

Minutes of the IQAC Meeting

Ref : DCSMAT/IQAC/VGM/MIN202304-05

Venue : Computer Lab  
Held on 27<sup>th</sup> April 2023  
Time : 04:05 pm

I. Attendance : Members Present

1. Dr. R. Wranton Perez - (Faculty, DCSMAT) Coordinator
2. Prof. Akhil Vijayan - (Vice-Principal, DCSMAT) Co-coordinator
3. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
4. Prof. Rajisha - (Faculty, DCSMAT) Member
5. Prof. Rinu Mathew - (Faculty, DCSMAT) Member

Members In-Absentia

1. Dr. Elizabeth George – (Principal, DCSMAT) Chairperson (Informed)
2. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
3. Prof. Anjitha Arun - (Faculty, DCSMAT) Member (Informed)
4. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member - (Informed)
6. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member (Informed)
7. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member (Informed)
8. Dr. Arun Vijay - (Faculty / Program Chair, DCSMAT) – Invited Member (Informed)

II. Agenda

1. Review of previous meeting.
  - a. Orientation / Awareness Training programme for faculty
  - b. Draft IQAC Calendar/ Roadmap for AY2022-23
  - c. Filing System
  - d. Status of NAAC – AQAR work-in-progress
2. Members' Role / tasks – Weekly reporting of IQAC Activities
3. Requirements for the functioning of IQAC Office
4. Any other matter with the permission of the Chair

III. Proceedings and Recommendations

The meeting started with the welcoming the participant members by the Coordinator. Following were the discussions and recommended actions on the listed Agenda.

Agenda

Discussions / Recommendations

1. Review of Previous Minutes (DCSMAT/IQAC/VGM/MIN202303-03, 04)

1.1. Orientation / Awareness Training program for faculty : It was proposed for

1.1.1. It was disseminated among the members present that, the academic workshop is tentatively scheduled for Postgraduate programme on 1<sup>st</sup> and 2<sup>nd</sup> June and the Undergraduate programme on 3<sup>rd</sup> and 4<sup>th</sup> June as separate sessions.

1.1.2. The Quality Enhancement Training sessions may be scheduled in the mid of May in accordance with the availability of Prof. Latha's (External Expert) availability and before the academic workshop enabling the faculty to incorporate the planned outcomes in their courses.

1.1.3. Dr. Sruthi Vijayakrishnan will be representing IQAC on 29<sup>th</sup> April NAAC review meeting organized by DCSAAD as few members are not available.

1.2. Draft IQAC Calendar/ Roadmap for AY2022-23 : The members unanimously agreed with the draft copy and suggested to communicate with the Program Office in order to synchronise with the academic



# DCSCHOOL OF MANAGEMENT AND TECHNOLOGY VAGAMON

## Minutes of the IQAC Meeting

Ref : DCSMAT/IQAC/VGM/MIN202303-04

Venue : DCVC Hall  
Held on 29<sup>th</sup> March 2023

Time : 04:15 pm

### I. Attendance : Members Present

1. Dr. Elizabeth George – (Principal, DCSMAT) **Chairperson**
2. Dr. R. Wranton Perez - (Faculty, DCSMAT) **Coordinator**
3. Prof. Akhil Vijayan - (Vice-Principal, DCSMAT) **Co-coordinator**
4. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
5. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
6. Prof. Rajisha - (Faculty, DCSMAT) Member
7. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
8. Prof. Anjitha Arun - (Faculty, DCSMAT) Member
9. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member
10. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member
11. Dr. Jyoti Vijayan - (Faculty / NBA Coordinator, DCSMAT) – **Invited Member**
12. Dr. Arun Vijay - (Faculty / Program Chair, DCSMAT) – **Invited Member**

### Members In-Absentia

1. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member - (Informed)

### II. Agenda

1. Review of previous meeting.
  - a. Orientation / Awareness Training programme for faculty
  - b. Draft IQAC Calendar/ Roadmap for AY2022-23
  - c. Filing System
  - d. Status of NAAC – AQAR work-in-progress
2. Members' Role / tasks – Weekly reporting of IQAC Activities
3. Requirements for the functioning of IQAC Office
4. Any other matter with the permission of the Chair

### III. Proceedings and Recommendations

The meeting started with the welcoming the Chair and the participant members (including the invited members) by the Coordinator. It was regretted for the inconvenience created by preponing the meeting to Wednesday 29<sup>th</sup> March, 2023 due to administrative reasons from the call for meeting on Thursday, 30<sup>th</sup> March 2023. Following were the discussions and recommended actions on the listed Agenda.

