



**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

MINUTES OF THE IQAC MEETING

Ref: DCSMAT/IQAC/VGM/MIN202404-04

Venue: IQAC Conference room

Held on 11th April 2024

Time: 05:15 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. Mr. Ravi Deecee (**Chief Facilitator**)
5. Dr. P S James (**Director, DCSMAT**)- **Invited Member**
6. Mr. Ramsundar- Librarian
7. Mr. Sreenath- (Nominee from industry, Brahmins Food India Pvt Ltd, Online mode)
8. Mr. Arun Prem-(Nominee from Alumni, South Indian Bank)
9. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
10. Prof. Rajisha - (Faculty, DCSMAT) Member
11. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
12. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member
13. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member
14. Dr. Arun Vijay - (Faculty / Program Chair, DCSMAT) – **Invited Member**
15. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
16. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member
17. Ms. Reena Roy- (MBA 22, Student Member)
18. Ms. Liya Mary- (BCA 21, Student Member)
19. Mr. Biju K Maman (Parent)

Members In-Absentia

1. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member
2. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member

II. Agenda

1. Review of previous meeting
2. Review on NBA team visit.
3. Review on library utilisation
4. Course progression check
5. Awareness about 4-year program and NEP.
6. Yoga for students.
7. Encourage everyone to vote.
8. Research fund utilisation and encourage research culture among faculty.
9. NAAC follow up
10. Independent UG course under AICTE (Faculty ratio, courses, NEP)

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.

Discussions / Recommendations

1.Review of Previous Minutes

- a. Faculty presented course plans for review, with suggestions for improvement. Departments were reminded to ensure accurate and timely submission of data for NBA and NAAC accreditation.
- b. The proposed 4-year independent UG program was discussed, with feedback on curriculum structure.
- c. Clear research targets were set for faculty to enhance the institution's research output.
- d. The admission process and student progression strategies were evaluated to improve retention and academic success rates.
- e. Plans for the passing out ceremony were discussed.
- f. Faculty were reminded to submit course files, including Course Outcomes (CO) and Program Outcomes (PO), by the deadline.

2.The committee discussed the current utilization of library resources and proposed strategies to increase student and faculty engagement with the available materials.

3. A review of student course progression was conducted on February 17, 2024 to ensure all students are on track academically.

4. Awareness sessions on the 4-year undergraduate program and the National Education Policy (NEP) were proposed to be conducted tentatively by June/July. These sessions aim to inform students and faculty about the program structure and policy changes.

5. The introduction of regular yoga sessions for students was discussed as a way to promote physical and mental well-being on campus by a yoga expert Mr. Tom Thomas who is an internationally certified professional.

6. It was agreed that the institution will actively encourage students and staff to participate in the voting process as part of their civic duties.

7. Faculty were encouraged to apply for grants and focus on impactful research activities both for CSIR or ICSSR.

8. A follow-up on NAAC-related activities was discussed, ensuring that the necessary data and reports are being prepared and submitted as per the guidelines.

9.The introduction of independent undergraduate course under AICTE was reviewed, with discussions around faculty requirements, course offerings, and alignment with NEP guidelines.

IV. The coordinator with a thanking note, concluded the meeting at 6:35 pm

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



Minutes of the IQAC Meeting

Ref : DCSMAT/IQAC/VGM/MIN202402-01

Venue : Principal Office
Conference Hall
Date : 6th Feb 2024
Time : 05:00 pm

Chairperson : Dr. Elizabeth George

I. Attendance : Members Present

1. Dr. R. Wranton Perez – Coordinator
2. Prof. Akhil Vijayan - Co-coordinator
3. Prof. Sanesh Varghese - (Faculty, DCSMAT) Member
4. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
5. Prof. Shidas Muhammed - (Faculty, DCSMAT)
- 6.

