



yuva kshētra[®]

Institute of Management Studies (YIMS)

Ezhakkad, Mundur, Palakkad - 678631, Kerala, India

ACCREDITED BY NAAC WITH B+ GRADE (1st CYCLE)

Affiliated to the University of Calicut & Managed by the Diocese of Palghat

ACADEMIC YEAR - 2023-24

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.





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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.

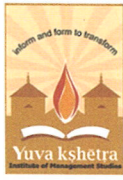
4. Skill Development Activities

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.





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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.

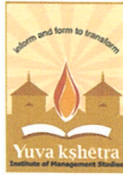
7. SWOC

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


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ACADEMIC YEAR 2023-24

IQAC MEETING REPORT

DATE: 4/9/2023

VENUE: IQAC ROOM

AGENDA: SWOC Report Reading

QLM Files Presentation

Software Purchase Proposal

Minutes of the Meeting:

Agenda 1: SWOC Report Reading

1.1 Ms. Nijitha Murali, Convener of the Descriptive committee presented the report of the SWOC analysis. Few suggestions were proposed by the IQAC:

- Add-On and certificate courses to include as the strength of the institution.
- Along with other funding agencies in institutional challenges include DST (Dept of science and technology too)

Agenda 2: QLM files presentation:

Criterion 2

2.1. Certificate courses offered to Advanced learners need to be added

2.2 To add the e content upload in college website and the same used by students for further reference

2.3 The latest examination result analysis has to be included in the report.

Criterion 3

2.4 Include Yuvavox, Books published under Yuvakshetra publications and ISSN journal approval status.

Agenda 3: Software Purchase Proposal

3.1 The IQAC suggested purchasing Linways software to enhance the institution's administration process.

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ACADEMIC YEAR 2023-24

IQAC MEETING REPORT

DATE: 6/12/2023

VENUE: IQAC ROOM

AGENDA: AQAR 2022-23 Upload

Updation of Central library construction work

Minutes of the Meeting:

Agenda 1: AQAR 2022-23 Upload

- Prof. Rajan T.K., welcomed all the dignitaries present at the meeting. He expressed gratitude for their participation and support in the ongoing institutional activities.
- The Director of the institution then took the floor and officially uploaded the Annual Quality Assurance Report (AQAR) for the academic year 2022-23. The Director acknowledged the collective efforts involved in the preparation and submission of the report.
- The Director further felicitated the IQAC (Internal Quality Assurance Cell) members for their dedication and timely completion of the AQAR work. Their commitment was recognized as a vital contribution towards maintaining the institution's academic quality standards.
- The Principal Dr. Tomy Antony extended his sincere thanks and acknowledged the hard work and timely submission of the AQAR. The Principal commended the IQAC team and encouraged continued efforts to further enhance the quality assurance processes.

Agenda 2: Central Library Construction Work Update

- The Principal Dr. Tomy Antony provided an update on the ongoing Central Library construction. He announced that the construction is progressing as per the strategic plan laid out for the development of campus infrastructure. This project is expected to greatly enhance the learning resources and library facilities for both students and faculty.
- The Principal reassured that the project is on track, and efforts are being made to ensure the timely completion of the library building.

The meeting was concluded with a vote of thanks to all participants.

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ACADEMIC YEAR 2023-24

IQAC MEETING REPORT

DATE: 6/3/2024

VENUE: IQAC ROOM

AGENDA:

- AQAR 2021-22 UPLOAD
- Linways Software Purchase Finalization
- IQAC new team selection
- New cafeteria work progress

Minutes of the Meeting:

Agenda 1: Reflection on AQAR 2021-22 Upload Process

- The College Management and Principal reflected on the AQAR 2021-22 upload process. The Director informed the members that the AQAR for the academic year 2021-22 has been successfully uploaded to the NAAC Website as part of the institution's commitment to quality assurance.
- The Principal and Management extended their appreciation to the IQAC Team for their dedicated efforts and timely completion of the AQAR preparation and submission. The team's work was recognized as crucial in meeting the quality standards set by the institution.

Agenda 2: Software Purchases Approval

- Linways Software Purchase: The Principal reported that the Trustee Body of the college has approved the purchase of Linways Software. This software will be implemented to streamline academic management and improve administrative processes across the institution.
- Plagiarism Detection Software: The proposal for the purchase of Turnitin as a plagiarism check software was also discussed. The software will help maintain academic integrity and ensure that student submissions are free from plagiarism. The Trustee Body has given approval for this purchase as well.





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Agenda 3: New IQAC Team Selection

- The Principal introduced the new team selection for IQAC Coordinators for the upcoming term. The following members were appointed to the team:
 - Criterion 1- Mr. Anil Kumar
 - Criterion 3- Mr. Praveen S
 - Criterion 5- Dr. Reneela P
- All other existing IQAC Coordinators will continue their tenure for the upcoming academic year. This was noted as part of the ongoing efforts to maintain continuity and consistency in the IQAC's operations.

Agenda 4: New Cafeteria Construction Update

- The IQAC team informed the meeting that the construction of the new cafeteria is currently in progress. The cafeteria is expected to be fully operational by the academic year 2024-25. This new facility will enhance the student experience by providing a modern and well-equipped space for meals and social interactions.

The meeting concluded with a vote of thanks to all participants for their contributions and continued support.

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