#### Agenda

#### Discussions / Recommendations

#### 1. Review of Previous Minutes (DCSMAT/IQAC/VGM/MIN202303-03)

##### 1.1. Orientation / Awareness Training program for faculty : It was proposed for

##### 1.1.1. A training session on

1.1.1.1. Framing of Course Outcome for individual course and the fixation of expected outcome

1.1.1.2. Calculation on Course Outcome, Program Outcome

1.1.1.3. Measurement of target attainment and other Academic record keeping

## Proposed Calendar and Plan of Action by IQAC/Outcome

Objective :

The proposed plan of action by the IQAC has the following objectives

1. The proposal is for a period of One year.
2. A proposal is formulated in the beginning of every year is towards attainment of Quality Enhancement of various academic program conducted in the Institution.
3. It is expected to be achieved by the end of the year based on the qualitative metrics.
4. The reason for the attainment levels are to be identified and the proposal next academic year will be formulated in accordance for the continuous improvements every year.

Events	Description	Time & Duration	Process Owner
IQAC Calendar	Plan and Road map of IQAC Proceedings for the academic year	First Week of March	IQAC
<b>A. Academics</b>			
i. Course Allocation	Area wise course allocation and responsibilities assignment	Last week of April	Program Office
ii. Workload Analysis report	Workload summary and analysis	2 <sup>nd</sup> week of May	
iii. Course Planning Training / Orientation	Planning Prerequisites and required documents	2 <sup>nd</sup> /3 <sup>rd</sup> week of May; 1 Day	IQAC
iv. Course Workshop	Preparing Course Plan, Delivery, content. Metrics, Rubrics, Identification of Gaps, Feedback	1 <sup>st</sup> week of June	Program Office, IQAC
a. Course Plan / Delivery			
b. Course Outcome Framing, Calculations, Mapping Program Outcome			
v. Orientation Program(s) / Bridge Course.			
a. For fresh batch admitted students.	To fill the gap between undergraduate mind set to professional course mind set	1 week / 3 Weeks	Program Office
b. For Newly Inducted Faculty	To get familiarize with the Academic Quality factors in Outcome based Education	2 <sup>nd</sup> /3 <sup>rd</sup> week of May; 1 Day	IQAC
vi. Academic Progress Reporting	Reporting of Attendance, Module completion session-wise	3 <sup>rd</sup> Week of every Academic month	Individual Faculty, Program Office, IQAC
vii. Assessments – Outcome Validation	Preliminary test (start of the course), Internal Assessments question papers to be submitted for its validity towards Course Outcome and the Taxonomy	1 week prior to conduct	Faculty, Internal Exams Cell, IQAC
a. Course Entry Test			
b. Internal Assessment Question paper			
c. Other Assessments viz. Assignments, Quiz, Case Evaluation			

viii. Revision / Remedial classes for weaker students in different subjects as required	Planning of additional remedial classes and improvement assessments	Schedule starts 5 <sup>th</sup> week onwards	Individual Faculty, Scheduling by Program Office
ix. Feedback			
a. Process Capability Evaluation	Expectation of outcome	5 <sup>th</sup> Week	Batch coordinator, IQAC
b. Mid-Course Feedback	Course progress	6 <sup>th</sup> Week	
c. Course Exit Feedback.	Course fulfillment	15 <sup>th</sup> Week / End of final semester	
d. Program Exit Feedback	Program fulfillment		
<b>B. Co-curricular Activities</b>	Proposal, budget and approval, Program Outcome Gap addressing, post conduct analysis of feedback etc.	Within 1 week of the conduct of every event	Respective Coordinators

