



yuva[®]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

2020-21

WEBINAR ON QUALITY IMPROVEMENT PROGRAMME FOR NAAC

The IQAC and Department of Commerce conducted webinars for Yuva Kshetra faculties (Teaching and Non Teaching staff). The webinars on 'Quality Improvement - Accreditation Process for Higher Education Institution' were conducted on 29th, 30th of June²⁰²⁰ and 1st of July²⁰²⁰. Dr. A.V. Vijayasankar Ph.D, Associate Professor & Head, Department of Sciences and Humanities, Christ-Deemed to be University, Bangalore, Karnataka was the resource person for the live webinar sessions. Topics on Curricular Aspects and Teaching - Learning and Evaluation were also handled by the resource person.

The IQAC and PG Department of Commerce organised webinar for Yuva Kshetra faculties on the theme 'Accreditation Process for Higher Education Institution - Research, Innovations and Extensions' on 08th July 2020. The resource person for the webinar was Dr. K. Veerakumar, Head - Business Administration, NGM College, Pollachi.

Revised format for NAAC the due date
of submission of templates will be
10/05/2023

Date:

Venue/Mode:
Online, Webex

Agendas:

- ⇒ Updation of templates
- ⇒ Students Satisfaction Survey
- ⇒ Temporary preparation of SSR.

Members Present:

- Prof. Rajan I.K
- Dr. Ramachandran
- Mr. Chandrasekhar
- Mr. Franklin
- Mr. Ajil Antony
- Ms. Keerthi M.S
- Ms. Raji N
- Dr. Matilda Danny
- Ms. Meena Jose Kombar
- Mr. Jibin Jose P
- Mr. Vinod R
- Ms. Geetha Ravendran
- Ms. Shailaja Menon
- Mr. Jith George
- Ms. Shilpa Sreekumar
- Ms. Thulasi V.V

- ~~Mr. Rohith~~
- ~~2~~
- A. Praveen
- ~~Ok~~
- Kunio
- ~~Matilda~~
- ~~Matilda~~
- ~~Jibin~~
- MR Vaad
- ~~h~~
- ~~h~~
- ~~h~~
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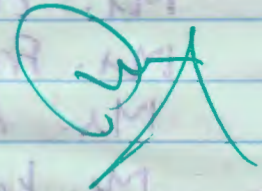
Minutes of the Meeting:

⇒ IQAC Coordinator, Prof. Rajan I.K, briefed on the updation of templates as per

revised format for NAAC. The due date of submission of data in updated templates for the departments will be July 15th.

⇒ IQAC Coordinator instructed the Criteria Coordinators to submit the temporary SSR on July 31st. The Criteria Coordinators are asked to form a committee of members and submit the details of members to IQAC Coordinator by tomorrow itself.

⇒ Departments must complete the Student Satisfaction Survey before July 27th.



Principal
Yuva kshetra
Institute of Management Studies
Ezhakkad (PO), Mundur, Palakkad (Dt.)
Kerala, India, Pin-678 631

IQAC Meeting

Date : 23rd July, 2020

Venue : Google Meet

Agenda:

⇒ Preparation of SSR.

Members Present:

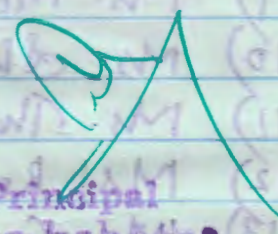
- 1) Prof. Rajan K.
- 2) Dr. Ramachandran Chandrasekhar
- 3) Mr. Chandrasekhar Ramachandran
- 4) Mr. Franklin
- 5) Ms. Keerthi M.S
- 6) Ms. Raji. N
- 7) Dr. Matilda Danny
- 8) Ms. Shailaja Menon
- 9) Ms. Meena Jose Kumbam
- 10) Ms. Shilpa Sreekumar
- 11) Ms. Thulasi V.V
- 12) Mr. Rohith
- 13) Ms. Grace Aganice
- 14) Mr. Mahesh
- 15) Ms. Prajitha
- 16) Ms. Aiswarya A.B
- 17) Ms. Divya. N.K.
- 18) Ms. Greshma
- 19) Mr. Manoj
- 20) Mr. Praveen

- 21) Mr. Sangeeth M. Sivadasi
- 22) Ms. Reshmya
- 23) Ms. Amritha
- 24) Ms. Sanyathi
- 25) Mr. Sajesh
- 26) Mr. Jobin Jay
- 27) Ms. Ashima Bhalethan
- 28) Ms. Ranuya R

Minutes of the Meeting

⇒ Prof. Rajan G.K, IQAC coordinator instructed the Criteria Coordinators to prepare the SSR Consolidation data on QNM and submit the data on or before 27th Monday 3 P.M.

⇒ IQAC Coordinator detailed on the SSR preparation of various criteria.


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Kerala, India, Pin-675 932

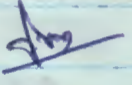
IQAC Meeting

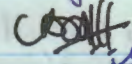
Date: 29th July, 2020

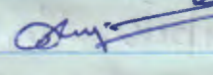
Venue: III BA English

- Agenda:
- 1) NAAC Awareness Programme
 - ⇒ 2) Consolidation of QNM
 - ⇒ 3) Timetable Committee and formation of other committees and cells.

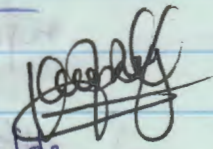
Members Present:

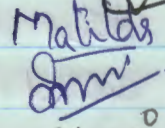
Rev. Dr. Mathew George Vazhayil 

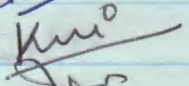
Rev. Dr. Lelu Olikkal 


Prof. Rajan. TK 

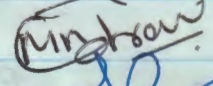
Ms. Meena Jose kumban


Dr. Matilda Danny 

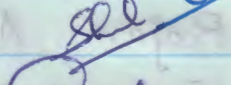
Ms. Shylaja Menon 

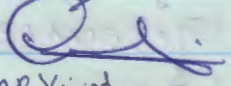
Ms. Karthi M.S 

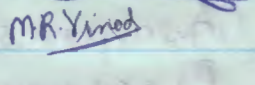
Mr. Chandrasekhar 

Dr. Ramachandran 

Mr. Jose. P. Jose 

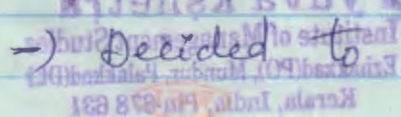
Ms. Shilpa Sreekumar 

Mr. JITH GEORGE 

Mr. MR. VINOD 

Minutes of the Meeting:

⇒ Made discussions on different committees and cells under IQAC.

⇒ Decided to re-name the existing "Women" 

Harassment Cell as 'Sexual Harassment Cell'

⇒ Decided to change 'Grievance Cell' as 'Student Redressal Cell'.

⇒ Formed 'Feedback Cell' with Ms. Meena Jose Komban, Ms. Shilpa Speekumar and Anju. E, Anilkumar, Prof. ~~Rajan~~ ^{Prof.} Rajan ^{T.K.} as coordinators.

⇒ For timetable Committee, the members are Prof. Rajan T.K, Ms. Meena Jose Komban, Dr. Matilda Danny and Ms. Shylaja Menon.

⇒ Library, Mr. Christo will be added as a member in the 7th criteria.

⇒ The meeting made discussions on the QM criteria consolidation of all criteria, the total marks obtained in each criteria, the areas to improve.

⇒ It has been decided to invite Dr. M.P. Rajan, Advisor, Paramarsh Scheme, ^{Zvimala College, Thrissur,} as the resource person for the NAAC Awareness and Self-Assessment Programme to be held on August 05th, 2020.

IBAC
Core Committee Meeting

Date: 05th August, 2020.

Agenda:

⇒ Suggestions / Recommendations based on different areas to improve.

Members Present:

Dr. M. P. Rajan

Rev. Dr. Mathew George Vazhayil

Dr. Tony Antony

Rev. Dr. Lalu Olikkal

Prof. T. K. Rajan

Minutes of the Meeting:

⇒ The meeting made discussions on the strategies for improvement mainly with reference to Qualitative metrics. Dr. M. P. Rajan, Advisor, Paramarsha Scheme and Resource person, NAAC Awareness and Self-Assessment Programme put forward the suggestions as well as worthy recommendations for Quality Improvement.

IQAC Meeting

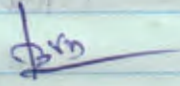
Date: 01st August, 2020.

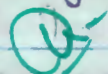
Venue: III B A English

Agenda:

=> Evaluation of the NAAC guidance sessions and planning for future.

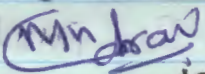
Members Present:

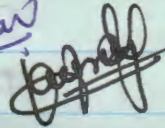
Rev. Dr. Mathew George Vazhayil 


Dr. Tony Antony 

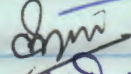
Rev. Dr. Lulu Olikkal

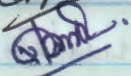
Prof. T.K. Rajan

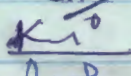
Dr. Ramachandran 

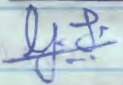
Ms. Meena Jose Kombar 

Dr. Matilda Daeny 

Ms. Shailaja Menon 

Mr. Rohith 

Ms. Keerthi M.S 

Mr. George Jose 

Minutes of the meeting:

-> Made discussions regarding the formation of Sports Committee, Library Council as per University norms.

