

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 15th March 2016

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

CONVENER and CHAIR: Dr.Radha Thevannoor, Principal, SSTM

Members present:

Mr. Madhu T.K., HR Manager, Hi-builds Coatings
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Ms.Catherine Mary Mathew, Assistant Professor, SSTM-MBA
Mr.Shanmughadas, Lecturer, SSTM-B.Com
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA

Members absent

Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Dr. Harish M, Scientific Assistant, SSTM-Biotechnology
Ms. Gopika B, MBA Student, 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 Chair reviewed the minutes of the previous meeting and the actions taken on various items were discussed.

2. Review of the ongoing semesters

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

3. Status of training programs organized for students and faculty as decided upon in the previous meeting

MBA:

The following programmes have been conducted for students:

a) **Training on how to use Proquest:**

This was done by each faculty guide (to their MBA Sem 4 project wards) during Project Discussion in the first week of February.

b) **How to do an organisation study:**

This was done by Mr. Santhosh Sfor MBA Sem 2 students during second week of March.

c) **MS Excel training:**

This was done for MBA Sem 4 students during the second week of February (coordinated by Mr. Balakrishnan Unny and Ms. Devi S Nair)

d) **Aptitude training:**

This was done by Konfidence Online for MBA Sem 4 students. This is a continuing one from second week of February onwards and coordinated by Ms. Catherine Mary Mathew.

Apart from the above, The MBA sem 4 students have been offered Add-On courses in Digital Marketing, Effective salesmanship, Employee Engagement, Business Analysis, NISM, and MS Project.

The following programmes were held for MBA faculty:

- a) **Faculty Enrichment programme on Guidelines for guiding student projects** effectively on January 9th, 2016.
- b) **Faculty Development Programme on 'Building a Learning Organisation'** by Mr. Biju Dominic, Final Mile Consulting.

MCA:

MCA dept conducted a PDP for batch 11 on 22/01/2016, details as follows.

Programme Name: Team Building and Leadership (for MCA Batch11 Semester 3 students) Resource Person: Mr Shyam Kumar.

Biotech:

NIL

B.Com:

For students:

- 1) **Personality Development Programme (PDP)** conducted by Mr. M.A.S.Menon and Mr. Syamkumar for 6th semester students from 18.01.2016 to 21.01.2016.
- 2) **Orientation Programme** conducted by Focus Academy for Career Enhancement (FACE) for 2nd semester students from 01.03.2016 to 03.03.2016.

For Faculty:

- 1) **Faculty Enrichment Programme (FEP)** on Research Methodology conducted on 09.01.2016.
- 2) **Faculty Development Programme (FDP)** on the topic 'Building a learning Organisation' conducted on 19.02.2016.

3. Submission of National level Workshop proposal to NAAC

A proposal for organizing a NAAC sponsored Two-Day National Level Workshop on **'Enhancing professional efficiency of faculty in Higher Educational Institutions using**

technology tools' to be held on September 29 – 30, 2016 had been submitted.

4. Formation of committees as per NAAC and AICTE

The following committees have been formed as per NAAC and AICTE norms:

a) Disciplinary Committee

Dr. Radha P. Thevannoor

Dr. Indu Nair

Mr. Santhosh S

Mr. Arun Kumar

Dr. Harish

b) Grievance committee

Dr. Sherin Mariam Alex

Mr. A V Jose

Ms.

c) Women's Grievance Cell

d) Equal Opportunity Cell

e) Anti ragging Committee

f) Committee for SC /ST

h) Internal Complaint Cell