

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 22nd May 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. 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
Dr. V. Raman Nair, Group Director, SCMS Group of Institutions

The following points were discussed:

1. Review of the previous IQAC meeting

The Chairperson reviewed the minutes of the previous IQAC meeting held in May 2017.

2. Finalizing the activities for the year 2017-18.

MBA

1. The final list of Certificate and Add-on courses (2017-18) offered to MBA students during Semester 3 are as follows

Specialisation	Certificate course	Add-on course
Marketing	Retail Marketing	Professional Selling
Finance	Financial Reporting	NISM / Commodities Market
HR	Personnel and Industrial Relations. Talent Acquisition	HR Analytics
Operations		Project Management

2. Extension and CSR Activities:

Classes for plus two students of Government Higher Secondary School, kalamassery in Excel and Accounting packages.

MCA: Add-On Courses for MCA/DDMCA

Serial No	Course	Semester	Topic	Faculty	Schedule
1	MCA	3	HTML	Ms. Rekha Sunny T	Sem Beginning (2 nd week of November 2017)
2	MCA	4	Graphics with Python	Dr. J.M.Lakshmi Mahesh	After Mid-Term (1 st week of August 2017)
3	MCA	5	PHP	Mr. Mariadas Ronnie C.P.	Sem Beginning (4 th week of October 2017)
4	DDMCA	6	Project Management	Ms. Jismy Joseph	Sem Beginning (3 rd week of November 2017)
5	DDMCA	7	WEKA	Ms. Jisha Liju Daniel	(4 th week of August 2017)

Certificate/MOOC Courses [ongoing]

Programming, data structures and algorithms using python by NPTEL

For Batch1 DDMCA Sem7 students
&Batch12 MCA Sem4 students

B.Com:

Add on Courses:

- 1)CMA
- 2)ACCA

Certificate courses:

- 1)Certificate course in Financial Service
- 2)Certificate course in Tally

3. Identifying activities to meet the requirements of the indicators in the new format (proposed) for Accreditation.

The proposed format for Accreditation was discussed. The Chair informed the members that the following points needs to be considered while planning the activities of this year.

- a) Documentation of Courseplan
- b) Introduction of Add-on and Certificate courses
- c) Integrating gender issue into curriculum
- d) Inclusion of communication and Soft skills courses
- e) Structured Foundation program
- f) inclusion of experiential learning, problem based learning and participatory learning.
- g) inclusion of ICT in teaching
- h) Innovative and creative teaching methods
- i) Student participation in extension activities (swach Bharat, AIDS awareness, gender issues, etc)
- j) FDP and Short term courses for teachers
- k) Teachers to publish papers in UGC approved Journals

The meeting concluded at 10 am.



PRINCIPAL