

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Ref:DCSMAT/IQAC/VGM/MIN202204-01

Venue :DCVC Hall

Date :29thApr 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