



yuvakshētra[®]

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 Oikkal.

Prof. Rajan TK

Dr. Ramachandran

Dr. Matilda

Ms. Meena Jose Kombar

Mr. Tomy Jose

Mr. Sangeeth

Mr. Anilkumar

Ms. Neethu

Ms. Shyjee

Mr. Jose

Mr. Sajo.

Mr. Vinod

Ms. Steeja

L.V.

Dr. Tomy

Dr. Lalu

Prof. Rajan

Dr. Ramachandran

Dr. Matilda

Ms. Meena

Mr. Tomy

Mr. Sangeeth

Mr. Anilkumar

Ms. Neethu

Ms. Shyjee

Mr. Jose

Mr. Sajo

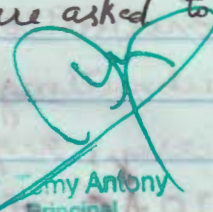
Mr. Vinod

Ms. Steeja

The following matters were discussed

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

- 2) A detailed explained^{ation} of 7 criteria of NAAC was given by the co-ordinator.
- 3) As the first measure of preparation all departments were asked to submit the faculty details, programme details and student details.
- 4) A copy of faculty's diary was submitted to the management for approval. ^{and} all faculties are asked to maintain the same.


Dr. Jomy Antony
Principal
Yashātra Institute
of Management Studies (YIMS)
Ezhakkad, Mundur, Palakkad Dist
Kerala, India. Pin: 678 631

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 Vazhappil

Dr Tomy Antony

Rev. Dr. Lalu Olikhal

Rev. Fr. Jaison Kollannur

Prof. Rajan TK

Dr. Ramachandran

Mr. C.J. Sajo

Ms. Shyjee P V

Ms. Meena Jose Kombar

Dr. Matilda Sanay

Mr. Jose P Jose

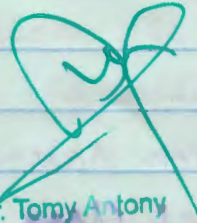
Ms. Shilpa Sreekeumar

[Handwritten signatures and initials in blue ink, including names like 'Matilda', 'Shyjee', and 'Sajo']

Minutes of the Meeting

1. NAAC Co-ordinator Prof Rajan TK instructed to submit the pending data of first slot and second slot ^{on or} before Feb 6.
2. It was instructed to identify the ^{weak} backward students in the class ^{by} ~~and~~ conduct ^{ing} internal exam and maintain remedial class.
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.



Dr. Tomy Antony
Principal
Yuvakshetra Institute
of Management Studies (YIMS)
Ezhakkad, Mundur, Palakkad Dist.
Kerala, India. Pin: 678 631

Minutes of the Meeting
1. NAAC Co-ordinator Prof. Rajan T.K. instructed to submit the pending date of first slot and second slot before Feb 2.
2. It was instructed to identify the students in the class and conduct internal exam and maintain essential class.
3. It was decided to collect feedback about syllabus from parents, alumni, students and staff.
4. The need for the introduction of Women Cell activity

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 Oitkal .

Rev. Fr. Jaison Kollannur .

Dr. Ramachandran .

Ms. Shyjee P V

Mr. CJ Sajo

Ms. Meena Jose Kombar .

Mr. Jose P Jose .

Mr. Rajan TK .

Dr. Matilda Danny .

Mr. Jose

Shyjee

Jay

Matilda

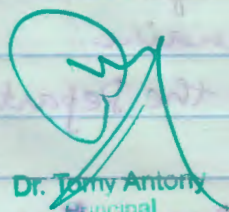
Minutes of the Meeting

Prof. Rajan TK, 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.


Dr. Tony Antony
Principal
Yuvesh Institute
of Management Studies (YIMS)
P.O. Kakkal, Munnar, Palakkad Dist.,
Kerala, India. Pin: 679 531

IQAC Meeting

Department Representative

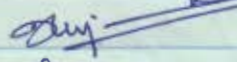
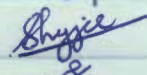
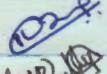
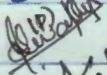
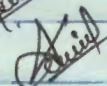
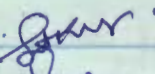

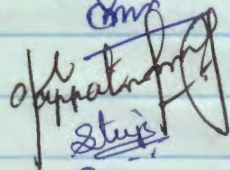

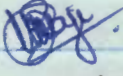
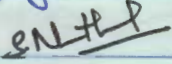
Date: 13.2.19

Venue: IQAC Room.

Agenda.

- ~~Exp~~ Errors in the sent details.
- Distribution of questionnaire.

Members Present.

