

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 15th May 2018

Time and Venue of Meeting: 9.00 am, Principal's Office

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

Members present:

Dr. Indu Nair, Director – MCA, SSTM

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

Dr. Sherin Mariam Alex, Vice Principal, SSTM

Dr. Sethulekshmy Nair, Deputy director, SIBBR&D

Dr. Rupa R, Associate Professor, SSTM-MBA

Ms. Jismy, Assistant Professor, SSTM-MCA

Ms. Athira, Lecturer, SSTM-B.Com

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

Dr. Susan Abraham, Professor, SSTM-MBA

Mr. Arun Jacob, Alumni, SSTM

Mr. Ashwin H, MBA student, SSTM

Ms. Subaida, C H, Secretary, SSTM

Mr. P M A Latheef, Liaison Officer, SCMS

The followings points were discussed:

1. Welcome to representative from Industry

The Principal introduced Mr. Vijayakumar Menon, Chief General Manager, HOCL to the members of the IQAC.

2. Review of the previous meeting.

The Principal reviewed the proceedings of the previous meeting.

3. Submission of Annual calendar of events of each department for the year 2018-19.

MCA and B. Com department representatives submitted the Annual Calendar 2018-19 to the Principal. The other departments were instructed to submit by 31st May 2018.

4. Faculty publications and seminar presentations.

The Principal reiterated the importance of publishing articles and he reminded the incentive schemes for publishing articles in UGC approved Journals and Scopus indexed journals.

5. Suggestions for organising training programmes for faculty and students

The members suggested to continue with the same set of training programmes for faculty and students that were conducted in the year 2017-18 as these have to be repeated for improving effectiveness of current practices.

Mr. Vijayakumar Menon suggested that there are online courses for improving English speaking ability among students. The Institution can have association with Coursera in offering these online courses to students. Mr. Vijayakumar also informed that he would suggest online courses as he is a mentor at Coursera and EdX.

Dr. Sethulekshmy suggested starting Toastmasters Unit at SSTM to develop public speaking ability among students.

The student representatives requested the Principal to offer Add-on courses to students in the second semester itself as it gives necessary preparation before the start of the placement season.

6. Topics for conducting a NAAC sponsored Workshop or Seminar.

The Principal suggested to submit a proposal on “Innovative Practices and Best Practices in Teaching and Evaluation” to NAAC to conduct a one day seminar/workshop.

7. Updation of all existing files for NAAC 2020.

The Principal informed the entire faculty to continue to update all the files and records as per the requirements of NAAC reaccreditation process.

8. Any other matter as permitted by the Chair.

The Principal asked all the departments to submit proposals to conduct a survey on a socially relevant topic with the participation of students. He requested Mr. Vijayakumar Menon to suggest topics to conduct research studies involving students.

The meeting concluded at 10 am.



PRINCIPAL