Invited Guest(s)

7. Dr P S James - (Director, DCSMAT)
8. Dr. Kuppachi Sreenivas - (ISO Management Representative)
9. Dr. Joby Jose - (Faculty, DCSMAT)
10. Dr. Arun Vijay - Program Chair, DCSMAT
11. Prof. Jayan K R - (Faculty, DCSMAT)
12. Prof. Prajith - (Faculty, DCSMAT)
13. Dr. Ashique Muhammed - (Faculty, DCSMAT)
14. Prof. Ramesh Krishnan - (Faculty, DCSMAT)
15. Dr. Umesh Neelakandan - (Faculty, DCSMAT)

Members In-Absentia

1. Mr. Ramsundar – Librarian (Informed)
2. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
3. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
4. Prof. Rajisha R - (Faculty, DCSMAT) Member
5. 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)

II. Agenda

1. Review of previous minutes vid. 'DCSMAT/IQAC/VGM/MIN202304-05'
2. Academic progress recording and reporting.
3. Awareness / Training sessions on teaching aids
4. Verification of records pertaining to NBA requirements.
5. Any other business with the permission of the Chair

III. Proceedings and Recommendations

The meeting started with the welcoming of members present from the updated IQAC – DCSMAT Vagamon IQAC and the invited members, by the Coordinator. Following were the discussions and recommended actions on the listed Agenda.



DCSMAT

**DC School of Management
and Technology**

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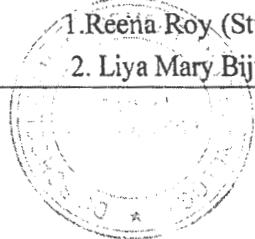
DC School of Management and Technology
(Vagamon Campus)

Office Order No.06/2024

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

Sl. No	Designation	Name
1	Chair	Dr. Elizabeth George, Principal
2	Co-Ordinator	Dr. R. Wranton Perez, Professor
3	Co-coordinator	Mr. Akhil B Vijayan, Assistant Professor
4	Member (from Management)	Shri Ravi Deecce (Chief Facilitator)
5	Member (Administrative office)	Mr. Benny Thomas, Group Manager (Finance)
6	Member (faculty)	Mr. Sanesh P Varghese, Assistant Professor
7	Member (faculty)	Dr. Sruthi Vijayakrishnan, Assistant Professor
8	Member (faculty)	Ms. Rajisha R, Assistant Professor
9	Member (faculty)	Ms. Rinu Mathew, Assistant Professor
10	Member (faculty)	Mr. Shidas Muhammed, Assistant Professor
11	Member (faculty)	Mr. S Ramsundar, Librarian
12	Member (Office)	Mr. Sebastian Varghese, System Admin
13	Member (Office)	Ms Anila Babu , Administrative Assistant
14	Nominee from Alumni	Mr. Arun Prem, South Indian Bank
15	Nominee from Local society	Ms. Mariamma Thomas, Panchayath Member
16	Nominee from Student	1. Reena Roy (Student MBA 22 Batch) 2. Liya Mary Biju (Student BCA 21 Batch)



17	Nominee from industrialist	Mr. Sreenath, Brahmins Food India Pvt Ltd
18	Nominee from Stakeholders	1.Ms. Estheramma, Field supervisor. Rehabilitation Plantation Ltd (Parent- Reena Roy ,Student MBA 22 Batch) 2.Mr. Biju K Maman (Parent- Liya Mary Biju, 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


 PRINCIPAL
 DC School of Management and Techno
 Fullikkanam, 10014-685 503

25th January 2024

Circulation

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





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and Technology
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E-mail: info@dcschool.in

DCSMAT

**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)	Ms.Sruthy 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, Punchayath 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

Admissions Office: D C Kizhakemuri Edam, Good Shepherd Street, Logos Junction, Kottayam 686 001, Kerala, India

Phone: 0481-2301614, Mob: 9745607093/9846869231 e-mail: dcsmat@dcbooks.com Portal : www.dcsmat.ac.in, Web: www.dcsma

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 Mary Biju (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



(Signature)
Principal

1st March 2023

PRINCIPAL
DC School of Management & Technology
Pulitakkam, Idukki

Circulation

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



**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

MINUTES OF THE IQAC MEETING

Ref: DCSMAT/IQAC/VGM/MIN202311-11

Venue: IQAC Conference room

Held on 7th November 2023

Time: 05:15 pm

I. Attendance: Members Present

1. Dr. Elizabeth George – (Principal, DCSMAT) **Chairperson**
2. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
3. Prof. Anjitha Arun - (Faculty, DCSMAT) Member
4. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member
5. Dr. R. Wranton Perez - (Faculty, DCSMAT) **Coordinator**
6. Prof. Akhil Vijayan - (Vice-Principal, DCSMAT) **Co-coordinator**
7. Dr. Jyothi Vijayan- NBA coordinator, **Invited Member**
8. Dr. Muhammad Ashiq- NAAC coordinator, **Invited Member**
9. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
10. Prof. Rajisha - (Faculty, DCSMAT) Member
11. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
12. Ms. Reena Roy- (MBA 22, Student Member)
13. Ms. Liya Mary- (BCA 21, Student Member)

