



Ref:DCSMAT/IQAC/VGM/MIN202202-01
DCSCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Ref:DCSMAT/PO/VGM/MIN202202-01

Venue :DCVC Hall

Date :25thFeb 2022

Time :2:30 pm to 03:30 pm

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. Titty Annamma Abraham
6. Mr.Ajai CK

Invited Member

1. Dr. Jaims

Member(s) Absent

1. Prof. Akhil Vijayan (On leave)
2. Dr. Giju Paul (*With Permission*)
3. Dr. Renuka (*With Permission*)
4. Prof. Revitha Menon (*With Permission*)

II. Agenda

- 2.1 Verifying the SoPs of Functional Areas
- 2.2 Faculty availability in service
- 2.3 Subject allocation for next academic year by Area Coordinators

III. Proceedings and Recommendations

**DCSCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

The meeting started with the welcoming of the Chair-Program Committee and the members of Area Committee, Vagamon to the meeting by the Principal.

Following were the discussions and recommended actions on the agenda.

Agenda Discussions / Recommendations

- 1 The members for area of specializations were restructured as few faculty were due for relieving from duty. The above referred members will be approved in the Area - wise meeting held by the respective Area Coordinators. The standard operating procedures for the area is to be revised by the respective area members and proposed for approval.
- 2 The role in the IQAC for two faculty who have got relieved and one more faculty who will be relieved shortly from service were to be replaced and the respective Area coordinators will be proposing them to be the member in IQAC.
3. It was urged by the Coordinator for planning the subject allocation for the entire academic year for both the semesters in all programs viz. MBA, BBA, BCom, BCA

The meeting ended at 3:30pm with the closing note by the Co-ordinator thanking the members of the forum for their purposeful contribution.

Prepared by 
Coordinator, IQAC-DCSMAT Vagamon



**DCSCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Ref: DCSMAT/IQAC/VGM/MIN202108-11

Venue : DCVC Hall

Date : 4th August 2021

Time : 03:30 pm to 04:30 pm

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
6. Prof. Titty Annamma Abraham
7. Mr.Ajai CK
8. Dr. Giju Paul (*Newly Inducted*)
9. Dr. Renuka (*Newly Inducted*)
10. Prof. Revitha Menon (*Newly Inducted*)

Member(s) Absent

1. Prof. Akhil Vijayan (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

- 11.1 Welcoming of New Members (*Prof. Akhil Vijayan, Dr. Giju Paul, Dr. Renuka, Prof. Revitha Menon*)
- 11.2 Institutional Readiness
- 11.3 Reframing of the Program Outcomes (PO)
- 11.4 Any others with the permission of the Chairperson

**DCSCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON****III. Proceedings and Recommendations**

The meeting started with the welcoming of the Chair and the members of IQAC – DCSMAT, Vagamon members by the Co-ordinator.

Following were the discussions and recommended actions on the agenda.

Agenda Discussions / Recommendations**11.1 Welcoming of the Newly Inducted Members of IQAC**

The Coordinator welcomed the Newly Inducted Members viz. *Prof. Akhil Vijayan (in absentia), Dr. Giju Paul, Dr. Renuka, Prof. Revitha Menon* and a formal introduction from the members present were shared in the forum. The coordinator continued with the briefing of the purpose, role of IQAC in DCSMAT and the expected role to be played in the effective functioning of the IQAC.

11.2 Institutional Readiness

The Chair briefed about the plan of the Institution for the target 'Institutional Readiness' focusing on the various accreditations and rankings leading to Autonomy status for the Institution. Following which, the coordinator made it open to the forum to suggest with the micro level activities of the institution in line with the *Self-Assessment Report* and its Criteria to the members. Also, a special training session for the IQAC team (mainly benefitting the newly inducted members) was proposed to be conducted shortly.

11.3 Reframing of the Program Outcomes

The Chair briefed the conduct of a short meeting held specially to propose with the reframed program outcomes to the IQAC for discussion. The coordinator listed the reframed POs with suggestions from the members. Few posed queries by member Prof. Prajith PK for the coverage/scope of Entrepreneurial skills for the students were substantiated from the reframed POs. Also, the suggestions given by other members were considered for inclusion.

11.4 Any others with the permission of the Chairperson

The coordinator informed the forum that the draft list of institutional readiness points will be circulated for review by the members welcoming the suggestions.



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P01	Ability to communicate effectively in all forms of Interaction.
P02	Exhibit the act of humanitarian values with social justice, responsibilities and to serve as positive social change agents.
P03	To enable analytical and critical thinking abilities using Information and Communication Technology (ICT)
P04	Develop leadership and interpersonal skills to promote team work, business-ethics, values and integrity
P05	Demonstrate skills necessary for business, research, and intelligence
P06	Apply knowledge of essential business - functional disciplines and research methods to analyze information to develop business strategies and make critical decisions.