-> Ms. Keerthi M.S has been given the charge of Criteria 2 and Mr. George Jose

as the 6th Criteria & Coordinator. 6.

⇒ All Criteria coordinators must update the consolidation of files in the IQAC drive - NAA 2020 consolidated.

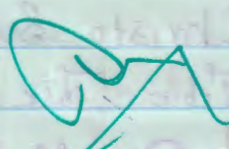
⇒ All the Supporting documents for files must bear the sign and seal of the Head of the Institution.

⇒ Criteria-wise discussion was done.

- The members made suggestions regarding the implementation of more socially committed programmes.

⇒ Annual Report of the College need to be maintained properly.

⇒ Also made discussions on Remedial classes, publication of Journals and usage of library by students and staff.



Principal
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IOAC Meeting

Date: 18.9.2020

Venue: Sofia Theatre.

Time: 10:30 am.

Agenda: - IOAC training programme for staff.

Members Present: -

Prof. Rajan. I. K.

Prof. Rajan

Dr. Matilda Danny

Matilda

Ms. Keesthi

Keesthi

Ms. Vinod

Ms. Vinod

Ms. Sannet

Ms. Grace Aganice

Grace

Ms. M

Mr. Chandrasekar-M

Chandrasekar

Ms. Steeja. I. F

Steeja

Dr. Ramya. J

Ramya

Ms. Meena Jose Komban

Meena

Ms. Reji - N

Reji

Mr. JITH GEORGE

Jith

Mr. Rohith .R

Rohith

Ms. George Jose

George

Mr. Mahesh - M

Mahesh

Anil Kumar. M.S

Anil

Christo Somi

Christo

Jibin Jose P

Jibin

Dr. M. Ramachandran.

M. Ramachandran

Ajil K. Antony

Ajil

Sannet. Thomas

Sannet

Dr. P. M. (Law) O. V. S.

P. M.

Aneesh . CU

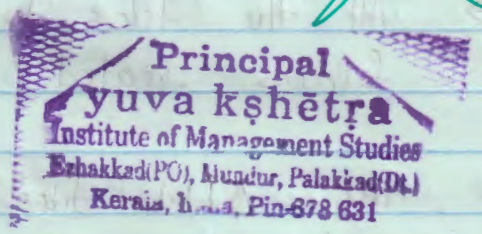
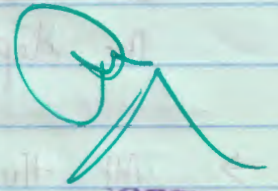
Aneesh

Minutes of the Meeting: -

- Prof. Rajan. T.K, NAAC Coordinator, gave an orientation on Naming the different files to be kept in the department.
- All the files ^{need} to be uploaded in the Department folders created in NAAC ²⁰²⁰ Drive. Drive.
- The OLM files need to be prepared in Bulleted statements.
- Department Academic Calender need to be kept, which has to be based on the College Academic Calender.
- Codes to be framed for each Metric.
- NAAC coordinator gave demonstration on how to create codes and name the Metrics.
- Regarding the Nominal Roll in Criteria 1, it has to be maintained in both Odd and Even Semesters.
- All the files has to be duly signed and sealed by the College Authority. [Principal].
- Proposed the date of submitting/ uploading the OLM files in OLM folder in NAAC Drive ~~on~~ till Thursday, 24th Sep, 2020.
- The Criteria Coordinators were ~~requested~~ ^{directed} to

prepare the file codes for different Metrics

→ The meeting wound-up at 11:45 am.



NAAC Meeting

Date : 25 Sep, 2020

Venue : III BA Eng

Agenda:

=> Webinar series on Revised Accreditation Framework by Vinela College.

=> Formation of 'Campus Beautification Committee'

=> Others, if any.

Members Present:

Rev. Dr. Mathew George Vazhoiyil

Dr. Tony Antony

Rev. Dr. Lulu Olakkal

Prof. T.K. Rajan

Dr. Ramechandran

Mr. Vinod

Mr. Ajil K. Antony

Mr. Jibin Jose-P

Dr. Matilda Danny

Ms. Shylaja Menon

Ms. Meena Jose komban.

(Signature)
Mr. Vinod

(Signature)
Mr. Jibin Jose-P

Minutes of the Meeting:

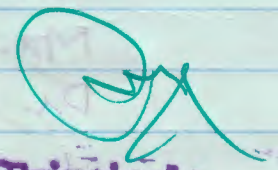
=> Informed the members that the second session of the webinar series on NAAC Revised Accreditation Framework by Vinela College will be held on September 25th at 11:00 a.m.

⇒ Reminded the NAAC criteria coordinators to upload the data in IQAC drive.

⇒ The College is planning to display the vision, mission, top-scorers, rank holders and faculty list of each department. Also, there is a plan to put an LED wall in the CH square.

⇒ The Council framed the 'Campus Beautification Committee' and informed the HODs to select the department in-charges by 27th of this month. The Committee will be coordinating with the students in order to modify the campus corridors with artistic ideas.

⇒ Ms. Meena Jose Komban, the Alumni-in-charge informed the members to nominate an executive member to the college alumni from the alumni of each department.


Principal
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Institute of Management Studies
Ezhakkad(PO), Mundur, Palakkad(DK)
Kerala, India, Pin-678 631

IQAC Meeting

Date: 30th Sep, 2020

Venue: III BA English

Agenda:

- ⇒ Alumni Meeting
- ⇒ Others, if any.

Members Present:

Rev. Dr. Mathew George Vaxlogil

Dr. Tony Antony

Rev. Dr. Laku Olikkal

Dr. Matilda Danny

Ms. Shylaja Menon

Prof. Rajan K.

Dr. Ramachandran

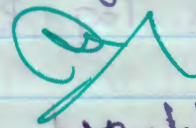
Ms. Meena Jose Komban

Mr. Vinod M-R

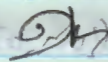
Ms. Jith George

Mr. Jibin Jose-P

Mr. Ajil K. Antony

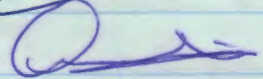


Matilda



Mr. Ramachandran

Mr. Vinod



Mr. Jibin

Minutes of the Meeting:

⇒ Department of Computer Science will be conducting Alumni meeting cum Proficiency Award Ceremony on Sep. 30th at 10 o'clock on virtual platform.

⇒ Department of Mathematics has organised

their alumni meeting on Sep. 30, 2020.

⇒ The alumni meeting of the Dep. of English will be on October 10th, 2020.

⇒ All the documents related to NAAC should have the sign of Principal, both on the first and last page, in order to claim authenticity.

⇒ Only the initial pages are to be scanned while uploading faculty diary, class log, Research publications, books, etc.

⇒ Informed that the coordinators of Criteria 1 and 5 have sent the file format to all the departments.

Principal
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 Institute of Management Studies
 Bahadur (PO), Mundur, Palkhed (TA)
 Varada, India, Pin-478 831

IQAC Meeting


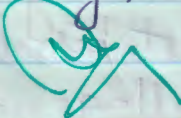
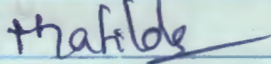


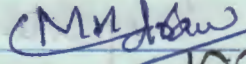
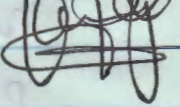
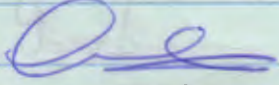
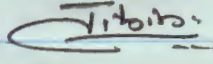
Date: 07th October, 2020

Venue: III BA English

Agenda:

- ⇒ Updates of NAAC work.
- ⇒ Feedback forum.
- ⇒ Others, if any.

Members Present:

- Rev. Dr. Mathew George Vazhayil 
- Dr. Tony Antony 
- Rev. Dr. Kalu Olakkal
- Dr. Matilda Danny 
- Ms. Shylaja Menon 
- Prof. Rajan TK 
- Dr. Ramachandran 
- Ms. Meena Jose Karban 
- Mr. Vinod M.R
- Mr. Jith George 
- Mr. Jibin Jose-P 
- Mr. Ajil. K. Antony

Minutes of the Meeting:

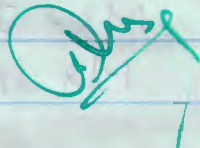
⇒ The meeting has decided that all the criteria coordinators should attend Academic Council for the discussions of NAAC. The in-charges are asked to update the IQAC register and to get it signed by the coordinator.

⇒ Reminded that all the criteria coordinators should know each of the files in their criteria and also should inform the coding procedure to the departments.

⇒ HODs should ensure the progress of the NAAC works in the concerned Departments.

⇒ All the faculties are asked to attend the NAAC webinar on 'Criteria II: Teaching, Learning and Evaluation' on October 10th organised by Vinaya College, Thrissur.

⇒ Departments are informed to record the feedback too along with the programme reports. There must be at least five questions in the feedback form asking how the programme benefitted them academically and personally.


