

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 04th January 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
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Dr. Harish M, Scientific Assistant, SSTM-Biotechnology
Mr. Shanmughadas, Lecturer, SSTM-B.Com
Ms. Gopika B, MBA Student, SSTM
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
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. The Chair stressed the need to include faculty and student members in the Placement and Admission Committees, and to set up Grievance and Disciplinary Committees for the Institution.

2. Nomination of new members to the IQAC from the MBA, MCA and B.Com Departments.

The Chair informed the meeting the new members of IQAC. They were as follows:

MBA - Ms Catherine Mary Mathew in place of Ms. Megha Mary Michael.

MCA - Ms. Rekha Sunny in place of Dr. Anjana S Chandran

B.Com - Mr. Shanmughadas in place of Mr. Arunkumar

Student representative - Ms. Gopika in place of Ms. Lakshmi Vishakha.

3. Review of the ongoing semesters

MBA:

Students of MBA Batch 12 are writing their Semester III University exams till January 21st 2016. The second semester classes for MBA Batch 13 commenced on 28th December 2015.

MCA and DDMCA:

MCA: Semester I, III and V are in progress. Midterm examinations for Semester I are scheduled from January 18th onwards. Currently the Semester III students are undergoing the Semester II University Practical examinations.

DDMCA: Semester 1 Model examinations have been completed. The students will have study holidays from January 11th onwards and the University exams are scheduled from January 29th 2016. Semester 2 University Laboratory examinations are going on. Semester III is going on and their Mid term examinations are scheduled from January 18th onwards and University examinations from February 26th 2016.

B.Sc and M.Sc Biotech:

B.Sc Botany and Biotechnology: Semester II is in progress

M.Sc Biotechnology: Semester I and III are in progress.

B.Com:

The IInd, IVth and VIth semesters are in progress. The internal assessment test will be conducted during the first week of February 2016. Model examinations would be conducted in the first week of March 2016.

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

The members briefed the meeting on the upcoming training programs for faculty and students.

MBA:

For faculty: Effective student project guidance on 9th January 2016.

For students: Training on how to use Proquest during first week of February 2016 (MBA Batch 12).

How to do an Organisation Study effectively during April 2016 (MBA Batch 13).

MCA: Student training by Konfidence for Semester V has been completed and the students are practicing the same. Now the students are being trained on Facing the Interview by Ms. Bindu John

M.Sc Biotechnology:

For students: Training program for CSIR – UGC NET/JRF exam from semester 1 onwards.

Ms. Gopika B (student representative) requested that a training program for UGC NET exam may be organized for Semester 2 students.

Mr. Gautam Gopalakrishnan (alumni) pointed out that students would have an advantage during placements if they get training on R, SPSS and MS Excel.

Mr. Madhu T.K, expressed the need to train students in MS Excel as this is extensively used in organisations.

5. Suggestions on topics for organising NAAC Sponsored seminar

The Chair briefed the members about the financial assistance given by NAAC to organize seminars to enhance academic quality. The Chair informed that the selected theme and probable topics have to be submitted to her by 6th January 2016.

6. Personality Development Programs for students

MBA: Out Bound Training program for Semester 2 students in the month of March.

B.Com: Personality Development Program for semester 6 students will be conducted from 18th to 25th January 2016.

7. Faculty publications:

The Chair informed the members that there have been a good number of articles published by the faculty this academic year.

M.Sc Biotechnology department has published the proceedings of the National; Conference on 'Biofuel – A search for a new fire'.

The meeting concluded at 10 am.

04.01.2016

Principal, SSTM