

DCSMAT IQAC

MINUTES OF THE IQAC MEETING WITH

HELD ON

20 JUNE 2016 AT 10:30 pm in DCVC Hall

This meeting was presided by Chief Facilitator – Shri Ravi Deecee

The following members of the IOAC were present:

1. Mr. Ravi DC(CF) – Representing Management ✓
2. Dr. A Sukumaran-Hon. Director-Chairperson IQAC
3. Dr. Shaji Thomas -Principal-member ✓
4. Dr. Kuppachi Sreenivas-I S O co-ordinator
5. Dr. Jayachandran.V-member
6. Prof. Thomas.V.George-member
7. Prof. PramodKumar-member
8. Prof. Meenakshi.V.Verma-member
9. Prof. Baiju.P.Samuel-member
10. Prof. Deepthi Sankar-member -
11. Mr. Pramod-Administrative officer-member
12. Mr. Sabu Antony – Chief Librarian – Member
13. Mr. Ajai.C.K – Systems Manager - member
14. Mrs. and Mr. Augustien-parents of Mr. Thomson Augustine - members
15. Mr. Dipu Thomas Joy - Industry Representative -Member
16. Prof. Abila -representative of Alumni -Member
17. Mr. Prince V S - representative of Alumni –Member
18. Mr. Manumohan - representative of Alumni –Member
19. Prof. Dominic Micheal-representative of Alumni -Member

Agenda for the meeting:

To discuss various aspects mentioned in the Plan of Action for 2016-17 Academic year.

1. Library
2. Smart Classrooms - Infrastructure
3. Incubation Center

4. FDP
5. MDP
6. Industry Experts in Campus - Workshops
7. New Initiative (Holistic Development)
8. EP
9. SOP
10. UG pedagogy
11. Autonomy status for DC
12. Ph.D. Programme and Research Center
13. NBA
14. OS / Internship pedagogy
15. Alumni Affairs
16. You Tube uploads
17. IQAC Audits
18. Next IQAC meeting plans

Serial No.	DISCUSSION POINTS	DECISIONS	RESPONSIBILITY
1	<u>Library:</u>	<ul style="list-style-type: none"> • Library to be a part of IQAC • Mr. Sabu to validate course plans for the B2B session for all courses • Inclusion of • A record for the purpose of IQAC audit to be prepared including the following heads: <ol style="list-style-type: none"> 1. Name of the student 2. Entry Time 3. Exit Time 4. Name of the book read 5. Comment 6. Synopsis of the book 	<ul style="list-style-type: none"> • Mr. S Team
2	<u>Smart Classrooms - Infrastructure</u>	<ul style="list-style-type: none"> • Utility and feasibility of placing smart boards in the class rooms to be verified. 	<ul style="list-style-type: none"> • Mr. and
3	<u>Incubation Center</u>	<ul style="list-style-type: none"> • A letter from college to be issued to Mr. Dipu with regards to setting up a full fledged Incubation Center at DCSMAT campus 	<ul style="list-style-type: none"> • Prof Mea
4	<u>FDP</u>	<ul style="list-style-type: none"> • FDP Schedule to be prepared well in advance • Mr. Dipu to include industry perspective. • FDP to be specialization wise (HR/Mktg/Fin/IT etc) 	<ul style="list-style-type: none"> • Prof • Mr.