Principal
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Ezhakkad(PO), Mundur, Palakkad(Dt.)
Kerala, India, Pin-628 634

IQAC Meeting

Date: 14th October, 2020

Venue: III BA Engli

Agendas

- Discussion based on Qualitative Data

~~Agendas~~ .. ~~Prof. Rajan T.K.~~

Prayer

Welcome and Introduction - Prof. Rajan T.K, IQAC
Coordinator

GLM Presentation - Ms. Meena Jose Komban

Discussions

Concluding Remarks

Members Present:

Rev. Dr. Mathews George Vazhayil

Dr. Tony Antony

Rev. Dr. Kalyan Olakkal

Prof. Rajan T.K

Ms. Meena Jose Komban

Ms. Sheelaja Menon

Dr. Matilda Dany

Dr. Ramachandran

Ms. Geeta Ravindran

Ms. Rohith

Ms. Keerthi M.S

Ms. Sreeja T.S

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Matilda

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Ms. Ranya
Ms. Shylaja Menon

Mercy Keena Paul

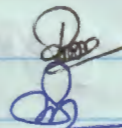
Mr. JITH GEORGE

Jibin Jose P

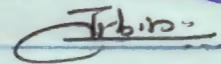
M.R. VINOD

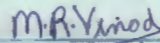
Geeta Ramindran

MS. KEERTHI.M.S

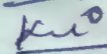











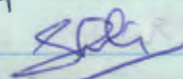


Dr. M. Ramachandran. 

Prof. I.K. Rajan

Ms. Shilpa Sreekumar





Minutes of the Meeting:

⇒ Prof. Rajan I.K, IQAC Coordinator informed that the HODs must ensure that the coding of files has been received or else the Criteria Coordinators need to inform the concerned HOD.

⇒ The meeting discussed on the need to appoint a computer technical assistant for scanning.

⇒ Word file of each Criteria has been sent to Criteria Coordinators.

⇒ Discussion based on QLM was made.

⇒ The Criteria Coordinators are asked to prepare the QLM files and documents for uploading by November 14th.

⇒ Ms. Geta Parindran, Assistant Professor, Department of English will be the In-Charge of Descriptive Committee. The other members of the Committee are as follows:

Mr. Jibin Jose - P, Mr. Franklin A,
Ms. Shilpa Sreekumar

⇒ Ms. Meena Jose Komban, Criteria 1 Coordinator, presented the QLM report on Criteria 1. The meeting made discussion on the presented report.

Suggestions on the report

- 1) Bulleted statements/points can be included.
- 2) Repetitions can be avoided.
- 3) Inclusion of library usage.
- 4) Department planning session can be included.

Principal
Yuva Kshetra
Institute of Management Studies
Ezhikkad(PO), Munder, Palakkad(DK)
Kerala, India. Pin-673 811

IGAC Meeting

Date: 21st October, 2020

Venue: III BA English

Agenda:

- ⇒ updation of files - from the Criteria Coordinators.
- ⇒ Others, if any.

Members Present:

Rev. Dr. Mathew George Vazhoyil

Dr. Tony Antony

Rev. Dr. Lalu Olakkal

Prof. Rajan A-K

Dr. Ramachandran

Dr. Matilda Danny

Ms. Meena Jose. Konibam

Mr. Rohith. R

Ms. Shailaja Menon

Mr. George Jose

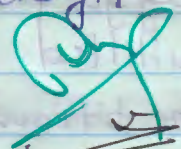
Mary Keena Paul

Tibio Jose P

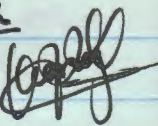
Ajil. K. Antony

Fr. Gemini Akkath

Ms. Shilpa Speckumar


all

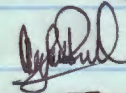
Mr. John
Matilda



John

John

John



Tibio

John

Arkath

John

Minutes of the Meeting:

- ⇒ The Criteria Coordinators presented the updations in their respective criteria files.

⇒ The Criteria heads must make a detailed presentation of ^{SO} regarding the Criteria file updations in the next meeting.

⇒ Mr. George Jose, Head, Criteria VI requested to add/get more members to Criteria VI. As per the request, the meeting had decided to include more members for the same.

⇒ Discussions were made on Best Practices and Institutional Distinctiveness, the files in Criteria 7.

⇒ It has been decided to record Green protocol/campus programmes as Institutional distinctiveness and Snehotsavam and Palative Care as best practices of the college, which come under Criteria 7 of NAAC.

⇒ Departments are asked to upload the NAAC supportive documents in the IQAC drive at the earliest.

⇒ Reminded the HODs and faculty to avoid the unnecessary duplication or repetition of documents while dealing with different NAAC files.

24
IRAC Meeting

Date: 30th October, 2020

Venue: AI BA English

- Agenda:
- => Updates of NAAC file works.
 - => Others, if any.

Members Present:

Dr. Tony Antony

Rev. Dr. Lakshmi

Ms. Meena Jose Kombar

Dr. Matilda Danny

Prof. T.K. Rajan

Dr. Ramachandran

Ms. Keerthi M.S

Mr. George Jose

Ms. Jisha Sankar for Ms. Shylaja Menon

Mr. Rohith R

Mr. Tibio Jose P

Mr. JITH GEORGE

Mr. AJIL K. ANTONY

Ms. Shilpa Sreekumar

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Matilda

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Mr. George

Kui

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Minutes of the Meeting:

- => Updates of NAAC file works has been discussed.

⇒ Dr. Matilda Danny, Coordinator Criteria 3 presented the QLM file consolidation.

⇒ Suggestions and recommendations were made based on the presentation.

Mentioning

⇒ Specific number of participants in the events may be avoided while preparing QLM files.

⇒ Ms. Meena Jose Koomban, Coordinator Criteria 1 requested the Departments to send the details of courses, if any that provide content on Professional Ethics, Gender-based education.

⇒ Discussions were made on implementing courses on Human Values and Professional Ethics for the next year.

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Ezhakkad(PO), Mundur, Palakkad(Dt.)
Kerala, India, Pin-678 631

IQAC Meeting

Date: 04th November, 2020

Venue: III BA English

Agenda:

- ⇒ Updation of NAAC file works
- ⇒ Others, if any.

Members Present:

Rev. Dr. Mathew George Vazhayil

Arv

Dr. Tony Antony

Arv

Rev. Dr. Laku Olikkal

Arv

Prof. T.K. Rajan

Arv

Dr. Ramachandran

Arv

Ms. Meena Jose Kombar

Arv

Ms. Shylaja Menon

Arv

Ms. Keerthi M.S

Arv

Dr. Matilda Danny

Arv

Mr. George Jose

Arv

Mr. ITH GEORGE

Arv

Mr. M.R. V21V0D

Arv

Ms. Shilpa Speekumar

Arv

Minutes of the Meeting:

- ⇒ The meeting had discussions based on the formation of CBSS Committee. One member from each Department as Department Coordinator and a General Coordinator is to be selected.

⇒ General Coordinator for Compulsory Social Service Scheme is to be selected.

⇒ Ms. Shylaja Menon, Coordinator, Criteria 5 presented the consolidation of Qualitative files in Criteria 5. Discussions were held based on the same.

⇒ All Departments must introduce 'Department Grievance Cell' as HOD, 2 staff members and one student representative as members.

⇒ Student Representation Committees and the names of those Committees must be mentioned in the respective QLM file.

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Ezhakkad(PO), Mundur, Palakkad(Dt.)
Kerala, India, Pin-678 631

LRAC Meeting

Date: November 5, 2020

Venue: III BA English

Agenda:

⇒ Meeting of the Criteria Coordinators. to finalise

Members Present:

Rev. Dr. Lulu Olikkal

Prof. T. K. Rajan

Ms. Meena Jose Kambam

Ms. Shailaja Menon

Dr. Ramachandran

Dr. Matilda Danny

Mr. George Jose

Ms. Keerthi M.S

~~Dr.~~

~~Dr.~~

~~Dr.~~

~~Dr.~~

~~Dr.~~

~~Dr.~~

~~Dr.~~

Minutes of the Meeting:

- ⇒ It has been decided to gather and to discuss and finalise the data of the last four academic years. — 2016-17, 2017-18, 2018-19, 2019-2020.
- ⇒ The Criteria Coordinator together with Department criteria coordinators are expected to be present with all the Documents and supportive files in the meeting.

⇒ The criteria coordinators will gather on the following dates: -

- 1) 09th November, 2020 - Criteria 1
- 2) 10th November, 2020 - Criteria 6
- 3) 11th November, 2020 - Criteria 2
- 4) 12th November, 2020 - Criteria 5
- 5) 13th November, 2020 - Criteria 3

⇒ The timing of the gathering is from 1:30 pm till it gets over.



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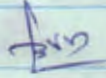
IQAC Meeting

Date: November 11, 2020 Venue: III BA Eng

Agenda:

- ⇒ Updation of the Criteria Coordinators' Meeting
- ⇒ SSR Preparation
- ⇒ Others, if any.

Members Present:

Rev. Dr. Mathew George Vazhayil 

Dr. Tony Antony

Rev. Dr. Lelu Olikkal

Prof. T.K. Rajan

Dr. Rana Chandran

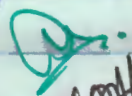
Dr. Matilda Danny

Ms. George Jose

Ms. Shailaja Menon

Ms. Keerthi M.S

Ms. Shilpa Ezekiel


~~Dr. Tony Antony~~
~~Rev. Dr. Lelu Olikkal~~
~~Prof. T.K. Rajan~~
~~Dr. Rana Chandran~~
~~Dr. Matilda Danny~~
~~Ms. George Jose~~
~~Ms. Shailaja Menon~~
~~Ms. Keerthi M.S~~
~~Ms. Shilpa Ezekiel~~

Minutes of the Meeting:

- ⇒ The meeting announced the list of members in CBSS Committee.

