



# yuva<sup>®</sup>kshētra

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

### 2019-20

## IQAC Meeting

Date 6.6.2019.

Venue: Conference Hall

Agenda: Faculty Profile.FeedbackAdmission Register.

Members present

Rev. Dr. Halu Othikkal

Dr. M. Ramachandran

Ms. Meena Jose Kombar

Mr. Jith George

Ms. Shylaja Menon

Ms. Shyjee P V

Dr. Matilda Danny

Prof. Rajan TK

~~Madhavan~~  
 Madhavan  
 [Signature]  
 [Signature]

Shyjee  
 Matilda  
 Rajan

Minutes

⇒ The format of faculty profile was discussed and it was informed that it should be uploaded to the college website.

⇒ Teachers performance analysis should be conducted ~~is~~ once in three weeks by all the teachers through mail.

⇒ It was instructed to familiarise the students to make use of e-mail id. ~~best~~.

⇒ Three registers should be maintained by each dept. for add-on, remedial coaching and admission.

⇒ The format of admission registers ~~is~~ <sup>is</sup> not maintained correctly.

IQAC Meeting  
(Department Coordinators)

Date: 02.07-19

Venue: Sophia Theatre

Agenda

- 1) Curriculum Feedback
- 2) Teacher Evaluation
- 3) Updation of quantitative metrics.
- 4) Social Extension Activities.

Members Present.

1. CHANDRASEKAR. E
2. Ajil. K. Antony
3. Anilkumar. M.S.
4. Adappattu Anuj Antony
5. Raji - N
6. Steja. I.E
7. Aparna Sreedhar
8. Shylaja Menon

*[Handwritten signatures and initials corresponding to the list of members present.]*

9. Rajan. T.K (Co-coordinator) *[Signature]*

Minutes of the Meeting.

- ⇒ Prof. Rajan TK gave instruction to Department coordinators to collect regarding the consolidation of Curriculum Feedback.
- ⇒ Also instructed about the changes that should be informed to the depto classmentors while sending the form to the students
- ⇒ The content of the form should be explained so that the <sup>task</sup> feedback form could be evaluated perfectly.

⇒ In order to assess the quality of class, it is necessary to collect students feedback it should be done through email. After completion of each module, the teacher must collect the evaluation.

⇒ The quantitative metrics should be updated to IQAC by 16.7.2019.

⇒ IQAC suggested that the institution has to get involved in more social activities and proposed to carry out the tribal school adoption programme. Students as well as faculties can be part of it.

Ezhakkad

02-07-2019

Principal.

Dr. Tomy Antony  
Principal  
Yuvakshetra Institute  
Management Studies (YIMS)

IQAC Meeting  
(Criteria Co-ordinators)

Date: 18.9.2019.

Venue: Conference Hall.

Agenda.

1) Assessment of Criteria work.

Members Present

Members Present Dr. Tomy Antony

1. Rajan T K (Co-ordinator)

2. Mr. Sajo CJ

3. Dr. Shyjee P V

4. Keerthi M S

5. Ajil

6. Jith George

7. Josen P

8. Saritha P

9. Meena Jose Komban

10. Dr Ramachandran

⇒ As per the divided criteria each member mentioned about the progress in the work in general.

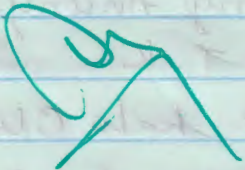
⇒ The queries based on the assigned work were also asked and it was clarified by the NAAC Co-ordinator.

⇒ Ms. Meena Jose Komban Criteria Coordinator of Criteria 1 explained about the consolidated format of Criteria 1.

⇒ It was NAAC Co-ordinator Prof. Rajan TK instructed remaining criteria Co-ordinators to present the detailed assessment of each criteria in the upcoming days.

The criteria co-ordinators are .

