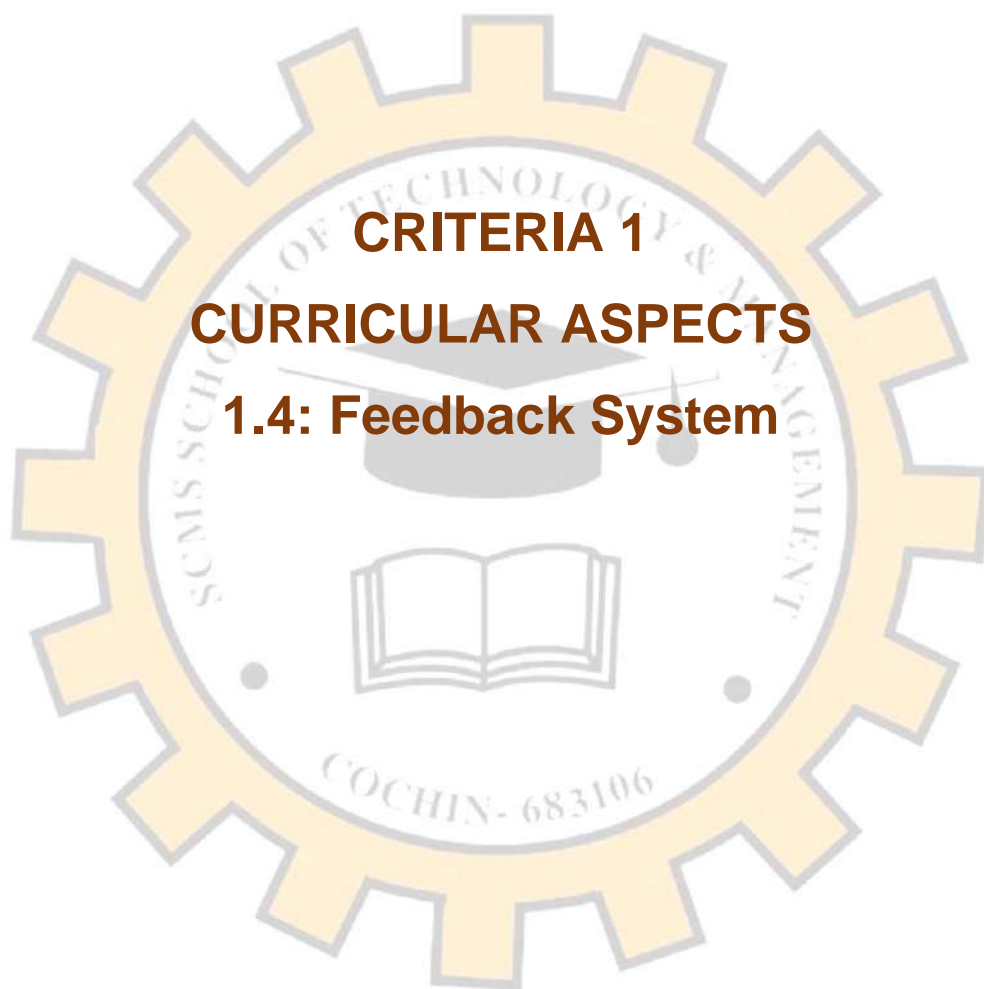
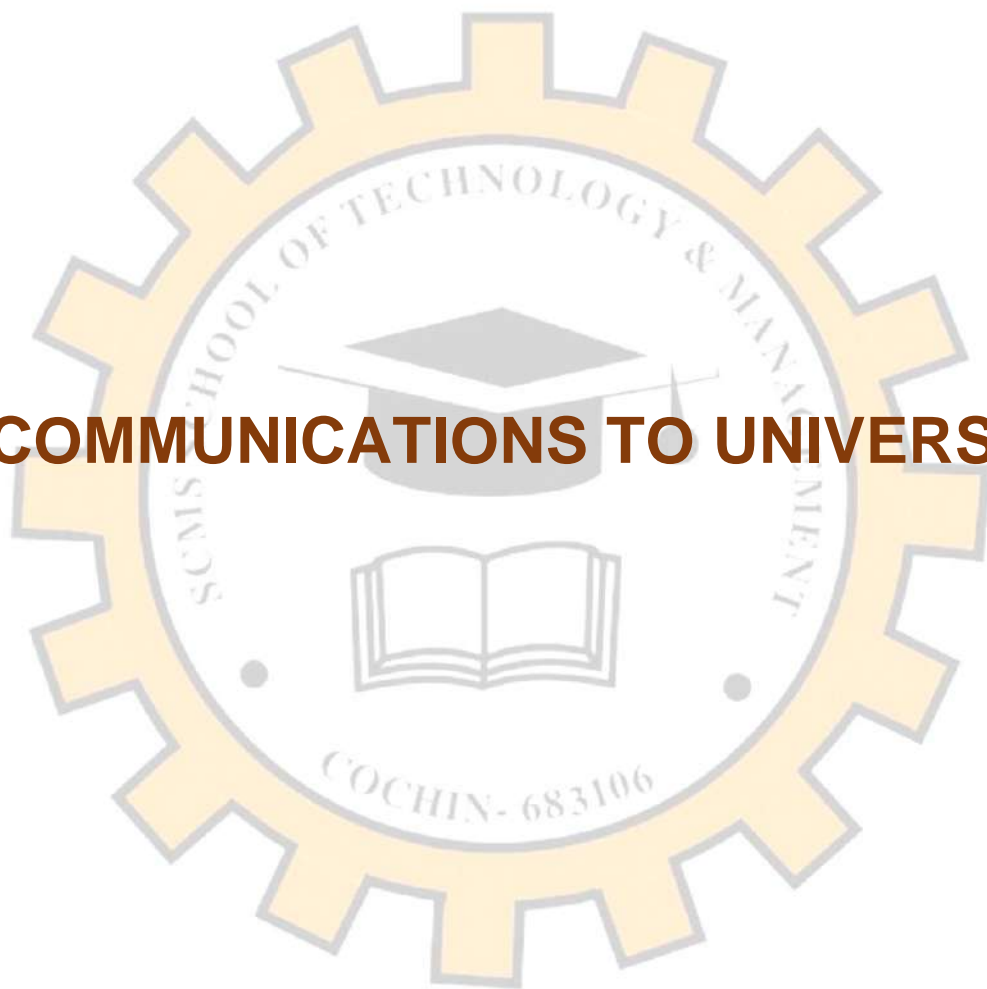




SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA



COMMUNICATIONS TO UNIVERSITY





SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

*Accredited by NAAC and MBA Programme Accredited by NBA
Approved by the All India Council for Technical Education & Affiliated to M. G. University*

SSTM/31/22/138

27/5/2022

The Registrar,
M.G. University,
Priyadarshini Hills,
Kottayam -686560

Dear Sir/Madam,

We are writing this letter to share with you the feedback collected from students on the curriculum offered for the various courses. As the principal of the college, it is suggested that our students are engaged with the curriculum and also provide valuable feedback on how it can be improved.

One area of concern that has been raised by our students is the lack of employment-related courses in the curriculum. Our students have expressed a desire for more courses that are directly related to their future careers, and we believe that this is an area where the curriculum could be improved.