Prof. Rajan TK. 
Ms. Shyjee P V 
Ms. Nisha Raj 
Ms. Ashwathiy 
Mr. Anilkumar 
Dr. Senthil Kumar 
Ms. Shylaja 
Ms. Ancy 
Ms. Steeja 
Ms Raji 
Ms. Neethu Mol.S. 

Minutes of the meeting.

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

⇒ The meeting held discussions on the distribution of questionnaire.

Dr. Jimmy Antony
Principal
Yuvakshetra Institute
of Management Studies (YIMS)
Ezhakkal, Mundur, Palakkad Dist.
Kerala, India. Pin: 678 631

Members Present
Prof. Rajan T.K.
Mr. Chaffee P.V.
Mr. Nisha Raj
Mr. A. Anand
Mr. Anil Kumar
Dr. Senthil Kumar
Mr. Anand
Mr. Anand
Mr. Anand
Mr. Anand

Minutes of the meeting
The meeting was held on 10/11/2019 at 10:00 AM in the meeting room of the Yuvakshetra Institute of Management Studies (YIMS), Ezhakkal, Mundur, Palakkad District, Kerala. The meeting was presided over by the Principal, Dr. Jimmy Antony. The members present were Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. The meeting discussed the distribution of questionnaires to the faculty members of the YIMS. It was decided that the questionnaires should be distributed to the faculty members in the following manner: 1. The questionnaires should be distributed to the faculty members in the following order: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 2. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 3. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 4. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 5. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 6. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 7. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 8. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 9. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand. 10. The questionnaires should be distributed to the faculty members in the following manner: Prof. Rajan T.K., Mr. Chaffee P.V., Mr. Nisha Raj, Mr. A. Anand, Mr. Anil Kumar, Dr. Senthil Kumar, Mr. Anand, Mr. Anand, Mr. Anand, and Mr. Anand.

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

Sreejer IS

Steeja I.F

Raji

Ranya

Aiswarya A.B.

Aiswarya S

Rohith R

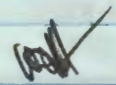
Shylaja Menon

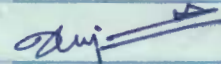
C J Saps

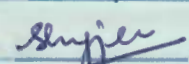
Sangeetha M. Sradas

Ranya R

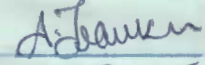
Ran A



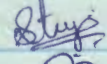






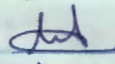






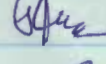


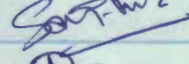


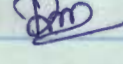








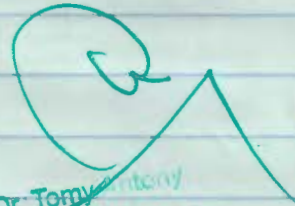






Minutes of the Meeting

- 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



Dr. Tomy Antony
 Principal
 Yuvakshetra Institute
 of Management Studies (YIMS)
 Ezhakkad, Mundur, Palakkad Dist.
 Kerala, India. Ph. 049 631

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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, CBIS Committee, Women Cell
- Orientation on IQAC

Members Present:

Rev. Dr. Mathew George Vazhayil

Dr. Tomy Antony

Rev. Dr. Kaku Olikkal

Dr. M. Ramachandran

Ms. Shyjee P.V

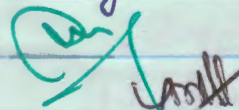
Mr. C.J. Sajo

Mr. Jose. P. Jose

Prof. Rajan T.K

Dr. Matilda Danny

Ms. Meena Jose Komban



Dr. Tomy Antony

Rev. Dr. Kaku Olikkal

Dr. M. Ramachandran

Ms. Shyjee P.V

Mr. C.J. Sajo

Mr. Jose. P. Jose

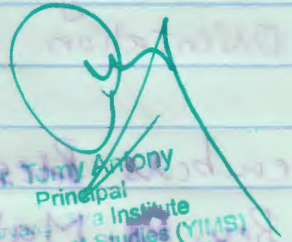
Minutes of the Meeting:

- 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) 18AC suggested the formation of Timetable Committee.

4) Also made discussions on introducing smart classrooms, women cell, CIBCS committee, library expansion, open courses.

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


 Dr. Tony Antony
 Principal
 YIMS Institute
 of Management Studies (YIMS)
 Ezhakkad, Mundur, Palakkad Dist
 Kerala, India. Pin: 675 031

Minutes of the Meeting:

1) Request for leave rights and Director
 rights has been discussed.

2) 18AC made suggestions on implementing
 students support and placement training
 coaching class, change of class timings.