Members are as follows:

- 1) Rev. Dr. Lelu Olikkal
- 2) Ms. Jose. P. Jose
- 3) Prof. T.K. Rajan
- 4) All Department Coordinators.

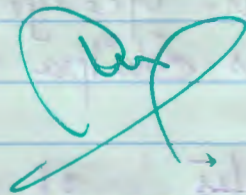
=> Informed that Dr. Ramchandran will be the CSS Coordinator of the College.

Mr. Mahesh, Department of Mathematics
Ms. Anjali and Mr. Manoj
And, all the ~~the~~ class tutors will be the Coordinators other than the Main Coordinator

=> Informed that the Department Criteria Coordinators should attend the respective criteria meetings without fail for the smooth flow of the NAAC Work.

=> Mr. George Jose, Criteria 6 Coordinator, shared the details to be updated by Departments regarding FEP file.

=> HODs are asked to submit the paper presentation details of faculties to receive the voucher from the college office.



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IQAC Meeting

Date: 19th November, 2020 Venue: III BA English

Agenda:

- ⇒ Evaluation of NAAC Criteria Meeting.
- ⇒ Others, if any.

Members Present:

Dr. Tony Antony

Rev. Dr. Laku Olikkal

Prof. A.K. Rajan

Dr. Ramachandran

Ms. Meena Jose Kamban

Dr. Matilda Danny

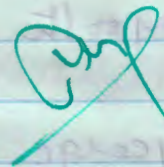
Ms. Shylaja Menon

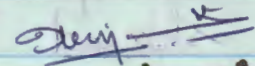
Ms. Keerthi M-S

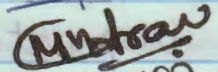
Mr. Rohith R

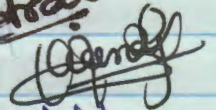
Mr. George Jose

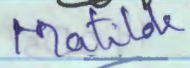
Ms. Shilpa Sreekumar

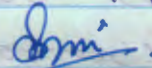
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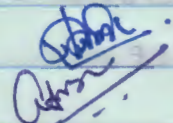


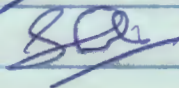


 Matilda

 Dm

 KMS





Minutes of the Meeting:

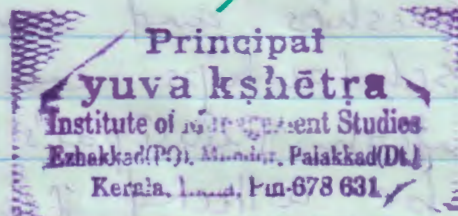
⇒ There will be a meeting of Criteria 3 coordinators on November 20th.

⇒ Regarding Faculty Diary, Principal's signature is to be collected only on the first and last pages for uploading.

- ⇒ As the Academic Calendar is a common one, only one Department has to scan it. All others can upload the same.
- ⇒ It has been informed that the details of ~~freeships~~ and consolidated list of ~~scholarships~~ can be collected from ~~Office~~ with Principal's sanctioned order. can be collected from the college office
- ⇒ Insisted the faculties and students to come up with more number of publications.
- ⇒ The Research Committee is asked to conduct a meeting in the upcoming week.
- ⇒ Reminded that the scanned materials of NAAC should be clear and legible.
- ⇒ Screenshots from the college website can also be attached as evidence in the NAAC file.
- ⇒ Criteria Coordinators updated the data regarding the completion of files.
- ⇒ Ms. Keerthi M.S, Criteria 2 Coordinator, presented the QLM files of 2.2.1 and 2.3.1 and Mr. George Jose, Criteria 6 Coordinator presented the QLM files of 6.1.1 and 6.3.1.

=> The meeting made discussions on the presentation of QLM files of Criteria 2 and 6.

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IQAC Meeting

Date: 27th November, 2020

Venue: III BA English

Agenda:

⇒ Evaluation of NAAC Criteria Meeting

⇒ Others, if any.

Members Present:

Dr. Tomy Antony

Rev. Dr. Lale Olakkal

Prof. T.K. Rajan

Dr. Ramachandran

Dr. Matilda Danny

Ms. Meena Jose Kombar

Ms. Shylaja Menon

Ms. Keerthi M.S

Ms. Shilpa & Jee Kumar

Matilda

Matilda

Keerthi

Keerthi

Minutes of the Meeting:

⇒ The Criteria Coordinators updated the data regarding the completion of files.

⇒ Ms. Keerthi M.S, Criteria 2 Coordinator, presented the QLM files 2.3.2 and 2.5.1 respectively.

⇒ As the Academic Calendar is a common one, only one Department has to scan it. All others can upload the same.

⇒ It has been informed that the details of ~~freeships~~ and consolidated list of ~~scholarships~~ can be collected from Office with Principal's sanctioned order. can be collected from the College office

⇒ Insisted the faculties and students to come up with more number of publications.

⇒ The Research Committee is asked to conduct a meeting in the upcoming week.

⇒ Reminded that the scanned materials of NAAC should be clear and legible.

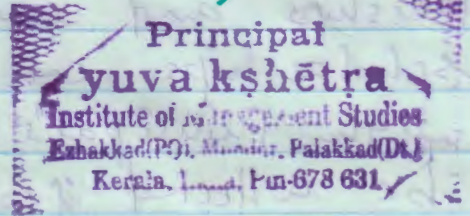
⇒ Screenshots from the college website can also be attached as evidence in the NAAC file.

⇒ Criteria Coordinators updated the data regarding the completion of files.

⇒ Ms. Keerthi M.S, Criteria 2 Coordinator, presented the QLM files of 2.2.1 and 2.3.1 and Mr. George Jose, Criteria 6 Coordinator presented the QLM files of 6.1.1 and 6.3.1.

=> The meeting made discussions on the presentation of QLM files of Criteria 2 and 6.

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IQAC Meeting

Date: 27th November, 2020

Venue: III BA English

Agenda:

⇒ Evaluation of NAAC Criteria Meeting

⇒ Others, if any.

Members Present:

Dr. Tomy Antony

Rev. Dr. Laku Olakkal

Prof. T.K. Rajan

Dr. Ramachandran

Dr. Matilda Danny

Ms. Meena Jose Kombar

Ms. Shylaja Menon

Ms. Keerthi M.S

Ms. Shilpa Jee Kumar

Meena

Matilda

Shylaja

Keerthi

Shilpa

Minutes of the Meetings.

⇒ The Criteria Coordinators updated the data regarding the completion of files.

⇒ Ms. Keerthi M.S, Criteria 2 Coordinator, presented the QLM files 2.3.2 and 2.5.1 respectively.

⇒ The members contributed their suggestions regarding the additions and deletions in the QLM file presentation.

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Kerala, India, Pin-678 631

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IQAC Meeting

Date: 02nd December, 2020

Venue: III BA English

Agenda:

- ⇒ Evaluation of NAAC Criteria Meeting
- ⇒ Others, if any.

Members Present:

Rev. Dr. Mathew George Vachayil

Dr. Tomy Antony

Rev. Dr. Laly Oskkal

Prof. Rajan T.K

Dr. Ramachandran R. *(Mhraw)*

Ms. Meera Jose Kumbaa

Dr. Matilda Dany

Ms. Keerthi M.S

Mr. Manoj

Ms. Shilpa Sreekumar

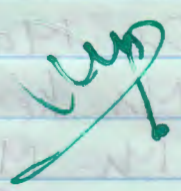
Minutes of the Meeting:

⇒ The Criteria Heads informed that the initial evaluation meeting of all criteria were made.

⇒ IQAC Coordinator, Prof. Rajan T.K suggested that Knowledge Extension Programme can be conducted as the best practice of the college benefitting the neighbouring

community.

- ⇒ College Office will provide the previous and current year Appointment letters to the departments.
- ⇒ Academic year plan documents should be uploaded in Word form, and unnecessary photos should be avoided.
- ⇒ The quantity of MOUs has to be increased.
- ⇒ Ms. Keerthi M.S, Criteria 2 Coordinator presented the feedback of the Criteria 2 Meeting Valuation.


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Kerala, India, Pin-678 631

IQAC Meeting

Date: 9th December, 2020

Venue: III BA English

Agenda:

- ⇒ Evaluation of NAAC Criteria Meeting
- ⇒ Others, if any.

Members Present:

Dr. Tony Antony

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Prof. Rajan K.K

[Signature]

Dr. Ramachandran

[Signature]

Ms. Meena Jose kumbar

Mr. George Jose

Fr. Jimmy Antony Arkattu

Ms. Shylaja Meenon

Ms. Keerthi M.S

Dr. Matilde Danny

Minutes of the Meeting:

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- ⇒ Ms. Keerthi M.S, Criteria 2 Coordinator presented the QLM file of 2.5.2 - Mechanism to deal with examination related grievances is transparent, time bound and efficient

- Finalized the decision that the Department Student Redressal Cell should comprise of HOD, the chief coordinator, one faculty from the department, two faculties from another department and a student representative. They should

keep a Minutes Register and the tenure of the committee will be two years.

→ Departments are asked to prepare the list of mento-mentee before next Academic Council.

