

----- Original Message -----

Subject: Minutes of The IQAC Meeting Held on 20 April 2013 at Director's Office

From: mcashok@dcschool.net

Date: Fri, April 26, 2013 14:55

To: "DCSMAT Faculty" <faculty@dcschool.net>

Cc: "Joy" <joy@dcschool.net>

"Prof Sreekumar" <sreeancheri@dcschool.net>

"Maj Premnath" <prem@dcschool.net>

"Dr Mathew" <mathew@dcschool.net>

"Dr Gopakumar Sr" <gopan@dcschool.net>

"Benny Thomas" <benny@dcschool.net>

Minutes of the meeting held on 20.04.13 at Director's Office (IQAC Committee).

Introduction

1. The following members of the staff attended the meeting.

- (a) Brig. MC Ashok Kumar
- (b) Dr. Gopakumar
- (c) Dr. Mathews
- (d) Prof. Premanathan
- (e) Dr. Jayachandran
- (f) Prof. Thomas V George
- (g) Prof. Satheeshkumar
- (h) Prof. Balakrishnamenon
- (j) Prof. Sanesh P V

Agenda of the Meeting

2. Setting up of new IQAC Committee 2013-14

Important points of discussion and decisions

3. Resolved to set up a new IQAC Committee with following members as office bearers

- (a) Prof Premanathan - Director IQAC
- (b) Prof. Cris - Coordinator IQAC
- (c) Dr. Jayachandran - Internal Member Teaching
- (d) Dr. Mathews - Internal Member Teaching
- (e) Prof. Satheeshkumar TN- Internal Member Teaching
- (f) Prof. Thomas V George - Internal Member Teaching
- (g) Joy Joseph - Internal Member NonTeaching
- (h) Prof. Balakrishnan - External Member Teaching
- (j) Mr. Anil Pillai (TUV SUD)- External Member QMS Expert

4. Decided that the new IQAC committee will meet further in future for deciding the action plans

Action Taken Report –IQAC Meeting Held on 20 April 2013

Ser	Point	Action Taken
1.	Setting up of new IQAC Committee 2013-14	Completed
2.	Action Plans to be decided	In the next IQAC meeting



Prof. Premanathan
Chairman IQAC



		Q.No. 51 to 54 -Prof. Jaichandran &Committee (Grievance Redressal)	
		Q.No. 55 to 60 - Mr Baiju Samuel (SWOT Analysis)	
		Q.No.61 to 62 - Significant progress made / role of NAAC in quality development - IQAC Committee	
2	a	The AQAR preparation points (PART B - 43 points provided in the sample report) will be allocated to faculty members for file preparation and evidence collection	IQAC Committee to allocate and initiate the activities of report preparation with a target submission date of 15 July 2013
	b	Date of submission of the first AQAR was not clear and Prof. Sanesh in consultation with the IQAC coordinator of St.Josephs college , Moolamattom confirmed that every end of the Academic year NAAC expects the AQAR to be submitted	Committee decided to submit the first AQAR by mid August 2013
3	a	Progress Review	Decided to have the next meeting on 7.5.2013

Attachment:

1. AQAR Online survey - Questionnaire

Action Taken Report –IQAC Meeting Held on 26 April 2013

Ser	Point	Action Taken
1.	AQAR online survey questionnaire	Completed
2.	Swot Analysis	Completed
3.	Report Preparation of IQAC Committee	Completed
4.	Submission of the first AQAR	Complete by August 2013



Prof. Premanathan
Chairman IQAC



Minutes of IQAC Meeting held on 07.05.2013

Venue: DCVC

Members present

- (a) Prof Premanathan - Chairperson, IQAC
- (b) Dr.Jayachandran - Internal Member Teaching
- (c) Dr.Mathews - Internal Member Teaching
- (d) Prof. Cris - Member Secretary, IQAC
- (e) Mr.Joy Joseph - Internal member Non-Teaching

Special Invitees

Brig MC Ashok Kumar , Director, DCSSMAT Group of Institutions
Prof. Gopakumar V - Director, MBA Programme
Prof.Baiju Samuel

Agenda

- SWOT Analysis presentation & Review by Prof.Baiju Samuel
- Review the action in hand related to AQAR preparation