*(Signature)*  
Coordinator  
IQAC - DCSMAT  
Kagamon

**DCSCHOOL OF MANAGEMENT AND TECHNOLOGY**  
**VAGAMON**  
**Minutes of the IQAC Meeting**

Ref : DCSMAT/IQAC/VGM/MIN202303-03

Venue : DCVC Hall  
Held on 23<sup>rd</sup> March 2023  
Time : 04:15 pm

**I. Attendance : Members Present**

1. Dr. Elizabeth George – (Principal, DCSMAT) **Chairperson**
2. Dr. R. Wranton Perez - (Faculty, DCSMAT) **Coordinator**
3. Prof. Akhil Vijayan - (Vice-Principal, DCSMAT) **Co-coordinator**
4. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
5. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
6. ~~Prof. Rajisha - (Faculty, DCSMAT) Member~~ **h**
7. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
8. Prof. Anjitha Arun - (Faculty, DCSMAT) Member
9. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member
10. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member
11. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member

**Members In-Absentia**

1. Dr. Arun Vijay - Program Chair, DCSMAT (Informed)
2. Prof. Rajisha - (Faculty, DCSMAT) Member
3. Mr. Ramsundar – (Librarian, DCSMAT) Member

**II. Agenda**

1. Review of previous meeting.
2. Status of NAAC – AQAR work-in-progress.
3. Requirements for the functioning of IQAC Office
4. Any other matter with the permission of the Chair.

**III. Proceedings and Recommendations**

The meeting started with the welcoming the Chair and the members by the Coordinator (Chair of the day). Following were the discussions and recommended actions on the listed Agenda.

**Agend**

**a**

**Discussions / Recommendations**

**1. Review of Previous Minutes**

- a. The Chairperson briefed about the roles and scope of the IQAC team.
- b. It was concluded that

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VAGAMON**

**Minutes of the IQAC Meeting**

- i. an orientation / awareness programme for the faculty is to be scheduled every year covering the areas of course file preparation and academic administration related areas along with the proposed time period (Included below).
- c. It was stated that the preparation of draft annual IQAC calendar is in process and is to be circulated shortly. It was also suggested to include this in the the annual academic calendar for administrative purpose.
- d. It was urged to formulate the nomenclature for filing system for the synchronization of documentations in-line with the NAAC, NBA, ISO.

**2. Status of NAAC – AQAR work-in-progress**

The Coordinator briefed the team about the ongoing activities of the NAAC steering committee. It was mentioned that there were tentative dates proposed and due to other parallel events been organized by the few members of the steering committee, there were delays in ascertaining the documents validation and verifications. However, it was urged to complete before the set dates.

**3. Requirements for the functioning of IQAC Office**

It was recommended that the IQAC office need to be in the proximity of access from the faculty and principal's office.

It was mentioned that the draft of the filing system to be reinstated for record keeping/communication will be circulated to the members shortly for their comments and suggestions.

It was also decided to assign process owners for the complete list of quality attributes to be continuously monitored through scheduled internal submissions verified from time to time (proposed tentative schedule mentioned below).

Activity (AY2023-24)	Deadline	Process Owner / Monitoring
i. IQAC Calendar	31 <sup>st</sup> March 2023	Principal Office/ Program Office – Coordinator/Co-coordinator
ii. Subject Allocation -	30 <sup>th</sup> April 2023	Program Office
iii. Academic Calendar		
iv. Academic Orientation	15 <sup>th</sup> May 2023	IQAC Committee
v. Workload Analysis		Principal Office/ Program Office – Coordinator/Co-coordinator, IQAC Committee
vi. Course Workshop	1 <sup>st</sup> Week of June	IQAC Committee
vii. Academic Progress Review	15 <sup>th</sup> /Mid of every academic month(s)	IQAC Committee

**4. Any other matter with the permission of the Chair**

- a. The Group Manager – Finance mentioned to the Chair that the contribution of the College administration will continue in getting the target dates met for all matters.
- b. The Coordinator mentioned that the IT Policy draft had been framed with the concurrence of the systems department and will be circulated among the various stake holders (the members are to contribute by providing their valuable comments and suggestions on this).

