



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade
(Govt. Aided and Affiliated to the University of Calicut)
Kozhikode, Kerala, India - 673305
Phone: Principal: 9446290808, Office: 9446781306
Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 06/06/2023

Venue: Principal's Chamber

Agenda :

- To discuss key academic and administrative preparations for the upcoming academic year, ensuring efficient coordination, structured planning, and smooth execution of academic activities.
- To focus on aligning institutional goals with departmental initiatives, optimizing schedules, and enhancing support for both students and staff.

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.AranyakandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M(IQAC Co-ordinator)

Dr. ShajiMaramVeettil

Mr. Jaiju R Babu

Ms.VidhyaViswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P(Office Superintendent)



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Discussion Points:

1. Academic Calendar for the year 2023-24.
2. Presentation of Academic Plans and Action Plans by each department.
3. Regularity and importance of conducting department meetings.
4. Preparation and finalization of class timetables.
5. Organizing bridge courses for newly admitted students.
6. Distribution of duties and coordinator roles among faculty members.
7. Enhancing student support systems and promoting research culture.

Key Decisions:

1. **Academic Calendar:**
The academic calendar to be approved before circulation to all departments.
2. **Academic Plans & Action Plans:**
Departments to finalize and submit their detailed action plans by 23/06/2023. Progress to be monitored regularly.
3. **Departmental Meetings:**
Departments must conduct meetings regularly. Minutes of meetings should be documented and submitted to the IQAC.
4. **Class Timetables:**
All departments must finalize and submit their timetables by 23/06/2023. Timetables should be displayed and shared with students.
5. **Bridge Courses:**
Each department should organize bridge courses for new students during the first two weeks of the academic year.
6. **Duties & Coordinator Roles:**
A duty roster will be prepared, and faculty members will be assigned coordinator roles for various activities and committees.

Action to be Taken:

1. **Circulate Approved Academic Calendar:**
The IQAC will distribute the finalized academic calendar to all departments by 03/07/2023.
2. **Submit Academic Plans:**
HODs to submit their department's finalized academic and action plans to the IQAC by 28/06/2023.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

3. **Conduct Regular Departmental Meetings:**
Departments to conduct meetings and submit minutes to the IQAC.
4. **Finalization of Timetables:**
Departments must prepare and submit their timetables to the Principal by 28/06/2023.
5. **Organize Bridge Courses:**
Departments to organize and conduct bridge courses within the first two weeks of the academic year.
6. **Prepare and Distribute Duty List:**
The IQAC will create and circulate a duty list, assigning faculty coordinator roles by 28/06/2023.

Dr. SUJESH.C.P
PRINCIPAL
R.Sankar Memorial S.N.D.P Yogam
Arts & Science College, Koyilandy
PEN: 469446





R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 23/06/2023

Venue: Principal's Chamber

Agenda :

- Academic Matters
- The collection and uploading of the AQAR (Annual Quality Assurance Report) for the academic year 2022-23.

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.AranyakandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M(IQAC Co-ordinator)

Dr. ShajiMaramVeettil

Mr. Jaiju R Babu

Ms.VidhyaViswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P(Office Superintendent)



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Discussion Points:

- 1. Assessment of Ongoing Academic Programmes:**
 - o Evaluation of the effectiveness of current academic programs in achieving learning outcomes and departmental objectives.
- 2. Review of Academic Performance of Students:**
 - o Analysis of student performance metrics, including examination results, attendance, and engagement in co-curricular activities.
- 3. Planning for Data Collection:**
 - o Strategies for collecting necessary data for the AQAR, including student feedback, faculty assessments, and departmental reports.
- 4. Uploading of AQAR 2022-23:**
 - o Timeline and responsibilities for preparing and submitting the AQAR to the relevant authorities.

Key Decisions:

- 1. Program Assessment:**

Departments are to conduct thorough evaluations of their ongoing academic programmes, identifying strengths and areas for improvement.
- 2. Performance Review:**

A comprehensive review of student academic performance will be conducted, with result analysis generated for each department.
- 3. Data Collection Planning:**

Each department will compile necessary data for the AQAR 22-23, including student feedback and performance statistics, to be submitted by 28/07/2023
- 4. AQAR Submission Timeline:**

The AQAR for 2022-23 will be prepared and finalized by 25/08/2023 to ensure timely submission.

