



DC School of Management and Technology
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04-01-2023

DC School of Management and Technology
Office Order No. 08/2023

Subject: Constitution of Internal Quality Assurance Cell

The following are nominated as members of "Internal Quality Assurance Committee" for ensuring the quality of programmes offered by DCSMAT, Trivandrum.

No.	Name	Designation	Position
1	Dr. Jayasankar Prasad C	Director	Chairman
2	Dr. Siva Prakash C S	Professor & Principal	Member
3	Prof.Lekshmi Krishna S	Assistant Professor	Coordinator
4	Prof. Anoob J S	Assistant Professor	Member
5	Prof. Amal Manilal	Assistant Professor	Member
6	Prof. Heera S Kumar	Assistant Professor	Member
7	Prof.Sreelekshmi Balakrishnan	Assistant Professor	Member
8	Prof Arunima Raj S	Assistant Professor	Member
9	Mr. Jayakumar M K	Librarian	Member
10	Mr. Jeron A	Manager- Administration	Member
11	Mr. Ajmal A	Accounts Manager	Member

The functions of the IQAC would be inter alia including the following:

1. To maintain the quality in the services provided to the learners.
2. To develop a system of conscious, consistent and catalytic improvements in the performance of DCSMAT, Trivandrum.
3. To identify the key areas in which the DCSMAT should maintain quality.
4. To disseminate information on quality assurance.
5. To device mechanisms for interaction and obtaining feedback from various departments.
6. To ensure whatever good practices have been developed and they are been followed in DCSMAT, Trivandrum.
7. To develop and put in place a comprehensive and dynamic internal quality assurance system in DCSMAT Trivandrum.

All the files and correspondents in relation to the proceedings of the committee shall be maintained by coordinator and monitored by the Chairman.




Principal

Circulation

1. All members of the committee
2. IQAC, Kerala University
3. Stock File
4. CF

DCSCHOOL OF MANAGEMENT AND TECHNOLOGY TRIVANDRUM

Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/TVM/MIN2020-08

Venue: Board Room

Date: 6 January 2020

Time: 3:20 pm to 06:30 pm

I. Attendance : Members Present

1. Shri Ravi Deecee CF
2. Brig. M C Ashok Kumar
3. Dr Siva Prakash C S Chairman
4. Dr. Lekshmi P - IQAC Coordinator
5. Prof Amal M
5. Prof. Anoob J S
6. Prof. Manu Mohan
7. Mr. Deepesh QPIC (Online)

Members In- Absentia

1. Ms. DeepthiSajan, Student, MBA2020-22 Batch
2. Ms. LekshmiLelithambika, Alumnus, MBA 2017-19 Batch,
3. Mr. Sudeep Krishnan R S, ASM, Marico Ltd,
4. Er. Satish Kumar, parent, father of Savin S, MBA 20-22 Batch

II. Agenda

1. Finalization of dates for IQAC pre qualifier submission.

III.Proceedings and Recommendations

Following were the discussions and recommended actions on the Agenda. Agenda Discussions / Recommendations

1. Discussion mainly focused on finalizing the dates of IQAC pre qualifier submission.

SI No	Suggestions/Recommendations	Responsibility
1	The meeting decided on the overall time plan for the IQAC process	
2	It was unanimously decided to follow the dates as below:	
3	It was decided that the process may include 18-20 Batch 19-21 Batch 20-22 Batch It was instructed to collect necessary documents in regard to the	DrLekshmi P Prof Anoob Prof Manu Mohan

