

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 22.11.2014

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

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

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Preparations for the Peer Team Visit

The Chair reviewed the preparations for the Peer Team Visit. She reviewed the documents prepared by each department and suggested modifications to each department.

3. Add-on and value added course.

The Chair reviewed the suggestions given by each department regarding the Add-on and Value added courses. Approval was given for Tally and Advanced Management Learning programme.

4. Extension activity

It was decided that each department should organise an Extension Activity with the involvement of students. Each department should submit a list of probable activities to the respective HOD.

5. Seminars

It was decided that each department should plan and organise seminars on topics which are relevant for the industry. The focus should be to make the students ready for placements.

6. Any other matters

The Chair reminded the faculty the importance of writing and publishing papers in reputed Journals.

The meeting concluded at 10.15 am.

Principal