

**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 Report 2020-2021**

Submitted to



**Academic and Administrative Audit Report 2020-21 (Internal)**

Submitted to

**Internal Quality Assurance Cell (IQAC)**

**Rajagiri College of Management and Applied Sciences (RCMAS)**

**Rajagiri Valley P.O., Kakkanad-682039**

*Submitted by*

1. Rev. Fr. Ajeesh Puthussery CMI  
Principal  
RCMAS  
Kakkanad
2. Mr. W T Paul  
Associate Professor  
Department of Management  
RCMAS  
Kakkanad
3. Ms. Mary Antony  
Head, Dept. of Commerce  
RCMAS  
Kakkanad
4. Mr. Jithu Tom Eapen  
IQAC Additional Coordinator  
RCMAS  
Kakkanad

## Preface

This report presents a comprehensive evaluation of Rajagiri College of Management and Applied Sciences, Kakkanad, for the academic year 2020-21. Conducted on 6 July 2021 with the primary objective of assessing the institution's adherence to academic standards, administrative efficiency, financial management and overall performance, this audit provides a detailed analysis of various aspects of the college's operations.

The audit team, comprising Rev. Fr. Ajeesh Puthussery CMI, Principal, Mr. W T Paul, Associate Professor, Department of Management, Ms. Mary Antony, Head, Dept. of Commerce, Mr. Jithu Tom Eapen, IQAC Additional Coordinator, employed a methodology that included document analysis, interviews with key stakeholders, observations and data analysis. The evaluation covered academic programs, student affairs, faculty development, infrastructure, financial management and administrative processes.

Through this assessment, we have identified the college's strengths, weaknesses, opportunities and threats. The report offers constructive recommendations aimed at enhancing academic quality, administrative effectiveness and overall performance.

The cooperation and support extended by the college management, faculty, staff, and students were invaluable to this process. Their insights and collaboration allowed for a thorough and objective evaluation.

We believe this report will serve as a valuable tool for the college management to identify areas for improvement and to implement strategic initiatives that align with the institution's vision and mission.



**Mr. W T Paul**



**Ms. Mary Antony**



**Mr. Jithu Tom Eapen**



**Rev. Fr. Ajeesh Puthussery CMI**

**Principal**





09 July 2021

## Observations and Recommendations of Academic Audit (In General)

Criteria	Observations and Suggestions
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> <li>• Increase support services to address the digital divide and mental health concerns.</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 constructive feedback to support student learning in the virtual environment.</li> <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>
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 more registration for research.</li> </ul>



	<ul style="list-style-type: none"> <li>• Organize workshops and training sessions on research methodologies and publication ethics.</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 on learning resources and make necessary adjustments.</li> </ul>
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>
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>
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 improvement framework to regularly assess and enhance innovations and best practices.</li> </ul>

 <b>Mr. W T Paul</b> Associate Professor	 <b>Ms. Mary Antony</b> Head, Dept. of Commerce
 <b>Mr. Jithu Tom Eapen</b> IQAC Additional Coordinator	 <b>Rev. Fr. Ajeesh Puthussery CMI</b> Principal

**LALY  
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