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DC School of management & Technology, (Vagamon Campus)
Office Order No.06/2021

Re-constitution of Internal Quality Assurance Cell

1. I am pleased to Re-constitute IQAC as under with immediate effect:

Chairperson	: Dr.Sreekanth S V
Coordinator IQAC	: Dr.Wranton Rudolf
Members	: Prof.Prajith P K
	: Prof.Akhil B Vijayan
	: Dr.Deepthi Sankar
	: Dr.Jyothi Vijayan
	: Prof.Renjitha R
	: Dr.Alen Jebadas(Librarian)
	: Mr.Benny Thomas(Group Manager F&A)
	: Mr.Ajay C.K(System Admin)
	: Ms.Anila Babu(Administrative Assistant)

External Members on IQAC Committee:

- 1.1.Mrs. and Mr. Jayachandrakumar D (parents of Mr. Hadkrishnan(Student MB A 20- 22 Batch)
- 2.Mr.Dipu Thomas Joy-Industry Representative (CII-Cochin)
3. Mr. Pradeep --Manager Pullikkannam Tea Estate(Local Area Representative)
- 4.Mr.Prince V S-Representative of Alumni (Vagamon Campus)

2. All the members shall familiarize themselves with their duties and their responsibilities and act accordingly
3. The tenure of the officials of the committee shall be coterminous with their appointment in DCSMAT or otherwise changed by the issue of subsequent order
4. All files and correspondence in relation to the proceedings of the IQAC shall be maintained by the Coordinator

For and on the behalf of DC School of Management and Technology

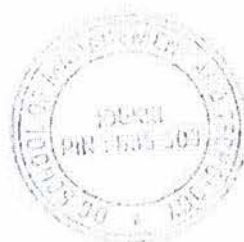


Director

DCSMAT

01 April 2021

1 All Staff 2) Stock File 3) CF





Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN20210420-08

Venue : Principal Chamber

Date : 20th April 2021

Time : 03:00 pm to 04:30 pm

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

I. Attendance : Members Present

1. Dr Sreekanth S V– Chairman
2. Dr. R. Wranton Perez – Coordinator
3. Dr Alan Jebadhas
4. Prof. Prajeeth P K
5. Prof. Parvathy A S
6. Mr. Ajai CK

Member(s) Absent

7. Titty Annamma Abraham (On leave)

Members In-Absentia

1. Ms. Aamy C P, student, MBA 2020 Batch
2. Ms. Lissamma Jose, Parent of Jithin P Jose MBA 20 batch
3. Mr. Bibin Mathews, Alumnus, MBA 2004 Batch
4. Mr. Deepu PV, Employer, Regional Head, Smart Owner Services Ltd.

II. Agenda

- 8.1 Review of previous meeting
- 8.2 Revised CRs as per corrections from QPIC and submission of the same
- 8.3 Any other matter with the permission of the Chairperson

III. Proceedings and Recommendations

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

Agenda

Discussions / Recommendations

8.1. Review of previous meeting:

The Chairperson briefed about the progress of the IQAC team.

8.2. Revised CRs as per corrections from QPIC and submission of the same

The chair discussed the correction to be incorporated as per the suggestions given by the QPIC. It was concluded that the members who were assigned earlier for the CR writing may continue to be with the same role and the same to be uploaded in the shared drive.

Sl. No.	Criteria No	Faculty
1.	CR1	Dr. Alen Jebadhas
2.	CR2	Dr. Alen Jebadhas,
3.	CR3	Dr. R. Wranton Perez
4.	CR4	Dr. Sreekanth SV
5.	CR5	Prof. Prajith P K, Prof. Parvathy A S



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6.	CR6	Prof. Prajith P K, Prof. Parvathy A S
7.	CR7	Prof. Prajith P K, Prof. Parvathy A S
8.	CR8	Dr. Alen Jebadhas, Mr. Ajay CK
9.	CR9	Prof. Prajith P K, Prof. Parvathy A S
10.	CR10	Dr. R. Wranton Perez , Dr. Alen Jebadhas, Mr. Ajay CK

8.3.. Any other matter with the permission of the Chairperson

It was proposed that the newsletter frequency may be increased from quarterly to fortnight as the activities in the campus has got increased. Adding to it, the contents for the newsletter may be shared by the respective event coordinators/organisers through a report to be generated and submitted on the next day of the event along with available photographs.