Principal
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Institute of Management Studies
Ezhakkad(PO), Mundur, Palakkad(Dt.)
Kerala, India, Pin-678 631

Minutes of the Meeting
of the
Academic Council
held on
the 22nd
of
the
2022-23

Minutes of the Meeting
of the
Academic Council
held on
the 22nd
of
the
2022-23

IOAC Meeting

Date : 28.12.2020

Venue: III BA English

Agenda :

- ⇒ Evaluation of NAAC Criteria Meeting.
- ⇒ others if any.

Members Present :-

Rev. Dr. Mathew George Vazhayil

Dr. Tomy Antony

Prof. Rajan. T.K.

Dr. Malida Danny.

Dr. Ramachandran

Ms. Shylaja Menon.

Mr. George Jose

Ms. Keerthi M-S

Mr. Jith George.

Ms. Meena Jose Kombar.

Mr. Manoj. M

Drp

~~*Drp*~~

Matilda

Mn shra

Jm

Arjun

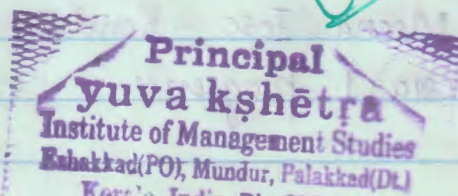
Kui

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→ The Mentor-Mentee ratio can be arranged according to the work load, to stick on with the count. 1:30.

→ to arrange a meeting of all Criteria Coordinators meeting in this week.

Drp



IQAC Meeting.

30.12.2020.

Venue: M BA Eng

Agenda: Progress of NAAC Criteria works.
Others if any.

Members Present:

Prof. Rajan - T. K.
Dr. Ramachandran
Mr. Anil Kumar.
Ms. Keerthi MS
Dr. Matilda Sunny.
Ms. Reshma. V
Ms. Shylaja Menon.
Ms. Meena Jose Kombar.
Ms. V. Grace Aganice.

~~Sunil~~
(Mn) straw
Amal
Ku

Matilda
Reshma
MS

Meena

Grace

Minutes of the meeting:

- Discussions of updation of all criteria were done.
- The Mentor-Mentee ratio can be divided according to the work load.
- Consolidated report to be prepared at the earliest.
- All criteria ^{heads} ~~present~~ updated the progress of their respective criteria.
- Ms. Meena Jose Kombar gave a report of the criteria 1 progress.

- 80% of the works were completed.
- Data updation of Onm files are done except Her Admission numbers.
- Ms. Meena informed that report of all the oncedmjs are ready.
- Regarding the Admission Register maintenance in the respective departments; those who haven't received TC are to be retained in the Adm. Register.
- Pass % to be calculated only with the number of students who appeared for the examinations.
- Ms. Rajan - T.K; asked for a final date; for completing all the criteria files.
- Ms. Keerthi, Criteria 2 coordinator gave a briefing of the status of the work completion; Six files are completed.
- Physical verification of all the files are completed in most of the departments.
- Ms. Anil, ~~member~~ coordinator of Feedback Committee updated his work completion.
- Three more feedbacks to be collected; Employee feedback to be collected from the students who got placed in different Institutions / Companies.

- > Family Evaluation also to be done.
- > ^{Dr} Ms. Mahida Danny, briefed the status of Criteria 3. Corrections are done, photo scanning is done;
- > She informed that valid reasons to be submitted for not completing the work; To split data updation and Documentations.
- > Criteria 7; audit is not yet over.
- > Latest number to be taken soon after the completion of Solar Panel.
- > Also to keep a copy of ^{the reports of} all General events in Criteria 7.
- > Prof. Rajan, insisted to make a new team for Criteria 7; and assign the works.
- > In Criteria 5, only two files are completed.
- > The Criteria members requested for a Technical assistance for each criteria.
- > The meeting wound-up at 2:30 pm.

IQAC Meeting

Date: 06.12.2020

Venue: III BA English

Agenda:

⇒ Updation of Criteria Works

Members Present:

Rev. Dr. Mathew George Vazhayil

Dr. Tony Antony

Rev. Dr. Laker Olikkal

Prof. Rajan K.K

Dr. Ramachandran

Dr. Matilda Danny

Ms. Meera Jose Komberu

Ms. Shylaja Menon

Ms. Keerthi M.S

Mr. George Jose

Mr. Manoj

Ms. Shilpa Speekumar

Minutes of the Meeting:

⇒ Mr. Manoj M, Assistant Professor, Department of Commerce will be the Criteria-in-Charge of Criteria. The other coordinators are as follows:-

1) Ms. Anjana

2) Ms. Reeshma R

3) Ms. Jisha

- 4) Ms. Brilla Balsam
- 5) Ms. Ahima.

⇒ For Website Content updation, Mr. Jibin Joy Assistant Professor, Department of Commerce is the Main Coordinator. The other coordinators are as follows -

- 1) Mr. Sujith P.V
- 2) Ms. Elizabeth Baby
- 3) Ms. Rhea Rejith
- 4) Ms. Reekha. R
- 5) Ms. Ahima

⇒ Ms. Meena Jose Komban, Head, Criteria 1 gave the Statistics updation of Criteria 1 files.

Data Completion - 95%.

Supporting documents - 35%.

⇒ The following dates has been decided for the final submission of Data Completion and supporting documents for all criterias #) ~~the~~ by the Departments.

1) Criteria 1 - January 15th - Review Meeting
January 20th - Final submission
of Datas and Supporting documents

2) Criteria 2 - January 31st - Review Meeting
February 5th - Final submission

3) Criteria 3 - February 15th - Review Meeting
February 19th - Final submission

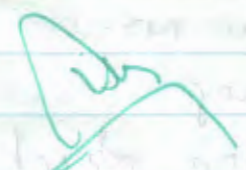
⇒ Criteria 5 - February 25th - Review Meeting
March 1 - Final submission

⇒ Criteria 6 - March 5 - Review Meeting
March 12 - Final submission

⇒ Criteria 7 - March 20th - Review Meeting
March 25th - Final submission.

→ The documents to be prepared and uploaded are of the dates of last four years - 2016-17, 2017-18, 2018-19, 2019-20 and the available documents of 2020-21.

⇒ The Criteria Coordinators should conduct meetings in between and data verification must be done for the updation.



Principal
Yuva kshetra
Institute of Management Studies
Ezhakkad (PO) Munnar, Palakkad (Dist),
Kerala, India. Pin-678 631

IQAC Meeting

Date: 13th January, 2021

Venue: III BA English

Agenda:

- ⇒ Evaluation of NAAC Criteria works.
- ⇒ Others, if any.

Members Present:

Dr. Tony Antony

Riv. Dr. Laly Olikkal

Prof. T.K. Rajan

Dr. Ramachandran

Dr. Matilda Danny

Ms. Meena Jose Kamban

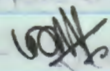
Ms. Shailaja Meeson

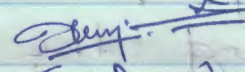
Ms. Keerthi Ms.

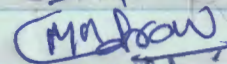
Mr. Manoj

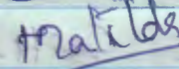
Ms. Shilpa Sreekumar



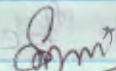



















Minutes of the Meeting:

- ⇒ All the Departments must ensure the completion of Criteria works, including uploading within the given date.
- ⇒ HODs must monitor the NAAC works in respective departments.
- ⇒ It has been decided to include HODs in the meeting of Criteria coordinators.

⇒ Department Criteria Coordinators must ensure that they attend the meetings organising by Criteria Coordinators without fail.

⇒ Discussions were made on collecting Alumni Feedback, Staff Evaluation Feedback, Employer Feedback and Curriculum Feedback.

⇒ Number of responses related to Feedback form need to be increased.

⇒ IQAC will conduct the Student Satisfaction Survey, for which, the form is already set.

⇒ IQAC Coordinator reminded the members that action should be taken after analysing the feedback of students.

⇒ HODs are asked to submit the list of add-on courses conducted in the academic year 2017-18. for the approval by the Curriculum Committee.

⇒ HODs must remind the faculties to fill the Curriculum Feedback for Faculties at the earliest.

IQAC Meeting

Date: 20th January, 2021

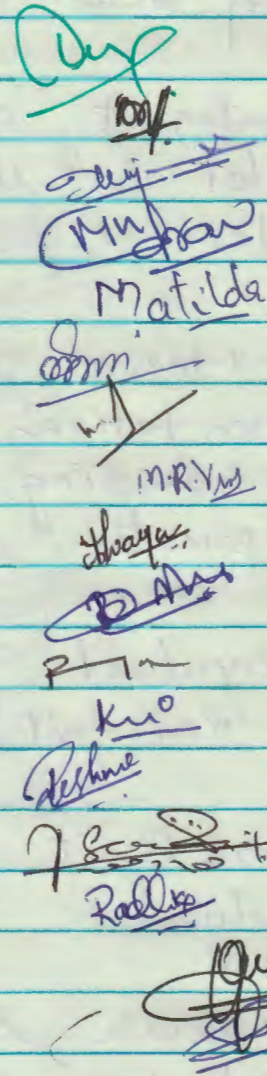
Venue: III BA English

Agenda:

- ⇒ Presentations and evaluation of Criteria 1.
- ⇒ Others, if any.