Action to be taken:

- 1. Departmental Evaluations:**

HODs are tasked with evaluating ongoing programs and submitting their assessments to the IQAC by 28/07/2023.
- 2. Student Performance Reports:**

Faculty members are to analyze and report on student performance metrics, including pass rates and participation in activities, by [Insert Deadline].



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

3. **Data Compilation for AQAR:**

Each department is responsible for gathering and submitting relevant data for the AQAR at the earliest.

4. **Finalization of AQAR:**

The IQAC will coordinate the finalization and submission of the AQAR, ensuring all inputs are consolidated by 25/08/2023.

Dr. SUJESH.C.P
PRINCIPAL
R.Sankar Memorial S.N.P. Yogam
Arts & Science College, Koyilandy
PEN: 469446





R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 15/07/2023

Venue: IQAC Room

Agenda:

1. Review of teaching-learning quality measures.
2. Progress-update on the uploading of AQAR 2022-23.
3. Discussion on the implementation of bridge and remedial courses.

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.AranyakandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M(IQAC Co-ordinator)

Dr. ShajiMaramVeettil

Mr. Jaiju R Babu

Ms.VidhyaViswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P (Office Superintendent)



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Discussion Points:

- 1. Review of Teaching-Learning Quality Measures:**
 - o Evaluation of current teaching methodologies and assessment practices.
 - o Discussion on the integration of ICT tools and innovative teaching strategies.
 - o Feedback from students and faculty on teaching-learning processes.
- 2. Progress on AQAR 2022-23 Uploading:**
 - o Status update on data collection and report preparation for the Annual Quality Assurance Report.
 - o Review of pending tasks and deadlines for AQAR submission.
- 3. Implementation of Bridge and Remedial Courses:**
 - o Discussion on the structure and schedule of bridge courses for new students to ease their academic transition.
 - o Review of remedial courses for students needing additional academic support, including the identification of subjects and scheduling.

Key Decisions:

- 1. Teaching-Learning Quality Improvement:**
 - o It was decided to enhance the use of ICT tools and interactive teaching methods in classrooms.
 - o Departments will discuss to adopt innovative teaching techniques.
- 2. AQAR 2022-23 Submission:**
 - o All departments must complete pending data submissions for AQAR at the earliest.
 - o The IQAC will ensure that the final report is ready for uploading by the end of December 2023.
- 3. Bridge and Remedial Courses Implementation:**
 - o Bridge courses will be conducted in the first two weeks of the new academic session.
 - o Remedial courses will be scheduled based on the performance analysis of students in key subjects.

Action to be taken:

- 1. Teaching-Learning Quality:**
 - o Organize faculty development programs on innovative teaching and ICT tools.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

- Collect feedback from students on teaching quality, to be reviewed by IQAC.
- 2. **AQAR 2022-23 Submission:**
 - Departments to finalize and submit required data for AQAR by the end of August.
 - IQAC to compile and upload the AQAR 2022-23 at the earliest.
- 3. **Bridge and Remedial Courses:**
 - HODs to finalize the content and schedule for bridge courses and submit to the IQAC.
 - Remedial courses to be organized for underperforming students and submit to IQAC regularly.

Dr. SUJESH.C.P
PRINCIPAL

R.Sankar Memorial S.N.P Yogam
Arts & Science College, Koyilandy
PEN: 469446





R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 11/08/2023, Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri. Arayakkandy Santhosh (Management Representative)

Smt. Sumathi (Nominee from Local Society)

Ms. Chandni P M (IQAC Co-ordinator)

Dr. Shaji Maram Veettil

Mr. Jaiju R Babu

Ms. Vidhya Viswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri. Aruldas C P (Office Superintendent)

Agenda:

1. Preparation of action plans for college clubs and cells.
2. Strategies for organizing remedial courses for students in need of academic support.
3. Planning an orientation programme for first-semester students.
4. Discussion on conducting add-on/certificate courses by each department.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Discussion Points:

- 1. Action Plans for Clubs and Cells:**
 - The need to draft comprehensive action plans for each club and cell to ensure active participation and enhance student engagement.
 - Alignment of club activities with the institution's academic and developmental goals.
- 2. Remedial Courses for Needy Students:**
 - Identification of students requiring academic assistance and subjects where remedial support is most needed.
 - Methods for conducting effective remedial sessions, including scheduling and faculty assignments.
- 3. Orientation Programme for First-Semester Students:**
 - Planning a comprehensive orientation covering academic expectations, college facilities, and available support systems.
 - Possible involvement of faculty and senior students in the programme.
- 4. Add-On/Certificate Courses by Departments:**
 - Suggestions for relevant certificate courses based on department strengths and student interests.
 - Discussion on the structure, duration, and assessment methods for these courses.

Key Decisions:

- 1. Action Plans for Clubs and Cells:**
 - Each club and cell is to submit a detailed action plan, outlining proposed activities and objectives for the academic year.
- 2. Implementation of Remedial Courses:**
 - Departments will identify students requiring assistance based on recent assessment results.
 - Remedial sessions will commence by the first week of September, with faculty members assigned to oversee progress.
- 3. Orientation Programme for First-Semester Students:**
 - The orientation programme is scheduled for the 10th and 11th of October and will include presentations on academic requirements, code of conduct, and support services.
 - Sri. Abdul Salam A M is assigned the charge of organizing the Induction Programme.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

- o The Committee is constituted with representatives from each department and required to prepare an orientation schedule and share it with faculty and invited speakers.
- 4. **Add-On/Certificate Courses:**
 - o Departments will finalize topics for certificate courses and share course details with IQAC.
 - o Courses should be planned to begin by mid-semester to allow sufficient time for completion.

Action Items:

1. Club and cell coordinators are to submit plans by the end of August.
2. Department Heads and the tutors are to identify students and begin courses.
3. Prepare and circulate the orientation schedule.
4. Department Heads are to finalize and submit Add-on/ Certificate course plans to IQAC.

Dr. SUJESH.C.P
PRINCIPAL

R.Sankar Memorial S.N.D.P Yogam
Arts & Science College, Koyilandy
PEN: 469446





R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 21/08/2023

Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri. Arayakkandy Santhosh (Management Representative)

Smt. Sumathi (Nominee from Local Society)

Ms. Chandni P M (IQAC Co-ordinator)

Dr. Shaji Maram Veettil

Mr. Jaiju R Babu

Dr. Vidhya Viswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri. Aruldas C P (Office Superintendent)

Agenda:

1. Review of the minutes of previous meeting.
2. Presentation of the Annual Quality Assurance Report (AQAR) 2022-23.
3. Discussion and approval of AQAR 2022-23.
4. Plan for implementing feedback and suggestions for continuous quality improvement.
5. Any other matters.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

1. Review of Previous Meeting Minutes

- The IQAC Coordinator presented the minutes from the last meeting, and members reviewed the actions taken.
- The Chairperson confirmed and approved the minutes.

2. Presentation of the AQAR 2022-23

- The IQAC Coordinator presented the AQAR for the academic year 2022-23, covering achievements, quality initiatives, and areas for improvement.
- Key sections highlighted included:
 - **Curricular Aspects:** Updates on curriculum enhancements and new courses introduced.
 - **Teaching-Learning and Evaluation:** Outcomes of faculty development programs and student feedback implementation.
 - **Research and Innovations:** Research publications, projects, and funding received.
 - **Infrastructure and Learning Resources:** Facilities improved and digital resources acquired.
 - **Student Support and Progression:** Placement statistics, skill development programs, and student achievements.
 - **Governance, Leadership, and Management:** Updates on administrative reforms and governance practices.
 - **Institutional Values and Best Practices:** Community engagement initiatives, green campus projects, and inclusive practices.