1. Ms. Meena Jose Bombar (Criteria I)
2. Dr. Shyjee PV (Criteria II)
3. Dr. Matilda Danny (Criteria III)
4. Ms. Shylaja Menon (Criteria IV)
5. Dr. Ramachandran (Criteria V)
6. Ms. Keerthi Ms (Criteria VI)
7. Mr. C J S ajo (Criteria VII)

  
**Principal**  
**yuva kshetra**  
Institute of Management Studies  
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Kerala, India, Pin-678 631

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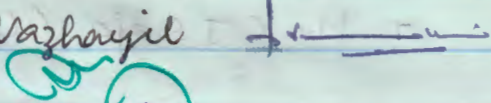


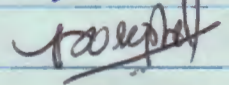
Date : 20.09.2019

Venue : Director's Cabin

### Agenda .

Visit from Vimala College.

### Members Present .

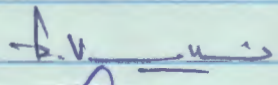
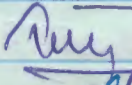
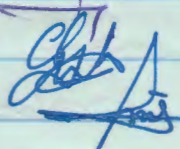

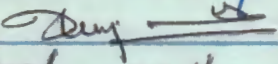

1. Rev. Fr. Mathew George Vazhayil 
2. Dr. Tomy Antony 
3. Rajan T K 
4. Rev Dr Haku Olikkal 
5. Dr Aneesh, Asst Professor, Vimala College, Thrissur
6. Dr Lious Thomas, Asst Professor, Vimala College, Thrissur

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### Decisions Taken

1. To sign a MoU between this College and Vimala College to establish mentor-mentor ship
2. Decided to conduct an external Academic audit to this College by a team from Vimala College


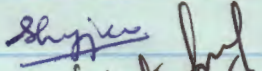
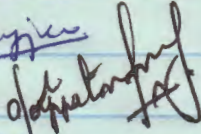


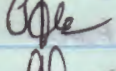
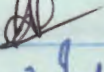
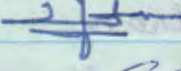
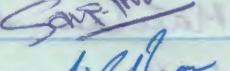
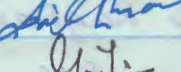
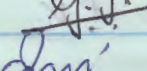
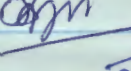

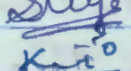
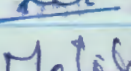
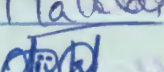

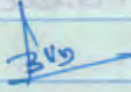
1. Fr. Mathew Vazhayil Director 
2. Dr. Tomy Antony Principal 
3. Dr Aneesh George, Vimala College 
4. Dr. Lious Thomas Vimala College 
5. T.K. Rajan 
6. Dr. Haku Olikkal 

Date: 5<sup>th</sup> Oct 2019.

Venue: Computer Lab.

## Agenda: Assessment of Criteria.

### Members Present

1. Prof. Rajan T K 
2. Dr. Shyjee PV 
3. Aney Antony 
4. ANIL KUMAR B 
5. Raji - N. 
6. C. Sany 
7. Aparna Sreenivasan 
8. Chandrasekar - M 
9. Sangeetha M. Sreedas 
10. ANIL KUMAR. M. S 
11. Mr. George Jox. 
12. Shylaja Menon 
13. St. Josen. P. Jox 
14. Steeja - I. F 
15. KEERTHI. M. S 
16. Matilda Dany 
17. Ajil - K. Antony 
18. Rev. Fr. Mathew George Vazhayil. 

→ Detailed discussion based on the completed work of Criteria 5, 2, 3 and 6 was done.

→ Few corrections were made.



Date: 15<sup>th</sup> Oct 2019

Venue: Conference Hall

Agenda: Information about NAAC work from UGC NAAC sponsored One Day National Seminar conducted at Little Flower College, Guruvayoor on 16<sup>th</sup> Oct 2019.

### Members Present.

Dr Tomy Antony

Rev Dr Lalu Olikkal

Prof. Rajan TK

Dr Ramachandran

Dr. ~~Ra~~ Matilda Danny

Mr. Vinod Raghavan

Dr. Shyjee PV

Ms. Ajil

Ms. Aparna

Mr. Josen

Ms. Meena Jose Kombar

Ms. Saritha

Ms. Grace

*Dr.*

*[Signature]*

*Prof.*

*Mr. Ram*

*Matilda*

*Mr. Vinod*

*Shyjee*

*Ajil*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

### Minutes of the Meeting:

⇒ Prof. Rajan T.K, IQAC Co-ordinator and Ms. Greta Ravindran, Descriptive Committee Coordinator attended UGC NAAC sponsored one Day National Seminar and Prof. Rajan T.K briefed on the information about NAAC work from the seminar.