		<ul style="list-style-type: none"> FDP to be conducted once a month 	
5	<u>MDP</u>	<ul style="list-style-type: none"> MDP schedule to be prepared well in advance By Next IQAC meeting a minimum of 3 MDP's to be announced MDP to be conducted within or outside the campus 	<ul style="list-style-type: none"> Prof. Thomas V. George
6	<u>Industry Experts in Campus - Workshops</u>	<ul style="list-style-type: none"> Industry expert (CEO/MD) visit to the campus to be converted to a workshop It has to be pertaining a specific topic. E.g. Flip Software, Derivatives, Pay roll etc At the end of each session, the expert to evaluate the students on basis of a simple written test and these marks to be include as Internal assessment by the respective subject faculty. 	<ul style="list-style-type: none"> Dr. Anirudhan, Prof. Thomas V. George
7	<u>New Initiative - (Centre for Holistic Development)</u>	<ul style="list-style-type: none"> The coordinator to lay down specific benefits derived by the students by engaging themselves in the activities. How many days in a week, which days, what time to be specified clearly. 	<ul style="list-style-type: none"> Coordinator Holistic Development - Mrs. Jyothi A
8	<u>EP</u>	<ul style="list-style-type: none"> EP to be a part of IQAC Audit EP to be conducted for UG and PG EP to be conducted for MBA IInd years (twice a week) as well, specialization wise (HR/Mktg/Fin/IT etc). 	<ul style="list-style-type: none"> Prof. Baiju
9	<u>SOP</u>	<ul style="list-style-type: none"> SOP to be part of IQAC More scheduled SOP meetings per week SOP owners to ensure that each members of the group to read a minimum of 2 books a year. SOP owners to maintain a proper record of the same. Each SOP owner to have strong and specific 	<ul style="list-style-type: none"> Prof. Meenakshi

		deliverables.	
10	<u>UG pedagogy</u>	<ul style="list-style-type: none"> • SOP groups for UG • EP for UG • EP 3 days for UG and the other 3 days "completion based preparation" • Any rules / regulations that are being followed in PG (case study / article) are also to be practiced in UG. 	Dr. Shaji Thomas and All Faculty for UG
11	<u>Autonomy status for DC</u>	<ul style="list-style-type: none"> • Autonomy status for DCSMAT to be included as agenda for the next IQAC meeting. • A committee to be formed to look into the DCSMAT Autonomy activities. 	Dr. Shaji Thomas and the team constituted for Autonomous Status.
12	<u>Ph.D. Programme and Research Center</u>	<ul style="list-style-type: none"> • Ph.D. Programme and Research Center to be included as agenda for the next IQAC meeting. 	Dr. A. Sukumaran and Dr. Shaji Thomas
13	<u>NBA</u>	<ul style="list-style-type: none"> • NBA to be included as agenda for the next IQAC meeting. 	Dr. A. Sukumaran and Dr. Shaji Thomas
14	<u>OS / Internship pedagogy</u>	<ul style="list-style-type: none"> • Students should not be permitted to pursue their OS or Internship into any rubber board or tea plantations. • Faculty to closely monitor the companies so selected by the students. • A list of 200 companies to be prepared for potential OS and Internships. • Each faculty guide to be in touch with the respective company HR's for daily reports of their candidates. • The objective of Internship / OS is to convert it into a final placement. 	Batch Coordinators
15	<u>Alumni Affairs</u>	<ul style="list-style-type: none"> • DC to have a specific "Alumini Affairs" office at Sree Block. • There shall be a dedicated person to handle the 	<ul style="list-style-type: none"> • Mr. Ajai C.K – Alma Connect. • Other Alumni

		<p>responsibilities of all the affairs pertaining alumni.</p> <ul style="list-style-type: none"> • There shall be one point of contact • Alumni Day to be celebrated on 15 Aug every year, depending upon the availability of all chapters. • DC county can be made available for alumni • Mr. Ajai to maintain a strong Alumni connect. 	related – Prof. Sanil
16	<u>You Tube uploads</u>	<ul style="list-style-type: none"> • Every Monday, all the important activities conducted the previous week are to be uploaded on youtube. 	Mr. Ajai C.K
17	<u>IOAC Audits</u>	<ul style="list-style-type: none"> • IQAC audit by external panel to be conducted once every four months. • IQAC audit by internal panel to be conducted once every month. 	IQAC Team
18	<u>Next IOAC meeting plans</u>	<ul style="list-style-type: none"> • Agenda of the meeting to be sent to each member well in advance • MOM of the previous meeting to be discussed. • One page write up on the agenda of the current meeting to be provided. • More parents, Industry experts, alumni are to be included. 	IQAC Team
19	<u>Harmony Music band</u>	It Will operate on twice a Week to train the band members on various types of musics. Monthly one stage performance will be there	coordination

The meeting expressed confidence on implementing the Plan of Action discussed for the 2016-17 Academic year.

The meeting was concluded at 12:40 pm.



