

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Ref:DCSMAT/PO/VGM/MIN20220-01

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, Vagamom 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 Vagamom