3. Discussion and Approval of AQAR 2022-23

- Members discussed the AQAR sections in detail.
- Feedback included:
 - **Strengthening Student Support Programs:** Suggestions were made to increase career counseling sessions and workshops on skill development.
 - **Enhancing Industry Collaboration:** Members recommended establishing more industry partnerships for internships and placements.
 - **Focus on Digital Transformation:** Proposal to further integrate digital tools in administration and learning management systems.
- After discussions, members unanimously approved the AQAR 2022-23 for submission to NAAC.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

4. Plan for Implementing Feedback and Suggestions

- Action items were outlined for the next academic year, including:
 - Organizing targeted workshops based on student feedback and skill gaps.
 - Increasing industry-academia interface through guest lectures and collaborative projects.
 - Enhancing digital resources and faculty training in technology-enabled teaching.

5. Any Other Matters

- **Upcoming AQAR 23-24 Preparations:** Discussion on the schedule, documentation, and areas requiring special focus.
- **Quality Initiatives for Next Year:** Proposed initiatives like alumni engagement programs and sustainability projects.

Dr. SUJESH.C.P

PRINCIPAL

R.Sankar Memorial S.N.P Yogam

Arts & Science College, Koyilandy

PEN: 469446





R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 04/09/2023

Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.AranyakandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M(IQAC Co-ordinator)

Dr. ShajiMaramVeetil

Mr. Jaiju R Babu

Ms.VidhyaViswapathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P(Office Superintendent)

Agenda:

1. Planning for the international webinar series *Guruvachan 2023*.
2. Organizing Parent-Teacher Association (PTA) meetings.

Discussion Points:



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

1. Discussion on themes, speakers, and topics for the International Webinar Series *Guruvachan 2023* to ensure an impactful event.
2. Scheduling, organizing committees, and marketing strategies for maximizing participation.
3. Technical requirements and platform selection for hosting the webinar series.
4. Frequency and schedule for PTA meetings to facilitate better communication between parents and faculty.
5. Agenda items to address in PTA meetings, such as student progress, support programs, and resources.

Key Decisions:

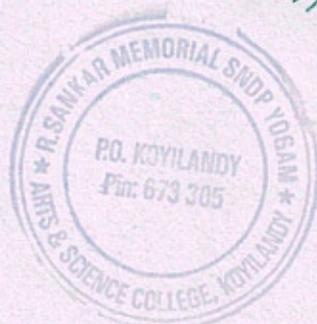
1. *Guruvachan 2023* will focus on topics related to research, career guidance, entrepreneurship development, recent trends in different areas with both national and international speakers.
2. The event is scheduled for 24th November to 4th December 2023, with IQAC overseeing the coordination and promotion.
3. The webinar will be conducted on Google Meet Platform, with necessary technical support from the Computer Science department.
4. PTA meetings are to be held at least once per semester to maintain continuous engagement with parents.
5. Department heads and the respective tutors are to prepare necessary reports for discussion in the PTA meetings.

Action Items:

1. *Guruvachan 2023 Webinar* Coordinator and IT Support Team are to finalize speakers and platform arrangements by November 2nd 2023.
2. Department Heads and class tutors are to schedule the first PTA meeting by November 2nd week.

Dr. SUJESH.C.P
PRINCIPAL

R.Sankar Memorial S.N.P. Yogam
Arts & Science College, Koyilandy
PEN: 469446





R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 04/11/2023

Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.ArayakkandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M(IQAC Co-ordinator)

Dr. ShajiMaramVeettil

Mr. Jaiju R Babu

Ms. Vidhya Viswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P (Office Superintendent)

Agenda:

1. Review and progress update of the international webinar series *Guruvachan 2023*.
2. Plans to organize *Job Fair 2023*.
3. Organizing a session on *Modern Trends in Banking* by IQAC.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Discussion Points:

- 1. Review of Guruvachan 2023 Webinar Series:**
 - Updates on confirmed speakers, topics, and overall schedule.
 - Progress on promotional efforts to ensure good attendance and participation.
 - Technical requirements and final testing schedules for a seamless event.
- 2. Planning Job Fair 2023:**
 - Potential dates for the event, list of targeted companies, and industries to be invited.
 - Logistics for setting up stalls, interview stations, and registration desks.
 - Marketing strategies for attracting graduates and local job-seekers.
 - Conducting an orientation programme for the students for training the students for attending the interviews, preparation of curriculum vitae.
- 3. Session on Modern Trends in Banking:**
 - Identifying expert speakers and content for the session to benefit the staff members.
 - Finalizing a date and venue of the programme.