*[Signature]*

# IQAC Meeting

Date : 13<sup>th</sup> Nov 2019.

Venue : Conference Hall

Agenda: Discussed about the updation of Criteria work.

Instructed to conduct meeting with department co-ordinators.

## Members Present

Rev. Dr. Mathew George Vazhuvil.

Prof. Rajan T K

Dr. Ramachandran

Dr. Matilda Danny

Mr. Jose<sup>P</sup> Jose

Dr. Shyjee P V

Ms. Keerthi Ms.

Ms. Shylaja Menon.

Ms. Meena Jose Kombar

Mr. Siby Mathew

T.V. \_\_\_\_\_

Shyjee

MND

Matilda

Jose

Shyjee

Ki

Shylaja

✓

Mathew

## Minutes of the Meeting:

⇒ The criteria coordinators mentioned about updation of criteria work in various departments.

⇒ Prof. Rajan T.K, IQAC coordinator instructed the criteria coordinators to conduct meeting with department co-ordinators.

Agenda: Discussion about criteria 1 with the criteria and NAAC co-ordinator regarding details of criteria 1.

members Present

- Prof. Rajan. T.K
- ms. Meena Jose Kombar
- ms. Anil kumar
- ms. Steeja .I.F
- MR. Siby mathew
- ms. Aparna Sreevalsan
- MR. Chandrasekan
- MR. Franklin
- ms. Raji
- MS. Aiswarya .A.B

A collection of handwritten signatures in black ink, corresponding to the names listed in the 'members Present' section. The signatures are written in a cursive style and are arranged vertically on the right side of the page.

Minutes of the Meeting:

⇒ Discussions based on the details of Criteria 1 were discussed. mee

⇒ Ms. Meena Jose Kombar, Coordinator, Criteria 1 explained about the details of Criteria 1 and the NAAC coordinators of the same criteria presented the details regarding the progress of criteria works.

Date: 20<sup>th</sup> November 2019

Venue: Conference Hall

Agenda: Discussion about criteria 5 and 6 by the criteria co-ordinators with the department co-ordinators. Regarding the details related to these 2 criterias.

### Members Present

Prof. Rajan. T.K

Ms. Shylaja Menon. S

Ms. Raji

Ms. Keerthi. M.S

MR. Chandrasekar

MR. Franklin

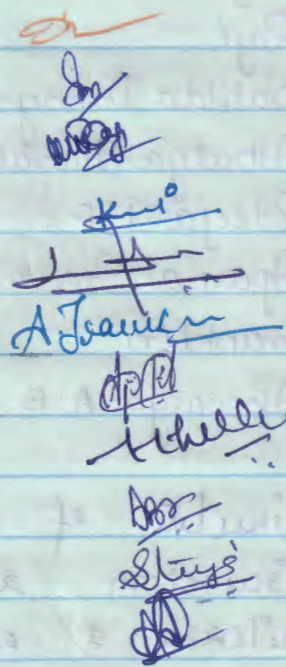
MR. Ajil Antony

Ms. Athulya Murali

Ms. Aiswarya. A.B

Ms. Steeja. I.F

Ms. Aparna Sreevalsan



### Minutes of the Meeting:

⇒ Discussions regarding the details of criteria 5 and 6 were made.

⇒ Dr. Ramachandran and Ms. Keerthi M.S, criteria coordinators of 5 and 6 respectively explained regarding the details of criterias and Department NAAC coordinators informed on the details of criteria works.

Principal

Arjunyava Kshetra

Institute of Management Studies

Chakkad (PO) Muvattupuzha

Date 21 Nov. 2019

NAAC Meeting

Venue : Conference Hall

Agenda : Discussion about the Criteria 3 and 4 by the Criteria Co-ordinators with the department Co-ordinators regarding the details related to these 2 Criteria.

