

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 24thMay2016

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. V. Raman Nair, Group Director, SCMS Group of Institutions
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Harish M, Scientific Assistant, SSTM-Biotechnology
Ms.Catherine Mary Mathew, Assistant Professor, SSTM-MBA
Mr.Shanmughadas, Lecturer, SSTM-B.Com
Mr. Gautam Gopalakrishnan, Alumni - SSTM
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA

Members absent

Dr. Indu Nair, Director – MCA, SSTM
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Ms. Gopika B, MBA Student, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed.

1. Review of the previous IQAC meeting

The ongoing semesters were reviewed by the Chair.

2. Planning the Annual Calendar of events for the institution.

It was decided to finalise the Annual Calendar by 15th June 2016.

The following points should be included while making the Annual Calendar.

Every department has to discuss and fill up the annual calendar (June to December).

Both academic and extracurricular activities to be included (guest lectures, seminars and workshops, expert talks, training programmes, industrial visits, student activities, NSS events, cultural events, sports, etc.).

Start and end dates (tentative) of Semesters to be provided.

Proposed dates of University exams (theory and practical) to be shown.

Start and end dates of student projects as applicable to each department.

3. Faculty publications and seminar presentations.

It was decided that there would be at least 2 publications in a year in print journals (peer reviewed) and one seminar / conference paper presentation per faculty.

Attempt can be made by faculty to start writing books in their area of academic expertise. Dr. V. Raman Nair, Group Director, SCMS Group of Institutions suggested that faculty can join together and contribute to various chapters of a book.

4. Suggestions for organising training programmes for faculty and students.

The Chair informed the members that regular training programs have to be organized for both students and faculty by each department. Suggestions for the same were invited from all members.

Dr. V Raman Nair said that any competitive exam tests candidates on numerical ability, analytical ability and English comprehension. Students have been given training on these topics at various points of time. MBA batch 12 semester IV students have been provided with aptitude training. Ms. Bindu (MCA faculty) has been training MCA students on how to face interviews.

Mr. Gautam Gopalakrishnan, Alumni, suggested that students can be trained on MS Excel. Dr. Harish (M.Sc faculty) also suggested training on MS Excel for M.Sc students.

For faculty and staff, a Workshop on MS Excel will be conducted on May 26 – 27, 2016. A Case Analysis Workshop is also planned for faculty on May 30 – 31, 2016.

5. Any other matter permitted by the Chair.

The Chair encouraged the members to involve the students in research projects on social issues relevant to current times, so as to inculcate in them a research culture. Each department can conduct at least one survey per year on any socially relevant issue.

The meeting concluded at 10.00 a.m.

24.05.2016

Principal, SSTM