



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

(Govt. Aided and Affiliated to the University of Calicut)
An Institution Accredited by NAAC with B++ Grade

Internal Quality Assurance Cell (IQAC)

Minutes of the Online Meeting

Date: 1st June, 2021

Time: 5 PM

Platform: Google Meet

Agenda:

1. Preparation of Departmental Action Plan
2. Preparation of Academic Plan
3. Preparation of Master and Departmental Timetable
4. Conduct of Webinar Series
5. Instructions to NSS, NCC and Other Clubs for preparing Action Plans

Members present:

1. Dr. Sujesh C P (Principal and Chair Person)
2. Dr. Shaji Maram Veetil (IQAC Coordinator)
3. Dr. V G Prasanth (Nominee of Teaching Staff)
4. Mrs. Chandni P M (Nominee of Teaching Staff)
5. Mrs. Vidya Viswanathan (Nominee of Teaching Staff)
6. Mrs. Hridya G (Nominee of Teaching Staff)
7. Dr. Deepa K P (Nominee of Teaching Staff)
8. Mr. Jaiju R Babu (Nominee of Teaching Staff)
9. Dr. Sajeev S V (Nominee of Teaching Staff)
10. Dr. Merlin Abraham (Nominee of Teaching Staff)
11. Mr. Renju P K (Nominee of Alumni)
12. Athira C V (Nominee of students)

Discussions and Decisions Taken

1. Preparation of Departmental Action Plan :

The meeting was convened online due to the COVID pandemic. The committee began with a discussion on the importance of HODs preparing their respective departmental action plans. It was emphasized that the action plans should consider the challenges posed by the pandemic and include strategies for remote and blended learning. The HODs agreed to submit their action plans to the Internal Quality Assurance Cell (IQAC) by 3rd June.

2. Conduct of Webinar Series:

Considering the limitations of physical gatherings due to COVID, the committee discussed the feasibility of conducting a webinar series. Various topics were proposed, with an emphasis on themes relevant to the pandemic's impact on education and society. The IQAC coordinator was tasked with coordinating with faculty members to finalize the topics and schedule.

3. Preparation of Academic Plan:

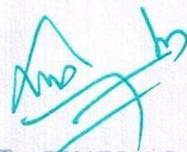
The Academic Coordinator briefed the committee about the ongoing preparation of the academic plan for the upcoming semester. It was recognized that flexibility in the plan was crucial to accommodate uncertainties arising from the pandemic. The academic plan would include provisions for online lectures, assessments, and student support. The committee urged the Academic Coordinator to incorporate feedback from students and faculty and submit the finalized academic plan by 7th June.

4. Preparation of Master and Departmental Timetable:

Given the dynamic situation caused by COVID, the committee discussed the challenges in creating a comprehensive timetable. The importance of adapting to changing circumstances and maintaining a balance between academic and non-academic activities was stressed. The HODs, in consultation with the Academic Coordinator, were assigned the task of creating a draft master and departmental timetable, considering various scenarios. It was decided to finalize the timetable by 3rd June.

5. Instructions to NSS, NCC, and Other Clubs for preparing Action Plans:

The IQAC acknowledged the vital role of NSS, NCC, and other clubs in fostering student engagement during these challenging times. The respective club coordinators were instructed to prepare action plans that include both online and offline initiatives. The plans should focus on student well-being, skill development, and community outreach. The club coordinators were requested to submit their action plans to the IQAC by 7th June.



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Internal Quality Assurance Cell (IQAC)

Minutes of the Online Meeting

Date: 30th July, 2021

Time: 6 PM

Platform: Google Meet

Agenda:

1. Review of Online Classes
2. Extension activities of departments
3. Conducting coaching programme for competitive examinations, Life Skills programme, etc.

Members present:

1. Dr. Sujesh C P (Principal and Chair Person)
2. Dr. Sajeev S V (Nominee of Teaching Staff)
3. Dr. V G Prasanth (Nominee of Teaching Staff)
4. Dr. Deepa K P (Nominee of Teaching Staff)
5. Mrs. Chandni P M (Nominee of Teaching Staff)
6. Mrs. Vidya Viswanathan (Nominee of Teaching Staff)
7. Mrs. Hridya G (Nominee of Teaching Staff)
8. Mr. Jaiju R Babu (Nominee of Teaching Staff)
9. Dr. Merlin Abraham (Nominee of Teaching Staff)
10. Mr. Renju P K (Nominee of Alumni)
11. Athira C V (Nominee of students)
12. Dr. Shaji Maram Veetil (IQAC Coordinator)

Discussions and Decisions Taken

1. Review of Online Classes:

The meeting commenced with a review of the ongoing online classes. The faculty members provided feedback on the effectiveness of the online teaching methodologies, challenges faced, and student

engagement. It was emphasized that continuous efforts should be made to enhance the quality of online education and provide support to both students and faculty.

