

**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 2022-2023**

Submitted to





## Academic and Administrative Audit 2022-23

### Action Taken Report

Area	Suggestions	Action Taken
<b>Faculty Development:</b>	<ul style="list-style-type: none"> <li>• Strengthen support for faculty to participate in international conferences and collaborative research projects.</li> </ul>	<ul style="list-style-type: none"> <li>• The institution has allocated additional funds specifically for supporting faculty participation in workshops, seminars and conferences.</li> </ul>
<b>Student Engagement:</b>	<ul style="list-style-type: none"> <li>• Increase student access to resources and opportunities for entrepreneurial and leadership development.</li> </ul>	<ul style="list-style-type: none"> <li>• An Entrepreneurship Cell (IEDC) is in place to provide a dedicated platform for students interested in entrepreneurship. IEDC organizes workshops, seminars, and guest lectures by successful entrepreneurs to inspire and educate students about starting their own ventures.</li> </ul>
<b>Infrastructure Development:</b>	<ul style="list-style-type: none"> <li>• Focus on creating more collaborative spaces for students and faculty to engage in research and innovation.</li> <li>• Improve accessibility and availability of digital learning tools and resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Co-working space will be introduced within the campus library and other academic wings. These spaces are designed to encourage spontaneous collaboration and idea-sharing among students and faculty.</li> <li>• Installed EBSCO, N-LIST and DELNET</li> </ul>

<p><b>Quality Assurance and Feedback:</b></p>	<ul style="list-style-type: none"> <li>• Expand the use of technology in quality assurance processes, including digital feedback systems and analytics.</li> </ul>	<ul style="list-style-type: none"> <li>• A digital feedback system is in place to collect and analyse feedback from students, faculty, and other stakeholders.</li> </ul>
<p><b>Administrative Audit</b></p>	<ul style="list-style-type: none"> <li>• Implement more experiential learning opportunities, such as internships and live projects.</li> <li>• Implement a campus-wide sustainability initiative.</li> <li>• Increase investment in digital infrastructure, including virtual labs and online learning platforms.</li> <li>• Expand the role of student feedback in quality assurance processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborations with various industries and organizations are strengthened to offer a broader range of internship opportunities across different fields.</li> <li>• Several green initiatives are being launched, including energy-efficient lighting, water conservation measures and waste reduction programs. Solar panels were installed on key buildings to reduce reliance on non-renewable energy sources.</li> <li>• The institution is investing in upgrading its IT infrastructure, including high-speed internet, servers, and cloud storage, to support the increased demand for digital learning and virtual labs.</li> <li>• A formal process was established to ensure that student feedback is systematically reviewed and integrated into decision-making processes. Regular meetings are held with student representatives to discuss feedback and its implications for academic and administrative policies.</li> </ul>

<b>Expand Industry Collaboration:</b>	<ul style="list-style-type: none"> <li>• Foster deeper collaborations with industry through incubators.</li> <li>• Encourage more active participation of industry professionals in academic programs through guest lectures.</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting startups especially software development through incubation centre.</li> <li>• Adding more guest lectures in the department academic calendar.</li> </ul>
<b>Cultural and Social Engagement:</b>	<ul style="list-style-type: none"> <li>• Continue to diversify cultural and social events to reflect a wide range of interests and backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Projecting diverse cultural backgrounds through ethnic events in the backdrop of cultural fiesta.</li> </ul>
<b>Strengthen Student Development Initiatives:</b>	<ul style="list-style-type: none"> <li>• Introduce formal training and certification programs for student volunteers, enhancing their skills and employability.</li> </ul>	<ul style="list-style-type: none"> <li>• The institution will be establishing formal training and certification programs specifically designed for student volunteers. These programs include workshops and courses in leadership, project management, communication, and other relevant skills.</li> </ul>
<b>Mental Health Services Enhancement:</b>	<ul style="list-style-type: none"> <li>• Further expand counseling services to meet increasing demand, including specialized counseling (e.g., academic stress, career counseling).</li> </ul>	<ul style="list-style-type: none"> <li>• The institution has significantly expanded its counseling center. Counselor is available to address various student needs, including specialized counseling for academic stress, career planning and personal challenges.</li> </ul>
<b>Academic Support and Mentorship:</b>	<ul style="list-style-type: none"> <li>• Increase the availability of peer mentoring programs and encourage faculty involvement in student mentoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular mentor-mentee meetings and structured mentoring activities have been integrated into the academic calendar to foster stronger relationships and enhance student success.</li> </ul>