Sl.No.	Discussion Points	Decisions
1	a	<p>Prof. Baiju presented the SWOT analysis for the Institution and the members present deliberated on it</p> <p>Strengths</p> <ul style="list-style-type: none">• Placement records• Institution ratings <p>Weakness</p> <ul style="list-style-type: none">• Research & Consultancy <p>Opportunity</p> <ul style="list-style-type: none">• To be the top B-school in South India• Developing an incubation and support center for

		<p>entrepreneurship and small business</p> <p><u>Threat</u></p> <ul style="list-style-type: none"> • Remove : Confined to Kerala • Unavailability of good quality students • Economic downturn • Loss of appeal for the MBA degree for both prospective students and prospective employers • Growth of Online education
	b	<p>Selection of the required 2 points from Strengths/Weakness/Opportunities/Threats</p> <p>SWOT analysis will give priority for the selected 2 in each area</p>
2	a	<p>Revision of date for completion of AQAR preparation</p> <ul style="list-style-type: none"> • June 1st 2013 to complete the draft • July 1st 2013 as target date of submission
	b	<p>Allocation of AQAR questions</p> <p>Will be sent to faculty along with the proforma and instructions for evidence preparation</p>
3	a	<p>Future plan of the Institute</p> <p>To be prepared by Dr.Jayachandran for the next Academic year.</p>

Action Taken Report –IOAC Meeting Held on 07 May 2013

Ser	Point	Action Taken
1.	Selection of the required 2 points from Strengths/ Weakness/Opportunities/Threats	Completed
2.	Revision of date for completion of AQAR preparation	AQAR completed by 31 Jul 2013
3.	Allocation of AQAR questions	Allocated Evidences collected
4.	Future plan of the Institute	Completed



Prof Premanathan

Chairman IQAC



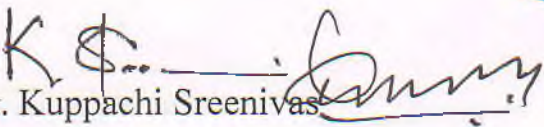
SUBMISSION OF AQAR UPDA
as on 30/JUNE/2014.

- 1) IQAC AQAR updated as of June 2014 is handed over to Dr. Gopakumar, Director / Chairman IQAC committee.
- 2) Recommendation for Re-composition of IQAC Committee was discussed and scheduled for the next meeting on.
- 3) AQAR to be sent to IQAC/VAAC email. • will be sent as per by Prof. Cris -
- 4) Members Present:--
 - a) Dr. Gopakumar. H. Gopakumar
 - b) Dr. Jagadeesan. J. Jagadeesan
 - c) Dr. Satteesh Kumar. T. N. D. N.
 - d) Prof. Cris Abraham. K. Cris

Action Taken Report –IQAC Meeting Held on 30 June 2014

Ser	Point	Action Taken
1.	AQAR to be sent to IQAC/NAAC Council	Completed




Dr. Kuppachi Sreenivas

Co-ordinator, IQAC

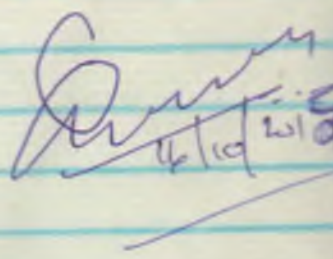
MINUTES OF THE COAG held on 16/10/2015
 in Director/COAG Committee Chairroom at 05.00 PM
 Discussion on Sending AQAR Oct-Nov. 2015

1. Dr. B.K. Menon, Chairman
2. Prof. Sathesh Kumar, I.N
3. Dr. Kuppachi Sreenivas
4. Dr. Elizabeth D
5. Prof. Premal Kumar



Handwritten signatures of the attendees, including the Chairman and other members, with some names partially legible as 'Sathesh', 'Elizabeth', and 'Premal'.

1. The information provided in AQAR should be Relevant and Substantiable.
2. Measurable things/activities need to be introduced. Sufficient Proof for substantiating the responses need to be maintained.
3. A discussion is need to be initiated with the CF in the next meeting.
4. DCSMAT Support System introduced is functioning well. It needs to be made more effective.



