



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

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RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

Internal Quality Assurance Cell

ACTION TAKEN REPORT



Academic year 2020-21

Submitted to

NAAC

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL





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(Affiliated to Mahatma Gandhi University, Kottayam)

Rajagiri Valley P.O., Kakkanad
Cochin - 682 039, Kerala
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

Internal Quality Assurance Cell

Action Taken Report of the Meeting held on 9 June 2020

- Shifted to online mode for conducting classes. Platforms such as Google Classroom, Google Meet, and Zoom were utilized extensively for this purpose. To ensure effective teaching, teachers underwent comprehensive training sessions on how to use these online teaching aids.
- Ms. Mary Antony provided teachers with guidelines to ensure regular communication with students and offer additional support during the pandemic. Teachers have implemented these guidelines, resulting in increased engagement and support for students.
- NAAC Orientation Sessions were conducted to familiarise teachers regarding the criteria requirements and benchmarks. NAAC Manual were shared and suggested teachers to visit the NAAC website regularly.
- Organized seminars on Entrepreneurship and Research Framework.

Mr. Joby Jacob
IQAC Coordinator

Rev Fr A J Saviance CMI
Principal



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Action Taken Report of the Meeting held on 25 August 2020

- An FDP on "ICT Tools for Educators: Enhancing Teaching and Research" was organized for faculty members on September 16, 2020.
- Online classes were effectively monitored to ensure a high standard of education. Regular evaluations were conducted to assess the quality of instruction and student engagement.
- A training session on the use of G-Suite was given to all faculty.
- Integrated Campus Management Software for RCMAS has been purchased from Krisinvent Private Limited.
- Introduction of G Suite for virtual platform and domain email id is provided to all the faculty members and students.
- Potential rank holders were identified and special sessions were arranged for them in each department. Supporting study materials were provided for those students.

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Action Taken Report of the Meeting held on November 10, 2020

- Department heads identified and nominated students for internal and external event participation.
- Information on FDPs will be regularly shared via email and notice boards.
- Faculty were invited to apply for financial assistance. The IQAC committee will review and approve the applications based on set criteria.

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Action Taken Report of the Meeting held on January 6, 2021

- Management decided to invite an external agency to conduct the Green Audit. Ms. Lakshmi K Raghavan, Assistant Professor, Department of English were given the task to make arrangements for the audit.
- Several activities and sessions for interview and research skills were conducted by the departments.
- Two workshops were conducted this academic year in connection with OBE implementation. Mr. Deepak Babu, Assistant Professor from RCSS, Kalamassery was the Resource Person. The session gave an insight on the aspects of Blooms Taxonomy and CO-PO-PSO Mapping. Ms. Juby George from Department of Computer Science co-ordinated the workshops.
- Feedback forms for Students, Parents, Alumni and Teachers were prepared and distributed.

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Action Taken Report of the Meeting held on March 22, 2021

- It was decided to create a Biodiversity Register and a team to document the campus biodiversity. Collaboration with local environmental organizations will be considered. Ms. Annu James will be coordinating the same.
- A committee chaired by the Principal and IQAC has been formed to conduct a Gender Audit, develop recommendations, and oversee green initiatives, as well as implement new sustainability projects.
- A review of the current academic year was presented by the different heads of departments and prepare action plans for identified improvements.

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