<b>Financial Aid and Scholarships:</b>	<ul style="list-style-type: none"> <li>• Streamline the application and disbursement process for financial aid to ensure timely support.</li> </ul>	<ul style="list-style-type: none"> <li>• The financial aid application and disbursement process has been thoroughly reviewed and streamlined to provide more efficient and timely support to students.</li> </ul>
<b>Health and Wellness Expansion:</b>	<ul style="list-style-type: none"> <li>• Introduce comprehensive wellness programs focusing on mental health, stress management and healthy lifestyles.</li> </ul>	<ul style="list-style-type: none"> <li>• Sessions on stress management and work-life balance are in consideration.</li> </ul>
<b>Expand Research Funding and Support:</b>	<ul style="list-style-type: none"> <li>• Pursue diverse funding sources, including industry sponsorships, philanthropic contributions, and international grants.</li> </ul>	<ul style="list-style-type: none"> <li>• Efforts have been intensified to secure industry sponsorships, resulting in successful partnerships with several companies that are now supporting campus events.</li> </ul>
<b>Encourage High-Impact Research:</b>	<ul style="list-style-type: none"> <li>• Foster a culture of research excellence by recognizing and rewarding outstanding research achievements.</li> </ul>	<ul style="list-style-type: none"> <li>• A formal recognition program will be introduced, featuring annual awards for research excellence in various disciplines. These awards include monetary incentives, certificates of achievement, and public acknowledgment during institutional events.</li> </ul>
<b>Enhance Faculty and Student Research Capacities:</b>	<ul style="list-style-type: none"> <li>• Provide professional development opportunities for faculty in research methodology, grant writing, and publication strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• A series of workshops and training sessions will be organized, facilitated by experienced researchers and industry experts.</li> </ul>
<b>Strengthen Research Collaborations and Networks:</b>	<ul style="list-style-type: none"> <li>• Proactively seek international collaborations and</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty members are encouraged to present their research at</li> </ul>

	<p>partnerships to enhance research quality and global reach.</p> <ul style="list-style-type: none"> <li>• Promote the formation of research clusters or thematic groups to concentrate efforts on key strategic areas.</li> </ul>	<p>international conferences.</p> <ul style="list-style-type: none"> <li>• Regular workshops and seminars are in consideration for discussing future research directions.</li> </ul>
<b>Increase Research Visibility and Impact:</b>	<ul style="list-style-type: none"> <li>• Develop strategies for wider dissemination of research findings, including public engagement, media outreach, and policy briefs.</li> <li>• Encourage the practical application of research through industry partnerships, technology transfer and commercialization efforts.</li> </ul>	<ul style="list-style-type: none"> <li>• The institution will be launching an incubation center to support faculty and students in transforming their research into viable startups.</li> </ul>
<b>Deepen Academic Collaborations:</b>	<ul style="list-style-type: none"> <li>• Continue to expand international academic collaborations, focusing on joint research, publication opportunities and student exchange programs.</li> <li>• Establish formal agreements for dual degrees and twinning programs with reputed international universities.</li> </ul>	<ul style="list-style-type: none"> <li>• MoUs with institutions are in consideration.</li> <li>• Since the college is following the University curriculum such twinning programmes cannot be offered.</li> </ul>
<b>Enhance Industry-Academia Linkages:</b>	<ul style="list-style-type: none"> <li>• Develop a structured industry engagement strategy, including regular industry-academic dialogues, collaborative research, and customized training programs.</li> <li>• Introduce industry-led certification programs and workshops to enhance the</li> </ul>	<ul style="list-style-type: none"> <li>• Will be creating a Strategic Plan that outlines regular industry-academic dialogues and customized training programs tailored to industry needs.</li> <li>• Will be organizing industry-led workshops, providing students with hands-on experience and practical skills</li> </ul>

