

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 23.02.2015

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

CONVENER and CHAIR: Dr. Radha P. Thevannoor, Principal, SSTM

Members present:

Dr. Indu Nair, Director, MCA

Mr. Madhu T.K., HR Manager, Hi-builds Coatings

Dr. Sherin Mariam Alex, Vice Principal, SSTM

Ms. Megha Mary Michael, Assistant Professor, SSTM-MBA

Ms. Anjana S Chandran, Assistant Professor, SSTM-MCA

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

Mr. Harish M, Scientific Assistant, SSTM-Biotechnology

Ms. Nimisha V R, MBA Student, SSTM

Ms. Subaida, C H, Secretary, SSTM

Dr. Susan Abraham, Associate Professor, SSTM-MBA

Ms. Anu Antony, Alumni –SSTM

Member absent:

Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Paper publications

It was decided that each faculty member has to publish one article in a peer reviewed Journal. She congratulated the faculty members who have published articles in the current year.

3. Extension activity

The members discussed the various ideas for the Extension activities. The Chair congratulated the Biotechnology department for planning a Neera Technician Programme.

4. Industry – Institute linkage

The importance of having programmes jointly organized by the Institution and Industry was discussed. The Chair urged the members to plan for a joint programme at least one in a semester.

5. Training for students and Faculty:

Various training initiatives were discussed during the meeting. It was decided to arrange Excel training for faculty and staff.

6. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.

The meeting concluded at 10.15 am.

Principal

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