We understand that the university has a responsibility to provide holistic education to our students, and we fully support this. However, we also believe that it is important to provide our students with the skills and knowledge they need to succeed in the workplace. By incorporating more employment-related courses into the curriculum, we can help to prepare our students for the challenges of the job market and give them the best possible chance of success.

We would like to request the university to consider updating the curriculum to include more employment-related courses. We believe that this would be a positive step for our students and would help to ensure that they are well-prepared for their future career.

Thank you for your attention to this matter.

Yours faithfully,


PRINCIPAL



PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2625005, E-mail: sstm@scmsgroup.org Website: www.scmsgroup.org/sstm



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/31/21/30

REGISTERED POST

12.07.2021

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam – 686 560

Dear Sir,

Sub: Inclusion of our college under section 2(f)/12B of the UGC Act 1956
Ref: Letter No. F.No.8-188/2021(CPP-1/1) dt.25.6.2021

We refer to the letter mentioned above addressed to us from UGC Delhi on the inclusion of our college under section 2(f) / 12 B (copy of letter enclosed). We are being directed to provide the following information /documents by UGC.

1. Proforma information duly filled signed by Principal . ~~This form~~ to be duly signed by the Registrar of M.G.University.
2. Copy of the notification of affiliation for the current academic year 202-21 duly attested by the Principal.
3. Revised copy of the resolution passed by the Governing body's person concerned who is authorised to sign the bond.
4. Copy of AISHE code duly attested by Principal.

We request you to kindly sign the proforma and the same may be forwarded to us for onward submission to UGC Delhi.

Thanking you

Yours faithfully


Dr. G SASHI KUMAR
PRINCIPAL



- Encl: 1.Proforma Information
2 Notification of Affiliation
3.Revised copy of Resolution
4. Copy of AISHE Code
5. Copy of letter NO.F.No.8 – 188/2021(CPP-1/1) dt.25.6.2021

SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2625004, 2625005, 2630790 Fax: 91-484-2625006 E-mail: sstm@scmsgroup.org Website: www.scmsgroup.org/sstm



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SSTM/31/21/32

23.07.2021

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam – 686 560


Dear Sir,

Sub: Inclusion of newly sanctioned courses in the University Website and change of College status from Aided to Unaided. Deletion of B.Sc Zoology & Industrial Microbiology from the Website.

This is to inform you that SCMS School of Technology & Management is an Unaided Self-financing Educational Institution affiliated to Mahatma Gandhi University since 2003. Copy of the affiliation order is enclosed for your kind perusal. The status of the College is marked as Aided in the University site instead of Unaided. We request you to kindly make necessary corrections in the University website. This will create unnecessary confusion in students and parents. We would also like to inform you that we have received sanction for three more UG courses in our College viz., BCA, BBA and B.Sc Psychology M-I. Copy of the Affiliation Order is enclosed herewith. Please take immediate steps to include the above three courses in the website at an early date and also delete B.Sc Zoology & Industrial Microbiology as we has discontinued the course. The cancellation order is attached herewith

Thanking you

Yours faithfully


Dr. G SASHI KUMAR
PRINCIPAL





SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/31/21/32

23.07.2021

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam – 686 560

Dear Sir,

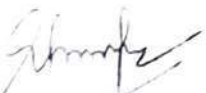
Sub:MBA admission for the academic year 2021-2022 – Clarification is score for C-MAT and CAT.

With reference to the above we request you to kindly confirm the cut off marks in PERCENTILE for the above two entrance examination for admission to MBA programme. We have several candidates who have applied with C-MAT/CAT score and we are unable to process their application for admission for want of the above information. Last year there was mention of percentage and percentile in the score card of CMAT.

The matter is reported for favour of information and necessary action from your side.

Thanking you

Yours faithfully


Dr. G SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/12/21/47

23rd July 2021

The Registrar,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam – 686 560.

Dear Sir,

Sub: Request for increase in seats for the U.G.Programme.
Ref: U.O..No.105637 Ac.Ai-3/2021/VI section dated 08/08/2021.

.....

With reference to the above we would like to increase the seats for the various U.G. Courses at our institution.

Sl.No.	Course	Sanctioned intake	Marginal Increase sanctioned	Seats increase required as per above order	Total
1	BBA	40	10	20	70
2	BCA	40	10	20	70

The applicable fees for the above courses for the increase is being paid as per challan.

Thanking you

Yours faithfully


DR.G.Sashi Kumar
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/31/21/85

19.08.2021

The Registrar,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam – 686 560.

Sir,
Sub: College Union/DSU Elections 2021-22- Conduct-Schedule-Revised-Intimation –Reg.
Ref: Your letter No. 3219/1/2017/Election dated 14.10.2021

We are pleased to inform you that we have conducted election in the parliamentary mode on 18.08.2021 and the following students were elected for various designations.

The Chairman	Ms. Anjali Sooraj
Vice Chairman	Mr. Devadhathan M
General Secretary	Ms. Gopika B
University Councillors	Mr. Basil Cherian
	Ms. Nikitha Suresh
The Editor of the College Magazine	Ms. Shilpa Sunil
The Art Club Secretary	Mr. Hifz Ul-Rahman
Class Representatives	Mr. Sravan S Viswam, Ms. Arya K.P
	Ms. Seethalakshmi A.V
Lady Representatives	Ms. Miriam Sam and Ms. Aarthi Jayakumar

Hope the above-declared information would suffice.

Thanking you,

Yours faithfully,


Dr. G. SASHI KUMAR
PRINCIPAL





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SSTM/31/21/43

5/10/2021

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam- 686 560.

Dear Sir,

Sub: Extension of Affiliation under 21-22 regarding.

Ref: Your mail from AC A7 Section regarding change in details dt. 1/10/2021.

With reference to the above mail we would like to inform you the change in the reduction of seats of MCA from 60 to 30. The Syndicate has agreed to the decision as per minutes No.38/21.04/64487/AC A7-3/2021.

Please do the necessary correction in the affiliation order.

Thanking you

Yours faithfully




B.R.G.SASHI KUMAR
PRINCIPAL



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REGISTERED POST

SSTM/31/21/49

1.11.2021

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam - 686 560

Dear Sir,

Sub: Inclusion of our college under section 2(f)/12B of the UGC Act 1956
Ref: Our letter No. SSTM/31/21/30 dtd. 12/07/2021
UGC letter No. F.No.8-188/2021 (CPP-1/C) dtd.25/10/2021.

We reference to the above we had forwarded our Proforma Information in order to apply for Inclusion under section 2(f) -12 B of UGC Act. We have received information from UGC informing us to submit the following.

1. Proforma information in original. (We have forwarded the same to you in original for your endorsement and for forwarding it to UGC). Kindly send the same to us.
2. Affiliation letter for the current academic year 2021-22 temporary/permanent.

We request you to kindly send us the above documents as early as possible.