Key Decisions:

- 1. Guruvachan 2023 Webinar Series:**
 - The webinar series will proceed as planned from 24th November to 4th December, covering diverse topics.
 - The list of confirmed speakers will be shared with all departments for internal promotion among students and faculty.
 - A final technical test session is scheduled for 22nd November to ensure smooth execution.
- 2. Job Fair 2023:**
 - *Job Fair 2023* is scheduled for 12/11/23 and will include companies from IT, banking, education, and healthcare sectors.
 - A committee has been assigned to handle logistics, including setting up company booths and managing the registration desk.
 - Marketing will include social media, campus notices, and local press releases to maximize participation.
- 3. Session on Modern Trends in Banking:**
 - The session will be conducted on 20/11/23 with Mr. Nidhin, Union Bank Manager, Koyilandy as the resource person.
 - The IQAC will arrange for adequate seating and technical setup in the seminar hall.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

- Promotional posters and announcements will be distributed a week before the event.

Action Items:

1. **For Guruvachan 2023 Webinar Series:**
 - The Coordinator, along with the committee members, will conduct a final technical test by 23/11/23 to ensure all systems are in place for a seamless event.
2. **For Job Fair 2023:**
 - The Career Guidance and Placement Cell will confirm participation from target companies by 10/11/23 and arrange necessary logistics, including registration and booth setup.
 - The Career Guidance and Placement Cell will conduct an orientation programme for Job Fair 2023 on 10/11/23.
3. **For Session on Modern Trends in Banking:**
 - The IQAC Coordinator will complete event setup and promotional activities by 19/11/23 to ensure maximum participation and smooth conduct of the session on 20/11/23.
4. Confirm the date and details for the appreciation program and issue invitations by the last week of November.

Dr. SUJESH.C.P
PRINCIPAL

R.Sankar Memorial S.N.D.P Yogam
Arts & Science College, Koyilandy
PEN: 469446





R. SANKAR MEMORIAL S.N.D.P. YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 04/12/2023

Venue: IQAC Room

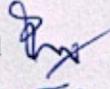
Attendees:

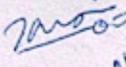
Dr. Sujesh C P (Chairperson) 

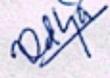
Sri. Arayakkandy Santhosh (Management Representative)

Smt. Sumathi (Nominee from Local Society)

Ms. Chandni P M (IQAC Co-ordinator) 

Dr. Shaji Maram Veetil 

Mr. Jaiju R Babu 

Ms. Vidhya Viswanathan 

Dr. Anusree V K 

Dr. Namitha R 

Ms. Remya K 

Sri. Aruldas C P (Office Superintendent) 

Agenda:

1. Discussion on signing a Memorandum of Understanding (MoU) with Keltron.
2. Planning to conduct Keltron-organized courses for current students.
3. Conducting a Student Satisfaction Survey for final-year students
4. Planning the *Prachodan* National Seminar Series by different departments.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 04/12/2023

Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri. Arayakkandy Santhosh (Management Representative)

Smt. Sumathi (Nominee from Local Society)

Ms. Chandni P M (IQAC Co-ordinator)

Dr. Shaji Maram Veetil

Mr. Jaiju R Babu

Ms. Vidhya Viswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri. Aruldas C P (Office Superintendent)

Agenda:

1. Discussion on signing a Memorandum of Understanding (MoU) with Keltron.
2. Planning to conduct Keltron-organized courses for current students.
3. Conducting a Student Satisfaction Survey for final-year students
4. Planning the *Prachodan* National Seminar Series by different departments.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade
(Govt. Aided and Affiliated to the University of Calicut)
Kozhikode, Kerala, India - 673305
Phone: Principal: 9446290808, Office: 9446781306
Email: rsmsndpyogamcollege@yahoo.com

