RSM SNDP YOGAM COLLEGE, KOYILANDY

IQAC Action Taken Report for 2023-24

This report summarizes the actions taken by the Internal Quality Assurance Cell (IQAC) in response to the objectives outlined for the academic year 2023-24.

1. Academic and Administrative Planning

- **Circulation of Approved Academic Calendar**
  The finalized academic calendar was distributed to all departments by **03/07/2023**, ensuring timely communication of schedules, including semester timelines, exam dates, and institutional events. Copies were shared digitally via email and displayed on notice boards.

- **Submission of Academic Plans**
  All HODs submitted their respective department's academic and action plans by **28/06/2023**. These plans were reviewed and approved by the IQAC to ensure alignment with institutional goals and NAAC requirements.

- **Conduct of Regular Departmental Meetings**
  Departments held regular meetings to discuss academic progress, faculty responsibilities, and student performance. Minutes of these meetings were submitted to the IQAC, aiding in effective monitoring and follow-up actions.

- **Finalization of Timetables**
  Departmental timetables were submitted to the Principal by **28/06/2023**, ensuring optimized resource utilization. These timetables were made available to students for better planning.

- **Organization of Bridge Courses**
  Bridge courses were successfully conducted in the first two weeks of the academic year, covering foundational topics in mathematics, science, and communication skills. Feedback was collected from students to assess their effectiveness.

- **Preparation and Distribution of Duty Lists**
  The IQAC prepared and circulated the faculty duty list by **28/06/2023**, assigning roles for academic, cultural, and administrative activities, ensuring smooth coordination throughout the year.

2. Teaching-Learning Quality and Assessment

- **Faculty Development Programmes**
  Workshops on innovative teaching methods and ICT tools were organized, with sessions focusing on the use of Google Classroom, MS Teams, and interactive boards. Feedback from faculty indicated improved teaching efficacy.

- **Student Feedback on Teaching Quality**
  Student satisfaction surveys were distributed and analyzed. Results were shared with

faculty for introspection and improvement, with specific actionable suggestions provided by the IQAC.

- **Remedial Courses**
Underperforming students were identified based on internal assessments, and remedial courses were organized. Faculty submitted progress reports, showing improved performance among participants.

3. Regular Monitoring and Evaluation

- **Departmental Meetings:**
Regular departmental meetings were conducted, and minutes were submitted to the IQAC for review and follow-up on key actions.

- **Departmental Evaluations:**
HODs evaluated ongoing programmemes and submitted their assessments by **28/07/2023**, identifying areas for improvement and strategies for enhancement.

- **Student Performance Reports:**
Faculty members analyzed performance metrics, including pass rates and activity participation. These reports were reviewed by IQAC for actionable insights.

- **Centralized Internal Examinations**: Conducted centralized internal examinations in each semester and prepared internal marks based on different criterias.

3. Academic Quality Assurance and Accreditation

- **Programme Evaluations**
HODs submitted evaluations of ongoing programmes by **28/07/2023**, focusing on curriculum relevance, student outcomes, and teaching methodologies. Recommendations for improvement were forwarded to the IQAC.
- **Student Performance Reports**
Faculty analyzed student performance metrics, identifying trends in pass percentages and co-curricular participation. Reports highlighted areas needing intervention, guiding the formulation of remedial strategies.
- **Planning for Data Collection:**
    a. Strategies for collecting necessary data for the AQAR, including student feedback, faculty assessments, and departmental reports.
- **Uploading of AQAR 2022-23:**
    a. Timeline and responsibilities for preparing and submitting the AQAR to the relevant authorities.
    b. Departments submitted data for AQAR, which the IQAC consolidated. The AQAR for 2022-23 was uploaded on time.

- **NAAC Accreditation Preparations:**
  A task force reviewed and updated documentation. Mock audits were conducted to ensure compliance with NAAC standards.

4. Value-Added and Certification programmes

- **Keltron MoU and Certification Courses**
  The MoU with Keltron was finalized, and certification courses in emerging fields like IoT and data analytics were introduced. Course details and registration links were announced to students.
- **Add-On Courses**
  HODs submitted plans for department-specific add-on courses, which were reviewed and approved. These courses targeted skill enhancement and employability.

