RSM SNDP YOGAM COLLEGE, KOYILANDY

IQAC Activity Report 2023-24

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1. Academic and Administrative Planning

- **Academic Calendar**
  The modified academic calendar for the year was thoughtfully designed, including all critical academic and extracurricular activities. It encompassed semester start and end dates, examination schedules, internal assessment deadlines, holidays, and institutional events. The calendar was circulated to all departments and displayed on the notice board and website for transparency and adherence.

- **Academic and Action Plans**
  Each department prepared detailed action plans by **23/06/2023**, outlining the implementation of academic, co-curricular, and extra-curricular activities. These plans included objectives, timelines, resource allocation, and specific strategies to improve teaching-learning outcomes. Regular progress reviews ensured alignment with institutional goals and timely identification of any deviations.

- **Departmental Meetings**
  Departments were required to conduct at least one meeting per month to discuss academic and administrative matters. Meeting agendas included reviewing action plans, addressing teaching challenges, and proposing new initiatives. Minutes of meetings were meticulously documented and submitted to the IQAC for future reference and compliance checks.

- **Class Timetables**
  All departments submitted their finalized timetables by **23/06/2023**, ensuring optimal utilization of classroom and laboratory resources. Time slots were allocated to ensure minimal overlaps and sufficient breaks. These timetables were displayed prominently for students and faculty, promoting a structured academic environment.

- **Bridge Courses**
  To support first-year students transitioning into higher education, bridge courses were conducted in the first two weeks of the academic year. These courses focused on foundational topics in core subjects such as mathematics, programming, and communication skills, catering especially to students from diverse academic backgrounds.

- **Duties and Coordinator Roles**
  A structured duty roster was created, assigning faculty to various roles such as coordinators for academic, cultural, and extension activities. This ensured shared responsibilities and enhanced

participation in institutional development. Specific committees were formed to oversee critical tasks like examination coordination, event management, and student mentorship.

2. Teaching-Learning Quality Enhancements

- **ICT Tools and Interactive Teaching**
  To improve classroom engagement, a series of workshops were organized for faculty to enhance their proficiency with ICT tools like interactive boards, Google Classroom, and MS Teams. Faculty integrated multimedia presentations, online assessments, and gamified learning strategies into their teaching methods, fostering a student-centric learning environment.
- **Remedial Courses**
  Departments identified students who required additional academic support through an analysis of their performance in internal assessments and semester exams. Remedial classes focused on critical subjects like mathematics, physics, and programming languages, aiming to bridge learning gaps and improve overall academic performance.
- **Orientation Program**
  A well-structured orientation program for first-year students was conducted on **10th-11th October 2023**. Sessions introduced students to academic policies, code of conduct, available support services, and campus resources. Resource person **Sri. Abdul Salam A M** effectively guided the session, supported by a dedicated committee, ensuring a welcoming and informative start for new students.

3. Community and Stakeholder Engagement

- **Extension Programs**:
  Departments conducted one outreach activity per semester with IQAC assistance.
- **PTA Meetings**:
  Held once per semester to engage parents. Reports were prepared by department heads and tutors.
- **Feedback Collection**:
  Feedback was collected from students, teachers, and alumni, with reports used for curriculum and institutional improvement.

- **Departmental Alumni Association Activities and Alumni Interaction with Students**

  The **Departmental Alumni Association** actively engages alumni to foster a strong connection with the department and its students. Key activities include **guest lectures, career guidance sessions, and skill development workshops** where alumni share their expertise and industry insights.

4. Academic Quality Assurance

- **Program Assessment**
  Each department conducted a detailed evaluation of their academic programs, focusing on syllabus relevance, teaching methods, and student outcomes. Feedback from stakeholders, including students and faculty, was incorporated into these assessments. Reports highlighted strengths and actionable suggestions for continuous improvement.
- **Student Performance Review**
  A comprehensive review of student performance was undertaken for each department. Detailed analyses included subject-wise pass percentages, comparative year-on-year results, and identification of subjects with consistently low performance. Action plans to address these issues were discussed with faculty.
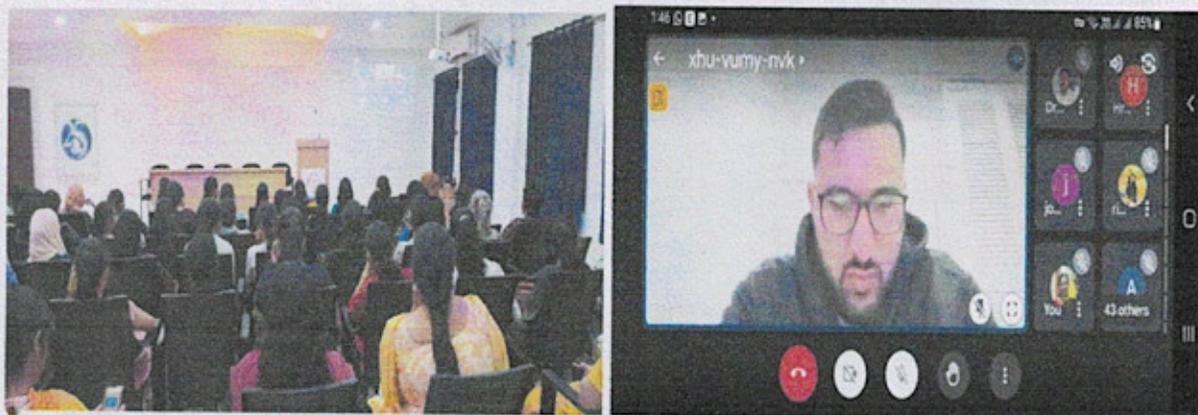- **Data Collection for AQAR 2022-23**
  To facilitate the AQAR process, departments compiled detailed data, including course feedback, student achievements, and faculty contributions. These inputs, submitted by **28/07/2023**, were consolidated into the final AQAR, which was submitted by the IQAC on **25/08/2023**. The timely submission ensured institutional compliance and readiness for external audits.