Handwritten signature and date: 16/10/2015

Action Taken Report –IQAC Meeting Held on 16 October 2015

Ser	Point	Action Taken
1.	Updation of the informations in AQAR	Completed
2.	Proof to be maintained for substantiating the improvements in the AQAR	Completed
3.	Introduction of DCSSMAT Support System	Completed



K. Sreenivas
Dr. Kuppachi Sreenivas
Co-ordinator, IQAC

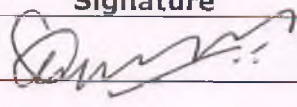
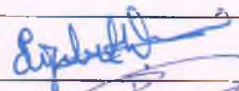
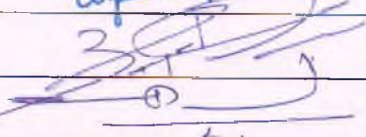
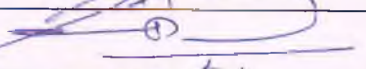
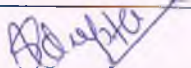
DCSMAT Vagamon Campus

MINUTES OF THE IQAC meeting

HELD ON

28th November, 2015, in The Director, IQAC Chairman Cabin at 0400 PM

The following members were present:

Name of the member	Designation	Signature
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	

Agenda for the meeting:

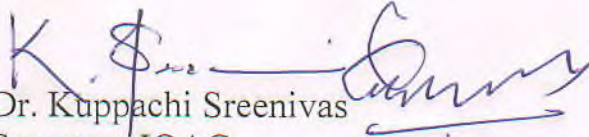
1. IQAC – Plan of Action review for the academic year 2015-16
2. Plan of Action Details for 2015-16 AQAR
3. Re Construction of IQAC Team
4. Maintenance of required documents by IQAC team
5. IQAC meeting Quorum for finalizing the Action Plan for 2015-16 academic year.

Sl.No.	DISCUSSION POINTS	DECISIONS	RESPONSIBILITY
1.	Review of IQAC action Plan for the Academic year 2015 – 16	<ul style="list-style-type: none">• A tentative action plan was prepared for discussion in the proposed IQAC meeting for final approval	Dr. Kuppachi Sreenivas
2.	Plan of action points for the academic year 2015-16 were discussed	<ul style="list-style-type: none">• Applied Business Studies, new initiative need to be included in the Plan of action.• Local Representative presence is to be made compulsory.	AIM C IQAC team
3.	Reconstruction of IQAC Team	<ul style="list-style-type: none">• New Team will be constituted for meeting the IQAC requirements.	Dr. Kuppachi Sreenivas
4.	Fixing the date of IQAC meeting	<ul style="list-style-type: none">• Date of IQAC meeting is to be decided for finalizing AQAR to be sent to NAAC.	Dr. B. K Menon

The meeting came to an end at 05-20 PM.

Action Taken Report –IQAC Meeting Held on 28 November 2015

Ser	Point	Action Taken
1.	Tentative action plan need to be prepared for the Academic year 2015-16	Completed
2.	New initiative on Applied Business studies need to be included in the Plan of Action.	Completed
3.	New Team will be constituted for meeting the IQAC requirements.	Completed


Dr. Kuppachi Sreenivas
Secretary IQAC



DCSMAT Vagamon Campus

MINUTES OF THE IQAC meeting WITH CF

HELD ON

12th June, 2016 in Board Room – 'Sree' block at 08-10 PM

This meeting was presided by Chief Facilitator – Shri Ravi Deecee

The following members were present:

1. Mr. Ravi DeeCee – Chief Facilitator
2. Dr. A. Sukumarn – Honorary Director, DCSMAT
3. Dr. Shaji Thomas – Principal, DCSMAT
4. Dr. Kuppachi Sreenivas, IQAC Coordinator

Agenda for the meeting:

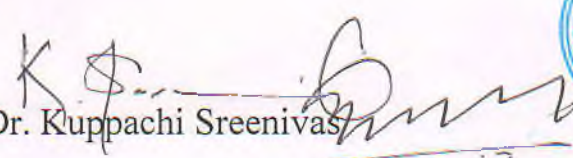
1. IQAC – Plan of Action for the academic year 2016-17
2. Re Construction of IQAC Team
3. Maintenance of required documents by IQAC team
4. IQAC meeting Quorum for finalising the Action Plan for 2016-17 academic year.

