



# 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: 0496 2210354, Principal: 0496 2081808

Email: rsmndpyogamcollege@yahoo.com

## Minutes of the Meetings conducted by IQAC

Date: June 6<sup>th</sup> 2022

Venue: IQAC Room

**Agenda:** Preparation of Departmental Documents and Courses for Needy Students

### Attendees:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M((Co-ordinator) 
3. Dr .Shaji Maram Veetil 
4. Jaiju R Babu 
5. Vidhya Viswanathan 
6. Dr. Namitha R 
7. Remya K 
8. Aruldas C P(Office Superintendent) 

### Discussion Points:

1. Review of the need for updated academic plans from each department.
2. Discussion on the creation and coordination of class timetables.
3. Planning for the preparation and submission of action plans for clubs and cells.
4. Strategies for organizing bridge courses and remedial courses for students requiring additional support.

### Key Decisions:

1. Departments to submit updated academic plans by June 20<sup>th</sup> 2022.
2. Timetable committee formed to collaborate on a cohesive class schedule.
3. Action plans for clubs and cells to be submitted by June 20<sup>th</sup> 2022.
4. Formation of a committee to design and implement bridge courses and remedial courses for identified needy students.
5. Selected the coordinators of different clubs, organisations and cells.

### Action Items:

1. Heads of departments to oversee the preparation of academic plans.
2. Timetable committee to collaborate and propose a draft schedule by June end.



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3. Clubs and cell coordinators are to submit their action plans by June 15.
4. Needy student support committee to identify students and propose bridge and remedial courses.

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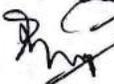
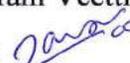
## Minutes of IQAC Meeting

Date: June 22<sup>nd</sup> 2022

Venue: Principals Chamber

**Agenda:** Academic Matters  
AQAR 2021-22

### Attendees:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M((Co-ordinator) 
3. Dr .Shaji Maram Veettil 
4. Jaiju R Babu 
5. Vidhya Viswanathan
6. Dr. Namitha R 
7. Remya K 
8. Aruldas C P(Office Superintendent) 

### Discussion Points:

1. Review of academic performance and achievements.
2. Implementation of feedback from the previous meeting.
3. Assessment of ongoing academic programs.
4. Planning for faculty development programs.
5. Initiatives to enhance student engagement.
6. AQAR 2021-22 was discussed and approved.
7. Any other academic matters raised by the attendees.

### Key Decisions:

1. Discussed and accepted the action plans submitted by Department Heads.
2. Sanctioned the action plans submitted by the different cells, clubs and other organisations.
3. Finalised the Timetable submitted by the committee after rectifying the anomalies.
4. Analysed the results of previous semesters and made a review of the performance of each department.



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5. Dr Vini, Assistant Professor of Physics, is selected as the coordinator of Administrative Training Programme.
6. Dr Merlin Abraham, Assistant Professor of Journalism is selected as the coordinator of Faculty Development Programme.
7. Decided to conduct a career oriented training programme Elevate for the final year students.
8. The final draft of AQAR 2021-22 was approved and decided to upload it in the NAAC site.
9. Decided to conduct internal examinations in every semester and Hridya G, Assistant Professor of English is in charge of executing this duty.

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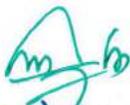
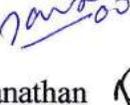
## Minutes of IQAC Meeting

Date: August 12<sup>th</sup> 2022

### Agenda:

1. Review of Teaching-Learning Quality Measures
2. Planning for Parent-Teacher Meetings
3. Implementation of Bridge and Remedial Courses
4. To conduct an Induction Programme for the First Semester students

### Present:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M((Co-ordinator) 
3. Dr .Shaji Maram Veettil 
4. Jaiju R Babu 
5. Vidhya Viswanathan 
6. Dr. Namitha R
7. Remya K 
8. Aruldas C P(Office Superintendent) 

### Discussion:

1. Teaching-Learning Quality Measures:
  - Reviewed current practices and identified areas for improvement.
  - Discussed faculty development programs to enhance teaching methodologies.
  - Emphasized the importance of incorporating technology in teaching.
2. Parent-Teacher Meetings:
  - Discussed scheduling and communication strategies for effective parent involvement.
  - Proposed topics for discussion during the meetings, including student progress and future plans.
  - Considered ways to create a collaborative environment between parents and teachers.
3. Bridge and Remedial Courses:
  - Identified students who might benefit from bridge courses to ease the transition to higher education.
  - Discussed the implementation of remedial courses to support struggling students.
  - Explored innovative approaches to make these courses engaging and effective.
4. Induction Programme
  - Discussed and decided to conduct two-day induction programme titled Carpe Omnia for first semester students on 10<sup>th</sup> and 11<sup>th</sup> Novemebre 2022.