The meeting came to an end at 4:30 pm

Prepared by 
Coordinator, IQAC DCSMAT Vagamon

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Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN202102-07

Venue : Online-Webex Platform

Date : 3rd February 2021

Time : 02:30 pm to 03:30 pm

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

I. Attendance : Members Present

1. Dr Sreekanth S V– Chairman
2. Mr.Ajai CK
3. Dr. R. Wranton Perez – Coordinator
4. Dr Alan Jebadhas
5. Prof. Prajeeth P K
6. Prof. Titty Annamma Abraham

Members Absent

7. Prof. Parvathy A (With Permission)

Members Exempted / Relieved from IQAC

8. Prof. Pramod Kumar B (Awaiting approval)
9. Dr..Joby Jose (Awaiting approval)

Members In-Absentia

1. Ms. Aamy C P, student, MBA 2020 Batch
2. Ms. Lissamma Jose, Parent of Jithin P Jose MBA 20 batch
3. Mr. Bibin Mathews, Alumnus, MBA 2004 Batch
4. Mr. Deepu PV, Employer, Regional Head, Smart Owner Services Ltd.

II. Agenda

- 7.1 CO-PO Mapping status
- 7.2 Criteria Writing
- 7.3 Shared link folders from QPIC
- 7.4 Institutional Plan
- 7.5 Meeting frequency
- 7.6 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 by the Chairperson. Following were the discussions and recommended actions on the Agenda.

Agenda	Discussions / Recommendations
7.1 CO-PO Mapping status:	
The Coordinator briefed about the uploading of revised and the comments from QPIC amended Cos for the courses pertaining to the faculty in the shared drive with the QPIC team.	

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7.2 Criteria Writing:

- a. The Criteria 4,5,6 had been completed and sent for the purview of the QPIC audit team.
- b. The criteria 1 and 8 had been completed by Dr. Alan Jebadhas and been circulated for peer review by the members .
- c. The criteria 3 is to be completed by Dr. R. Wranton Perez and the completion date is dependent on the completion of the CO-PO attainment calculation verification to be completed by Dr. R Wranton Perez for all the faculty and their subjects and the estimated completion is 10th February.

7.3 Shared link Folders from QPIC

It was informed to the members about the folder and the structure shared by the QPIC team for collaborating with the completed documents.

7.4 Institutional Plan

The institutional plan related to various accreditation and maintenance of various documents as per the accreditation(s) are to be cross linked for quick access and reference


7.5 Meeting frequency

It was proposed the until the preparation of SAR report the committee may meet as per the prevailing weekly meeting and may switch over to fortnight meetings.

7.6 Any others with the permission of the Chairperson

The agenda for the next meeting is proposed to include the centralized repository with the systems department arranging a shared folder in the Intranet / Google drive.

The meeting came to an end at 3:30 pm

Prepared by 
Coordinator, IQAC-DCSMAT Vagamon



**DCSCHOOL OF MANAGEMENT AND TECHNOLOGY
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Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN202011-06

Venue : Online-Webex Platform

Date : 30th December 2020

Time : 03:00 pm to 03:15 pm

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

I. Attendance : Members Present

1. Dr Sreekanth S V– Chairman
2. Mr.Ajai CK
3. Prof. Parvathy A S
4. Prof. Titty Annamma Abraham

Members Absent

5. Dr. R. Wranton Perez – Coordinator
6. Dr Alan Jebadhas
7. Prof. Pramod Kumar B
8. Prof. Prajeeth P K
9. Dr. Joby Jose

Members In-Absentia

1. Ms. Aamy C P, student, MBA 2020 Batch
2. Ms. Lissamma Jose, Parent of Jithin P Jose MBA 20 batch
3. Mr. Bibin Mathews, Alumnus, MBA 2004 Batch
4. Mr. Deepu PV, Employer, Regional Head, Smart Owner Services Ltd.