2. Extension Activities by Departments:

The committee discussed the importance of extension activities conducted by various departments to engage with the community and foster a sense of social responsibility among students. Each department presented their proposed extension activities, ranging from virtual workshops to awareness campaigns. The IQAC approved the plans and suggested incorporating remote volunteering opportunities.

3. Coaching Programme for Competitive Examinations:

The feasibility of conducting coaching programmes for competitive examinations by departments was considered. PG Department of Chemistry and PG Department of Commerce expressed their interest in organizing coaching sessions for students aspiring to appear in competitive exams such as JAM and NET. The IQAC agreed to support these initiatives and recommended collaboration between departments to share resources and expertise.

4. Life Skills Programme and Coordinator:

The need for a Life Skills programme to equip students with essential life skills beyond academics was acknowledged. The committee discussed the appointment of a coordinator to oversee the programme's planning and implementation. After careful consideration, Mrs. Anita V S, Associate Professor of English, was appointed as the Life Skills Programme Coordinator.



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Internal Quality Assurance Cell (IQAC)

Minutes of the Online Meeting

Date: 31st August, 2021

Time: 5 PM

Platform: Google Meet

Agenda:

1. Constitution of the organizing committee for Webinar Series

Members present:

1. Dr. Sujesh C P (Principal and Chair Person)
2. Dr. Merlin Abraham (Nominee of Teaching Staff)
3. Mr. Jaiju R Babu (Nominee of Teaching Staff)
4. Dr. Sajeev S V (Nominee of Teaching Staff)
5. Dr. Deepa K P (Nominee of Teaching Staff)
6. Mrs. Chandni P M (Nominee of Teaching Staff)
7. Mrs. Vidya Viswanathan (Nominee of Teaching Staff)
8. Mrs. Hridya G (Nominee of Teaching Staff)
9. Dr. V G Prasanth (Nominee of Teaching Staff)
10. Dr. Shaji Maram Veetil (IQAC Coordinator)

Discussions and Decisions Taken

1. Conducting International Webinar Series:

The committee decided to conduct an international webinar series from October 1 to 31. The series will focus on diverse topics of academic and societal importance, aiming to provide enriching insights from global experts to the college community and beyond.

2. Organising Committee Members:

The committee constituted an organizing committee for the webinar series, with the following members:

1. Sri. Vellappally Natesan (Chief Patron)
2. Sri. Santhosh Arayakandy (Patron)
3. Dr. Sujesh C P (Chair Person)
4. Dr. Shaji Maram Veetil (IQAC Coordinator)
5. Sri. Abdul Salam A M (Programme Coordinator)

Department Coordinators:

1. Mrs. G Anitha (Department of Mathematics)
2. Mr. Vinod Kumar A (Asso. Professor of English)
3. Dr. S V Sajeev (Head, Department of Physics)
4. Mrs. Chandni P M (Asst. Professor of Computer Science)
5. Dr. Merlin Abraham (Head, Department of Journalism)
6. Mr. Jaiju R Babu (Head, Department of Business Administration)
7. Dr. Mini Abraham (Head, Department of Malayalam)
8. Dr. Prajith N U (Asst. Professor of Chemistry)
9. Mrs. Varsha P (Asst. Professor of Physical Education)
10. Mrs. Sruthi K (Asst. Professor of Hindi)

3. Finalization of Topics and Resource Persons:

The organizing committee was tasked with finalizing the topics and identifying suitable resource persons for the webinar series. The committee aims to complete this process by September 15, ensuring ample time for preparations and promotions.