Members Present :

Prof. Rajan. P. K.

Ms. Raji

Dr. Matilda Danny

Ms. Athulya Murali

Ms. Steeja. I. F.

Ms. Aparna Sreevalsan

Mr. Franklin

Ms. Abinaya. A. B.

Malid  
21/11/19

Stujs

A. Sankar

ms.

Minutes of the Meeting:

=> Discussion regarding the details of Criteria 3 was discussed/made.

=> Dr. Matilda Danny, Criteria Coordinator, mentioned about the details of Criteria 3 and the Department NAAC Coordinator presented the progress of work details.

=> The queries based on the criteria works were also asked and it was clarified by the NAAC coordinator.

Principal

yuva kshetra  
Institute of Management Studies

OK

Date: 22 Nov 2019

Venue: Conference Hall.

Agenda: Discussion about the criteria 2 by the Criteria co-ordinators with the department co-ordinators regarding the details related to these criteria.

Members Present.

Prof. Rajan T k.

Dr. Shyjee P V

Ms. Aiswarya A B.

Ms. Steeja I A.

Ms. Aparna Sreedharan.

Ms Raji

Ms. Athulya Murali.

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

Minutes of the Meeting:

⇒ Prof. Rajan T k gave instructions to the Criteria and Department NAAC coordinators of criteria regarding the consolidation of criteria assessment.

⇒ Dr. Shyjee P.V, Criteria Coordinator and Department NAAC coordinators explained on the details regarding Criteria works.

*[Signature]*

# IRAC Meeting

Venue: Conference Hall

Date: 3.12.19.

Agenda: Discussion of Strategy.

## Members Present.

1. Rev. Dr. Mathew George Vazhayil.
2. Dr. Tomy Antony
3. Prof. Rajan T K.
4. Dr. Ramachandran.
5. Mr. Siby Mathew.
6. Ms. Athulya
7. Mr. Franklin
8. Ms. Aparna.
9. Dr. Shyjee P V.
10. Mr. Josen. P. Jose.
11. Ms. Atswanya A B.
12. Ms. Steeja . I.F.
13. Ms. Shylaja Menon.
14. Ms. Keerthi M.S.
15. Dr. Matilda Danny.
16. Ms. Meena Jose Komban.

*Mathew*

*Mathew*

*A*

*Athulya*  
03/12/19

*Franklin*

*Aparna*

*Shyjee*

*Josen*

*Atswanya*

*Steeja*

*Shylaja*

*Keerthi*

*Matilda*

The requirement of each criteria was mentioned in the meeting.

- It was instructed to maintain records for remedial coaching.
- Director mentioned the increment will be provided to the faculty members who complete the swagam course.
- Add On Course record should also be maint.

→ # For the completion of NAAC work, ~~the~~

the working hours of faculty member extended till 4:30 pm from the month of January 2020.

→ All Departments should submit the files to IQAC by 10<sup>th</sup> Jan 2020.

→ Internal inspection will be conducted by the audit team. Each criteria co-ordinator will be the member of audit team.

**Principal**  
**Yuva kshetra**  
Institute of Management Studies  
Ezhakkad(PO), Mundur, Palakkad(DI.)  
Kerala, India. Pin-678 681

**Principal**  
**Yuva kshetra**  
Institute of Management Studies  
Ezhakkad(PO), Mundur, Palakkad(DI.)  
Kerala, India, Pin-678 681



17.12.2019.

IQAC Meeting

Venue: Conference Hk

Agenda.

Prepare documents emphasising cell work.

Members Present.

Dr. Tomy Antony

Prof. Rajan TK

Prof. Sasthavan Uppath

Ms. Christina

Ms. Sreeja T.S.