Discussion Points:

1. Timeline for Student Satisfaction Survey for Final-Year Students - distribution, data collection, and analysis to inform improvements.
2. Discussed the benefits of collaborating with Keltron to enhance students' industry-related skills and employability.
3. Considered the specific terms of the MoU, including resource sharing, course fees, certification, and infrastructure requirements.
4. Planned the formal signing event, inviting both Keltron representatives and college authorities.
5. Identified relevant courses that would benefit students, including fields such as electronics, IT, and professional development.
6. Discussed a tentative schedule and course duration to align with the academic calendar.
7. **Prachodan National Seminar Series:**
 - o Discussed the objective of hosting a national seminar series to foster academic discourse and research collaboration.
 - o Planned for each department to conduct a seminar on a unique theme relevant to its field, aimed at showcasing recent developments and encouraging knowledge-sharing.
 - o Reviewed possible dates, resources required, and the process for inviting guest speakers and experts.

Key Decisions:

1. The Student Satisfaction Survey form will be distributed to final-year students by the end of January.
2. The college will proceed with signing the MoU with Keltron and Ms. Vidhya Viswanathan is assigned the charge of Keltron Courses.
3. The MoU will include terms on course offerings, certification, and mutual resource sharing.
4. Relevant courses by Keltron will commence in the upcoming semester based on the interest of students.
5. Course registration and details will be made available to students via the college website and departmental notices.
6. Dr. Merlin Abraham is assigned the charge of drafting a formal proposal for the funded national seminar and to submit it to the Institute of Parliamentary Affairs.
7. **For Prachodan National Seminar Series:**



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

- o Each department will organize its respective seminar under the *Prachodan* series, scheduled throughout the academic year.
- o Departments are tasked with preparing proposals for their seminar topics, budget requirements, and potential guest speakers by 20th December 2023.

Action Items:

1. IQAC Criteria 2 Committee members are to distribute and collect Student Satisfaction Survey responses.
2. Finalize and prepare the MoU for signing and coordinate with Keltron representatives for the event.
3. Finalize course options and scheduling with Keltron, and announce the registration details to students.
4. Draft and submit the proposal to the Institute of Parliamentary Affairs, Kerala Government and confirm availability of expert speakers.
5. **For Prachodan National Seminar Series:**
 - o Dr. Bhabina N. M, Department of Chemistry is assigned as the coordinator of the National Seminar Series. Committee is constituted with Department wise coordinators and IQAC Coordinator
 - o Committee has to finalise seminar proposals, including topics and resource persons, by 20th December 2023 for final approval and scheduling.
 - o Tentative schedule is decided to be between 4th and 15th January 2024.




Dr. SUJESH.C.P
PRINCIPAL
R.Sankar Memorial S.N.P Yogam
Arts & Science College, Koyilandy
PEN: 469446



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 05/01/2024

Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.AranyakandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M(IQAC Co-ordinator)

Dr. ShajiMaramVeettil

Mr. Jaiju R Babu

Dr. VidhyaViswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P(Office Superintendent)

Agenda:

1. Arranging extension programs by various departments for community engagement.
2. Organizing guidance sessions for competitive examinations/NET/GATE coaching.
3. Appreciation program for NCC Officer Captain Manu P for achieving the Best NCC Officer award.
4. Organizing an administrative training program on 20th & 21st January 2024.
5. Organizing a Merit Day to recognize and appreciate department toppers.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Discussion Points:

1. Extension Programme by Departments:

- Explored different outreach activities that each department can organize to contribute to community development, such as workshops, awareness programs, and technical support sessions.
- Considered partnerships with local organizations and schools for joint programs.
- Planned a framework for tracking the impact of these extension programs and involving students as active participants.

2. Organizing Guidance Sessions for Competitive Examinations/NET/GATE Coaching

- The IQAC discussed the need for dedicated guidance and coaching for students preparing for NET, GATE, and other competitive exams.
- It was proposed to schedule coaching sessions starting 01/02/2024, covering syllabus-specific guidance, time management, and test strategies.
- PG Departments were asked to identify faculty members and external experts who can facilitate these sessions, with the Head of the Department overseeing the program structure.
- An orientation will be arranged to inform interested students about available resources and session schedules.

