



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 2023-24

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 August 10, 2023

- The institution has successfully registered and submitted data for the National Institutional Ranking Framework (NIRF) on 20 December 2023.
- The KIRF registration was completed on October 12, and the data was submitted as well.
- Self-appraisal forms were distributed to teachers and Heads of Departments were asked to provide their remarks and submit them to the Principal.
- The OBE Committee, led by Ms. Juby George, is progressively continuing the OBE attainment analysis.
- Mr. Ashish C Pius is in the process of consolidating policies to create the policy manual.
- Ms. Deepthya Thampi V. has been appointed as the new IQAC secretary.
- Exman software provides a streamlined mechanism for assigning and scheduling exam duty slots.

Mr. Joby Jacob
IQAC Coordinator

Dr. Laly Mathew
Principal



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Action Taken Report of the meeting held on September 26, 2023

- On October 6, 2023, a two-day workshop on professional reporting was conducted by Mr N. K. Nikhil, Assistant Professor, RCSS. The session provided guidelines for documenting seminars, conferences, and training programs, along with preparing corresponding reports.
- The criteria heads started work on the necessary QnM and QIM coming under each criteria head.
- Departments began planning hybrid alumni gatherings. Alumni directory preparation initiated, including basic details and photos. Departments conducted online meet-ups to estimate attendee numbers. Committee inclusion of department representatives approved.
- The Alumni Meet REACH was successfully held on January 26, 2024, concluding with high tea and featuring both departmental and general meetings.
- The proposal for the website revamp was received.

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Action Taken Report of the meeting held on November 30, 2023

- Mr. Renju A C, the Criteria 4 Champion, is overseeing the follow-up on the library upgrade proposals.
- Faculty publications have increased this year compared to previous years. Management has agreed to provide financial assistance for publications.
- Several students received scholarships, including the RCMAS Sahrudaya Scholarship, other endowments, and prizes for semester toppers.
- The College Radio will launch in the upcoming academic year, with arrangements being made by the English department.
- The Library Club, in collaboration with IQAC, organized an EBSCO onsite training session for RCMAS faculty members at the Auditorium on 13th September 2023. Mr. Nandalal T S, Senior Training Manager at EBSCO Information Services, New Delhi, served as the resource person.
- The committee decided to implement a systematic approach to CO-PO mapping.

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Action Taken Report of the meeting held on January 16, 2024

- Financial assistance was provided to teachers who attended seminars, workshops, conferences, FDPs, and obtained memberships in professional bodies.
- Mr. Jotty Jacob and Mr. Sijo Jacob will supervise the establishment of alumni chapters to be integrated into the website.
- Feedback on the current curriculum was shared and discussed.
- The Internal Audit to review the criteria work was conducted by Mr. N K Nikhil and the IQAC Core team. Updates were provided by the seven criteria champions and co-champions during the audit.

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Action Taken Report of the Meeting held on February 9, 2024

- The Government of Kerala's Commissionerate of Food Safety has issued a Food Safety and Standards Authority of India (FSSAI) Registration Certificate under the FSS Act, 2006, with Registration Number 21324188000279, on 26-03-2024.
- The Energy, Environment and Green Audit was conducted by Mr. Suresh Babu and his team, Ottotractions Ltd.
- Ms. Annu James, Coordinator of Nature Club is in charge for QR coding of trees.
- Rajagiri Happiness Index has been conducted among the students and feedback were collected and analysed.
- Ms. Sai Parvathy I R was assigned the task of fulfilling the registration requirements for the Alumni Association REACH and successfully completed the registration process.

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