Mr. Sam Varghese

Ms. Divya MK

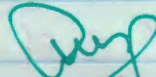
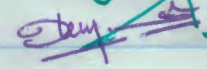
Dr. Shyjee PV

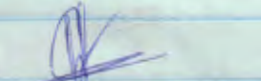
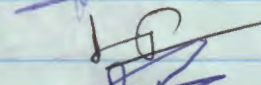

Ms. Anuja Jacob

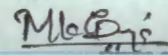
Mr. Sibi Mathew

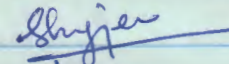
Mr. Mathews Pauls

Prof. S.D. Uppath

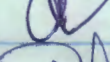
  


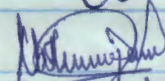
  
  


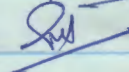








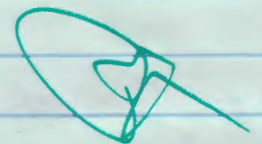




Minutes of the Meeting.

⇒ Prof. Rajan TK, NAAC co-ordinator <sup>assessed</sup> the functioning of various cells.

⇒ Instructed the cell conveners to document the activities of their particular cell.



## IQAC Meeting

7.1.2020

(22) Venue: Sophia Theatre

## Agenda

Revised NAAC Format 2020.

## Members Present

Prof. Rajan TK

Siby Mathew

Dr. Ramachandran

~~Chandrasekhar~~

Dr. Joseph Varghese

Franklin

Ajil Antony

Keerthi

Dr. Matilda Danny

Dr. Shyjee P V

Raji .N.

Alswarya AB

Athulya

Geetha Ravindran

Jose P Jose

Aparna Sreevatsan

Steja .I.E

Jose P Jose

Chandrasekhar .M

Do Lahu Sukkal

~~Raji~~~~Siby~~~~Chandrasekhar~~~~Dr. Joseph~~~~Franklin~~~~Ajil~~~~Keerthi~~~~Matilda~~~~Dr. Shyjee~~~~Raji~~~~Alswarya~~~~Athulya~~~~Geetha~~~~Aparna~~~~Steja~~~~Jose P Jose~~~~Chandrasekhar~~~~Do Lahu~~

## Minutes of the meeting

Prof. Rajan TK, NAAC coordinator mentioned about the revised NAAC format 2020.

1.1. Curricular Planning & Implementation (20)

1.2. Academic Flexibility (30)

1.3. Curriculum Enrichment (30)

## 1.4 Feedback System (20)

### Criteria 2 Teaching Learning Evaluation (350)

- 2.1 Student Enrolment and Profile (40)
- 2.2 Catering to student diversity (50)
- 2.3 Teaching Learning Process (50)
- 2.4 Teacher profile & Quality (60)
- 2.5 Evaluation Process & Reforms (30)
- 2.6 Student Performance & Learning Outcome (60)
- 2.7 Student Satisfaction Survey (60)

### Criteria 3 Research Innovation & Extension (110)

- 3.1 Resource Mobilization for Research (15)
- 3.2 Research Publication & Awards (15)
- 3.3 Extension Activities (60)
- 3.4 Collaboration (20)

### Criteria 4 Infrastructure & Learning Resources (100)

- 4.1 Physical Facilities (30)
- 4.2 Library as a learning resource (20)
- 4.3 IT infrastructure (30)
- 4.4 Maintenance of Campus Infrastructure (20)

### Criteria 5. Student Support and Progression (140).

- 5.1 Student Support (50)
- 5.2 Student Progression (30)
- 5.3 Student Participation & Activities (50)
- 5.4 Alumni Engagement (10)

### Criteria 6: Governance, Leadership & Management (100)

### Criteria 7: Institutional Values & Best Practices (100)

## IQAC Meeting

Date: 13.1.2020.

Venue: Conference Hall.

## Agenda

Guidelines given to the audit team.

## Members present

1. ~~Dr.~~ Rev. Dr. Kalu Olikkad
2. Prof. Rajan TK.
3. Ms. Shylaja
4. Dr. Matilda
5. Ms. Keerthi Ms.
6. Mr. Praveen.
7. Mr. Chandrashekhara
8. Dr. Shyjee P.V.

~~Dr. Kalu Olikkad~~  
~~Prof. Rajan TK.~~  
 Smi  
 Matilda  
 Keerthi

Praveen  
 Chandrashekhara  
 Shyjee

## Minutes of the Meeting.

- ⇒ Each Criteria Head were included in the audit team.
- ⇒ It was decided to visit each department after the regular class hours.
- ⇒ The date of visit will be informed after Science Congress.

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