



yuvakshētra®

Institute of Management Studies (YIMS)

(Affiliated to the University of Calicut)

Ezhakkad - Mundur, Palakkad - 678 631, Kerala, India ✉ yims@yuvakshetra.org / yuvakshetra@gmail.com

IQAC Meeting

ACADEMIC YEAR 2020-2021

Date: 26.03.2021.

Venue: III B A English

Agenda:

- Evaluation on the completion of 7 files
- New cafeteria construction

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 6 QLM files.
- IQAC suggested for an improved cafeteria for the staff and students.



IQAC COORDINATOR

Coordinator (IQAC)
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IQAC Meeting

Academic Year: 2020-21

Date: 30th March, 2021


Venue: 3rd BA English

Agenda:

- Proposal for zoom Applications purchase
- Updating of criteria file works and consolidation
- Proposal for old library to AV room

Minutes of the Meeting:

- IQAC suggested for the purchase of Zoom for Seamless online class.
- 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 Josen 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 19th April ,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 registered for the Alumni is to be maintained
- The Criteria Coordinators are asked to submit the names of Criteria Core Committee members by tomorrow (31/03/21) itself
- It has been decided to organise the Alumni Meeting on April 17th, 2021.
- IQAC suggested for new AV room construction before NAAC peer team visit.


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IQAC Meeting

Academic year 2020-21

Date : 19th April, 2021

Venue : Symphony Auditorium

Agenda :

- **Monthly release of Yuvavox**
- **Presentation of NAAC works done by departments**
- **Presentation of consolidation of supporting documents**

Minutes of the Meeting:

- A detailed presentation regarding the consolidation of supporting documents was done by Prof. Rajan T.K, IQAC coordinator
- Propoer consolidation of supporting documents has to be done by Criteria Committee members
- QLM files is to be finalized and uploaded in Criteria folder after making it error-free
- Uniformity of supporting documents is to be ensured
- Letterpad is required for all the documents
- Discussion were made on Sanctioned strength, Add on Programmes, Students 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 z files which are less than 5mb to upload in the NAAC website and more than 5mb 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 off all criteria before May 15th, 2021
- Class mentor 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. Criterion 1 – Computer Science Lab
 2. Criterion 2 – Computer science Lab No. 3
 3. Criterion 5 and 6 – Language Lab





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4. Criterion 7- Library
 5. Criterion 4 – Any of the rooms in CH block /Department of Geography
- IQAC proposed the release of newsletter on a monthly basis
 - 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 Professor, Department of Management will be the Criteria Head of Criteria 6
 - Rev. Dr. Joseph Olikkal, Vice Principal, summed up the meeting.




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