	employability of students.	relevant to their chosen careers.
<b>Expand Community Engagement Initiatives:</b>	<ul style="list-style-type: none"> <li>• Strengthen the integration of community service into the academic curriculum, encouraging more students to participate in service-learning projects.</li> <li>• Build long-term partnerships with community organizations to address critical social issues and promote sustainable practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Partnering with local NGOs and community organizations to provide meaningful service-learning opportunities that address local needs is in consideration.</li> <li>• Promotion of sustainable practices across the campus through awareness campaigns and educational programs is in consideration.</li> </ul>
<b>Increase Professional Network Engagement:</b>	<ul style="list-style-type: none"> <li>• Promote active participation in professional associations, providing support for memberships, conference attendance, and publication opportunities.</li> <li>• Encourage faculty to take leadership roles in professional bodies, enhancing the institution's profile and influence.</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraging faculty to publish in association-led journals and participate in professional development workshops offered by these associations.</li> <li>• Establishment of a mentorship program where senior faculty guide junior colleagues in navigating leadership roles within professional associations is in consideration.</li> </ul>
<b>Broaden Recruiter Network:</b>	<ul style="list-style-type: none"> <li>• Continue to expand the recruiter base, targeting sectors such as technology, healthcare, and digital marketing.</li> <li>• Enhance engagement with international companies to provide global career opportunities for students.</li> </ul>	<ul style="list-style-type: none"> <li>• Expansion of the recruitment strategy to include companies from high-growth sectors such as technology, healthcare, and digital marketing is in consideration.</li> <li>• Platforms are provided for awareness on global career opportunities.</li> </ul>

<p><b>Innovate Career Services:</b></p>	<ul style="list-style-type: none"> <li>• Develop new career service offerings, such as industry certifications, entrepreneurship support, and startup incubation.</li> <li>• Provide students with access to digital resources and platforms for self-assessment, skill development, and career planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship Development Cell is in place to provide resources, mentorship and funding opportunities for student startups.</li> <li>• Will be organizing regular workshops and webinars to help students navigate these digital resources and make the most of the available tools.</li> </ul>
<p><b>Enhance Internship Opportunities:</b></p>	<ul style="list-style-type: none"> <li>• Strengthen partnerships with companies to increase the availability and diversity of internship opportunities.</li> <li>• Implement a mentorship program within the internship framework, ensuring students receive guidance and support from industry professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be introducing flexible internship programs, allowing students to gain experience in different sectors and roles throughout their studies.</li> <li>• Regularly monitoring mentorship program to ensure that students benefit from personalized advice and career insights.</li> </ul>
<p><b>Leverage Alumni Relations:</b></p>	<ul style="list-style-type: none"> <li>• Formalize alumni mentorship programs, offering regular interaction and support for current students.</li> <li>• Expand the alumni network to include international alumni, facilitating global networking and job placement.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be organizing regular mentorship sessions, including one-on-one meetings, group discussions, and career workshops led by alumni.</li> <li>• Will be organizing international alumni meetups and virtual networking events to connect current students with global alumni.</li> </ul>
<p><b>Focus on Data-Driven Placement Strategies:</b></p>	<ul style="list-style-type: none"> <li>• Utilize data analytics to assess placement trends, student</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly reviewing data insights to refine placement strategies and career services,</li> </ul>



	<p>preferences, and industry demands.</p> <ul style="list-style-type: none"> <li>• Use insights from this data to tailor placement strategies, career services, and training programs to better meet student and industry needs.</li> </ul>	<p>ensuring alignment with student aspirations and market needs.</p> <ul style="list-style-type: none"> <li>• Tailoring training programs to address specific industry needs, enhancing students' employability and career readiness.</li> </ul>
<p><b>Department of Animation &amp; Graphic Designing</b></p>	<ul style="list-style-type: none"> <li>• Support faculty in obtaining industry certifications and participating in international research collaborations.</li> <li>• Facilitate faculty exchange programs and joint research projects with other institutions.</li> <li>• Increase opportunities for students to showcase their work through exhibitions, festivals, and industry competitions.</li> <li>• Explore partnerships with technology providers for access to the latest software and hardware innovations.</li> <li>• Expand the network of industry partners to include a wider range of companies and creative agencies.</li> <li>• Develop collaborative research projects and industry-driven initiatives that provide practical experience for students.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be launching a faculty development program that focuses on building industry-relevant skills and fostering global research partnerships.</li> <li>• Encouraging faculty members to participate in joint research projects with peers from other institutions.</li> <li>• Will be supporting student participation in national and international industry competitions, offering mentorship and financial assistance for entry fees and travel.</li> <li>• Will be establishing partnerships with leading technology companies to provide students and faculty with access to the latest software and hardware tools.</li> <li>• Will be broadening the institution's industry partner network by engaging with companies and creative agencies across diverse sectors, including technology, media, and design.</li> <li>• Introduction of collaborative research projects that involve</li> </ul>

