

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 04th September 2018

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

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

Members present:

Dr. Mohankumar, Director, SIBBR&D
Dr. Praveena K, 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 Alumni, SSTM
Mr. Gautam A Kumar, Student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Ms. Maya Sreekumar, Librarian, SSTM
Mr. Praveen Kamath, Systems Administrator, SSTM
Ms. Sini Balachandran, Parent

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd
Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed:

1. Introduction of new members of IQAC

The Principal introduced the following members to IQAC.

Dr. Praveena K, Associate Professor, SSTM-MBA
Mr. Gautam A Kumar, Student, SSTM
Ms. Maya Sreekumar, Librarian, SSTM
Mr. Praveen Kamath, Systems Administrator, SSTM
Ms. Sini Balachandran, Parent

2. Review of the previous meeting.

The Action Taken Report was presented by the Principal. The report is appended with this minutes.

3. Discussion on the Essential Metrics for Accreditation of NAAC.

The Principal informed the members about the Essential Metrics for Accreditation of NAAC. Dr. Mohankumar sought more information on AICTE approved NPTEL Online Courses for Biotechnology. The need for concentrating on Extension and Outreach activities was stressed by the Principal. Each department has been informed to submit proposals for Extension and Outreach Activities.

4. Extension and Outreach activities of the Institution for the present year.

Dr. Praveena would be coordinating Lakshya (an initiative to impart Computer Skills to school students).

5. Enrollment to Online Courses for Students and Faculty.

The Principal informed the members that there are AICTE approved NPTEL Courses for faculty and on completion of the said courses, the faculty gets a credit of having completed one FDP by AICTE. The faculty members were informed to enroll for NPTEL courses during the January semester of NPTEL.

6. Suggestions for Research on socially relevant issues involving students.

Dr Praveena submitted a draft proposal for conducting a survey on 'Awareness of consumer rights in Ernakulam District' by MBA Batch 16 students. On analysis of the results, if the awareness is found low, a one day awareness campaign can be organized in the district by these students.

The BA Department has proposed a survey on 'Public Distribution System after the floods in Ernakulam District'.

The other ideas for survey were as follows,

Mr. Ashwin H proposed a 'Study on inflation of essential items after flood'.

Mr. Arun Jacob proposed 'Waste management after floods'.

Ms. Rose Paul proposed 'The effect of flood on Real Estate business in Ernakulam District'.

7. Publishing research papers in UGC Journals.

The Principal congratulated Dr Praveena and Dr Thangaraj for publishing papers in Scopus and UGC Journals. He encouraged other faculty to make efforts to increase the number of paper publications in UGC approved journals.

8. Any other matter as permitted by the Chair

The Principal informed the members that The Toastmasters chapter would be started in the campus by Dr Sethulakshmy, Deputy Director, SIBBR&D.

The meeting concluded at 10.15 am.



PRINCIPAL