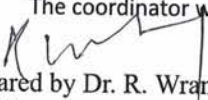


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VAGAMON**

**Minutes of the IQAC Meeting**

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- c. A meeting with the NBA committee members shortly for the synchronization of documents  
(Institution filing system Vs NAAC Vs NBA Vs ISO documents)

IV. The coordinator with a thanking note, concluded the meeting at 6:00 pm

  
Prepared by Dr. R. Wranton Perez  
Coordinator  
IQAC, DCSMAT Vagamon



**DCSCHOOL OF MANAGEMENT AND TECHNOLOGY**  
**VAGAMON**  
**Minutes of the IQAC Meeting**

Ref : DCSMAT/IQAC/VGM/MIN202303-02

Venue : DCVC Hall  
Date : 16<sup>th</sup> March 2023  
Time : 04:15 pm

Chairperson : Dr. R. Wranton Perez (Coordinator – NAAC Steering Committee)

**I. Attendance : Members Present**

1. Dr. R. Wranton Perez - Coordinator
2. Prof. Akhil Vijayan - Co-coordinator
3. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
4. Prof. Rajisha - (Faculty, DCSMAT) Member
5. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
6. Prof. Anjitha Arun - (Faculty, DCSMAT) Member
7. Mr. Ramsundar – (Librarian, DCSMAT) Member
8. Dr. Arun Vijay - Program Chair, DCSMAT

**Members In-Absentia**

1. Dr. Elizabeth George - Chair (Informed)
2. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
3. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member (Informed)
4. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member (Informed)
5. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member (Informed)

**II. Agenda**

1. Welcoming of New members.
2. Awareness and Training sessions on academic progress recording and reporting.
3. Proposal for annual academic audit calendar
4. Quality concerns and IQAC responsibilities in record keeping.
5. Any other matter with the permission of the Chair.

**III. Proceedings and Recommendations**

The meeting started with the welcoming of members of the newly constituted IQAC – DCSMAT Vagamon by the Coordinator (Chair of the day). Following were the discussions and recommended actions on the listed Agenda.

**Agenda**

**Discussions / Recommendations**

202303.1. 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 Thursdays, at 4:15 pm and if it happens to be a Govt. Holiday, the meeting will be on the next immediate working day.
- c. It was also advised to the members that the participation in the 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 of every document updations.





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202303.2. The Coordinator briefed the team about the activities of the IQAC from the academic context and informed that there will be internal training session on the roles and responsibilities for the members of IQAC. It was also informed about the recent pending submission of AQAR for the year 21-22 need to be completed at the earliest after the verification of support documents as required.

202303.3. It was proposed that there will be an exclusive discussion on the framing of the road-map for the IQAC activities for the coming academic year 2023-24. The Co-coordinator proposed that the road map is to include the tasks and their deadline mentioned along with the academic calendar which may be requested from the Program Office/Principal Office.


a. It was also strongly recommended that there need to be an exclusive functional office with the networked computer system with printing and scanning facility. Also, exclusive cupboards with locker facility for the files in the proposed IQAC office, immediately. It was informed that the authorities/head of the Institution should facilitate with no delay or ignorance of the above requirements to aid the smooth progress and functioning of the Cell.

b. For immediate action, following were the deadlines proposed for the readiness of the following

Process	Deadline	Owner
i. A. Academic Calendar -	31 <sup>st</sup> March 2023	Program Office/Principal Office – Coordinator/Co-coordinator
i. Subject Allocation - AY2023-24	30 <sup>th</sup> April 2023	Program Office

202303.4. It was strongly recommended that there need to be a filing system reinstated for record keeping/communication. It was subsequently decided to assign process owners for the complete list of quality attributes and the IQAC team will be continuously monitoring the same throughout the year. Also, it was consented that the documents / records will have to be periodically audited eliminating the adhoc schedules delayed and accumulated activities.