		<p>students working alongside industry professionals on real-world challenges is in consideration.</p>
<p><b>Department of Computer Science</b></p>	<ul style="list-style-type: none"> <li>• Further innovate the curriculum to include advanced topics such as quantum computing, advanced machine learning algorithms, and IoT (Internet of Things).</li> <li>• Support faculty in pursuing advanced research projects and collaborations with leading technology firms and research institutions.</li> <li>• Enhance faculty development programs by offering more opportunities for international exchange and industry engagement.</li> <li>• Increase student participation in industry-driven research projects, hackathons, and coding challenges.</li> <li>• Provide additional career services, including resume workshops, interview preparation, and job placement assistance.</li> <li>• Continue investing in cutting-edge technology and infrastructure to support advanced learning and research activities.</li> <li>• Explore partnerships with technology providers for access to</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate Course in Advanced Python for Data Analysis and Certificate Course in Robotics are in consideration.</li> <li>• Research Cell is into identifying external funding opportunities for high-impact research.</li> <li>• Will be organizing workshops and seminars focused on industry trends, global research collaborations, and emerging academic disciplines.</li> <li>• Will be providing mentoring and resources to support student teams participating in national and international competitions.</li> <li>• Will be expanding career services to include regular resume workshops and interview preparation sessions.</li> <li>• Regularly reviewing and updating technology infrastructure to keep pace with advancements in the field and support innovative teaching.</li> <li>• Will be organizing training sessions and workshops to help students and faculty maximize the use of</li> </ul>

	<p>the latest tools and software.</p> <ul style="list-style-type: none"> <li>• Strengthen existing industry collaborations and seek new partnerships to enhance internship opportunities and industry-relevant projects.</li> <li>• Organize regular industry engagement activities, including workshops, panel discussions, and networking events.</li> </ul>	<p>tools in their academic and research endeavors.</p> <ul style="list-style-type: none"> <li>• Will be reinforcing existing partnerships with industry leaders, focusing on expanding internship opportunities and collaborative projects that benefit both students and companies.</li> <li>• Will host guest speakers from various industries to share insights and experiences, fostering a deeper understanding of industry trends and challenges.</li> </ul>
<p><b>Department of Commerce</b></p>	<ul style="list-style-type: none"> <li>• Further innovate the curriculum to include emerging topics such as sustainable business practices and digital transformation.</li> <li>• Support faculty in pursuing advanced research and professional development, including opportunities for international collaborations and industry certifications.</li> <li>• Enhance faculty exchange programs and collaborative research projects with other academic and industry partners.</li> <li>• Increase student involvement in real-world projects, business simulations, and industry research initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate Course in Research Methodology, Certificate Course in Legal Contract Drafting and Certificate Course in International Financial Reporting Standards are in consideration.</li> <li>• Encouraging faculty to participate in professional development programs that enhance their expertise in emerging fields and improve their teaching effectiveness.</li> <li>• Will be expanding faculty exchange programs to include more opportunities for collaboration with both academic and industry partners.</li> <li>• Will be organizing competitions and challenges that simulate real-world business environments, encouraging students to</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide additional career services, including personalized career counselling, job placement support, and networking opportunities.</li> <li>• Continue investing in state-of-the-art technology and resources to support modern business education and research activities.</li> <li>• Explore partnerships with technology providers for access to the latest business tools and software.</li> <li>• Strengthen existing industry partnerships and seek new collaborations with a diverse range of business sectors.</li> <li>• Organize regular industry-focused events, such as workshops, panel discussions, and networking sessions, to enhance student learning and career prospects.</li> </ul>	<p>apply their knowledge in practical settings.</p> <ul style="list-style-type: none"> <li>• Will be implementing a career mentorship program that pairs students with industry veterans.</li> <li>• Will regularly assess technology to ensure that students and faculty have access to the tools necessary for cutting-edge business education.</li> <li>• Will be providing training sessions and workshops to help students and faculty effectively utilize these tools in their academic and research activities.</li> <li>• Planning to organize industry-specific events to explore new partnership opportunities and expand the network of industry collaborators.</li> </ul>
<p><b>Department of English</b></p>	<ul style="list-style-type: none"> <li>• Further innovate the curriculum by including emerging topics such as digital humanities, multimedia storytelling and global literary studies.</li> <li>• Support faculty in pursuing advanced research, international collaborations, and professional</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate Course in Grammar and Comprehension, Certificate Course in Reporting for Media and Certificate Course in Copywriting and Copy Editing are in consideration.</li> <li>• Will be offering professional development workshops on new</li> </ul>

