing their strategies and tools with those that struggled, fostering a collaborative environment.</li> <li>• Continuous feedback gathering is in progress from students and faculty to identify and address issues promptly.</li> <li>• Regularly updating and optimizing the LMS to ensure smooth functioning and user-friendly interface.</li> <li>• Conducting workshops to familiarize faculty and students with the LMS features and functionalities.</li> </ul>
Teaching-Learning and Evaluation	<ul style="list-style-type: none"> <li>• Online learning environments posed challenges in maintaining student engagement. Strategies such as virtual group work and interactive online sessions helped mitigate some of these challenges.</li> <li>• Feedback mechanisms were maintained online, though there was a need for more timely and</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraging faculty to participate in online courses and certifications related to digital education.</li> <li>• Fostering a culture of peer learning and support among faculty to share best practices and</li> </ul>

	<p>constructive feedback to support student learning in the virtual environment.</p> <ul style="list-style-type: none"> <li>• Strengthen digital infrastructure and provide ongoing technical support to both faculty and students.</li> <li>• Continue to invest in faculty development programs focusing on online teaching skills and digital literacy.</li> <li>• Foster a supportive online learning environment by incorporating interactive and collaborative tools.</li> </ul>	<p>innovative teaching methods.</p> <ul style="list-style-type: none"> <li>• Integrating tools such as Zoom, and Google Meet to facilitate collaboration and interaction.</li> <li>• Organizing virtual extracurricular activities, such as online clubs and competitions, to keep students engaged outside of the classroom.</li> </ul>
Research, Consultancy and Extension	<ul style="list-style-type: none"> <li>• Extension activities adapted to the pandemic by shifting to online platforms.</li> <li>• Virtual workshops, webinars, and online training sessions were conducted, reaching a wider audience.</li> <li>• Focus on publishing in more high-impact journals and conferences.</li> <li>• Organize workshops and training sessions on research methodologies and publication ethics.</li> </ul>	<ul style="list-style-type: none"> <li>• Various extension activities such as community outreach programs, awareness campaigns and skill development workshops are transitioned to online platforms.</li> <li>• Virtual workshops, webinars and training sessions are in plan.</li> <li>• Financial assistance and incentives will be provided for publications in recognized high-impact journals.</li> </ul>
Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>• Expand the range of online courses and integrate more multimedia content to enhance learning experiences.</li> <li>• Regularly update physical study materials to keep pace with current academic requirements.</li> <li>• Continuously improve the LMS by adding new features and tools to support both teaching and learning activities.</li> <li>• Implement a feedback mechanism to gather student and faculty input</li> </ul>	<ul style="list-style-type: none"> <li>• A structured feedback system is introduced, allowing students and faculty to provide input on learning resources through surveys, suggestion boxes, and online forms.</li> <li>• A dedicated committee is formed to review feedback, analyze trends and recommend</li> </ul>

	on learning resources and make necessary adjustments.	necessary adjustments to learning resources.
Student Support and Progression	<ul style="list-style-type: none"> <li>• Implement advanced systems to monitor and support student academic progress.</li> <li>• Encourage wider student participation in extracurricular activities.</li> <li>• Strengthen the alumni network and leverage their expertise for student mentorship.</li> <li>• Regularly collect and act on student feedback regarding support services and progression mechanisms.</li> </ul>	<ul style="list-style-type: none"> <li>• Expanding the range of extracurricular activities available to students, including virtual clubs, online events and hybrid activities.</li> <li>• Organizing alumni panels and workshops where former students share their experiences and providing career advice.</li> </ul>
Governance, Leadership and Management	<ul style="list-style-type: none"> <li>• Continuously evaluate and update programs to meet industry and academic trends.</li> <li>• Strengthen and expand partnerships and collaborations.</li> <li>• Develop robust monitoring systems to track the progress of strategic initiatives.</li> <li>• Enhance stakeholder engagement in governance and decision-making processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Entering into new partnerships with industry leaders, academic institutions and research organizations to enhance learning and research opportunities.</li> <li>• Implementing feedback mechanisms to gather input from stakeholders on governance issues and decisions.</li> <li>• Improving transparency by regularly sharing information on decision-making processes and outcomes.</li> </ul>
Innovations and Best Practices	<ul style="list-style-type: none"> <li>• Involve faculty, students, and other stakeholders in the planning and implementation of innovations and best practices.</li> <li>• Establish a continuous</li> </ul>	<ul style="list-style-type: none"> <li>• Conducting regular audits and evaluations of implemented innovations to</li> </ul>

	improvement framework to regularly assess and enhance innovations and best practices.	identify areas for improvement and ensure alignment with institutional goals. <ul style="list-style-type: none"><li>• Creating dedicated channels for ongoing feedback and suggestions from stakeholders to refine and improve innovations and best practices.</li></ul>
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**Mr. Joby Jacob**

**IQAC Coordinator**

**LALY**

**MATHEW**

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by LALY MATHEW  
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