

**Academic and Administrative Audit Report (Internal) 2019-20**

Submitted To

**Internal Quality Assurance Cell**

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

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

Submitted by

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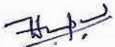
## Preface

The Audit report presents a comprehensive evaluation of Rajagiri College of Management and Applied Sciences, Kakkanad, for the academic year 2019-20. The audit which was scheduled for 29 June 2020, assessed the college's adherence to academic standards, administrative efficiency, financial stewardship, and overall performance. 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, Ms. Amala Manavalan, Head, Dept. of English & IQAC Additional Coordinator examined the college's academic programs, student support services, faculty development, infrastructure, financial management and administrative operations. Data analysis and document review were employed as audit methodologies.

This report highlights the college's strengths, weaknesses, opportunities and challenges. Recommendations for enhancing academic quality, administrative effectiveness and overall performance are provided.

The audit team acknowledges the cooperation and support extended by the college community. Their contributions were invaluable to the audit process.

We believe this report will assist the college in identifying areas for improvement and implementing strategic initiatives to achieve its goals.



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**Principal**

**Date:2/07/2020**

## Observations and Recommendations of Academic Audit

<b>Criteria</b>	<b>Observations and Suggestions</b>
Curricular Aspects	<ul style="list-style-type: none"> <li>• There is a need for a structured process for incorporating feedback from faculty, industry experts and alumni, which has positively influence upon curriculum.</li> <li>• Introduce a variety of assessment methods like exams, projects, and presentations instead of traditional exams, which may not fully assess students' practical skills.</li> <li>• Faculty development workshops and use of guest lecturers from industry can be adoptable as best practices.</li> <li>• Increase the integration of practical and experiential learning components.</li> </ul>
Teaching-Learning and Evaluation	<ul style="list-style-type: none"> <li>• There is a growing use of technology, including digital resources and online learning platforms. Some faculty members actively integrate these tools, while others rely more on traditional approaches.</li> <li>• Encourage and support faculty in adopting innovative and technology-enhanced teaching methods.</li> <li>• Standardize the use of active learning strategies across departments to improve student engagement.</li> <li>• Diversify assessment methods to better evaluate practical skills and critical thinking.</li> <li>• Increase participation in professional development programs through targeted and relevant training sessions.</li> </ul>
Research, Consultancy and Extension	<ul style="list-style-type: none"> <li>• The concentration of research activity varies across departments, with some showing higher productivity than others.</li> <li>• Increase efforts to secure consultancy projects and partnerships with industry to diversify revenue streams.</li> <li>• Strengthen extension activities by increasing collaboration with external stakeholders and exploring new areas of community engagement.</li> </ul>
Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>• Upgrade all classrooms to smart classrooms to enhance teaching and learning experiences.</li> <li>• Ensure that all laboratories are equipped with the latest technology and instruments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Increase the collection of e-books and online journals to provide wider access to digital resources.</li> <li>• Regular maintenance and updating of infrastructure to ensure safety and usability.</li> </ul>
Student Support and Progression	<ul style="list-style-type: none"> <li>• Implement a more structured academic advising system.</li> <li>• Strengthen partnerships with industries for better internship and job opportunities.</li> <li>• Increase awareness and accessibility of counseling services.</li> <li>• Regularly update and diversify the topics of workshops and seminars to meet current trends and student needs.</li> </ul>
Governance, Leadership and Management	<ul style="list-style-type: none"> <li>• Ensure all institutional activities align with the vision and mission.</li> <li>• Continue to expand leadership development programs.</li> <li>• Increase financial transparency and stakeholder involvement in budgeting processes.</li> <li>• Develop a comprehensive policy framework to guide governance and management practices.</li> </ul>
Innovations and Best Practices	<ul style="list-style-type: none"> <li>• Develop a strategic plan for innovations and best practices with specific goals and timelines.</li> <li>• Allocate resources effectively to support innovative practices and best practices.</li> </ul>

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