Members In-Absentia

1. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member (Informed)
2. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member (Informed)
3. Dr. Arun Vijay - (Faculty / Program Chair, DCSMAT) – **Invited Member** (Informed)

II. Agenda

1. Review of previous meeting
2. Course plan presentation.
3. NBA and NAAC submission regarding.
4. Discussion on 4-year independent UG program.
5. Research target for faculty
6. Admission and course progression
7. Passing out ceremony of 2023 pass out students.
8. Submission and course file along with CO PO

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.

Discussions / Recommendations

1.Review of Previous Minutes

- a. The meeting focused on submitting criterion-specific data for NAAC and NBA accreditation, finalizing course titles, and reviewing research progress, ensuring all processes align with institutional standards.
- b. Discussions were held on improving library utilization, enhancing outreach and branding efforts, and familiarizing staff with the ERP system "Campus7" to streamline academic and administrative tasks.
- c. The introduction of a 4-year independent UG program and formation of the admissions team highlight the institution's forward planning in academic expansion and student recruitment.

2. Faculty members presented their course plans for the upcoming academic term. The plans were reviewed and suggestions for improvement were made to ensure alignment with institutional objectives.

3. Updates were provided on the ongoing submission process for NBA by Dr. Jyothi vijayan and NAAC accreditation by Dr. Muhammad Ashiq. Departments were reminded to ensure all required data is accurate and submitted by the deadline.

4. The committee continued its discussion on the proposed 4-year independent undergraduate program. Feedback was gathered on curriculum structure, and further refinement will be made based on inputs.

5. Research output expectations for faculty were discussed. Clear targets were set for publications and research activities to boost the institution's research profile.

6. The admission process and course progression for new and existing students were reviewed. Strategies for improving student retention and progression rates were discussed.

7. Plans for the 2023 passing out ceremony which was scheduled to be conducted on January were discussed, including logistics, dates, and guest invitations. A subcommittee was formed to oversee the event's organization.

8. Faculty members were reminded to submit their course files, complete with Course Outcomes (CO) and Program Outcomes (PO), by the specified deadline for academic documentation.

IV. The coordinator with a thanking note, concluded the meeting at 6:15 pm

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





**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

MINUTES OF THE IQAC MEETING

Ref: DCSMAT/IQAC/VGM/MIN202309-09

**Venue: IQAC Conference room
Held on 20th Septemeber 2023
Time: 05:30 pm**

I. Attendance: Members Present

1. Dr. Elizabeth George – (Principal, DCSMAT) **Chairperson** (Informed)
2. Dr. R. Wranton Perez - (Faculty, DCSMAT) **Coordinator**
3. Prof. Akhil Vijayan - (Vice-Principal, DCSMAT) **Co-coordinator**
4. Mr. Sreenath- (Nominee from industry, Brahmins Food India Pvt Ltd)
5. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
6. Prof. Rajisha - (Faculty, DCSMAT) Member
7. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
8. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member
9. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member
10. Dr. Arun Vijay - (Faculty / Program Chair, DCSMAT) – **Invited Member**
11. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member
12. Prof. Anjitha Arun - (Faculty, DCSMAT) Member (Informed)
13. Ms. Reena Roy- (MBA 22, Student Member)
14. Ms. Liya Mary- (BCA 21, Student Member)

Members In-Absentia

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

II. Agenda

1. Review of previous meeting
2. NAAC and NBA criterion wise classification
3. Orientation on ERP “campus7”.
4. Course title submission
5. Research progression and SOP review
6. Review on library utilisation
7. Club activities and Admission team formation
8. Outreach and branding plan
9. 4year independent UG program

III. Proceedings and Recommendations

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



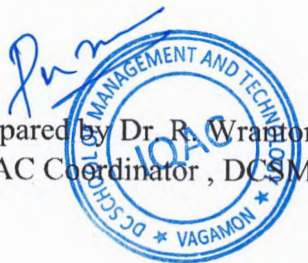
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Discussions / Recommendations