5. Events and Outreach Initiatives

- **Guruvachan 2023 Webinar Series**
  Speakers and platforms were finalized by **02/11/2023**. A technical test was conducted on **23/11/2023**, ensuring smooth execution of webinars, which witnessed significant student participation and positive feedback.
- **Job Fair 2023**
  The Career Guidance and Placement Cell confirmed company participation by **10/11/2023** and conducted an orientation session for students. The event on **12/11/2023** hosted over 30 companies, facilitating numerous placements.
- **Modern Trends in Banking Session**
  Promotional activities and event logistics were finalized by **19/11/2023**. The session on **20/11/2023**, delivered by Union Bank Manager **Mr. Nidhin**, was well-received and attended.
- **Prachodan National Seminar Series:**
  Coordinated by **Dr. Bhabina N. M**, seminar proposals were finalized by **20/12/2023**. The seminars are scheduled between **4th-15th January 2024**.

6. Extension and Outreach programmes

- **Extension Activities:**
  Departments initiated extension programmes by **24/01/2024**. Reports on community engagement were submitted by the last week of March.

- **Extension and Outreach Programmes by NCC, NSS, and Women Development Cell**

- As per the directive of the **IQAC (Internal Quality Assurance Cell)**, various departmental clubs, including **NCC, NSS**, and the **Women Development Cell**, have been actively organizing **extension and outreach programmes** in the neighborhood to foster community engagement and social responsibility.

  Key programmes Initiated:

  - **NCC Activities**: Conducted cleanliness drives, awareness campaigns on national integration, and disaster preparedness workshops.
  - **NSS Initiatives**: Organized health camps, blood donation drives, tree plantation events, and literacy campaigns for underprivileged communities.
  - **Women Development Cell Outreach**: Held gender sensitization sessions, self-defense training for women, and workshops on health and hygiene.

These initiatives aim to bridge the gap between academia and society, instilling values of service and empowerment among students while addressing critical community needs.

7. Student Support Initiatives

- **Remedial Courses:**
  Underperforming students were identified, and tailored remedial sessions were conducted. Progress reports showed marked improvement.
- **Mentorship and Counseling:**
  Dedicated mentorship programmes provided academic and mental health support to students.

8. Professional Development & Administrative Training Programme

- **Professional Development Programmes:**
- The Internal Quality Assurance Cell (IQAC) organised a two-day Professional Development programme on "Innovative Teaching and ICT Tools" on the 24th and 25th of September 2023

-
  Coordinated by **Dr. Anusree V K**, these programmes were scheduled by the second week of February. Sessions focused on advanced research, leadership, and communication skills.
- **Administrative Training Programme on 20th & 21st January 2024:**
  - The coordinator and the committee finalized a list of training topics to ensure comprehensive coverage of essential skills. Approved the involvement of external trainers to cover advanced topics.
- **KSHEC – District Level Orientation programme in connection with the implementation of Four year Degree programme (FYUGP) on 18.01.2024**

9. Club and Cell Activities

- **Action Plans:**
  Club and cell coordinators submitted plans by the end of August, enabling effective execution of activities.
- **Add-On and Certification Courses:**
  Departments finalized and submitted course plans to the IQAC. Courses focused on skill development and employability.

10. Other Programmes.

- **Merit Day:**
  A detailed action-taken report was prepared to document achievements and celebrate student success.

- **Proposal to Institute of Parliamentary Affairs:**
  The proposal was drafted, and expert speakers were confirmed for upcoming sessions.

IQAC Coordinator

Chandni P M
Assistant Professor
Department of Computer Science
R Sankar Memorial SNDP Yogam Arts & Science College,
Koyilandy
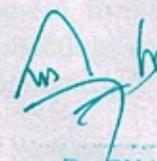
Dr. SUJESH.C.P
PRINCIPAL
R.Sankar Memorial S.N.D.P Yogam
Arts & Science College, Koyilandy
PEN: 469446