Members Present:

Dr. Tomy Antony
Rev. Dr. Laku Olikkal
Prof. Rajan T.K
Dr. Ramachandran
Dr. Matilda Daany
Ms. Shylaja Menon
Mr. Manoj. M
Mr. Vinod
Ms. Aiswarya. S
Ms. Dheepthi
Ms. Remya. J
Ms. Kreedthi M.S
Ms. Reshna. U
Mr. Sannet Thomas
Ms. Radhika V.S
Ms. Meera Jose Kumban
Ms. Shilpa Sreekumar


Prof.
Manoj
Matilda
Reshna
M.R.V.S
Shylaja
Dheepthi
Remya
Kreedthi
Reshna
Sannet Thomas
Radhika
Meera Jose
Shilpa Sreekumar

Minutes of the Meeting:

- ⇒ Prof. Rajan T.K, IQAC Coordinator gave an introduction for the evaluation session of

Criterion I and the key Indication Factors in Criterion I

- ⇒ Departments are asked to analyse the feedback and to prepare reports which come under file 1.4.2.
- ⇒ For 1.2.2, upload the first three pages of class log book with Principal's signature and seal.
- ⇒ Department of Psychology has improved a lot in the updation of Criteria I files.
- ⇒ Ms. Meera Jose kumban made a detailed presentation on the evaluation of Criteria I, including common suggestions in the preparation and uploading of files.
- ⇒ Individual Certified Copies of Projects of 2020-21 need to be scanned and sealed.
- ⇒ Time limit has to be given for Feedback Analysis.
- ⇒ Proforma regarding the enrolment of students can be prepared.
- ⇒ All Departments must complete the uploading of Criteria I files before 23rd January, 2021.

Principal



IQAC Meeting

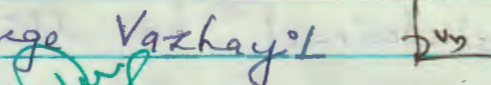
Date: 28th January, 2021

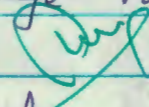
Venue: III BA English


Agenda:

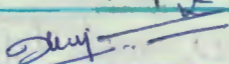
- ⇒ Criteria I Evaluation.
- ⇒ Others, if any.

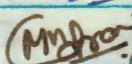
Members Present:

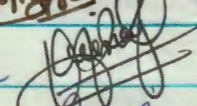
Rev. Dr. Mathew George Vazhayil 

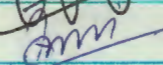
Dr. Tony Antony 

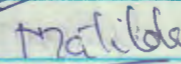
Rev. Dr. Kaly Olikkal 


Prof. Rajan R.K. 

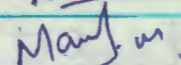
Dr. Ramachandran 

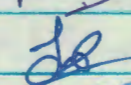
Ms. Meena Jose Komban 

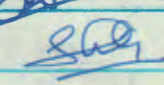
Ms. Shylaja Menon 

Dr. Matilda Darcy 

Ms. Keerthi M.S. 

Mr. Manoj. M. 

Mr. Jose. P. Jose 

Ms. Shilpa Sreekumar 

Minutes of the Meeting:

⇒ Ms. Meena Jose Komban, Head, Criteria I presented the Evaluation Report of Criteria I files.

⇒ Appreciated all Departments for the sincere and hard efforts they have taken towards

the completion of Criteria 1 file.

⇒ Department of Management, Physics, Commerce, Computer Science, and Mathematics has completed Criteria 1.

⇒ Department of Hotel Management has to maintain the available documents with regard to Internship of students.

⇒ Common Format of Workload can be maintained by the Departments.

⇒ The Departments are requested to submit the copies of Master Time Table, Department Time Table and Faculty Time Table to the Office.

⇒ Made discussions based on the maintenance of Admission Register, Admitted list and Enrolled list of students.

⇒ IQAC Coordinator, Prof. Rajan R.K, appreciated Criteria 1 Coordinator, Ms. Meena Jose Kombar HODs and faculties of all Departments for the time-bound completion of Criteria 1 files and made an evaluation of the same.

⇒ The Review Meeting of Criteria 2 will be on January 29th, 2021 and Final Meeting will be on February 5th, 2021.

IQAC Meeting

Date: 05th February, 2021

Venue: III BA English

Agenda:

=> Evaluation of Criteria 2

Members Present:

Rev. Dr. Laksh. Olakkal

Prof. Rajan G.K

Ms. V. Grace Aganie

Ms. Anjana K.V

Ms. Ariswarya A.B

Ms. Shylaja Menon

Ms. Jisha Shankar

Ms. Mercy Keena Paul

Ms. Steeja I.F

Dr. Jisha P.R

TITH GEORGE

Mahesh.M

Tibin Jose P

Dileep K

M.R.VINOD

Meena Jose Komban

Tibin Joy

Sangeetha M Srinivas

Ms. KEERTHI. M.S

Ms. Shilpa Sreekanan

Minutes of the Meeting:

- ⇒ Ms. Keerthi M.S, Criteria 2 Coordinator, gave a detailed presentation of the files.
- ⇒ Prof. Rajan R.K, QAC Coordinator, briefed on the preparation of consolidated data by the Criteria Head.
- ⇒ Verification of data must be done with regard to File 2.6.3 - No. of students Appeared/Passed.
- ⇒ Data-template with regard to number of courses offered across 5 years has been sent to the Department mails. HODs are requested to do the needful. List of Courses offered/year the course offered has to be furnished.
- ⇒ Reservation order of SC/ST/OBC reservation categories has to be collected from office.
- ⇒ ICT Tools using by the Departments has to be uploaded in the website.
- ⇒ Consolidated list of Mentor-Mentee is to be prepared.
- ⇒ Proceedings of the allotment of mentors

is to be prepared ^{by the office} and ^{get} sanctioned by the Head of the Institution.

⇒ Proceedings of the allotment of full time teachers ^{every year} as order is to be sanctioned by the Head of the Institution.

⇒ Details of Ph-D faculties is to be kept.

⇒ All Programme Outcomes should be uploaded in the college website.

⇒ Order of Controller of Examinations issued with regard to the Pass Percentage of students is mandatory.

⇒ Result sheets of students published by the University has to be filed.

⇒ Extended data template of all files must be accurate and perfect.

Principal
yuva kshetra
Institute of Management Studies
Ezhakkad(PO), Mundur, Palakkad(Dt.)
Kerala, India, Pin-678 631

IQAC Meeting

Date - 15 - Feb - 2021

Venue : III BA Eng

Agenda :

⇒ Updation of NAAC Criteria works.

Members present:

Rev. Dr. Mathew George Vazhayil

Dr. Tommy Antony

Rev. Dr. Lalu Olikkal

Dr. Rammachandran

Ms. Meena Jose Komban

Ms. Shylaja Menon

Dr. Matilda Danny

Ms. Keerthi MS

Mr. Manoj M

Mr. Jose P Jose

Ms. Radhika V.S (For Prof. T.K. Rajan)

A collection of handwritten signatures in various colors (green, black, blue, purple) corresponding to the names listed on the left. Some signatures are circled or underlined.

Minutes of the Meeting:

⇒ The meeting made a discussion on the updation of NAAC Criteria works.

⇒ Career Guidance Cell, YIMS, will organise a live webinar session for 12 students on 27th February, 2021, Saturday from 9:30 a.m to 1:00 p.m.

⇒ Review meeting of Criteria 3 will be held today. and the final meeting of the same is on February 28th.

LRAC Meeting

Date: 19th Feb, 2021

Venue: III BA Eng

Agenda:

=> Presentation of Criteria 3 files - Final Meeting

Members Present:

Prof. Rajan T.K	Alex
Elizabeth Babu	Elizabeth
Thulasi.v.v	Thulasi
Jisha Sankar	Jisha
Sradhi. N	Sradhi
Sreeja. T.S	Sreeja
Tisha Vijay	Tisha
Greeshma. P	Greeshma
Aiswarya. A.B	Aiswarya
Dr. Jayesh. V	Jayesh
Tibio Jose P	Tibio
Praveen. S	Praveen
Aneesh. CU	Aneesh
MR. VINOD	MR. Vinod
Athul Joseph	Athul
ASHIRA. P.V	Ashira
Dr. Matilda Danny	Matilda
Ms. Shilpa Sreekumar	Shilpa

Minutes of the Meeting:

=> Dr. Matilda Danny, Criteria 3 Coordinator, presented

the evaluation report of Criteria 3 of the Departments.

⇒ If MOU is to be signed, at least one programme is to be conducted by the common departments.

⇒ Criteria Coordinator updated on the status of Criteria 3 files.

⇒ Prof. Rajan P.K., IQAC Coordinator, appreciated the Departments for the effort they rendered towards the completion of Criteria 3 files.

⇒ IQAC Coordinator detailed on Extension Programmes, UGC recognised journals, Book Publications.

Scanned copies of

⇒ Cover Page, Content Name, First Page of Book Publications should be maintained in the college website.

⇒ It has been informed that the Data Sheet regarding the details of 2020-21 has been sent to the Departments.

⇒ Criteria Committee has to take initiative for the consolidation works.

IQAC Meeting

Date: 24-Feb-2021

Venue: II BA Eng.

Agenda

- 1) Changes in the dates of NAAC Criteria evaluation work.
- 2) Consolidation of Criteria data.