Thanking you,

Yours faithfully,


Dr. G SASHI KUMAR
PRINCIPAL





SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

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Approved by the All India Council for Technical Education & Affiliated to M. G. University

SSTM/31/21/53

Registered Post

17.11.2021

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam – 686 560

Dear Sir/Madam,

Sub: Inclusion of our college under section 2(f)/12(B) of the UGC Act 1956
Ref: UGC letter No. F.No.8-188/2021 dtd. 25/10/2021

1. We reference to the above we have received a letter from UGC informing us to submit certain documents for inclusion under 2(f) 12(B)
2. Our application for 2(f) has already been forwarded by M.G.University to UGC as per letter No.CD/01/2(f) and 12(b)-94/2019 dtd. 22/2/2021 which is enclosed herewith.
3. In order to apply for inclusion under 12(B) UGC as per their letter cited above (copy enclosed) has asked us to submit a certificate stating permanent affiliation for our college. Ours being a Self-financing College it is understood that a certificate to that effect cannot be issued by the University as it is a policy matter.
4. To fulfill the requirements of our application for 12(B) we request you to kindly issue a certificate to us stating that M.G.University does not grant permanent affiliation to Self-Financing Colleges. This certificate can be enclosed along with our application for 12(B) for submission to UGC.
5. As you are aware our Institute is NAAC accredited with 'A' Grade and our MBA department is NBA accredited. Our Bio-Technology laboratory is DSIR accredited. We have excellent Library and good infrastructure for the courses which we are offering.
6. Undoubtedly we are eligible for inclusion under 12(B) as we are meeting all requirements stipulated by the various accreditation agencies.
7. We once again request you to kindly provide us with a certificate that permanent affiliation cannot be granted to us being a self-financing college.

Thanking you,

Yours faithfully,


Dr. G SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/12/22/06

3rd February 2022

Regd Post-

The Registrar
M.G University,
Priyadarshini Hills,
Kottayam - 686 560.

Dear Sir,

Sub: Submission of Annual Report of our Institute for the year 2021.

With reference to the above we are enclosing herewith the Annual Report of our institution for the year 2021. Along with the report we are also enclosing documents on the various academic and non-academic activities. Some of the high lights of our institution for the year 2021 are as under;

1. Our students bagged eleven Ranks in the M.G. University Examination during the year 2021. (Details enclosed)
2. Received grant from Bio-Technology Industry Research Assistance Council (BIRAC) for Rs.37 Lakhs in collaboration with Malabar Cancer Research Centre to develop a LAMP based rapid, point of care and cost effective method of diagnosis of COVID-19.
3. Our Institute provided flood relief items to Dr.P.K.Jayasree, District Collector, Kottayam.(Photograph enclosed)
4. All employees and their families in SCMS Group of Educational Institutions were given two doses of vaccine free of cost as a part of our CSR Activity.

Thanking you

Yours faithfully


DR. G.SASHI KUMAR
PRINCIPAL

- Enclosures
- 1) Report format duly filled
 - 2) Various columns duly filled with write up
 - 3) Photographs of various activities
 - 4) List of publications or given by IIR.
 - 5) Activity Report of Seminars/ Webinars conducted.
 - 6) BIRAC order copies
 - 7) List of companies who have placed orders during the year 2021.



SCMS

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SSTM/31/22/10

09/02/2022

The Controller of Examinations,
M.G University,
Priyadarshini Hills,
Kottayam

Dear Sir,

Sub: Correction of Mark list after revaluation M.Sc.First Semester Paper Molecular Structure of Nucleic Acid Gene Regulation and Expression. Reg.No.250664 Mr.Sastha Kumar N.

With reference to the above, our student Mr.Sastha Kumar N. who has completed his M.Sc. Molecular Biology & Genetic Engineering had applied for revaluation for the above mentioned paper and secured 21 marks more. He is yet to receive the corrected mark list after the revaluation. As he has to apply for jobs, kindly expedite the issue of corrected mark list.

His earlier mark list and the new memo awarding 21 marks more is attached for your reference.

Thanking you,

Yours faithfully,


DR.G.SASHI KUMAR
PRINCIPAL





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SSTM/31/22/15

17.2.2022.

The Controller of Examinations,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam – 686 560.

Dear Sir,

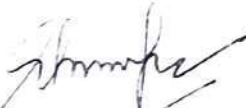
Sub: Verification of Mark list/Degree Certificate

....

We are enclosing herewith the Original Degree Certificate/Mark lists for verification of 106 MBA students (2021-2023)

Thanking you,

Yours faithfully,


DR. G. SASHI KUMAR
PRINCIPAL





SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/31/22/21

14/3/2022

The Controller of Examinations,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam – 686 560.

Sir,

Sub: Remittance of examination fee for **Ist semester Regular** students of **MBA (2021 Admission)** at SCMS School of Technology and Management, Prathap Nagar, Muttom, Aluva.

.....

We are enclosing a list of students undergoing MBA programme at our Business school. They are to appear for the First Semester Regular examinations, which will be commencing from March 2022 as scheduled. Details of examination application fee, examination fee, Mark list fee, Centralized valuation and Viva fee collected from the students are also given in the aforesaid mentioned list for kind information and necessary action please.

Thanking you,

Yours faithfully,

For 
14/3/22
DR. G.SASHI KUMAR
PRINCIPAL

Encl: 1. Challan No.
2. List of students

dated

for Rs.

Dr. Praveena K
HOD-MBA (dept)
SSTM.



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SSTM/31/22/39

20/04/2022

The Controller of Examinations,
M.G University,
Priyadarshini Hills,
Kottayam- 686 560.

Dear Sir,

Sub: Case of Malpractice involving Mr.Avinash V.Madhav B.Com(Third Semester Supplementary) examination – Subject Corporate Accounting –I on 13/4/2022.

Mr.Avinash V Madhav was caught for malpractice by the invigilator on 13/4/2022 on the subject Corporate Accounting -I (3rd sem. Supplementary Examination). He was asked to leave the examination hall. The manuscript along with his answer sheet were confiscated by the Invigilator. On the same day his parents were informed of the incident by the Class Teacher.

As part of the Enquiry we had informed him and his parents for a hearing on 20/4/22 at 10.00am before the Enquiry Committee. The parents and the son admitted the mistake and they were adamant and insisting that the matter should not be reported to the University as their son is under tremendous stress and trauma. The parents got violent at the Principal and the Enquiry Committee and shouted that the college will have to face dire consequences as the whole family is in a state of mental shock and agony and they were threatening to commit suicide.

They were not willing to listen to the enquiry committee. The parents and their son walked out of the Principal's Chamber in anger.

This is for your information.

Thanking you,

Yours faithfully,


DR.G.SASHI KUMAR
PRINCIPAL





SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/31/22/45

16/05/2022

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam- 686560

Dear Sir,

Sub: Malpractice

It is understood from press reports that there is likelihood of some changes in rules governing malpractices in University Examinations. The present practice of debarring the student from all the subjects if he is caught for one subject is too much of a punishment for the student. It is therefore suggested that if a student is found to be in possession of a manuscript in the examination hall and if he/she has written the matter on the answer sheet that answer sheet shall be taken and a new answer sheet is given and the student can be allowed to write within the duration of the examination of that subject.

Another alternative, suggested is that the particular subject in which he has indulged in malpractice, only that subject need be cancelled rather than cancelling all the subjects which the student has appeared.

The above two suggestions can be made in the rules so that we take a lenient view towards the student at the same time he is punished for the wrongful act.