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## Action Items:

### 1. Teaching-Learning Quality Measures:

- Organize faculty development workshops.
- Implement a pilot program for integrating technology into teaching.

### 2. Parent-Teacher Meetings:

- Create a schedule for regular parent-teacher meetings.
- Develop communication materials for parents to understand their role in their child's education.

### 3. Bridge and Remedial Courses:

- Identify students for bridge courses based on academic performance.
- Design and implement remedial courses targeting specific subject areas.

### 4. Mr Abdul Salam, Associate Professor of History is selected as the coordinator of the Induction Programme. A committee is constituted to assist to conduct this event.

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## Minutes of IQAC Meeting

Date: September 13<sup>th</sup> 2022

Time: 3:30 pm

Venue: IQAC Room

### Agenda:

1. Signing MoUs with Esteemed Institutions
2. Organizing Collaborative Programs
3. Conducting Add-on or Certificate Courses by Each Department
4. International Webinar Series Guruvachan 2022

### Present:

1. Dr. Sujesh C P (Chairperson)

2. Chandni P M((Co-ordinator)

3. Dr .Shaji Maram Veettil

4. Jaiju R Babu

5. Vidhya Viswanathan

6. Dr. Namitha R

7. Remya K

8. Aruldas C P(Office Superintendent)

### Discussion:

#### 1. MoUs with Esteemed Institutions:

- Discussed the potential benefits of establishing partnerships with reputed institutions.
- Explored possible areas of collaboration, such as research initiatives, faculty exchange programs, and joint conferences.
- Identified institutions aligning with our educational goals.

#### 2. Organizing Collaborative Programs:

- Considered various formats for collaborative programs, including workshops, seminars, and webinars.
- Explored interdisciplinary collaborations to enhance the learning experience.
- Discussed strategies for effective coordination between institutions for seamless program execution.

#### 3. Add-on or Certificate Courses by Each Department:

- Reviewed the importance of offering specialized courses to supplement regular academic programs.
- Discussed the process for departments to propose and develop add-on or certificate courses.



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- Explored topics that align with industry trends and student interests.
4. Decided to organize a Multidisciplinary Webinar Series Guruvachan 2022 from 14<sup>th</sup> November to 5<sup>th</sup> December 2022.

## Action Items:

### 1. MoUs with Esteemed Institutions:

- Identify potential partner institutions and initiate communication.
- Form a committee to draft the terms and conditions of collaboration.

### 2. Collaborative Programs:

- Establish a task force to plan and coordinate collaborative events.
- Allocate resources and set timelines for program execution.

### 3. Add-on or Certificate Courses:

- Departments to submit proposals for new courses.
- Form a review committee to evaluate and approve proposed courses.

### 4. Multidisciplinary Webinar Series Guruvachan 2022

- Dr Bhabhina, Assistant Professor of Chemistry is selected as the coordinator of the webinar series.
- A committee with a representative from each department is constituted to organize the event.
- Departments are to propose resource persons for the webinar series.

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## Minutes of IQAC Meeting

Date: 7<sup>th</sup> October 2022

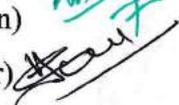
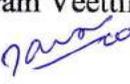
Time: 3:30 pm

Venue: IQAC Room

### Agenda:

1. Implementation of Performance Appraisal System for Teaching and Non-Teaching Staff
2. Conducting Student Satisfaction Survey for Final Year Students
3. National Seminar Series

### Present:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M (Co-ordinator) 
3. Dr. Shaji Maram Veetil 
4. Jaiju R Babu 
5. Vidhya Viswanathan 
6. Dr. Namitha R 
7. Remya K 
8. Aruldas C P (Office Superintendent)

### Discussion:

#### 1. Performance Appraisal System:

- Discussed the need for a comprehensive and transparent performance appraisal system.
- Explored criteria for evaluating teaching and non-teaching staff, including teaching effectiveness, research contributions, and administrative skills.
- Considered the development of an objective and fair rating system.

#### 2. Student Satisfaction Survey:

- Emphasized the importance of gathering feedback from final year students to enhance overall satisfaction.
- Discussed survey questions that cover teaching quality, infrastructure, support services, and overall campus experience.
- Explored methods to ensure anonymity and encourage honest feedback.