3. Appreciation Programme for NCC Officer Captain Manu P and Dr. VidhyaViswanathan for their achievements.

- The IQAC discussed organizing an appreciation program to honor:
 - **NCC Officer Captain Manu P** for receiving the Best NCC Officer Award.
 - **Dr. VidhyaViswanathan** for being awarded a Ph.D. in English.

4. Organizing an Administrative Training Program

- Suggested themes include digitalization in administration, time management, and improving workflow efficiency.
- Possible trainers could include both internal resource persons and external experts with relevant experience.

5. For Organizing a Merit Day for Department Toppers

- Merit Day will serve as a formal event to recognize academic excellence, motivating students and enhancing institutional pride.
- Each department is to submit a list of top-performing students, including relevant achievements and contributions.
- The event will include award presentations and participation from parents, alumni, and local dignitaries



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Key Decisions:

1. For Extension Programmes by Departments:

Departments will initiate at least one community outreach or extension activity per semester.

The IQAC will assist departments in establishing partnerships with local organizations and provide guidance on program planning.

2. For Appreciation Programme

- Members proposed to invite students, faculty, and external guests to the appreciation event, tentatively scheduled for 24/01/24.
- The IQAC Coordinator will oversee event arrangements, including invitations, certificates of appreciation, and media coverage.

3. For administrative training programme on 20th & 21st January 2024

- The coordinator and the committee will finalize a list of training topics to ensure comprehensive coverage of essential skills.
- Approve the involvement of external trainers to cover advanced topics and provide a broader perspective.
- Set up a follow-up session post-training to assess the impact on work performance.

4. For Organizing a Merit Day for Department Toppers

- The coordinator Dr. Bhavya N, Department of Physics will finalize the date and structure of the Merit Day program, including a formal ceremony and the presentation of certificates and awards.
- Department heads will be responsible for verifying and submitting the names and details of toppers to ensure accuracy.
- Invitations will be extended to parents, alumni, and local dignitaries to foster a sense of community and support.

Action Items:

1. For Extension Programmes by Departments:

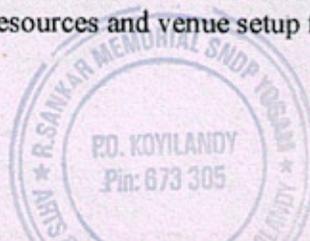
- Each department will plan and initiate its extension activity by 24-01-24 and submit a detailed report.

2. For Administrative Training Programme

Prepare a detailed schedule and finalize the list of speakers/trainers for the program.

Reach out to external trainers for availability and topic alignment.

Arrange necessary resources and venue setup for the training program



Dr. SUJESH.C.P
PRINCIPAL

R.Sankar Memorial S.N.P. Yogam
Arts & Science College, Koyilandy
PEN: 469446



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 08/02/2024

Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.AranyakandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M (IQAC Co-ordinator)

Dr. ShajiMaramVeetil

Mr. Jaiju R Babu

Dr. VidhyaViswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P (Office Superintendent)

Agenda:

1. Review of the previous meeting minutes.
2. Submission of documents and reports from all departments, clubs, and cells for the academic year 2023-24.
3. Collection of feedback from stakeholders (students, teachers, alumni).
4. Organizing a professional development program for faculty and staff.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Discussion Points

1. Review of Previous Meeting Minutes

- The IQAC Coordinator presented the minutes from the previous meeting, summarizing completed actions and pending tasks.
- The Chairperson confirmed and approved the minutes.

2. Submission of Documents and Reports from Departments, Clubs, and Cells

- The IQAC Coordinator emphasized the need for timely submission of documents and reports for the academic year 2023-24.
- Each department and club was requested to compile reports on activities, outcomes, and performance indicators, and submit them by the end of March.
- It was agreed that the IQAC would conduct a preliminary review of submissions to ensure accuracy and consistency for institutional record-keeping and external audits.
- A reminder will be issued to all departments and club coordinators with guidelines for report preparation.