IV. The coordinator with a thanking note, concluded the meeting at 5:35 pm

  
Prepared by Dr. R. Wranton Perez  
Coordinator  
IQAC, DCSMAT Vagamon



# DCSCHOOL OF MANAGEMENT AND TECHNOLOGY VAGAMON

## Minutes of the NAAC Steering Committee (IQAC/NAAC-SC)

Ref : DCSMAT/IQAC(NAAC-SC)/VGM/MIN202303-01

Venue : DCVC Hall

Date : 3<sup>rd</sup> March 2023

Time : 04:15 pm

**Chairperson : Dr. R. Wranton Perez (Coordinator – NAAC Steering Committee)**

**I. Attendance : Members Present**

1. Dr. R. Wranton Perez - Coordinator, NAAC Steering Committee
2. Dr. Sruthi Vijayakrishnan - Member
3. Prof. Rajisha - Member
4. Prof. Rani Augustine – Support Team Member
5. Prof. Titty Annamma Abraham — Support Team Member
6. Dr. Mohammed Ashique — Support Team Member

**Members In-Absentia**

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**II. Agenda**

1. Briefing about NAAC Steering Committee -
2. AQAR – submissions and Strategy for Continual of role support members participation in IQAC - Responsibility and Role Intimation
3. Any others matter with the permission of the Chairperson

**III. Proceedings and Recommendations**

The meeting started with the welcoming of members of the newly formed NAAC Steering committee under the IQAC – DCSMAT Vagamon. Following were the discussions and proposed actions on the above listed Agenda.

Agenda	Discussions / Recommendations
1. Briefing about NAAC Steering Committee:	
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 the 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 of every document updations.	
2. AQAR – submissions – It was briefed that, the pending submission of AQAR for the year 21-22 is to be completed in a short span of time along with verification of support documents as required. To complete the task mentioned, the following responsibilities were identified and assigned to the members to collect/monitor the necessary information and the support documents. It is also proposed to include Mr. Ramsundar – Librarian in the IQAC/NAAC committees.	

Criteria	Task Coordinators / Implementors UG (BBA, BCom, BAVA, BCA)/ PG
1.	<b>Curricular Aspects - Dr. R Wranton Perez</b>
1.1	Curriculum Planning and Implementation
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.4	Feedback System



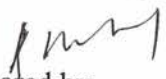
DCSMAT

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VAGAMON**

2.	<b>Teaching Learning and Evaluation - Prof. Rajisha, Prof. Titty Annamma / Prof. Rani Augustine</b> 2.1 Student Enrolment and Profile 2.2 Student Teacher Ratio 2.3 Teaching Learning Process 2.4 Teacher Profile and Quality 2.5 Evaluation Process and Reforms 2.6 Student Performance and Learning Outcomes 2.7 Student Satisfaction Survey
3.	<b>Research, Innovations and Extension - Prof. Rajisha, Prof. Titty Annamma / Prof. Rani Augustine</b> 3.1 Resource Mobilization for Research 3.2 Innovation Ecosystem 3.3 Research Publications and Awards 3.4 Extension Activities 3.5 Collaboration
4.	<b>Infrastructure and Learning Resources - Dr. Sruthi Vijayakrishnan / Mr. Ramsundar</b> 4.1 Physical Facilities 4.2 Library as a Learning Resource 4.3 IT Infrastructure 4.4 Maintenance of Campus Infrastructure
5.	<b>Student Support and Progression - Dr. Mohammed Ashique</b> 5.1 Student Support 5.2 Student Progression 5.3 Student Participation and Activities 5.4 Alumni Engagement
6.	<b>Governance, Leadership and Management - Dr. Sruthi Vijayakrishnan</b> 6.1 Institutional Vision and Leadership 6.2 Strategy Development and Deployment 6.3 Faculty Empowerment Strategies 6.4 Financial Management and Resource Mobilization 6.5 Internal Quality Assurance System (IQAS)
7.	<b>Institutional Values and Best Practices - Dr. R Wranton Perez</b> 7.1 Institutional Values and Social Responsibilities 7.2 Best Practices 7.3 Institutional Distinctiveness

3. It was subsequently decided to meet every week to discuss the progress of the tasks. It was proposed to setup a whatsapp group for group communication.