#### 3. National Seminar Series

- decided to organize National Seminar Series Meliora 2022-23 from January 9<sup>th</sup> to 20<sup>th</sup> 2023.
- Hridya G, assistant Professor of Computer Science is appointed as the coordinator.



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## Action Items:

### - Performance Appraisal System:

- Establish a committee to develop a detailed framework for the performance appraisal system.
- Conduct workshops to train staff on the new appraisal process.

### - Student Satisfaction Survey:

- Formulate and finalize survey questions.
- Identify a reliable survey administration method and timeline.

## National Seminar Series

- A committee is constituted to assist the coordinator to host the national seminar.
- The Heads are to suggest the names of resource persons to engage sessions.

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## Minutes of IQAC Meeting - Merit Day and Recognition Day

Date: 4<sup>th</sup> November 2022

Time: 3:30 pm

Venue: IQAC Room

### Agenda:

1. Discussion on organizing a Merit Day for toppers of the pass-out batch.
2. Planning a Recognition Day to appreciate Dr. Anitha VS, Associate Professor of English for achieving a PhD and Manu P, Assistant Professor of Business Administration for attaining the Captain grade as an NCC officer.

### Attendees:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M((Co-ordinator) 
3. Dr .Shaji Maram Veetil 
4. Jaiju R Babu 
5. Vidhya Viswanathan 
6. Dr. Namitha R 
7. Remya K 
8. Aruldas C P(Office Superintendent) 

### Minutes:

#### 1. Merit Day for Toppers:

- Members discussed the proposal to conduct a Merit Day to honor the academic achievements of the toppers from the pass-out batch.
- Unanimously agreed to proceed with the event and celebrate the success of the top-performing students.

#### 2. Recognition Day for Dr. Anitha VS and Mamu P:

- Recognition Day proposed to appreciate Dr. Anitha VS for earning a PhD and Mamu P for achieving the Captain grade as an NCC officer.
- Acknowledged their outstanding contributions to the institution.

#### 3. Organizing Committee was formed to plan and execute both events.



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## Action Items:

1. Merit Day to be conducted on 20<sup>th</sup> March 2023.
2. Dr Bhavya, Assistant Professor of Physics is to coordinate the programme.
3. Departments are to select deserving students from each departments for the programme.
4. Recognition of the achievements of faculty is to be held on 23<sup>rd</sup> of March 2023.

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## Minutes of IQAC Meeting - Extension Programme for Societal Support

Date: 5<sup>th</sup> December 2022

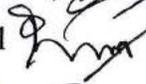
Time: 3:30 pm

Venue: IQAC Room

### Agenda:

1. Organizing an Extension Programme to support the society.
2. Planning and allocation of responsibilities for successful implementation.

### Attendees:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M (Co-ordinator) 
3. Dr. Shaji Maram Veetil 
4. Jaiju R Babu 
5. Vidhya Viswanathan 
6. Dr. Namitha R 
7. Remya K 
8. Aruldas C P (Office Superintendent) 

### Minutes:

1. Agreed that the Extension Programme should focus on areas like education, health, and environmental awareness.
2. Formation of Committee:
  - Established a committee to lead the planning and execution of the Extension Programme.
3. Identification of Target Areas:
  - Discussed potential areas in the community that require support and identified priority issues for the Extension Programme.
4. Timeline and Action Plan:
  - Outlined a timeline for planning, execution, and evaluation of the Extension Programme.
  - Assigned specific tasks to committee members to ensure smooth implementation.
5. Community Engagement:
  - Emphasized the importance of involving the local community in the planning process and seeking their input.



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## 6. Next Steps:

- Committee members to start working on their respective tasks and provide regular updates to create a communication plan for reaching out to the community.

## Action Items:

- Begin designing educational materials and workshops.
- Start planning logistics and coordinate resources.
- Develop a communication plan for community engagement.

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## Minutes of IQAC Meeting - Curriculum Feedback Collection

Date: January 3<sup>rd</sup> 2023

Time: 3:30 pm

Venue: IQAC Room

### Agenda:

1. Discussion on collecting feedback from stakeholders (students, teachers, alumni) on the curriculum.
2. Planning the methodology and timeline for feedback collection.

### Attendees:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M (Co-ordinator) 
3. Dr. Shaji Maram Veetil 
4. Jaiju R Babu 
5. Vidhya Viswanathan 
6. Dr. Namitha R 
7. Remya K 
8. Aruldas C P (Office Superintendent) 

### Minutes:

#### 1. Objective of Feedback Collection:

- Emphasized the goal of obtaining insights from students, teachers, and parents to improve curriculum effectiveness and relevance.