3. Collection of Feedback from Stakeholders

- A structured approach to collecting feedback from key stakeholders (students, teachers, alumni) was discussed.
 - **Student Feedback:** Departments were tasked with circulating feedback forms at the end of the semester to assess course delivery, faculty effectiveness, and learning resources.
 - **Teacher Feedback:** An internal feedback session would be organized to gather teachers' input on curriculum development, teaching resources, and institutional support.
 - **Alumni Feedback:** Alumni relations will initiate an outreach program to obtain feedback from graduates regarding career relevance and curriculum improvement.
- A report analyzing the collected feedback will be prepared by the IQAC and used to plan improvements in the next academic cycle.

4. Organizing a Professional Development Program

- Members discussed potential themes and formats for a professional development program, focusing on enhancing faculty skills in teaching methodologies, research, and digital tools.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

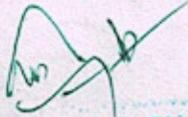
Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

- It was proposed that the program could include:
 - Workshops on technology integration in teaching.
 - Sessions on research methodology and academic writing.
 - Talks from industry professionals to align academic practices with industry expectations.
- The Coordinator Dr. Anusree V K will work on drafting a proposal and securing speakers for the event, tentatively scheduled for the month of March.




Dr. SUJESH.C.P
PRINCIPAL
R.Sankar Memorial S.N.D.P Yogam
Arts & Science College, Koyilandy
PEN: 469446



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

Minutes of the IQAC Meeting

Date: 04/03/2024

Venue: IQAC Room

Attendees:

Dr. Sujesh C P (Chairperson)

Sri.AranyakandySanthosh (Management Representative)

Smt. Sumathi(Nominee from Local Society)

Ms. Chandni P M (IQAC Co-ordinator)

Dr. ShajiMaramVeettil

Mr. Jaiju R Babu

Dr. VidhyaViswanathan

Dr. Anusree V K

Dr. Namitha R

Ms. Remya K

Sri.Aruldas C P (Office Superintendent)

Agenda:

1. Organizing a Professional Development Programme for faculty members.
2. Any other matters

Discussion Points:

1. **Professional Development Programme for Faculty Members:**
 - o Highlighted the need to enhance faculty skills in innovative teaching methodologies, research practices, and digital literacy.
 - o Proposed including sessions on advanced pedagogy, ICT tools, and research paper writing.
 - o Discussed a suitable time frame and frequency for the programme to accommodate faculty schedules.



R. SANKAR MEMORIAL SNDP YOGAM ARTS & SCIENCE COLLEGE, KOYILANDY

Accredited by NAAC with B++ Grade

(Govt. Aided and Affiliated to the University of Calicut)

Kozhikode, Kerala, India - 673305

Phone: Principal: 9446290808, Office: 9446781306

Email: rsmsndpyogamcollege@yahoo.com

2. Other Matters

- Reviewed possible initiatives to improve student support systems and enhance academic resources.
- Discussed the preparation for the upcoming NAAC accreditation visit and reviewed the checklist of required documentation.

Key Decisions:

1. For Professional Development Programme:

- The Professional Development Programme is to be held on 15th & 16th March 2024 with sessions focused on teaching innovation, ICT integration, and research development.
- External experts and senior faculty members will be invited to lead specific sessions on these themes.

Action Items:

1. For Professional Development Programme:

- Dr. Anusree V K, Department of Physics is assigned as the Coordinator and Professional Development Committee is constituted.
- Committee has to finalize the list of sessions and speakers, and notify faculty members by the second week of February.

2. Any Other Matters

- **Preparations for NAAC Accreditation:** Brief discussion on updates required for NAAC accreditation.
- **Student Support Initiatives:** Proposed measures to increase student access to academic and mental health support services, focusing on mentorship and academic counseling.
- Designated a task force to ensure all documentation is ready and aligned with NAAC requirements.



Dr. SUJESH.C.P
PRINCIPAL

R.Sankar Memorial S.N.P. Yogam
Arts & Science College, Koyilandy