IV. The meeting ended at 4:45 pm

  
Prepared by  
Coordinator

NAAC Steering Committee, DCSMAT Vagamon

## NAAC Steering Committee

27<sup>th</sup> Feb 2023

Goal

1. Document Readiness
2. Uploading and submission of AQAR/SSR in 10 days

Task assignment – Target Date : **13.03.2023**

A scanned copy of all supporting documents need to be acquired from the NBA coordinator/The Principal/Vice-Principal for uploading / attachment. The previous AQAR is available in softcopy for reference.






Criteria	Task Coordinators / Implementors	UG (BBA,BCom,BAVA also BCA)/ PG
1.	Curricular Aspects	Dr. Wranton
	1.1 Curriculum Planning and Implementation 1.2 Academic Flexibility 1.3 Curriculum Enrichment 1.4 Feedback System	
2.	Teaching Learning and Evaluation	Prof. Rajisha, Prof. Titty/ Prof. Rani
	2.1 Student Enrolment and Profile 2.2 Student Teacher Ratio 2.3 Teaching Learning Process 2.4 Teacher Profile and Quality 2.5 Evaluation Process and Reforms 2.6 Student Performance and Learning Outcomes 2.7 Student Satisfaction Survey	
3.	Research, Innovations and Extension	Prof. Rajisha, Prof. Titty/ Prof. Rani
	3.1 Resource Mobilization for Research 3.2 Innovation Ecosystem 3.3 Research Publications and Awards 3.4 Extension Activities 3.5 Collaboration	
4.	Infrastructure and Learning Resources	Dr. Sruthi/Mr. Ramsundar
	4.1 Physical Facilities 4.2 Library as a Learning Resource 4.3 IT Infrastructure 4.4 Maintenance of Campus Infrastructure	
5.	Student Support and Progression	Prof. Ashique
	5.1 Student Support 5.2 Student Progression 5.3 Student Participation and Activities 5.4 Alumni Engagement	

6.	Governance, Leadership and Management	Dr. Sruthi
	6.1 Institutional Vision and Leadership 6.2 Strategy Development and Deployment 6.3 Faculty Empowerment Strategies 6.4 Financial Management and Resource Mobilization 6.5 Internal Quality Assurance System (IQAS)	
7.	Institutional Values and Best Practices	Dr. Wranton
	7.1 Institutional Values and Social Responsibilities 7.2 Best Practices 7.3 Institutional Distinctiveness	

Prof  
teach  
Dr.  
Rajesh  
Dinesh

The status quo will be updated on daily basis at 4:00pm.

  
Coordinator

1. Dr. Sruthi Vijayakrishnan 
2. Tity Anamma Abraham 
3. Rami Augustine 
4. Rajisha R 
5. Dr. Muhammad Ashiq AM 

DC School of Management and Technology  
 (Vagamon Campus)

Office Order No.03/2023

Sub: Formation of IQAC Committee for DC School of Management and Technology  
 Vagamon

1. The following members will constitute the IQAC committee from the signed date:

1	Designation	Name
2	Chair	Dr.Elizabeth George, Principal
3	Co-ordinator	Dr. R.Wranton Perez, Professor
4	Co-coordinator	Mr. Akhil B Vijayan, Assistant Professor
5	Member (from Management)	Shri Ravi Deecee (Chief Facilitator)
6	Member (Administrative office)	Mr. Benny Thomas, Group Manager (Finance)
7	Member (faculty)	Mr. Sanesh P Varghese, Assistant Professor
8	Member (faculty)	Dr..Sruthi Vijayakrishnan, Assistant Professor
9	Member (faculty)	Ms. Rajish R, Assistant Professor
10	Member (faculty)	Ms. Rinu Mathew, Assistant Professor
11	Member (faculty)	Ms. Anjitha Arun, Faculty Associate
12	Member (faculty)	Mr. S Ramsundar, Librarian
13	Member (Office)	Mr. Sebastian Varghese, System Admin
14	Member (Office)	Ms Anila Babu, Administrative Assistant
15	Nominee from Alumni	Mr. Arun Prem South Indian Bank
16	Nominee from Local society	Ms. Mariamma Thomas, Panchayath Member
17	Nominee from Student	1. Reena Roy (Student MBA 22 Batch) 2. Liya Mary Biju (Student BCA 21 Batch)
18	Nominee from Employer	Mr. Ravendranath Angeveetil CEO, Pinmicro India Pvt. Ltd