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Internal Quality Assurance Cell (IQAC)

Minutes

Date: 2nd November, 2021

Time: 3.30 PM

Venue : Seminar Hall

Agenda:

1. Review of Webinar Series
2. Two-Day Orientation Programme for First Semester degree students
3. Bridge course

Members present:

1. Dr. Sujesh C P (Principal and Chair Person)
2. Mrs. Vidya Viswanathan (Nominee of Teaching Staff)
3. Dr. Shaji Maram Veetil (IQAC Coordinator)
4. Mrs. Chandni P M (Nominee of Teaching Staff)
5. Dr. Merlin Abraham (Nominee of Teaching Staff)
6. Mr. Jaiju R Babu (Nominee of Teaching Staff)
7. Dr. Sajeev S V (Nominee of Teaching Staff)
8. Dr. Deepa K P (Nominee of Teaching Staff)
9. Mrs. Hridya G (Nominee of Teaching Staff)

Discussions and Decisions Taken

1. Review of Webinar Series:

The meeting commenced with a comprehensive review of the webinar series conducted in the previous month. The organizing committee presented a detailed report on the

series, including topics, resource persons, participant feedback, and overall effectiveness. The webinar series was deemed successful in providing valuable insights to the college community and beyond. Attendees appreciated the efforts put into organizing the series and the quality of presentations.

2. Two-Day Orientation Programme for First Semester Degree Students:

It was decided to conduct a two-day orientation programme for first-semester degree students to familiarize them with the college's academic culture, facilities, and support services. The orientation aims to ease the transition into college life and provide necessary guidance to new students. The IQAC will collaborate with faculty members and student volunteers to organize the programme. After discussion, Sri. Abdul Salam A M, HOD, Dept. of History, was selected as the Coordinator for the two-day orientation programme.

3. Conduct of Bridge Course:

The importance of conducting a bridge course for students was highlighted, particularly to address any knowledge gaps and ensure a smooth academic progression. It was decided that each department would conduct a bridge course tailored to its subject, and the Heads of the Department (HOD) would be entrusted with overseeing the course's planning and execution.


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Internal Quality Assurance Cell (IQAC)

Minutes

Date: 5th January, 2022

Time: 3.30 PM

Venue : Seminar Hall

Agenda:

1. Review of Preparations for Uploading AQAR of 2020-21

Members present:

1. Dr. Sujesh C P (Principal and Chair Person)
2. Mrs. Vidya Viswanathan (Nominee of Teaching Staff)
3. Anita V S (Coordinator, Criteria V)
4. Dr. Shaji Maram Veettil (IQAC Coordinator)
5. Mrs. Chandni P M (Nominee of Teaching Staff)
6. Dr. Sandhya P Pillai (Coordinator, Criteria II)
7. Dr. Merlin Abraham (Nominee of Teaching Staff)
8. Abdul Salam AM (Coordinator, Criteria VI)
9. Mr. Jaiju R Babu (Nominee of Teaching Staff)
10. Dr. Sajeev S V (Nominee of Teaching Staff)
11. Dr. Deepa K P (Nominee of Teaching Staff)
12. Vinod Kumar A (Coordinator, Criteria VII)
13. Mrs. Hridya G (Nominee of Teaching Staff)

Discussions and Decisions Taken

The meeting was attended by the members of the Internal Quality Assurance Cell (IQAC) and the Coordinators of the seven criteria essential for the Annual Quality Assurance Report (AQAR) for the academic year 2020-21. The Coordinators explained the preparation status for their respective criteria.

After detailed discussions, it was decided to complete the preparation of the AQAR within the next two months. The Coordinators assured their commitment to compiling the necessary data and ensuring the timely completion of their respective sections.



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Minutes

Date: 3rd March, 2022

Time: 3.30 PM

Venue : Seminar Hall

Agenda:

Evaluation of academic activities, activities of NSS, NCC and other clubs and forums

Members present:

1. Dr. Sujesh C P (Principal and Chair Person)
2. Mrs. Vidya Viswanathan (Nominee of Teaching Staff)
3. Anita V S (Coordinator, Criteria V)
4. Dr. Shaji Maram Veetil (IQAC Coordinator)
5. Mrs. Chandni P M (Nominee of Teaching Staff)
6. Dr. Sandhya P Pillai (Coordinator, Criteria II)
7. Dr. Merlin Abraham (Nominee of Teaching Staff)
8. Abdul Salam AM (Coordinator, Criteria VI)
9. Mr. Jaiju R Babu (Nominee of Teaching Staff)
10. Dr. Sajeev S V (Nominee of Teaching Staff)
11. Dr. Deepa K P (Nominee of Teaching Staff)
12. Vinod Kumar A (Coordinator, Criteria VII)
13. Mrs. Hridya G (Nominee of Teaching Staff)

Discussions and Decisions Taken

In the meeting, the members of the Internal Quality Assurance Cell (IQAC) and the Coordinators of the seven criteria discussed the current status of academic activities and activities of clubs like NSS, NCC, and other forums. They decided to expedite the work and complete all the necessary tasks by March 31 for inclusion in the AQAR of 2021-22.



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