Thanking you,

Yours faithfully,

DR.G.SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/33/2022/

16.05.2022

The Controller of Examinations
Mahatma Gandhi University
Priyadarsini Hills
Kottayam.

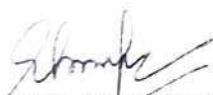
Sir,

Sub: Penalty paid for delay in submission of Fourth Sem. Internal marks
of Anandhu Jeevanraj Vide Order No. 75278/EI 7-1/2021/CE/SECT 1

As instructed by you, we are forwarding herewith a e-pay challan No.1812222317 dtd. 16.05.2022 for Rs 1050/- towards penalty for delay in submission of fourth semester MBA Internal marks of Mr.Anandhu Jeevanraj (Register No. 181348). I request you to kindly take appropriate decision on this matter and publish his result at your early convenience.

Thankin You,

Yours faithfully,


DR.G.SASHKUMAR
PRINCIPAL



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SSTM/31/22/47

18/05/2022

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam- 686560

Dear Sir,

Sub: Formation of SC/ST Cell

Ref: Your letter No.2634/SC ST CELL dt. 12/4/2022

With reference to the above we have formed the SC/ST Monitoring Cell at our college.

- | | |
|------------------------|--|
| 1. Principal | - Dr.G.Sashi Kumar |
| 2. Secretary | - Mr.Balagopal Asst.Proffessor , Commerce dept. |
| 3. Panchayat President | - Ms.Rajee Santhosh,President Choornikkara Panchayat |
| 4. Lady Faculty Member | - Dr.J.M.Lakshmi Mahesh |
| 5. Administrative Aid | - Mr.Abdul Latheef |

Thanking you,

Yours faithfully,


DR.G.SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/31/22/46

18/05/2022

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam- 686560

Dear Sir,

Sub: Formation of Admission Committee

Ref: Your letter No.4860/ACA1/2022/MGU dt. 10.05.2022

With reference to the above we have formed the admission Committee as per letter under referene mentioned above.

- | | |
|-----------------------------------|--------------------------|
| 6. Principal | - Dr.G.Sashi Kumar |
| 7. Vice Principal | - Dr.J.M. Lakshmi Mahesh |
| 8. Science Faculty | - Dr.Sethulakshmy C. |
| 9. Arts & Humanities Faculty | - Dr.Sujith M.S |
| 10. Commerce Faculty | - Ms.Arsha A |
| 11. Nodal Office Member Secretary | - Dr.K.Latha |
| 12. Non Teaching Staff | - Ms.Radha Jayaraman |

Thanking you,

Yours faithfully,

DR.G.SASHI KUMAR
PRINCIPAL



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SSTM/31/22/49

21/05/2022

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam- 686560

Dear Sir,

Sub: Inclusion of our Department of Management Studies SCMS School Technology and Management as Research Centre in M.G.University Website.

As per order No.5129/AC AC6/2022/MGU dtd. 16/5/2022, M.G.University as reinstated the recognition of our department as Research Centre in Management.

Kindly include our Department / Institute in the list of Research Centres in Management in the website and also include Dr.Praveena K, Associate Professor and Dr.Meera M.S., Associate Professor in the list of guides in Management.

Thanking you,

Yours faithfully,


DR.G.SASHI KUMAR
PRINCIPAL

Copy to : Dr.C.Sudarsana Kumar
Director of Research
M.G.University



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SSTM/31/22/51

26/05/2022

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam- 686560

Dear Sir,

The undermentioned teachers of our Department of Management Studies had submitted applications for Ph.D guideship in Management.

1. Dr.Susan Abraham
2. Dr.Dulari S.S
3. Dr.Deepa Pillai
4. Dr.Clement Cabral
5. Dr.Lakshmi Mahesh

We request you to kindly inform the status of their application.

Thanking you,

Yours faithfully,


DR.G.SASHI KUMAR
PRINCIPAL





SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/31/22/55

10/06/2022

The Controller of Examinations,
M.G University,
Priyadarshini Hills,
Kottayam- 686560


Dear Sir,

Sub: Publication of SI Results MBA 2020-2022 Batch

Six students from SCMS School of Technology and Management have got selection in Accenture. Their joining date was postponed a number of times due to delay in publication of results. The final call of verification of Documents is 11th June. If the results are not announced by then they will lose their jobs. We request you to issue a letter / mail date of publication of SI results would be by 15/6/2022 for submission to the employer so that they don't lose jobs.

Thanking you,

Yours faithfully,


DR.G.SASHI KUMAR
PRINCIPAL



Sort through by students



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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Approved by the All India Council for Technical Education & Affiliated to M. G. University

31.01.2019.

SSTM/31/19/897

The Controller of Examinations
Mahatma Gandhi University
Kottayam

Dear Sir,

**Sub : M B A Degréé examination , January, 2019, Third semester -
Research Methodology - Questions beyond the scope of syllabus -
reg (Q.P No: F6803)**

I would like to bring to your notice that the Part C (compulsory question worth 10 marks) in the above mentioned University Examination held on 28.01.2019 is **beyond the syllabus.**

The syllabus (enclosed herewith) states that the concerned portion is only theory while the problem is asked in the question paper and that too as a compulsory (part c) question.

I humbly request you to take the necessary action as this will affect their total marks, having no option even to attend any other question

Thanking you

Yours faithfully

DR. G. SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/2/31/929

15.03.2019.

The Vice-Chancellor,
Mahatma Gandhi University,
Kottayam.

Dear Sir,

Sub: MOU with foreign universities for academic collaboration
Ref: Our letter No. SSTM/31/18/754 DATED 21.09.2018/
Your letter No. 6621/3/2018/ACA7 dated 15.11.2018.

With reference to the above SCMS School of Technology and Management has signed a MOU with Lincoln University Malaysia for academic and cultural co-operation. Copy of the MOU is attached herewith.

The benefit the students would get is that they will get an opportunity to acquire knowledge and international exposure. The students will also be in a position to attend short term courses of the University and visit Business and Research Organisations.

Encouraging academic and research cooperation among national and international institutions will lead to sharing knowledge and resources and promote innovation and entrepreneurship.

Our proposal is to grant approval and to award credits to our UG/PG students who participate in International Student Exchange Programme as per the MOU signed between our institute and Lincoln University

Mahatma Gandhi University which is now in the forefront in academic and Research Activities must encourage institutions with high NAAC Accreditation for foreign collaboration and exchange programmes.

Thanking you,

Yours sincerely,


DR. G. SASHI KUMAR
PRINCIPAL

Encl: Copy of MOU



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

Accredited by NAAC with 'A' Grade

Approved by the All India Council for Technical Education & Affiliated to M. G. University

SSTM/31/20/02

4/1/2020

The Registrar,
M.G University,
Priyadarshini Hills,
Kottayam -686 560.

Dear Sir,


Sub: Members of Covid monitoring committee – Meeting with VC and Syndicate members on 1.1.2021

With reference to the above we have constituted a Covid Monitoring Committee for our institute which is as under.