5. Professional Development and Special Initiatives

- **Guruvachan 2023 Webinar Series**
  The **Guruvachan 2023 Webinar Series**, conducted from **24th November to 4th December 2023**, featured speakers of national and international repute. Topics ranged from cutting-edge research developments to career guidance and entrepreneurship. Each session attracted significant participation, facilitated by the Computer Science department's technical support. Feedback from attendees indicated high satisfaction and impactful learning.
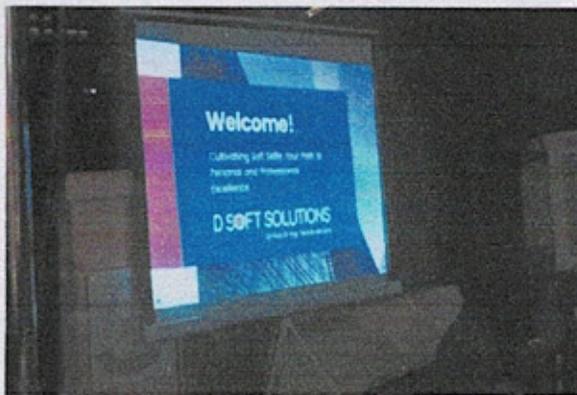
- **Prachodan National Seminar Series**

In line with the IQAC directive, all departments submitted seminar proposals, including topics, budgets, and potential speakers, by the 20th December 2023 deadline. Proposals were reviewed and approved, and funds were allocated based on requirements. The year-long seminar schedule was finalized, guest speakers confirmed, and promotional activities executed. Departments have successfully initiated the seminars, with positive feedback and reports being collected for further assessment.

- **Orientation Programme for the Job Fair**

College IQAC conducted an orientation programme for Job Fair 2023 in collaboration with D Soft Solutions on 10 November 2023. The orientation programme for the job fair was conducted with the aim of preparing participants for a successful engagement with prospective employers. The event took place at Sahodaran ayyappan memorial Auditorium at the college and targeted individuals seeking employment opportunities across various industries. Neethu Sajeesh, Head of Talent Acquisition at D Soft Solutions, served as the resource person, offering valuable insights into industry trends and providing tips on effective job searching.
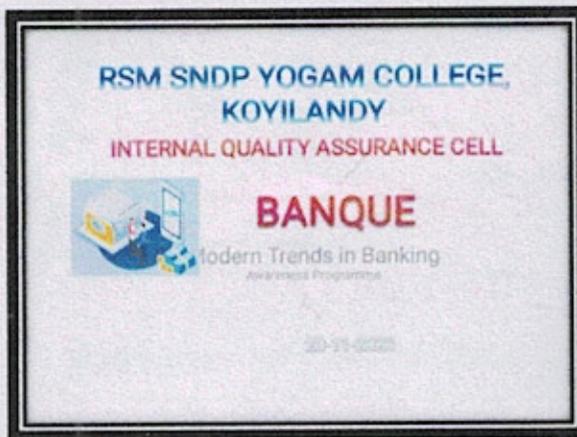

- **Job Fair 2023**
  Held on **12th November 2023**, the Job Fair hosted over 30 companies from sectors such as IT, banking, healthcare, and education. The event included on-the-spot interviews, resume-building workshops, and career counseling sessions. Pre-event promotions through social media, press releases, and campus notices ensured strong participation from students and alumni.

- **Modern Trends in Banking**
  The session on **20th November 2023** with **Mr. Nidhin**, Union Bank Manager, covered topics like digital banking, blockchain in finance, and emerging career paths in banking. The seminar hall was equipped with modern AV facilities, and promotional efforts ensured a full house.

- **Professional Development Programmes**
  Workshops and talks focused on integrating technology into teaching, improving research methodologies, and academic writing skills. Sessions by industry professionals bridged the gap between academic teaching and industry expectations, ensuring faculty development.

