

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 11.02.2019

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

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

Members present:

Dr. Indu Nair, Group Director, SCMS Group
Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd
Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Mohankumar, Director, SIBBR&D
Dr. Praveena K, Associate Professor, SSTM-MBA
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Ms. Arsha A , Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturer, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Ashwin H, MBA Alumni, SSTM
Mr. Gautam A Kumar, Student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Ms. Maya Sreekumar, Librarian, SSTM
Mr. Praveen Kamath, Systems Administrator, SSTM

Members absent:

Mr. P M A Latheef, Liaison Officer, SCMS
Ms. Sini Balachandran, Parent

The following points were discussed:

1. Review of the previous meeting

The Chair highlighted the important points of the previous IQAC meeting.

2. Action Taken Report of the previous meeting

The Chair presented the Action Taken Report of the previous IQAC meeting and asked for clarification regarding new initiatives and faculty publications.

3. Preparation for compiling data for SSR for NAAC reaccreditation in 2020.

The IQAC Coordinator briefed the members about the essential requirements of SSR and the seven criteria of NAAC. The Chair instructed the members to form teams and work towards compiling data for the SSR. The IQAC coordinator would assist the members in this process.

4. Workshops and Seminars to be organized.

The Chair informed the members to submit proposals to AICTE, ICSSR, KSCSTE and other funding agencies for organizing seminars and workshops. The Biotechnology department informed the members that they have received a grant from KSCSTE to conduct a Seminar on Technology Start-ups.

5. Training Programmes for teachers.

The Chair asked the members to organize training programmes for teachers on topics such as new teaching methods, student involvement in learning and new methods of evaluation.

Mr. Vijayakumar Menon, Chief General Manager, HOCL said that both teachers and students have to be trained in MS Excel and Advanced Excel as it improves productivity.

6. Faculty publications

The Chair advised the members to work in cross functional teams to write articles that can be published in SCOPUS indexed journals. The Chair said that a list of faculty publications has to be prepared and submitted to him in two weeks' time.

7. Any other matters.

Mr. T J Subhash suggested that Industry Institution Interface programmes have to be increased to update the students with the latest happenings in the industry.

The meeting concluded at 10 am.



PRINCIPAL