

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 11th September 2015

Time and Venue of Meeting: 9.00 am, MCA Director's [SSTM- MCA] Office

CONVENER and CHAIR: Dr.Indu Nair, Director – MCA, SSTM

Members present:

Mr. Madhu T.K ., HR Manager, Hi-builds Coatings
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Ms. Megha Mary Michael, Assistant Professor, SSTM-MBA
Dr. Anjana S Chandran, Assistant Professor, SSTM-MCA
Dr. Harish M, Scientific Assistant, SSTM-Biotechnology
Mr. Arun Kumar, Lecturer, SSTM-B.Com
Ms. Lakshmi Visakha K R, MBA Student, SSTM
Mr. Gautam Gopalakrishnan, Alumni - SSTM
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA

Members absent:

Dr. Radha P. Thevannoor, Principal, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed:

1. Review of the previous IQAC Meeting:

Dr. Indu Nair briefed Mr. Madhu T K about the NAAC Peer Team's observations during their visit to the campus in December 2014.

The duration of the Neera Project has been completed and the production facility is being used by two private organisations.

2. Nomination of members to IQAC:

Dr. Indu Nair introduced the new members of the IQAC – Mr. Arun Kumar, Lecturer, B.Com Department, Mr. Gautam Gopalakrishnan, Alumni and Ms. Lakshmi Visakha K R, Student, SSTM.

3. Review of the ongoing semesters:

The members briefed the Chair regarding the ongoing semester in their respective courses. Dr. Harish M briefed the members about the addition of B.Sc (Botany and Biotechnology)

4. Suggestions for organizing training programs for students and faculty:

The Chair invited suggestions from the members to organize training programs for students and faculty. Mr Madhu T K suggested that the students have to develop skills for listening and writing skills. The Chair informed the members that there would be a training program on how to use EBSCO for students. Also, every department are required to submit proposals for organizing training programs for students and faculty in relevant areas within a week's time

5. Faculty publications:

The Chair briefed the members about the efforts taken by the management to encourage the faculty members to publish articles. An incentive scheme has been introduced to encourage faculty members to publish articles in good journals.

6. Alumni association activities:

The Chair informed the members that SCMS has made a tie-up with fouthambit.com to provide a platform for our alumni to network with each other. Certain proposals are being discussed with Fourth Ambit to customize the services for the Institution.

7. Other relevant issues:

The Chair informed the members that IQAC meeting will be held on a quarterly basis – September, December, March and May.

The Annual Quality Assurance Report (AQAR) will be prepared by Dr. Susan Abraham and submitted to NAAC in the month of May every year till the next Accreditation cycle in 2020.

Placement and Admission Committees will have to be set up with both faculty and student members in it. Dr. Indu Nair will coordinate the formation of these two committees.

Similarly Discipline and Grievance Committees will be set up by Dr. Sherin Mariam Alex.

The meeting concluded at 10.20 am.

11.09.2015

Principal, SSTM.