- **FYUGP DISTRICT LEVEL ORIENTATION PROGRAMME**

The Four-Year Undergraduate Programme that was implemented in the academic year 2024-25 has set a significant shift in Kerala's higher education landscape. This program aims to provide a comprehensive educational experience by integrating lectures, tutorials, laboratory work, and project-based learning. The District Level Orientation Programme of FYUGP of the district of Calicut organized under the auspices of the Kerala State Higher Education Council (KSHEC) was hosted at our institution on 18th January 2024 at 10 am in the Silver Jubilee Seminar Hall. This event was inaugurated by Professor Rajan Gurukkal, Vice Chairman of KSHEC and the keynote address was delivered by Dr Rajan Varughese, Member Secretary of KSHEC.

- **Administrative Training Program**

The **Administrative Training Program** was successfully conducted on **20th-21st January 2024**, aiming to enhance faculty administrative skills. The program focused on key areas such as **document management techniques**, effective use of **online administrative tools**, and **leadership training** for better institutional governance. Expert resource persons led interactive sessions, blending theoretical insights with practical exercises. The training was well-received, with participants appreciating the relevance of the topics and the opportunity to strengthen their administrative competencies. Feedback collected post-training will guide future initiatives in this domain.

6. Community Outreach and Stakeholder Engagement

- **Extension Programs**
  Departments initiated community-based programs such as skill development workshops,

environmental conservation drives, and health awareness campaigns. These programs established strong community ties and enhanced the institution's social footprint.

- **PTA Meetings**
  PTA meetings, held once per semester, provided a platform for parents to engage with faculty and discuss student progress. Tutors and department heads presented detailed academic reports, encouraging collaborative solutions for student welfare.

- **Stakeholder Feedback**
  Feedback mechanisms were enhanced to gather actionable insights from students, teachers, and alumni. The data was analyzed, and the IQAC prepared a report recommending improvements in curriculum design, teaching resources, and institutional facilities.

- **Snehaveedu Construction**

The "Snehaveedu"-Home for Needy Student Adithyan Babu of fifth semester Bsc Computer Science, located in Payyoli, is a remarkable initiative by the college teaching staff, non-teaching staff, and the management of SNDP Yogam. This project exemplifies their commitment to supporting underprivileged students by providing a safe and nurturing environment for education and growth. Their collective efforts ensure that financial difficulties do not hinder the dreams and aspirations of these students. It is a

testament to the power of community-driven initiatives in creating a brighter future for the next generation.

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6. Value-Added and Certification Courses

- **Keltron MoU**
  The college signed an MoU with **Keltron**, enabling students to enroll in certification courses in emerging technologies like IoT, data analytics, and machine learning. Registrations were managed online, with classes integrated into the semester schedule.

- **Add-On Courses**
  Departments introduced skill-based courses on trending topics like artificial intelligence, public speaking, and data visualization. These courses aimed to enhance employability and interdisciplinary knowledge.

7. Recognition and Motivation Programs

- **Merit Day**
  A grand ceremony celebrated the achievements of department toppers, with certificates and awards presented in the presence of parents, alumni, and dignitaries. The event fostered motivation and pride among students.

- **Appreciation Programmes**

Scheduled for **24/01/2024**, the appreciation programme aims to honor exceptional contributions by students and faculty. Preparations include personalized invitations, media coverage, and a formal awards ceremony.

This activity report captures the comprehensive efforts of the IQAC and the institution during the academic year 2023-24, highlighting key initiatives, achievements, and future planning avenues. Various Clubs, Cells and departments of the college have also organized many programmes in different realms during the academic year 2023-24.

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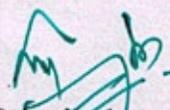## Proceedings of the Principal dated 1st June 2023

The Internal Quality Assurance Cell (IQAC) Committee for the year 2023-24 is constituted with the members listed below.

Sl. No.	Name	Designation	Role
1	Dr. Sujesh.C.P	Principal	Chairman
2	Sri. Arayakkandy Santhosh	Devaswom Secretary, SNDP Yogam	Representative of College Management
3	Smt. Sumathi.M.K	Ward Councillor, Koyilandy Municipality	Nominee from Local Society
4	Smt. Chandni.P.M	Assistant Professor of Computer Science	Co-ordinator
5	Dr. Shaji Maramveettil	Head & Associate Professor of Commerce	Member
6	Sri. Jaiju.R.Babu	Head & Associate Professor of Management Studies	Member
7	Smt.Vidhya Viswanathan	Assistant Professor of English	Member
8	Dr. Anusree.V.K	Assistant Professor of Physics	Member
9	Dr. Namitha. R	Assistant Professor of Chemistry	Member
10	Smt. Remya.K	Assistant Professor of Computer Science	Member
11	Sri. Aruldas.C.P	Office Superintendent	Member

Koyilandy

1st June 2023

Principal

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