SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 22nd August 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
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, Alumni, SSTM
Dr. Rupa R, Assistant Professor, SSTM

Members absent:
Dr. Indu Nair, Director – MCA, SSTM
Mr. Ashwin H, MBA Student, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS
Dr. V. Raman Nair, Group Director, SCMS Group of Institutions
Dr.C Mohankumar, Director, SSTM-Biotechnology

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. **Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc.)**

The representatives of each department briefed the Chair on the progress made in the respective semesters. Dr. Rekha Sunny informed the members that the MCA department was planning to organize an FDP on Awareness on NPTEL MOOC courses for faculty in the second week of September 2017. Mr. Shanmughadas (B. Com department) informed the members that two new training courses for B. Com students were in the final stages of planning – CIMA – USA and training for Competitive Exams from T.I.M.E.

3. Appraising members of the new accreditation process of NAAC.
The Chair gave a detailed overview of the New Assessment and Accreditation Process of NAAC from July 2017. The details are as follows.

The new Assessment and Accreditation Process of NAAC

- **The assessment process will be carried out in three stages**:
  - ☞ Self study report (SSR)
  - ☞ Student Satisfaction Survey
  - ☞ Peer Team Report
- **The SSR has two kinds of metrics**
  - ☞ Quantitative (65%)
  - ☞ Qualitative (35%)

  Total number of metrics: 121

- **Assessment is done on 7 criteria:**

Criteria	Weightage
1. Curricular aspects	100
2. Teaching-learning and Evaluation	350
3. Research, Innovations and Extension	120
4. Infrastructure and Learning resources	100
5. Student Support and Progression	130
6. Governance, leadership and Management	100
7. Institutional values and Best Practices	100
Total	1000

- **Assessment process**
  Step 1: Institution publishes SSR on its website alongwith required documents
  Step 2: The data submitted will be subjected to validation exercise by NAAC to its Validation and Verification (V&V) partners. Process takes 30 days.
  Step 3: If the institution gets 30% of the allotted points, NAAC will inform the pre-qualifier result to the Institution in 10 days' time.
  Step 4: Concurrently with the V&V, the Student Satisfaction Survey will be conducted online by NAAC.
  Step 5: NAAC will organize the Peer Team Visit within 30 days from the date of clearing the pre-qualifier stage. The Peer Team will focus on qualitative metrics only.
- **Assessment outcome: (NAAC Accreditation Outcome)**
  The final result of the Assessment and Accreditation exercise will be a System Generated Score (SGS) which is a combination of evaluation of Qualitative and Quantitative metrics. This will be compiled in a document comprising 3 parts.
  Part I: Peer Team Report
  Part II: System Generated Quality Profile (Statistical analysis of quantitative indicators)
  Part III: Software generated Institutional Grade Sheet (qualitative indicators, quantitative indicators and Student satisfaction Survey).

- **Grading system:**
  After Assessment, the Cumulative Grade Point Average (CGPA) of an Institution is computed for those institutions which clear the grade qualifiers.

Grade qualifier:

This is based on the overall score of the Institution (SGS + Peer Team Visit Score).

In order to qualify for any grade (C to A ++) institution needs to score at least 30% of the quantitative (SGS) + qualitative score in each criterion.

Grade	Minimum score	Criterion
A, A=, A++	3.01	2 and 5
B, B+, B++	2.01	2 and 5
C	1.51	2 and 5

- **The Final Grade**

Range of CGPA	Grade	Status
3.76 – 4.00	A++	Accredited
3.51 – 3.75	A+	Accredited
3.01 – 3.50	A	Accredited
2.76 – 3.00	B++	Accredited
2.51 – 2.75	B+	Accredited
2.01 – 2.50	B	Accredited
1.51 – 2.00	C	Accredited
< 1.50	D	Not Accredited

The Chair also gave a note on the measures which the faculty must incorporate in their curriculum and other extra-curricular activities for students.

- **Important points of Criterion 2 and 5**

- **Criterion 2:**
  1. Student enrolment
  2. Catering to student diversity
      ☞ Foundation Course
  3. Teaching – learning process:
      ☞ Experiential learning, participative learning and problem-solving methodologies
      ☞ Use of ICT in teaching
      ☞ Mentoring
      ☞ Innovation and creativity in teaching-learning
  4. Teacher profile and quality
      ☞ Teachers with Ph.D
      ☞ Teachers receiving awards from state, national and international level.
  5. Evaluation process and reforms
      ☞ Reforms in Continuous Internal Evaluation
      ☞ Transparency in internal assessment
  6. Student performance and Learning Outcome
      ☞ Average pass percentage

☞ Question papers should reflect course outcome
7. Student satisfaction Survey (Online)

The list of all enrolled students have to be uploaded with Aadhar, mobile numbers and e-mail ID.

Criterion 5:

1. Student Support

- ☞ Students receiving government scholarships
- ☞ Capability enhancement and development schemes
    1. Guidance for competitive exams
    2. Career Counselling
    3. Soft skill development
    4. Remedial coaching
    5. Language lab
    6. Bridge courses
    7. Yoga and meditation
    8. Personal Counselling

2. Student progression

- ☞ Student placement
- ☞ Students pursuing higher studies
- ☞ Students clearing NET/GMAT/CAT/ Civil services, etc.
3. Student participation and Activities
- ☞ Awards for students in sports and cultural activities (national/ International)
- ☞ Sports and cultural events in the college
4. Alumni Engagement
- ☞ Alumni association (Registered)
- ☞ Alumni meet

The Chair instructed all the faculty members to take necessary steps to incorporate the above requirements while preparing documents for NAAC.

4. Any other matter as permitted by the Chair.

The Chair reminded the members to write and publish articles in Scopus indexed journals and UGC approved journals.

The meeting concluded at 10 am.

PRINCIPAL

23.08.2017

4