

## DCSMAT GROUP OF INSTITUTIONS

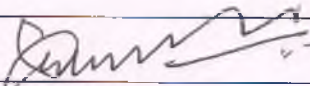
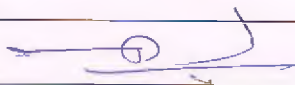

### MINUTES OF THE STAFFMEETING WITHGROUP DIRECTOR

HELD ON

12<sup>th</sup> October, 2016 0300 PM in Group Director's Office

This meeting was presided by Group Director – Brig. M C Ashok Kumar

The following members of the staff were present:

Name of the member	Designation	Signature
Brig. MC Ashok Kumar	(Group Director)	
Dr. Kuppachi Sreenivas	IQAC Coordinator	
Prof. Satheesh kumar. T.N	Faculty Member	
Dr. Elizabeth	Faculty Member	
Prof. Baiju.P.Samuel	Faculty Member	
Prof. Pramod Kumar	Faculty Member	
Prof. Deepthi Sankar	Faculty Member	
Mr. CK Ajai	Systems Managetr	
Mrs. Abila	(Representing AIM)	

**Agenda for the meeting:** Implementation of Plan of Action for 2016-2017 sent to NAAC

Serial No.	DISCUSSION POINTS	Current Status	RESPONSIBILITY
1.	<ul style="list-style-type: none"><li>Academic Workshop</li><li>Course Plan &amp; Plan of Course Conduct</li><li>Orientation Programme</li><li>Bridge Course</li></ul>	Completed as Planed	
2.	<ul style="list-style-type: none"><li>Placement Training after III Semestewr Exams</li></ul>	<ul style="list-style-type: none"><li>Planed in December - January</li></ul>	Placement Cell
3.	<ul style="list-style-type: none"><li>Workshop on</li></ul>	<ul style="list-style-type: none"><li>Started in November -</li></ul>	

	Management of Oral Communication	December	
4	<ul style="list-style-type: none"> <li>Non Graded value added Courses</li> <li>(a) Goal Setting</li> <li>(b) Time Management</li> <li>(c) NLP (Neuro Linguistic Programme)</li> </ul>	<ul style="list-style-type: none"> <li>Planned in November End and December, 2016</li> </ul>	
5.	<ul style="list-style-type: none"> <li>Reignite workshop</li> </ul>	<ul style="list-style-type: none"> <li>Completed in October, 2016</li> </ul>	
6.	<ul style="list-style-type: none"> <li>Workshop on Group dynamics &amp; Interpersonal Relationships</li> </ul>	<ul style="list-style-type: none"> <li>Planned in January – February, 2017</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
7.	<ul style="list-style-type: none"> <li>Workshop on Financial Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Not Yet Planned</li> </ul>	
8.	<ul style="list-style-type: none"> <li>Learning Hub – SAP Training (for Senior Batch)</li> </ul>	<ul style="list-style-type: none"> <li>February – April, 2017</li> </ul>	
9.	<ul style="list-style-type: none"> <li>Workshop on Developing Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>Covered in ABS sessions</li> </ul>	
10.	<ul style="list-style-type: none"> <li>Industry Interface</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
11.	<ul style="list-style-type: none"> <li>NSS (National Service Scheme) Activities</li> </ul>	<ul style="list-style-type: none"> <li>Partly Done</li> </ul>	<ul style="list-style-type: none"> <li>Prof. Jayan (NSS Coordinator)</li> </ul>
12.	<ul style="list-style-type: none"> <li>CSR (Corporate Social Responsibility) Activities</li> </ul>	<ul style="list-style-type: none"> <li>Medical Camp Planned in March – April 2017</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
13.	<ul style="list-style-type: none"> <li>Business Incubation</li> </ul>	<ul style="list-style-type: none"> <li>Going on</li> </ul>	<ul style="list-style-type: none"> <li>Dr. Meenakshi</li> </ul>
14.	<ul style="list-style-type: none"> <li>Revision Classes</li> </ul>	<ul style="list-style-type: none"> <li>Planned before Exams</li> </ul>	<ul style="list-style-type: none"> <li>AIM C</li> </ul>
15	<ul style="list-style-type: none"> <li>Class Test &amp; Periodic Class Test</li> </ul>	<ul style="list-style-type: none"> <li>Going on as Per Plan</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

The meeting was concluded at 0430 PM.

Dr. Kuppachi Sreenivas,  
 IQAC Coordinator,  
 DCSMAT Institutions