1. Review of Previous Minutes

- 1.1 Thorough review of data for error-free submission, and assignment of staff duties. Classroom conditions reviewed for necessary repairs or improvements.
 - 1.2 Academic and Placement Review: Student performance was analyzed, and strategies for improving placements were discussed, focusing on future-oriented programs and potential tie-ups with firms.
 - 1.3. Members were reminded to complete tasks before availing vacation, and to provide prior notice for meeting absences. Meeting minutes will be sent to the Director.
2. The meeting discussed the detailed classification of criteria for both NAAC and NBA accreditation. Departments were asked to submit criterion-specific data, ensuring alignment with accreditation standards.
 3. An orientation session on the ERP system "Campus7" was proposed to familiarize staff with the platform's functionalities, enhancing administrative and academic processes on or before the beginning of upcoming even semester which will tentatively start by mid of January 2024.
 4. Departments were reminded to submit the finalized course titles for the upcoming academic session. A deadline tentatively by the beginning of October first week was set to ensure timely processing and approval.
 5. Progress on ongoing research activities was reviewed, along with a discussion on standard operating procedures (SOP) for maintaining research quality and compliance.
 6. The committee reviewed library usage statistics, identifying areas for improvement to maximize resource utilization by students and staff.
 7. Updates on ongoing and future club activities were discussed. Admission team was formed to streamline the upcoming admissions process.
 8. The outreach and branding plan was presented, focusing on strategies to enhance the institution's visibility and attract prospective students through marketing initiatives.
 9. A proposal for a 4-year independent undergraduate program was introduced and deliberated. Further discussions will be held to refine the structure and curriculum.
- IV. The coordinator with a thanking note, concluded the meeting at 6:30 pm

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





**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

MINUTES OF THE IQAC MEETING

Ref: DCSMAT/IQAC/VGM/MIN202307-07

Venue: Computer Lab

Held on 19th July 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. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
5. Prof. Rajisha - (Faculty, DCSMAT) Member
6. Prof. Rinu Mathew - (Faculty, DCSMAT) Member
7. Prof. Sanesh P Varghese - (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

Members In-Absentia

1. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member (Informed)
2. Dr. Arun Vijay - (Faculty / Program Chair, DCSMAT) – **Invited Member**
(Informed)

II. Agenda

1. Review of previous meeting
2. NAAC and NBA Progression.
3. Formation of new mission.
4. Renovation of class rooms.
5. To review results and academic progression.
6. Placement review and planning.
7. MBA Industrial Visit.

III. Proceedings and Recommendations

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

Discussions / Recommendations

1. **Review of Previous Minutes (DCSMAT/IQAC/VGM/MIN202303-03, 04)**
 - a. The members of the committee should appraise the status of their task in the successive meetings.
 - b. It was proposed to conduct course presentations before the start of every presentations.
 - c. The workshop series on AI applications will start from March.
 - d. The records for NBA inspection will be kept at Sree Block.
2. **NAAC and NBA Progression:** The data collected was added on the file for checking, reviewing and to make it error free. Staffs were assigned for duties headed by Dr. Jyothi Vijayan(NBA Coordinator)to be fulfilled.
3. A proper review of the classrooms was conducted to assess if any changes or repairs are required for improvement.
4. A thorough scrutiny of students' academic performance was carried out by HOD s. Discussions focused on the level of improvement needed and potential sessions to help students enhance their performance.
5. Future-oriented placement programs were discussed in the presence of Ms. Asha Fenn (Placement coordinator) to ensure students are placed in reputable firms. This initiative will also help the college in forming new partnerships with industry ventures.
6. Plans were discussed for conducting an industrial visit for MBA students. Topics covered included when and where to conduct the visit, as well as its duration.

7. **Any other matter** with the permission of the Chair:

7.1. Director enquired about the absenteeism of students and other stakeholders in the IQAC meeting and instructed to ensure the presence of the committee members.

7.2 Director instructed to issue prior notice for every IQAC meeting.

7.3 In reference to the official intimation regarding faculty vacation, it was concluded that members may avail their vacation/leave once their assigned tasks are completed before the approved date.

7.4. It was emphasized that any member absenting themselves from the meeting must provide prior notice to maintain the committee's decorum.

7.5. It was decided that a copy of the minutes will be sent to the Director moving forward.

7.6. Director instructed to involve psychometrics for student identification and personality development purpose starting from MBA and gradually towards BBA, BCA and BAVA.

IV. The coordinator with a thanking note, concluded the meeting at 5:00 pm

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

