



## Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN202005-03

Venue : Group Video Call

Date : 1<sup>st</sup> may 2020

Time : 02:00 pm to 03:15 pm

Chairperson : Dr. Sreekanth S V (Principal - MBA)

### I. Attendance : Members Present

1. Dr Sreekanth – Chairman
2. Dr. R. Wranton Perez – Coordinator
3. Dr Alan Jeba Dhas
4. Prof. Prajith P K
5. Prof. Titty Annamma Abraham
6. Mr. Ajai CK

### II. Agenda

1. Briefing about IQAC
2. Awareness Creation - Training
3. Inclusion of external members
4. Initiating Faculty and Student Research Committee
5. Any others with the permission of the Chairperson

### III. Proceedings and Recommendations

The meeting started with the welcoming of members of the IQAC – DCSMAT Vagamon members. Following were the discussions and recommended actions on the Agenda.

Agenda	Discussions / Recommendations
1. Briefing about IQAC :	
a. The Chairperson briefed the roles and responsibilities of the IQAC team.	
b. It was agreed that the IQAC meeting may be conducted, at 3:00 pm towards the end of every semester as there is only a little hope of conducting it physically.	
c. The members are to identify their area to continuously follow-up and to report at every succeeding meetings.	
2. Awareness Creation - Training on IQAC activities	
It was raised by the member that, there is a need for the roles and responsibilities of every member and was concluded that there will be a short workshop on awareness creation among the members of the Team followed by the training session for the faculty. It was also informed by the Chairperson that the IQAC shall propose an External Agency to conduct a training session online before the month of november 2020 from 03:00 pm to 4:30 pm.	
3. Strategy for external members: It was unanimously agreed that, due to COVID'19 lockdown situation, the meeting may be conducted online and the minutes to be circulated and their opinion on the recommendations may be drawn and concluded. Also, to include the students, parents and industry representatives etc.	
4. Initiating the Faculty and Student Research Committee : It was recommended that the students may be entrusted with assignment topic by the subject faculty and by extending further leading to the research activity at the earliest.	



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5. It was subsequently decided to establish a whatsapp group for group communication and an exclusive Institutional online app by choosing between Zoom or Webex app.
6. The meeting came to an end at 3:15 pm

Prepared by

Coordinator

IQAC DCSMAT Vagamon



## Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN201911-02

Venue : Principal's Office  
Date : 8<sup>th</sup> November 2019  
Time : 03:00 pm to 04:30 pm

**Chairperson : Dr. Sreekanth S V (Principal - MBA)**

### I. Attendance : Members Present

1. Dr Sreekanth – Chairman
2. Dr. R. Wranton Perez – Coordinator
3. Dr Alan Jeba Dhas
4. Prof. Pramod Kumar B
5. Prof. Prajeeth P K
6. Prof. Parvathy A S
7. Prof. Titty Annamma Abraham
8. Dr. Joby Jose
9. Mr. Ajai CK

### II. Agenda

1. Briefing about IQAC
2. Responsibility Mapping
3. Training
4. Strategy for external members participation
5. Identification of IQAC Office for its functioning
6. Activating Faculty and Student Research Committee
7. Any others with the permission of the Chairperson

### III. Proceedings and recommendations

The meeting started with the welcoming of members of the newly formed IQAC – DCSMAT Vagamon members. Following were the discussions and recommended actions on the Agenda.

#### Agenda

#### Discussions / Recommendations

1. Briefing about IQAC :
  - a. The Chairperson briefed about the roles and scope of the IQAC team.
  - b. It was agreed that the IQAC meeting may be conducted on every Wednesdays, at 3:00 pm and if any Wednesday happens to be a Govt. Holiday then, on the next working day the meeting shall be conducted.
  - c. It was also advised to the members that the participation in IQAC meeting shall not be evaded and any inevitable absence may be informed in writing to the chair at least a day prior to the meeting schedule.
  - d. The members are to report on their weekly activity report sheet at every succeeding meetings.
2. Responsibility Mapping : The following responsibilities were identified and the members to monitor the outcome of those were assigned by volunteering themselves.
  - a. FDP, MDP : Dr. Alan Jeba Das
  - b. Workshop, Seminar : Prof. Titty A A
  - c. Research (Faculty, Student) : Prof. Prajith P K
  - d. Training and Placement : Dr. R. Wranton Perez



