

## SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 20<sup>th</sup> August 2014

Time and Venue of Meeting: 9.00 am, Principal's [SSTM- MBA] Cabin

CONVENER and CHAIR: Dr. Radha P. Thevannoor, Principal, SSTM

Members present:

Dr. Indu Nair, Director, MCA

Mr. Madhu T.K ., HR Manager, Hi-builds Coatings

Dr. Sherin Mariam Alex, Vice Principal, SSTM

Ms. Megha Mary Michael, Assistant Professor, SSTM-MBA

Ms. Anjana S Chandran, Assistant Professor, SSTM-MCA

Ms. Arsha, A, Lecturer, SSTM-B.Com

Mr. Harish M, Scientific Assistant, SSTM-Biotechnology

Ms. Nimisha V R, MBA Student, SSTM

Ms. Subaida, C H, Secretary, SSTM

Dr. Susan Abraham, Associate Professor, SSTM-MBA

Members absent:

Ms. Anu Antony, Alumni –SSTM

Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed:

1. Review of the previous IQAC meeting.
  - (i) Dr. Radha Thevannoor briefed the members with the previous IQAC meeting minutes. Mr. Madhu T K enquired about the inclusion of case studies in classroom teaching, for which he was informed about the extensive use of case studies in all the courses.
  - (ii) Dr. Indu Nair informed the members about the installation of a Student management Portal in association with Linways which the faculty, parents and students can access to see the daily student attendance and evaluation performance.
  - (iii) The members were also briefed about the updation of the Institution's website on a timely basis.
  - (iv) Status of placements of students was also discussed.
2. Appointing members from each department to IQAC for the year 2014- 15.

Most of the members of the previous meeting were retained in the IQAC for the year 2014 – 15. Two new members have been nominated to IQAC. They are Ms. Anjana S Chandran from MCA and Ms. Arsha A from B.Com departments.

3. Status of the Self Study Report with NAAC and proposed Peer Team Visit.  
The Self Study Report submitted in May 2014 is being processed by NAAC. The Peer Team visit is proposed to be held in the first week of December 2014.
4. Faculty publications.  
The members were reiterated that all faculty members have to work towards publication of articles in peer reviewed journals. It was decided to conduct a bi-monthly meeting to review the progress made in this regard.
5. Faculty research projects.  
The Chair encouraged the members to take up funded research projects in their relevant areas.
6. Review of ongoing semester.  
The members briefed the Chair regarding the ongoing semester in their respective courses.
7. Preparation for the next semester.  
The members informed the Chair regarding the preparation of time table, course plan for each subject, purchase of new books for the library and the selection of electives by students and faculty in their respective courses.
8. Review of academic activities.  
The Institution follows the teaching learning and evaluation practices as given by the M G University, Kottayam. It was decided to gather information regarding new teaching learning and evaluation practices from faculty members during the current semester in the next IQAC meeting.
9. Information on the recent AICTE notice on Anti-ragging.  
The Chair briefed the members about the recent AICTE notice on Anti-ragging and informed that there exists an anti-ragging committee to check any complaints received from students. The Institution has so far not received ragging related complaints from students.
10. Any other issues.  
The M.Sc Biotechnology department informed the meeting about the efforts and developments made in Neera production.

The meeting concluded at 10 am.

20.08.2014

Principal, SSTM