- | | |
|---------------------------------|--|
| 1. Dr.G.Sashi Kumar | -Principal -9847189238 |
| 2. Dr.lakshmi Mahesh & Ms.Arsha | -HoD of Computer Application Dept. and HoD of Commerce Dept. |
| 3. Mr.Sorabin Mendez | - Non-Teaching staff |
| 4. Mr.P.M.A.Latheef | - Parent – 9846056315 |
| 5. Mr.Anirudh M. | - Student MBA |
| 6. Mr.A.K. Noushad | - Health Inspector Choornikkara Panchayath- 9447151518 |

Thanking you

Yours faithfully


DR.G.Sashi Kumar
PRINCIPAL



Handwritten notes:
Sashi Kumar
Principal
4/1/2020



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

Accredited by NAAC with 'A' Grade and MBA Programme Accredited by NBA

Approved by the All India Council for Technical Education & Affiliated to M. G. University

SSTM/31/201184

17.03.2020.

The Registrar,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam - 686 560.

Dear Sir,

Sub: Postponement of Project of Semester IV MBA (2018-2020 Batch) and Semester II MBA Internship (2019-2021 Batch) - Both Commencing 1st April 2020.

.....

As you may be aware of the current emergent situation due to COVID-19, we are receiving a number of representations from the parents of the students seeking postponement of the Project and Internship as they are very much concerned about their wards. Many companies have asked our students not to join on April 1st 2020 as a preventive measure for Project and Internship.

The Project and the Internship as per the MBA regulations is to begin on 1st of April 2020 and to end on 31st May 2020. We request you to kindly postpone the dates of commencement of the Project and Internship to 15th of April to 31st of May 2020. This suggestion of postponement will not lag the course.

Kindly issue necessary orders to abide by the decision of the Government to close institution, and to avoid travel and gatherings.

Thanking you,

Yours faithfully,


DR. G. SASHI KUMAR
PRINCIPAL

CC: The Controller of Examinations
Mahatma Gandhi University,
Kottayam.



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

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Approved by the All India Council for Technical Education & Affiliated to M. G. University

SSTM/31/201192

11.06.2020.

The Hon'ble Vice Chancellor,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam – 686 560.

Respected Sir,

Our College Hostels are taken over by the Government for the purpose of quarantine for NRI people since May 2020. We were asked to handover the hostels to the Government within twelve hours and students were asked to vacate the hostel. We pressed into service our Professors and faculty members to segregate the belongings of the hostel students, like their laptops, power banks, mobile phones books and other valuable belongings which is now kept in a separate room. The students left for their homes as the lockdown was announced. We have UG/PG students from Kasargod, Kannur, Malappuram, Calicut, Wayanad, Palghat, Trichur, Kottayam etc. and one student is in Chennai and three others abroad.

The University has announced the commencement of the UG and PG degree examinations from the 16th June 2020. The parents of the hostelers are calling us and in their anxiety they are using harsh language that it is the responsibility of the college to find alternate hostel accommodation for the students as they have no other means of stay during the examination period.

The College cannot take the responsibility of providing accommodation to the large number of hostelers as we have no control on the functioning of the such private hostels. We do not know whether such hostels are following health protocols and social distancing announced by the Government when it comes to the serving of food and living in the rooms of hostels. If by any chance a student contracts the disease the college cannot take the responsibility.

The only solution to this problem is to permit the students to appear for the examination in their respective home districts so that the problem of stay and travel for the students can be solved. As the pandemic is still not under control we also fear that there are students coming in large numbers from hotspots which may also pose risk to others. Considering the extra ordinary situation that we are facing the jurisdiction of districts under Mahatma Gandhi University should not be a hindrance.

We once again request you to permit students to appear for the examination in their home districts as per the earlier University Order.

Thanking you,

Yours faithfully,


DR. G. SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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Approved by the All India Council for Technical Education & Affiliated to M. G. University

SSTM/31/201200

17.07.2020.

The Controller of Examinations,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam – 686 560.

Dear Sir,

Sub: Permission to appear for Viva-Voce Examination- Ms. Athira Aravind
(MBA Batch 2017-2019) Reg.No. 101479 – Finance and Marketing
Ref: Your letter No. EI VII/DDFS-10474/2/MBA/4/2020 dated 15.07.200.


.....

With reference to the above Ms. Athira Aravind Reg.No. 101479 (2017-2019) has cleared all papers of the MBA course and she has also submitted her Project Report. She had informed us that she secured a job in Dubai and will not be in a position to attend the viva-voce examination of the Fourth Semester Project and Viva Voce.

We have no objection in permitting Ms. Athira Aravind to appear for the Viva-Voce examination along with the present batch.

Thanking you,

Yours faithfully,


DR. G. SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSIM/31/20/1207

20.11.2020.

The Controller of Examinations,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam - 686 560.

Sir,

Sub: Sessional Marks - Second Semester MBA Programme.

....

This is with reference to internal marks for which the students had not procured the minimum marks. They were provided another set of opportunities to redo all assignments and procure minimum marks. Enclosed please find an internal assessment sheet of their second semester, MBA programme. Hope the marks will be noted and sufficient actions taken upon.

Thanking you,

Yours faithfully,


DR. G. SASHI KUMAR
PRINCIPAL

Encl: Mark List of Second Semester



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SSTM/2/20/727

28.12.2020.

The Registrar
M.G University
Priyadarshini Hills
Kottayam - 686560

Dear Sir,

Sub: Discontinuing BA Economics M-11(Foreign Trade) course from 2021-2022

We wish to inform you that the M.G.University had sanctioned the U.G Programme B.A Economics M-11(Foreign Trade) to SCMS School of Technology & Management, Muttom, Aluva (SSTM) during the year 2015-16. In view of poor response for this programme all these years, we have decided to request the University to discontinue the programme from academic year 2021-22 onwards. The Chellan for Rs.10,500/- towards the fee for discontinuance of course is attached herewith.

We request you to kindly do the needful on this matter.

Thanking You

Yours faithfully

DR. G. SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

Accredited by NAAC with 'A' Grade

Approved by the All India Council for Technical Education & Affiliated to M. G. University

SPEED POST

SSTM/31/21/09

25 /1/2021

The Chairman,
Board of Studies in Management
M.G University,
Kottayam

Dear Sir,

Sub: Internship for Second semester MBA students and Project for 4th Semester MBA students of SSTM.

During the meeting convened by the Vice-Chancellor on the 22nd of January it was informed to the Principals to suggest guide lines for doing internship and project for 2nd and 4th semester students respectively . Following are the suggestion for your consideration in order to avoid the problem of lagging of MBA programme due to reasons beyond our control.

1. Students may be permitted to do the internship and project On-line as companies may not permit students to visit physically to do the internship or project.
2. Students who have to do Project/Internship can collect Data by getting permission from companies. They can contact the company officials to do the Project/Internship.
3. Internship and Project will be on the basis of analysis and study of Secondary Data. Company profile, Company product, Customers, Computers, Collaborations, CSR Activities. Export/Import of products and raw materials, Financial data, Industry Analysis, Strategies adopted by the Company, Future Expansion etc.,
4. Internship and Project will be done ~~in~~ strictly ~~in~~ under guidance from the Faculty guide.
5. Students may also be permitted to do Project on a problem centered study, the topic and methodology to be decided in consultation with the Faculty guide.
6. Students may not get a certificate from the company. In such cases the Principal/Director can issue a certificate regarding the successful completion of Internship/Project.
7. The Viva may also be conducted ON line as was done for the students of the previous batch.