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- |                                                                              |                        |
|------------------------------------------------------------------------------|------------------------|
| e. Curriculum Management                                                     | : Office Team*         |
| f. Internal Examinations, Question Paper Monitoring, Course Attainments      | : Dr. R. Wranton Perez |
| g. Remedial Measures                                                         | : Office Team*         |
| h. Viva-voce                                                                 | : Prof. Pramod Kumar B |
| i. Internships, Summer Projects                                              | : Dr. Joby Jose        |
| j. Entrepreneurship                                                          | : Dr. Joby Jose        |
| k. CSR, Reachout                                                             | : Prof. Pramod Kumar B |
| l. Management Fest                                                           | : Prof. Prajith P K    |
| m. Student Quality and Performance                                           | : Prof. Parvathy A S   |
| n. Faculty Performance, Audit and Appraisal                                  | : Mr. Ajay CK          |
| o. Consultancy, International Connect                                        | : Prof. Titty A A      |
| p. IT and LMS                                                                | : Mr. Ajay CK          |
| q. Student Facilities : Hostel, Medical, Sports, Canteen and other Amenities | : Office Team*         |
| r. Disclosures and Reach                                                     | : Office Team*         |
| s. Feedback                                                                  | : Mr. Ajay CK          |
| t. IQAC Office Management, File maintenance, Activity Monitoring             | : Office Team*         |
| u. Library                                                                   | : Dr. Alan Jeba Dhas   |
| v. Grievance Handling                                                        |                        |

\*Office Team comprising Dr. Sreekanth SV, Dr. R. Wranton Perez, Dr. Alan Jeba Dhas, Prof. Titty A A, Prof. Parvathi A S

3. Training on IQAC activities : It was informed by the Chairperson that the IQAC shall propose the External Agency to conduct a training session online on Friday, 6<sup>th</sup> November 2020 from 03:00 pm to 4:30 pm.
4. Strategy for external members: It was unanimously agreed that, due to COVID'19 lockdown situation, the meeting may be conducted internally and the minutes to be circulated and their opinion on the recommendations may be drawn and concluded.
5. Identification of IQAC office for its functioning: It was unanimously agreed that there shall be a physical office space for IQAC with computer and cupboards. A space next to the Exam Control Office has been identified and proposed to be allocated as the functional office for the IQAC-DCSMAT, Vagamon.
6. Activating the Faculty and Student Research Committee : It was recommended that the activities of the committee may be discussed and started at the earliest
7. It was subsequently decided to establish a whatsapp group for group communication and an exclusive Institutional email id for the IQAC-DCSMAT Vagamon
8. The meeting came to an end at 4:30 pm

Prepared by

Coordinator

IQAC DCSMAT Vagamon

## Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN201906-01

Venue : Principal's Office

Date : 7<sup>th</sup> June 2019

Time : 10:00 am to 10:40 am

Chairperson : Dr. Sreekanth S V (Principal - MBA)

### I. Attendance : Members Present

1. Dr Sreekanth – Chairman
2. Dr. Kuppachi Sreenivas – Coordinator
3. Prof. Pramod Kumar B
4. Prof. Prajith P K
5. Prof. Parvathy A S
6. Prof. Titty Annamma Abraham
7. Dr. Joby Jose
8. Mr. Ajai CK

### II. Agenda

- Welcoming members of IQAC Team
1. Preparedness for the semester - odd
  2. Distribution of Course kit
  3. Deadlines on submissions
  4. Any others with the permission of the Chairperson
- Closing of the meeting

### III. Proceedings and recommendations

The meeting started with the welcoming of members of the newly formed IQAC – DCSMAT Vagamon members. Following were the discussions and recommended actions on the Agenda.

#### Agenda and Proceedings

1. Preparedness for the semester – odd:  
The Principal along with the Coordinator detailed the requirements for the start of the semester as mentioned below
  - a. Preparation of the lesson plan for the subjects allocated to the concerned faculty.
  - b. Preparation of the weekly schedule of the sessions in advance
  - c. Proposal of the text books and reference books by the faculty in their concerned subjects.
  - d. Use of case references.
  - e. Pattern of marks distribution for the Continuous assessments as per the MGU curriculum.
2. Distribution of Course kit: The 'AIMS' cell was informed to get the academic kit ready for the coming semester and distribute the same to the faculty before the commencement of the sessions. The following are the list of items to be a part of the kit
  - a. Students Name list
  - b. Attendance Sheet
  - c. Session schedule for the week, in advance
  - d. Breakup of the assessments to be included and Internal assessment computation (MGU prescribed)
  - e. Attendance marking google sheet link

3. Deadlines on submissions: It was informed by the Chairperson that the IQAC in association with the AIMS cell shall periodically check the conduct and submissions of the relevant assessment and attendance data to the AIMS.
4. It was concluded that the next meeting may be conducted to update the activities during the end of the semester.

The meeting came to an end at 10:40 am

Prepared by

Coordinator  
IQAC DCSMAT Vagamon