Seri al No.	DISCUSSION POINTS	DECISIONS	RESPONSIBILITY
1.	IQAC action Plan for the Academic year 2016-17	<ul style="list-style-type: none">• A tentative plan was prepared for discussion in the proposed IQAC meeting for final approval	Dr. A. Sukumaran and Dr. Kuppachi Sreenivas
2.	Reconstruction of IQAC-Team	<ul style="list-style-type: none">• New Team will be constituted for meeting the IQAC requirements.	Dr. A. Sukumaran
3.	Fixing the date of IQAC meeting	<ul style="list-style-type: none">• Date of IQAC meeting is to be decided with Quorum identified after consulting Dr. Anirudhan for Local Industry people and Alumni Mr. Dipu from CII, Managers from DC Books. <u>One governing council member also will be part of it</u>	Dr. A. Sukumaran

The meeting came to an end at 09-20 PM.

Action Taken Report –IQAC Meeting Held on 12 June 2016

Ser	Point	Action Taken
1.	IQAC plan for the academic year 2016-17	Completed
2.	Reconstruction of IQAC Team	Completed


Dr. Kuppachi Sreenivas

Co-ordinator, IQAC



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

Action Taken Report –IQAC Meeting Held on 13 June 2016

Ser	Point	Action Taken
1.	Plan of Action and supporting documents to be prepared.	Completed
2.	Coordinators for different activities to be finalised.	Completed
3.	List of files to be maintained for documentation.	Completed




Dr. Kuppachi Sreenivas

Co-ordinator, IQAC

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 Tea
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 Mee
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

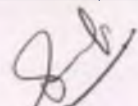
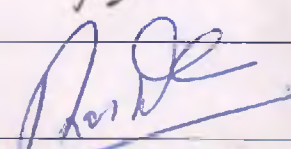
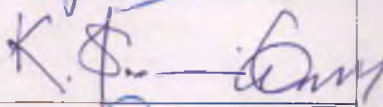

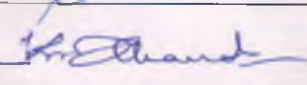

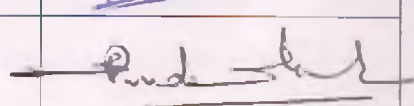
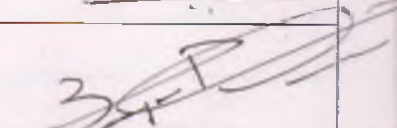
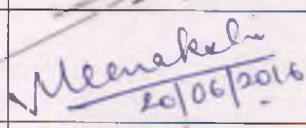
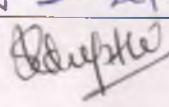
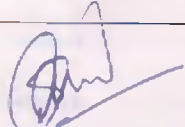
MINUTES OF THE IQAC meeting WITH IQAC Team Members

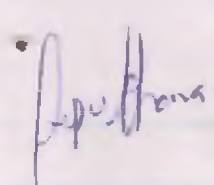
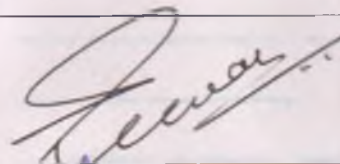
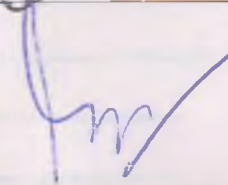
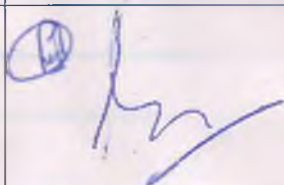
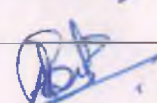
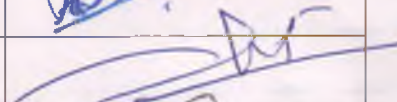
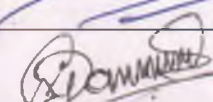
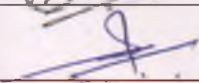
HELD ON

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	
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	

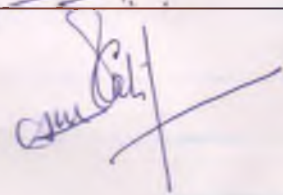
13.	Mr.Dipu Thomas Joy	Industry Representative Programme Coordinator CII - Kochi	
14.	Mr.Pradeep	Manager Pulikkanam estate-Member from local area	
15.	Mr.Augustien, Parent of Mr.Thomson Augustine	Representative of Stake holder	
16.	Mrs.Augustien, Parent of Mr.Thomson Augustine	Representative of Stake 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	System Admin	