Note : *The above reframed POs include suggested corrections.*

The meeting ended at 4:30 with the closing note by the Co-ordinator

Prepared by

Coordinator, IQAC-DCSMAT Vagamon



Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Ref: DCSMAT/IQAC/VGM/MIN202108-10S

Venue: DCVC Hall

Date: 4th August 2021

Time: 12:15 pm to 01:30 pm

I. Attendance :

Members Present

1. Dr Sreekanth S V- Chairman
2. Dr. R. Wranton Perez – Coordinator
3. Dr. Giju Paul (*Newly Inducted*)

Invited Member

1. Dr. Jaims

II. Agenda

- 10S.1 Reframing of Program Outcomes (PO) for MBA Program

III. Proceedings and Recommendations

The meeting started with the welcoming of the Chair-IQAC and the identified members of IQAC – DCSMAT, Vagamon to the adjunct meeting by the Co-ordinator.

Following were the discussions and recommended actions on the agenda.

Agenda Discussions / Recommendations

P01	Ability to communicate effectively in all forms of Interaction.
P02	Exhibit the act of humanitarian values with social justice, responsibilities and to serve as positive social change agents.
P03	To enable analytical and critical thinking abilities using Information and Communication Technology (ICT)
P04	Develop leadership and interpersonal skills to promote team work, business-ethics, values and integrity
P05	Demonstrate skills necessary for business, research, and intelligence
P06	Apply knowledge of essential business - functional disciplines and research methods to analyze information to develop business strategies and make critical decisions.

Note : *The above reframed POs is subject to corrections.*

The meeting ended at 1:30 with the closing note by the Co-ordinator thanking the members of the forum for their purposeful contribution.

Prepared by

Coordinator, IQAC-DCSMAT Vagamon



Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Ref: DCSMAT/IQAC/VGM/MIN202108-10

Venue : Principal Office

Date : 3rd August 2021

Time : 03:30 pm to 04:30 pm

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
6. Prof. Titty Annamma Abraham

Members Absent

7. Mr.Ajai CK (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

- 10.1 Review / updates on Pre-qualifier status
- 10.2 Membership Status
- 10.3 Institutional Readiness
- 10.4 Any others with the permission of the Chairperson

III. Proceedings and Recommendations

The meeting started with the welcoming of the Chair and the members of IQAC – DCSMAT, Vagamom members by the Coordinator.

Following were the discussions and recommended actions on the agenda.

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Agenda Discussions / Recommendations

10.1 Review / updates on Pre-qualifier status

The Coordinator briefed about the completion and uploading of the revised pre-qualifier with the placement information. Also, he added saying that the acknowledgment mail was received from Ms. Greeshma from M/s. QPIC on 24th July 2021.

10.2 Membership Status

The Chair briefed about the present membership status of the IQAC team and the proposal to include the newly inducted faculty members viz. Dr. Giju, Dr. Renuka and Prof. Ravetha. It was welcomed by the IQAC team and was suggested that a refreshment training on the roles and responsibilities of IQAC need to be briefed to all members once, the new members were inducted.

10.3 Institutional Readiness

The Chair briefed about the plan of the Institution for the target 'Institutional Readiness' focusing on the various accreditations and rankings leading to Autonomy status for the Institution. In accordance to it, the IQAC was entrusted with an action plan covering all the Institutional activities and the onus to be taken by the members of IQAC.

10.4 Any others with the permission of the Chairperson

The coordinator proposed to circulate the draft listing given by the Chair to all members and subsequently a meeting to be conducted to brainstorm the micro level activities of the institution, so that the members can choose their individual/group of tasks and follow-up the same from the start of those tasks until completion and documentation.

The meeting ended at 4:30 with the closing note by the Coordinator

Prepared by 
Coordinator, IQAC-DCSMAT Vagamon



Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/VGM/MIN20210609-09

Venue : Online – Webex Platform

Date : 9th June2021

Time : 03:00 pm to 04:00 pm

Chairperson : Dr. Sreekanth S V (Director - 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
 7. Titty Annamma Abraham
- Member(s) Absent - NIL

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

- 9.1 Review of previous meeting
- 9.2 Corrections in pre-qualifier
- 9.3 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

9.1 Review of previous meeting:

The Chairperson briefed about the progress of the IQAC team.

9.2 Corrections in pre-qualifier:

The Chair initiated the discussion in detail for validating the eligibility of faculty in accordance with the recommendations from QPIC to determine the required number of faculty for the MBA programme. With reference to the CR6 in SAR, Mr. Prajith suggested that the consolidation tables viz. table 6.1, 6.2, 6.3 which addresses the correction in the prequalifier document need to be verified with Mr. Deepesh, QPIC which was agreed by the members concluded a meeting session with the presence of the consultant may be held shortly to verify the staff-student ration requirement.



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9.3 Any other matter with the permission of the Chairperson

The coordinator briefed the data repository which was planned in the earlier meeting which after structured may be brought to the notice of the members for further discussion and implementation as a part of digitization of all official communication and documentation.

The meeting came to an end at 4:40 pm

Prepared by 
Coordinator, IQAC DCSMAT Vagamon