

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 20th February 2017

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. 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
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Mr.Shanmughadas, Lecturer, SSTM-B.Com
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, MBA Student, SSTM

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
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 Chairperson reviewed the minutes of the previous IQAC meeting held in December 2016.

2. Proposals for the next academic year starting June 2017.

MBA

Ms. Catherine Mary Mathew presents the proposals of MBA.

1. Certificate Courses
 - a. Basic Data Analytics
 - b. Wealth Management
 - c. Project Finance
 - d. NISM-Series-V-A: Mutual Fund Distributors
 - e. NISM-Series-X-A: Investment Adviser (Level 1)
 - f. NISM Series-X-B: Investment Adviser (Level 2)
 - g. Corporate Communication

2. Add on Courses
 - a. Trade Finance and FOREX
 - b. Credit Management and SME Banking
 - c. Professional Selling
 - d. Inbound Marketing

3. Training programs for students
 - a. Entrepreneurial Development Program
 - b. Skill Development Programs (TALLY)
 - c. Digital Security
 - d. How to use mobile apps for effective learning
 - e. MS Excel
 - f. Creative Thinking

4. Training programs for faculty and administrative staff
 - a. Structural Equation Modeling using PLS /AMOS
 - b. How to effectively use videos in teaching
 - c. Training of R software
 - d. Innovative Teaching Methods

5. New processes in Teaching and Learning
 - a. Live exposure to people from industry talking on the things used practically that are being taught in class as a part of curriculum
 - b. Self-study courses
 - c. Short e-modules of concepts with examples

6. New processes in evaluation
 - a. Project based evaluation: an application oriented technique
 - b. Open book examination
 - c. Application oriented assignments
 - d. Online exams
 - e. Evaluation based on video content

7. Seminars / Workshops.
 - a. Workshop on Statistical tools for data analysis
 - b. Research methods using SPSS
 - c. Digital Marketing trends with special reference to mobile phones
 - d. Digital Security

8. Research on socially relevant issue with involvement of students.
 - a. The addiction of smart phones on school students
 - b. Study on social awareness in school students
 - c. A study on the education quality of children in destitute homes

- d. A study on the impacts of Kerala Shopping Festival on the local traders / visitors to Kerala
 - e. Problems faced by MSMEs in Cochin
9. Socially relevant extension activities
- a. Adopting a village and extending training programs to the students in the village
10. Coaching students for competitive examinations
- a. Coaching for UGC-NET
 - b. Aptitude Training
11. Initiatives for gender sensitization

MCA:

Ms. Rekha Sunny presented the proposals of MCA

1. FTP/workshop for faculty on
 - a. R
2. Workshops for students on
 - a. Android(MCA/DDMCA)
 - b. Advanced Excel(MCA /DDMCA)
 - c. InternetOfThings(DMCA)
3. Faculty members have initiated preparing journal papers on the following areas:
 - i. Dr. Anjana S Chandran -Network Security
 - ii. Dr. J M Lakshmi Mahesh -Data Mining
 - iii. Mr. Praveen S Kamath -CRM
 - iv. Ms. Rekha Sunny T -Data Mining/Machine learning
 - v. Ms. Jismy Joseph -Database
 - vi. Ms. AnupamaUsha -Steganography
 - vii. Ms. Sudha D -Steganography
 - viii. Ms. JishaLiju Daniel -Digital Image Processing
 - ix. Ms. Raymol Mary Jose -Digital Image Processing
 - x. Ms. Shoby Sunny -Digital Image Processing
 - xi. Mr. Mariadas Ronnie C P -Digital Image Processing

M.Sc:

Dr Mohankumar presented the proposals of M.Sc

1. Two days training programme in Molecular Biology & Immunology emphasizing two major experiments Western blot and ELISA,that we conducted for M.Tech students of Anna university, Regional campus, Coimbatore on February 16 & 17 th 2017 at our lab.

2. Submitted a proposal to DBT and ICMR Government of India for the conduction of Two weeks National work shop on the Application of the molecular tool Real Time PCR on May 15 to May 29 th 2017 at SIBBR&D. Subsequently we presented before the committee two more new proposals that we can incorporate for highlighting our academic and research activities. They are as follows:

i) **Short term Training Programme in Functional Genomics.** Target- B.Sc students of life sciences (Biotechnology, Biochemistry, Microbiology, Botany, Zoology, Biophysics & Bioinformatics) those who are waiting for the final semester university results. Duration- 2 weeks. Tentative date- April- May 2017. Fees- Rs. 5000/-. We will prepare the curriculum of the training with the list of experiments. It can be given at SSTM website.

ii) **Molecular stall for Selective Experiments.** This will create a new trend in learning molecular biology experiments. Target- For all doctoral and post- doctoral researchers, faculty members & post graduate students (both M.Sc & M.Tech) of all biological disciplines, and other professionals of medicine and agriculture, we provide an opportunity in learning and doing molecular experiments of their own interest. They can select the experiment form the list prepared by us. The duration of the programme is from one to five days (maximum) depending on the nature of the experiment. Each experiment has a service charge which may vary. We will provide the cost of each experiment and its duration separately in our website so that the candidates can select based on their choice.

B.Com

The following proposals were presented by Mr. Shanmughadas for the academic year 2017-2018

1. Guidance classes for entrance tests of professional courses like MBA and competitive exams like Bank Clerical/PO, central and state government jobs.

2. Yoga classes for mental and physical refinement.

3. Status Report:

MBA:

Ms. Catherine Mary Mathew presented the status report as follows

1. Faculty participation in seminars and Conferences

- a. Dr. Shobha Menon presented a paper titled " Motivations and Performance of Exhibitors : An Exploratory Study of a Destination Marketing Event in the 'Marketing, Technology and Society Conference' held during September 29 to October 1, 2016.
- b. Ms. Rinu Jayaprakash presented a paper titled "Green Banking- Significance in the present scenario" in the UGC Sponsored One Day International Conference on "Innovative & Sustainable Business Practices" conducted by the Department of Management Studies, University of Madras on February 10th , 2017.

- c. Ms. Rinu Jayaprakash published the paper "Green Banking- Significance in the present scenario" in the Journal of University of Madras- Department of Management Studies, February 2017.
 - d. Ms. Rinu Jayaprakash published a paper titled "Masala Bonds- An open opportunity for India", GE-International Journal of Management Research, AARF ,November 2016 , ISSN 2394-4226.
2. Course-wise University exam results
MBA Batch 12- 4th Sem 75.63%
MBA Batch 13- 1st Sem 22.22%
 3. Counselling and Mentoring for students
Counselling 14 sessions and Mentoring 2 sessions

The meeting concluded at 10 am.

20.2.2017



PRINCIPAL