



**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

MINUTES OF THE IQAC MEETING

Ref: DCSMAT/IQAC/VGM/MIN202410-10

**Venue: IQAC Conference Room
Held on 4th October 2024
Time: 05:30 pm**

I. Attendance: Members Present

1. Dr. Umesh Neelakantan– (Principal, DCSMAT) **Chairperson**
2. Dr. Shebin Sharief - (Faculty, DCSMAT) **Coordinator**
3. Prof. Akhil Vijayan - (Vice-Principal, DCSMAT) **Co-coordinator**
4. Dr. P S James (**Director, DCSMAT**)
5. Mr. Shidas Muhammad (Program Chair)
6. Dr. Muhammad Ashiq – (Faculty,DCSMAT)
7. Dr.Saneesh Varghese (Faculty, DCSMAT) , Incharge of Research
8. Mr. Binil Chandran B S- Librarian – (**Invited member**)
9. Dr.Nirmala Lilly – Industry Expert (online mode)
10. Mr. Arun Prem - (Nominee from Alumni, South Indian Bank, Online mode)
11. Ms. Kashi Kripa- (MBA 24, Student Member)

Members In-Absentia

1. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member - (Informed)
2. Mr.Sreekanth Mohan - (Administrative Assistant, DCSMAT), Member (Informed)

II. Agenda

1. Review of previous meeting.
2. Introduction of new committee members
3. Preparations of NAAC
4. Internal audit
5. Course progression check
6. Conduct of model exam

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 Internal Quality Assurance Cell (IQAC) was reconstituted with a new Chair appointed, and members were briefed on their roles to enhance quality assurance processes.

- b. The committee discussed and recommended streamlining the criteria and procedures for faculty promotions to ensure transparency and recognize academic contributions.
- c. A review of library usage statistics highlighted the need for improved engagement strategies, while research activities of faculty were evaluated, with goals set for increasing output and securing funding.
- d. Plans to promote sports and yoga among students were proposed, and updates on the Entrepreneurship Development Cell (IEDC) were shared, emphasizing ongoing projects and initiatives. Updates on NAAC accreditation processes were discussed, focusing on the preparation of necessary documentation.

2. The Chairman introduced new committee members. Each member briefly shared their background and areas of expertise, fostering a collaborative atmosphere for future discussions.

3. The committee discussed the ongoing preparations for NAAC accreditation, emphasizing the importance of timely documentation and data collection. A timeline was established for completing necessary tasks, and departments were assigned specific responsibilities to ensure compliance with accreditation standards.

4. An internal audit was discussed to evaluate the effectiveness of current practices and identify areas for improvement. The audit team was appointed, and a schedule for conducting audits across departments was proposed.

5. A review of course progression was conducted to assess student performance and identify any potential academic challenges. Strategies to support students struggling in specific areas were discussed to enhance overall academic success.

6. Plans for the upcoming model exam were outlined, including scheduling, logistics, and assessment criteria. The committee emphasized the importance of this exam in preparing students for final assessments and ensured all faculty members were aligned on expectations.

7. Based on the discussion in Faculty Council Meeting, director noticed that CO PO mapping of UG is simple compared to PG. It is instructed to evaluate the CO PO evaluation and to incorporate the weightage as per relevance map.

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



Prepared by Dr. Shebin Sharief
Coordinator
IQAC, DCSMAT Vagamon





DC SCHOOL OF MANAGEMENT AND TECHNOLOGY VAGAMON

MINUTES OF THE IQAC MEETING

Ref: DCSMAT/IQAC/VGM/MIN202409-09

Venue: Computer Lab
Held on 3rd September 2024
Time: 05:15 pm

I. Attendance: Members Present

1. Dr. R. Wranton Perez - (Faculty, DCSMAT) **Coordinator**
2. Prof. Akhil Vijayan - (Vice-Principal, DCSMAT) **Co-coordinator**
3. Dr. P S James (**Director, DCSMAT**)- **Invited Member**
4. Mr. Shidas Muhammad (Program Chair)- **Invited Member**
5. Mr. Binil Chandran B S- Librarian
6. Mr. Sreenath- (Nominee from industry, Brahmins Food India Pvt Ltd, Online mode)
7. Mr. Arun Prem-(Nominee from Alumni, South Indian Bank, Online mode)
8. Dr. Sruthi Vijayakrishnan - (Faculty, DCSMAT) Member
9. Prof. Rajisha - (Faculty, DCSMAT) Member
10. Mr. Sebastin Varghese - (System Administrator, DCSMAT), Member
11. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member
12. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member
13. Ms. Reena Roy- (MBA 22, Student Member)
14. Ms. Liya Mary- (BCA 21, Student Member)
15. Mr. Biju K Maman (Parent, Online mode)

Members In-Absentia

1. Dr. Elizabeth George – (Principal, DCSMAT) **Chairperson** (Informed)
2. Prof. Sanesh P Varghese - (Faculty, DCSMAT) Member (Informed)
3. Ms. Anila Babu - (Administrative Assistant, DCSMAT), Member (Informed)
4. Prof. Rinu Mathew - (Faculty, DCSMAT) Member (Informed)

II. Agenda

1. Review of previous meeting.
2. New IQAC committee and Chair reconstituted
3. Faculty Promotion
4. Review of library utilisation
5. Research progression of faculties
6. Sports and yoga initiatives
7. IEDC related
8. NAAC

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 committee is actively working to raise awareness among students and faculty about the independent 4-year undergraduate program and the National Education Policy (NEP) updates.
- b. Performance appraisal targets were established for faculty, focusing on teaching, research, and administrative duties. A comprehensive analysis of student results was conducted to identify strengths and areas for improvement.
- c. Plans to organize corporate talks and alumni interactions were discussed to enhance students' industry exposure and networking opportunities.
- d. The current placement activities were analyzed, with strategies identified to improve placement rates. The admission and media teams' performance was also reviewed, emphasizing the need for effective marketing strategies to boost admissions.
- e. The introduction of yoga sessions for new students was confirmed, along with a plan for value-added courses to enhance student skills. Management Development and Faculty Development Programs focused on AI will be organized to equip staff with relevant tools and knowledge.