19	Nominee from industrialist	Mr. Sreenath, Brahmins Food India Pvt Ltd
20	Nominee from Stakeholders	1. Ms. Estheramma, Field supervisor. Rehabilitation Plantation Ltd (Parent- Reena Roy, Student MBA 22 Batch) 2. Biju K Mammen, Parent- Liya Maty Bsu (Student BCA 21 Batch)

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

For and on behalf of DC School of Management & Technology

  
Principal  
13/3/23

MANAGEMENT

1<sup>st</sup> Marc.h\_z023

Circulation

- 1) All students and staff
- 2) All Members of the Committee
- 3) Stock File
- 4) CF

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting**Ref:DCSMAT/IQAC/VGM/MIN2023<sup>17</sup>01-01

Venue :DCVC Hall

Date :6<sup>th</sup> Jan 2023

Time :3:30 pm to 04:00 pm

**I. Attendance :****Members Present**

1. Dr Elizabeth – Principal and Chairman
2. Dr. Jyoti Vijayan – Coordinator
3. Prof. Akhil P Vijayan
4. Prof. Titty Annamma Abraham (Absent with permission)
5. Prof. Prajith P K
6. Mr. Sebastin Varghese -Systems

**Invited Member**

1. Dr. R. Wranton Perez (Program Chair)

**II. Agenda**

- 2.1 Inviting members
- 2.2 Review of previous meeting minutes.
- 2.3 Assessment of activities proposed in the plan

**III. Proceedings and Recommendations**

The meeting started with the welcoming of the Chair by the Coordinator.  
The discussions and recommended actions on the agenda are listed below.

**Agenda Discussions / Recommendations**

- 1 The coordinator welcomed the Chair and Principal for the meeting.
- 2 The action on the plan for the IQAC was briefed by the coordinator with the member and discussed
  - The clarification on whether the action plan was feasible and suggestion were given to standardize and regularize it for all academic years.
  - Few suggestions were from the members to consider the ISO audit as a part of the IQAC academic audit for the implementation of the IQAC calendar.
  - It was also suggested that the ISO audit report may also serve the purpose of IQAC's academic report conclusion every semester/academic year.
  - The above suggestion were accepted by all members and hence concluded.
3. It was recommended by the members to align the UG schedule from MGU with the MBA programme in the annual plan of action.

The meeting ended at 4:00pm with the closing note by the Coordinator, thanking the members for their active contribution.

Prepared by

Coordinator, IQAC-DCSMAT Vagamon



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

Ref:DCSMAT/IQAC/VGM/MIN202207-01

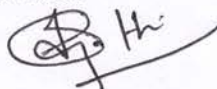
Venue :DCVC Hall

Date :1<sup>st</sup> July 2022

Time :3:00 pm to 04:00 pm

### I. Attendance :

#### Members Present

1. Dr Elizabeth – Principal and Chairman
2. Dr. Jyoti Vijayan – Coordinator 
3. Prof. Akhil P Vijayan
4. Prof. Titty Annamma Abraham
5. Prof. Prajith P K
6. Mr. Tony - Systems

#### Invited Member

1. Dr. R. Wranton Perez (Program Chair)

### II. Agenda

- 2.1 Inviting members
- 2.2 Briefing of the IQAC and its activities by the Coordinator to the chair.
- 2.3 Action taken on the Plan proposed in the earlier meeting

### III. Proceedings and Recommendations

The meeting started with the welcoming of the Chair by the Coordinator.


The discussions and recommended actions on the agenda are listed below.

#### Agenda Discussions / Recommendations

- 1 The coordinator welcomed the Chair and Principal for the meeting. Following which, the IQAC coordinator briefed the schedule of IQAC activities.
- 2 The role and plan of action for the IQAC was further discussed by the coordinator with the member and the chair and the academic year action plan was concluded.
3. It was recommended by the members to align the UG schedule from MGU with the MBA programme. In the plan of action.

The meeting ended at 4:00pm with the closing note by the Co-ordinator thanking the members of the forum for their purposeful contribution.