The above guide lines are suggested for your immediate consideration and approval.

Thanking you

Yours faithfully


DR.G.SASHI KUMAR
PRINCIPAL



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

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SPEED POST

SSTM/31/21/12

3.2.2021.

The Controller of Examinations,
Mahatma Gandhi University,
Priyadarshini Hills,
Kottayam – 686 560.

Dear Sir,

Sub: Request for Special Exam / one more chance received from Ms.E.V.Vishnu

Priya 2019-2021 Batch MBA Registration No.190031000807 in view of Covid
Positive on 3.2.2021.

With reference to the above I am enclosing herewith the request received by e-mail from Ms.E.V.Vishnu Priya who tested Covid positive on 3.2.2021. She was to appear for the Second Semester MBA Exam Entrepreneurship Development(MB010208) scheduled on 3.2.2021. Her COVID Test report is attached herewith

I request you to kindly give one more chance considering the genuinity of the case. She has set an example of not getting exposed to other students thereby preventing spread of the disease to others.

Thanking you,

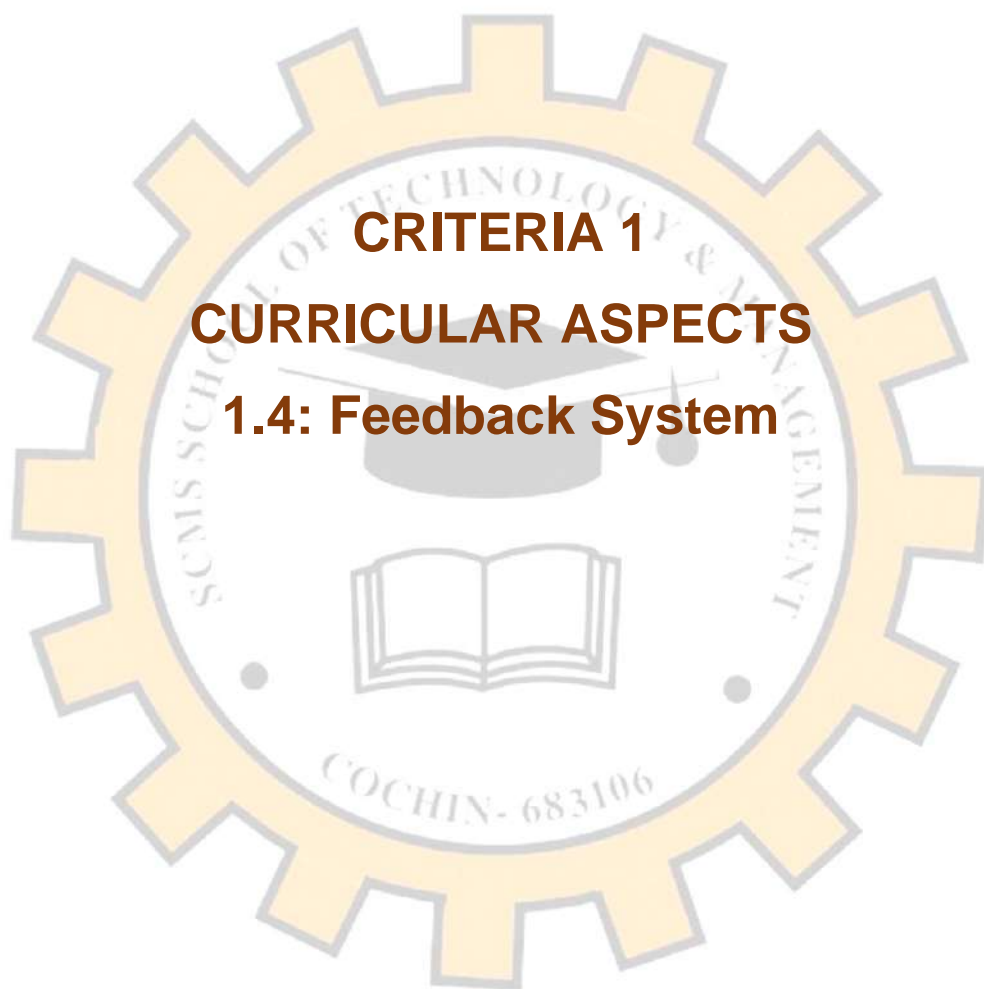

DR. G SASHI KUMAR
PRINCIPAL

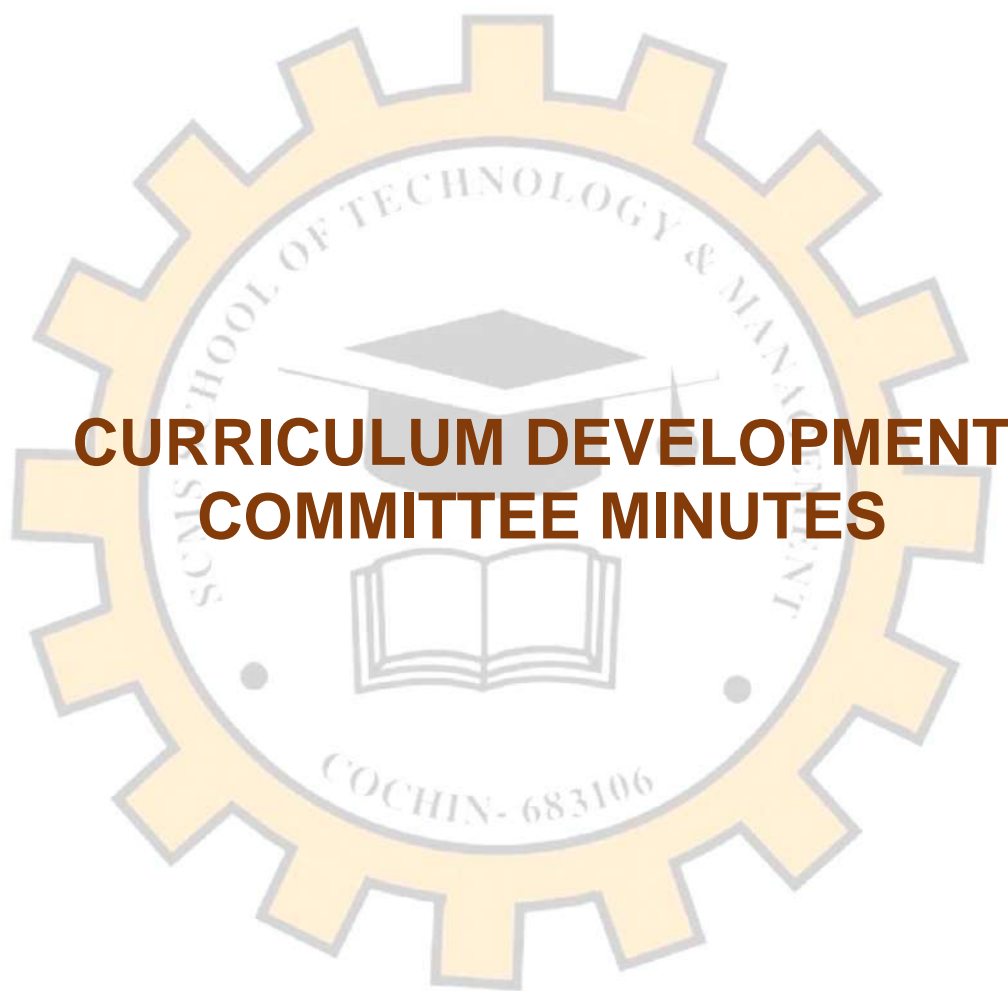
Encl:1. Request mail from Mr.E.V Vishnu Priya