21. Sabu Antony

Citizen's

22. Manumohan. M

Alumni



Action Taken Report –IOAC Meeting Held on 20 June 2016

Ser	Point	Action Taken
1.	Record for the purpose of IQAC audit to be prepared.	Completed
2.	Smart classrooms Infrastructure	Completed by August 2016.
3.	Incubation center	Implementation commenced.
4.	Faculty Development Programme	Schedule for FDP to be prepared well in advance, also industry perspectives to be included in FDP.
5.	Management Development Programmes	Schedule for MDP to be prepared and 3 MDPs to be announced by next IQAC meeting
6.	Centre for Holistic Development	Specific activities for the Holistic Development to be prepared well in advance.
7.	UG Pedagogy	SOP groups and EP groups to be formed separately for UG students.
8.	Ph.D. Programme and Research centre	To be discussed in the next IQAC meeting.
9.	NBA	To be discussed in the next IQAC meeting.

10.	OS/Internship Pedagogy	List of 200 companies prepared by the Batch Coordinators for potential OS and Internships.
11.	Alumni Affairs	Alumni Affairs Office – in Sree block.
12.	You-tube Uploads	Important activities conducted during the previous week uploaded in the You Tube.
13.	IQAC Audits	IQAC Audits by internal panel is conducted every month.
14.	Harmony Music Bands	Music band started the training twice every week.



K. S. Sreenivas
Dr. Kuppachi Sreenivas

Co-ordinator, IQAC

DCSMAT GROUP OF INSTITUTIONS

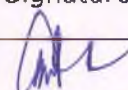
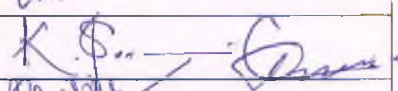
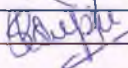



MINUTES OF THE IQAC Meeting

HELD ON

9th January 2017 at 11-00 AM in DC Video Conference Hall

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

The following members of the staff were present:

Sl. No	Name of the IQAC Member	Designation	Signature
1.	Brig. MC Ashok Kumar (Group Director)	Representing Management	
2.	Dr. Kuppachi Sreenivas	IQAC Coordinator	
3.	Prof Deepthi Sankar	Member	
4.	Prof Abila	Member	
5.	Mr. Benny Thomas	Member	
6.	C K Ajay	Member	

Agenda for the meeting: Preparation of Plan of Action for 2017-2018


Serial No.	DISCUSSION POINTS	Responsibility
1.	Scheduling of Second Semester classes	AIM C
2.	Organisation Study – Briefing to the students on Selection of Organisation and Preparation of Report	Batch Coordinator Prof. Pramod AIM C
3.	Examination Preparation Counseling for First Semester Students	All faculty
4.	Syllabus Completion and Internal evaluation	All faculty
5.	NAAC – SSR Preparation	NAAC Team

The meeting was concluded at 12-15 PM

Dr. Kuppachi Sreenivas - IQAC Coordinator,
DCSMAT Institutions

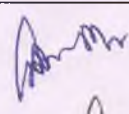
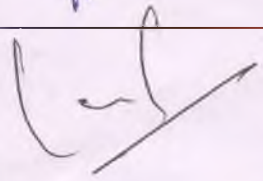
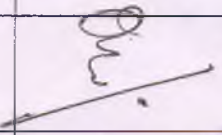
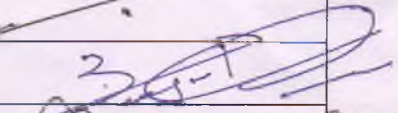
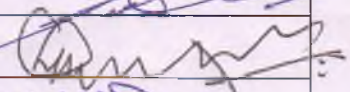
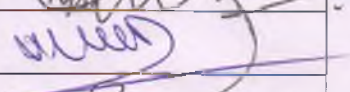

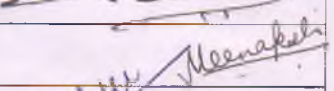
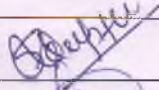
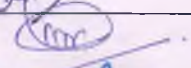
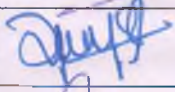
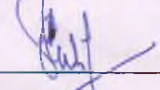

