

## DCSMAT Vagamon Campus

### **Minutes of the Follow up Meeting held on 13th June, 2016 at Board Room, 'Sree' Block**

The following IOAC team were present:

1. Dr. A. Sukumarn – Honorary Director, DCSMAT
2. Dr. Kuppachi Sreenivas, Coordinator IQAC
3. Prof. Pramod – Member - IQAC
4. Prof. Baiju.P.Samuel – Member - IQAC
5. Prof. Deepthi Sankar – Member - IQAC
6. Prof. Abila – Member – IQAC

The Director constituted new committee members for IQAC (names mentioned above are new IQAC committee members w.e.f 13-6-2016)

Dr. Kuppachi Sreenivas, The Coordinator IQAC initiated the discussion and explained to the new committee members about the Objective of IQAC and preparation of AQAR every year and current years Action plan to be finalized in the forth coming IQAC meeting.

1.	Plan of Action and supporting documents	The IQAC team needs to take initiative for documentation of the activities.	All the team members
2.	Fixing the Date for IQAC meeting	Need to identify the Local Industry people to make them part of IQAC meeting in consultation with Dr. Anirudhan.	The Director – Dr. A. Sukumaran
3.	Coordinators for different activities are to be finalised	AIM Center will take the initiative and finalise by 15-6-2016	AIM C
4.	List of files need to be maintained for documentation	A list will be prepared based on AQAR sent.	IQAC Coordinator – Dr. Kuppachi Sreenivas
5..	File maintenance and Updating the files.	All the files will be in one place – NAAC office and the concerned process owner/organizer need to update the files as and when the activities are completed within 3 working days. IQAC Team needs to ensure that the documentation process is completed by conducting periodic audits.	The Director – Dr. A Sukumaran

The meeting came to an end at 03-30 PM