2. Test Report



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA





**CURRICULUM DEVELOPMENT
COMMITTEE MINUTES**



Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year
2021-22

Venue/Date : Principal's Office on 25/5/2021 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, Department of Computer Applications

Ms. Aarsha A : HoD, Department of Commerce

Dr. Praveena K : HoD, Department of Management of Business
Administration

Ms. Sindhu Manoj : HoD –Department of Business Administration

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The committee members discussed merits of each course proposed to be as Add-on/Value-added/Certificate course. The committee members took the suggestions from the feedback of stakeholders, before finalising the list of add on course to be offered for the year 2021-22.
- The following list of 18 Add-on/Value-added/Certificate courses had been approved by the curriculum development committee for the academic year 2021–2022 during the meeting.



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Add-on/Value-added/Certificate courses for the year 2021-22

Name of the add-on/certificate course	Course Code	Course coordinator	Batch /department
Add on course Excel	COE2122S01	Ms. Jismy Joseph	BCA Batch 3, IMCA Batch 8
Value added course Advanced Excel	CAE2122S02	Ms. Shoby Sunny Ms. Aishwarya Ms. Jismy	MCA Batch 17, IMCA Batch 7, MBA Batch 18
Add on course Data Analytics with python	CDP2122S03	Ms. Anitha Krishnan G	MCA Batch 15, IMCA Batch 4
Certificate course IOT application development	CIA2122S04	ICT Academy	BCA Batch2
Add on course Full stack web application development	CWD2122S05	Mr. Ranjith S	BCA Batch 1, BCA Batch 16
Certificate course Front end application development with angular	CFA2122S06	ICT Academy	IMCA Batch6
Add on course Design Thinking	CDT2122S07	Dr. Baiju Radhakrishnan	MBA Batch 18
Add on course Aptitude Training	CAT2122S08		
Value added course Verbal Reasoning	CVR2122S09	Dr. Mary Fathima Cross	MBA Batch 18
Add on course Excel for Business Management	CEM2122S10	Dr. Praveeba K	MBA Batch 17
Certification course on MS Office	CMO2122S11	Ms. Aarsha A Ms. Rashmi Varier	BCom - Batch 8 Taxation, Batch 7 Computer Applications
Value added course LBS-Special training programme on MS Office Certification	CMS2122S12	LBS Centre Faculty	BCom - Batch 10 Taxation, Batch 9 Computer Applications BSc Botany & Biotechnology, 2020- 23 batch and 2021- 24 batch BBA Batch 1 BSC Psychology Batch 1



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Add on course ACCA	CAC2122S13	ACCA Faculty	BCom Batch 10 Taxation
Add on course CMA	CCM2122S14	CMA Faculty	BCom Batch 10
Certificate course Foundation Programme in Banking and Finance	CFB2122S15	Faculty from Hedge	BCom - Batch 9 Taxation, Batch 8 Computer Applications
Add on course Retailing Management	CRM2122S16	Dr. Dulari S.S	BBA Batch 1
Certificate Course on " Animal cell Culture"	CAC2122S17	Dr. Deepthi D C, Dr. Sethulekshmy Nair C	M.sc Molecular Biology & Genetic Engineering- (Batch- XII) (2020-22}
Certificate Course on Real Time PCR"	CRT2122S18	Dr. Harish M Dr. Deepthi D C	M. sc, Molecular Biology and Genetic Engineering (2020 - 22 BatchI

- The meeting concluded at 11:30 am

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2021-22

Venue/Date : Principal's Office on 15/3/2022 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. Anjana S. Chandran : HoD, Department of Computer Applications

Ms. Aarsha A : HoD, Department of Commerce

Dr. Praveena K : HoD, Department of Management of Business Administration

Ms. Sindhu Manoj : HoD –Department of Business Administration

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal enquired about the curriculum enrichment activities happening in the various departments.
- The HoD's of respective departments briefed about the progress of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2020-21

Venue/Date : Principal's Office on 18/5/2021 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, MCA Department

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Ms. Sindhu Manoj :HoD, BBA Department

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal talked on importance of curriculum enrichment in helping students achieve their goals and prepare them for future roles.
- The committee members evaluated the merits of each proposed add-on course and considered feedback from stakeholders before determining the list of additional courses to be provided in the year 2020-21.
- The following list of 16 Add-on/Value-added/Certificate courses has been approved by the curriculum development committee for the academic year 2020–2021 during the meeting.



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Add-on/Value-added/Certificate courses for the year 2021-22

Name of the add-on/value added/certificate course	Course Code	Course coordinator	Batch /department
Add on course Excel	COE2021S01	Ms. Jismy Joseph	BCA Batch 2, IMCA Batch 7
Add on course Advanced Excel	CAE2021S02	Ms. Shoby Sunny	MCA Batch 14, DDMCA Batch 3
Add on course Introduction to IOT Devices	CII2021S03	Ms. Anitha Krishnan G	IMCA Batch 4
Add on course Fundamentals of full stack web development	CWD2021S04	Mr. Ranjith S	IMCA Batch 5
Add on course Retail Management	CRM2021S05	Dr. Dulari S.S	MBA Batch 17
Value added course Verbal Reasoning	CRV2021S06	Dr. Mary Fathima Cross	MBA Batch 17
Certificate course NISM Series V A :Mutual Fund distributions	CNS2021S07	Dibin K. K	MBA Batch 17
Add on course Labour Codes	CLC2021S08	Dr, Deepa Pillai	MBA Batch 17
Add on course Excel for Business Applications	CEM2122S09	Dr. Praveena K	MBA Batch 16
Add on course Soft Skill	CSS2021S10	Mr. Cyril C T	BBA Batch1
Add on course on Advances in Bioinformatics	CAB2021S11		B.Sc Botany & Biotechnology - (Batch-VI) (2020-23)
Certificate course on Fundamental molecular biology techniques	CFM2021S12		B.Sc Botany & Biotechnology - (Batch-VI) (2020-23)



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Certificate course on Molecular docking and Drug discovery	CMD2021S13	Dr. Harish M Dr. Deepthi D C	B.Sc Botany & Biotechnology - (Batch-IV) (2018-21)
Certification course on MS Excel	CMS2021S14	Mr. Jefrin Johnson	BCom - Batch 9 Taxation, Batch 8 Computer Applications
Certification course on Digital Marketing	CDM2021S15	External faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certification course on Hindi Translation	CHT2021S16	Dr. Sujith	BCom - Batch 8 Taxation, Batch 7 Computer Applications

- The meeting concluded at 11:30 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2020-21

Venue/Date : Principal's Office on 24/3/2021 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, MCA Department

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Ms. Sindhu Manoj :HoD, BBA Department

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal asked the department heads about the progress of add on courses in their departments.
- The HoD's of respective departments briefed about the progress of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2019-20

Venue/Date : Principal's Office on 27/5/2019 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : HoD, MCA Department

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Minutes

- The SSTM curriculum development committee convened in the principal's office with aim to enhance the curriculum and put it in line with industry standards by providing students with a selection of add-on / certificate/ value added courses.
- The committee on careful consideration of feedback from all the stakeholders identified a list of addon/valueadded/certificate courses.
- The curriculum development committee has approved the following list of courses for the academic year 2019–2020.