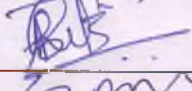
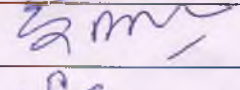
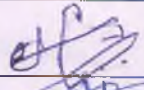
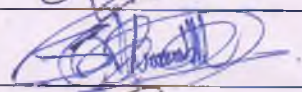
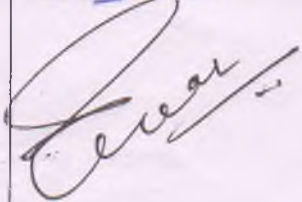
Action Taken Report –IQAC Meeting Held on 9 January 2017

Ser	Point	Action Taken
1.	Scheduling of Second Semester classes	Second Semester classes scheduled from 6 Mar. 2017
2.	Organisation Study - Briefing to the students on Selection of Organisation and Preparation of Report	Report Preparation by the batch coordinator on Organization Study by 10 Feb. 2017.
3.	Examination Preparation Counselling for First Semester Students	Completed. Counselling sessions were handled by Dr. Meenakshi Verma.
4.	Syllabus Completion and Internal evaluation	Completed
5.	NAAC - SSR Preparation	NAAC team started the work of SSR preparation.


Prof. Baiju P. Samuel
Co-ordinator IQAC

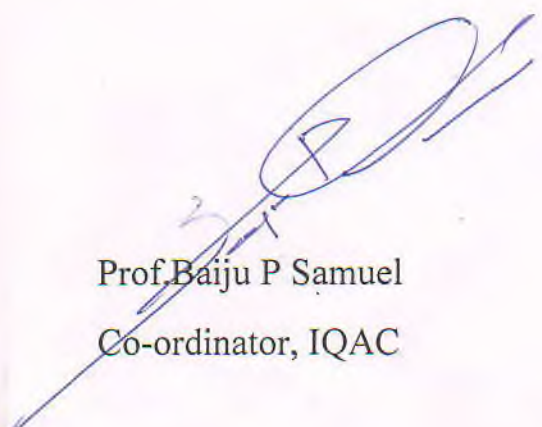


**Minutes of the IQAC meeting held on 24th June 2017
In DCVC Hall at 11.00 am**

SL.NO	NAME	Designation	Signature
1	Brig. M. C Ashok Kumar - Representing Management	COO & Group Director & Team Operations	
2	Dr. Umesh Neelakantan - Chairperson IQAC	Principal, MBA	
3	Maj. Premanathan - Member	Principal, UG	
4	Prof. Baiju.P.Samuel -IQAC Coordinator	Asst. Professor	
	Dr. Kuppachi Sreenivas - Member	Professor	
5	Prof. Thomas.V.George - Member	Professor	
6	Prof. Pramod Kumar-Member	Professor	
7	Prof. Meenakshi. D .Verma-Member	Asst. Professor	
8	Prof. Deepthi Sankar-Member	Asst. Professor	
9	Mr. Benny - Member	Accounts Manager	
10	Mr. Peeyush -	Administrative officer-member	
11	Mr. Sabu Antony	Chief Librarian - Member	
12	Mr. Ajai.C.K -	Systems Manager - Member	
13	Prof. Abila -	Asst. Professor -AIM Center In Charge	
14	Mr.Shine Bala chandra Menon	Parent Representative	
15	Mr. Azar M Y	Representative of Alumni	
16	Mr. Suresh P S	Representative of Alumni -Member	
19	Mr. Pradeep, Manager, Pullikkanam Estate -	Member from Local Area.	

Action Taken Report –IQAC Meeting Held on 24 June 2017

Ser	Point	Action Taken
1.	Implementation Plan of Action 2016-17	Completed
2.	Implementation Plan of Action 2017-18	Implementation commenced
3.	Improve general awareness on recent trends in business.	Implementation commenced
4.	ABS and EP need to be continued.	Completed
5.	Newspaper reading to be made compulsory.	Newspapers are being subscribed for each MBA student News analysis being done in classes everyday in the last session
6.	SOP to be strengthened	Being done
7.	EP to be strengthened	Being done


Prof. Baiju P Samuel
Co-ordinator, IQAC

