YUVAKSHETRA INSTITUTE OF MANAGEMENT STUDIES

IQAC MEETING REPORT

DATE: 15/6/2023   **TIME: 2.30 pm.**   **VENUE: IQAC ROOM**

AGENDA: 1. IQAC Initiatives for 2023-2024 Academic year.

2. Quality Assurance Initiatives of the institution

3. E content development

4. Skill Development Activities

5. Best Practices

6.   MOU

7. SWOC

Meeting Proceedings:

1. **IQAC Initiatives for 2023-2024 Academic year.**
   The meeting commenced with a discussion on the IQAC initiatives for the upcoming 2023-2024 Academic Year. The following initiatives were agreed upon:

1.1 Gender Audit
   It was decided that a Gender Audit should be conducted in order to assess the institution's inclusivity and identify any gender-related disparities. The findings and recommendations will be shared with the institution's administration to promote gender equality and inclusivity. The Gender Audit Committee will be formed with representatives from various departments.

1.2 Community College
   The establishment of a community college was proposed and deemed necessary to provide skill-based vocational training to the local community. The IQAC will take the lead in initiating this project. Departments were instructed to submit proposals to the Vice Principal on or before June 30th. These proposals should include details about the courses to be offered, infrastructure requirement.

2. Quality Assurance Initiatives of the institution.

2.1 MOUs between Institutions

It was decided that Memorandums of Understanding (MOUs) should be established between the institution and other relevant institutions. The IQAC will coordinate the process of establishing MOUs and ensure effective communication between the institutions.

2.2 ISO Certification Initiative

The institution will embark on an ISO certification initiative to enhance its quality assurance practices. The necessary steps, including conducting an internal audit, identifying areas for improvement, and implementing quality management systems, will be undertaken. The ISO certification will demonstrate the institution's commitment to quality and continuous improvement.

3.1 Faculty E-Content Upload

It was decided that every faculty member is required to develop e-content related to their respective subjects and upload it to the college website. Faculty members should ensure that the e-content is relevant, well-organized, and easily accessible to students.

3.2 Monthly E-Content Review

The Department Secretaries will be responsible for checking the e-content developed by each faculty member. The department secretaries should compile a monthly report of the e-content developed by faculty members and submit it to the Vice Principal (VP) for review.

4. Skill Development Activities

4.1 To accommodate the skill development programs, it was decided to deduct 10 minutes from the 4th and 5th hours of the daily schedule. The revised schedule will allow for skill development activities, add-on programs, and remedial coaching. The programs will be conducted until 4:00 PM.

4.2 Departments were directed to submit proposals to the Vice Principal (VP) outlining their plans for utilizing the tutorial hour effectively. The proposals should detail the specific skill development initiatives, add-on programs, or remedial coaching activities that will be conducted during the tutorial hour. The deadline for submission of proposals to the VP was set as 1st July 2023.

4.3 IQAC Advisor suggested introducing photography club.

5. Best Practices

5.1 It was agreed to continue 'Snehotsavam' and 'Snehaveedu' as Best Practices that both initiatives have been successful in fostering a sense of community and promoting social commitment. Therefore, it was decided to continue implementing 'Snehotsavam' and 'Snehaveedu' in the upcoming academic year as well.

5.2 It was agreed that efforts should be made to enhance the digital infrastructure and promote digitalization across various aspects of campus operations. The meeting addressed the need to improve the existing K-Soft software system used by the institution.

5.3 The Hotel Management Department will facilitate the preparation of various milk products by the students and made available to the nearby society. This initiative will provide them with practical learning experiences and skill development opportunities. If it proves to a success will be considered as our best practice.

6. MOU

6.1 Recognizing the significance of quality assurance and alignment with institutional goals, it was agreed that all MOUs should be drafted in consultation with the IQAC.

6.2 The IQAC will actively participate in the drafting process of MOUS. The concerned departments will engage with the IQAC to discuss the objectives, scope, expected outcomes and potential impact of the proposed collaboration. A screening committee will be formed including the IQAC Coordinator Ms. Shylaja Menon as the convener, IQAC member Ms. Keerthi M S and IQAC Secretary Ms. V Grace Aganice as co-members.

7. SWOC

7.1 SWOC analysis must be done at the earliest in consultation with the Descriptive Committee members.

IQAC Coordinator	Vice Principal	Principal	Director