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

Add-on/Value-added/Certificate courses for the year 2019-20

Name of the addon/valueadded/certificate course	Course Code	Course coordinator	Batch /department
Certificate course Biotechnology in Diagnostics	CBD1920S01	Mr. Harish M	B.Sc. Botany & Biotechnology, Batch 2018-21
Certificate course Foundation Programme in Banking and Finance (2018 Admissions)	CFB2122S02	Faculty from Hedge	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course ACCA(2019 Admissions)	CAC1920S03	ACCA Faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course CMA (2019 Admissions)	CCM1920S04	CMA Faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certificate Program in Soft Skills	CSS1920S05	Ms. Aiswarya Murai Ms. Rashmi Varier Ms. Veni Maria Das	BCom - Batch 8 Taxation, Batch 7 Computer Applications
Certificate course NISM	CNS1920S06	Mr. V. S Binu	BCom - Batch 5 Taxation, Batch 4 Computer Applications
Tally Ace Certifications	CTA1920S07	Faculty from Tally	BCom - Batch 6 Taxation, Batch



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. Kerala

			5 Computer Applications
Add on course Digital Marketing	CDM1920S08	External Faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course WEKA	COW1920S09	Dr. J M Lakshmi Mahesh	MCA Batch 14
Add on course Full stack web application development	CWD1920S10	Mr. Ranjith S	DDMCA Batch 3

- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2019-20

Venue/Date : Principal's Office on 5/3/2019 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Ms. Arsha A : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Dr. J M Lakshmi Mahesh : HoD, MCA Department

- The curriculum development committee discussed the add-on courses offered in several departments for the Academic year 2019-2020.
- The current status of the add-on courses progress was informed by the department heads.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2018-19

Venue/Date : Principal's Office on 28/5/2018 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : Course Co-Ordinator, MCA Department

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Minutes

- The SSTM curriculum development committee met in the principal's office with the aim of enhancing the curriculum and bringing it up to par with industry standards by providing the students with a selection of add-on/certificate courses.
- The curriculum development committee has approved the following list of courses for the academic year 2018–2019.

. Add-on/Value-added/Certificate courses for the year 2018-19

Name of the addon/valueadded/certificate course	Course code	Course coordinator	Batch /department
Add on course Apiculture	CAC1819S01	Dr.Asha	B.Sc. Botany & Biotechnology, Batch 2018-21



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Certification Course on Goods and Service Tax	CGS1819S02	External faculty	BCom - Batch 5 Taxation, Batch 4 Computer Applications
Tally Ace Certification	CTA1819S03	Faculty from Tally	BCom - Batch 5 Taxation, Batch 4 Computer Applications
Certification Course Foundation Program in Banking and Finance	CFB1819S04	Faculty from Hedge	BCom - Batch 6 Taxation, Batch 5 Computer Applications
Add on course ACCA	CAC1819S05	ACCA faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on Course CMA	CCM1819S06	CMA faculty	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certificate Program in Soft Skills	CSS1819S07	Mr. Arun Krishnan, Ms.Aathira.S.Nair, Ms.Ancy Jose.	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Certificate Program in MS Office	CMO1819S08	Ms. Aiswarya	BCom - Batch 7 Taxation, Batch 6 Computer Applications
Add on course PHP	CPH1819S09	Mr. Mariadas Ronnie	MCA B13

- The meeting concluded at 11:30 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year
2018-19

Venue/Date : : Principal's Office on 5/3/2019 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Dr. J M Lakshmi Mahesh : HoD, MCA Department

- The curriculum development committee discussed the progress of the add-on courses provided in various departments for the 2018-2019 academic year.
- The HoD's of respective departments provided an update of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Minutes of the meeting

Curriculum development committee

Agenda : Finalising the add-on courses for the Academic year 2017-18

Venue/Date : Principal's Office on 24/5/2017 at 9:30 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Dr. J M Lakshmi Mahesh : Course Co-Ordinator, MCA Department

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The members of the committee evaluated the advantages of all the courses suggested as add-on /certificate courses. They gathered input from stakeholders and considered their feedback before determining the final list of add-on courses to be provided during the 2017-18 academic year.
- The following list of Add-on/Certificate courses has been approved by the curriculum development committee for the academic year 2017–2018 during the meeting.



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Add-on/Certificate courses for the year 2017-18

Name of the add-on/certificate course	Course Code	Course coordinator	Batch /department
Add on course Application of PCR tools on Molecular studies	CPM1718S01	Dr. Salini Bhaskar	B.Sc. Botany & Biotechnology, Batch 2015-18
Tally Ace Certification	CTA1718S02	Faculty from Tally	BCom - Batch 4 Taxation, Batch 3 Computer Applications
Certification Course Foundation Program in Banking and Finance	CFB1718S03	Faculty from Hedge	BCom - Batch 4 Taxation, Batch 3 Computer Applications
Add on Course ACCA	CAC1819S04	ACCA faculty	BCom - Batch 6 Taxation, Batch 5 Computer Applications
Add on Course CMA	CCM1819S05	CMA Faculty	BCom - Batch 6 Taxation, Batch 5 Computer Applications
Add on course PHP	CPH1718S06	Mr. Mariadas Ronnie	MCA Batch 12
Add on course Graphics with Python tool	CGP1718S07	Dr.J.M.Lakshmi Mahesh	MCA Batch 13
Add on course WEKA	COW1718S08	Ms. Jisha Liju Daniel	DDMCA Batch 11



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Add on course MS Project	CMP1718S09	Ms. Jismy Joseph	DDMCA Batch 2
Add on course HR Analytics	CHR1718S10	Dr. Susan Abraham	MBA Batch 14

- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





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Minutes of the meeting

Curriculum development committee

Agenda : Discussion on the add-on courses for the Academic year 2017-18

Venue/Date : Principal's Office on 12/2/2018 at 10:00 am

Chaired by : Dr. G.Sashikumar, Principal, SSTM

Members Present :

Dr. Sethulekshmy Nair C : Deputy Director, Biotechnology division of SSTM

Ms. Latha K : HoD, Department of Commerce

Dr. Susan Abraham :HoD, MBA Department

Dr. J M Lakshmi Mahesh : Course Co-Ordinator, MCA Department

- The Principal Dr. Sashi Kumar G welcomed the members of the curriculum development committee. The principal enquired about the curriculum enrichment activities happening in the various departments.
- The HoD's of respective departments briefed about the progress of the same.
- The meeting concluded at 11:00 am.

Principal


Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