II. Agenda

- 4.1 Review of previous meeting (DCSMAT/IQAC/VGM/MIN202011-05)
- 4.2 Progress regarding criteria writing.
- 4.3 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 by the Chairperson. Following were the discussions and recommended actions on the Agenda.

Agenda

Discussions / Recommendations

a. Review of previous meeting:

- a. The Chairperson briefed about the progress of the IQAC team.
- b. It was informed to the members that the attendance of the team in meetings is essential as the membership warrants to attend compulsorily.

b. Progress regarding criteria writing.



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The chair concluded that it is required to accelerate the criteria writing and the progress regarding the same were discussed.

c. Any others with the permission of the Chairperson

The need for acceleration of CO formulation and COPO mapping has been emphasised by the chair. On account of the vocation several IQAC Members were absent and hence no other items were taken for discussion.

The meeting came to an end at 3:15 pm

Prepared by 
IQAC Office, DCSMAT Vagamon



Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN202012-05

Venue : Online-Webex Platform

Date : 4th December 2020

Time : 08:00 pm to 08:30 pm

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

I. Attendance : Members Present

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

Member(s) Absent

9. Prof. Pramod Kumar B (with prior permission)

Members In-Absentia

1. Ms. Aamy C P, student, MBA 2020 Batch
2. Ms. Lissamma Jose, Parent of Jithin P Jose MBA 20 batch
3. Mr. Bibin Mathews, Alumnus, MBA 2004 Batch
4. Mr. Deepu PV, Employer, Regional Head, Smart Owner Services Ltd.

II. Agenda

- 5.1 Review of previous meeting (DCSMAT/IQAC/VGM/MIN202011-04)
- 5.2 CO writing and computation
- 5.3 CR rewriting and members role assignment
- 5.4 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 by the Coordinator. Following were the discussions and recommended actions on the Agenda.

Agenda

Discussions / Recommendations

5.1 Review of previous meeting:

The Chairperson briefed about the progress of the IQAC team.

5.2 The writing of CO and computation of Course Outcome

It was informed to the members that all the faculty were assigned with their subject handled for the batch 18-20 and the computation need to be made ready in three days time.

5.3 CR Rewriting and Members' Role Assignment

The chair asked for the volunteering of roles to rewrite the CRs by the members and the NBA Core Committee Coordinatorship. It was concluded that the members who were assigned earlier for the CR writing may continue to be with the same role and following were the conclusions drawn on it.



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Ref : DCSMAT/IQAC/VGM/MIN202012-05

Sl. No.	Role / Criteria No	Faculty
1.	Coordinator	Dr. Sreekanth SV
2.	CR1	Dr. Alen Jebadhas, Dr. R. Wranton Perez
3.	CR2	Prof. Pramod Kumar B , Dr. Joby Jose
4.	CR3	Was decided to assign after the CO-PO pocket meetings
5.	CR4	Dr. Sreekanth SV
6.	CR5	Prof. Prajith P K, Prof. Parvathy A S
7.	CR6	Prof. Prajith P K, Prof. Parvathy A S
8.	CR7	Prof. Titty
9.	CR8	Dr. Alen Jebadhas, Mr. Ajay CK
10.	CR9	Dr. Joby Jose
11.	CR10	Was decided to assign after the CO-PO pocket meetings

The meeting came to an end at 8:30 pm

Prepared by 
Coordinator, IQAC DCSMAT Vagamon



Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN202011-04

Venue : Online-Webex Platform

Date : 25th November 2020

Time : 03:00 pm to 03:15 pm

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

I. Attendance : Members Present

1. Dr Sreekanth S V– Chairman
2. Dr. R. Wranton Perez – Coordinator
3. Dr Alan Jeadhas
4. Prof. Pramod Kumar B

Members Absent

1. Prof. Prajeeth P K
2. Prof. Parvathy A S (with prior permission)
3. Prof. Titty Annamma Abraham (with prior permission)
4. Dr. Joby Jose
5. Mr. Ajai CK

Members In-Absentia

1. Ms. Aamy C P, student, MBA 2020 Batch
2. Ms. Lissamma Jose, Parent of Jithin P Jose MBA 20 batch
3. Mr. Bibin Mathews, Alumnus, MBA 2004 Batch
4. Mr. Deepu PV, Employer, Regional Head, Smart Owner Services Ltd.