	<p>development in new media and digital communication.</p> <ul style="list-style-type: none"> <li>• Enhance faculty exchange programs and interdisciplinary research initiatives.</li> <li>• Increase student involvement in real-world projects, literary events, and internships with publishing and media organizations.</li> <li>• Provide additional career services, including personalized career counseling, writing workshops, and job placement assistance.</li> <li>• Continue investing in cutting-edge technology, library resources, and classroom facilities to support modern English studies.</li> <li>• Explore partnerships with literary and media organizations for access to additional resources and learning opportunities.</li> <li>• Strengthen existing industry partnerships and seek new collaborations with a broader range of literary and media sectors.</li> <li>• Organize regular industry-focused events, such as literary festivals, writing contests, and networking sessions.</li> </ul>	<p>media trends, equipping faculty with the latest skills and knowledge in the field.</p> <ul style="list-style-type: none"> <li>• Will be organizing conferences and symposiums to promote interdisciplinary research and share findings with the academic community.</li> <li>• Will be organizing literary events such as readings, book launches and panel discussions, where students can participate and gain practical experience.</li> <li>• Will be conducting writing workshops focusing on creative writing, content creation and digital storytelling, led by industry experts.</li> <li>• Will be expanding the library's collection to include a broader range of digital resources, e-books and online journals in literary studies.</li> <li>• Will be forming partnerships with organizations and media networks, to provide students with exclusive learning resources and opportunities.</li> <li>• Will be hosting industry roundtables and networking events to connect students and faculty with professionals from a wider range of literary and media fields.</li> <li>• Will be establishing partnerships with</li> </ul>
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		literary journals and media outlets to co-host events that showcase student talent and foster industry connections.
<b>Department of Management</b>	<ul style="list-style-type: none"> <li>• Further innovate the curriculum by integrating emerging technologies, advanced business models, and global business practices.</li> <li>• Support faculty in pursuing cutting-edge research, international collaborations, and professional development in new management trends.</li> <li>• Enhance faculty exchange programs and interdisciplinary research initiatives.</li> <li>• Increase student participation in real-world projects, business simulations, and internships with industry leaders.</li> <li>• Provide additional career services, including personalized job placement support, resume workshops, and networking opportunities.</li> <li>• Continue investing in modern technology, classroom facilities, and library resources to support advanced management education.</li> <li>• Explore partnerships with technology providers for access to the latest management tools and software.</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate Course in Total Quality Management, Certificate Course in Financial Markets, Certificate Course in Brand Building and Management Strategies and Certificate Course on Ethics and Professionalism in the Legislative Process are in consideration.</li> <li>• Will be organizing faculty development programs that focus on the latest management trends, including global business strategies and digital transformation.</li> <li>• Will be hosting research symposia that bring together faculty from different disciplines to discuss and collaborate on innovative research projects.</li> <li>• Will be launching a business incubator program where students can work on entrepreneurial projects with guidance from industry mentors.</li> <li>• Will be developing a mentorship program that pairs students with experienced professionals in their field of interest for career guidance and support.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strengthen existing industry partnerships and seek new collaborations with a diverse range of business sectors.</li> <li>• Organize regular industry-focused events, such as leadership seminars, business workshops, and networking sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be enhancing library resources by adding the latest management books, journals, and online databases to support research and learning.</li> <li>• Will be providing training sessions and workshops to ensure that both students and faculty can effectively use these tools in their academic and professional work.</li> <li>• Will seek new collaborations with businesses in emerging industries, broadening the scope of internship and project opportunities for students.</li> <li>• Inviting prominent business leaders and entrepreneurs to share their experiences and insights with students is in consideration.</li> </ul>
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**Mr. Joby Jacob**

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