2. The committee announced the reconstitution of the Internal Quality Assurance Cell (IQAC) and the appointment of Dr. Shebin Sharief as the new Coordinator. Members were briefed on their roles and responsibilities to enhance quality assurance processes within the institution.

3. The meeting discussed the criteria and procedures for faculty promotions. Recommendations were made to streamline the process and ensure transparency while recognizing faculty contributions to academic excellence.

4. A review of library usage statistics was conducted to assess resource utilization by students and faculty. Strategies to improve engagement with library resources were proposed, including workshops and enhanced access to digital materials.

5. The committee reviewed the research activities and progression of faculty members. Goals were set for increasing research output and collaboration, with an emphasis on securing funding for innovative projects.

6. Initiatives to promote sports and yoga among students were discussed. Plans for regular sessions and events aimed at enhancing physical fitness and well-being were proposed, with a focus on participation from all students.

7. Updates on the Institution's Entrepreneurship Development Centre (IEDC) were shared and the inauguration and enhancement of new IEDC will be done by October.



**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

8. The committee provided updates on NAAC accreditation processes, emphasizing the importance of preparing necessary documentation and data.

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

R. W. Perez

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





**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON**

MINUTES OF THE IQAC MEETING

Ref: DCSMAT/IQAC/VGM/MIN202406-06

Venue: Computer Lab

Held on 5th June 2024

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

Members In-Absentia

1. Mr. Benny Thomas – Group Manager (Finance) DCSMAT, Member (Informed)
2. Mr. Ramsundar- Librarian (Informed)
3. Prof. Rajisha - (Faculty, DCSMAT) Member (Informed)

II. Agenda

1. Review of previous meeting
2. Awareness about independent 4-year UG, NIP
3. Targets for performance appraisal and faculty
4. Result analysis
5. Corporate talk and Alumni Talk
6. Placement analysis
7. Admission and media team review
8. Yoga for new batch and SOP
9. Add on course for students
10. PTA Meeting conducted
11. MDP on AI tools and FDP for faculties on AI
12. Program assessment committee meeting

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. Strategies to improve student and faculty engagement with library resources were discussed, and a review of student course progression was conducted to ensure academic progress.
 - b. Sessions were proposed to inform students and faculty about the structure of the 4-year undergraduate program and updates related to the National Education Policy (NEP).
 - c. The committee discussed introducing regular yoga sessions for students to promote well-being, and emphasized encouraging voter participation among students and staff.
 - d. Faculty were encouraged to pursue grants and focus on research activities. A follow-up on NAAC-related activities was conducted to ensure timely preparation of necessary data.
 - e. Discussions on the independent undergraduate course focused on faculty requirements, course offerings, and ensuring alignment with NEP guidelines.
- 2.** The committee discussed the ongoing efforts to raise awareness among students and faculty about the independent 4-year undergraduate program and updates to the National Education Policy (NEP).
- 3.** Performance appraisal targets for faculty members were discussed. Clear objectives were set for teaching, research, and administrative responsibilities, and a review mechanism was outlined to monitor progress.
- 4.** A comprehensive analysis of student results was conducted to identify areas of academic strengths and weaknesses. Recommendations were made for improving student outcomes in the upcoming semesters.
- 5.** The committee discussed organizing corporate talks and alumni interactions to enhance industry exposure for students.
- 6.** A review of the current placement activities was conducted. Placement statistics were analyzed, and strategies for improving the placement rate and attracting more recruiters were discussed.
- 7.** The performance of the admission and media teams was reviewed. The committee emphasized the need for more effective marketing strategies to boost admissions.
- 8.** The introduction of yoga sessions for the new batch of students was confirmed. A student ownership program (SOP) for these sessions will be developed to ensure smooth implementation and student participation.
- 9.** The meeting discussed the introduction of value-added or add-on courses for students to enhance their skills and knowledge in specific areas.
- 10.** A Parent-Teacher Association (PTA) meeting was successfully conducted. Feedback from parents was reviewed, and steps will be taken to address concerns raised regarding student performance and campus activities.

11. A Management Development Program (MDP) on AI tools and a Faculty Development Program (FDP) for faculty members focused on AI will be organized in August tentatively on August 2 and 3. These programs aim to equip staff and faculty with knowledge of AI tools to enhance teaching and management practices.

12. The Program Assessment Committee met to review the curriculum and course outcomes. Suggestions for improving the assessment process were discussed, and action points were identified to ensure continuous program improvement.

13. IQAC recommended to analyse the results based on psychometrics and use it for individual development plan by second semester.

IV. The coordinator with a thanking note, concluded the meeting at 6:25 pm


Prepared by Dr. R. W. Anton Perez
Coordinator
IQAC, DCSMAT Vagamon

