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Institute of Management Studies (YIMS)

Ezhakkad, Mundur, Palakkad - 678631, Kerala.

Affiliated to the University of Calicut & Managed by the Diocese of Palghat

IQAC MINUTE BOOK

2018-19

IQAC Meeting.

Date: 20.12.18. Venue: Conference Hall.

Agenda.

1. Collection of basic data from dept.
2. Constitution of sub committee - 7 coordinators.
3. Submitting proposal for implementing teacher's diary, registers etc.
4. IQAC office.

Members Present.

Rev. Dr Mathew George Vazhayil.
Dr. Tomy Antony
Rev. Dr. Lalu Olikkal.
Prof. Rajan TK
Dr Ramachandran
Dr Matilda
Ms. Meena Jose Kombar
Mr. Jomy Jose
Mr. Sangeeth
Mr. Anilkumar
Ms. Neethu
Ms Shyjee
Mr. Josen
Mr. Sajo.
Mr. Vinod
Ms. Steeja.

The following matters were discussed

1.) NAAC, coordinator mentioned that our college have to prepare the documents from 2014 - 20 academic

2) A detailed explaination of 7 criteria of NAAC was given by the co-ordinator.

3) As the first measure of preperation all departm-ents were asked to submit the faculty details, programme details and student details.

4) A ~~fo~~ copy of faculty's diary was submitted to the management for approval and all faculties are asked to maintain the same.

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IQAC Meeting

Date : 31.01.2019 Venue Conference Hall.

Agenda.
Submission date for pending files.
Remedial Class.
Preparation of feed back forms.

Members present.
Rev Dr Mathew George Vazhaijil.
Dr Tomy Antony
Rev. Dr Lalu Olikkal.
Rev. Fr. Jaison Kollannur
Prof. Rajan T K
Dr. Ramachandran
Mr. C.J. Sajo
Ms. Shyjee P V
Ms. Meena Jose Komban
Dr. Matilda Fanny
Mr. Josen P Jose.
~~Ms Shilpa Sreekumar~~.

Minutes of the Meeting.

1. NAAC Co-ordinator Prof Rajan TK instructed to submit the pending data ~~of~~ ~~of~~ first slot and second slot on or before Feb 6.
2. It was instructed to identify the ~~backward~~ weak students in the class ~~and~~ by conducting internal exam and maintain remedial class. ~~also~~
3. It was decided to collect feedback about syllabus from parents, alumni, students and staff.
4. The need for the introduction of Women Cell activities was discussed.

5. It was also suggested to arrange programme under career guidance cell.

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IQAC Meeting.

Date 6.02.19. Venue: Conference Hall.

Agenda.

Tutorial System

Questionnaire

Files for the Department.

Members Present.

Rev. Dr. Mathew George Vazhayil

Dr. Tomy Antony

Rev. Dr. Lalu Olikkal.

Rev. Fr. Jaison Kollannur.

Dr. Ramachandran.

Ms. Shyjee P V

Mr. C J Sajo

Ms. Meena Jose Komban.

Mr. Josen P Jose.

Mr. Rajan T K.

Dr. Matilda Danny.

Minutes of the Meeting

Prof Rajan T K, NAAC Coordinator mentioned the following:

1) Tutorial system should be implemented soon

2) Discussed about the progress of questionnaire from stakeholders

3) Provided the list of files to be maintained by each department.

4) The questionnaire ~~was~~ report should be submitted before 20th February 2019

5) The Data File 1 should be submitted on 15th Feb 2019.

6). Data File 2 should be submitted on 22nd Feb 2019.

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IQAC Meeting

Department Representative

Date : 13.2.19 Venue : IQAC Room.

Agenda.

~~Exp~~ Errors in the sent details.

Distribution of questionnare.

Members Present.

Prof. Rajan TK.

Ms. Shyjee P V

Ms. Nisha Raj

Ms. Ashwathy

Mr. Anilkumar

Dr. Senthilkumar.

Ms. Shylaja

Ms. Ancy

Ms. Steeja

Ms Raji

Ms. Neethu Mol S.

Minutes of the meeting.

1. Various departments sent the details to IQAC ~~the with~~ regarding. Programme, Faculty & students details but there were errors in it, each department wiso it was discussed in the meeting.
2. It was decided ~~to~~ to ~~a~~ note admission number as enrollment number.
3. Departments were asked to ~~E~~ resubmit the file by 24th Feb 2019.

⇒ The meeting held discussions on the distribution of questionnaire.

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IQAC Meeting

Descriptive Group.

Date: 12.3.19 Venue: Sophia Theatre

Agenda.

→ Duties of descriptive group.

→ Quality Indicators Framework

Members Present

Rev Dr. Lalu Olikkal

Prof. Rajan TK

Shyjee PV

Geeta Ravindran

Franklin A

Sreeja TS

Steeja I.F

Raji

~~Ramya~~

Aiswarya A.B.

Aiswarya S

Rohith R

Shylaja Menon

C J Saju

Sangeeth M. Sivadas

Rathya R

~~Rem~~ A Fran

Minutes of the Meeting

→ Prof Rajan IK, IQAC co-ordinator mentioned about the duties of descriptive committee.

→ The seven criteria for the assessment were also explained by the NAAC Coordinator

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IQAC Meeting

Date: 13-3-19 Venue: Conference Hall

Agenda:
- → Leave Register and Despatch Register
- → Remedial Classes, Change of class timings
- → Formation of Timetable Committee
- → Introducing Smart classrooms, CBCS Committee, Women Cell
- → Orientation on IQAC

Members Present:

Rev. Dr. Mathew George Vazhayil
Dr. Tomy Antony
Rev. Dr. Lalu Olikkal
Dr. M. Ramachandran
Ms. Shyjee P.V
Mr. C. J. Sajo
Mr. Josen. P. Jose
Prof. Rajan T.K
Dr. Matilda Danny
Ms. Meena Jose Komban

Minutes of the Meeting:

1) Format for leave register and Despatch register has been discussed.

2) IQAC made suggestions on implementing students' supporting programmes, Remedial coaching classes, change of class timings.

3) IQAC suggested the formation of Timetable Committee.

4) Also made discussions on introducing smart classrooms, women cell, CBCS committee, Library expansion, open Courses.

5) One day in FEP will be for orientation about NAAC.

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