

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 27th December 2016

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. V. Raman Nair, Group Director, SCMS Group of Institutions
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
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
Dr. C Mohankumar, Director, SSTM-Biotechnology
Ms. Catherine Mary Mathew, Assistant Professor, SSTM-MBA
Mr. Shanmughadas, Lecturer, SSTM-B.Com
Mr. Gautam Gopalakrishnan, Alumni – SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed.

1. Review of the previous IQAC meeting

The minutes of the previous IQAC meeting was reviewed by the Chair.

The Chair informed the members that due to the long term nature of the proposals discussed in the previous IQAC meeting (17.08.2016), many of the proposals could not be implemented. It was hence decided to break down the proposals into small components with a duration of 1-2 days and implement them.

2. Progress report from various departments of SSTM:

MBA:

Dr. Susan Abraham read out the report prepared by Ms Catherine Mary Mathew on the status of the proposals

Training Programs Conducted for Students

Presentation Skills	June-July 2016 as part of Foundation
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	course
Basics of IT	June-July 2016 as part of Foundation course
Values for a Management Career	June-July 2016 as part of Foundation course
Creative Thinking	June-July 2016 as part of Foundation course

Training Programs in Pipeline for Students

Mobile Apps for Business Management Students	January 2017
Basics of SPSS	January-February 2017
Personal Finance Management	January-February 2017

Training Programs Conducted for Faculty

Incorporation of use of ICT in Education for Online and Blended learning	November 2016
Hands on training on SPSS	December 2016

Certificate Courses and Add on Courses in Pipeline

Corporate Communication	January- February 2017
Applications of Labor Legislations	January- February 2017
Professional Selling	To be finalized
HR Analytics	To be finalized
Collaborative Marketing	To be finalized

Publications and Paper Presentations

- I. Ms. Shobha Menon presented a paper to IIMK for the International Conference on Marketing Technology and Society (MARCONF16) which was held on September 29 - October 1, 2016.
- II. Ms. Devi S Nair published a paper titled "A PARADIGM SHIFT IN INDIAN TAXATION WITH RESPECT TO REGISTRATION, TAX PAYMENT AND REFUND IN GST NETWORK" Krishi Sanskriti Publications in Advances in Economics and Business Management (AEBM), Volume 3, Issue 8, October-December(2016).
- III. Ms. Devi S Nair presented a paper in International conference on Recent Advances in Management of Marketing, Accounting, Business, Entrepreneurship, Economics and Tourism (MABET-2016) on 19th November, 2016 at Jawaharlal Nehru University, New Delhi.

MCA:

A workshop on R is to be organized for the faculty.

M.Sc:

The Chair read out the report sent by Dr. Mohankumar, Director- Biotech on the status of the proposals.

- i) All the third semester M.Sc students of Molecular Biology & Genetic Engineering have registered and participated the International conference entitled Biotechnology & Neuroscience held at CUSAT, Cochin on December 19-21, 2016.
- ii) Dr C Mohankumar, Head, Biotech Division, has attended the International conference at CUSAT and he has delivered an Invited talk on a topic **Intervention of Molecular Research for Sustainable Health** under the session **Sustainable Health care on December 20 th 2016. On December 13 , 2016, Dr Mohankumar has provided an invited talk on Omic Science- A New dimension of Life Science Research** at UC College aluva by inaugurating their **Life Science Forum** organized by all the life science departments of UC College, aluva. As the invited guest and key note speaker , Dr Mohankumar has delivered a talk on the Technology summit entitled **Making Technologies from Nature- Some Feasible Trends. at IIT Gandhinagar, Gujarat on September 22nd 2016.**
- iii) Dr Salini Bhasker has participated and presented two papers on **National conference of Biological chemists** and the **International seminar on Global Ayurveda** held at CFTRI, Mysore and Calicut on **November 21-24 2016** and **February 2 nd 2016** respectively.
- iv) Dr. Asha, the faculty member of Zoology has attended a national seminar on **A Discourse on health, lifestyle and Biosphere Survival"** at Maharajas College, Ernakulam on December 1st 2016.
- v) Three research papers have been accepted for oral presentation at the Kerala Science Congress; Government of Kerala to be held on January 2017 at Mar Thoma college Thiruvalla. The faculty members Dr Swapna David ,Mrs Divya Sreekumar and Dr.Asha will present the papers. A contest paper authored by Dr Anisha, Dr Salini & Dr Mohankumar was also accepted for best paper contest presentation.
- vi) Regarding the submission of research projects. the research project on the therapeutic potential of coconut neera that we submitted to DRDO, New Delhi for the period of three years is in the way of approval. We presented the project before the screening committee on November 23 rd 2016 at DRDO and they appreciated the proposal and requested to revise the objectives and Budget. Based on their comments we revised and submitted it for getting the final approval.
- vii) With reference to the molecular training work shop for college and university teachers, the proposal was discussed with the senior faculties and the manager, UC College Aluva. A positive feed back is expected on January first week of 2017.

B.Com:

The Chair informed the meeting that 30 students have enrolled for CMA programme.

Tally ERP 9 course has been conducted.


3. Inputs for preparing the Annual Calendar of SSTM for the period January to May 2017.

The Chair informed the meeting that Ms. Catherine Mary.Mathew (MBA), Ms Rekha Sunny (MCA), Mr. Shanmughadas (B.Com) and Dr. Salini Bhasker (M.Sc) would jointly prepare the Annual Calendar of SSTM for the period January to May 2017 by January 10, 2017.

4. Other topics discussed.

- i) Dr.V. Raman Nair briefed the members about the procedure for conducting Open Book exam for students.
- ii) Dr. V. Raman Nair will conduct a half day training program for faculty on innovative teaching-learning process.
- iii) Dr. V. Raman Nair suggested that more case studies to be included in each course to enhance the analytical ability of students.
- iv) The Chair informed the members that proposals for conducting FDP and Seminar has to be submitted to AICTE to get grants.
- v) The Chair informed the member that the MCA faculty will conduct training on Advanced Excel for MBA and MCA students.

The meeting concluded at 10 am.


PRINCIPAL