

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 17th August 2016

Time and Venue of Meeting: 9.00 am, Principal's Office

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

Members present:

Mr. Madhu T.K., HR Manager, Hi-builds Coatings
Dr. Indu Nair, Director – MCA, SSTM
Dr. V. Raman Nair, Group Director, SCMS Group of Institutions
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. C Mohankumar, Director, SSTM-Biotechnology
Ms. Catherine Mary Mathew, Assistant Professor, SSTM-MBA
Mr. Shanmughadas, Lecturer, SSTM-B.Com
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, MBA Student, SSTM

Members absent:

Mr. Gautam Gopalakrishnan, Alumni – SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed.

1. **Review of the previous IQAC meeting**

The minutes of the previous IQAC meeting was reviewed by the Chair. Two items in the agenda which were not fulfilled were discussed in the present meeting.

i) Training programmes for students and faculty in the current academic year

MBA: Training on MS Excel was proposed by Ms. Catherine Mary Mathew which was supported by Mr. Madhu T K and Mr. Arun Jacob. Dr. Indu Nair suggested that a training programme on MS Excel and Powerpoint can be provided to students for 10 days (2 hours daily) and a certificate can be issued to the students who complete the course successfully.

MCA – Ms. Rekha Sunny proposed a few training programs for the MCA students. The Chair instructed her to provide a timeline for implementing these suggestions. Dr. Indu Nair proposed a Faculty Development Programme on the new subjects of IMCA during October 2016.

B.Com and M.Sc – No suggestions were offered.

ii). Research on socially relevant issue with involvement of students.

- a) MBA – Among the proposals, the topic ‘Impact of Kochi metro project on small traders’ was selected by the members for the survey.
- b) MCA – Dr. Indu Nair suggested the topic ‘Effectiveness of E-Governance’ to be carried out by Semester V students.
- c) B.Com – Dr. Raman Nair suggested the topic ‘Drug Abuse in Schools’ to be done by second year B.Com students.
- d) M.Sc – The Chair advised the faculty to identify a relevant topic for the survey.

The Chair advised the faculty representatives to draft a timeline to implement the aforesaid surveys for his sanction.

2. Appointment of new members to IQAC:

Dr. Sashi Kumar G has been nominated as the Chairperson of IQAC.

Mr. Arun Jacob has been nominated as the student representative of IQAC.

3. Review of the ongoing semesters.

Members from the MBA, MCA, M.Sc, B.Sc and B.Com departments briefed the chair about the ongoing semesters.

4. Faculty –

i. Status of article writing and publication.

MBA – 7 papers were published.

ii. To attend workshops and present papers in seminars / conferences

The Chair advised the faculty to present papers in seminars / conferences.

iii. To act as resource persons in seminars / conferences / workshops.

The Chair encouraged the faculty members to act as resource persons in seminars / conferences / workshops.

5. Students –

i. Introduction of Certificate Courses (with examination)

a) MBA – Ms. Catherine Mary Mathew presented the list of Certificate Courses to be introduced for the MBA students in this academic year.

Mr. Raman Nair suggested NCFM course for MBA students available at their Cochin centre.

b) MCA – Ms. Rekha Sunny presented the list of Certificate Courses to be introduced for the MCA students in this academic year.

c) B.Com –

1. Financial service operations/marketing in association with Hedge School of Applied Economics for 6th semester students. Course duration is not yet finalized.

2. ACCA (Association of Chartered Certified Accountants) in association with Financial Training Institute. This course is mainly intended for first semester students even though other students can also participate. Duration of the course is 3 years.
3. Tally ERP 9 in association with Manvish Academic Council. They provide practical training session in Tally for 5th Semester students. Course duration is 30 hours.

ii. Introduction of Add-on courses –

Ms. Catherine Mary Mathew and Ms. Rekha Sunny presented the list of Add-on courses to be offered to MBA and MCA students respectively.

6. New evaluation methods to be introduced for students

Faculty members presented the list of new evaluation methods that can be introduced for evaluating students for the Internal Assessment.

Mr. Raman Nair suggested to introduce One-Minute assessment for students in all departments.

7. Topics for applying for NAAC sponsored seminar.

The faculty members briefed the meeting on the possible topics for organizing seminar with the sponsorship of NAAC. The Chair instructed the members to submit proposals on 2 or 3 themes of the seminar.

8. Innovation and Best Practices in Teaching, Learning and Evaluation.

It was decided that the Principal would organize for a talk on Innovations and Best Practices in teaching, learning and evaluation in consultation with Dr. Raman Nair.

The meeting concluded at 10.30 am.



PRINCIPAL