

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 14th February 2018

Time and Venue of Meeting: 9.15 am, Principal's Office

CONVENER and CHAIR: Dr. Sashi Kumar G, Principal, SSTM

Members present:

Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Rupa R, Associate Professor, SSTM-MBA
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Ms. Ancy Jose, Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturere, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, Alumni, SSTM
Mr. Ashwin H, MBA student, SSTM

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
Mr. Madhu T.K., HR Manager, Hi-builds Coatings
Dr. Raman Nair V, Group Director, SCMS Group of Institutions
Mr. P M A Latheef, Liaison Officer, SCMS
Dr.C Mohankumar, Director, SSTM-Biotechnology
Ms. Subaida, C H, Secretary, SSTM

The following points were discussed:

1. Review of the previous meeting

The Principal reviewed the minutes of the previous IQAC meeting.

2. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)

The department representatives briefed the Chair of the ongoing semesters. All the departments were moving ahead with the completion of the semesters as per schedule. University exams of MBA Semester 1, IMCA Semester 1 and DDMCA Semester 3 had started and progressing as per schedule.

3. Updation of files and records for NAAC reaccreditation 2020

Scrutiny of files and records were planned for the month of March 2018 and communicated to all department representatives.

4. Evaluation according to NAAC requirements.

The Chair informed all the departments that student evaluation has to be according to NAAC requirements, i.e., learning outcome based evaluation using Bloom's Taxonomy. A training program will be organized in the next academic year for all faculty members.

5. Training program for faculty.

The Chair informed the meeting that Dr. Mary Fatima Cross, Associate Professor, SSTM – MBA gave a One Day Workshop on 'Soft Skills' for the B.Com faculty.

6. Any other matter as permitted by the Chair

The Chair informed the members that in the next IQAC meeting the annual calendar and the various Add-on courses for the next academic year would be discussed.

The meeting concluded at 10 am.



PRINCIPAL