DCSMAT Vagamon Campus

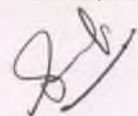
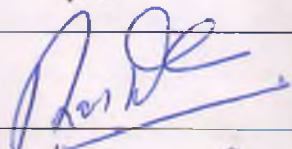
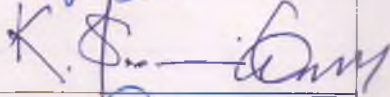

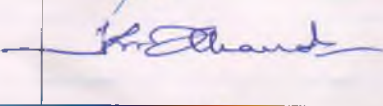
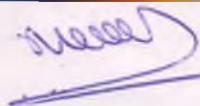
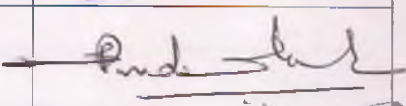
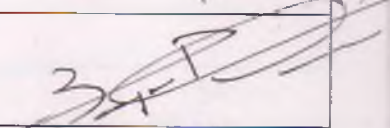
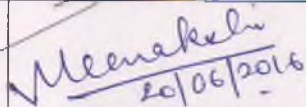
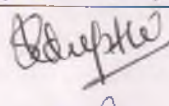
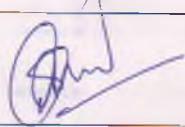
MINUTES OF THE IQAC meeting WITH IQAC Team Members

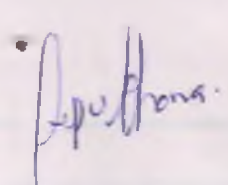
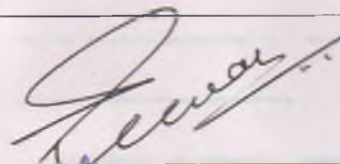
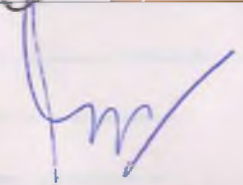
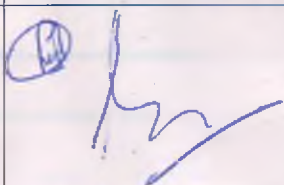


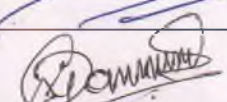
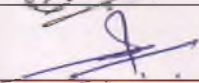
HELD ON

20th June, 2016 in DCVC Hall at 10-30 AM

Agenda for discussion: Plan of Action for the Academic Year 2016-17

Members Present

Sl. No	Name	Designation/Position	Signature
1.	Dr.A Sukumaran, Honorary Director,MBA & Head of the Institution I/c	Chairperson - IQAC	
2.	Mr. Ravi DC Chief Facilitator	Representing Management	
3.	Dr.Kuppachi Sreenivas	IQAC Co-rdinator	
4.	Dr. Shaji Thomas, Principal	Member Representing Faculty	
5.	Dr.Jayachandran.V	Member Representing Faculty	
6.	Prof.Thomas.V.George	Member Representing Faculty	
7.	Prof.PramodKumar	Member Representing Faculty	
8.	Prof.Baiju.P.Samuel	Member Representing Faculty	
9.	Prof.Meenakshi.D.Verma	Member Representing Faculty	 Meenakshi 20/06/2016
10.	Prof.Deepthi Sankar	Member Representing Faculty	
11.	Mr.Pramod Administrative Officer	Member Representing Administration	
12.	Mr.Sreekumar.C.S Assistant Manager Accounts	Member Representing Administration	

13.	Mr. Dipu Thomas Joy	Industry Representative Programme Coordinator CII - Kochi	
14.	Mr. Pradeep	Manager Pulikkanam estate - Member from local area	
15.	Mr. Augustien, Parent of Mr. Thomson Augustine	Representative of Stake holder	
16.	Mrs. Augustien, Parent of Mr. Thomson Augustine	Representative of Stake holder	
17.	Prof. Abila C R	Representative of Alumni	
18.	Mr. Prince V S	Representative of Alumni	
19.	Prof. Dominic Micheal	Representative of Alumni	
20.	Ajmi. ak	Systems Admin	

21. Sabu Antony

Citizen's

22. Manumohan. M

Alumni