Members present:

Rev. Dr. Lalu Olikkal

Prof. T.K. Rajam

Dr. M. Ramachandram

Mr. Vinod Ms. Shylaja Menon

Mr. Manoj

Mr. George


Mr. Jith George

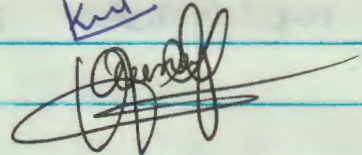
Mr. Ajit K Antony

Dr. Matilda Danny

Ms. Keerthi MS

Ms. Meena Jose Kambam


~~Mr. Manoj~~
Mr. Manoj

Matilda
Kui


Minutes of the Meeting.

⇒ The meeting announced the changes in the dates of NAAC criteria evaluation meetings. The changed dates for the Criteria are as follows:

Criteria 5: Review Meeting - February 26, 2021.

Final Meeting - March 31, 2021.

Criteria 7 - Review Meeting - 5th March, 2021
Final Meeting - 12th March, 2021

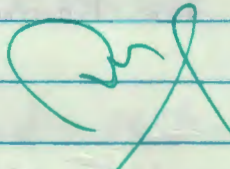
Criteria 6 - Review Meeting - 19th March, 2021
Final Meeting - 25th March, 2021.

=> Informed that ~~the~~^{the} the criteria coordinators of 1, 2 and 3 to consolidate the data.

=> Discussions were made on arranging an external evaluation/audit of Criterion I.

=> Intimated that ~~the~~^{the} the departments shall sign MoU with atleast three or four colleges.

=> Informed that the Women Cell of Department of Computer Science has decided to organize a webinar on 'Sensitizing the Students on Gender Issues' on February 26, 2021.


Principal
yuva kshētra
Institute of Management Studies
Ezhakkad(PO), Pa: Kad(Dt),
Kerala, India. Ph: 678 631

IQAC Meeting

Date: 03rd March, 2021

Venue: III BA English

Agenda:

⇒ Updation of Criteria Consolidation works

Members Present:

Rev. Dr. Mathew George Vazhayil

Dr. Tony Antony

Rev. Dr. Lale Olikkal

Prof. Rajan T.K

Dr. Ramachandran

~~Ms. Meena Jose Kambam~~~~Dr. Bernya J~~

Dr. Matilda Danny

Ms. Meena Jose Kambam

Ms. Shilpa Speekumar

Minutes of the Meeting:

⇒ Prof. Rajan T.K, IQAC Coordinator gave an orientation on the criteria 2 files with extended template.

⇒ Informed that the Departments have entered the data files 2-1-2, Extended Data Template and 2.2 (Data template) incorrectly. The HODs are asked to rectify the errors and enter the correct data before 3:30 p.m. today.

⇒ For the file 2-1-2, data for 'General' has to include Managements Seats and Open Quota.

IQAC Meeting



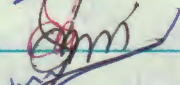






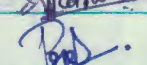
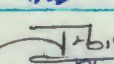
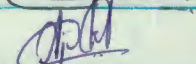
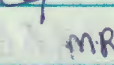


Date : 3 - May - 2021

Venue : III BA Eng.

Agenda :

- Criterion 5 analysis

Members present:

Rev. Dr. Lahu Olikkal	
Prof. T.K. Rajan	
Ms. Shylaja Menon	
Mr. Manoj	
Ms. Raji. N	
Ms. Lintu Raj	
Ms. Vineetha Thomas	
Ms. Sruthi N	
Ms. Indu TK	
Ms. Athira	
Mr. Praveen	
Mr. Jibin Jose P	
Mr. Ajil K Antony	
Mr. Vinod	MR. Vinod
Dr. Joseph Varghese	
Mr. Athul	

Minutes of the Meeting:

⇒ Prof. Rajan T.K, IQAC Coordinator oriented on the criteria 2 files with extended templates

⇒ Informed that the departments have entered

the data of files 2.1.2 and 2.2 (Data Template) incorrectly. The HoDs are asked to rectify the errors and enter the correct data before 3:30 p.m. today.

⇒ For the file 2.1.2, data for 'General' has to include Management seats and Open quota.

⇒ Ms. Shylaja Mnuon, Criteria 5 Coordinator, presented the completion ^{status} of Criteria 5 files of Departments.

⇒ IQAC Coordinator has instructed the Departments that all the corrections should be done by Friday.

⇒ Documents should be uploaded in the correct folder. and the format of the templates shouldn't be changed.

⇒ A Minutes Register for Sexual Harassment Cell of the College is to be maintained.

⇒ The meeting analysed all the Criteria 5 codes.

⇒ Rev. Dr. Lahu Olikkal, Vice Principal deemed up the discussion.

QAC Meeting

Date: 12th March, 2021

Venue: III BA English

Agenda:

⇒ Evaluation of Criteria Works

Members present:

Dr. Tomy Antony

Rev. Dr. Lalu Olakkal

Prof. T. K. Rajan

Dr. Ramachandran

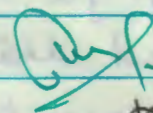
Ms. Meena Jose Kombar

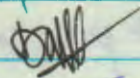
Dr. Matilda Danny

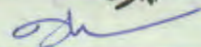
Dr. Ramya J (For Ms. Shylaja Menon)

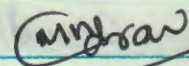
Mr. Manoj

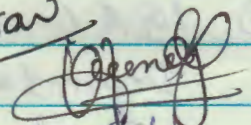
Ms. Keerthi MS

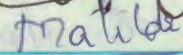


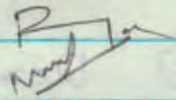


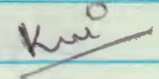












Minutes of the Meeting:

⇒ There will be a meeting of Criteria & Coordinators today at 3:30 p.m.

⇒ Consolidation works of criteria files (QAC) data has been started.

⇒ It has been informed to submit the completion report of Criteria 5 to the Vice Principal.

⇒ Departments are asked to do the consolidation works of data files at the earliest.

IQAC Meeting

Date: 12th March, 2021

Venue: III BA English

Agenda:

- ⇒ Criteria Evaluation and consolidation work
- ⇒ Others, if any.

Members Present:

Dr. Tony Antony

Rev. Dr. Kalu Olkkal

Prof. Rajan R.K.

Ms. Mirna Jose Komban

Dr. Matilda Danny

Mr. Manj. M

Dr. Ramachandran

Ms. Vinetha Thomas (For Ms. Shylaja Menon)

Mr. Athul.

Ms. Keerthi M.S.

Ms. Shilpa Sreekumar

Conf.

Matilda

Matilda

Manj

Vinetha

Keerthi

Shilpa

Minutes of the Meeting:

⇒ The meeting made the discussion on the completion of data files.

⇒ IQAC Coordinator, Prof. Rajan R.K. oriented on the consolidation work of data to be done by Criteria Committee members.

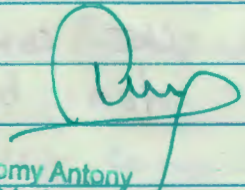
⇒ A meeting can be organised for the

further discussions and approval of QCM files. Criteria Coordinators, Directors, Principal and Vice Principal can ensure their participation in the meeting for the approval of QCM files for uploading.

⇒ It would be better if the Departments can arrange atleast one or two National-level seminars in an academic year.

⇒ IGAC has suggested a 'Green' Audit Workshop' as an initiative programme. and green auditing ~~is~~ to be conducted.

Ezhakkad


Dr. Tomy Antony
Principal
Yuvakshetra Institute
of Management Studies

IQAC Meeting

Date: 17-Mar-21

Venue: II BA Eng

Agenda:

- ⇒ Evaluation of Criteria files.
- ⇒ ~~Criteria~~ Criteria wise meeting.

Members present:

Rev. Dr. Mathew George Vazhayil

Dr. Tomy Antony

Rev. Dr. Lalu Olikkal

Mr. Jose P. Jose

Prof. T. K. Rajan

Dr. Ramachandran

Mr. George Jose

Dr. Matilda Danny

Ms. Meena Jose Komban

Ms. Jisha Sankar (For Ms. Shylaja Menon)

Minutes of the Meeting:

⇒ Prof. T.K. Rajan, IQAC Coordinator informed that the mentors of all classes must ensure the filling of Student Satisfactoriness Survey form by all the students.

⇒ Departments should update the data templates and the consolidation sheets.

⇒ Perfection and accuracy is needed for the data templates and supporting documents.

- ⇒ The Departments are asked to verify and update the data regarding the list of courses offered in Criteria 1.
- ⇒ Criteria Committees must check the accuracy of data uploaded.
- ⇒ Regarding the Faculty list, the Departments are asked to consider the names of faculties who completed the ^{current} academic year.
- ⇒ The details regarding Language faculties has to be included in the files maintained by Department of English.
- ⇒ After rectifying the intimated errors, the HODs are asked to inform the Criteria Coordinators.
- ⇒ It has been planned to conduct Criteria wise meeting in order to rectify all the dissimilarities connected with NAAC files. The time will be from 1:30 p.m. to 3:30 p.m. The NAAC Coordinator, NAAC Office Secretary, Superintendent NAAC office secretary, Criteria Coordinators, Department Criteria Coordinators are expected. The first meeting will be that of Criteria 1-
- ⇒ Green auditing is going on in the campus.

IQAC MEETING

Date: 26-Mar-2021

Venue: III BN Eng.