	batches																																	
4	It was instructed to collect the first Appointment letter of students of the proposed batches	6 Jan to 25 Jan 2021																																
5	<table border="1"> <tr> <td colspan="2">The finalization of dates as decided in the meeting are</td> </tr> <tr> <td>Activity</td> <td>Target Date</td> </tr> <tr> <td>Vision and Mission</td> <td>12 Jan 2021</td> </tr> <tr> <td>PEOs, POs</td> <td>14 Jan 2021</td> </tr> <tr> <td>COs-</td> <td>25 Jan 2021</td> </tr> <tr> <td>CO Mapping</td> <td>14 Feb 2021</td> </tr> <tr> <td>Placement Appointment letter collection</td> <td>25 Jan 2021</td> </tr> <tr> <td>Allotment of criteria to faculty</td> <td>28 Jan 2021</td> </tr> <tr> <td>Study of Criteria by each faculty</td> <td>10 Feb 2021</td> </tr> <tr> <td>Preparation of SAR</td> <td>31 July 2021</td> </tr> <tr> <td>Concurrent collection of evidence</td> <td>31 July 2021</td> </tr> <tr> <td>Second draft of SAR</td> <td>30 Sep 2021</td> </tr> <tr> <td>Submission of Pre-qualifier</td> <td>30 Sep 2021</td> </tr> <tr> <td>Submission of Pre-qualifier</td> <td>30 Sep 2021</td> </tr> <tr> <td>Finalization of SAR and completion of evidence and Submission of SAR</td> <td>31 Dec 2021</td> </tr> <tr> <td>Likely Peer Team Visit</td> <td>Feb 2022</td> </tr> </table>	The finalization of dates as decided in the meeting are		Activity	Target Date	Vision and Mission	12 Jan 2021	PEOs, POs	14 Jan 2021	COs-	25 Jan 2021	CO Mapping	14 Feb 2021	Placement Appointment letter collection	25 Jan 2021	Allotment of criteria to faculty	28 Jan 2021	Study of Criteria by each faculty	10 Feb 2021	Preparation of SAR	31 July 2021	Concurrent collection of evidence	31 July 2021	Second draft of SAR	30 Sep 2021	Submission of Pre-qualifier	30 Sep 2021	Submission of Pre-qualifier	30 Sep 2021	Finalization of SAR and completion of evidence and Submission of SAR	31 Dec 2021	Likely Peer Team Visit	Feb 2022	IQAC Coordinator All Batch coordinators
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6	It was instructed by Group Director to start preparing and collecting the required documents about the events conducted in the campus. All essential committees to be constituted Preparation and filing of minutes of all meetings including GC and Alumni Meetings	Team TVM																																

The meeting came to an end at 6:30 pm

Prepared by Coordinator IQAC DCSMAT Trivandrum.



PRINCIPAL
DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
KINFRA FILM & VIDEO PARK, KAZHAKKOOTTAM
TRIVANDRUM - 695 585, KERALA

DCSCHOOL OF MANAGEMENT AND TECHNOLOGY TRIVANDRUM

Minutes of the Internal Quality Assurance Cell (IQAC)

Ref : DCSMAT/IQAC/TVM/MIN2020-10

Venue: Director's Cabin

Date: 9 Aug 2021

Time: 1.30 pm to 02:00 pm

I. Attendance : Members Present

1. Shri Ravi Decece (CF)
2. Dr. Jayasankar Prasad C.(Director)
3. Dr Siva Prakash C S Chairman
4. Dr. Lekshmi P - IQAC Coordinator

Members In- Absentia

1. Prof Amal M
2. Prof. Anoob J S

II. Agenda

1. Discussion to finalize vision and mission.

III.Proceedings and Recommendations

Following were the discussions and recommended actions on the Agenda. Agenda Discussions /

The meeting came to an end at 2.00 pm

SI NO	Suggestions/ Recommendations	Responsibility
1	Meeting finalised the vision and mission	CF & Director
	DCSMAT TVM Vision Our vision is to emerge as a "top 3" Business school in the state, with research-oriented and industry-driven education in Management . Mission We shall strive to create a convergence of technology, innovation and entrepreneurship, leveraging academic	

	excellence, research and Community connect. Values <ul style="list-style-type: none">• Entrepreneurial• Transformative• Integrity• Innovation.• Sustainability	
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Prepared by

Lekshmi P

Coordinator IQAC DCSMAT Trivandrum.



Verified and Approved by

Dr. Jayasankar Prasad C

Director
D C School of Management and Technology
Kinfra Film & Video Park
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Trivandrum