Prepared by

  
Coordinator, IQAC-DCSMAT Vagamon

## Plan of Action by IQAC

Events	Description	Time & Duration	Process Owner
IQAC Calendar	Plan of IQAC activities for the AY22-23	6 weeks before semester start	IQAC
<b>A. Academics</b>			
i. Course Allocation	Course allocation and responsibilities assignment	1 month before semester start	Program Office
ii. Course Plan / Orientation for outcome-based education	Planning Prerequisites and preparation of required documents	3 weeks before semester start	IQAC
iii. Course Workshop	Preparing Course Plan, Delivery, content. Metrics, Rubrics, Identification of Gaps, Feedback	1 week before semester start	Program Office, IQAC
a. Course Outcome Framing, Calculations, Mapping PO			
iv. Orientation Program(s) / Bridge Course.			
a. For fresh batch admitted students.	Awareness of Program Outcome	1 <sup>st</sup> Week after semester start	Program Office, Batch Coordinator
b. For Newly Inducted Faculty	Familiarize with the Academic Quality factors in Outcome Based Education	2 weeks before Semester start	IQAC
v. Academic Progress Reporting	Reporting of Attendance, Module completion session-wise	3 <sup>rd</sup> Week of every month after semester start	Course Faculty, Program Office, IQAC
vi. Assessments – Outcome Validation	<ul style="list-style-type: none"> <li>Prerequisite assessment,</li> <li>Internal Assessments question papers to be submitted for its validity towards Course Outcome and the Taxonomy</li> </ul>	<ul style="list-style-type: none"> <li>1st week after semester start</li> <li>1 week prior to conduct of any assessment</li> </ul>	Faculty, Internal Exams Cell, Program Office IQAC
a. Course Entry Test			
b. Internal Assessment Question paper			
c. Other Assessments viz. Assignments, Quiz, Case			
ii. Revision / Remedial classes for weaker students in different subjects as required	Planning of additional remedial classes and improvement assessments	5 <sup>th</sup> week of semester start - onwards	Individual Faculty, Scheduling by Program Office
viii. Feedback			
a. Process Capability	Expectation of outcome	5 <sup>th</sup> Week	Batch coordinator, IQAC
b. Mid-Course Feedback	Course progress	6 <sup>th</sup> Week	
c. Course Exit Feedback.	Course fulfillment	15 <sup>th</sup> Week / Final semester end	
d. Program Exit Feedback	Program fulfillment		
<b>B. Co-curricular Activities</b>			
	<ul style="list-style-type: none"> <li>Proposal / approval, PO addressing,</li> <li>Feedback analysis, Report etc.</li> </ul>	<ul style="list-style-type: none"> <li>2 weeks prior to the event</li> <li>Within 1 week after event</li> </ul>	Respective event Coordinators



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

Ref:DCSMAT/IQAC/VGM/MIN202204-02

Venue :DCVC Hall

Date :29<sup>th</sup>Apr 2022

Time :2:30 pm to 03:30 pm

### I. Attendance :

#### Members Present

1. Dr Elizabeth – Principal and Chairman
2. Dr. Jyoti Vijayan – Coordinator
3. Prof. Akhil P Vijayan
4. Prof. Prajeeth P K
5. Prof. Titty Annamma Abraham
6. Mr. Tony - Systems

#### Invited Member

1. Dr. R. Wranton Perez (Program Chair)

### II. Agenda

- 2.1 Inviting new members
- 2.2 Briefing of the IQAC and its activities to the new chair and handover of IQAC coordinator-ship
- 2.3 Plan of Action

### III. Proceedings and Recommendations

The meeting started with the welcoming of the New Chair by the Coordinator.

Following were the discussions and recommended actions on the agenda.

#### Agenda Discussions / Recommendations

- 1 The existing coordinator welcomed the new Chair and Principal for the meeting. Also, the new IQAC coordinator was welcomed by the outgoing coordinator.
- 2 The role and plan of action for the IQAC was proposed by the outgoing coordinator to the new coordinator and the corresponding academic year action plan is to be prepared by the new coordinator.
3. The handover of the charges and assuming the office was taken up by the New IQAC Coordinator

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