Agenda:

⇒ Evaluation on the completion of

Members present:

Rev. Dr. Mathew George Vazhayil

Dr. Tomy Antony

Rev. Dr. Lalin Olikkal

Prof. T.K. Rajam

Dr. Ramachandran

Mr. Manoj

Mr. George Jose

Ms. Shylaja Menon

Ms. Meena Jose Komban

Ms. Aiswarya (For Dr. Matilda Danny)

Ms. Keerthi MS

Dr. Matilda Danny

Minutes of the Meeting:

⇒ The meeting made discussions regarding the calculation of workload.

⇒ It has been informed that IQAC will share a google sheet for filling workload.

⇒ It has been informed that all the works related to NAAC must be completed

in the month of April.

⇒ It has been informed that the QLM files of criteria should be uploaded to the created folder "CRITERIA".

⇒ Discussions were made on criteria & QLM files.

Principal
yuva kshetra
Institute of Management Studies
Ezhakkad(PO), Munder, Palakkad(Dt.)
Kerala, India, Pin-678 831

IQAC Meeting

Date: 29/3/21

Venue: III B.A English

- Agenda: and Presentation
- ⇒ Evaluation of Criteria 7 files.
 - ⇒ Others, if any.

Members Present:

Rev. Dr. Lakshmi Srikkanth

Ms. Shilpa Sreekrishnan

Prof. Rajan T.K

Ms. Raji - N

Mr. Moore Jose Kombar

Mr. Sankar M Sivadas

Mr. Abdul Joseph

Mr. Arulkumar B

Mr. CHANDRASEKAR.M

Tribin Jose P

MR.V2NOD

Ms. Shylaja Menon

Ms. Anjana B.V

Tisha Vijay

Praveen B

Ms. Elizabeth Babu

Ms. Rhea Rejith

Dr. Madilda Denny

Ms. Keerthi. M

Dr. Brilla Balsam J.

Sreeja TS

CSH

Sreeja

Sreeja

Sreeja

Sreeja

Sreeja

Sreeja

Tribin

MR.Vinod

Anjana

Anjana

Tisha

Praveen

Elizabeth

Rhea

Madilda

Keerthi

Brilla

Sreeja

Minutes of the Meeting:

- ⇒ Criteria members of Criteria & presented the QLM files in the same.
- ⇒ Mr. Manoj M, Criteria Coordinator made a presentation on 'Best Practices'.
- ⇒ Minutes of Career Guidance Cell is to be maintained.
- ⇒ Common Room facility for all grad students is necessary.
- ⇒ A suggestion was there from the IQAC Coordinator that the 'Green Fan Club' and 'Green Guardian Club' can be maintained.
- ⇒ Disposal of E-Waste mechanism is to be implemented.
- ⇒ An awareness programme on E-Waste Management can be organised.
- ⇒ QLM files on Inclusive Environment, sensitization of Rights/Responsibilities of Citizens, National and International Days, Institutional Distinctiveness has been presented by the concerned Criteria & members.
- ⇒ Preamble of the Constitution needs to be

displayed.

⇒ Certificate Course offered by the Department of Commerce on 'Indian Constitution' can be included in the QM file 7-1-9, Sensitization of Rights / Responsibilities of citizens.

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Kerala, India, Pin-678 631

IQAC Meeting

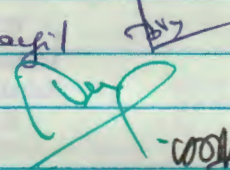
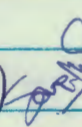
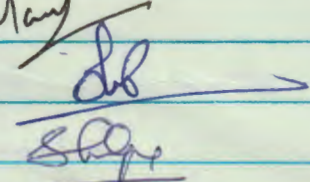
Date: 30th March, 2021

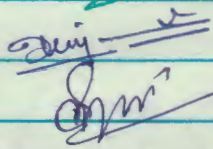
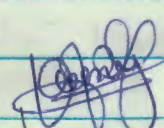
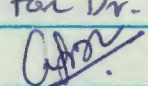
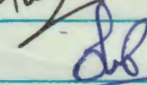
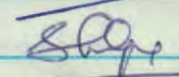
Venue: III BA English

Agenda:

⇒ Updation of Criteria file works and consolidation.

Members Present:

Rev. Dr. Mathew George Vazhayil 
 Dr. Tomy Antony
 Rev. Dr. Laly Olikkal
 Prof. Rajan T.K.
 Ms. Shylaja Menon
 Ms. Meena Jose Komban
 Dr. Matilda Danny
 Ms. Keerthi M.S.
 Mr. Sarguthi M. Sivadass (For Dr. Ramechandran) 
 Mr. George Jose
 Mr. Manoj. M.
 Mr. Jose P. Jose
 Ms. Shilpa Sreekumar 



 Matilda
 Kuri

 Manoj



Minutes of the Meeting:

⇒ All the file works related to NAAC has to be completed before May 15th, 2021.

→ It has been decided to form a committee

for Open Course. The following are the members:

Principal

Vice Principal

Coordinator - Mr. Jose. P. Jose, Superintendent

Members:

Mr. Sangeeth. M. Sivadas (Geography)

Mr. Anil Kumar (Computer Science).

- ⇒ Except Criteria 6, all the consolidation works from Criteria 1-7 is almost complete.
- ⇒ It has been decided to form a Core Criteria Committee for the consolidation of supporting documents.
- ⇒ Core group members has to work on a daily basis.
- ⇒ Consolidation work of supporting documents is to be done from April 19th, 2021. till completion.
- ⇒ IQAC has suggested an initiative programme on Training on 'File Management' for the non-teaching staff.
- ⇒ Affiliation order from the University of Calicut need to be collected from the Office.
- ⇒ A Minutes Register for Alumni is to be maintained.

~~Criteria~~
 ⇒ The Coordinators are asked to submit
 the names of Criteria Cell Committee
 members by tomorrow ^(31/03/21) itself.

⇒ It has been decided to organise the
 Alumni Meeting on April 17th, 2021.

Principal
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 Institute of Management Studies
 Ezhakkad (PO), Mundur, Palakkad (Dt.)
 Kerala, India. Phone: 978 631

IQAC Meeting

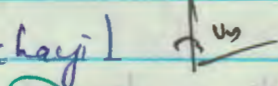
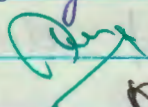
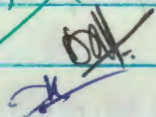
Date: 19th April, 2021

Venue: Symphony Auditorium

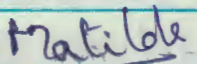
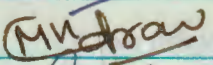
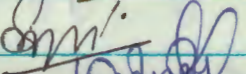
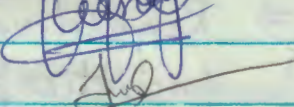
Agenda:

- ⇒ Presentation of NAAC works done by Departments
- ⇒ Presentation of consolidation of supporting documents


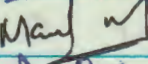

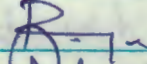

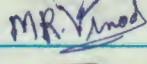
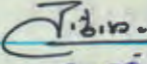

Members Present:

Rev. Dr. Mathew George Varghese Dr. Tomy Antony Rev. Dr. Kaly Olikkal 

Prof. Rajan K.K.

Dr. Matilda Danay Dr. Ramachandran Ms. Shailaja Menon Mr. Meeza Jose Kombar 

Mr. Jose. P. Jose

Ms. Keerthi M.S. Ms. Manoj Mr. Athal Dr. Ranjya-J Ms. Anju.E MR. VINOD Jibin Jose P Ms. Shilpa Sreekumar 

Minutes of the Meeting:

- ⇒ A detailed presentation regarding the

consolidation of supporting documents was done by Prof. Rajan R.K, IQAC Coordinator.

⇒ Proper consolidation of supporting documents has to be done by Criteria Committee members.

⇒ QLM files is to be finalised and uploaded in Criteria folder after making it error-free.

⇒ Uniformity of supporting document is to be ensured.

⇒ Letterpad is required for all documents.

⇒ Discussions were made on sanctioned strength, Add on Programmes, Student Satisfaction Survey.

⇒ Regarding the appointment of Part-Time faculties, Appointment letter approved by the sanctioning Authority is to be done by the College Office.

⇒ It has been informed by the IQAC Coordinator to prepare and maintain 2 files which are less than 5 MB to upload in the NAAC website and more than 5 MB to upload in the college website and to provide link.

⇒ Criteria coordinators are asked to see the

NAAC Video Portal for updation.

- ⇒ It has been instructed to complete the consolidation of supporting documents of all criteria before May 15th, 2021.
- ⇒ Class mentors are asked to make students aware about the questionnaire in Student Satisfaction Survey.
- ⇒ The rooms allocated for the consolidation works of various criteria are as follows:-
- 1) Criteria 1 - Computer Science Lab
 - 2) Criteria 2 - CS Lab No. 3.
 - 3) Criteria 5 and 6 - Language Lab.
 - 4) Criteria 7 - Library.
 - 5) Criteria 4 - Any of the rooms in CH block/ Department of Geography.
- ⇒ Rev. Dr. Laly Olikkal, Vice Principal, summed up the meeting.
- ⇒ First phase of Consolidation Evaluation will be on 27th April, 2021 and the final evaluation will be on 30th April, 2021.
- ⇒ Dr. Remya-J, Assistant ~~Coordinator~~^{see} Professor, Department of Management will be the Criteria Head of Criteria 6.