II. Agenda

- 4.1 Review of previous meeting (DCSMAT/IQAC/VGM/MIN202011-03)
- 4.2 Resolution regarding computation of Course Outcome
- 4.3 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 by the Chairperson. Following were the discussions and recommended actions on the Agenda.

Agenda

Discussions / Recommendations

4.1 Review of previous meeting:

- a. The Chairperson briefed about the progress of the IQAC team.
- b. It was informed to the members that the attendance of the team in meetings is essential as the membership warrants to attend compulsorily.

4.2 Resolution regarding computation of Course Outcome

The chair concluded that the computation of Course Outcome methodology is to be followed as recommended by the consultant to calculate the first few occurrence of the CO values instead of computing for non-occurrence of the COs.

4.3 Any others with the permission of the Chairperson

It was also informed that a special meeting with members of IQAC-DCSMAT and group IQAC with the QPIC consultant on Monday 30th November, 2020. 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/MIN202011-02

Venue : Online-Webex Platform

Date : 11th November 2020

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 Jeadhas
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

Members In-Absentia

1. Ms. Aamy C P, student, MBA 2020 Batch
2. Ms. Lissamma Jose, Parent of Jithin P Jose MBA 20 batch
3. Mr. Bibin Mathews, Alumnus, MBA 2004 Batch
4. Mr. Deepu PV, Employer, Regional Head, Smart Owner Services Ltd.

II. Agenda

- 2.1 Review of previous meeting (DCSMAT/IQAC/VGM/MIN202011-02)
- 2.2 Recurring Meetings Schedule
- 2.3 Responsibility Re-Mapping
- 2.4 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 by the Chairperson. Following were the discussions and recommended actions on the Agenda.

Agenda

Discussions / Recommendations

2.1 Review of previous meeting:

- a. The Chairperson briefed about the progress of the IQAC team.
- b. The coordinator briefed the team with the discussions had with Mr. Deepesh, Consultant, QBIC. Which are as listed below.
 - i. The mails with COs for the courses of current year (C) viz. CY-2, CY-1 had been mailed to QBIC and they are reviewing it and will revert in the week starting 16.11.2020.
 - ii. Request to send the presentation slides of his Training, formats of the file records to be maintained in accordance with the 9 pillars briefed by him in the training.
- c. Mr. Ajay indicated that the academic feedback in all aspects also are to be mapped with the POs in the coming IQAC meetings.
- d. The member, Prof. Pramod also indicated that the viva schedule and dates are to be collected along with the CSR details and so a checklist of various club activities till date.



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- e. Prof. Parvathy mentioned that the student quality – batch wise are readily available along with the training programs file wise.
- f. Other members also indicated the initial status as per their responsibility assigned.

2.2 Recurring Meetings Schedule :

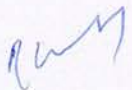
The chair concluded that the IQAC meeting are be conducted on every Wednesdays with the highest priority compared to any other meetings in the campus.

2.3 Responsibility Re-Mapping :

The Chair concluded that the present demarking of the responsibilities will be in-line with the identified 9 pillars by the consultant Mr. Deepesh, QBIC, which will be at the earliest done on receipt of his views on the earlier framed COs for the 2017-19 and 2018-20 batches.

2.4 The meeting came to an end at 3:45 pm

Prepared by

Coordinator 

IQAC DCSMAT Vagamom



Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN202011-01

Venue : Principal's Office

Date : 4th November 2020

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

Members In-Absentia

1. Ms. Aamy C P, student, MBA 2020 Batch
2. Ms. Lissamma Jose, Parent of Jithin P Jose MBA 20 batch
3. Mr. Bibin Mathews, Alumnus, MBA 2004 Batch
4. Mr. Deepu PV, Employer, Regional Head, Smart Owner Services Ltd.

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.



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- | | |
|--|------------------------|
| 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 |
| 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, 6th 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