#### 2. Formation of Feedback Collection Team:

- Established a team consisting the members of the first criteria to lead the feedback collection process.

#### 3. Methodology:

- Discussed various methods, including surveys and decided to collect feedback through the Google forms.

#### 4. Feedback Categories:

- Identified key areas for feedback, such as course content, teaching methods, assessment practices, and overall curriculum structure.

#### 5. Timeline:

- Outlined a timeline for feedback collection, ensuring that it aligns with academic calendars and provides sufficient time for thoughtful responses.



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## 6. Communication Plan:

- Discussed the need for clear communication with stakeholders, outlining the purpose, methods, and the importance of their feedback.

## 7. Data Analysis and Reporting:

- Agreed to analyze the collected feedback comprehensively and generate a report highlighting key findings and proposed actions.

## Action Items:

- Finalize feedback collection tools and initiate the process.
- Coordinate with teachers for their input and participation.
- Engage with alumni to ensure their feedback is obtained.
- Communicate with students, outline the feedback process, and coordinate responses.

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## Minutes of IQAC Meeting - Analysis of Curriculum Feedback and Review of the activities conducted

Date: February 7<sup>th</sup> 2023

Time: 3:30 pm

Venue: IQAC Room

### Agenda:

1. Analysis of feedback collected from stakeholders (students, teachers, alumni) on the curriculum.
2. Formulation of an action plan based on the feedback.
3. Review and discussion of the activities conducted in the current academic year.

### Attendees:

1. Dr. Sujesh C P (Chairperson) 
2. Chandni P M((Co-ordinator) 
3. Dr .Shaji Maram Veettil 
4. Jaiju R Babu 
5. Vidhya Viswanathan 
6. Dr. Namitha R 
7. Remya K 
8. Aruldas C P(Office Superintendent) 

### Minutes:

#### 1. Analysis of Curriculum Feedback:

- The committee presented a comprehensive analysis of feedback from students, teachers, and parents regarding the curriculum.
- Discussed key themes, trends, and areas of improvement identified in the feedback.

#### 2. Action Plan Formulation:

- Committee members collaborated to devise an action plan addressing the identified areas for improvement.

#### 3. Communication Strategy:

- Discussed a communication plan to transparently convey the action plan to stakeholders.
- Emphasized the importance of keeping stakeholders informed about the changes.

#### 4. Review of Programs Conducted:

- Conducted a comprehensive review of the programs conducted during the current academic year.



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- Evaluated the effectiveness, participation, and outcomes of each program.

## 5. Identification of Successful Initiatives:

- Recognized successful initiatives and programs, acknowledging contributions from faculty, staff, and students.

- Discussed the possibility of incorporating successful elements into future programs.

## 6. Program Enhancement Suggestions:

- Members shared suggestions for enhancing future programs, including diversifying content, increasing engagement, and incorporating innovative approaches.

## Action Items:

- Committee members: Finalize and document the action plan.

- Draft communication to stakeholders regarding the action plan.

- Committee members: Plan for the implementation of action items in the upcoming academic year.

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## Minutes of IQAC Meeting

Date: March 20<sup>th</sup> 2023

Time: 3:30 pm

Venue: IQAC Room

### Agenda:

1. Collection of Performance Appraisal Forms from Teaching and Non-Teaching Staff.
2. Submission of Documents and Reports from all Departments, Clubs, and Cells for the Academic Year 2022-2023.

### Attendees:

1. Dr. Sujesh C P (Chairperson)
2. Chandni P M((Co-ordinator)
3. Dr .Shaji Maram Veettil
4. Jaiju R Babu
5. Vidhya Viswanathan
6. Dr. Namitha R
7. Remya K
8. Aruldas C P(Office Superintendent)

### Minutes:

#### 1. Performance Appraisal Forms:

- Discussed the need for collecting performance appraisal forms from teaching and non-teaching staff for the academic year 2022-2023.
- Emphasized the importance of constructive feedback for professional development.

#### 2. Distribution and Submission Process:

- Provided details on the distribution and collection process of performance appraisal forms.
- Agreed upon a deadline for submission and highlighted the significance of adherence to the timeline.

#### 3. Documentation Submission:

- Emphasized the importance of timely submission of all documents and reports related to activities and programs conducted by departments, clubs, and cells during the academic year 2022-2023.



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

Accredited by NAAC with B++ Grade

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#### 4. Quality Assurance:

- Discussed the role of IQAC in ensuring the quality of documents submitted and maintaining a comprehensive record of institutional activities.

Dr. SUJESH.C.P  
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