

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 05.12.2019

Time and Venue of Meeting: 9.15 am, Principal's Office

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

Members present:

Dr. Indu Nair, Group Director, SCMS Group

Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd

Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited

Dr. Sherin Mariam Alex, Vice Principal, SSTM

Dr. Harish M, Faculty, SSTM-M.Sc

Dr. Praveena K, Associate Professor, SSTM-MBA

Dr Anjana, Assistant Professor, SSTM-MCA

Ms. Arsha A , Lecturer, SSTM-B.Com

Ms. Rose Paul, Lecturer, SSTM-BA (Eco)

Dr. Susan Abraham, Professor, SSTM-MBA

Mr. Gautam A Kumar MBA Alumni, SSTM

Mr. Rijo George Thomas, Student, SSTM

Ms. Subaida, C H, Secretary, SSTM

Ms.Geetha N, Librarian, SSTM

Mr. Praveen Kamath, Systems Administrator, SSTM

Members absent:

Mr. P M A Latheef, Liaison Officer, SCMS

Ms. Sini Balachandran, Parent

The following points were discussed:

1. Review of the previous meeting

The Chair highlighted the important points of the previous IQAC meeting.

2. Action Taken Report of the previous meeting

The Chair presented the Action Taken Report of the previous IQAC meeting and asked for clarification regarding the feedback from students about the various training programs they had attended.

3. Review of progress in SSR preparation.

The Chair was briefed by the NAAC 2020 coordinators regarding the progress made in preparing the SSR and also highlighted the need for the departments to keep ready the supporting documents.

4. Add-on and Certificate courses

The Chair asked the members to work on introducing Add-on and Certificate courses to help students in getting placed.

5. Paper publications

The members briefed the Chair on the progress made by the faculty members in preparing papers for publication and assured to show the published articles before the next meeting.

6. FDPs attended

The Chair informed the members to organise or participate in FDPs organised by industry associations to help gain knowledge on current industry trends.

7. Any other matters

The chair advised the members to be resource persons in Seminars and Conferences as it adds value to the institution.

The meeting concluded at 10. 15 am.



PRINCIPAL